

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
November 19, 2015
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
Mr. Corrigan, Ms. Washington, Mr. Hairston
(arrived, 12:11 a.m.); Mr. Parker (departed,
1:20 p.m.)

Absent: Ms. Butts, Mr. Parker

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

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes for the
10/15/15 Regular Board Meeting and 10/13/15 Finance
Committee Meeting. Mr. Seifullah seconded the motion,
which passed unanimously by roll call vote.

COMMUNICATIONS

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

Ms. Rodriguez acknowledged Rev. Pamela M. Pinkney Butts,
Minister Gwendolyn Pitts and David Wilburn, Education
Director, Advance to College, who were in attendance to
express their concerns for the relocation of the Martin
Luther King, Jr. Branch relocation project. Some of the
concerns included but were not limited to: increasing
youth attendance, increase of services, building layout
and design, branch name as well as community concern
about the possible reduction in size, functionality and
services for library patrons.

In response to hearing the concerns and their desire to
be involved in the process, Director Thomas invited each
patron to provide contact information to Carlos Latimer,
Special Assistant for Internal and External Affairs, so
that they may be invited to upcoming community meetings
about the branch.

MINUTES OF
REGULAR BOARD
MEETING OF
10/15/15; FINANCE
COMMITTEE
MEETING OF
10/13/15
Approved

Director Thomas stated that a community advisory committee will be assembled to advise the Library on the types of services that patrons may want at the Martin Luther King, Jr. branch. Although plans that the development corporation submitted have not been approved, the Library is committed to continuing services for patrons who use the branch.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of October

(See page 1321)

Mr. Seifullah moved approval of the following resolution. Ms. Butts 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 October of 2015; now therefore be it

RESOLVED, That the gifts described in the Gift Report for October of 2015 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution Requesting Tax Advance

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

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

RESOLVED, That the Board of Library Trustees requests that the Cuyahoga County Fiscal Officer advance any tax

RESOLUTION
TO ACCEPT
GIFTS FOR THE
MONTH OF
OCTOBER 2015
Approved

RESOLUTION
REQUESTING
TAX ADVANCE
Approved

funds that may be made available to the Library prior to the regular settlement dates during fiscal 2016.

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

(See page 1322)

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

WHEREAS, On November 21, 2013, the Board of Library Trustees authorized the Executive Director, CEO or his designee, to enter into an agreement with Integrated Precision Systems Inc. for maintenance services for the Library's people counting hardware, software, and firmware, in the amount of \$30,000 the first year with a 5% increase each year for a period of up to five (years), with the option of terminating the agreement after three (3) years, subject to approval of the Chief Legal Officer; and

WHEREAS, The first year's maintenance agreement was made effective on November 15, 2013, and on November 15, 2014, it increased 5% to \$31,500 and covered a total quantity of 35 orbit people counters, including the hardware, software, and firmware; and

WHEREAS, In July, 2014, two additional orbit people counters, server software modifications and back office kit for connection to the Library's network were installed on two front doors of the Louis Stokes Wing of the Cleveland Public Library; and

WHEREAS, The Department of Information Technology recommends adding the two additional orbit people counters, server software modifications and back office kit to the maintenance agreement effective November 15, 2015 at and additional cost of \$1,837.50 according to the terms of the agreement; and

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an addendum to the agreement, to include the two additional orbit people counters, with Integrated Precision Systems Inc. for

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

maintenance services for the Library's people counting hardware, software, and firmware, for a total amount of \$34,912.50 for the third year; also allowing a 5% increase each year for a period of up to two (2) additional years (through November 14, 2018), with the option of terminating the agreement after November 14, 2016, subject to approval of the Chief Legal Officer, with the expenditure being charged to 13010053-53360 (Computer Maintenance).

Ms. Butts stated that this was a good system and it is saving the Library money.

Resolution Authorizing the Upgrade of the People Counting Hardware, Software, and Firmware with Integrated Precisions Systems, Inc.

(See pages 1323-1324)

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

WHEREAS, On September 18, 2004, the Board of Library Trustees authorized the expenditure for the purchase, installation, and configuration of the customized "People Counting" system, created by a company named ShopperTrak, with the proprietary iSolve database management system from Integrated Precision Systems, Inc. ("IPS"); and

WHEREAS, In June 2015, purchase order # 150920 was issued to install Shoppertrak hardware upgrade for five (5) branches: Addison, Carnegie West, Garden Valley, Rice and South, for a total of \$17,008.12. This upgrade is still not complete; and

WHEREAS, The Department of Information Technology recommends continuing to upgrade the hardware and has received a proposal from IPS to install Shoppertrak hardware upgrade for eleven (11) branches: Brooklyn, Collinwood, East 131st Street, Eastman, Fleet, Fulton, Glenville, Harvard Lee, Hough, Jefferson and Langston Hughes, for a total of \$63,503.75; and

WHEREAS, IPS has provided the attached letter attesting that they are the sole source provider for this system

RESOLUTION
AUTHORIZING
THE UPGRADE
OF THE
PEOPLE
COUNTING
HARDWARE,
SOFTWARE,
AND
FIRMAWARE
WITH
INTEGRATED
PRECISIONS
SYSTEMS, INC.

Approved

and IPS has provided good, reliable service in the past; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Integrated Precision Systems Inc. for the upgrade of the Library's people counting hardware, software, and firmware for eleven (11) branches: Brooklyn, Collinwood, East 131st Street, Eastman, Fleet, Fulton, Glenville, Harvard Lee, Hough, Jefferson and Langston Hughes, in the amount of \$63,503.73, subject to approval of the Chief Legal Officer, with the expenditure being charged to 13010053-55530 (Computer Hardware).

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

(See pages 1325-1338)

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

WHEREAS, On September 20, 2012, the Board of Trustees of the Cleveland Public Library authorized the Executive Director of the Cleveland Public Library to enter into

an agreement with Integrated Precision Systems, Inc. ("IPS") for the purchase and installation of access control systems for various facilities owned by the Library; and

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

WHEREAS, This Board authorized the Library to enter into a maintenance agreement with IPS for the access control system for the period January 1, 2015 through December 31, 2015 at the cost of \$34,992.98. The Director of Property Management recommends that the Library renew its agreement with IPS for maintenance of the access control system and add the following additional facilities: Lorain, Rice, Brooklyn,

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

Glenville, and Garden Valley for the period from January 1, 2016 through December 31, 2016 at the cost of \$40,549.74; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an agreement with Integrated Precision Systems Inc. for maintenance services for the Library's access control system, in the amount of \$40,549.74 for the period commencing January 1, 2016 through December 31, 2016, subject to approval of the Chief Legal Officer, with the expenditure being charged to the General Fund account 12930053-53340 Building Maintenance.

Mr. Corrigan asked what part of the control system fails most.

Myron Scruggs, Director of Property Management, stated that there may be a variety of failures such as software, hardware or card readers that do not read cards appropriately.

Director Thomas stated that many businesses and organizations are increasing the use of access control systems.

Ms. Butts asked if the inoperable cameras at branches were now working.

Mr. Scruggs stated that cameras at eastside branches have been completed and four branches on the west side should be completed within the next couple of weeks.

Resolution Approving Guaranteed Maximum Price Amendment to Agreement with Albert M. Higley Co. for Main Library Phase 2 Construction Project

(See pages 1339-1388)

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

WHEREAS, On June 25, 2015, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement with Albert M. Higley Co., LLC ("Higley") in the amount of \$456,014.00 for construction

RESOLUTION
APPROVING
GUARANTEED
MAXIMUM
PRICE
AMENDMENT
TO
AGREEMENT
WITH ALBERT
M. HIGLEY
CO. FOR MAIN
LIBRARY
PHASE 2
CONSTRUCTION
PROJECT
Approved

management at risk services and costs, and the Library executed the agreement on June 6, 2015 ("Agreement"); and

WHEREAS, As contemplated by the Agreement, following the finalization of design and Higley's procurement of subcontractor construction bids for the work, Higley has prepared a Guaranteed Maximum Price Proposal which sets forth a maximum construction budget and final schedule; and

WHEREAS, Higley has selected subcontractors who are responsive, responsible and acceptable to the Library Administration. The subcontracts selected include approximately 27% Minority Business Enterprise firms, 14% Female Business Enterprise firms, and 21% Small Business Enterprise firms; and

WHEREAS, The Guaranteed Maximum Price (GMP) for the cost of the work (\$2,936,921), construction manager's fee (\$87,627), preconstruction services fee (\$24,820), the general conditions costs (\$57,377), the construction contingency (\$83,963) and other costs (\$165,540), totals **\$3,356,248.00**; and

WHEREAS, The GMP is well within the original estimated construction budget, (including contingencies and other costs) of **\$4,959,506.30** approved by this Board for the Main Library Consolidation: Phase 2 and the Lighting Control Project (together referred to as the "Project") in the Resolution adopted on June 25, 2015; and

WHEREAS, The GMP does not include certain expenses which were in the original estimated construction budget, but which the Library has now decided to pay directly, including the furniture (estimated at \$535,000) and building permit fees (\$33,627). The GMP also does not include the costs of changes and additions to the Project that were made by the Library after Higley sent out requests for bids, including the creation of the Louis Stokes Legacy room, the addition of a new security desk on the first floor of the Louis Stokes Wing, enhanced data and power to various locations, a coffee cart in the indoor garden, additional furniture solutions, audio visual equipment, lighting, plumbing, and other costs; and

WHEREAS, The projected difference between the original Project budget approved by this Board in June of 2015, and the actual projected costs of the Project in the GMP is a savings of approximately \$1,500,000. The Library is requesting authority to purchase the furniture and pay for the building permits directly from this \$1,500,000. In addition, the Library is hereby requesting permission from the Board to pay the costs resulting from changes and additions to the Project that have already been made, and which may be made in the future by the Library, from an Owner's Contingency Fund made up of approximately one-half of remainder of the anticipated savings in the amount of \$500,000; now therefore be it

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees to accept the Guaranteed Maximum Price proposal and enter into and execute an amendment to the agreement between the Cleveland Public Library and The Albert M. Higley Co., LLC approving the subcontract packages and increasing the contract amount from \$456,014.00 to \$3,356,248.00, which shall be paid from the funds budgeted for the Project as approved by this Board; be it further

RESOLVED, That the Executive Director, CEO or his designees, is authorized to make expenditures and enter into contracts in excess of \$25,000 for the purchase of furniture for the Project and to ratify payment of building permit fees; and is further authorized to establish an Owner's Contingency Fund in the amount of \$500,000 and to make expenditures and enter into contracts in excess of \$25,000 to pay the costs resulting from changes and additions to the Project that have already been made by the Library, and which may be made in the future by the Library, and which are not included in the GMP. The Library shall report monthly to the Board on expenditures from the Owner's Contingency Fund.

Mr. Hairston asked for clarification on the restoration process for the carpet in Brett Hall.

Mr. Scruggs stated that before construction, the carpet would be removed and the worn areas patched.

Eric Herman, Construction Project Manager, stated that an unrepairable area that was positioned under a desk,

would be removed and the carpet shortened. A row of medallions would be removed and inserted and patched to repair the worn area. Finally, the entire carpet would be cleaned and stored until time for replacement.

Mr. Herman also stated that he received an estimate for storage that was just under \$10,000. Although some work will have to be done on the exposed floor to clean it, the cost will be considerably less than refurbishing the entire floor.

Resolution Authorizing an Extension of the Lease for Temporary South Branch of the Cleveland Public Library

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

WHEREAS, On August 23, 2012, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a lease of space at 2704 Clark Avenue for the temporary relocation of the South Branch, for a term of up to three years at a rental rate of \$2,500 per month. This lease will expire on January 14, 2016; and

WHEREAS, In September of 2015, this Board accepted the recommendations of Kent State's Cleveland Urban Design Collaborative regarding reopening the original South Branch on Scranton Road. The Board further authorized the Library to proceed with the next steps to effectuate repairs and improvements to the building; and

WHEREAS, The Library's staff has commenced work on preparing requests for qualifications and proposals for an architect and engineer, and has also prepared an estimated schedule for the project, which indicates that the work on the building may take one to two years; and

WHEREAS, The owner of the building on Clark Avenue, Gerald E. Zahler, has offered to renew the lease of the space to the Library for up to two additional years at a rental rate of \$2,550.00 per month, gross, plus utilities and other related expenses, for a first year's estimated rental of \$30,600.00; and

WHEREAS, The Executive Director requests the authority to renew a lease with the building owner based upon the rental amount stated above, upon the same terms and

RESOLUTION
AUTHORIZING
AN EXTENSION
OF THE LEASE
FOR
TEMPORARY
SOUTH
BRANCH OF
THE
CLEVELAND
PUBLIC
LIBRARY
Approved

conditions of the existing lease, for up to two additional years; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute a renewal of the lease for space in the building located at 2704 Clark Avenue with the owner, Gerald E. Zahler, for the rental amount of \$2,550 per month, gross, plus utilities and other related expenses, for a first year's estimated rental of \$30,600.00, for a term of up to two years, to be charged to the General Fund Account No. 17830053-53510, which renewal shall be subject to approval of the Chief Legal Officer.

RESOLUTION
TO PURCHASE
INSURANCE
COVERAGE
FOR CYBER
LIABILITY
Approved

Resolution to Purchase Insurance Coverage for Cyber Liability

Joyce Dodrill, Chief Legal Officer, stated that since Finance Committee Meeting, additional information has been received indicating that the coverage may not be what was originally proposed regarding CLEVNET libraries. Ms. Dodrill recommended that this resolution be tabled pending additional information and evaluation.

Mr. Corrigan moved to table the following resolution pending additional information from staff. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Library Administration has determined that it would be prudent to purchase cyber liability insurance to protect the Library from claims of third parties, and the costs of restoring data and issuing legally mandated notifications in the event that the personal data of patrons or staff were to be stolen as a result of a data breach; and

WHEREAS, The Library obtained quotes from several different insurance companies for cyber liability insurance and narrowed the selection down to the following two quotes with the premiums based on a one-year term:

| NAME | LIMITS | DEDUCTIBLE | INCLUDES CLEVNET | PREMIUM |
|--------------------------------------|--|------------|------------------------------------|-------------|
| Ironshore Speciality through McGowan | \$1,000,000 total (1 st party and 3 rd party) | \$5,000 | Yes for third party liability only | \$12,267.90 |
| Travelers Casualty through Hylant | \$1,000,000 total \$500,000 1 st party \$1,000,000 3 rd party. | \$10,000 | Yes for third party liability only | \$12,200.00 |

WHEREAS, The Library Administration recommends selecting Ironshore Speciality through McGowan & Co., Inc. for the reason that it is a better package financially; the deductible is lower, and the limits for third party coverage, regulatory defense & penalty, data forensic expense, notification expense, crisis management, credit monitoring expense, public relations expense, network extortion or e-commerce extortion, business income, and replacement or restoration of electronic data are at least \$500,000 higher than Travelers Insurance; and

WHEREAS, The Library Administration desires to negotiate a policy that coincides with the Library's other insurance policies currently in effect that expire on August 1, 2016, now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to purchase Cyber Liability Insurance through McGowan & Co., Inc. and enter into an agreement with Ironshore Speciality effective December 1, 2015 in the amount of \$12,267.90 for a maximum of a one-year period, subject to the approval of the Chief Legal Officer; be it further

RESOLVED, That it is the intention of this Board to renew the cyber liability insurance stated within this Resolution, for one, one-year renewal period commencing either on August 1, 2016 or December 1, 2016, depending upon whether the Library is successful at negotiating a policy that coincides with other insurance policies currently set to expire on August 1, 2016, and also

provided terms and conditions remain comparable and the pricing is consistent with then current market conditions and the Library's history.

Resolution to Engage Synchronicity Consulting, LLC for Strategic Plan Implementation Services

(See pages 1389-1392)

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

WHEREAS, Cleveland Public Library is committed to a vision of our community where Clevelanders from all walks of life are continually learning, sharing, and seeking out new knowledge in ways that are beneficial to themselves, our community and the world; and

WHEREAS, The Library has put a stake in the ground and declared that the center of learning for our diverse and inclusive community should and must be here at the Cleveland Public Library; and

WHEREAS, To that end, the Library is creating customized learning opportunity networks for the public through The People's University project that will shift library programming from "learning about" to "learning to be"; and

WHEREAS, The Library must take strategic steps to focus its programming into a portfolio of educational offerings that align with the desired outcomes of The People's University project, and position the department of Outreach and Programming Services as the nucleus of this endeavor; and

WHEREAS, The Library recognizes the need to engage a professional services firm with expert knowledge and skills in executing educational strategy to work through this transformation; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Synchronicity Consulting, LLC, subject to the approval of the Chief Legal Officer, to provide the services as outlined in their proposal in an amount not to exceed \$70,000 (including reimbursables)

RESOLUTION TO
ENGAGE
SYNCHRONICITY
CONSULTING,
LLC FOR
STRATEGIC PLAN
IMPLEMENTATION
SERVICES

Approved

to be charged to General Fund Account 11980053-53710
(Professional Services).

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 1393-1402)

Report on Investments

(See page 1403)

Report on Conference and Travel Expenditures

(See pages 1404-1406)

Report on Cleveland Foundation Grant for Library
Learning Centers

(See page 1407)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 1408-1410)

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

Mr. Hairston asked if the Library had a succession plan.

Director Thomas stated that the Library is working with Business Volunteers Unlimited on developing a succession plan. Additional information will be provided upon the completion of the succession plan.

Mr. Hairston submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 1411)

FISCAL OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

REPORT ON
CLEVELAND
FOUNDATION
GRANT FOR
LIBRARY
LEARNING
CENTERS
Submitted

REGULAR
EMPLOYMENT
REPORT
Approved

REPORT ON
PAID SICK
TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EE04) REPORT
Submitted

Employee Demographics (EE04) Report

(See page 1412)

INSURANCE
SUMMARY
REPORT
Submitted

Insurance Summary Report

(See page 1413)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

MONTHLY
ACTIVITY
REPORT
Submitted

Monthly Activity Report

(See pages 1414-1420)

Mr. Corrigan stated that largely because of the decline in circulation at the branches and the mobile unit, it is regularly shown that as the economy improves circulation declines, with the exception of emedia which has increased to 21% and continues.

Mr. Corrigan also noted changes in Broadband Connectivity for Selected CLEVNET libraries, 2014-2015, as prepared by Anastasia Diamond-Ortiz, Director of Strategy and Innovation, Knowledge Office.

Mr. Corrigan noted the benchmarks for broadband connectivity in public libraries set by ALA and the Edge coalition. Upgrades by IT/CLEVNET since 2014 ensure that member libraries' broadband connections exceed the benchmarks.

Mr. Corrigan asked for a clarification about changes in the numbers of titles added to the permanent collection.

Tish Lowrey, Director of Technical Services, stated that the increases were due to being fully staffed. The Catalog Department had been short-handed due to resignations and retirements but two catalogers were added to the Technical Services staff in February. Additions to the permanent collection are now current.

Building Status Update

Myron Scruggs, Director of Property Management, stated that preparation has begun to clear areas in Main and LSW for Phase 2 construction. Mr. Scruggs attended a preconstruction meeting to discuss demolition logistics. Contractors are scheduled to begin on Monday morning.

Mr. Corrigan stated that \$33,000 has been approved to secure permits with the City of Cleveland.

Mr. Corrigan asked for an update on the recent incident in Special Collections.

Mr. Scruggs explained that on Wednesday, November 18, 2015, late afternoon, an unidentified individual came in the John G. White corridor and used a cinderblock to break the window of a display case. The individual stole various items such as spectacles, opera glasses and pocket watch from the case.

Ms. Butts asked if cameras captured this incident.

Mr. Scruggs stated that although the cameras were working, the DVR was inoperable and the incident was unrecorded. Mr. Scruggs has secured a DVR on loan from IPS.

Mr. Scruggs stated that local pawn shops have been contacted. Cleveland Police Department Crime Unit was able to take pictures and secure finger prints from the glass.

Mr. Seifullah asked if any staff or patrons heard the glass break at the time of the incident.

Mr. Scruggs explained that no one heard the glass break. However, a patron came to report the breakage. The Library is waiting for follow up once the investigation is complete.

Mr. Scruggs also stated that the area has been cleaned and secured and is currently open to the public. He noted that although alarms are in some display cases the glass is breakable. Discussions to increase security in that area will begin soon.

Mr. Seifullah asked for the estimated value of the stolen items.

John Skrtic, Director of Public Services, stated that the watch was valued at \$1,000, the glasses were valued at \$500. Detailed descriptions of these items have been given to the police.

CPL150
STRATEGIC
PLAN
UPDATE
Presented

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, stated that the Cleveland Urban Design Collaborative is working to put together advisory committees for each branch within the next group to be engaged.

As committees are being assembled, it was been suggested that because of the close proximity between Mt. Pleasant and East 131st Street branches, that instead of separate committees for each branch, only one advisory committee be assembled for both branches. Mr. Corrigan stated that these two branches are within a mile of each other.

Mr. Corrigan stated that these are the two branches within the closest distance of each other.

Safe, Warm and Dry Update

SAFE, WARM
AND DRY
UPDATE
Presented

Joyce Dodrill, Chief Legal Officer, stated the process for preparing the RFQ. Because the complexity of the project that involves 10 building, decisions must be made on the project delivery model. Other issues for consideration include but are not limited to: staging of construction, HVAC, restrooms, costs for renting HVAC systems and restrooms, opening/closing branches, etc. Recommendations will be made to the Board on the delivery model of construction.

FRIENDS
BOARD
UPDATE
Presented

Friends Board Update

Bob Pincus, Vice President, Friends of Cleveland Public Library, stated that approximately 36 applications for the Executive Director position have been received. Phone interviews will be conducted with approximately 12 candidates. In person interviews will be held in January with the position filled in March or April.

Mr. Pincus announced the Book Bowl Challenge between the Enoch Pratt Free Library and the Cleveland Public Library.

Each library is trying to raise the most funds as part of the Giving Tuesday initiative. The library system that raises the most donations online will be crowned Book Bowl champions. As an extra wager, if the Pratt Library wins, the director of the Cleveland Public Library has to recite Edgar Allan Poe's "The Raven" while wearing a Ravens jersey. If the Pratt loses, CEO Carla D. Hayden and staff has to sing "Who Let the Dogs Out" while wearing dog masks in the Central Library Main Hall. The video will also be posted on YouTube.

The competition begins at kick-off of the Ravens-Browns Monday Night Football game and will continue through Tuesday, Dec. 1.

Finally, Mr. Pincus reminded attendees about Friends membership renewal.

OLD BUSINESS

Ms. Washington presented the following item of old business.

Resolution to Amend and Update the Regulations of the Board of Library Trustees

(See pages 1421-1425)

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

WHEREAS, The Board of Library Trustees of the Cleveland Public Library has adopted Regulations governing the procedures of the Board of Trustees, which were revised on November 19, 1947, September 19, 1962, October 26, 1966, February 19, 1970, December 16, 1971, January 20, 1972, September 21, 1972, November 15, 1973, December 19, 1974, December 18, 1980, March 13, 2012, and September 18, 2014; and

RESOLUTION
TO AMEND
AND UPDATE
THE
REGULATION
S OF THE
BOARD OF
LIBRARY
TRUSTEES
Approved

WHEREAS, The Board has determined that it is necessary to amend and update various sections of its Regulations

in order to incorporate new terminology, clarify the composition of standing committees and the matters that can come before them, assign responsibility for the preparation of minutes, address retention of records, and incorporate other changes; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby amends and updates the Regulations in a manner set forth in the exhibits attached to this Resolution and incorporated herein by reference; be it further

RESOLVED, That this Resolution be placed on the Board agenda at the next regular meeting of the Board at which time the Board of Trustees may vote on its passage, as required by Article XVII of Regulations, which state that no amendment of these regulations shall be finally acted upon until the next regular meeting after the same shall have been proposed.

Mr. Corrigan shared the history of amendments and updates to the Regulations of the Board of Library Trustees. He also noted that since he has been on the Board in 1985, this is the third revision of the Regulations.

NEW BUSINESS

Ms. Washington presented the following item of new business.

Resolution Approving Partnership Agreement with Cuyahoga County Public Library and Project Learn, Inc. and Making Appointment to the Project Learn Board

(See pages 1426-1429)

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

WHEREAS, Project Learn is a nonprofit corporation founded in 1974 which provides a variety of adult literacy services in Cleveland, Ohio including English

RESOLUTION
APPROVING
PARTNERSHIP
AGREEMENT
WITH
CUYAHOGA
COUNTY PUBLIC
LIBRARY AND
PROJECT
LEARN, INC.
AND MAKING
APPOINTMENT
TO THE
PROJECT
LEARN BOARD

Approved

tutoring, pre-GED classes, workplace skills training courses, classes for corrections inmates, library services for new readers, computer-assisted learning

instruction, and small group teaching. The majority of Project Learn's students reside in Cleveland; and

WHEREAS, Project Learn is taking steps to amend its Code of Regulations and reconfigure its Board to become a Section 509(a)(3) Supporting Organization of Cuyahoga County Public Library, in order to extend its services to other areas of Cuyahoga County outside of the City of Cleveland and to receive administrative support from Cuyahoga County Public Library; and

WHEREAS, Project Learn proposes to include three members appointed by Cuyahoga County Public Library and one member appointed by Cleveland Public Library on its reconfigured Board; and

WHEREAS, In order to preserve the integrity of Cleveland Public Library's and Cuyahoga County Public Library's respective service areas, Project Learn, the Cuyahoga County Public Library, and the Cleveland Public Library desire to clarify the parameters by which Project Learn and Cuyahoga County Public Library may offer adult literacy and related services in Cleveland Public Library's service area, and have jointly negotiated an agreement; and

WHEREAS, The agreement provides, among other things, that all services offered by Project Learn in the City of Cleveland must be approved by Cleveland Public Library, will be attributed to the Cleveland Public Library in its programming statistics, and will be advertised as a program jointly offered by the Cleveland Public Library and the Cuyahoga County Public library; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to execute the agreement with the Cuyahoga County Public Library and Project Learn, Inc. in the form substantially similar to the agreement attached to this Resolution; and be it further

RESOLVED, That the Board President shall designate an individual to the Board of Project Learn, Inc. for a

period of two (2) years, in accordance with its Amended and Restated Code of Regulations, effective upon finalization of said Regulations, and this Board designates that this individual shall serve on the

Project Learn's Board in his/her official capacity as a representative representing the interests of the Cleveland Public Library, in accordance with Ohio Ethics Commission and Ohio Attorney General opinions.

Mr. Corrigan stated that Project Learn has been transforming itself because of the retirements of some very senior people in the literacy and learning area. They are very key partners with the Library, county jail and other institutions. As they are becoming more involved with the County Library system, it is important that representation of Cleveland Public Library be on the Board, to recognize respective service areas.

Mr. Corrigan thanked Ms. Dodrill and library staff who helped work on this initiative as these changes are significant.

Ms. Rodriguez requested to be contacted if any Trustees were interested in serving on the Project Learn Board.

Ms. Dodrill stated that the Project Learn Board would meet on an as-needed basis.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas asked that Mr. Skrtic introduce Sarah Dobransky, new manager of Government Documents.

Ms. Dobransky expressed her excitement for joining the Library and shared information on her background and experience with the Board.

Director Thomas announced a partnership with the Cleveland Food Bank of Greater Cleveland that includes afternoon snacks for young people. Last year, it was estimated that the Library provided approximately 150,000 meals as a part of this initiative. Discussions will be held to explore possible ways for expansion.

Mr. Haiston spoke about the importance of this initiative and the need for expansion.

Director Thomas stated that some branches are sites where the Food Bank distributes bags of free produce for neighborhood residents. With the support of

Congresswoman Marcia Fudge, additional funding has been leveraged to expand the produce distribution efforts in the community.

FORMING COMMUNITIES OF LEARNING

K-3 reading instruction provided by Braxton Educational and Technology Consulting (BETC) continued at 4 locations: Addison, Memorial-Nottingham, Walz and Woodland. In the month of October BETC tutors provided 192 hours of after-school tutoring in the neighborhood branches. In early October Starting Point notified the library that funding for BETC tutoring in 2015-16 would be reduced by 40% due to declining participation in the program. BETC has submitted a revised proposal based on the current level of funding that will ensure that services will continue through May of 2016.

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The teen financial literacy workshops, facilitated by Sharron Murphy Williams of the Phe'be Foundation, began in October and are being held on Tuesdays and Thursdays and will continue for 6 weeks. From the first sessions on 10/6 and 10/8, participation at the two locations: MLK Jr., and East 131 branches, has averaged 20 students per site.

Cultivating a Global Perspective

As a part of the library's commitment to cultivating a global perspective the Outreach & Programming Services department offered a series of programs in honor of Hispanic Heritage Month. On October 8th, Dr. Pablo Mitchell, Professor of History and Comparative American Studies at Oberlin College and author of *History of*

Latinos: Exploring Diverse Roots, led community conversation and discussed his book at the Jefferson Branch.

On October 10th, Cristina Henríquez, author of *The Book of Unknown Americans*, was the featured guest speaker as a part of the *Writers & Readers Series of Hope*. The Library provided a set of Ms. Henríquez's books for students participating in the College Now program at Lincoln West High School. On October 17th, in partnership with the Julia De Burgos Cultural Arts Center, the library held its culminating event at the Center's new facility at 3800 Bridge Avenue.

An audience of over 250 people enjoyed performances by young people from the Julia de Burgos Cultural Arts Center, sampled delicious Latin foods and explored Hispanic identity through poetry, music and more. Featured guests included Jesus Papoleto Melendez, award-winning poet, playwright, teacher, activist, and co-founder of the Nuyorican Poetry Club & Pulitzer Prize-winning photographer José Galvez.

CPL also partnered with the Cleveland School of the Arts (CMSD) for this year's Hispanic Heritage Month. On Friday, October 16th, photojournalist Jose Galvez presented to 10th and 11th grade students in the photography department and discussed his career, the history of Hispanic Americans in the U.S. and his process of photo documenting the people and their experiences. Mr. Galvez showed the students images via his slide presentation and also set up a small gallery-like display of some of his framed, black & white images.

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The Hank Willis Thomas Lockwood-Thompson Dialogues event on October 31st was the conclusion of a 5-part series of

African American male visual artists. The event took place in the LSW auditorium at the Main Library. Thomas discussed his work and the context in which he creates and also gave a brief overview of the *Question Bridge: Black Males exhibit*. His talk focused meaningfully on many of the issues or race faced in the city of Cleveland and he referenced both Tamir Rice and another young male he met when he visited Cleveland in 2014 through an event sponsored by the Cleveland Museum of Art. After this talk, attendees asked many questions and Thomas signed the new *Question Bridge: Black Males* book. He mentioned his interest in returning to CPL during the 4-month exhibit period.

Exhibits

The Cleveland Treatment Center and the Art Therapy Studio, through the generous funding of the Cuyahoga County ADAMHS board presented "The Art of Recovery," an art show featuring therapeutic art created by artists in recovery from addiction.

The art show, now on view at Main Library, highlights the work of artists involved in art therapy groups provided to local agencies by the Cleveland Treatment Center and Art Therapy Studio. Art therapy sessions were provided in a total of (6) 12 week sessions at the Cleveland Treatment Center, Oriana House, The Men's Shelter at 2100 Lakeside and Harbor Light at Salvation Army.

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CLGH Manager Olivia Hoge attended the Ohio Local History Alliance 2015 Annual Meeting & Conference Oct 2nd and 3rd. In addition, Ms. Hoge attended the Human Library event at Rice branch on October 23rd.

Literature Department and Ohio Center for the Book Manager Amy Dawson represented the OCFB with a booth at

the Ohio Library Council Expo and Convention and at the Ohioana Book Awards at the Columbus State House on October 9th.

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Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

Meetings and Activities

- CPL and FOCPL hosted a meeting at Carnegie West for the New York Community Bank Foundation.
- I hosted Writers and Readers author Cristina Rodriguez and guests in my office.
- President Rodriguez and I provided remarks at the Special Evening of Latin Poetry, Art, and Food.
- I attended a meeting of the American Library Association's President-Elects in Chicago.
- I presented to the Phoenix Scholars program of the Andrews Osborne Academy.

CLEVNET

CPL has nearly 11,000 followers on Twitter and the Facebook page currently has 7,500 fans.

GRANTS & DEVELOPMENT

The Role of Policy in Digital Fabrication and Making

On Thursday, October 29, CPL hosted a breakfast roundtable on the role of policy in digital fabrication and making, featuring guest speakers Stephanie Santoso, Senior Policy Advisor, White House Office of Science and Technology and Stephanie Howse, State of Ohio Representative, District 11. Nearly 30 guests gathered to learn more about the state and national landscape around the growing STEAM movement including plans for raising awareness and opportunities in Northeast Ohio.

Friends of the Cleveland Public Library

- Submitted 2016 Budget Request
- Submitted Third Quarter Spending Update
- Giving Tuesday

CPL was challenged by the Enoch Pratt Public Library (Baltimore) to see who can raise the most money for their Library on Giving Tuesday this year (12/1) using the spirit of competition and the rivalry between the two cities. The Friends of the Cleveland Public Library are officially in charge of this event, I am assisting with leveraging CPL contacts (involving the Cleveland Browns, setting up connections with the Foodbank (who has experience with these types of events)) and staff,

gathering impact stats for the Friends to use to help incentivize giving.

PNC

Began work on an application to expand Kindergarten Clubs.

Letter of Support

- Written to MyCom on behalf of the Collinwood Branch for South Collinwood / Nottingham Village to become a new MyCom neighborhood.
- Written to Council of the Great City Schools detailing the partnership(s) CPL has with CMSD.

Association for Library Service to Children (ALSC)

Submitted request in September to their Curiosity Creates program (in partnership with ALA) for \$7,500 to support the Man Up, Cleveland! workshop at CPL in February 2016. Request Declined.

PUBLIC SERVICES

Programs, Services & Exhibits

In the month of October the Library hosted approximately 233 programs ranging from tutoring services to arts instruction and author visits.

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art workshops, one for adults and one for children and teens. Both workshops will take place at MLK, Jr. Branch.

MEETING ROOMS

The total number of requests for Main Library in the month of October was 107 with an estimated total attendance of 3,663. The Lake Shore Facility meeting rooms were reserved 21 times. There were 281 requests for branch meeting rooms during the month with an estimated total attendance of 5,990.

In the month of October Phase II construction began on the 2nd floor of the Louis Stokes Wing. The computer lab, and rooms 218 East and West will not be available for public use during construction.

Literary Frolic Fridays

Literature Department and Ohio Center for the Book Subject Librarian Timothy Philips continued his book and film adaptation discussion series with Oscar Wilde's short story, *The Canterville Ghost*, which featured a discussion of the short story followed by a viewing of Paul Bogart's 1986 made-for-TV film adaptation on October 2nd. Richard Matheson's novel, *I am Legend* and a viewing of Boris Sagal's 1971 film, *The Omega Man* were discussed on October 16th and Ray Bradbury's novel, *Something Wicked This Way Comes* and a viewing of Jack Clayton's 1983 Walt Disney film adaptation were discussed on October 30th.

Octavofest

Literature Department and Ohio Center for the Book Library Assistant Evone Jeffries conducted a Little Free Library Paper Arts Party to make bookmarks, mini-books, thank-you notes and book-sharing note cards to leave in the OCFB sponsored Little Free Libraries on October 5th at the CPL Hough Branch, Manager Amy Dawson held nine Octavofest bookmaking workshops in the branches, and Fine Arts Librarian Bruce Biddle also held a bookmaking and creative doodling and zentangle program at the Addison branch on October 16th.

Fine Arts & Special Collections Workshops

Fine Arts & Special Collections Manager Pam Eyerdam hosted a workshop for the Natural History Museum on October 3rd. The workshop taught teachers about stone construction of Cleveland buildings, especially in the downtown area. In addition, Ms. Eyerdam hosted a presentation for the docents from the Cleveland Museum of Art's *Art to Go* program on October 16th, and Special Collections staff members Kelly Brown and Bill Chase hosted a program for the Guild of Bookworkers on October 15th.

Special Collections Road show at Langston Hughes

Special Collections Librarian Stacie Brisker worked with Branch Librarian Christopher Busta-Peck to present the joint program *Special Collections Road Show at Langston Hughes* on October 22nd. The program featured rare and unique items produced about Langston Hughes.

Main Library Book Clubs

Social Sciences Library Assistant Lakeisha Winstead and Social Sciences Librarian Helena Travka started the Social Sciences Non-Fiction Book Club season with a lively discussion of psychopaths and sociopaths in *Blood Will Out* by Walter Kirn. The Literary Book Club in the Popular Department read *Sweetland* by Michael Crummey. April Lancaster Popular Library Assistant, and Benjie Smith, Popular Library Clerk hosted a discussion of the book *'Til the Well Runs Dry* by Lauren Francis-Sharma and CLGH Librarian Terry Metter held a Brown Bag Book Club on October 19th and discussed "A Chosen Exile: A History of Racial Passing in American Life" by Allyson Hobbs.

Get Graphic Book Clubs and Speaker Series

Get Graphic with the Ohio Center for the Book: A Graphic Novel Book Club: Cosmopolitan Comics series continued this month on October 6th with *We Are On Our Own*, by Miriam Katin, on October 20th with Amir & Khalil's work *Zahra's Paradise* and also on October 24th with Dr. Charles Coletta, American Studies Scholar, Bowling Green State University discussing Archie Comics, 75 years in the making, to an involved audience of 16 people.

Youth Service Programming

Youth Services staff members conducted multiple preschool and toddler story times throughout the month of October. Special programs and visitors included: a Hispanic Heritage Month story time at the Hough Branch on October 19th, a small tour of the Youth Services Department for Wade Park School on October 27th, a tour for James Ford Rhodes High School and Open Door Christian School students.

Library Blogs

The October blog featured the 15th century medieval manuscript of *Brut's Chronicle of England* that describes how the legend of Brut was first traced to the 9th century. The legend of Brut identifies him as the founder and first king of England.

Music at Main

Two groups of students from the Cleveland Institute of Music performed on October 3rd performing pieces composed by Antonin Dvorak and Bedrich Smetana (violin and string quartet).

Foreign Literature Programs

During the month of October, Foreign Literature staff members planned and conducted a total of 37 programs serving Russian, Chinese, Spanish and native English speaking patrons. Partnerships with the CSU Confucius Institute and the Goodrich-Gannett Community center continued, along with bilingual story times, Tai Chi, Martial Arts for Children and Chinese courses for Children were also offered. Foreign Literature Librarian Victoria Kabo offered five programs aimed at teaching Russian language skills in addition to her regular bi-monthly meeting of the Russian Book Club at Memorial-Nottingham Branch and Librarian Mary Torres, continued her bilingual story time efforts with two programs this past month and a partnership with the Lorain Branch to offer a "Literacy: Every Child Ready to Read" program.

Main Library Tours

Main Library staff members provided tours throughout the month of October. Groups visiting Main Library included: a graduate music class from Case Western Reserve University, a group of Boy Scouts, the Bay Village Senior Club and the Cleveland Writing Club.

Main Library Outreach

Senior Subject Librarian Jean Collins created the Bibliocommons book list for the second Broadway production on stage at Playhouse Square this season: *A Gentleman's Guide to Love and Murder*, playing November 3rd to 15th.

Science and Technology Senior Librarian Jim Bettinger held 15 sessions on patent and trademark databases with members from the Cleveland Intellectual Property Law Association during the month of October..

Social Sciences Librarian Helena Travka attended a reception and tour of the Louis Penfield House on Oct. 1st. This event was designed to encourage collaborations and promote awareness between museums, cultural institutions, fashion schools, and FashionWeekCleveland.

Social Sciences Librarian Helena Travka met with the Program Coordinator from the Cleveland Council of World Affairs to tour the United Nations Depository Collection at the library. Ms. Travka will be going to a meeting at the Cleveland Council of World Affairs and she has been invited to attend a November United Nations Model Conference Meeting in Cleveland.

During October staff collected and processed a total of 2,789 long loan items for eight branches and CLEVNET agencies.

Youth Services Manager Annisha Jeffries and Popular Manager Sarah Flinn continue to partner and promote the library and services through weekly story times for 1 to 9 month old children at Rainbow Babies and Children's Hospital's Centering Pregnancy program.

Collection Development Highlights

The Popular Department moved from Brett Hall to the Microform Center and added the AV collection this month.

PAL acquired new book display furniture to better showcase circulating material. One such item is an upright, rotating paperback book rack.

Special Collections Librarian Kelly Brown is updating the *Chess Portrait Collection* finding aid with the assistance of the Department Pages Nina Rivera and Alex Gauding.

Subject Department Senior Clerk Nick Durda completed digitizing photographs of homes from "Millionaire's Row" from the Cleveland Picture Collection. It is 105 photographs that show various interior and exterior views of the most prominent of homes on Euclid Avenue.

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BRANCHES

The Collinwood Branch is buzzing with activities, programs, story times, community gatherings and partnership meetings. This reflects a comment a visiting patron made at a community gathering to me about the branch—she stated that the branch reminded her of a community center because it serves so many needs and she like the atmosphere because everyone was engaged either in programs, using the computer, reading, meeting at tables and kids all around.

Eastman Branch held a Star Wars Reads Day which was well attended. Both adults and children were treated to refreshments of star cookies, pretzel light sabers and punch while photos with Star Wars enactors from the 501st Legion were offered. Four costumed characters including Princess Leia, Boba Fett, a Biker Scout and Chewbacca greeted children and encouraged reading. Children also participated in a piñata and there were 9 bags of Star Wars books and goodies raffled off. There were 120 patrons in attendance.

The E131st branch held numerous long standing workshops free to the community including Chess Club, Book Club, Knitting and Yoga. In addition we offered game nights, Spanish learning, fall crafts, and a financial literacy program for our youth.

Manager Ginaya Willoughby met with a representative from the Cleveland Urban Design Collaborative to outline ideas for improving the facility for the community. She also attended a community forum discussion on violence led by council man Zack Reed at John Adams High School. MyCom has been actively bringing new partners within the Mount Pleasant area and increased opportunities for the branch; including a credit repair workshop for adults, college visits, Make a Difference Volunteerism Day and communication for partner events.

Garden Valley Branch Clerk, Jasrielle Blade and Librarian, Pasha Moncrief researched and constructed a very informative display for Breast Cancer Awareness month. Not only were very relevant books displayed, but she printed a very useful report which detailed symptoms and other useful information for our patrons. Pasha Moncrief is diligently working to promote United Way/Community Shares to CPL employees. On October 14th,

UW/CS Committee hosted a Lunch and Learn where Director Thomas, Ashley Davis- United Way, Cynthia Ries-Community Shares, and others discussed how donations help their organizations in the Greater Cleveland area.

Glenville Branch hosted the Inter-City Republican Movement at the branch on 10/10/15 to encourage voting and registration in our community with 58 people in attendance. Glenville is also host to a week-long "Express Yourself" poetry contest.

South Brooklyn: October continues to serve South Brooklyn well with the continuous flow of students into the branch and the ongoing impACT the 216!, which is a program to prepare juniors & seniors for the ACT. Various staff put up displays: the adult side had displays for Halloween themed books, Halloween craft books, scary movies, and big & tall books; the children side had displays for ABC, 123, YA books with eyes on the covers, Halloween picture books, Zombie books & books that make you jump. Tammy Houghton attended the Youth Service Meeting, National Safe Place committee meeting & the Back to the Book, Jr. workshop, as well as conducted an on-going paper pumpkin craft. Adult Library Assistant, Anna Kaufman Ford enjoyed another monthly book club, which read *Benediction* by Kent Haruf. Branch Manager, Luigi Russo has completed his quest to promote to 300 organizations throughout the community.

Union: Friends of the Cleveland Public Library hosted a Pop-Up Book sale at the Union Branch on Oct 21-22. TechCentral offered Computers 101-102 and Internet Basics classes. Union Branch harvested watermelon, kale, tomatoes and pumpkins from the garden this season.

Cleveland Digital Public Library

Learning Commons

Cleveland Digital Public Library is currently regularly hosting Foreign Literature's Business Chinese, Chinese Immersion class, and Tech Central's computer classes and served as a meeting place for the Cleveland Heights Library tour and meeting.

Programs

The Cleveland Digital Public Library held 4 different programs over October. The Makings of a Book series took place on October 3 (papermaking), 17 (letterpress) and 24 (bookbinding), and had 14 people total attend.

Latin @ the Library's last two classes were cancelled and the focus will be shifted to provide digital resources to be used in Latin classrooms. The Women in Cleveland program had two students interested in participating and a teacher who would like to adapt the program for her class.

Magic Box

Cleveland Digital Public Library has placed a Magic Box exhibit case, loaned to use by Content Conversion Specialists (CCS), on display in the Digital Library. The case contains both physical and digital materials relating to Louis Stokes and the library.

Videography and Photography

Library Assistant Catherine Young produced 4 videos, some of which were uploaded to the touch wall and vimeo account. These videos include the Director's Honoree Message, Lining with Japanese Paper, and two Lunch and Learn events. Ms. Young also photographed a multitude of library events including Hank Willis Thomas, Russian Children's Club, Children's Chinese, and CDPL Langston Hughes Book event.

Scanning Assistance

Cleveland Digital Public Library staff assisted over 6 reservations and drop in sessions in scanning both large personal and library collections in the Digital Hub. Patrons used the Epson 10000XL flatbed and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Between October 1 and October 26 the Cleveland Digital Public Library had 282 visitors and 101 KIC Scanner sessions resulting in 2550 images/6217 MB. The Digital Gallery had 5,397 sessions by 4,177 users resulting in 22,091 page views.

Outreach

Saint Joseph Academy

Cleveland Digital Public Library Coordinator Rachel Senese, Digital Strategist Dr. Chatham Ewing, and Center for Local and Global History Manager Olivia Hoge met with two teachers from Saint Joseph Academy during the Women in Cleveland orientation on October 17. They discussed how to adapt the Women in Cleveland program to

work with the class Women Leaders in the 21st Century second semester at Saint Joseph Academy and the first steps towards implementation.

Lisbon Historical Society

Volunteers from the Lisbon Historical Society came and learned how to scan a small portion of their collections and talked with Ms. Senese and Dr. Ewing about possible partnerships between the two institutions.

Dr. Regennia Williams

Ms. Senese, Dr. Ewing and Special Collections Manager Pamela Eyerdam met with Dr. Regennia Williams about hosting a teacher workshop titled "From Jubilees to Jazz: Black Sacred Music at Home and Abroad" in January. This discussion fits in with the Cleveland Digital Public Library goal of providing teachers continuing education opportunities.

Collection Development

Library Staff Does Digitization

Cleveland Digital Public Library staff has completed scanning: East Side Daily News microfilm, *Sanborn Insurance Maps 1896-1910* v. 1 a-d, Cleveland City Hall and Cleveland Court House plans, and a selection of WPA prints. Digitization continues on the Tucker School of Expression School annuals and pamphlets, *Cleveland City Directories*, Lutheran Prayer Book, *County Wide Aerial Maps* set, *John G. White Diary and Views of Fishing* v. 21, and *Ai Scacchisti Americani* 69 items containing 263 pdfs have been uploaded to the Digital Gallery.

Preservation

The preservation staff has completed 45 (42 complex, 3 simple) book treatments, 30 enclosures, printed 42 labels, and performed complex treatments to 228 sheets of paper and simple treatments to 61 sheets of paper.

Shakespeare Folio

Planning has begun on activities related to the Shakespeare Folio exhibit at Cleveland Public Library in summer 2016. Dr. Ewing has met with English Speaking Union about collaboration for events to take place next summer. Dr. Ewing has also spoken with the Folger Library about possible workshops to take place during this time as well.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

For October 2015, the OLBDP readership and circulation statistics, and the BARD statistics were not available at the time the report was submitted.

OLBDP completed purchases and reports as part of the five discretionary grants awarded from the State Library of Ohio. These LSTA funds were used to purchase equipment and supplies to migrate OLBDP to a new digital talking book cartridge and container labeling system, upgrade and update computer hardware and software as part of our adaptive technology computer workstations throughout the system, purchase a free-form feed braille embosser to create customized braille documents in print-braille formats, purchase a refreshable braille display that can be used to read electronic braille downloaded from NLS-BARD.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held at the State Library of Ohio on October 21st. Consumers were provided updates about the service, including information on updates to the BARD Mobile app for Amazon Fire, Android, and iOS devices, and a review of the end of the year federal service statistics. A volunteer appreciation luncheon was also held for CAC members and NLS certificates were distributed to members for their participation this year.

OLBDP will be participating in its annual Holiday Book Chat with classes of the Ohio State School for the Blind. On Friday, December 11th, OLBDP will discuss "Horrible Harry and the Christmas Surprise" by Suzy Kline with the K-3 students, and "The Christmas Revolution" by Barbara Cohen with the 3-6 grade students.

OLBDP Librarian Michelle Makkos and OLBDP Library Assistant Ken Redd provided information and talks about the service at the Crystal Waters Senior Living in Strongsville on September 4th; Western Reserve Area Agency on Aging Collinwood on September 16th; Western Reserve Area Agency on Aging Zelma George on September 17th; Orange Community Fair on September 25th; and the Solon Health Fair on September 30th.

The OLBPD adult book club met on October 11th to discuss "The Winter People" by Jennifer McMahon.

TechCentral

Library Assistant, Jorge Arganza, has been working on 3D scanning a chess set lent to TechCentral by Special Collections. The purpose of the project is two-fold; to help determine ideal settings for the 3D scanner, as well as to act as a pilot project for 3D scanning, storing, and potentially 3D printing chess sets in the collection.

Due to the upcoming renovation project at Main Library, TechCentral lost access to the TechCentral Learning Lab, LSW room 217, as of October 13, 2015. During the renovations, TechCentral will be teaching computer classes in the Cleveland Digital Public Library Classroom, as well as the Special Collections Treasure Room.

TechCentral was scheduled to attend the 2015 Ingenuity Festival on October 2-4, however, due to weather at the festival site, a safe and sheltered area for staff and equipment could not be guaranteed. TechCentral was unable to attend the event, but hopes to be able to do so next year.

Several TechCentral staff members helped to inventory and catalog a large number of spare and repurposed devices for use with the TechToolBox service, which allows CPL staff members an opportunity to check out devices to learn more about them, or accomplish work-related tasks using the equipment. Soon, TechCentral hopes to be able to launch the expanded collection of TechToolBox devices to CPL staff.

Community Engagement: Visits and Outreach

TechCentral Manager, CJ Lynce, provided a tour of the TechCentral MakerSpace to a group of staff from Mentor Public Schools on October 23.

Mr. Lynce provided tours of the TechCentral MakerSpace to attendees of the October 29 event featuring the Senior Advisor from the White House Office of Science and Technology.

Mr. Lynce provided a brief tour of the MakerSpace to the Cleveland Print Club on October 30.

TECHNICAL SERVICES

October proved to be a busy month in Technical Services. Main Library Department Manager Don Boozer brought new Government Documents Supervisor Sarah Dobransky to the Lake Shore Facility for a tour on October 15. The next day, Congresswoman Marcia Fudge held a program for about 400 high school students in the Auditorium. On October 19, Daniel Barden Director of Technical Services for Cuyahoga County Public Library brought the Technical Services managers for a meeting with their counterparts and a tour.

Wellness screenings and bargaining unit performance evaluations rounded out the month. Director of Technical Services Patricia Lowrey prepared and submitted 2016 budget requests. Ms. Lowrey attended the Christina Henriquez program in the "Writers & Readers" series and a webinar on "Linked Data" presented by Sirsi/Dynix.

Catalog: On October 2, the entire department visited Main Library. After a presentation by Senior Cataloger Dawn Grattino on cataloging rare books, Assistant Director of Public Services Robin Wood gave the catalogers a tour. Catalog Manager Andrea Johnson met with General Research Collections Manager Don Boozer and Government Documents Supervisor Sarah Dobransky. Staff added 4,122 titles and 3,315 items, including 128 titles in 11 different languages

Ms. Johnson, Ms. Grattino, and Librarians Yeshen Dugarova-Montgomery, Regina Houseman, Amei Hu, and Barbara Satow attended the NOTSL Fall Meeting. The program topic was the Bibliographic Framework Initiative (BIBFRAME) and linked data. Librarian Celia Halkovich attended the first two sessions of a three webinar series on serials cataloging provided through OHIONET. Ms. Houseman attended the ALA webinar Cartographic Resources Cataloging with RDA: An Introduction. Ms. Grattino attended the ALA webinar Introduction to LC's Music Medium of Performance and Genre Vocabularies.

Senior Librarian Michael Monaco attended a meeting of the CPL150 Team to help plan the Human Library event.

At the event, Mr. Monaco participated as a "human book," in addition to leading the wrap-up discussion to gather ideas for moving forward with the Human Library and its role in the "The People's University" program. Ms. Satow acted as a "human book" as well, and participated in the discussion too. Mr. Monaco and Ms. Satow also attended the Ohio Library Council's Convention and Expo. Both were part of a panel program on local and self-published authors and their works in libraries. Mr. Monaco spoke on the cataloging issues raised by self-publishing and how technical services can support patrons' authorship and self-publishing. Ms. Satow participated as the author representative, since she has self-published four books.

Collection Management: Collection Management selected 2,019 titles, 16,912 copies, and spent \$254,518 in October. Fifty telescopes of materials were relocated. Pam Matthews attended the quarterly Main and Branch Managers' Meeting. Ms. Matthews and Eric Hanshaw helped judge the system wide United Way/Community Shares costume contest.

Shelf Shipping: On October 29, Supervisor Stephen Wohl attended the CPL-FIT Wellness Ambassadors meeting. The staff of the Lake Shore Shelf/Shipping Department sent 59 items to the Main Library for requests and 111 items to fill holds. Main Library received 381 telescopes, the Branches received 1,034 telescopes, CLEVNET received 138 telescopes, CASE received 8 telescopes CSU received 10 telescopes and Tri-C received 5 telescopes. A total of 1,566 telescopes were shipped out. The Technicians sent out 212 items of foreign language material and a total 25,198 new items were sent out to the Acquisitions and High Demand Department.

Materials Processing: The Associates cataloged 1,611 new titles for the Cleveland Public Library and added 1,434 records for the CLEVNET libraries. The Associates and Sr. Clerks added 6,678 items. The Technicians worked on 23,901 items. YoLanda Lawler took over responsibility for the organization and management of the packets of record requests from the CLEVNET libraries. Criston Hicks began reviewing the CLEVNET webforms prior to them being sent to Catalog. Shawn Wolford submitted his

resignation from the Cleveland Public Library. Ms. Hegstrom completed and gave fourteen performance appraisals.

High Demand: The High Demand staff had a very productive month, ordering 1,744 titles and 16,917 items. They added 1,136 titles and 16,712 items. In addition, they processed 83 items for the Acquisitions Department and 161 items for Materials Processing.

High Demand staff coped with many problems associated with automated invoicing and interruptions in service. High Demand Manager Carole Brachna spent much time contacting the vendors and IT/Software to work on the problems.

Mrs. Brachna gave a presentation about 9xx and EDI at the NEO-RLS Day for Technical Services, October 15. As a result of hearing about these processes, the Elyria Public Library has expressed interest in implementing them and will visit Technical Services in November. Staff evaluations were completed, as were Bravo Wellness screenings. Dale Dickerson, High Demand Librarian, attended the CPL FIT Wellness Ambassadors meeting.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, met individually with staff in the Acquisitions Department to discuss their annual performance evaluations. Alicia Naab, Acquisitions Coordinator, assisted Dave Swinerton, Accounting/Purchasing Manager, and the USA Inventory Services team during the inventory of items in the Acquisitions Department for the Library's Fixed Asset Audit.

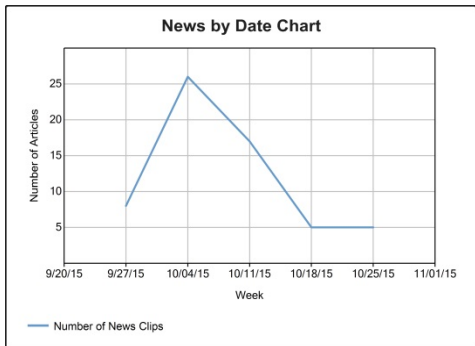
Ms. Jelar Elwell worked with the vendor Baker & Taylor (B&T) to create a new EDI account for placing orders for MLO Holds titles. These orders are now being submitted to B&T instead of the vendor Brodart in order to further streamline and expedite the handling of these materials. Ms. Naab continued to work through the process of setting up EDI ordering and invoicing with the vendor Recorded Books. She completed the final step which consisted of setting up the automatic invoice retrieval and processing reports in Sirsi.

Lisa Kowalczyk, Technical Services Librarian, attended a CPL-FIT meeting for all Wellness Ambassadors at the Lake Shore facility. Ms. Naab, who is currently a NOTSL

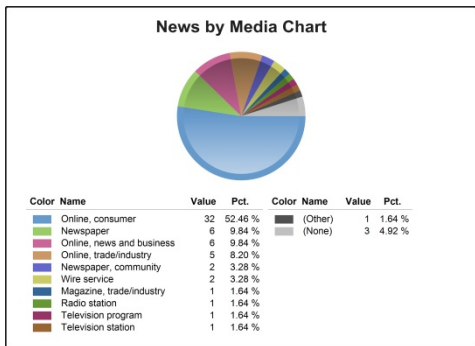
Board member, helped to plan and attended the NOTSL Fall Meeting, "Don't Be Afraid of the Big, Bad BIBFRAME (Or Linked Data!)" .

The Acquisitions Department ordered a total of 6,898 titles and 11,675 items (including periodical subscriptions and serial standing orders); received 14,623 items, 1,706 periodicals, and 311 serials; added 658 periodical items, 175 serial items, 216 MLO Holds items, 268 paperbacks, and 1,402 comics; and processed a total of 2,578 invoices.

MARKETING & COMMUNICATIONS



Media coverage for the month of October included 61 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$47,450.85. In October, the online media outlets that featured CPL events and programs received 20,653,910 unique visitors. Most viewed were numerous articles reporting on the possibility of the Library receiving the Superman collection of Mike Curtis. CPL was mentioned the most in online consumer news. Ads to promote the The Writers & Readers series and the



Hispanic Heritage programs were placed in *La Prensa*, *Profile News*, *Campus Observer*, *Call & Post*, and *Real Deal*. Online advertising to promote Talk Talk Talk, the Lockwood Thompson event, and the Writers & Readers series ran on cleveland.com, Eventful and *Campus District*. Radio ads for Hispanic Heritage programs and the Writers & Readers series were run on La Mega and NPR.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 5,679 times on average per week, with an average of 690 clicks to the website resulting

in an .08% click-through rate for the month. *Public library* was the most clicked-through phrase. Online promotion with Eventful for Cristina Henriquez realized a 9.05% open rate.

October-SOCIAL MEDIA

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

1. Oct 20th: Exciting changes starting to take place at Main Library as part of phase 3 of our Downtown Destination Plan: <http://ow.ly/Tuqpf>
2. Oct 27th: You might just want to put this in your calendar now <http://ow.ly/TMiHD> (Talk Talk Talk promotion)
3. Oct 7th: "Comic strip writer's huge Superman collection could be coming to Cleveland Public Library" (Link to Cleveland.com article)
4. Oct 3rd: Whether you are learning something new or brushing up on computer skills-we have FREE classes for you! (Link to classes page)
5. Oct 21st: There are programs & fun happening at all of our branches (link to Kids' page)

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

1. October 20th: Downtown Destination updates
2. October 18th: Promotion of Buried Cleveland author visit
3. October 15th: Throwback Thursday photo
4. October 27th: Talk Talk Talk promotion
5. October 22nd: Throwback Thursday photo

GRAPHICS

Graphics staff designed, printed, and distributed 114 items in October in addition to graphics for ads, the library website, social media, 4 staff newsletters, CPL Fit newsletter, Friends brochure, UpNext monthly program guide and MyBranch branch activity fliers. Graphics produced temporary signage for the Main Library move, 6 new notecards for the Friends Gift Shop and a new library card based on the art of Amy Casey.

WEBWARE www.cpl.org

Twitter followers are up from 9,441 in 2014 to 11,300 currently. Facebook fans are up from 6,986 in 2014 to 7,655 currently.

New featured news items and promotions on the CPL website were: Mitchell S. Jackson-Writers & Readers; Christina Henriquez; Lockwood Thompson Dialogue; Friends Book Sale; Robert Denton Bryant-Author Visit; and Exhibits.

News stories were built for: Christina Henriquez; Hispanic Heritage Month; Friends Executive Series (November 12); Exhibits; Genealogy at CPL.

The 49th "Off the Shelf" (October 2015 edition) was sent out on 10/6/2015 at 1:50 pm. Of the 10,817 emails sent, an estimated 1,416 were read, we had 25 click-throughs. This gives us a 13% open rate. The October 6 edition featured: Hispanic Heritage Month Writers & Readers Series of Hope with Cristina Henríquez; Celebration! A Special Evening of Latin Poetry, Art, Music and Food; Lockwood Thompson Dialogues Welcomes Photo Conceptual Artist Hank Willis Thomas.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are meeting weekly with the architect on the design of Phase II for Main and LSW.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Exterior light fixtures were repaired at Hough and Lakeshore. Preventive maintenance was completed on the boilers at Addison, Collinwood, Eastman, Jefferson, Glenville, Lakeshore, Lorain, Rockport, Walz and West Park. The ductwork for air handling unit #10 at Lakeshore was cleaned and the filters were changed. The water line and the faucet in the custodial sink were repaired at Mt. Pleasant. The filters for the air handling unit were changed at Rice. The indoor condenser and evaporator coils were cleaned at Union. The pneumatic controls were upgraded on the HVAC system and

a new air conditioning condensing unit was installed at Walz. A new rooftop HVAC unit was ordered for Woodland due to vandalism.

The Carpenters and Painters worked to repair doors at Eastman, Harvard- Lee, Glenville and MLK. Damaged corner guards were replace at the entrance to the elevators in LSW. Fire cabinets were installed at Rockport, South Brooklyn, and West Park. The parking lot fence was repaired at Lorain. The Translogic system was removed from the lending stations in Main and the floor was repaired and new shelving was installed. Work stations, shelving and furniture were removed from the several floors in LSW in preparation for the construction work that needs to be done. A number of large file cabinets were relocated to other departments.

The Garage is servicing snow removal equipment as needed at the branches. New tires were installed on #9.

SAFETY & PROTECTIVE SERVICES

SAFETY SERVICES

- Human Resources have posted two SPS officer positions; one supervisor position.
- Lt. Gearhart has applied for an opening with RTA Police and may have a pending offer of employment.
- Multiple book shelves and children's books (from lost and found) have been donated to the Greater Cleveland Boys and Girls Club on Broadway.
- No further issues with wedding parties.

PROTECTIVE SERVICES

Activity

| Month | Total Dispatch Activities | Ave per day | Total Alarms | Branch Emergencies | Branch Visits | Downtown Campus Incidents | Incident Reports Generated | CPL access activities |
|------------|---------------------------|-------------|--------------|--------------------|---------------|---------------------------|----------------------------|-----------------------|
| Oct 2015 | 5810 | 215 | 167 | 51 | 682 | 167 | 67 | 47 |
| Sept 2015 | 5520 | 221 | 101 | 40 | 675 | 157 | 56 | 56 |
| Aug 2015 | 6132 | 236 | 112 | 46 | 850 | 146 | 76 | 68 |
| July 2015 | 7336 | 282 | 122 | 55 | 1006 | 144 | 87 | 73 |
| June 2015 | 6992 | 280 | 140 | 42 | 592 | 170 | 55 | 58 |
| May 2015 | 6010 | 240 | 140 | 37 | 390 | 250 | 52 | 55 |
| April 2015 | 5818 | 223 | 154 | 39 | 219 | 294 | 50 | 64 |
| Mar 2015 | 5363 | 206 | 169 | 32 | 195 | 278 | 65 | 73 |
| Feb 2015 | 4538 | 206 | 183 | 18 | 209 | 178 | 43 | 45 |
| Jan 2015 | 5123 | 205 | 190 | 35 | 179 | 220 | 78 | 45 |
| Dec 2014 | 4747 | 190 | 192 | 31 | 194 | 254 | 53 | 38 |
| Nov 2014 | 4442 | 198 | 196 | 17 | 237 | 189 | 40 | 48 |

Special Attention, Special Events, and Significant Incidents

- SPS staffing changes have put a minimum of three branch patrol vehicles out Monday through Friday. Downtown campus will still have (1) Main desk officer; (1) LSW desk officer; (1) Tech Central officer; (1) Communication officer; (2) Floating/Relief Officers.
- Multiple officers assigned to work the Bye Bye Man filming.
- On 10/23/2015, SPS officer assigned to work White House office of Science and Technology.
- 10/30/2015, Officers assigned to work the Poetry Slam in LSW auditorium.
- Columbus Day move in LSW 10/9/2015.

- Officer posted at Jefferson Branch 10/6/2015 from 6pm to 8pm.
- Officers posted at Hough branch due to increased gang violence per Mrs. Tyus 10/6/2015.
- Branch patrol responded to assist SPS officer at Harvard Lee branch 10/30/2015; group forced off property.
- CPD, RTA PD, and CMSD police responded to Rice branch for calls of a male with a gun in the parking lot.
- Male patron made a physically threatening gesture toward a staff member at MLK branch 10/26/2015.
- Two male patrons fought in the LSW LL lobby briefly before Officer Lodge and I intervened. The aggressive patron was expelled from the library.
- SPS responded to an aggressive male on Main 3 in Digital Public Library. The male was harassing a female staff member (Rachael Senese) and made threats of physical violence to Chatham Ewing thru her. The male was advised that SPS knew of his lengthy criminal history dating back to 1982 and we would have zero tolerance policy him. The male said he will stay away for 8 months to a year. SPS has offered to escort Ms. Senese to her vehicle daily.

Protective and Fire Systems

- Fourth quarter fire drills started, East side branches completed.
- Fire extinguisher company contacted and scheduled to service all extinguishers.

Contract Security

- Carnegie West guard resigned, an SPS officer is still posted daily.
- I had their Road Captain removed from the account after inappropriate contact with underage females and juveniles on multiple occasions.
- All other branches are staffed.

Administration

- Safety & Protective Services evaluation meetings are near completion.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their regular quarterly meeting—the final one of the year—on October 30, 2015, at the Lake Shore Facility. A special welcome was extended to DeeAnna Culbertson, the new director of Henderson Memorial Public Library in Ashtabula County.

Timothy Diamond, Chief Knowledge Officer for Cleveland Public Library, provided an update on CLEVNET's Strategic Plan and its five areas of focus: Governance, Technology, Change Management, Marketing, and Training. Since August 2014, the focus has been on Governance, specifically the priorities of Vision, Fiscal Transparency, Staffing, and Voice. At the September 2014 Strategic Planning Retreat, seven action steps were defined; the first four have been accomplished: create a new staffing model for IT/CLEVNET; hold a meeting between the CLEVNET Directors' Panel Chair and Felton Thomas to discuss the future of CLEVNET; create a Special Revenue Fund; and formalize CPL's commitment to CLEVNET through a CPL Board resolution. Two action steps are underway: review the pricing model and rewrite job descriptions. The final action step—conduct a salary study of IT/CLEVNET department—is more difficult as IT/CLEVNET staff are still CPL staff although now paid from a separate fund.

Mr. Diamond also shared the decision of the Directors' Panel not to fill the Virtual Services Manager position vacated by Beth Hatch who is now the Special Projects Manager at Cleveland Heights-University Heights Public Library. The Panel was concerned that Ms. Hatch's time had been increasingly spent on CPL-centric projects and what time she was able to give to CLEVNET was spent working with the CLEVNET Special Interest Groups (SIGs) and the CLEVNET Online Resources Committee (CORC). The Panel would like the SIGs and CORC to be self-directed, under the supervision of a Panel member, without the need for leadership from paid CLEVNET staff. Therefore, the Panel decided to reallocate the money to fund positions that would have a greater benefit to all the CLEVNET member libraries: a Productivity Software Specialist responsible for Office365, and a second Network Specialist to assist with the growing list of CLEVNET libraries waiting to implement VoIP telephone systems.

Hilary Prisbylla, Director of CLEVNET, addressed the Strategic Plan's second area of focus: Technology. On October 18, 2015, the SirsiDynix Symphony server was migrated from its existing HP-UX server platform to a new virtualized environment running Red Hat Linux. The new environment reduces the amount of server hardware required to operate the integrated library system and allows for easier provisioning of test systems. This will allow staff to upgrade to the latest versions of the software in a more agile manner. Ms. Prisbylla also spoke about the preparations for launching Enterprise, the new public catalog coming in the summer of 2016.

Carrie Krenicky, Chief Financial Officer for CPL, updated the Directors on the work of the Pricing Model Review Group. The group is looking for a vendor to work with them on creating a new pricing model. Eight vendors have been contacted but, to date, only one has expressed interest in the project. The group is going to continue to work to get a second quote for comparison.

Ms. Krenicky provided an overview of the CLEVNET Special Revenue Fund and a year-to-date budget report. Each director received a packet with the 2016 costs for her/his library system. As a whole, the budget for 2016 is 3.94% higher than 2015; however, 18 library systems are slated for a decrease.

Julianne Bedel, Director of Barberton Public Library, followed with an update on the work of the CLEVNET Bylaws Ad Hoc Committee. Rick Werner, Director of Willoughby-Eastlake Public Library is drafting new language for the System Agreement to address five areas of concern: financial reporting, governance, personnel/staffing, membership, and the ILS. Operating procedures are being drafted by Director Bedel.

Ms. Prisbylla discussed the following Software news: 3.5 cash management; mobile circulation; analytics station; Bluecloud visibility; and changes to OverDrive. Ms. Prisbylla also spoke about her recent attendance, along with fellow staff member Marlene Pelyhes, at the COSUGI (Customers of SirsiDynix Users Group, Inc) Consortia SIG meeting in Braintree, MA. The meeting was an opportunity for staff from consortia across the country to discuss issues related to operations and the use of SirsiDynix products. It also represented an opportunity

for staff to meet directly with SirsiDynix staff and voice their concerns. As in years past, several SirsiDynix executives attended the meeting, including CEO Bill Davison. In 2016, Ms. Prisbylla will serve as chair of the SIG and plans to bring the fall meeting to Cleveland.

In his Hardware Update, Larry Finnegan, Director of IT, spoke about the dramatic increases in bandwidth created across CLEVNET and what planning and preparation made the increases possible. Mr. Finnegan also spoke about the UPS replacement, after-hours notification, open DNS, hold notification by phone savings, OPLIN text messages, and the increase in OPLIN traffic.

Under Member Topics, the directors discussed cyber liability insurance, the lost/paid process, bed bugs, and the end of KnowItNow. The meeting ended with SIG reports and a chance for the directors to share news of events and special programs taking place at their local libraries.

Mr. Corrigan adjourned the Regular Board Meeting to the Records Commission Meeting at 1:21 p.m.

Maritza Rodriguez
President

Alan Seifullah
Secretary

GIFT REPORT FOR OCTOBER 2015**LIBRARY SERVICE MATERIALS**

| DESCRIPTION | QUANTITY | |
|--|----------|--------------|
| | Month | Year to date |
| Books | 680 | 7,719 |
| Periodicals | 13 | 309 |
| Publishers Gifts | 0 | 12 |
| Non-Print Materials | <u>5</u> | <u>599</u> |
| TOTAL LIBRARY SERVICE MATERIALS | 698 | 8,639 |

MONEY GIFTS

| FUND | PURPOSE | AMOUNT | |
|--------------------------|--------------|-----------|--------------|
| | | Month | Year to date |
| General Fund | Unrestricted | \$ - | \$ 6,200 |
| Building & Repair Fund | Restricted | 0 | 0 |
| Library Fund | Restricted | 0 | 9,130 |
| Young Fund | Restricted | 0 | 38,305 |
| Friends Fund | Restricted | 0 | 23,000 |
| Schweinfurth Fund | Restricted | 0 | 44,904 |
| Founders Fund | Restricted | 60,000 | 244,500 |
| Ohio Center fo the Book | Restricted | 0 | 900 |
| Judd Fund | Restricted | 0 | 162,745 |
| Lockwood Thompson Fund | Restricted | 0 | 85,108 |
| Learning Centers | Restricted | <u>0</u> | <u>0</u> |
| TOTAL MONEY GIFTS | | \$ 60,000 | \$ 614,791 |

SUMMARY

| CATEGORY | DONORS | | QUANTITY | |
|---------------------------|----------|--------------|----------|--------------|
| | Month | Year to date | Month | Year to date |
| Library Service Materials | 11 | 125 | 698 | 8,639 |
| Money Gifts | <u>1</u> | <u>55</u> | <u>1</u> | <u>55</u> |
| TOTAL GIFTS | 12 | 180 | 699 | 8,694 |



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

Government Summary

Date: 10/08/2015
 Prepared by: Valerie Fink
 Proposal: MAINTANCE CONTRACT #0583
 Page: 1 of 1

Prepared for

CPL Automation
 Annual Maitenance
 Mr. Larry Finnegan

| Part | Description | Qty |
|---|---|-------------|
| People Counting-Branch Locations Per Contract Cover Page | | |
| Maintenance | Maintenance Agreement: People Counting System-Annual Effective 11/15/2015-11/14/2016 | \$33,075.00 |
| Maintenance | Maintenance Addendum: 2 Obrits Added to Maint Branch-Effective Coverage 11/15/2015-11/14/2016 | \$1,837.50 |

*Applicable Sales Tax not included

TOTAL: \$34,912.50

Investment Considerations:

- Terms of Contract #0583 GOLD 11/15/2013-11/14/2018
- 2013-2014 PO Reflected 00131932
- 2014-2015 PO Reflected 00141798

Accepted by: _____ Date: _____

Purchase Order #: _____ Deposit Check #: _____



Integrated
Precision
Systems, Inc.

9321 Ravenna Rd.
Twinsburg, Ohio 44087

Phone: 330-963-0064
FAX: 330-963-0065

August 9, 2004
Cleveland Public Library
Cleveland, Ohio

RE: Sole Source Letter

Dear Mr. Carterette,

This letter is to confirm that Integrated Precision Systems of Ohio is the designer, manufacturer, implementer and sole source of the customized "People Counting" system specified by the Cleveland Public Library. Specifically, the new system has been designed to replace an existing method of counting people at the Cleveland Public Library buildings.

As well, Integrated Precision Systems is the author and sole source of the iSolve™ knowledge base that is provided as an on-line support mechanism for the specified system.

Should you require any additional information, please do not hesitate to call.

Sincerely,

Jim Butkovic, President
Integrated Precision Systems, Inc.
330-963-0064 x-221
jbutkovic@ipsid.com



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

Date: 10/8/2015
Prepared by: Valerie Fink
Customer Contact: Larry Finnegan

**Prepared for
CPL Automation**

Project Scope:

Install Shoppertrak hardware upgrade as follows:

- Brooklyn - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- Collinwood - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- East 131st St - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- Eastman - Upgrade (2) Orbit 3's to Orbit 5's and ST100 to TS600 = \$7930.00
- Fleet - Upgrade (2) Orbit 3's to Orbit 5's and ST100 to TS600 = \$7930.00
- Fulton - Upgrade (2) Orbit 3's to Orbit 5's and ST100 to TS600 = \$7930.00
- Glenville - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- Harvard Lee - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- Hough - Upgrade (2) Orbit 3's to Orbit 5's and ST100 to TS600 = \$7930.00
- Jefferson - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- Langston Hughes - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00

CPL - Automation - 9475 - People Counting System Upgrade

| Qty | Part# | Product Description | Unit Price | Extended |
|-----|--------------|-------------------------------------|------------|-------------|
| 11 | IPS-LABOR | IPS LABOR - Installation of ST600 | \$320.00 | \$3,520.00 |
| 15 | IPS-LABOR | IPS LABOR - Installation of Orbit 5 | \$420.00 | \$6,300.00 |
| 15 | SHT-Orbit5 | Orbit 5 | \$2,995.00 | \$44,925.00 |
| 11 | SHT-ST600 | Orbit 5 protocol converter | \$780.00 | \$8,580.00 |
| 1 | IPS-Shipping | Shipping And Handling | \$178.73 | \$178.73 |

Grand Total: \$63,503.73



MAINTENANCE AGREEMENT

CUSTOMER: CLEVELAND PUBLIC LIBRARY

CUSTOMER CONTACT: CLEVELAND PUBLIC LIBRARY SECURITY

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

CONTRACT TYPE: GOLD #TBD

ANNUAL PAYMENT TERMS: \$40,549.74^B + Attachment C^C

CONTRACT EFFECTIVE DATES: Commencement Date 1/1/16
Expiration Date 12/31/16

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

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

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

AGREED TO AND ACCEPTED BY:

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

IPS Maintenance Agreement

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

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

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

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

Equipment Maintenance includes:

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

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

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

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

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

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

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

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

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

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

IPS Maintenance Agreement

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

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

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

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

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

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

IPS Maintenance Agreement

ATTACHMENT B

| Main/LSW | | Parts Covered Under Maintenance/Warranty |
|----------|-----------------|---|
| 68 | 5395 | 5395 Thinline II - Gray Std. Wiegand |
| 2 | S2-NN-E10R-WM | S2 Network Node with 10 readers, 20 inputs, 20 outputs capability |
| 5 | S2-NN-E6R-WM | S2 Network Node with 6 readers, 12 inputs, 12 outputs capability |
| 2 | S2-NN-E4R-WM | S2 Network Node with 4 readers, 8 inputs, 8 outputs capability |
| 8 | S2-NN-E2R-WM | S2 Network Node with 2 readers, 4 inputs, 4 outputs capability |
| 6 | S2-ACM | S2 Access Control Extension Blade |
| 10 | S2-OUTP | Relay controlled output application extension blade: 8 outputs |
| 3 | S2-INP | Supervised input application extension blade: 8 inputs |
| 1 | S2-SELECT-128 | S2 Enterprise™ Select Controller w/ 128 portal license |
| 1 | S2-IDC-128 | Identity Management for systems with at least 128 portals |
| 4 | 269R | SWITCH,HOLDUP WITH ARMOR COVER |
| 2 | AD-AS-HUSK20 | HOLD UP KEY RESETTABLE SWITCH |
| 2 | AD-AS-HUSK20KEY | RESET KEY FOR THE HUSK20 |
| 11 | TS14 | RTE PNMTC TMR, 1.5" BUTTON |
| 13 | TS14N | TS14 BUT MNTD ON 1.75" SS PLAT |
| 1 | AD-SN-TSBC | XTRA DOOR CORD W/GRY/BK CAP |
| 62 | RCRREXW | REQUEST TO EXIT (GE-REX) SENSOR WHITE |
| 2 | 491 | BREAK GLASS RELEAS W/ SIREN |
| 44 | MK2 | MOM KYSWTH MOM DPDT SNGL GNG |
| 82 | 947-75TBR | STEEL DOOR CONTACT W/TERM BR |
| 61 | RB5 | RELAY BOARD, 6 OR 12 V |
| 4 | ANX-RB30 | Heavy duty load switching relay module |
| 16 | M62 | M62 1200LB 12/24VDC MAGLOCK |
| 5 | DSBBK | DUAL SENSE BAR-BLACK ANODIZED |
| 17 | 100610401 | 1006-12/24D-630 STRIKE BODY |
| 14 | 100620021 | FACEPLATE KD-630 |
| 3 | 100620041 | FACEPLATE N-630 |
| 8 | 850010405 | 8500-12/24D-613 |
| 1 | 960010404 | 9600-12/24-606 |
| 1 | AD-HE-450030601 | 4500-12/24-630 |
| 4 | AD-AC-1200S | 1200 POUND, UL TO 10C STD |
| 18 | 1012ULACM | 10AMP 12VDC FUSED POWER SUPPLY |
| 3 | AL175ULX | 12/24VDC 1.6A UL LISTED P/S GY |
| 1 | IPS-24VDC-KIT | 24VDC Power Supply Kit |
| 47 | 1270 | 12V 7AMP BATTERY |
| 400 | 1326LSSMV | PROX 2 CARDS,W/STANDRD ARTWORK |

IPS Maintenance Agreement

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

South Branch

Parts Covered Under Maintenance/Warranty

| Qty | Part# | Product Description |
|-----|-----------------|--|
| 2 | RA-D1255 | FULL FUNCTION FIRE KEYPAD WITH VACUUM FLORESCENT DISPLAY |
| 2 | RA-D56R | CONDUIT BOX FOR COMMAND CENTERS - RED |
| 2 | AD-BK-D4120 | 4-WIRE, PHOTO, LOW FLOW |
| 2 | AD-BK-DST5 | SAMPLING TUBE 5'WITH HOLE |
| 2 | AD-BK-RTS151KEY | REMOTE TEST STATION W/KEY |
| 2 | AD-BK-4WTB | 4-WIRE P/E SMOKE DET W/THERMAL |
| 1 | RA-D192G | BELL SUPERVSN MOD 12V/24V |
| 2 | RA-FMM-462 | POPIT MAN STA SGL ACT |
| 5 | AD-BK-P2R | 2WIRE HORN/STROBE STD RED |
| 2 | AD-BK-SR | STROBE STD CANDELA RED |
| 14 | RA-D9127U | POPIT WITH NO TAMPER SWITCH |
| 2 | RA-D8125 | POPEX ZONE EXPANDER FOR G SERIES |
| 1 | AD-AX-AL602ULAD | 24VDC @ 6.5 AMP NAC PWR SPLY |
| 1 | RA-D9412GV4-B | D94212GV4 FIRE PACKAGE |
| 2 | NO-EOLR-1 | 12 or 24 volt EOL relay module. |
| 1 | RA-D8130 | RELEASE MODULE |
| 1 | RA-D8004 | TRANSFORMER KIT UL APPROV |

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

Additional equipment maintenance cost

ATTACHMENT C

Additional Equipment to be added per customers request

Option #1

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

Additional equipment maintenance cost

Option #2

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

Additional equipment maintenance cost



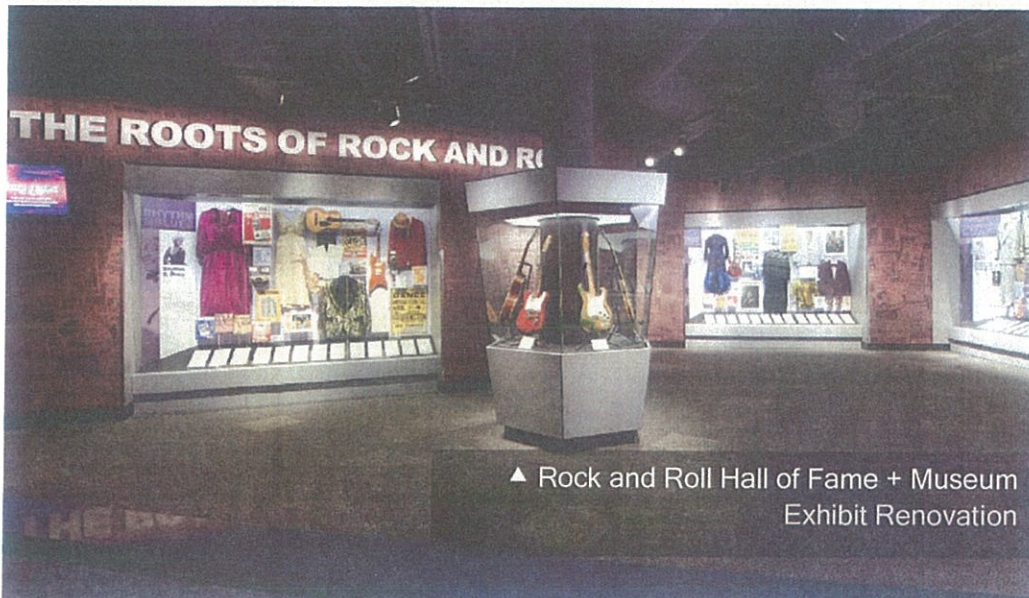
CLEVELAND PUBLIC LIBRARY

PHASE 2

Main Library Consolidation
Cleveland, Ohio



▼ Berea City School District
Grindstone Elementary School Library



▲ Rock and Roll Hall of Fame + Museum
Exhibit Renovation

List of Exhibits

| | |
|---|---|
| A | Form of GMP Amendment |
| 1 | GMP Schedule of Values, Diversity Analysis, and Bid Analysis Spreadsheets |
| 2 | GMP Allowance Items |
| 3 | GMP Drawings and Specifications |
| 4 | GMP Construction Schedule |
| 5 | GMP Unit Prices |
| 6 | GMP Assumptions and Clarifications |
| 7 | (Not Applicable) |
| 8 | GMP Add Alternates Schedule |



THE ALBERT M. HIGLEY CO.
325 SUPERIOR AVENUE
CLEVELAND, OHIO 44114-1111
TEL: 216.381.4000
WWW.AMHIGLEY.COM

November 12, 2015

Mrs. Joyce Dodrill
Mr. Eric Herman
Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

Dear Joyce and Eric,

The Albert M. Higley Co. is pleased to provide a Guaranteed Maximum Price (GMP) Proposal for the Cleveland Public Library Phase II Renovation project. We base our GMP Proposal on the 100% construction documents, subcontractor bid analysis, scope review discussions with subcontractors, and design document review.

The GMP Proposal is in the current amount of \$3,356,247.

We organize our GMP Proposal as follows:

- A. Form of GMP Amendment
1. Exhibit 1 - GMP Schedule of Values, Diversity Analysis, and Bid Analysis Spreadsheets
 2. Exhibit 2 - GMP Allowance Items
 3. Exhibit 3 - GMP Drawings and Specifications
 4. Exhibit 4 - GMP Construction Schedule
 5. Exhibit 5 - GMP Unit Prices
 6. Exhibit 6 - GMP Assumptions and Clarifications
 7. Exhibit 7 - (Not Applicable)
 8. Exhibit 8 - GMP Add Alternates Schedule

Sincerely,
THE ALBERT M. HIGLEY CO.

David J. Meehan
Project Executive

A. Form of GMP Amendment

Foreword

On the following pages, we include our Form of GMP Amendment.

Form of GMP Amendment**AMENDMENT NO. 1 TO CONSTRUCTION MANAGEMENT AGREEMENT**

Pursuant to the terms of the AIA A133-2009 Construction Management Agreement (the "Agreement") dated as of July 6, 2015, by and between **CLEVELAND PUBLIC LIBRARY** ("Owner") and **THE ALBERT M. HIGLEY CO.** ("Construction Manager"), the Owner and the Construction Manager desire to enter into this Amendment to Construction Management Agreement (this "Amendment") to establish a GMP for the Work described in the Agreement. Therefore, the Owner and the Construction Manager agree as follows:

1. Construction Manager's guaranteed maximum price for the Work described in the Agreement (the "GMP"), including the Cost of the Work, Construction Manager's Fee, the Preconstruction Services Fee, the General Conditions Costs Compensation, and the Construction Contingency is Three Million Three Hundred Fifty-Six Thousand Two Hundred Forty-Seven Dollars (\$3,356,247).
2. Construction Manager's Fee shall be Eighty-Seven Thousand Six Hundred Twenty-Seven Dollars (\$87,627).
3. The Construction Manager as Adviser Fee (if applicable) shall be NA Dollars (\$_____).
4. The Construction Contingency shall be Eighty-Three Thousand Nine Hundred Sixty-Three Dollars (\$83,963).
5. The attached Exhibits are a part of the Agreement as if each were physically incorporated therein.

EXHIBIT 1 Schedule of Values, dated 11/5/15, 1 pages.

EXHIBIT 2 Allowance items, dated 11/5/15, 1 pages.

EXHIBIT 3 Drawings and Specifications upon which the GMP is based, dated 11/5/15, 4 pages.

EXHIBIT 4 Construction Schedule, dated 11/5/15, 8 pages.

EXHIBIT 5 Unit Prices, dated 11/5/15, 16 pages.

EXHIBIT 6 Assumptions and Clarifications, dated 11/5/15, 2 pages.

EXHIBIT 7 Identified Claims, dated NA, N/A pages.

EXHIBIT 8 Add Alternates Schedule, dated 11/5/15, 1 pages.

6. Capitalized words and phrases herein shall have the same meanings as are ascribed to such words in the Agreement.

A. Form of GMP Amendment

- 7. This Amendment may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute but one and the same instrument.
- 8. Except as specifically amended herein, all of the provisions of the Agreement remain in full force and effect and all terms and conditions of the Agreement shall apply. In the event of an irreconcilable conflict between the terms of the Agreement and those of this Amendment, the terms of this Amendment shall control.
- 9. By execution of this Amendment, the Construction Manager acknowledges that, as of the date of this Amendment, the Construction Manager is not aware of, and has not reserved, any claim against the Owner except as otherwise identified on **EXHIBIT 7** (if any).

This Amendment is entered as of November 5, 2015.

CLEVELAND PUBLIC LIBRARY

THE ALBERT M. HIGLEY CO.

By: _____

By: 

Name: _____

Name: Gareth Vaughan

Its: _____

Its: President

Exhibit 1. GMP Schedule of Values, Diversity Analysis, and Bid Analysis Spreadsheets

Foreword

Below on the following pages, we include our GMP Schedule of Values, Diversity Analysis, and Bid Analysis Spreadsheets.

Schedule of Values

| Description: | Control Estimate Value | Base Bid | Difference from Control Estimate | Subcontractor |
|--|------------------------|-----------|----------------------------------|--------------------------------|
| Demolition | \$68,930 | 66,599 | (2,331) | M. Rivera |
| Carpentry/Doors/Millwork/Gen. Traces | \$162,928 | 140,200 | (22,728) | Merician |
| Glazing/Storefronts | \$19,910 | 53,500 | 33,590 | Pioneer and American Interiors |
| Metal Framing/Drywall/ Acoustical Ceilings | \$148,904 | 116,100 | (32,804) | Bidar |
| Carpet/Resilient floors/Terrazzo | \$293,729 | 216,529 | (77,200) | Corporate |
| Painting | \$108,354 | 51,000 | (57,354) | Summit |
| Furniture | \$535,000 | | (535,000) | Removed From Scope |
| Fire Suppression | \$6,449 | 22,350 | 15,901 | SA Communale |
| HVAC | \$229,679 | 291,500 | 61,822 | Miller |
| Electrical/Data/security | \$1,074,676 | 1,045,000 | (29,676) | Legacy |
| Exhibits (Design Assist + Construction) | \$48,000 | 48,000 | 0 | Allowance |
| Signage (Design Assist + Construction) | \$270,933 | 270,933 | 0 | Allowance |
| AV (Design Assist + Construction) | \$280,250 | 280,250 | 0 | Allowance |
| Construction Allowances | \$52,675 | 148,000 | | Allowance |
| Design Contingency | \$282,933 | 0 | | |
| General Requirements for Construction | \$138,950 | 153,960 | | |
| Subcontractor Default Insurance | included above | 33,000 | | |
| Subtotal | \$3,722,299 | 2,936,921 | | |
| Construction Contingency | \$122,693 | 83,963 | | |
| General Conditions | \$235,694 | 57,377 | | |
| PreConstruction Services | included above | 24,820 | | |
| Staff & Staff Reimbursables | included above | 108,110 | | |
| Insurance and Applicable Tax | included above | 37,279 | | |
| Builders Risk Insurance | | NA | | Not Included, By Owner |
| AMH CM Bond | \$32,029 | 20,151 | | |
| Building Permit/Plan Review | | NA | | Not Included, By Owner |
| Owner Contingency | | NA | | Not Included, By Owner |
| CM Fee | \$99,750 | 87,627 | | |
| Total Construction GMP | \$4,212,465 | 3,356,247 | (856,218) | |

Exhibit 1. GMP Schedule of Values, Diversity Analysis, and Bid Analysis Spreadsheets

Diversity Analysis

| Trade | Subcontractor | Subcontractor / Supplier | Current Contract Amount | MBE | FBE | SBE |
|--|--------------------------------|--------------------------|-------------------------|--------------|--------------|--------------|
| Demolition | M. Rivera | | 66,599.00 | \$66,599.00 | | |
| Carpentry/Doors/Millwork/Gen. Trades | Meridian | Reserve Millwork | 140,200.00 | \$2,804.00 | \$92,000.00 | |
| Glazing/Storefronts | Pioneer and American interiors | | 33,558.00 | | | |
| Metal Framing/Drywall/ Acoustical Ceilings | Bidar | | 116,100.00 | \$116,100.00 | | |
| Carpet/Resilient floors/Terrazzo | Corporate Floors | | 216,529.00 | | | |
| Painting | Summit Painting | | 51,000.00 | | | |
| Fire Suppression | SA Communale | | 22,350.00 | | | \$51,000.00 |
| HVAC | Miller Plumbing | Hammond | 291,500.00 | \$58,300.00 | | \$233,200.00 |
| Electrical/Data/security | Legacy Electric | Material supplier TBD | 1,045,000.00 | \$500,000.00 | \$272,500.00 | \$272,500.00 |
| Exhibits (Design Assist + Construction) | Communication Exhibits | | 50,500.00 | | | |
| Signage (Design Assist + Construction) | Agile Sign | | 277,433.00 | | | |
| AV (Design Assist + Construction) | AVI | | 289,040.00 | | | |
| | | | \$2,599,809.00 | \$743,803.00 | \$364,500.00 | \$556,700.00 |
| | | | | 28.61% | 14.02% | 21.41% |
| | | Overall Budget | \$3,356,247.36 | 22.16% | 10.86% | 16.59% |

Exhibit 1. GMP Schedule of Values, Diversity Analysis, and Bid Analysis - spreadsheets

Bid Analysis

| CLEVELAND PUBLIC LIBRARY | | BID TABULATION | | | |
|---|--|----------------|--------------|---------------|------|
| Original Base Bid (Lump Sum) | | KIBU | M. Rivera | B+B Wrecking | |
| | | \$ 62,750.00 | \$ 50,580.00 | \$ 165,727.00 | |
| BID BREAKDOWN | | Cost | Cost | Cost | Cost |
| Hour 1 Trip | | included | \$ 10,000 | | |
| Over 1 1/2 Hour Reading | | included | included | (10,000) | |
| 100% Labor Bid Lump Sum Amount / Other Bid Analysis | | \$ 62,750.00 | \$ 66,590.00 | \$ 165,727.00 | \$ - |
| Bid | | 1150 | \$ 650.00 | | |
| LABOR COSTS | | \$62.67 | | | |
| DIVERSITY | | | | | |
| M/F Participation | | 0 % | 100 % | 0 % | 0 % |
| W/B Participation | | 0 % | 0 % | 0 % | 0 % |
| SBE Participation | | 0 % | 0 % | 0 % | 0 % |

Bid Package: BP-1 Demo
 Description: Demo
 Est. Date: 11/2/2015

Invoiced Contractors who submitted:
 South Shore Demolition
 Precision Environmental Co.
 Coleman Trucking
 Van Kilsdonk Decorators

Exhibit L: GMP Schedule of Values, Diversity Analysis, and Bid Analysis Spread Sheet



| Merridian | | Patriot | | OCP | | B/S Company | |
|---|------------|-----------------|------------|------------|---|-------------|---|
| Original Base Bid (Lump Sum) | | 168,000.00 | | 179,900.00 | | 11/6/2016 | |
| BID BREAKDOWN | | COIC | | COIC | | COIC | |
| Fire Equipment maintenance | | | | | | | |
| Project scanner included | | | | | | | |
| AMI installation of wireless | 1,200 | Includes \$1500 | | | | | |
| Project resistant wire protection allowance | | (2,000) | | | | | |
| Basis for | | (850) | | | | | |
| Contractor Provision on Bid for Law | | Includes \$2000 | | | | | |
| Warranty Fee | | | | | | | |
| Card Readers | | | | | | | |
| Total Bids Bid Lump Sum Amount After Bid | 140,200.00 | 162,100.00 | 105,600.00 | | | | |
| Amount: | | | | | | | |
| Bid: | 2000 | | | | | | |
| Labor Rates | | | | | | | |
| Journeyman | 873.37 | 872.25 | 876.42 | | | | |
| Foreman | 822.19 | 824.00 | | | | | |
| Overhead/Profit | | | | | | | |
| Labor: | | | 887.28 | | | | |
| 2 | % | 0 | % | 15 | % | | % |
| 55 | % | 55 | % | 5 | % | | % |
| 65 | % | 0 | % | 10 | % | | % |

Bid Breakdown
 Includes Contractor wire protect bid
 T. Allen, Inc.
 Jull Engineers, Inc.
 Sperry Construction Co., Inc.

Exhibit 1. GMP Schedule of Values, Diversity Analysis, and Bid Analysis Spreadsheets



BID TABULATION

Original Base Bid (Lump Sum)

\$ 42,600.00

Bid Package: BP-3 Glass Doors
Description: Glass Doors
Date: 11/22/08

| NO Class | Pioneer | American Interiors | NO B/O |
|---|---|--------------------|--------|
| \$ 42,600.00 | \$ 38,925.00 | \$ 44,664.00 | |
| CSR | CSR | CSR | CSR |
| Includes \$ 1,400 Includes \$ 4,350 Includes \$ 18,350 Not Includes \$ 800 Not Includes \$ 1,500 | Includes \$ 1,400 Includes \$ 4,350 Includes \$ 18,350 Not Includes \$ 800 Not Includes \$ 1,500 | | |
| Total Base Bid Lump Sum Amount After Bid Adjust \$ 42,600.00 | \$ 42,250.00 | \$ 44,664.00 | \$ |
| Includes \$ 866.00 | | | NO B/O |

Inquiries to:

SAVING GREEN

Door Lites

Sliding Door Removal

Mag Work for sliding door

shop drawings

Total Base Bid Lump Sum Amount After Bid

Adjust

\$ 42,600.00

Includes

\$ 866.00

DIVERSITY:

W/E Participation

W/B Participation

88% Participation

| | | | | | |
|-----|-----|-----|-----|-----|-----|
| 88% | 88% | 88% | 88% | 88% | 88% |
| 88% | 88% | 88% | 88% | 88% | 88% |
| 88% | 88% | 88% | 88% | 88% | 88% |

Exhibit L: GIMP Schedule of Values, Diversity Analysis, and Bid Analysis Spreadsheet


|  BID TABULATION | Bid Package: Phase Painting Description: Painting Due Date: 11/02/2019 | | | |
|---|---|---------------------|---------------------|--------------------|
| | McGarry | Dependable | Summit | Alexander Coatings |
| \$ 83,801.00 | \$ 128,500.00 | \$ 81,000.00 | \$ 98,000.00 | |
| Cost | Cost | Cost | Cost | |
| \$ 83,801.00 | \$ 128,500.00 | \$ 81,000.00 | \$ 98,000.00 | |
| 1745 | 1900 | 1900 | 1900 | |
| Total Base Bid Lump Sum Amount After Bid Analysis: Does Liberty Pascoe | Invest Contractor who did not bid Yerman & Young Painting, Inc. Gwin, Thiel | | | |
| 100% MBE Participation WDB Participation DBE Participation | % % % 100% | % % % 100% | % % % 100% | |

Exhibit 1. GMP Schedule of Values, Diversity Analysis, and Bid Analysis Spreadsheet

| Cleveland Public Library Cleveland Public Library | T.M. Martin | | Miller | | Costs | | Diversified | | Bid Package: BNA HVAC Description: HVAC Bid Date: 1/16/2016 | |
|--|-------------|---------------|----------|---------------|-------|---------------|-------------|---------------|---|---|
| | Cost | 338,700.00 | Cost | 291,600.00 | Cost | 415,800.00 | Cost | 380,700.00 | Cost | |
| BID TABULATION | | | | | | | | | | |
| Original Base Bid (Lump Sum) | | \$ 338,700.00 | | \$ 291,600.00 | | \$ 415,800.00 | | \$ 380,700.00 | | |
| INCLUDES | Cost | | Cost | | Cost | | Cost | | Cost | |
| Dehumidifying unit | included | | included | | | | | | | |
| Chiller piping and case work | included | | included | | | | | | | |
| Airbox piping for 400 cfm | included | | included | | | | | | | |
| Total Base Bid Lump Sum Amount After Bid Analysis | | \$ 338,700.00 | | \$ 291,600.00 | | not scoped | | not scoped | | |
| DOD | | 4825 | | 2860 | | 4650 | | | | |
| EXCLUDES | | | | | | | | | | |
| Sheet Metal Fabrication | \$61,701 | | | | | | | | | |
| Sheet Metal - Journeyman | \$64,941 | | | | | | | | | |
| Sheet Metal - Supervisor | \$102,477 | | | | | | | | | |
| Sheet Metal - Shop Fabrication | \$111,266 | | | | | | | | | |
| Photo Booth | \$72,258 | | | | | | | | | |
| Pipefitting | \$76,121 | | | | | | | | | |
| Pipefitting Foreman | \$77,661 | | | | | | | | | |
| DIVERSITY | | | | | | | | | | |
| MBE Participation | 16 % | % | 20 % | % | % | % | % | % | % | % |
| WBE Participation | 8 % | % | % | % | % | % | % | % | % | % |
| SBE Participation | 10 % | % | 50 % | % | % | % | % | % | % | % |

included Contractors who do not bid:
 Gobash Mechanical Co., Inc.
 Burn Bros. Inc.
 Coleman-Spohn
 John F. Gallagher Co.
 RUT Heating and Sheet Metal
 T.H.C. Sheet Metal
 The Smith & Oby Company

Exhibit 1. GMP Schedule of Values, Diversity Analysis, and Bid Analysis Spreadsheets

| BID DESCRIPTION | BID PRICING | | | | | BID DESCRIPTION | BID PRICING | | | | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|----------|-------|--------|-----------|
| | Legacy | Minority | Ulman | Zenith | Hamington | | Legacy | Minority | Ulman | Zenith | Hamington |
| BID TABULATION | | | | | | | | | | | |
| Original Base Bid (Lump Sum) | \$ 919,000.00 | \$ 1,067,000.00 | \$ 1,167,700.00 | \$ 1,459,757.00 | \$ 1,086,121.00 | | | | | | |
| ADD RESUBMITTALS | | | | | | | | | | | |
| Taxes | | | | | | | | | | | |
| Electrical Permit/Licensing | \$ 45,000 | | | | | | | | | | |
| Relocation of Camera System | \$ 20,000 | \$ 25,000 | \$ 52,000 | | | | | | | | |
| Electrical Gearbox | \$ 35,000 | | | | | | | | | | |
| Electrical conduits and to wires | \$ 15,000 | | | | | | | | | | |
| Wiring, conduits, boxes, raceway | | | | | | | | | | | |
| Camera Relocation Mount Camera Panel | | | | | | | | | | | |
| Other site work | \$ 2,000 | | | | | | | | | | |
| Lighting control system | | | | | | | | | | | |
| Removal of glass shelves | | | | | | | | | | | |
| Paging System | | | | | | | | | | | |
| Electric door sensors and 2nd readers | | | | | | | | | | | |
| Total Base Bid Lump Sum Amount After Bid Analysis: | \$ 1,015,000.00 | \$ 1,097,000.00 | \$ 1,167,700.00 | \$ 1,459,757.00 | \$ 1,086,121.00 | | | | | | |
| BIDDING | | | | | | | | | | | |
| Electrical | \$74.86 | | | | | | | | | | |
| Low Voltage | \$53.00 | | | | | | | | | | |
| Fireman | | | | | | | | | | | |
| Journeymen | | | | | | | | | | | |
| DIVERSITY | | | | | | | | | | | |
| WBE Participation | 50 % | 100 % | 100 % | 15 % | % | | | | | | |
| HBE Participation | 25 % | % | 5.2 % | 5 % | % | | | | | | |
| SBE Participation | 25 % | % | 10 % | 20 % | % | | | | | | |

Exhibit 2. GMP Allowance Items

Foreword

Below, we include GMP Allowance Items and associated costs.

1. Lewis Stokes Room 101 light fixtures: \$5,000
2. Misc. patching in drywall ceilings: \$8,000
3. Misc. patching and painting for signage: \$8,000
4. Furnish and install People Counter: \$15,000
5. Floor patching: \$6,500
6. Box out for chiller refrigeration and electrical lines in stairwell and elevator lobby: \$18,000
7. Misc. painting: \$10,000
8. Existing 2nd floor ceiling repair: \$4,000
9. Lewis Stokes Wing gift shop: \$6,000
10. Electrical requirements for A/V: \$10,000
11. Roof walk off mats around HVAC unit: \$6,500
12. Abatement: \$15,000
13. Roof paver replacement: \$4,500
14. Lewis Stokes Wing 2nd floor storage room wall: \$6,500
15. Active Sprinkler modification: \$3,500
16. Phasing allowance: \$16,500
17. Sprinkler damage repair: \$5,000
18. Exhibits: \$48,000
19. Audio/Visual: \$280,250
20. Signage and Wayfinding: \$270,933

Exhibit 3. GMP Drawings and Specifications

Foreword

Below and on the following pages, we include a list of GMP Drawings and Specifications from the 100% construction documents, dated September 30, 2015.

| Drawing Number | Description | Date |
|--------------------------|---|------------|
| GENERAL | | |
| G300 | CODE DATA FLOOR PLANS 10/16/15 | |
| ARCHITECTURAL DEMOLITION | | |
| AD101.A | FIRST FLOOR DEMOLITION PLAN - ZONE A | 9/30/2015 |
| AD101.B | FIRST FLOOR DEMOLITION PLAN - ZONE B | 9/30/2015 |
| AD102.B | SECOND FLOOR DEMOLITION PLAN - ZONE B | 10/16/2015 |
| ARCHITECTURAL | | |
| A001 | GENERAL NOTES & LEGEND | 9/30/2015 |
| A002 | TYPICAL DETAILS | 9/30/2015 |
| A010 | OPENING & FINISH SCHEDULES, AND MATERIAL LEGEND | 10/16/2015 |
| A101.A | FIRST FLOOR PLAN - ZONE A | 9/30/2015 |
| A101.B | FIRST FLOOR PLAN - ZONE B | 10/16/2015 |
| A102.B | SECOND FLOOR PLAN - ZONE B | 10/16/2015 |
| A104.A | CHILLER ROOF PLAN - ZONE A | 10/16/2015 |
| A201.B | FIRST FLOOR REFLECTED CEILING PLAN - ZONE B | 9/30/2015 |
| A202.B | SECOND FLOOR REFLECTED CEILING PLAN - ZONE B | 10/16/2015 |
| A501 | LENDING DESK PLANS AND DETAILS | 10/16/2015 |
| A502 | CONCIERGE PLANS AND DETAILS | 10/16/2015 |
| A503 | MAIN SECURITY DESK PLAN AND DETAILS | 9/30/2015 |
| A701 | INTERIOR ELEVATIONS | 10/16/2015 |
| A880 | MILLWORK DETAILS | 9/30/2015 |
| A901.A | FINISH PLANS - ZONE A | 9/30/2015 |
| A901.B | FINISH PLANS - ZONE B | 9/30/2015 |
| A1101.A | FURNITURE PLANS - ZONE A (FOR REFERENCE ONLY) | 9/30/2015 |
| A1101.B | FURNITURE PLANS - ZONE B (FOR REFERENCE ONLY) | 9/30/2015 |
| HVAC DEMOLITION | | |
| MD101.B | FIRST FLOOR MECHANICAL DEMOLITION PLAN- ZONE B | 9/30/2015 |

Exhibit 3. GMP Drawings and Specifications

| Drawing Number | Description | Date |
|-----------------------|---|------------|
| HVAC | | |
| M001 | MECHANICAL SYMBOLS AND NOTES | 9/30/2015 |
| M100.A | BASEMENT FLOOR MECHANICAL PLAN - ZONE A | 9/30/2015 |
| M101.A | FIRST FLOOR MECHANICAL PLAN - ZONE A | 9/30/2015 |
| M101.B | FIRST FLOOR MECHANICAL PLAN - ZONE B | 9/30/2015 |
| M102.B | SECOND FLOOR MECHANICAL PLAN - ZONE B | 9/30/2015 |
| ELECTRICAL DEMOLITION | | |
| ED101.A | FIRST FLOOR ELECTRICAL DEMOLITION PLAN - ZONE A | 9/30/2015 |
| ED101.B | FIRST FLOOR ELECTRICAL DEMOLITION PLAN - ZONE B | 10/16/2015 |
| ELECTRICAL | | |
| E001 | ELECTRICAL SYMBOLS, SCHEDULES, AND NOTES | 10/16/2015 |
| E002 | ELECTRICAL ONE LINE DIAGRAMS AND SCHEDULES | 9/30/2015 |
| E003 | LIGHTING CONTROL DIAGRAMS 10/16/15 | 10/16/2015 |
| E100.A | BASEMENT ELECTRICAL PLAN - ZONE A | 10/16/2015 |
| E101.A | FIRST FLOOR ELECTRICAL PLAN - ZONE A | 10/16/2015 |
| E101.B | FIRST FLOOR POWER AND COMMUNICATIONS PLAN - ZONE B | 10/16/2015 |
| E102.B | SECOND FLOOR POWER AND COMMUNICATIONS PLAN - ZONE B | 10/16/2015 |
| E201.B | FIRST FLOOR LIGHTING PLAN - ZONE B | 9/30/2015 |
| E202.B | SECOND FLOOR LIGHTING PLAN - ZONE B | 9/30/2015 |

Exhibit 3. GMP Drawings and Specifications

| Specification Number | Description | Date |
|--|---|------------|
| DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS | | |
| 00 54 32 | DIGITAL DATA LICENSING AGREEMENT | 9/30/2015 |
| 00 54 33 | AIA DOCUMENT C106-2002 "Digital Data Licensing Agreement" | 9/30/2015 |
| DIVISION 01 - GENERAL REQUIREMENTS | | |
| 01 10 00 | SUMMARY | 9/30/2015 |
| 01 23 00 | ALTERNATES | 9/30/2015 |
| 01 25 00 | SUBSTITUTION PROCEDURES | 9/30/2015 |
| 01 26 00 | CONTRACT MODIFICATION PROCEDURES | 9/30/2015 |
| 01 31 00 | PROJECT MANAGEMENT AND COORDINATION | 9/30/2015 |
| 01 33 00 | SUBMITTAL PROCEDURES | 10/16/2015 |
| 01 40 00 | QUALITY REQUIREMENTS | 9/30/2015 |
| 01 42 00 | REFERENCES | 9/30/2015 |
| 01 42 13 | ABBREVIATIONS | 9/30/2015 |
| 01 60 00 | PRODUCT REQUIREMENTS | 9/30/2015 |
| 01 73 00 | EXECUTION | 9/30/2015 |
| 01 77 00 | CLOSEOUT PROCEDURES | 9/30/2015 |
| 01 78 23 | OPERATION AND MAINTENANCE DATA | 9/30/2015 |
| 01 79 00 | DEMONSTRATION AND TRAINING | 9/30/2015 |

Exhibit 3. GMP Drawings and Specifications

| Specification Number | Description | Date |
|---|---|------------|
| DIVISION 02 - EXISTING CONDITIONS | | |
| 02 41 16 | SELECTIVE DEMOLITION | 10/16/2015 |
| DIVISION 03 - CONCRETE | | |
| 03 30 53 | MISCELLANEOUS CAST-IN-PLACE CONCRETE | 9/30/2015 |
| 03 54 16 | HYDRAULIC CEMENT UNDERLAYMENT | 9/30/2015 |
| DIVISION 05 - METALS | | |
| 05 50 00 | METAL FABRICATIONS | 9/30/2015 |
| 05 75 00 | DECORATIVE FORMED METAL | 9/30/2015 |
| DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES | | |
| 06 10 00 | ROUGH CARPENTRY | 10/16/2015 |
| 06 40 23 | COMMON WORK RESULTS FOR INTERIOR ARCHITECTURAL WOODWORK | 9/30/2015 |
| DIVISION 07 - THERMAL AND MOISTURE PROTECTION | | |
| 07 72 60 | ROOF FALL PROTECTION | 9/30/2015 |
| 07 84 13 | PENETRATION FIRESTOPPING | 9/30/2015 |
| 07 92 00 | JOINT SEALANTS | 9/30/2015 |
| DIVISION 08 - OPENINGS | | |
| 08 12 13 | HOLLOW METAL FRAMES | 9/30/2015 |
| 08 14 15 | FLUSH WOOD DOORS | 9/30/2015 |
| 08 31 13 | ACCESS DOORS AND FRAMES | 10/16/2015 |
| 08 71 11 | DOOR HARDWARE (DESCRIPTIVE SPECIFICATION) | 10/16/2015 |
| DIVISION 09 - FINISHES | | |
| 09 05 61 | COMMON WORK RESULTS FOR FLOORING PREPARATION | 9/30/2015 |
| 09 22 16 | NON-STRUCTURAL METAL FRAMING | 9/30/2015 |
| 09 29 00 | GYPSUM BOARD | 9/30/2015 |
| 09 51 13 | ACOUSTICAL PANEL CEILINGS | 9/30/2015 |
| 09 65 13 | RESILIENT BASE AND ACCESSORIES | 9/30/2015 |
| 09 65 19 | RESILIENT TILE FLOORING | 9/30/2015 |
| 09 66 23 | RESINOUS MATRIX TERRAZZO FLOORING | 9/30/2015 |
| 09 68 13 | TILE CARPETING | 9/30/2015 |
| 09 91 23 | INTERIOR PAINTING | 9/30/2015 |
| DIVISION 10 - SPECIALTIES | | |
| 10 22 19 | DEMOUNTABLE PARTITIONS | 9/30/2015 |
| 10 26 00 | WALL AND DOOR PROTECTION | 10/16/2015 |
| DIVISION 12 - FURNISHINGS | | |
| 12 36 61 | SIMULATED STONE COUNTERTOPS | 9/30/2015 |
| DIVISION 21 - FIRE SUPPRESSION | | |
| 21 13 00 | FIRE SUPPRESSION SPRINKLER SYSTEM (TEC) | 10/16/2015 |

Exhibit 3. GMP Drawings and Specifications

| Specification Number | Description | Date |
|---|--|------------|
| DIVISION 23 - HEATING, VENTILATION AND AIR CONDITIONING | | |
| 23 05 00 | COMMON WORK RESULTS FOR HVAC (TEC) | 9/30/2015 |
| 23 05 93 | TESTING, ADJUSTING, AND BALANCING FOR HVAC (TEC) | 9/30/2015 |
| 23 07 00 | HVAC INSULATION (TEC) | 9/30/2015 |
| 23 09 30 | SMALL BUILDING CONTROL SYSTEM (TEC) | 10/16/2015 |
| 23 09 93 | SEQUENCES OF OPERATION FOR HVAC CONTROLS (TEC) | 9/30/2015 |
| 23 30 00 | HVAC AIR DISTRIBUTION (TEC) | 9/30/2015 |
| 23 36 16 | VARIABLE AIR VOLUME TERMINALS (TEC) | 9/30/2015 |
| 23 64 24 | AIR COOLED SCROLL COMPRESSOR CHILLERS (TEC) | 9/30/2015 |
| DIVISION 26 - ELECTRICAL | | |
| 26 00 10 | GENERAL REQUIREMENTS (TEC) | 10/16/2015 |
| 26 00 20 | ELECTRICAL DEMOLITION (TEC) | 9/30/2015 |
| 26 05 19 | CONDUCTORS (TEC) | 9/30/2015 |
| 26 05 20 | METAL CLAD CABLE (TEC) | 9/30/2015 |
| 26 05 33 | RACEWAYS (TEC) | 9/30/2015 |
| 26 09 43 | NETWORK LIGHTING CONTROLS (TEC) | 9/30/2015 |
| 26 27 26 | WIRING DIVICES (TEC) | 9/30/2015 |
| 26 50 00 | LIGHTING SYSTEMS (TEC) | 9/30/2015 |
| DIVISION 27 - COMMUNICATIONS | | |
| 27 00 10 | COMMUNICATIONS GENERAL REQUIREMENTS (TEC) | 10/16/2015 |
| 27 05 28 | PATHWAYS FOR COMMUNICATIONS SYSTEMS (TEC) | 9/30/2015 |
| 27 11 00 | STRUCTURAL CABLING SYSTEM (TEC) | 9/30/2015 |
| DIVISION 28 - ELECTRONIC SAFETY AND SECURITY | | |
| 28 11 00 | ACCESS CONTROL SYSTEM (TEC) | 9/30/2015 |
| 28 31 00 | FIRE DETECTION AND ALARM SYSTEM (TEC) | 9/30/2015 |

Exhibit 4. GMP Construction Schedule

Foreword

On the following pages, we include our GMP Construction Schedule.

Exhibit A: GMP Construction Schedule

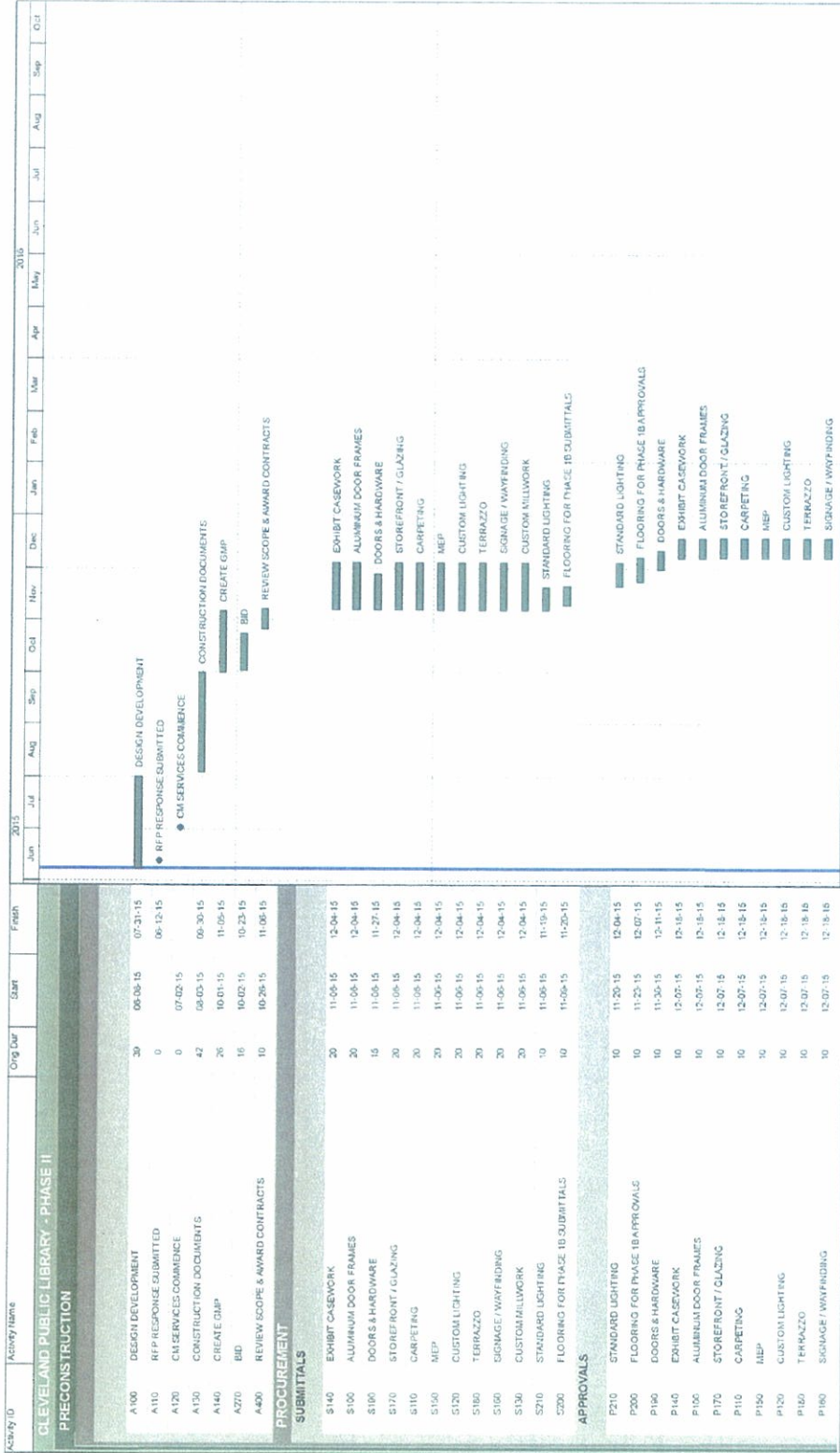


Exhibit 4. GMP Construction Schedule

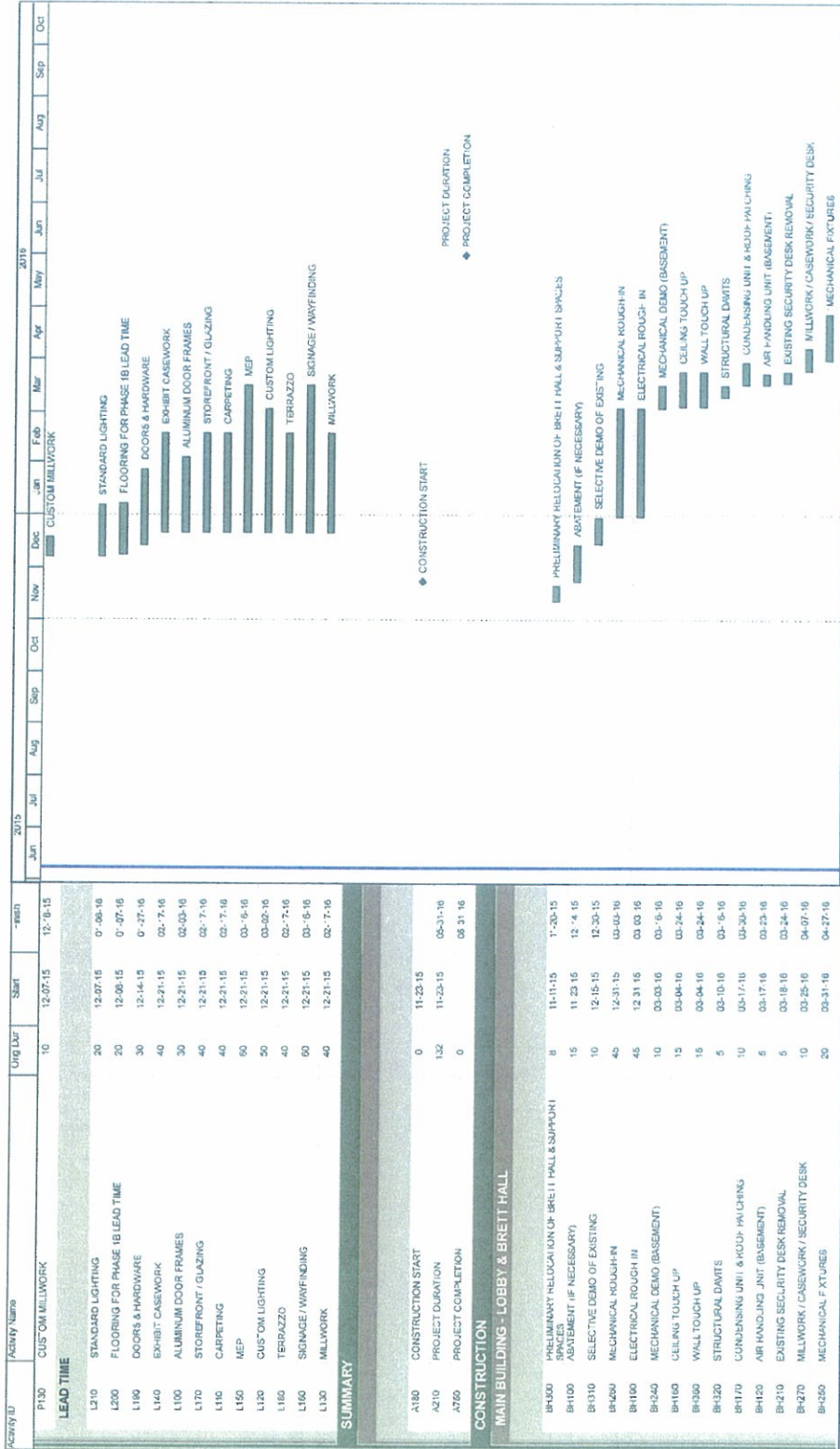


Exhibit 4: EMP Construction Schedule

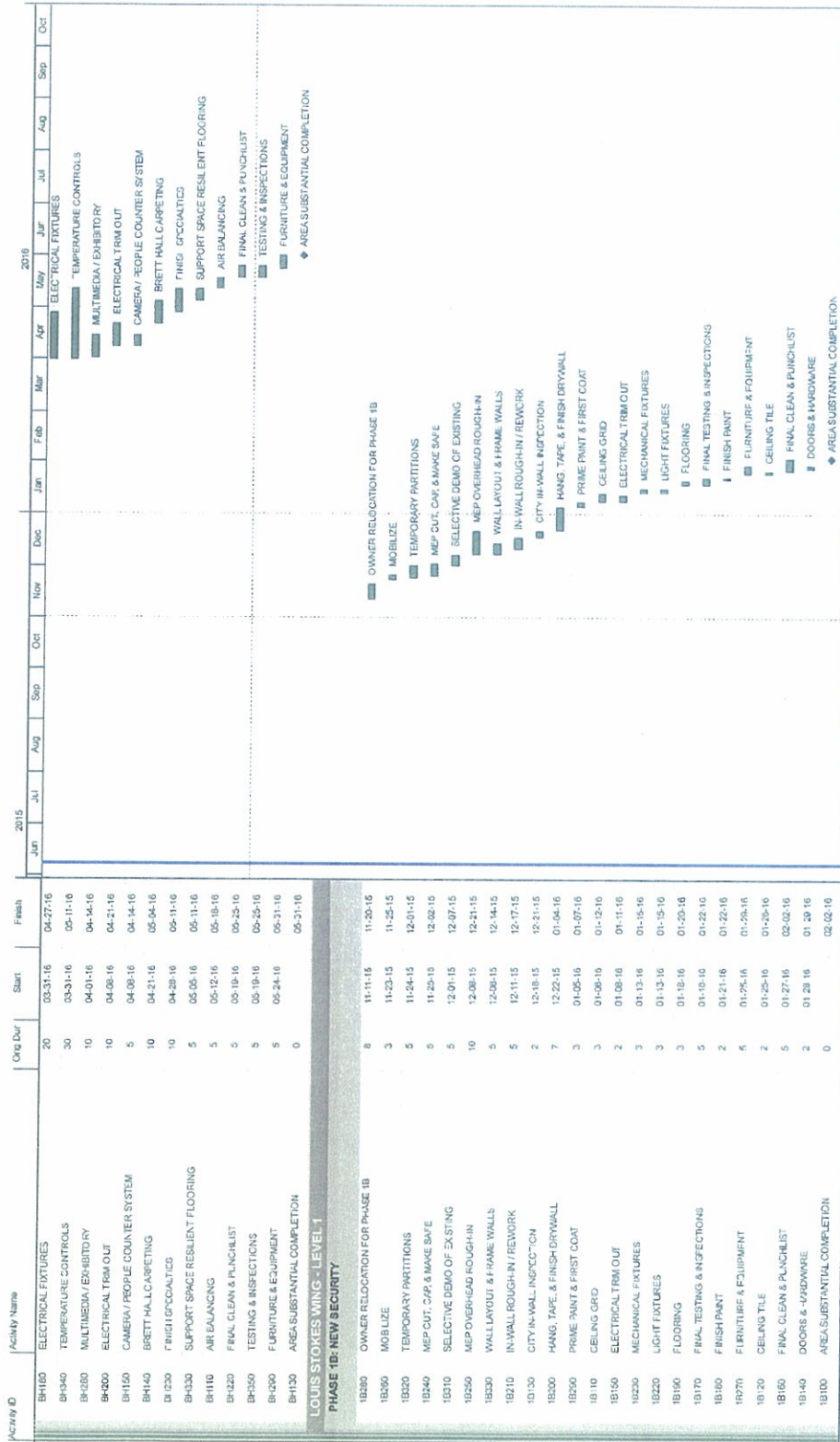


Exhibit A - GMP Construction Schedule

| Activity ID | Activity Name | Orig Dur | Start | Finish | 2015 | | | | | | | | | | | | 2016 | | | | | | | | |
|---|---|----------|-----------|----------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| 18300 | RELOCATION OF SECURITY/FIRE ALARM EQUIPMENT | 20 | 02-05-15 | 03-01-15 | | | | | | | | | | | | | | | | | | | | | |
| PHASE 2: INDOOR GARDEN | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2P100 | OWNER RELOCATION FOR PHASE 2 | 5 | 12-07-15* | 12-11-15 | | | | | | | | | | | | | | | | | | | | | |
| 2P110 | TEMPORARY PARTITIONS | 4 | 12-14-15 | 12-17-15 | | | | | | | | | | | | | | | | | | | | | |
| 2P120 | MOBILIZE | 3 | 12-14-15 | 12-16-15 | | | | | | | | | | | | | | | | | | | | | |
| 2P130 | SELECTIVE DEMO OF EXIST'NG | 4 | 12-16-15 | 12-23-15 | | | | | | | | | | | | | | | | | | | | | |
| 2P140 | REMOVE LIGHT DIFFUSERS | 2 | 12-21-15 | 12-22-15 | | | | | | | | | | | | | | | | | | | | | |
| 2P150 | REMOVE FIXTURES & RELOCATE JUNCTION BOXES | 5 | 12-23-15 | 12-31-15 | | | | | | | | | | | | | | | | | | | | | |
| 2P160 | PATCH JUNCTION BOXES | 3 | 01-06-16 | 01-09-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P170 | PRIME & PAINT CEILING 3 | 2 | 01-07-16 | 01-09-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P180 | PAIN | 7 | 01-11-16 | 01-18-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P190 | REINSTALL LIGHT DIFFUSERS | 2 | 01-11-16 | 01-12-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P200 | PAINT COLUMNS | 3 | 01-11-16 | 01-13-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P205 | INTERIOR CLADDING | 5 | 02-04-16 | 02-09-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P210 | FLOORING | 5 | 02-18-16 | 02-24-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P220 | ELECTRICAL TRIM OUT | 3 | 02-22-16 | 02-24-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P230 | FINISH SPECIALTIES | 3 | 02-22-16 | 02-24-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P260 | FINAL CLEAN & PUNCHLIST | 5 | 02-22-16 | 02-30-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P240 | FURNITURE & EQUIPMENT | 5 | 02-25-16 | 03-02-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P270 | FINAL TESTING & INSPECTIONS | 5 | 02-25-16 | 03-02-16 | | | | | | | | | | | | | | | | | | | | | |
| 2P280 | AREA SUBSTANTIAL COMPLETION | 0 | 02-25-16 | 03-02-16 | | | | | | | | | | | | | | | | | | | | | |
| PHASE 3: LOBBY / LENDING / LEGACY ROOM | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3P100 | OWNER RELOCATION FOR PHASE 3 | 5 | 02-01-16* | 02-05-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P110 | TEMPORARY PARTITIONS | 2 | 02-05-16 | 02-06-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P120 | MOBILIZE | 2 | 02-08-16 | 02-09-16 | | | | | | | | | | | | | | | | | | | | | |
| OPEN PUBLIC AREA | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3P180 | REMOVAL OF GLASS DIFFUSERS | 5 | 02-22-16* | 02-25-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P260 | REMOVAL OF OPEN SPACE LIGHT FIXTURES | 15 | 02-26-16 | 03-18-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P300 | PATCHING OF JUNCTION BOXES | 15 | 03-07-16 | 03-25-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P420 | PAINING OF OPEN CEILING | 15 | 03-14-16 | 04-01-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P460 | REINSTALL OPEN SPACE LIGHT FIXTURES | 15 | 03-21-16 | 04-08-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P500 | REINSTALL GLASS DIFFUSER | 5 | 04-04-16 | 04-08-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P540 | PAINT COLUMNS | 10 | 04-04-16 | 04-15-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P550 | FINAL CLEAN & PUNCHLIST | 5 | 04-15-16 | 04-22-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P560 | AREA COMPLETION | 0 | 04-15-16 | 04-22-16 | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYEE AREA | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3P130 | SELECTIVE DEMO OF EXIST'NG | 4 | 02-10-16 | 02-15-16 | | | | | | | | | | | | | | | | | | | | | |
| 3P140 | OVERHEAD MEP ROUGH-IN | 5 | 02-15-16 | 02-22-16 | | | | | | | | | | | | | | | | | | | | | |

Exhibit 4. GMP Construction Schedule

| Activity ID | Activity Name | Qty Dur | Start | *End | 2015 | | | | | | | | | | | | 2016 | | | | | | | | | | | |
|---|--|---------|----------|----------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|
| | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | | |
| 3*150 | MILWORK/IN-WALL LAYOUT & FRAMING | 2 | 02-17-16 | 02-17-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*160 | MILWORK/IN-WALL ROUGH-IN / REWORK | 3 | 02-18-16 | 02-22-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*160 | HANG TAPE & FINISH DRYWALL / PATCHING | 5 | 02-18-16 | 02-25-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*200 | CEILING GRID | 3 | 02-23-16 | 02-25-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*210 | TECHNOLOGY | 4 | 02-23-16 | 02-28-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*220 | PRIME PAINT & FIRST COAT | 5 | 02-25-16 | 04-02-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*240 | MEP FIXTURES | 5 | 02-26-16 | 03-03-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*250 | FLOORING | 4 | 02-26-16 | 03-02-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*260 | MILWORK / CASEWORK | 5 | 03-01-16 | 03-07-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*260 | DOORS & HARDWARE | 3 | 03-03-16 | 03-07-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*310 | INTERIOR GLAZING | 5 | 03-03-16 | 03-09-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*320 | CEILING TILE | 3 | 03-04-16 | 03-08-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*350 | ELECTRICAL TRIM OUT | 3 | 03-08-16 | 03-14-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*360 | FINISH PAINT | 3 | 03-08-16 | 03-14-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*370 | MULTIMEDIA / EXHIBITORY IN LEGACY ROOM | 5 | 03-08-16 | 03-14-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*400 | FINISH SPECIALTIES | 3 | 03-08-16 | 03-14-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*450 | AIR BALANCING | 5 | 03-17-16 | 03-23-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*460 | PRELIMINARY CLEAN & PUNCHLIST | 3 | 03-24-16 | 03-28-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*460 | FURNITURE & EQUIPMENT | 3 | 03-24-16 | 03-28-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*500 | TESTING & INSPECTIONS | 3 | 03-24-16 | 03-28-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*550 | AREA SUBSTANTIAL COMPLETION | 0 | 03-28-16 | 03-28-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| LEGACY ROOM | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*170 | OWNER / FRIENDS RELOCATION | 5 | 03-03-16 | 03-09-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*220 | SELECTIVE DEMO OF EXISTING | 2 | 03-10-16 | 03-11-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*270 | MILWORK/IN-WALL ROUGH-IN / REWORK | 3 | 03-14-16 | 03-16-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*280 | HANG TAPE & FINISH DRYWALL / PATCHING | 5 | 03-15-16 | 03-21-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*340 | PRIME PAINT & FIRST COAT | 3 | 03-21-16 | 03-23-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*380 | MEP FIXTURES | 5 | 03-22-16 | 03-28-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*380 | ELECTRICAL & AW TRIM OUT | 5 | 03-22-16 | 03-28-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*410 | MULTIMEDIA / EXHIBITORY IN LEGACY ROOM | 5 | 03-25-16 | 03-31-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*440 | FINISH SPECIALTIES | 3 | 04-01-16 | 04-05-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*450 | FINISH PAINT | 2 | 04-01-16 | 04-05-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*470 | FLOORING | 3 | 04-05-16 | 04-07-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3*510 | LEGACY ROOM COMPLETE | 0 | 04-07-16 | 04-07-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| PHASE 4: LOBBY CONCERGE / RESIDENCE CORNER | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4*100 | OWNER RELOCATION FOR PHASE 4 | 5 | 03-29-16 | 04-04-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4*170 | TEMPORARY PARTITIONS | 2 | 04-05-16 | 04-05-16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4*170 | MURLDF | 2 | 04-05-16 | 04-05-16 | | | | | | | | | | | | | | | | | | | | | | | | |

Exhibit 4: GMP Construction Schedule

| Activity ID | Activity Name | Orig Dur | Start | Finish | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|--------------------------------|--|----------|----------|-----------|------|------|------|------|------|------|
| OPEN PUBLIC AREA | | | | | | | | | | |
| 4P140 | REMOVAL OF GLASS DIFFUSERS | 5 | 04-11-16 | 04-15-16 | | | | | | |
| 4P150 | REMOVAL OF OPEN SPACE LIGHT FIXTURES | 5 | 04-18-16 | 04-22-16 | | | | | | |
| 4P220 | PATCHING OF JURCTION BOXES | 5 | 04-25-16 | 04-30-16 | | | | | | |
| 4P200 | PAINTING OF OPEN CEILINGS | 5 | 06-02-16 | 06-06-16 | | | | | | |
| 4P240 | REINSTALL OPEN SPACE LIGHT FIXTURES | 5 | 09-09-16 | 09-13-16 | | | | | | |
| 4P260 | PAINT COLUMNS | 5 | 05-09-16 | 05-13-16 | | | | | | |
| 4P270 | REINSTALL GLASS DIFFUSER | 5 | 05-16-16 | 05-20-16 | | | | | | |
| 4P410 | FINAL CLEAN & PUNCHLIST | 5 | 05-23-16 | 05-27-16 | | | | | | |
| 4P430 | AREA COMPLETION | 0 | | 05-27-16 | | | | | | |
| EMPLOYEE AREA | | | | | | | | | | |
| 4P130 | SELECTIVE DEMO OF EXISTING | 3 | 04-07-16 | 04-12-16 | | | | | | |
| 4P150 | OVERHEAD MEP ROUGH-IN | 3 | 04-14-16 | 04-20-16 | | | | | | |
| 4P160 | MILKWORK / FINWALL LAYOUT & FINISHING | 2 | 04-14-16 | 04-19-16 | | | | | | |
| 4P170 | MILKWORK / FINWALL ROUGH-IN / NETWORK | 3 | 04-16-16 | 04-20-16 | | | | | | |
| 4P180 | HANG TAPE & FINISH DRYWALL / PATCHING | 3 | 04-19-16 | 04-23-16 | | | | | | |
| 4P200 | CEILING GRID | 3 | 04-21-16 | 04-25-16 | | | | | | |
| 4P210 | TERRAZZO | 4 | 04-21-16 | 04-28-16 | | | | | | |
| 4P220 | PRIME PAINT & FIRST COAT | 5 | 04-25-16 | 04-29-16 | | | | | | |
| 4P240 | MEP FIXTURES | 5 | 04-28-16 | 05-02-16 | | | | | | |
| 4P250 | MILKWORK / CASEWORK | 5 | 04-29-16 | 05-02-16 | | | | | | |
| 4P260 | ELECTRICAL TRIM OUT | 5 | 05-02-16 | 05-06-16 | | | | | | |
| 4P270 | FINISH PAINT | 3 | 05-02-16 | 05-04-16 | | | | | | |
| 4P280 | DOORS & HARDWARE | 3 | 05-02-16 | 05-04-16 | | | | | | |
| 4P300 | FINISH SPECIALTIES | 3 | 05-03-16 | 05-05-16 | | | | | | |
| 4P310 | CEILING TILE | 3 | 05-03-16 | 05-05-16 | | | | | | |
| 4P320 | FLOORING | 4 | 05-02-16 | 05-10-16 | | | | | | |
| 4P330 | MULTIMEDIA / EXHIBITOR IN RESIDENTS CORNER | 5 | 05-02-16 | 05-11-16 | | | | | | |
| 4P360 | AIR BALANCING* | 5 | 05-15-16 | 05-20-16 | | | | | | |
| 4P380 | FINAL CLEAN & PUNCHLIST | 5 | 05-23-16 | 05-27-16 | | | | | | |
| 4P390 | FURNITURE & EQUIPMENT | 5 | 05-22-16 | 05-27-16 | | | | | | |
| 4P400 | TESTING & INSPECTING | 5 | 05-22-16 | 05-27-16 | | | | | | |
| 4P420 | AREA SUBSTANTIAL COMPLETION | 0 | | 05-27-16* | | | | | | |
| PHASE 1A: LSW 2ND FLOOR | | | | | | | | | | |
| 1A100 | PRELIMINARY RELOCATION OF LSW LEVEL 2 | 5 | 11-11-15 | 11-17-15 | | | | | | |
| 1A110 | SELECTIVE DEMO OF EXISTING | 5 | 12-08-15 | 12-14-15 | | | | | | |
| 1A120 | MEP ROUGH-IN | 5 | 12-15-15 | 12-21-15 | | | | | | |

Exhibit 4. GMP Construction Schedule

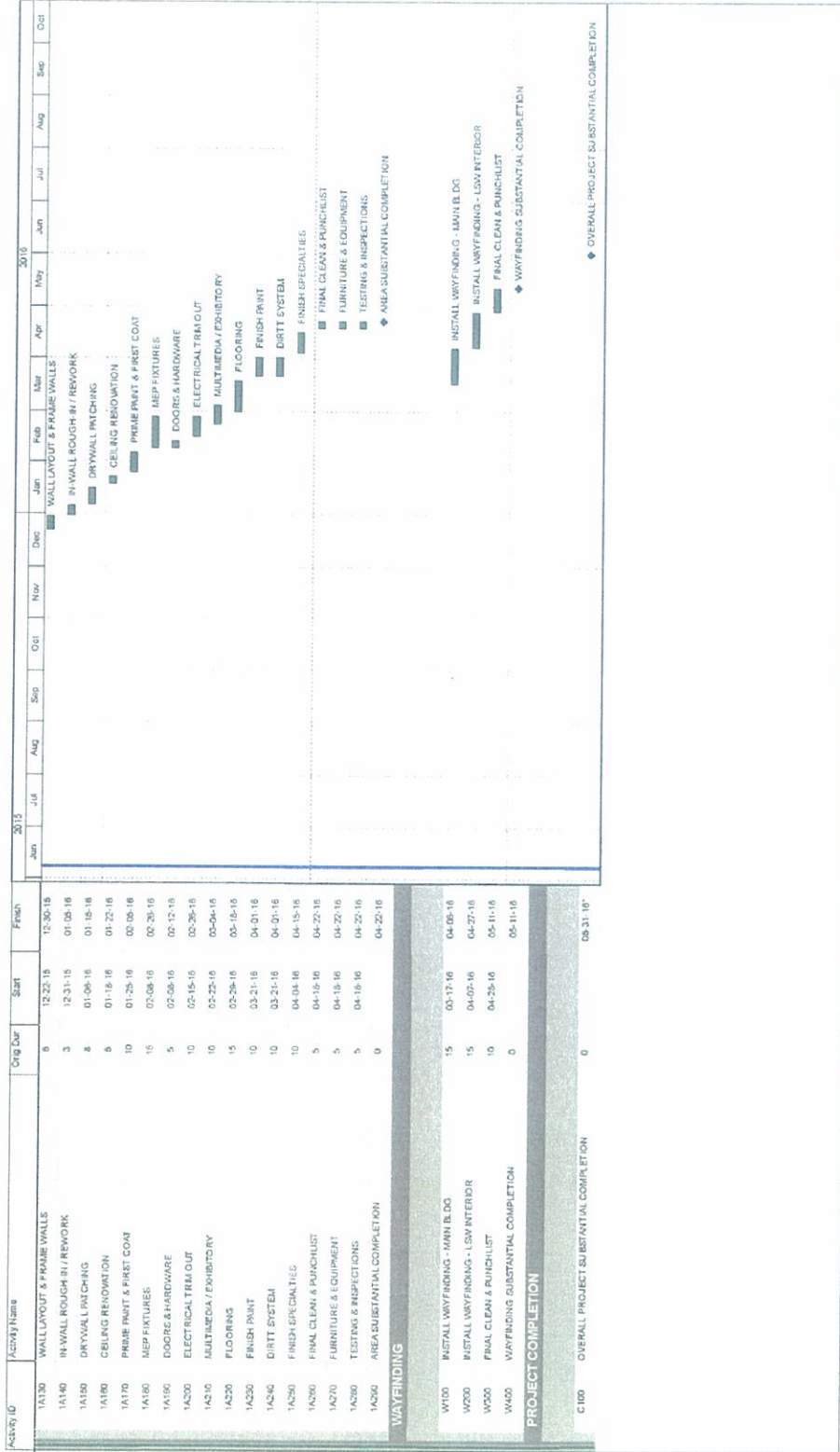


Exhibit 5. GMP Unit Prices

Construction Personnel

Below we include our GMP Unit Prices for construction personnel.

| Construction Personnel | Regular | Overtime | Double Time |
|----------------------------|---------|----------|-------------|
| General Labor Foreman | \$63.68 | \$95.52 | \$127.36 |
| Laborer Foreman | \$62.19 | \$93.29 | \$124.38 |
| Laborer | \$59.08 | \$88.62 | \$118.16 |
| Carpenter | \$65.90 | \$98.85 | \$131.80 |
| Carpentry Foreman | \$69.19 | \$103.79 | \$138.38 |
| General Carpentry Foreman | \$72.00 | \$108.00 | \$144.00 |
| CSG Gen. Carpentry Foreman | \$86.05 | \$129.08 | \$172.10 |
| Cement Finisher Foreman | \$68.00 | \$102.00 | \$136.00 |
| Cement Finisher | \$66.04 | \$99.06 | \$132.08 |

Exhibit 5. GMP Unit Prices

Equipment Rentals

Below and on the following pages, we include our GMP Unit Prices for AMHigley equipment rentals.

| Item Description | Type | Ext. Price | OTC Ext. |
|--|------|------------|----------|
| Miscellaneous Equipment | | | |
| Ardex Tools - drum,spreader,smoother,handles,round&egg p | R | \$150.00 | |
| Banding Tools: | | | |
| Banding Cart (dispenser) | R | \$20.00 | |
| Tensioner | R | \$20.00 | |
| Crimper | R | \$20.00 | |
| Bottle Jacks (all sizes) | R | \$10.00 | |
| Rolling Magnet | R | \$20.00 | |
| Two Ton Floor Jack | R | \$25.00 | |
| Water Jug w/cup dispenser | OTC | | \$20.00 |
| Waterstop Splice Iron | R | \$15.00 | |
| Weed Burner w/ 15' hose | R | \$10.00 | |
| Skid Steer Loader | | | |
| Mustang Loader 2060 w/bucket | R | \$1,450.00 | |
| Mustang Pallet Forks | R | \$75.00 | |
| Mustang Gradall Bucket | R | \$75.00 | |
| Mustang Street Sweeper | R | \$150.00 | |
| Mustang Grappier Bucket | R | \$100.00 | |
| Hepa Filter Machines | | | |
| Hepa Filter Machines - 3 microns | R | \$200.00 | |
| Diesel Compressors | | | |
| 185 C.F.M. Diesel Compressor | R | \$500.00 | |
| Air Hose 3/4" x 50' w/chicago flg. | R | \$15.00 | |
| Air Hose "Y" 3/4" | OTC | | \$5.00 |
| Signage | | | |
| Danger Signs - 18 x 30 w/logo | OTC | \$25.00 | |
| AMH Logo Signs - 10 x 14 | OTC | \$20.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|--|------|------------|----------|
| Air Tools | | | |
| Breaker Hammers | | | |
| Breaker Hammer 35lb. | R | \$170.00 | |
| Breaker Hammer 60lb. | R | \$200.00 | |
| Breaker Hammer 90lb. | R | \$210.00 | |
| Breaker Hammer Bits (60-90lb.) | | | |
| Points & Chisels | OTC | | \$8.00 |
| Wide Chisels | OTC | | \$15.00 |
| Asphalt Cutter | OTC | | \$20.00 |
| Rock Drills | | | |
| Rock Drill MRD9 - 17lb. | R | \$80.00 | |
| Rock Drill 35lb. (7/8" x 3 1/4" shank) | R | \$220.00 | |
| Rock Drill 60lb. (1" x 4 1/4" shank) | R | \$240.00 | |
| Rock Drill Steels | | | |
| Short 7/8" x 3 1/4" (12"-18") | OTC | | \$10.00 |
| Long 7/8" x 3 1/4" (24"-36) | OTC | | \$20.00 |
| Short 1" x 4 1/4" (12"-18") | OTC | | \$15.00 |
| Long 1" x 4 1/4" (24"-36") | OTC | | \$30.00 |
| Air Chipping Hammer | | | |
| Chipping Hammer 18lb. | R | \$90.00 | |
| Chipping Hammer Bits | | | |
| Points & Chisels | OTC | | \$5.00 |
| Wide Chisel | OTC | | \$10.00 |
| Bushing Tool | OTC | | \$20.00 |
| Rivet Busters | | | |
| | R | \$180.00 | |
| Rivet Buster Bits | | | |
| Points & Chisels | OTC | | \$5.00 |
| Miscellaneous | | | |
| Air Scraper (floor scraper) | R | \$50.00 | |
| Air Spade | R | \$100.00 | |
| Blow Pipe | R | \$10.00 | |
| Impact Wrench (pneumatic) | R | \$40.00 | |
| Oiler (in line, 3/4") | R | \$20.00 | |
| Tanner De-Icer 3/4" | R | \$30.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|---|------|------------|------------------|
| Electric Chipping & Rotary Hammers | | | |
| Electric Rotary Hammer (Milwaukee) | R | \$75.00 | |
| Electric Chipping/Rotary Hammer (DeWalt) | R | \$90.00 | |
| Hilti Chipping/Rotary Hammer (TE55) | R | \$150.00 | |
| Electric Chipping Hammer Bits | | | |
| Points & Chisels | OTC | | \$5.00 |
| Wide Chisels | OTC | | \$15.00 |
| Bushing Tools | OTC | | \$20.00 |
| Hilti TE70ATC Combination Hammer | | | |
| Hilti Points & Chisels | OTC | | \$330.00 |
| Hilti Wide Chisels | OTC | | \$18.00 |
| Hilti SDS Max Bit | OTC | | Call for pricing |
| Hilti Electric Breaker Hammer 60lb. | | | |
| Hilti Points & Chisels | OTC | | \$360.00 |
| Hilti Wide Chisels | OTC | | \$15.00 |
| Hilti Wide Chisels | OTC | | \$20.00 |
| Pressure Washers | | | |
| Pressure Washer w/3000-3500 psi | R | \$550.00 | |
| Steam Cleaner w/2100 psi, 250 deg. | R | \$500.00 | |
| Weather Protection Equipment | | | |
| Tarps 16' x 20' | R | \$45.00 | |
| Cutting Torches | | | |
| Cutting Torch Set includes: | R | \$150.00 | |
| cart, gauges, hose, torch, tip, | | | |
| striker, glasses, wrench | | | |
| Cutting Torch - 4' (acetylene) | R | \$65.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|---|------|------------|----------|
| Electric Power Tools | | | |
| Adjustable Clutch Screwguns | R | \$35.00 | |
| Autofeed Screwgun | R | \$40.00 | |
| Belt Sander 4" x 24" | R | \$40.00 | |
| Circular Saw 7 1/4" | R | \$40.00 | |
| Close Quarters Drill - 1/2" | R | \$30.00 | |
| Cordless Drill Kit w/2 batteries | R | \$50.00 | |
| Cordless Impact Only Kit | R | \$40.00 | |
| Detail Sander | R | \$20.00 | |
| Drill Motor 3/8" (electric) | R | \$35.00 | |
| Drywall Cut-Out Tool | R | \$30.00 | |
| Drywall Sander - P/C | R | \$90.00 | |
| Drywall Screwguns | R | \$30.00 | |
| Dustless Grinder Vac - Sawtec, 4 1/2" | R | \$85.00 | |
| Grinder 4 1/2" | R | \$10.00 | |
| Grinder 4 1/2" Metabo Dustless w/shroud | R | \$55.00 | |
| Grinder 5" Hilti w/cutting shroud | R | \$85.00 | |
| Grinder 5" Hilti w/grinding Shroud | R | \$65.00 | |
| Grinder 6" | R | \$40.00 | |
| Grinder 7" - 9" | R | \$35.00 | |
| Grinder 7" Metabo Dustless w/shroud | R | \$75.00 | |
| Hammer Drill 1/2" | R | \$40.00 | |
| Heat Gun | R | \$20.00 | |
| Hole Hawg Drill | R | \$60.00 | |
| Hole Hawg Drill Paddle Bit | OTC | | \$10.00 |
| Impact Wrench (electric, 1/2") | R | \$50.00 | |
| Impact Wrench (electric, 3/4") | R | \$60.00 | |
| Jigsaw / Bayonet Saw | R | \$35.00 | |
| Laminate Trimmer | R | \$30.00 | |
| Metal Shear | R | \$50.00 | |
| Palm Sander 1/4" (sheet sander) | R | \$35.00 | |
| Pneumatic Ratchet 3/8" | OTC | | \$25.00 |
| QuickDrive Screwgun | R | \$60.00 | |
| Random Orbit Sander 5" | R | \$30.00 | |
| Right Angle Drill | R | \$40.00 | |
| RotoZip Tool | R | \$15.00 | \$45.00 |
| Router w/ 1 1/2 h.p. | R | \$35.00 | |
| Router w/ 3 h.p. | R | \$45.00 | |
| Sander/Grinder 7"-9" | R | \$30.00 | |
| Sawzall | R | \$50.00 | |
| Surface Planer - Hand Held, Makita | R | \$10.00 | |
| Tap Guns (metal) | R | \$40.00 | |
| Worm Drive Skil Saw | R | \$40.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|--|------|------------|----------|
| Finish Trowel Machines | | | |
| Combination Blades - 36" (8" x 14") | OTC | \$40.00 | |
| Combination Blades - 48" (8" x 18") | R | \$50.00 | |
| Finish Blades 36" | R | | |
| Finish Blades 48" | R | | |
| Float Shoes New 36" | R | \$60.00 | |
| Float Shoes New 48" | R | \$60.00 | |
| Float Shoes Used 36" | R | \$20.00 | |
| Float Shoes Used 48" | R | \$20.00 | |
| Trowel Machine 36" | R | \$330.00 | |
| Trowel Machine 48" | R | \$350.00 | |
| Trowel Machine Float Pan - 36" | R | \$50.00 | |
| Fans and Lights | | | |
| Box Fans 48" (large) | R | \$80.00 | |
| Circular Floor Fans 36" | R | \$60.00 | |
| Floor Carpet Fan/Dryer | R | \$35.00 | |
| Pedestal Fans | R | \$60.00 | |
| Double 500wt. w/tripod | R | \$5.00 | \$30.00 |
| Single 500wt. Quartz (no stand) | OTC | | \$20.00 |
| Heaters | | | |
| Propane Salamander (torpedo) | | | |
| 200,000 b.t.u. - no fan | R | \$50.00 | |
| Universal Propane | | | |
| 100,000 - 120,000 b.t.u. w/fan | R | \$65.00 | |
| Tank Mount Radiant Heater | OTC | | \$30.00 |
| Office Heater (750 / 1500 wt.) | OTC | | \$25.00 |
| Standard Cycle Generators | | | |
| L.C. 4500 | R | \$300.00 | |
| H.P. 4500 - Pow'r Gard 6000 | R | \$400.00 | |
| H.P. 9500 - key start | R | \$500.00 | |
| Full Power Cord Box | R | \$10.00 | |
| Hi-Cycle Generators | | | |
| Generator (runs 2 vibrators) | R | \$350.00 | |
| Hi-Cycle Cords 50' | R | \$20.00 | |
| Electrical Cords & Boxes - 12/3 - P/S | | | |
| Cords 50' | OTC | | \$30.00 |
| Cords 100' | OTC | | \$55.00 |
| G.F.C.I. Box | OTC | | \$30.00 |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|--|------|------------|----------|
| Power Buggies | | | |
| Power Buggy 16 cu. ft. | R | \$600.00 | |
| Power Buggy 16 cu. ft. (with scrubber) | R | \$680.00 | |
| Nailing Equipment | | | |
| Bostitch Crown Stapler | R | \$20.00 | |
| Extra Air Holding Tank (120 gal) | R | \$20.00 | |
| Gas Operated Comp. (2-3 guns) | R | \$100.00 | |
| LS1 Pinner (18ga 1/2, 3/4, 1") | R | \$30.00 | |
| M II Stapler | R | \$50.00 | |
| Micro Pinner FP10 (23 ga., 1/2" - 1" pins) | R | \$25.00 | |
| Micro Pinner FP11 (23 ga., 1" - 2" pins) | R | \$25.00 | |
| Nail Gun Air Hose "T" (3/8") | OTC | | \$5.00 |
| Nail Gun Air Hoses 3/8" x 50' | R | \$5.00 | |
| Nail Gun Compressor | R | \$75.00 | |
| Paslode Finish Nailgun (18ga., air) | R | \$60.00 | |
| Senco Micro Pinner | R | \$25.00 | |
| SFN 40 Nailgun (same as SFNI & IIB) | R | \$40.00 | |
| SFN, I, II-B Finish Nailgun | R | \$40.00 | |
| SKS Finish Staple Gun | R | \$50.00 | |
| SLP-20 Brad Nailgun | R | \$35.00 | |
| SN IV Spiker | R | \$60.00 | |
| SNII Nailgun or 325 | R | \$60.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|---|------|------------|----------|
| Shoring, Scaffolding & Accessories | | | |
| Man Scaffold | | | |
| Aluminum Stages, Pics (per foot) | R | \$2.00 | |
| Baseplates | R | \$1.00 | |
| Casters | R | \$5.00 | |
| Guard Rail Posts | R | \$2.00 | |
| Guard Rails 5' | R | \$1.00 | |
| Guard Rails 7' | R | \$1.00 | |
| Outriggers | R | \$3.00 | |
| Plank 16' (OSHA) | R | \$5.00 | |
| Plank 8' (OSHA) | R | \$3.00 | |
| Scaffold Frames 5' step type | R | \$4.00 | |
| Scaffold Frames 6'-6" walk thru | R | \$4.00 | |
| Scaffold Pins (2" L-Pins) | R | \$0.50 | |
| Screwjacks | R | \$2.00 | |
| Side Arm Brackets | R | \$2.00 | |
| Stair Sections w/rails | R | \$25.00 | |
| Wood/Aluminum Pics 7' | R | \$10.00 | |
| X-Braces | R | \$1.00 | |
| Baker Scaffolding: set includes: 2 frames w/casters, 2 side rails | R | \$50.00 | |
| Baker Guard Rail (hinged set) | R | \$12.00 | |
| Guard Rail Stanchions (slab mount) | R | \$4.00 | |
| Stair Tower | | | |
| Steps w/ in & outside rails | R | \$40.00 | |
| Platform | R | \$40.00 | |
| Hi-Load Scaffolding | | | |
| Beam Clamps | OTC | \$0.75 | \$1.50 |
| Bottom Plates (base plates) | R | \$1.00 | |
| Braces, 2 hole, X-Type | R | \$1.00 | |
| C-Clamps 6"-8" | R | \$1.00 | |
| Connectors | R | \$0.50 | |
| I-Beams (jr. beams 6' - 12') | R | \$3.00 | |
| J-Heads (top plates) | R | \$1.00 | |
| Scaffold Frames 3' & 4' x 4' | R | \$6.00 | |
| Scaffold Frames 5' & 6' x 4' | R | \$7.00 | |
| Scaffold Pins (and t-lock) | R | \$0.50 | |
| Screwjacks | R | \$2.00 | |
| Post Shores | | | |
| Long 8'-13' , Short 6'-11' staff w/base | R | \$6.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|--------------------------------------|------|------------|----------|
| Trash Chutes | | | |
| Steel Lined Hopper | R | \$40.00 | |
| Center Chute (unlined) | R | \$30.00 | |
| Center Chute (lined) | R | \$35.00 | |
| Bottom Chute (steel lined) | R | \$35.00 | |
| Outriggers Set (slab or parapet mt.) | R | \$20.00 | |
| Ladders | | | |
| Extension Ladder 16' | R | \$35.00 | |
| Extension Ladder 24' | R | \$40.00 | |
| Extension Ladder 32' | R | \$50.00 | |
| Extension Ladder 36' | R | \$55.00 | |
| Extension Ladder 40' | R | \$60.00 | |
| Fiberglass Stepladder 4' | R | \$15.00 | |
| Fiberglass Stepladder 6' | R | \$18.00 | |
| Fiberglass Stepladder 8' | R | \$20.00 | |
| Fiberglass Stepladder 10' | R | \$25.00 | |
| Fiberglass Stepladder 12' | R | \$30.00 | |
| Ladder Extension Safety System | R | \$30.00 | |
| Portable Radios | | | |
| Radio | R | \$50.00 | |
| Charger (single) | R | \$5.00 | |
| Multi Charger | R | \$25.00 | |
| Organizers (TK360 & HT750) | R | \$25.00 | |
| Microphones | R | \$5.00 | |
| Gas Water Pumps | | | |
| Gas Water Pump 1 1/2" to 2" | R | \$250.00 | |
| Gas Water Pump 3" | R | \$350.00 | |
| Electric Pumps | | | |
| Garden Hose Pump (zero clearance) | R | \$25.00 | |
| Handy Pump 2" (submersible) | R | \$50.00 | |
| Plug in Float Switch | R | \$20.00 | |
| Submersible 2" w/built in float | R | \$70.00 | |
| Hoses | | | |
| Garden Hose 5/8" x 50' | OTC | | \$15.00 |
| Discharge Hose 2" x 50' | R | \$20.00 | |
| Discharge Hose 3" x 50' | R | \$30.00 | |
| Strainers 2" - 3" | R | \$4.00 | |
| Suction Hose 2" x 10' | R | \$15.00 | |
| Suction Hose 3" x 10' | R | \$25.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|---|------|------------|----------|
| Concrete Floor Saws | | | |
| Electric Floor Saw Cable 10-3x50' | R | \$30.00 | |
| Electric Walk Behind 14" (norton clipper) | R | \$350.00 | |
| Gas Walk Behind 14" | R | \$300.00 | |
| Gas Walk Behind 16" | R | \$400.00 | |
| Microcon Mini Soft Cut 8" | R | \$225.00 | |
| Gas Demo & Chain Saws | | | |
| Electric Demo Saw 14" (Husquvama) | R | \$350.00 | |
| Gas Demo Saw 14" | R | \$300.00 | |
| Chain Saws 16" - 18" | R | \$130.00 | |
| Air Demo Saw - 14" (sawtec) | R | \$300.00 | |
| Concrete Chain Saw (ics) | R | \$200.00 | |
| Surveying Equipment | | | |
| Additional Target/Receiver | R | \$50.00 | |
| Auto Levels (Topcon Wild) | R | \$50.00 | |
| Column Clamps - beam/post mount | R | \$10.00 | |
| Hilti Laser Range Finder PD4 | R | \$40.00 | |
| Laser Level w/ target/receiver | R | \$400.00 | |
| Laser Line Level (Bosch, DeWalt) | R | \$35.00 | |
| Philadelphia Rods (extra) | R | \$10.00 | |
| Pipe Laser w/receiver | R | \$575.00 | |
| Rotary Level (cabinets) | R | \$80.00 | |
| Total Station - Trimmel | R | \$6,000.00 | |
| Total Station Tribrack - #NH0183 | R | \$0.00 | |
| Transits | R | \$325.00 | |
| Tripods (extra) | R | \$15.00 | |
| Security System | | | |
| Tattletale Alarm System | R | | \$700.00 |
| Motion Detector | R | | \$150.00 |
| Warning Signs | OTC | | \$4.00 |
| Trailers | | | |
| Guard Shack 8' x 8' | R | \$125.00 | |
| Laborer's Trailer 8' x 36' (w/storage) | R | \$100.00 | |
| Office Trailer 10' x 50' | R | \$240.00 | |
| Office Trailer 12' x 50' | R | \$270.00 | |
| Office Trailer 12' x 60' | R | \$310.00 | |
| Office Trailer Steps | R | \$30.00 | \$200.00 |
| Steel Storage Container 8' x 20' | R | \$100.00 | |
| Trailer Auger Tie Downs w/bolts | OTC | | \$5.00 |
| Trailer Jackstands | OTC | | \$5.00 |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|---|------|------------|----------|
| Vacuum Cleaners | | | |
| Single Upright Vacuum | R | \$40.00 | \$140.00 |
| Dustless Hepa Shop Vac - Metabo, Fein | R | \$100.00 | |
| Wet/Dry Shop Vac w/accessories - Ridgid | R | \$30.00 | \$100.00 |
| Standard Cycle Vibrators | | | |
| Backpack Vibrator | R | \$100.00 | |
| Vibrator 3 h.p., 2" head, 110vt. | R | \$220.00 | |
| Vibrator 2 h.p., 1 3/8" head, flex shaft | R | \$190.00 | |
| Pencil Head Vibrator 1 h.p. | R | \$170.00 | |
| Hi-Cycle Vibrators | | | |
| Hi-Cycle Vibrator | R | \$240.00 | |
| Hi-Cycle Vibrator w/no spring - 1 7/8" head | R | \$200.00 | |
| Hi-Cycle Cord 50' | R | \$20.00 | |
| Welders | | | |
| Gas Welder w/leads | R | \$400.00 | |
| Additional Cable (25') | R | \$15.00 | |
| Welding Hood | R | \$10.00 | |
| Welding Hood - speedglas, automatic | R | \$40.00 | |
| Mig Welder - Millermatic 130XP | R | \$100.00 | |
| Diamond Blades | | | |
| Diamond Blade - 8" (SD5+, barracuda) | R | \$20.00 | |
| Diamond Blade - 12" & 14" | R | \$35.00 | |
| Confined Space Ventilator | | | |
| Blower Motor | R | \$75.00 | |
| Additional Hose - 35' | R | \$30.00 | |
| Carts | | | |
| Drum Stand | R | \$8.00 | |
| Drywall Cart | R | \$50.00 | |
| Flat Cart w/handle | R | \$40.00 | |
| Furniture Mover | R | \$10.00 | |
| Pallet Jack | R | \$80.00 | |
| Rubbermaid Dumpster 1 1/2 yard | R | \$80.00 | |
| Rubbermaid Dumpster 1 yard | R | \$60.00 | |
| Rubbermaid Dumpster 1/2 yard | R | \$50.00 | |
| Steel Tilt Dumpster 2 yard | R | \$100.00 | |
| Two Wheel Dolly | R | \$15.00 | |
| Two Wheel Dolly - convertible | R | \$30.00 | |
| Wheelbarrow | R | \$25.00 | |
| Wheelbarrow Sling | R | \$45.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|---|------|------------|----------|
| Mortar Mixers | | | |
| Electric Mortar Mixer | R | \$300.00 | |
| Mortar Mixer (8 cu/ft. for stone) | R | \$300.00 | |
| Cable | R | \$20.00 | |
| Office Furniture | | | |
| Blueprint Rack w/sticks (mobile) | OTC | | \$200.00 |
| Blueprint Rack w/sticks (wall mt.) | OTC | | \$150.00 |
| Blueprint Rack Sticks (included with rack) | OTC | | nc |
| Blueprint Rack Sticks (in addition to 12) | OTC | | \$30.00 |
| Bookshelf (4') | OTC | | \$40.00 |
| Chairs (metal folding) | OTC | | \$10.00 |
| Chairs (stackable w/arms) | OTC | | \$20.00 |
| Desk Top 3' x 5' w/file cabinets | OTC | | \$225.00 |
| Desk Chair (on casters) | OTC | | \$125.00 |
| File Cabinet (2 drawer) | OTC | | \$90.00 |
| File Cabinet (4 drawer) | OTC | | \$120.00 |
| Folding Table (6') | OTC | | \$25.00 |
| Folding Table (8') | OTC | | \$40.00 |
| Moisture Meter | | | |
| Delmhorst BD2100 | R | \$65.00 | |
| Digital Gram Scale | | | |
| Ohaus CL5000 | R | \$25.00 | |
| Safety Equipment | | | |
| Beam Straps | R | \$5.00 | |
| Full Body Harness | R | \$20.00 | |
| Positioning Hook w/chain assembly | R | \$8.00 | |
| Retractable Lifelines 11' (miller-minilite) | R | \$25.00 | |
| Retractable Lifelines 20' & 30' | R | \$60.00 | |
| Retractable Lifelines 50' | R | \$75.00 | |
| Roof Anchors | OTC | | \$20.00 |
| Rope Grabs | OTC | | \$15.00 |
| Shock Absorb Lanyards 6' | R | \$10.00 | |
| Plate/Jumping Jack Tampers | | | |
| Jumping Jack Tamper | R | \$275.00 | |
| Plate Tamper | R | \$250.00 | |
| Traffic Barrels & Barricades | | | |
| A-Frame Barricades w/8' cross bar | R | \$10.00 | |
| Traffic Barrels w/bases | R | \$5.00 | |
| Concrete Road Barricades 8' - 10' | R | \$10.00 | |
| Cones | R | \$5.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|--|------|------------|----------|
| Gang Boxes | | | |
| Large Cabinet Style Boxes (upright) | R | \$80.00 | |
| Medium Gang Boxes | R | \$45.00 | |
| Small Gang Boxes | R | \$35.00 | |
| Front Opening - for trailers | R | \$30.00 | |
| Electrical Office Equipment | | | |
| Fax Machine | OTC | | \$140.00 |
| Telephones (2 lines) | OTC | | \$50.00 |
| Cleaning Equipment & Supplies | | | |
| Mop Bucket & Wringer Set | OTC | | \$30.00 |
| Floor Squeegees 24" | OTC | | \$15.00 |
| Fuel Cans | | | |
| Fuel Cans (5 gallon) | OTC | | \$10.00 |
| Fuel Cans (1-2 gallon) | OTC | | \$5.00 |
| Glass Suction Cups | | | |
| Glass Suction Cups (Phipps) | R | \$80.00 | |
| Fire Hose & Hydrant Accessories | | | |
| Fire Hose - 1 1/2" x 50' | R | \$25.00 | \$75.00 |
| Hydrant Adapter | OTC | | \$10.00 |
| Hydrant Wrench | OTC | | \$15.00 |
| Hoisting Equipment | | | |
| Cable Come Along (2 ton, 20') | | \$20.00 | |
| Well Wheels | OTC | | \$10.00 |
| Chain Hoist (2 - 3 ton) | R | \$15.00 | |
| Chain Hoist - 2 ton (electric) | R | \$200.00 | |
| Cable Clamps (wire rope 3/8"-1/2"-5/8"-3/4") | OTC | | \$1.50 |
| Concrete Forms & Accessories | | | |
| Nail Stakes 18" - 24" | OTC | | \$1.50 |
| Nail Stakes 30" - 36" | OTC | | \$2.00 |
| Nail Stakes 42" - 48" | OTC | | \$2.50 |
| Nail Stake Puller | OTC | | \$25.00 |
| Pipe Wrench 24" | OTC | | \$10.00 |
| Pipe Wrench 36" | OTC | | \$15.00 |
| Pipe Wrench 48" | OTC | | \$20.00 |
| Curb Forms | | | |
| All 10' straight or flex. 15"-18" | R | \$15.00 | |
| Curb Form Spreader | R | \$5.00 | |
| Connector Pins (radius forms) | R | \$1.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|--|------|------------|----------|
| Saws - Mitre, Table, & Radial Arm | | | |
| Compound Mitre Box Saw 12" | R | \$50.00 | |
| Cut-Off Saw 14" (chop saw) | R | \$35.00 | |
| Festool Plunge Panel Saw (w/long & short guides) | R | \$100.00 | |
| Mitre Box Saw 10" | R | \$30.00 | |
| Porta-Band Saw | R | \$40.00 | |
| Portable Table Saw (Ridgid) | R | \$90.00 | |
| Portable Table Saw (table top) | R | \$15.00 | |
| Radial Arm Saw 10" | R | \$110.00 | |
| Radial Arm Saw 16" | R | \$200.00 | |
| Slide Compound Mitre Box 8"-10" | R | \$50.00 | |
| Table Saw 10" | R | \$100.00 | |
| Fire Extinguishers | | | |
| All Sizes | OTC | | \$40.00 |
| Extra FE Brackets | OTC | | \$3.00 |
| Spray Cans | | | |
| Chapin Spray Can (3/5 gal. #1949) | R | \$20.00 | |
| Trombone Sprayer | R | \$15.00 | |
| Powder Actuated Tools | | | |
| Autofeed Hilti DX460MX | R | \$108.00 | |
| Heavy Duty (Hilti or HD Ramset) | R | \$80.00 | |
| Ramset Trakfast Gun - TF1100, TF1200 | R | \$80.00 | |
| Standard (Ramset AS270) | R | \$60.00 | |
| Carpentry Tools | | | |
| Aluminum Straight Edge | R | \$10.00 | |
| Door Buck-Ups | R | \$5.00 | |
| Hinge Butt Template Kit | R | \$30.00 | |
| Plate Joiner | R | \$35.00 | |
| Porta-Plane | R | \$35.00 | |
| Leaf Blowers | | | |
| Back Pack Leaf Blower | R | \$70.00 | |
| Snow Blower | | | |
| Snow Blower | R | \$130.00 | |

Exhibit 5. GMP Unit Prices

| Item Description | Type | Ext. Price | OTC Ext. |
|--|------|------------|----------|
| Concrete Tools / Wood Forming Acc. | | | |
| Bolt Cutters 18" - 24" | R | \$5.00 | |
| Bolt Cutters 36" | R | \$10.00 | |
| Bolt Cutters 48" | R | \$15.00 | |
| Bull Float Handles 6' | R | \$5.00 | |
| Bull Float Hustler Head | R | \$0.00 | |
| Bull Floats (all sizes) | R | \$10.00 | |
| Cat Head Puller (set screw) | OTC | | \$25.00 |
| Cat Head Puller (spring type) | OTC | | \$50.00 |
| Cat Heads | OTC | | \$1.50 |
| Coil Rod Extenders | OTC | | \$1.00 |
| Column Clamp Set (2pc, any size) | R | \$10.00 | |
| Concrete Come-Along | OTC | | \$16.00 |
| Concrete Finish Broom - 36", fine | R | \$15.00 | |
| Ellis Shore Brackets | OTC | | \$0.80 |
| Ellis Shore Jack | OTC | | \$20.00 |
| Fresno Floats (all sizes) | R | \$10.00 | |
| Hairpins (5 gal bucket = 110) | OTC | | \$0.80 |
| Jahn Clamps | OTC | | \$0.40 |
| Jahn Scaffold Brackets | R | \$4.00 | |
| Plate Washers | OTC | | \$0.30 |
| Rebar Caps (flat plate type) | OTC | | \$0.70 |
| Tie Extenders (long & Short) | OTC | | \$0.25 |
| Turnbuckles | OTC | | \$3.00 |
| Concrete Chutes | | | |
| All Aluminum 10' - 16' | R | \$40.00 | |
| Concrete Hopper 6" (orange) | R | \$50.00 | |
| Concrete Hopper 8" (orange) | R | \$45.00 | |
| Concrete Hopper Collar 6" w/chain | R | \$10.00 | |
| Concrete Hopper Collar 8" w/chain | R | \$8.00 | |
| Concrete Buckets | | | |
| Up to 1 Yard | R | \$125.00 | |
| 1 Yard to 1 1/2 Yards | R | \$175.00 | |
| Over 1 1/2 Yards | R | \$250.00 | |
| Straight Edges | | | |
| Straight Edge 8', 10', 12' | R | \$20.00 | |
| Straight Edge 14' - 16' | R | \$25.00 | |
| Straight Edge Bump Cutter | R | \$50.00 | |
| Yard Trucking & Labor | | | |
| Trucking (Pick-Up Truck per/hr inc driver) | R | \$65.00 | |
| Trucking (Flatbed Truck per/hr inc driver) | R | \$75.00 | |
| Mechanic's Labor (price per hour) | R | \$80.00 | |

Exhibit 5. GMP Unit Prices

One-Time Charge Items Only

Below we include our GMP Unit Prices for one-time charge items.

| Item Description | Type | Ext. Price | OTC Ext. |
|-------------------------------------|------|------------|----------|
| Digging Tools | | | |
| Digger Tamper Bars | OTC | | \$30.00 |
| Drain Spade | OTC | | \$30.00 |
| Mortar Hoe | OTC | | \$20.00 |
| Pick/Matlock | OTC | | \$20.00 |
| Pinch Bar 1 1/4" x 60" | OTC | | \$20.00 |
| Post Hole Digger | OTC | | \$40.00 |
| Railroad Pick | OTC | | \$15.00 |
| Scoop Shovels | OTC | | \$20.00 |
| Shovels (long handle, coal) | OTC | | \$25.00 |
| Shovels (round point) | OTC | | \$10.00 |
| Shovels (square point) | OTC | | \$10.00 |
| Rakes and Scrapers | | | |
| Landscape Rake (aluminum) | OTC | | \$27.00 |
| Road & Stone Rake | OTC | | \$30.00 |
| Sidewalk Scraper | OTC | | \$20.00 |
| Sledge Hammers | | | |
| Sledge Hammers (8lb., 10lb., 12lb.) | OTC | | \$6.00 |
| Wrecking Bars | | | |
| Higley Bars 36" x 1" | OTC | | \$40.00 |
| Small Ripping Bars | OTC | | \$10.00 |
| Miscellaneous | | | |
| Caulk Guns (large) | OTC | | \$5.00 |
| Caulk Guns (small) | OTC | | \$10.00 |
| Epoxy Gun (2 part, Rawl) | OTC | | \$8.00 |
| Fence Post Driver | OTC | | \$10.00 |
| Fence Posts (all sizes) | OTC | | \$1.00 |
| Propane Pigtails & "T's" | OTC | | \$5.00 |
| Saw Horses | OTC | | \$35.00 |
| Squeegees 24" | OTC | | \$15.00 |

Exhibit 6. GMP Assumptions and Clarifications

Foreword

Below and on the following pages, we include our GMP Assumptions and Clarifications.

1. The existing utilities and services are assumed to be adequate for the renovation work.
2. The owner will pay for the cost of onsite utility consumption used for construction. (I.E. power, gas, and water).
3. No site work is included.
4. The existing roof will be patched by a certified roofer to maintain existing roof warranty.
5. The cost of any "swing" space due to construction phasing is not included.
6. Existing flooring is to remain unless otherwise noted in the drawings. This includes the existing marble floor tiles in Lewis Stokes Wing's 1st and 2nd floor. The GMP includes the cost for cleaning the existing marble floors of Lewis Stokes Wing 1st and 2nd floors using standard detergents and floor machines. Extensive restoration of the marble floor is not included.
7. There is no work in the following areas:
 - a. Existing stairwells or elevators
 - b. Areas noted on the drawings as outside of this renovation phase.
8. The GMP does not include window treatments.
9. The GMP does not include flat screens.
10. Construction workers will have access to the existing facilities restrooms. Cleaning of the 2nd floor restrooms are a part of the GMP
11. The drawings dated September 30, 2015 and the addendum drawings dated October 16, 2015 are assumed to be for construction and are the basis of the GMP proposal. No further design development, except as clarified in the assumptions, is included.
12. The refrigeration piping and electrical conduit for the new rooftop chiller unit are assumed to be routed through the stairwell. The piping and conduit will be enclosed in a rated drywall shaft way per code.
13. It is assumed that the location of the chiller is structurally sound and can support the new chiller without any additional structural support.
14. The perimeter lighting for Brett Hall is included as an allowance until we can determine the best routing of power lines through the existing space. Testing will be done once construction has begun.
15. Glass doors and frames are as specified in the GMP. A Kawneer storefront system has been submitted as a substitution but still needs confirmation by Architect.

Exhibit 6. GMP Assumptions and Clarifications

16. Owner will be responsible for contacting elevator contractor for confirmation that moving elevator control panel will not disrupt elevator operation. Any work for the elevator, except for the control panel relocation, is not a part of this GMP.
17. Only the sprinkler heads will be replaced in the existing ceilings of the 1st and 2nd floor Lewis Stokes. There will be no work done to the existing piping.
18. Due to all information not being complete for the AV system, exhibits, signage and wayfinding, and the final use of Brett Hall, the schedule completion dates will need to be reviewed once the scope of work for these items has been finalized.
19. Further development of the Brett Hall (Superman Exhibit) is not included in the GMP.
20. Furniture will be the responsibility of the owner to furnish and install.
21. The owner will be responsible for the payment of the plan review fees, building permit, and the certificate of occupancy fees.
22. The GMP does not include plumbing work. No plumbing work was shown on the GMP documents.
23. The projector and screen are provided by the owner.
24. The Library will be responsible for submitting prevailing wage reports, as necessary.
25. This estimate does not provide for the following, if required, unless specifically noted herein:
 - a. Financing costs
 - b. Relocation of existing facilities, including furniture and equipment
 - c. Professional fees and expenses
 - d. Utility capacity, connection, or consumption charges
 - e. Owner's contingency
 - f. Separate commissioning by an independent commissioning agent
 - g. Risk Insurance
 - h. Loose furniture, furnishings, and equipment
 - i. Maintenance equipment
 - j. Preventative maintenance contracts
 - k. Overtime allowance

Exhibit 7. (Not Applicable)

Foreword

Per the Cleveland Public Library documents, Exhibit 7 is not applicable to our GMP Proposal submission.

Exhibit 8. GMP Add Alternates Schedule

Foreword

Below, we include our GMP Add Alternates Schedule.

1. Remove specified carpet in Brett Hall: Deduct (\$32,700)
2. Clean and Polish Brett Hall floor: Add \$11,500
3. Keep existing sprinkler heads in undisturbed ceilings in LSW 1st and 2nd floor: Deduct (\$10,850)



Education Strategy Proposal

for

Cleveland Public Library

Table of Contents

I. Situation Appraisal

II. Scope of Work and Cost

III. Organizational Background

I. Situation Appraisal

Cleveland Public Library (CPL) is embarking on a new strategy grounded in historical relevance to its patrons: *The People's University (TPU)*. *TPU* has the depth to inspire and guide the library's place in the 21st century. In a field that's losing ground in the core business of circulation, programming and other forms of patron engagement are essential to the library's future. Locally, CPL is an essential Cleveland institution well positioned to leverage the city's renaissance, and to reinvent itself by building on the library's core values and stewarding the spirit behind *The People's University*. The next iteration of Cleveland Public Library is one that is customized and centered in patron relevant engagement.

Included in this effort is the development of a *TPU* execution plan, and complementary internal process that positions CPL to achieve the following:

Objectives

- *Crystalize CPL's place in the community's knowledge economy including PreK-12 student achievement and academic performance, entrepreneurship, and other adult learning*
- *Increase CPL's presence and impact in education with a big E through offering a portfolio of best and next practice programming*
- *Fully develop and execute a comprehensive strategy to launch and sustain TPU as the guiding post for a new core business model, and next practice in the field*

Deliverables

- *Serve as an advisor to the executive team and the office of Outreach & Programming Services to design a comprehensive education philosophy and strategy that aligns with the vision and desired outcomes of TPU*
- *Support the development of a transition plan with the office of Outreach & Programming staff that identifies programming and target goals for the launch of TPU*
- *Audit the current education portfolio*
- *Facilitate partnerships for program and initiative delivery as needed*
- *Participate in the overall planning for TPU which includes sessions with senior staff and the lead consultants (Shark & Minnow) as needed but not to exceed the agreed upon time and scope*

The approaches used are grounded in appreciative inquiry, design thinking, and implementation science. The overall process for the approaches are organized into the following phases with key activities.

II. Scope of Work and Cost

| Phase | Key Activities |
|--|---|
| I. Conception and initiation | <ul style="list-style-type: none"> •Engagement session (s) •Information and material mining •Programming audit |
| II. Definition and planning | <ul style="list-style-type: none"> •Design philosophy, guiding principles, and practices •Staff and partner session(s) |
| III. Execution and launch | <ul style="list-style-type: none"> •Transition plan development •Staff and partner session(s) •Execute demonstrations and test patron impact |
| IV. Performance and continuous improvement | <ul style="list-style-type: none"> •Alignment to Project Outcome measures •Revision recommendations |

The cost for agreed upon deliverables as described above to support the specific components of the project scoped for Synchronicity Consulting not to exceed 60 hours each month with identified and agreed upon staff, partners, and project consultants from December 1, 2015-June 30, 2016 is \$63,000.

Fee and Payment Terms

The fee for this project is \$63,000 plus expenses. There is a 50% deposit required to commence work, with the balance paid in monthly installments by the 15th day of each month.

All fees are developed by project and include staff time and some material cost. Excessive travel, meals, extensive materials, and other incidentals are subject to additional charges. These charges are billed monthly and due on presentation of an invoice.

III. Organizational Background

Synchronicity is a professional services firm that delivers facilitation, execution management, and research & planning services through a collaborative team of consultants. Sonya Pryor-Jones is the CEO of Synchronicity Consulting LLC, and in 2011 launched Synchronicity, a boutique consultancy, supporting clients in the cultivation and execution of ideas. Clients include Big Picture Learning, Cleveland Public Library, Cuyahoga Valley National Park, First Interstate Properties, MAYA, Destination Cleveland, Greater Cleveland Sports Commission, and TIES. Sonya is also a sought after speaker with engagements including the Make Magazine Education Forum, Aspen Ideas Festival, National Governors Association, Teach for America, and the Project Lead the Way Innovation Summit discussing innovation in education, and the role of teaching and learning in today's global society.

Sonya is an educator by training in adult learning and development. She is a life long learner and change agent with over 15 years of experience in education leadership, community development, and philanthropy. Sonya has been involved in some of Northeast Ohio's most high risk and high reward initiatives ranging from the opening of the community's first Blue Ribbon charter school to the design and launch of a regional education effort for STEM (science, technology, engineering, and math) education with over 50 non profit and business partners. Most recently, Sonya served as the Director for a place based neighborhood transformation initiative implementing cradle to career strategies for student success. In March 2015 Sonya joined MIT's Fab Foundation to serve as the Chief Implementation Officer.

Sonya received a B.A. in International Studies and History from Kenyon College, and a M.Ed. in Education from Cleveland State University. She also holds Certificates in Executive Education and Appreciative Inquiry from The Weatherhead School of Management at Case Western Reserve University.

A community leader, Sonya is a Cleveland Foundation CORO Executive Fellow, and a German Marshall Memorial Fellow. Sonya has also served the community on numerous boards and committees. Including Invest In Children, (co-chair) Church of the Master American Baptist Church (vice-president), Sankofa Fine Arts Plus, ACE Mentor Program, Glenville Development Corporation, South Euclid Neighbors, and the Workforce Investment Board Youth Council.

Sonya is a fitness enthusiast. She is a certified Zumba instructor and member of Black Girls Run. She and her family are also active members in their neighborhood association.

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD OCTOBER 1 – OCTOBER 31, 2015

Carrie Kuenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending October 31, 2015

| | General Fund | Special Revenue | Capital Projects | Permanent | Agency | Total |
|---|-------------------------|-------------------------|-------------------------|------------------------|---------------------|-------------------------|
| 41 Taxes | 25,480,981.16 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 25,480,981.16 |
| 42 Intergovernmental | 22,295,009.72 | 1,435,350.79 | 0.00 | 0.00 | \$ 0.00 | 23,730,360.51 |
| 43 Fines & Fees | 350,997.65 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 350,997.65 |
| 44 Investment Earnings | 300,605.57 | 105,383.07 | 0.00 | 32,562.59 | \$ 0.00 | 438,551.23 |
| 45 Charges for Services | 303,682.45 | 4,051,779.92 | 0.00 | 0.00 | \$ 0.00 | 4,355,462.37 |
| 46 Contributions & Donations | 6,200.05 | 608,591.14 | 0.00 | 0.00 | \$ 0.00 | 614,791.19 |
| 48 Miscellaneous Revenue | 412,892.00 | 9,113.93 | 0.00 | 0.00 | \$ 50,626.92 | 472,632.85 |
| Total Revenues | \$ 49,150,368.60 | \$ 6,210,218.85 | \$ 0.00 | \$ 32,562.59 | \$ 50,626.92 | \$ 55,443,776.96 |
| 51 Salaries/Benefits | 28,888,085.29 | 2,344,716.36 | 0.00 | 0.00 | \$ 0.00 | 31,232,801.65 |
| 52 Supplies | 826,427.91 | 51,312.81 | 0.00 | 5,545.41 | \$ 0.00 | 883,286.13 |
| 53 Purchased/Contracted Services | 8,283,649.43 | 2,055,200.14 | 33,075.81 | 3,728.37 | \$ 0.00 | 10,375,653.75 |
| 54 Library Materials | 5,172,487.23 | 917,586.36 | 0.00 | 86,459.54 | \$ 0.00 | 6,176,533.13 |
| 55 Capital Outlay | 428,517.34 | 345,108.23 | 1,066,955.71 | 0.00 | \$ 0.00 | 1,840,581.28 |
| 57 Miscellaneous Expenses | 77,473.75 | 28,101.85 | 0.00 | 0.00 | \$ 41,153.57 | 146,729.17 |
| Total Expenditures | \$ 43,676,640.95 | \$ 5,742,025.75 | \$ 1,100,031.52 | \$ 95,733.32 | \$ 41,153.57 | \$ 50,655,585.11 |
| Revenue Over/(Under) Expenditures | \$ 5,473,727.65 | \$ 468,193.10 | \$(1,100,031.52) | \$(63,170.73) | \$ 9,473.35 | \$ 4,788,191.85 |
| 91 Sale of Capital Assets | 0.00 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| 98 Advances | (55,000.00) | 55,000.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| 99 Transfers | 0.00 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| Total Other Sources / Uses | \$(55,000.00) | \$ 55,000.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Revenue & Other Sources Over/(Under) Expenditures & Other Uses | \$ 5,418,727.65 | \$ 523,193.10 | \$(1,100,031.52) | \$(63,170.73) | \$ 9,473.35 | \$ 4,788,191.85 |
| Beginning Year Cash Balance | \$ 30,592,658.21 | \$ 14,428,776.07 | \$ 14,622,709.07 | \$ 3,395,863.62 | \$ 11,163.67 | \$ 63,051,170.64 |
| Current Cash Balance | \$ 36,011,385.86 | \$ 14,951,969.17 | \$ 13,522,677.55 | \$ 3,332,692.89 | \$ 20,637.02 | \$ 67,839,362.49 |

Cleveland Public Library
Certified Revenue, Appropriations and Balances
 General Fund
 For the Period Ending October 31, 2015

| | Certified Revenue (1) | Income To Date | Balance | Percent To Date | Percent Prior Year |
|----------------------------|-----------------------|----------------------|---------------------|-----------------|--------------------|
| PLF State Income Tax | 21,008,530 | 18,096,300 | 2,912,229 | 86% | 84% |
| General Property Tax | 24,732,239 | 25,480,981 | (748,742) | 103% | 104% |
| Rollback, Homestead, CAT | 3,647,530 | 4,163,716 | (516,187) | 114% | 56% |
| Federal Aid | 34,993 | 34,993 | - | 100% | 0% |
| Fines & Fees | 399,000 | 350,998 | 48,002 | 88% | 91% |
| Investment Earnings | 313,492 | 300,606 | 12,886 | 96% | 149% |
| Services to Others-Clevnet | 303,182 | 303,682 | (500) | 100% | 85% |
| Contributions | 6,200 | 6,200 | - | 100% | 142% |
| Miscellaneous | 768,184 | 412,892 | 355,292 | 54% | 133% |
| Return of Advances Out | 0 | 0 | 0 | 0% | 0% |
| Total | \$ 51,213,350 | \$ 49,150,369 | \$ 2,062,982 | 96% | 92% |

| | Appropriation(2) | Expended/ Encumbered | Balance | Percent To Date (3) | Percent Prior Year |
|--------------------|----------------------|----------------------|----------------------|---------------------|--------------------|
| Salaries/Benefits | 36,145,731 | 28,927,731 | 7,218,000 | 80% | 80% |
| Supplies | 1,235,898 | 979,491 | 256,407 | 79% | 68% |
| Purchased Services | 12,523,362 | 10,172,118 | 2,351,244 | 81% | 87% |
| Library Materials | 10,428,341 | 8,076,778 | 2,351,563 | 77% | 81% |
| Capital Outlay | 1,152,841 | 525,167 | 627,675 | 46% | 49% |
| Other | 140,853 | 87,580 | 53,273 | 62% | 97% |
| Sub Total | \$ 61,627,026 | \$ 48,768,864 | \$ 12,858,162 | 79% | 81% |
| Advances Out | 0 | 55,000 | (55,000) | 0% | 0% |
| Transfers Out | 0 | 0 | 0 | 0% | 100% |
| Total | \$ 61,627,026 | \$ 48,823,864 | \$ 12,803,162 | 79% | 82% |

Note (1): Certificate from Cuyahoga County Budget Commission dated October 5, 2015.
 Note (2): Subtotal Amended Appropriation of \$53,943,569 plus carried forward encumbrance of \$7,683,457.
 Note (3): Subtotal includes 71% expended and 8% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending October 31, 2015

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|---------------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 51110 Professional Salaries | 9,707,192.46 | 10,627,649.75 | 8,344,275.97 | 0.00 | 2,283,373.78 |
| 51120 Clerical Salaries | 9,302,289.34 | 10,183,369.79 | 8,171,424.08 | 11,107.92 | 2,000,837.79 |
| 51130 Non-Clerical Salaries | 1,252,878.27 | 1,369,969.76 | 1,076,055.52 | 0.00 | 293,914.24 |
| 51140 Buildings Salaries | 3,735,097.03 | 4,079,586.64 | 3,162,255.81 | 0.00 | 917,330.83 |
| 51150 Other Salaries | 466,003.38 | 528,542.37 | 403,456.88 | 0.00 | 125,085.49 |
| 51180 Severance Pay | 0.00 | 146,227.65 | 172,460.55 | 0.00 | (26,232.90) |
| 51190 Non-Base Pay | 62,441.07 | 78,323.45 | 420,114.71 | 0.00 | (341,791.26) |
| 51400 OPERS | 3,432,794.08 | 3,761,210.05 | 3,026,247.89 | 1,555.15 | 733,407.01 |
| 51610 Health Insurance | 3,778,911.10 | 4,163,736.41 | 3,373,647.24 | 0.00 | 790,089.17 |
| 51611 Dental Insurance | 181,829.33 | 208,615.07 | 161,089.56 | 0.00 | 47,525.51 |
| 51612 Vision Insurance | 13,332.29 | 14,079.29 | 11,782.33 | 0.00 | 2,296.96 |
| 51620 Life Insurance | 12,074.65 | 13,804.80 | 10,372.80 | 0.00 | 3,432.00 |
| 51625 Short Term Disability Insurance | 9,383.86 | 9,910.20 | 10,163.72 | 0.00 | (253.52) |
| 51630 Workers Compensation | 208,631.74 | 554,085.43 | 222,844.50 | 19,792.88 | 311,448.05 |
| 51640 Unemployment Compensation | 23,672.50 | 48,951.29 | 16,835.73 | 5,557.03 | 26,558.53 |
| 51650 Medicare - ER | 311,377.84 | 343,349.89 | 282,324.91 | 508.50 | 60,516.48 |
| 51900 Other Benefits | 12,451.12 | 14,318.85 | 22,733.09 | 1,124.17 | (9,538.41) |
| Salaries/Benefits | \$32,510,360.06 | \$ 36,145,730.69 | \$ 28,888,085.29 | \$ 39,645.65 | \$ 7,217,999.75 |
| 52110 Office Supplies | 40,480.84 | 49,911.04 | 27,042.29 | 3,967.37 | 18,901.38 |
| 52120 Stationery | 51,733.11 | 53,894.14 | 27,950.77 | 8,090.30 | 17,853.07 |
| 52130 Duplication Supplies | 30,188.73 | 41,358.52 | 21,977.50 | 4,362.54 | 15,018.48 |
| 52140 Hand Tools | 531.96 | 600.00 | 475.94 | 84.30 | 39.76 |
| 52150 Book Repair Supplies | 89,324.95 | 114,505.58 | 94,105.58 | 522.47 | 19,877.53 |
| 52210 Janitorial Supplies | 88,881.65 | 102,398.29 | 82,708.35 | 10,861.51 | 8,828.43 |

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending October 31, 2015

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|-----------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 52220 | 80,370.29 | 72,876.95 | 48,230.56 | 8,014.90 | 16,631.49 |
| 52230 | 179,367.16 | 380,556.82 | 339,770.84 | 34,900.59 | 5,885.39 |
| 52240 | 22,165.00 | 37,284.55 | 23,951.90 | 3,709.00 | 9,623.65 |
| 52300 | 77,462.24 | 103,215.48 | 43,059.36 | 46,337.36 | 13,818.76 |
| 52900 | 239,780.97 | 279,296.25 | 117,154.82 | 32,212.25 | 129,929.18 |
| Supplies | \$900,286.90 | \$ 1,235,897.62 | \$ 826,427.91 | \$ 153,062.59 | \$ 256,407.12 |
| 53100 | 106,000.00 | 137,535.01 | 57,998.93 | 14,705.83 | 64,830.25 |
| 53210 | 292,272.53 | 412,029.95 | 264,596.69 | 117,922.93 | 29,510.33 |
| 53230 | 89,464.00 | 109,472.45 | 76,870.81 | 23,413.29 | 9,188.35 |
| 53240 | 135,680.00 | 188,485.50 | 101,610.84 | 66,778.91 | 20,095.75 |
| 53310 | 488,787.20 | 650,709.75 | 172,317.38 | 217,387.34 | 261,005.03 |
| 53320 | 16,960.00 | 26,223.95 | 10,211.25 | 2,765.19 | 13,247.51 |
| 53340 | 162,705.76 | 270,787.86 | 152,893.13 | 43,369.84 | 74,524.89 |
| 53350 | 186,781.33 | 330,405.31 | 170,928.67 | 101,278.85 | 58,197.79 |
| 53360 | 275,595.61 | 325,373.56 | 217,471.80 | 15.02 | 107,886.74 |
| 53370 | 31,376.00 | 40,553.02 | 15,077.95 | 16,835.32 | 8,639.75 |
| 53380 | 584,272.00 | 745,795.21 | 701,800.85 | 43,994.36 | 0.00 |
| 53390 | 25,440.00 | 30,225.75 | 22,212.25 | 1,337.75 | 6,675.75 |
| 53400 | 372,095.61 | 495,813.00 | 335,295.54 | 131,273.01 | 29,244.45 |
| 53510 | 143,649.51 | 251,649.11 | 121,582.65 | 67,073.24 | 62,993.22 |
| 53520 | 51,982.40 | 70,763.72 | 33,541.56 | 13,647.75 | 23,574.41 |
| 53610 | 1,290,945.94 | 1,741,395.40 | 1,593,030.87 | 139,646.55 | 8,717.98 |
| 53620 | 619,807.43 | 602,090.10 | 133,712.26 | 98,586.26 | 369,791.58 |
| 53630 | 748,081.00 | 969,203.90 | 826,446.67 | 80,644.46 | 62,112.77 |

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending October 31, 2015

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|--------------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 53640 | 67,636.26 | 97,737.86 | 75,376.07 | 17,003.17 | 5,358.62 |
| 53710 | 1,030,021.46 | 2,101,232.83 | 760,393.70 | 442,607.73 | 898,231.40 |
| 53720 | 674,764.45 | 853,632.52 | 661,370.68 | 56,500.00 | 135,761.84 |
| 53730 | 15,688.00 | 18,500.00 | 14,111.91 | 0.00 | 4,388.09 |
| 53800 | 236,931.20 | 445,800.38 | 160,746.24 | 191,530.79 | 93,523.35 |
| 53900 | 1,362,796.83 | 1,607,946.23 | 1,604,050.73 | 151.00 | 3,744.50 |
| Purchased/Contracted Services | \$9,009,734.52 | \$ 12,523,362.37 | \$ 8,283,649.43 | \$ 1,888,468.59 | \$ 2,351,244.35 |
| 54110 | 2,160,000.00 | 2,760,000.29 | 1,857,641.74 | 471,981.03 | 430,377.52 |
| 54120 | 345,000.00 | 873,452.88 | 314,737.79 | 268,569.30 | 290,145.79 |
| 54210 | 793,400.00 | 1,237,224.31 | 232,952.98 | 745,120.24 | 259,151.09 |
| 54220 | 77,000.00 | 230,857.20 | 39,447.24 | 125,267.00 | 66,142.96 |
| 54310 | 1,665,000.00 | 1,922,262.49 | 1,382,048.86 | 383,115.68 | 157,097.95 |
| 54320 | 136,000.00 | 153,789.04 | 107,280.59 | 35,403.20 | 11,105.25 |
| 54325 | 363,000.00 | 517,904.42 | 290,139.61 | 171,257.28 | 56,507.53 |
| 54500 | 501,000.00 | 1,077,246.31 | 468,567.76 | 110,383.98 | 498,294.57 |
| 54530 | 596,918.00 | 1,345,557.00 | 420,046.20 | 553,000.79 | 372,510.01 |
| 54600 | 3,000.00 | 3,380.00 | 1,621.00 | 1,612.00 | 147.00 |
| 54710 | 25,000.00 | 54,036.34 | 20,399.82 | 7,485.45 | 26,151.07 |
| 54720 | 45,000.00 | 102,947.24 | 27,510.53 | 26,098.29 | 49,338.42 |
| 54730 | 5,000.00 | 5,660.04 | 663.40 | 0.00 | 4,996.64 |
| 54790 | 130,000.00 | 144,023.44 | 9,429.71 | 4,996.91 | 129,596.82 |
| Library Materials | \$6,845,318.00 | \$ 10,428,341.00 | \$ 5,172,487.23 | \$ 2,904,291.15 | \$ 2,351,562.62 |
| 55510 | 115,866.70 | 265,513.16 | 120,600.60 | 51,783.83 | 93,128.73 |
| 55520 | 171,575.35 | 340,216.98 | 169,483.25 | 7,139.06 | 163,594.67 |

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending October 31, 2015

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|-------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 55530 Computer Hardware | 213,111.80 | 319,769.10 | 109,821.15 | 33,224.24 | 176,723.71 |
| 55540 Software | 149,653.35 | 224,542.20 | 25,812.34 | 4,502.13 | 194,227.73 |
| 55700 Motor Vehicles | 0.00 | 2,800.00 | 2,800.00 | 0.00 | 0.00 |
| Capital Outlay | \$650,207.20 | \$ 1,152,841.44 | \$ 428,517.34 | \$ 96,649.26 | \$ 627,674.84 |
| 57100 Memberships | 50,085.40 | 67,109.62 | 57,373.80 | 4,210.76 | 5,525.06 |
| 57200 Taxes | 9,182.40 | 13,035.72 | 9,580.93 | 3,228.13 | 226.66 |
| 57500 Refunds/Reimbursements | 40,764.08 | 60,707.65 | 10,519.02 | 2,667.32 | 47,521.31 |
| Miscellaneous Expenses | \$100,031.88 | \$ 140,852.99 | \$ 77,473.75 | \$ 10,106.21 | \$ 53,273.03 |
| 59810 Advances Out | 0.00 | 0.00 | 55,000.00 | 0.00 | (55,000.00) |
| Advances | \$0.00 | \$ 0.00 | \$ 55,000.00 | \$ 0.00 | \$(55,000.00) |
| Transfers | \$0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| TOTAL | \$50,015,938.56 | \$ 61,627,026.11 | \$ 43,731,640.95 | \$ 5,092,223.45 | \$ 12,803,161.71 |

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2015

| | Beginning Year Balance | Year to Date Receipts | Year to Date Expenditures | Year to Date Encumbrances | Unencumbered Balance |
|------------------------------------|---------------------------|--------------------------|------------------------------|------------------------------|-------------------------|
| 101 General Fund | 30,592,658.21 | 49,150,368.60 | 43,731,640.95 | 5,092,223.45 | 30,919,162.41 |
| Total General Fund | \$ 30,592,658.21 | \$ 49,150,368.60 | \$ 43,731,640.95 | \$ 5,092,223.45 | \$ 30,919,162.41 |
| 201 Anderson | 260,376.72 | 1,159.85 | 0.00 | 0.00 | 261,536.57 |
| 202 Endowment for the Blind | 2,045,936.62 | 11,453.91 | 0.00 | 0.00 | 2,057,390.53 |
| 203 Founders | 5,922,184.85 | 317,674.22 | 345,891.73 | 404,747.38 | 5,489,219.96 |
| 204 Kaiser | 55,406.44 | 0.00 | 0.00 | 0.00 | 55,406.44 |
| 205 Kralej | 183,286.36 | 1,739.01 | 11,762.64 | 2,947.99 | 170,314.74 |
| 206 Library | 173,927.60 | 10,949.89 | 8,227.26 | 7,586.17 | 169,064.06 |
| 207 Pepke | 118,840.00 | 2,600.49 | 0.00 | 0.00 | 121,440.49 |
| 208 Wickwire | 1,316,624.63 | 10,831.82 | 20,662.71 | 6,074.91 | 1,300,718.83 |
| 209 Wittke | 81,572.76 | 0.00 | 0.00 | 0.00 | 81,572.76 |
| 210 Young | 3,784,783.65 | 50,022.78 | 59,392.11 | 6,744.01 | 3,768,670.31 |
| 225 Friends | 0.00 | 23,000.00 | 10,990.00 | 5,640.00 | 6,370.00 |
| 226 Judd | 7,568.18 | 162,744.53 | 130,828.87 | 17,493.29 | 21,990.55 |
| 228 Lockwood Thompson Memorial | 180,103.77 | 85,108.09 | 168,541.98 | 46,476.37 | 50,193.51 |
| 229 Ohio Center for the Book | 0.00 | 900.00 | 900.00 | 0.00 | 0.00 |
| 230 Schweinfurth | 63,795.29 | 44,903.55 | 45,612.54 | 8,638.00 | 54,448.30 |
| 231 CLEVNET | 0.00 | 4,051,779.92 | 3,362,256.26 | 712,718.44 | (23,194.78) |
| 251 OLBPD-Library for the Blind | 0.00 | 1,281,823.00 | 1,276,095.75 | 4,964.49 | 762.76 |
| 252 LSTA-Know It Now | 43,626.78 | 88,007.79 | 104,576.35 | 0.00 | 27,058.22 |
| 254 MyCom | 95,000.00 | 120,520.00 | 113,083.91 | 1,625.89 | 100,810.20 |
| 256 Learning Centers | 95,742.42 | 0.00 | 83,203.64 | 12,538.78 | 0.00 |
| Total Special Revenue Funds | \$ 14,428,776.07 | \$ 6,265,218.85 | \$ 5,742,025.75 | \$ 1,238,195.72 | \$ 13,713,773.45 |
| 401 Building & Repair | 14,622,709.07 | 0.00 | 1,100,031.52 | 1,295,445.39 | 12,227,232.16 |
| Total Capital Project Funds | \$ 14,622,709.07 | \$ 0.00 | \$ 1,100,031.52 | \$ 1,295,445.39 | \$ 12,227,232.16 |

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2015

| | Beginning Year Balance | Year to Date Receipts | Year to Date Expenditures | Year to Date Encumbrances | Unencumbered Balance |
|------------------------------|---------------------------|--------------------------|------------------------------|------------------------------|-------------------------|
| 501 Abel | 221,027.87 | 4,901.19 | 4,709.90 | 0.00 | 221,219.16 |
| 502 Ambler | 2,101.20 | 0.00 | 0.00 | 0.00 | 2,101.20 |
| 503 Beard | 130,822.20 | 2,654.87 | 5,562.00 | 388.00 | 127,527.07 |
| 504 Klein | 4,974.03 | 0.00 | 0.00 | 0.00 | 4,974.03 |
| 505 Malon/Schroeder | 271,840.33 | 56.64 | 3,677.78 | 322.88 | 267,896.31 |
| 506 McDonald | 173,934.62 | (743.58) | 0.00 | 0.00 | 173,191.04 |
| 507 Ratner | 84,450.89 | 1,922.56 | 0.00 | 0.00 | 86,373.45 |
| 508 Root | 36,312.49 | 0.00 | 0.00 | 0.00 | 36,312.49 |
| 509 Sugarman | 187,978.84 | 621.57 | 0.00 | 0.00 | 188,600.41 |
| 510 Thompson | 153,931.01 | 3,045.51 | 9,850.00 | 0.00 | 147,126.52 |
| 511 Weidenthal | 6,171.99 | 0.00 | 0.00 | 0.00 | 6,171.99 |
| 512 White | 2,041,779.46 | 19,870.03 | 71,933.64 | 7,085.46 | 1,982,630.39 |
| 513 Beard Anna Young | 80,538.69 | 233.80 | 0.00 | 0.00 | 80,772.49 |
| Total Permanent Funds | \$ 3,395,863.62 | \$ 32,562.59 | \$ 95,733.32 | \$ 7,796.34 | \$ 3,324,896.55 |
| 901 Unclaimed Funds | 11,163.67 | 725.07 | 14.77 | 0.00 | 11,873.97 |
| 905 CLEVNET Fines & Fees | 0.00 | 49,901.85 | 41,138.80 | 0.00 | 8,763.05 |
| Others | \$ 11,163.67 | \$ 50,626.92 | \$ 41,153.57 | \$ 0.00 | \$ 20,637.02 |
| Total All Funds | \$ 63,051,170.64 | \$ 55,498,776.96 | \$ 50,710,585.11 | \$ 7,633,660.90 | \$ 60,205,701.59 |

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending October 31, 2015

| | |
|----------------------------------|---------------------------------------|
| Balance of All Funds | <u><u>\$ 67,839,362.49</u></u> |
| KeyBank - Concentration Acct | 0.00 |
| KeyBank - Checking (ZBA) | 1,233,075.77 |
| KeyBank - Merchant Acct | 14,858.58 |
| KeyBank - FSA Account | 5,771.85 |
| Petty Cash | 330.00 |
| Change Fund | 4,640.00 |
| KeyBank-Payroll Account (ZBA) | 255.52 |
| Cash in Library Treasury | <u><u>\$ 1,258,931.72</u></u> |
| PNC - Money Market | 10,042.11 |
| PNC - Investments | 40,217,904.47 |
| PNC - Investments Money Market | 27,803.29 |
| STAR Ohio Investment | 29,968.46 |
| STAR Plus Program | 10,319,129.79 |
| Investments | <u><u>\$ 50,604,848.12</u></u> |
| PNC- Endowment Account | 15,975,582.65 |
| Endowment Account | <u><u>\$ 15,975,582.65</u></u> |
| Cash in Banks and On Hand | <u><u>\$ 67,839,362.49</u></u> |

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – October 2015

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period October 1, 2015 through October 31, 2015.

| Investment Period | No. of Days | Amount | Bank | Interest Rate | Investment | | Investment Form |
|---------------------|-------------|-----------|----------------------------------|---------------|------------------------------|---------------|----------------------|
| | | | | | Income | Form | |
| 10/01/15 - 10/31/15 | 31 | Various | STAR Ohio | Various | 4.06 | | Investment Pool |
| 10/01/15 - 10/31/15 | 31 | Various | STAR Plus | Various | 1,694.46 | | Bank Deposit Program |
| 10/01/15 - 10/31/15 | 31 | Various | PNC | Various | 1.71 | | Sweep Money Market |
| 10/01/15 - 10/31/15 | 31 | Various | PNC | Various | 0.08 | | Money Market |
| 04/30/15 - 10/30/15 | 184 | 500,000 | Federal National Mortgage Assn. | 1.150% | 2,875.00 | | Federal Agency |
| 04/30/15 - 10/30/15 | 184 | 500,000 | Federal Home Loan Mortgage Corp. | 1.050% | 2,625.00 | | Federal Agency |
| 07/25/15 - 10/26/15 | 94 | 1,000,000 | Federal Home Loan Bank | 1.150% | 6,025.00 | | Federal Agency |
| 04/23/15 - 10/13/15 | 174 | 1,000,000 | Federal Farm Credit Bank | 1.230% | 6,308.33 | | Federal Agency |
| 04/27/15 - 10/27/15 | 184 | 300,000 | Federal National Mortgage Assn. | 1.050% | 1,575.00 | | Federal Agency |
| 04/30/15 - 10/30/15 | 184 | 500,000 | Federal National Mortgage Assn. | 1.100% | 2,750.00 | | Federal Agency |
| 06/24/15 - 10/15/15 | 114 | 250,000 | Federal National Mortgage Assn. | 1.000% | 770.83 | | Federal Agency |
| 08/18/15 - 10/29/15 | 73 | 250,000 | Federal Home Loan Bank | 1.050% | 517.71 | | Federal Agency |
| 08/28/15 - 10/09/15 | 43 | 500,000 | Federal Home Loan Mortgage Corp. | 1.600% | 2,211.11 | | Federal Agency |
| 09/28/15 - 10/29/15 | 32 | 500,000 | Federal Home Loan Bank | 1.300% | 559.72 | | Federal Agency |
| | | | | | Earned Interest October 2015 | \$ 27,918.01 | |
| | | | | | Earned Interest Year To Date | \$ 300,605.57 | |

CLEVELAND PUBLIC LIBRARY

REPORT C**Finance Committee**

November 17, 2015

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR OCTOBER 2015

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 |
|--|-------------------|-------------------------|----------|
| Art Libraries Society of North America Ohio Valley Chapter meeting Cleveland, Ohio | 10/2/15 | Bruce Biddle | 35.00 |
| Ohio Library Council Annual Convention and Expo Cincinnati, Ohio | 10/7/15 - 10/9/15 | Don Boozer | 769.84 |
| Ohio Library Council Leadership Conference Worthington, Ohio | 11/13/15 | Madeline Corchardo | 75.00 |
| Ohio Library Council Annual Convention and Expo Cincinnati, Ohio | 10/7/15 - 10/9/15 | Madeline Corchardo | 619.50 |
| Greater Cleveland Partnership 2015 Public Officials Reception Cleveland, Ohio | 11/20/15 | Thomas Corrigan | 225.00 |
| Ohio Library Council Annual Convention and Expo Cincinnati, Ohio | 10/7/15 - 10/9/15 | Amy Dawson | 423.75 |
| Ohio Library Council Annual Convention and Expo Cincinnati, Ohio | 10/7/15 - 10/9/15 | Jaime Declet | 800.75 |
| City of Cleveland Sustainability Summit Cleveland, Ohio | 9/16/15 - 9/17/15 | Timothy Diamond | 40.00 |
| Ohio Library Council Annual Convention and Expo Cincinnati, Ohio | 10/7/15 - 10/8/15 | Anastasia Diamond-Ortiz | 476.79 |
| Federal Depository Library Program Annual Conference Arlington, Virginia | 10/19/15 10/21/15 | Sarah Dobransky | 1,015.00 |
| Ohio Library Council Annual Convention and Expo Cincinnati, Ohio | 10/8/15 | Chatham Ewing | 125.00 |

| ITEM | DATE | TRUSTEE/STAFF MEMBER | AMOUNT |
|--|-------------------|----------------------|----------|
| American Library Association Cartographic Resources Cataloging Workshop Cleveland, Ohio | 10/22/15 | Regina Houseman | 85.00 |
| Northeast Ohio Regional Library Early literacy 101 - An Ohio Ready to Read Workshop Hudson, Ohio | 9/24/15 | Crystal Huggins | 15.00 |
| American Payroll Association Chapter Meeting Independence, Ohio | 10/1/15 | Dawntae Jackson | 30.00 |
| Ohio Government Finance Officers Association Annual Conference Cincinnati, Ohio | 9/23/15 - 9/25/15 | Carrie Krenicky | 880.64 |
| Northeast Ohio Regional Library Early literacy 101 - An Ohio Ready to Read Workshop Hudson, Ohio | 9/24/15 | Jamie Lauver | 15.00 |
| International Federation of Library Association World Library and Information Congress Cape Town, South Africa | 8/13/15 -8/21/15 | Cindy Lombardo | 544.86 |
| American Payroll Association Chapter Meeting Independence, Ohio | 10/1/15 | Ronelle Miller-Hood | 30.00 |
| Ohio Library Council Annual Convention and Expo Cincinnati, Ohio | 10/6/15 - 10/9/15 | Michael Monaco | 922.51 |
| State Library of Ohio Consumer Advisory Meeting Columbus, Ohio | 10/21/15 | Will Reed | 140.30 |
| State Library of Ohio Sublending machine Agency Training Columbus, Ohio | 9/29/15 | Will Reed | 140.30 |
| Rustbelt Refresh Web Design and Front End Development Cleveland, Ohio | 9/25/15 | David Reynolds | 185.62 |
| Northeast Ohio Regional Library 21st Century Collection Development Workshop Hudson, Ohio | 9/17/15 | Monica Rudzinski | 61.84 |
| Ohio Library Council Annual Convention and Expo Cincinnati, Ohio | 10/7/15 - 10/9/15 | Monica Rudzinski | 1,021.14 |

| ITEM | DATE | TRUSTEE/STAFF MEMBER | AMOUNT |
|--|---------|-------------------------|-------------------|
| Northeast Ohio Regional Library Early literacy 101 - An Ohio Ready to Read Workshop Hudson, Ohio | 9/24/15 | Alexander Story | 61.00 |
| TOTAL | | | \$8,738.84 |

SUMMARY

| FUND | OCTOBER | YEAR TO DATE |
|-------------------------------|-------------------|--------------------|
| General | \$8,598.54 | \$57,998.93 |
| Lockwood Thompson | 0.00 | 15,991.82 |
| OLBPD - Library for the Blind | 140.30 | 1,466.29 |
| LSTA - Know it Know | 0.00 | 1,728.74 |
| TOTAL | \$8,738.84 | \$77,185.78 |

| Report on Cleveland Foundation Grant For Library Learning Centers October 2015 | | | | | | |
|---|----------------------|----------------------|----------------------|-----------------|---------------------|---|
| | Budget | 2014 YTD Expended | 2015 YTD Expended | MTD Expended | Encumbrances | Detail/Progress |
| Purchased/Contracted Services | | | | | | |
| Cleveland State University America Reads after-school tutoring and homework help at 13 branches for students in grades K-8. | \$ 123,890.25 | \$ 68,483.25 | \$ 42,868.22 | \$ - | \$ 12,538.78 | CSU has been paid for Administrative Costs and tutor services from April, 2014 through May, 2015. Funds will either be returned to the Cleveland Foundation or used for Fall 2015 tutoring costs. |
| College Now College Now and CPL will develop a career readiness and exposure program from students grades 9-12. | \$ 20,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | Steps2Success Afterschool Program at John Adams |
| Music School Settlement Providing Read to the Beat pre-school literacy program that will take place over 10 weeks at four branches in both fall 2014 and spring 2015. | \$ 11,760.00 | \$ 8,160.00 | \$ 3,600.00 | \$ - | \$ - | |
| Workshop for CPL Staff to improve knowledge and skills to be able to help children at all grade and reading levels. | \$ 15,477.28 | \$ 15,477.28 | \$ - | \$ - | \$ - | Phyllis C. Hunter Consulting Workshops scheduled for November 6 and 7 Plus lodging |
| Total Purchased/Contracted Services | \$ 171,127.53 | \$ 102,120.53 | \$ 56,468.22 | \$ - | \$ 12,538.78 | |
| Supplies | | | | | | |
| Books and music instruments All supplies needed for tutoring, college prep and pre-school programs. | \$ 1,076.62 | \$ 1,076.62 | \$ - | \$ - | \$ - | Scholastic Classroom and Community Books for Professional Development for workshop titled "It's Not Complicated". |
| Instruction support Hand-held dry erase boards, flashcards, etc. | \$ 1,489.92 | \$ 128.10 | \$ 1,361.82 | \$ - | \$ - | Monoprice, Inc. (Cables) Positive Promotions Scholastic Classroom |
| Total Supplies | \$ 2,566.54 | \$ 1,204.72 | \$ 1,361.82 | \$ - | \$ - | |
| Capital Outlay | | | | | | |
| iPads and charging stations | \$ 44,584.40 | \$ 22,796.40 | \$ 21,788.00 | \$ - | \$ - | Purchased (60) iPad mini (16g) @ \$299.94 each and 10 Griffin Multidock stations @ \$480 each Purchased (67) Apple iPads mini with cases and chargers |
| Monitors 55' Samsung flat screen TV's to be used as video monitors - 4 @ \$1,499 each | \$ 6,635.93 | \$ 6,635.93 | \$ - | \$ - | \$ - | |
| Google Nexus 7 tablets 24 Google Nexus 7 tablets @ \$230 each and 4 charging stations | | | | | | see iPad line item |
| Digital Exterior Signage ViewMarq LED Message Display Boards 9 @ \$1099.00 per sign | \$ - | | \$ - | \$ - | \$ - | |
| Signs/Banners | \$ 3,585.60 | | \$ 3,585.60 | \$ - | \$ - | (16) Retractable banner stands |
| Total Capital Outlay | \$ 54,805.93 | \$ 29,432.33 | \$ 25,373.60 | \$ - | \$ - | Available Budget |
| TOTAL Cleveland Foundation Grant | \$ 228,500.00 | \$ 132,757.58 | \$ 83,203.64 | \$ - | \$ 12,538.78 | \$ - |

CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
REGULAR EMPLOYMENT REPORT
10/01/2015 THROUGH 10/31/2015

EXHIBIT 10

Human Resources Committee Report
Board Meeting November 19, 2015

| RESIGNATIONS | DEPT | JOB TITLE | DATE | REASON |
|------------------|-------------|--------------|------------|------------------|
| NAME | | | | |
| STINNETT,LILLIAN | WEST PARK | PAGE | 7/7/2015 | MEDICAL |
| LESURE,JEAN | FULTON | PAGE | 8/8/2015 | MEDICAL |
| JOHNSON,JORDAN | BRANCH SUBS | LA SUB | 10/10/2015 | ANOTHER POSITION |
| MAJORS,ALAN | MAIN | LA COMP EMPH | 10/3/2015 | MOVING |

OTHER TERMINATIONS

OTHER TERMINATIONS

N/A

*DATA NOT AVAILABLE FOR MONTHLY REPORT

1410
**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 10/01/2015 TO 10/31/2015**

EMPLOYEE: KORTE, LILY
JOB TITLE: LIB ASST.

CURRENT GRADE: F **EFFEC DATE** 10/04/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|--------------------------|----------------|---------------|-------------------|
| SALARY AFFECTS BASE WAGE | 21.87 | 23,205.52 | TRANSFER |

EMPLOYEE: CESAROVER, SANDRA
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFEC DATE** 10/04/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|--------------------------|----------------|---------------|-------------------|
| SALARY AFFECTS BASE WAGE | 43,510.48 | 21,755.24 | TRANSFER |

EMPLOYEE: LEFKOWITZ, JOEL
JOB TITLE: LA YOUTH

CURRENT GRADE: F **EFFEC DATE** 10/04/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|--------------------------|----------------|---------------|-------------------|
| SALARY AFFECTS BASE WAGE | 23,205.52 | 43,510.48 | TRANSFER |

EMPLOYEE: CREDICO, MICHAEL
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFEC DATE** 10/05/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|--------------------------|----------------|---------------|-------------------|
| SALARY AFFECTS BASE WAGE | | 23,205.52 | NEW HIRE |

Cleveland Public Library

Human Resources Committee Report

Meeting Date: November 19, 2015

Report Period: October, 2015

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

| MONTH | 2014 SICK LEAVE HOURS USED | 2015 SICK LEAVE HOURS USED | 2015 TOTAL HOURS |
|--------------|---|---|-----------------------------|
| January * | 4,933.14 | 4,564.09 | 134,298.80 |
| February | 4,259.31 | 3,605.82 | 87,469.84 |
| March | 4,679.66 | 3,202.84 | 88,526.48 |
| April | 3,675.04 | 3,809.46 | 89,142.91 |
| May | 3,338.68 | 3,615.00 | 92,814.87 |
| June | 2,579.88 | 3,229.18 | 92,295.93 |
| July * | 2,623.97 | 5,098.30 | 139,351.84 |
| August | *4,909.95 | 4,176.95 | 94,707.89 |
| September | 3,476.70 | 3,736.86 | 93,372.95 |
| October | 3,865.92 | 3,865.35 | 93,321.15 |
| November | 3,667.80 | | |
| December * | 3,952.60 | | |
| | | | |
| | | | |
| | | | |
| | | | |

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
October 1, 2015- October 31, 2015
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

Report F

Human Resources Committee Report

November 19, 2015

| Totals Job Category | Male | | | | | | Female | | | | |
|--------------------------|------------|------------|------------|-----------|----------|----------|------------|------------|-----------|----------|----------|
| | A | B | C | D | E | F | G | H | I | J | K |
| Officials/Administrators | 80 | 22 | 10 | 1 | | | 28 | 18 | 1 | | |
| Professionals | 76 | 15 | 2 | | | 1 | 38 | 14 | 4 | 3 | |
| Technicians | 19 | 9 | 2 | 1 | | | 4 | 1 | 1 | | |
| Protective Service | 16 | 6 | 8 | | | | | 1 | | | |
| Para-Professionals | 129 | 23 | 31 | 2 | 2 | | 35 | 27 | 7 | 2 | |
| Administrative Support | 300 | 42 | 62 | 5 | 3 | 1 | 53 | 135 | 17 | 2 | 1 |
| Skilled Craft | 11 | 6 | 3 | 1 | 1 | | | 1 | | | |
| Service Maintenance | 50 | 8 | 32 | 1 | | | 2 | 4 | 1 | | |
| Grand Total | 700 | 131 | 150 | 11 | 7 | 1 | 160 | 201 | 31 | 7 | 1 |

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

**INSURANCE REPORT
FOR THE MONTH OF
October
2015**

Report G

Human Resources Committee Report
Board meeting November 19, 2015

Staff Enrollments-Health Care/Dental

| | Single | Family | Total |
|--------------------------|---------------|---------------|--------------|
| Basic | | | 0 |
| Essential | | | 0 |
| Standard | | | 0 |
| Standard with OAD | | | 0 |
| Total MMO | | | 0 |
| | | | |
| Dental Insurance | 183 | 280 | 463 |
| | | | |
| Vision Employee | | | |
| Vision Children | | | |
| Vision Spouse | | | |
| Vision Family | | | |
| Total Vision | | | 0 |

| | | |
|---|--|--|
| Workers' Compensation Lost Time Report | | |
|---|--|--|

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR OCTOBER 2015

| CIRCULATION ACTIVITY | Monthly Total | | Average Hourly | | Year-to-Date | | YTD Gain/Loss |
|---|----------------------------|------------------------|---------------------------|--|------------------|------------------|---------------|
| | 2015 | 2014 | 2015 | 2014 | 2015 | 2014 | |
| Main Library | 130,018 | 132,429 | 625 | 637 | 1,249,168 | 1,340,232 | -6.8% |
| Branches | 284,337 | 334,203 | 1,292 | 1,519 | 2,720,783 | 3,159,425 | -13.9% |
| Mobile Units | 2,744 | 7,369 | | | 47,878 | 63,775 | -24.9% |
| Library for the Blind | 47,802 | 53,160 | | | 489,960 | 531,018 | -7.7% |
| OLBPD BARD | 12,262 | 11,292 | | | 111,385 | 111,889 | -0.5% |
| eMedia | 25,049 | 20,050 | | | 234,173 | 193,470 | 21.0% |
| TOTAL CIRCULATION | 502,212 | 558,503 | | | 4,853,347 | 5,399,809 | -10.1% |
| ELECTRONIC MEDIA CIRCULATION | Monthly Total | Year-to-Date | YTD | | | | |
| eBook | 16,097 | 138,369 | 7.2% | | | | |
| eAudiobook | 6,899 | 45,836 | 41.7% | | | | |
| eMusic | 164 | 702 | 134.0% | | | | |
| eVideo | 404 | 2,400 | 27.0% | | | | |
| eMagazines | 1,485 | 17,107 | 160.6% | | | | |
| TOTAL eCIRCULATION | 25,049 | 193,470 | 21.0% | Included in circulation activity. | | | |
| OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD) | Monthly Total | Year-to-Date | YTD | | | | |
| Downloads | 12,262 | 111,889 | -0.5% | Included in circulation activity | | | |
| Users | 618 | 6,497 | -5.7% | | | | |
| COMPUTER USAGE | Number of Computers | Average Session | Number of Sessions | Hours in Use | YTD | Gain/Loss | |
| Main Library | 98 | 45 minutes | 119,440 | 131,636 | 86,200 | 100,965 | -14.6% |
| Branches | 536 | 40 minutes | 850,323 | 877,482 | 559,866 | 583,413 | -4.0% |
| TOTAL USAGE | 634 | | 969,763 | 1,009,118 | 646,066 | 684,378 | -5.6% |
| Sessions less than 5 minutes excluded. Sessions and hours in use appear lower due to problems with counting software. | | | | | | | |
| WALK-IN COUNT | Monthly Total | Average Hourly | Year-to-Date | YTD | Gain/Loss | | |
| Main Library | 40,938 | 46,299 | 197 | 223 | 407,132 | 446,140 | -8.7% |
| Branches | 243,578 | 258,896 | 1,107 | 1,177 | 2,340,342 | 2,405,170 | -2.7% |
| Mobile Unit | 402 | 613 | 4,917 | 6,039 | 4,917 | 6,039 | -18.6% |
| TOTAL VISITS | 284,918 | 305,808 | 2,752,391 | 2,857,349 | | | -3.7% |

REPORT H

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR OCTOBER 2015

| BRANCH | a Branch Circulation | b Sent from Other Branches | c Sent from Main | d Sent from Other CLEVNET Systems | e Total Direct Circulation (a+b+c+d) | f Sent to Other CLEVNET Systems | g Total Circulation (e+f) |
|-------------------------|----------------------------|-------------------------------------|------------------------|---|---|---|------------------------------------|
| Addison | 6,122 | 661 | 675 | 861 | 8,319 | 689 | 9,008 |
| Brooklyn | 3,276 | 429 | 409 | 525 | 4,639 | 799 | 5,438 |
| Carnegie West | 8,151 | 885 | 1,192 | 1,730 | 11,958 | 1,287 | 13,245 |
| Collinwood | 5,808 | 554 | 491 | 941 | 7,794 | 624 | 8,418 |
| East 131st | 4,050 | 462 | 303 | 480 | 5,295 | 397 | 5,692 |
| Eastman | 13,345 | 1,259 | 1,423 | 2,051 | 18,078 | 2,235 | 20,313 |
| Fleet* | 8,988 | 777 | 816 | 1,213 | 11,794 | 938 | 12,740 |
| Fulton | 8,006 | 711 | 905 | 1,374 | 10,996 | 1,050 | 12,046 |
| Garden Valley | 2,913 | 254 | 124 | 304 | 3,595 | 280 | 3,875 |
| Glenville | 4,645 | 387 | 336 | 709 | 6,077 | 486 | 6,563 |
| Harvard-Lee | 6,886 | 781 | 928 | 1,608 | 10,203 | 894 | 11,097 |
| Hough | 3,670 | 528 | 309 | 371 | 4,878 | 278 | 5,156 |
| Jefferson | 5,127 | 680 | 853 | 1,264 | 7,924 | 608 | 8,532 |
| Langston Hughes | 4,532 | 674 | 547 | 845 | 6,598 | 464 | 7,062 |
| Lorain | 7,020 | 855 | 910 | 1,471 | 10,256 | 778 | 11,034 |
| Martin Luther King, Jr. | 4,495 | 558 | 697 | 1,030 | 6,780 | 807 | 7,587 |
| Memorial-Nottingham | 8,164 | 943 | 1,259 | 2,481 | 12,847 | 1,245 | 14,092 |
| Mt. Pleasant | 3,034 | 372 | 337 | 560 | 4,303 | 355 | 4,658 |
| Rice | 8,731 | 831 | 820 | 1,376 | 11,758 | 955 | 12,713 |
| Rockport | 12,881 | 1,063 | 1,321 | 1,770 | 17,035 | 1,808 | 18,843 |
| South | 5,270 | 792 | 564 | 951 | 7,577 | 704 | 8,281 |
| South Brooklyn | 11,728 | 1,238 | 1,862 | 3,217 | 18,045 | 1,981 | 20,026 |
| Sterling | 3,536 | 299 | 363 | 537 | 4,735 | 417 | 5,152 |
| Union | 4,655 | 604 | 440 | 702 | 6,401 | 468 | 6,869 |
| Walz | 9,568 | 983 | 1,135 | 2,146 | 13,832 | 1,313 | 15,145 |
| West Park | 10,424 | 1,497 | 2,719 | 4,018 | 18,658 | 2,206 | 20,864 |
| Woodland | 7,383 | 527 | 425 | 869 | 9,204 | 684 | 9,888 |
| TOTAL | 182,408 | 19,604 | 22,163 | 35,404 | 259,579 | 24,750 | 284,337 |

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR OCTOBER 2015

| BRANCH | Monthly Total | | Year-to-Date | | YTD Gain/Loss | YTD %G/L |
|-------------------------|----------------|----------------|------------------|------------------|-----------------|---------------|
| | 2015 | 2014 | 2015 | 2014 | | |
| Addison | 9,008 | 11,269 | 94,811 | 115,678 | -20,867 | -18.0% |
| Brooklyn | 5,438 | 7,418 | 58,438 | 68,348 | -9,910 | -14.5% |
| Carnegie West | 13,245 | 15,766 | 128,400 | 141,663 | -13,263 | -9.4% |
| Collinwood | 8,418 | 9,809 | 79,170 | 90,526 | -11,356 | -12.5% |
| East 131st | 5,692 | 6,587 | 45,414 | 56,193 | -10,779 | -19.2% |
| Eastman | 20,313 | 23,056 | 197,911 | 212,929 | -15,018 | -7.1% |
| Fleet* | 12,740 | 15,083 | 121,043 | 143,226 | -22,183 | -15.5% |
| Fulton | 12,046 | 13,455 | 108,853 | 150,940 | -42,087 | -27.9% |
| Garden Valley | 3,875 | 4,503 | 33,012 | 39,778 | -6,766 | -17.0% |
| Glenville | 6,563 | 8,957 | 66,254 | 83,510 | -17,256 | -20.7% |
| Harvard-Lee | 11,097 | 9,984 | 89,864 | 92,255 | -2,391 | -2.6% |
| Hough | 5,156 | 5,767 | 45,129 | 52,764 | -7,635 | -14.5% |
| Jefferson | 8,532 | 8,506 | 75,731 | 82,928 | -7,197 | -8.7% |
| Langston Hughes | 7,062 | 9,738 | 68,630 | 79,594 | -10,964 | -13.8% |
| Lorain | 11,034 | 12,292 | 101,798 | 117,669 | -15,871 | -13.5% |
| Martin Luther King, Jr. | 7,587 | 11,498 | 93,337 | 117,127 | -23,790 | -20.3% |
| Memorial-Nottingham | 14,092 | 15,845 | 125,656 | 152,246 | -26,590 | -17.5% |
| Mt. Pleasant | 4,658 | 6,696 | 45,872 | 61,312 | -15,440 | -25.2% |
| Rice | 12,713 | 14,028 | 120,919 | 127,814 | -6,895 | -5.4% |
| Rockport | 18,843 | 23,325 | 186,798 | 213,074 | -26,276 | -12.3% |
| South | 8,281 | 10,832 | 84,111 | 96,496 | -12,385 | -12.8% |
| South Brooklyn | 20,026 | 23,761 | 187,185 | 220,755 | -33,570 | -15.2% |
| Sterling | 5,152 | 6,900 | 50,570 | 61,983 | -11,413 | -18.4% |
| Union | 6,869 | 7,985 | 66,382 | 82,229 | -15,847 | -19.3% |
| Walz | 15,145 | 17,316 | 142,766 | 167,008 | -24,242 | -14.5% |
| West Park | 20,864 | 22,079 | 208,737 | 224,585 | -15,848 | -7.1% |
| Woodland | 9,888 | 11,748 | 93,992 | 106,795 | -12,803 | -12.0% |
| TOTAL | 284,337 | 334,203 | 2,720,783 | 3,159,425 | -438,642 | -13.9% |

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE OCTOBER 2015

| BRANCH | Monthly Total | | | Year-to-Date | | YTD Gain/Loss | YTD %G/L |
|-------------------------|----------------|----------------|------------------|------------------|----------------|------------------|-------------|
| | 2015 | 2014 | 2015 | 2014 | 2015 | | |
| Addison | 5,465 | 6,065 | 57,195 | 61,722 | -4,527 | -7.3% | |
| Brooklyn | 4,031 | 4,113 | 38,397 | 42,495 | -4,098 | -9.6% | |
| Carnegie West | 16,009 | 15,898 | 157,391 | 150,897 | 6,494 | 4.3% | |
| Collinwood | 9,178 | 8,136 | 73,073 | 76,205 | -3,132 | -4.1% | |
| East 131st | 9,311 | 8,317 | 81,318 | 74,113 | 7,205 | 9.7% | |
| Eastman | 11,111 | 12,834 | 112,419 | 116,950 | -4,531 | -3.9% | |
| Fleet | 11,441 | 11,936 | 109,629 | 112,969 | -3,340 | -3.0% | |
| Fulton | 8,297 | 9,267 | 80,607 | 81,653 | -1,046 | -1.3% | |
| Garden Valley | 4,734 | 5,534 | 47,761 | 53,323 | -5,562 | -10.4% | |
| Glenville | 9,932 | 6,796 | 83,415 | 68,578 | 14,837 | 21.6% | |
| Harvard-Lee | 8,888 | 10,205 | 83,951 | 94,565 | -10,614 | -11.2% | |
| Hough | 10,196 | 14,292 | 114,622 | 117,361 | -2,739 | -2.3% | |
| Jefferson | 8,562 | 7,987 | 73,900 | 74,256 | -356 | -0.5% | |
| Langston Hughes | 7,366 | 8,982 | 78,154 | 75,011 | 3,143 | 4.2% | |
| Lorain | 8,183 | 9,082 | 78,154 | 88,786 | -10,632 | -12.0% | |
| Martin Luther King, Jr. | 9,655 | 11,077 | 79,614 | 67,168 | 12,446 | 18.5% | |
| Memorial-Nottingham | 6,155 | 6,811 | 57,624 | 68,056 | -10,432 | -15.3% | |
| Mt. Pleasant | 5,772 | 6,172 | 63,196 | 66,294 | -3,098 | -4.7% | |
| Rice* | 12,804 | 13,366 | 131,442 | 125,422 | 6,020 | 4.8% | |
| Rockport | 10,880 | 14,103 | 101,617 | 127,149 | -25,532 | -20.1% | |
| South | 6,788 | 9,767 | 73,945 | 79,380 | -5,435 | -6.8% | |
| South Brooklyn | 15,020 | 15,788 | 137,841 | 131,702 | 6,139 | 4.7% | |
| Sterling | 9,981 | 12,269 | 95,631 | 109,649 | -14,018 | -12.8% | |
| Union | 6,813 | 6,691 | 68,976 | 66,523 | 2,453 | 3.7% | |
| Walz | 9,248 | 10,382 | 86,352 | 95,197 | -8,845 | -9.3% | |
| West Park | 9,306 | 9,482 | 95,644 | 100,022 | -4,378 | -4.4% | |
| Woodland | 8,452 | 8,162 | 78,474 | 79,724 | -1,250 | -1.6% | |
| TOTAL | 243,578 | 263,514 | 2,340,342 | 2,405,170 | -64,828 | -2.7% | |

*Equipment malfunction. Substitute value used

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS OCTOBER 2015**

| Branch | Total Circulation | Branch | Attendance | Branch | Population |
|----------------------------|-------------------|----------------------------|------------|----------------------------|------------|
| 1 West Park | 20,864 | 1 Carnegie West | 16,009 | 1 South Brooklyn | 32,043 |
| 2 Eastman | 20,313 | 2 South Brooklyn | 15,020 | 2 West Park | 27,814 |
| 3 South Brooklyn | 20,026 | 3 Rice** | 12,804 | 3 Fleet** | 26,727 |
| 4 Rockport | 18,843 | 4 Fleet | 11,441 | 4 Eastman | 23,674 |
| 5 Walz | 15,145 | 5 Eastman | 11,111 | 5 Rockport | 19,896 |
| 6 Memorial-Nottingham | 14,092 | 6 Rockport | 10,880 | 6 Fulton | 19,647 |
| 7 Carnegie West | 13,245 | 7 Hough | 10,196 | 7 Rice | 19,462 |
| 8 Fleet* | 12,740 | 8 Sterling | 9,981 | 8 Memorial-Nottingham | 19,271 |
| 9 Rice | 12,713 | 9 Glenville | 9,932 | 9 Harvard-Lee | 17,655 |
| 10 Fulton | 12,046 | 10 Martin Luther King, Jr. | 9,655 | 10 Walz | 16,063 |
| 11 Harvard-Lee | 11,097 | 11 East 131st | 9,311 | 11 Collinwood | 14,769 |
| 12 Lorain | 11,034 | 12 West Park | 9,306 | 12 Langston Hughes | 14,439 |
| 13 Woodland | 9,888 | 13 Walz | 9,248 | 13 Glenville | 14,006 |
| 14 Addison | 9,008 | 14 Collinwood | 9,178 | 14 Addison | 13,603 |
| 15 Jefferson | 8,532 | 15 Harvard-Lee | 8,888 | 15 East 131st | 13,025 |
| 16 Collinwood | 8,418 | 16 Jefferson | 8,562 | 16 Mt. Pleasant | 12,792 |
| 17 South | 8,281 | 17 Woodland | 8,452 | 17 Lorain | 12,588 |
| 18 Martin Luther King, Jr. | 7,587 | 18 Fulton | 8,297 | 18 Martin Luther King, Jr. | 12,392 |
| 19 Langston Hughes | 7,062 | 19 Lorain | 8,183 | 19 Carnegie West | 10,487 |
| 20 Union | 6,869 | 20 Langston Hughes | 7,366 | 20 Union | 8,416 |
| 21 Glenville | 6,563 | 21 Union | 6,813 | 21 Sterling | 8,267 |
| 22 East 131st | 5,692 | 22 South | 6,788 | 22 Woodland | 7,946 |
| 23 Brooklyn | 5,438 | 23 Memorial-Nottingham | 6,155 | 23 South | 6,325 |
| 24 Hough | 5,156 | 24 Mt. Pleasant | 5,772 | 24 Hough | 5,667 |
| 25 Sterling | 5,152 | 25 Addison | 5,465 | 25 Brooklyn | 5,524 |
| 26 Mt. Pleasant | 4,658 | 26 Garden Valley | 4,734 | 26 Jefferson | 3,515 |
| 27 Garden Valley | 3,875 | 27 Brooklyn | 4,031 | 27 Garden Valley | 2,310 |
| | 284,337 | | 243,578 | 28 Broadway** | 1,966 |
| | | | | | 388,323 |

**Broadway and Fleet services areas merged

**Equipment malfunction; substitute value used

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

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR OCTOBER 2015**

| OTHER TRANSACTIONS Loans* to: | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|----------------------------------|---------------|---------------|----------------|----------------|------------------|
| | 2015 | 2014 | 2015 | 2014 | |
| CLEVNET | 78,393 | 80,315 | 752,748 | 777,795 | -3.2% |
| MORE | 393 | 415 | 4,031 | 5,711 | -29.4% |
| Other Libraries | 591 | 548 | 3,769 | 6,081 | -38.0% |
| TOTAL | 79,377 | 81,278 | 760,548 | 789,587 | -3.7% |

*Totals included in Main Library and Branch circulation counts.

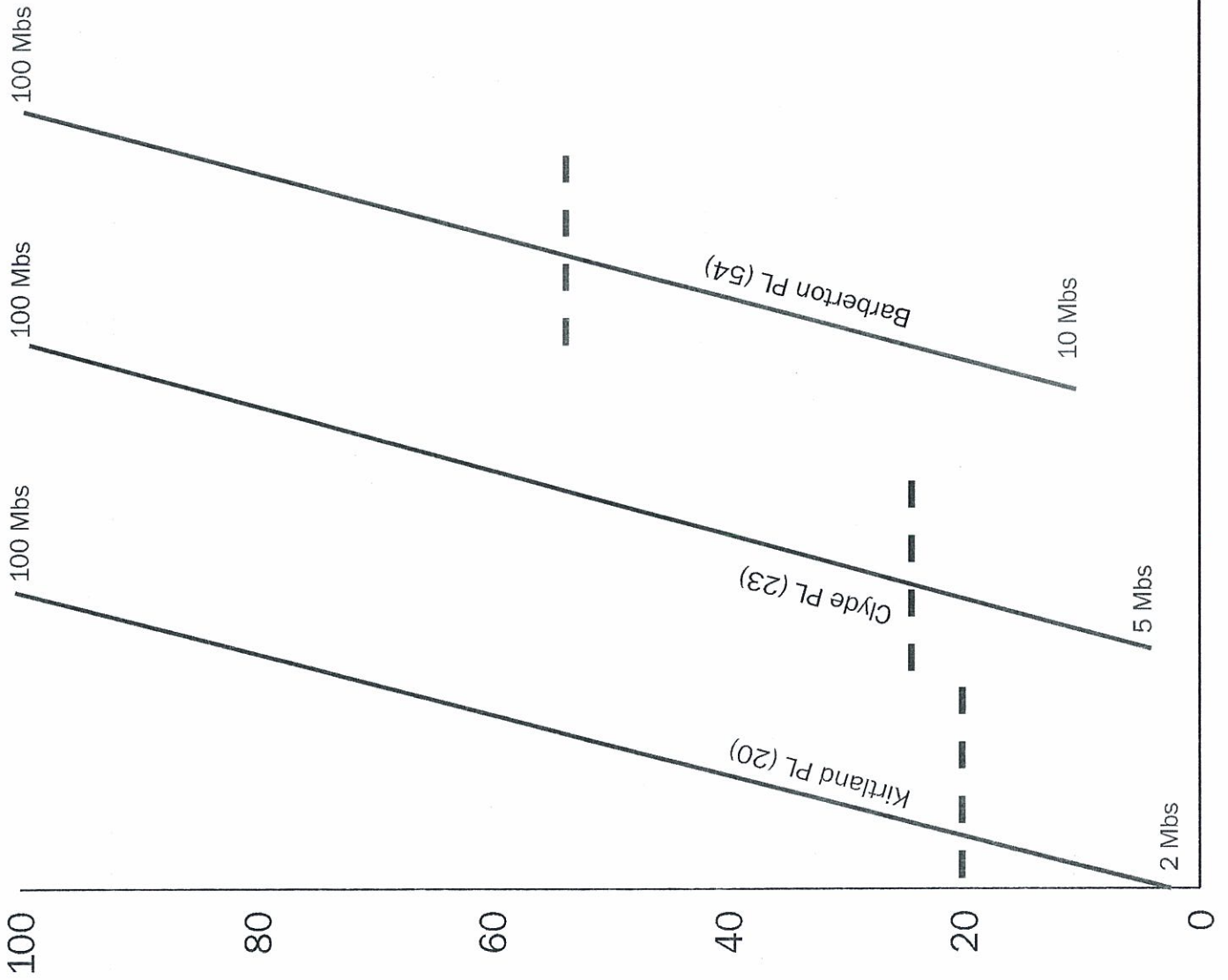
| ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|---|---------------|---------------|----------------|----------------|------------------|
| | 2015 | 2014 | 2015 | 2014 | |
| Projected | 15,673 | 16,486 | 196,789 | 210,613 | -6.6% |
| KnowItNow Web Reference* | 98 | 162 | 1,074 | 2,541 | -57.7% |
| Interlibrary Loan Requests | 984 | 963 | 7,800 | 14,684 | -46.9% |
| TOTAL | 16,755 | 17,611 | 205,663 | 227,838 | -9.7% |

*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 |
|------------------------------------|---------------|--------|--------------|---------|------------------|
| | 2015 | 2014 | 2015 | 2014 | |
| New Titles Added | 7,015 | 5,431 | 55,934 | 60,449 | -7.5% |
| Total Items Added | 27,032 | 23,364 | 213,386 | 203,207 | 5.0% |

| HOURS OPEN | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|--------------|---------------|-------|--------------|--------|------------------|
| | 2015 | 2014 | 2015 | 2014 | |
| Main Library | 208 | 208 | 2,023 | 2,006 | 0.8% |
| Branches | 5,940 | 5,940 | 57,945 | 57,453 | 0.9% |

Changes in Broadband Connectivity for Selected CLEVNET libraries, 2014-2015



Benchmarks for broadband connectivity in public libraries set by ALA and the Edge coalition recommend up to 1 Mbs for each public computer. Upgrades by IT/CLEVNET since 2014 ensure that member libraries' broadband connections exceed the benchmarks. Dashed lines represent 1 Mbs per user benchmark for each library represented.

CLEVELAND PUBLIC LIBRARY

REGULATIONS OF THE BOARD OF TRUSTEES

(Revised November 19, 1947 and _____ 2015)

(Amended September 19, 1962, October 26, 1966, February 19, 1970, December 16, 1971, January 20, 1972, September 21, 1972, November 15, 1973, December 19, 1974, December 18, 1980, February 16, 2012, September 18, 2014)

ARTICLE I. Regular meetings of the trustees shall be held on the third Thursday of each month or such other time as the Board may determine. The regular meeting held in the month of January of each year shall be the annual meeting of the trustees. (Amended October 26, 1966)

ARTICLE II. Special meetings shall be called by the president or any two trustees, and the business to be transacted shall be stated in the call therefor.

ARTICLE III. For the purpose of transacting any business a quorum shall be a majority of the full membership.

ARTICLE IV. The officers of the Board of Trustees shall be a president, vice president, and secretary who shall serve for a term of one year. At the annual meeting the trustees shall elect, for a term of one year, a fiscal officer, who shall be treasurer of the Library funds. The Board shall also appoint one assistant to the fiscal officer, who shall be known as the deputy fiscal officer. (Amended September 21, 1972)

ARTICLE V. (a) The president shall preside at all meetings. She/he shall appoint all committees except the nominating committee, which shall be elected by the Board members. The chairperson of all other committees will be designated by the president. She/he shall perform such other duties as by custom are incident to this office. She/he may also, at his or her discretion, by virtue of his or her office, be a member of all committees with power to exercise all functions belonging to other committee members. (Amended November 15, 1973)

(b) The vice president shall, in case of the absence or disability of the president, or in the case of the president's resignation or demise, or at the request of the president, assume and perform any and all duties which the president is authorized to exercise. (Amended February 19, 1970)

(c) The secretary shall cause to be kept a true and accurate record of all things done at meetings of the Board of Trustees through the preparation of minutes. Minutes shall be furnished to each trustee promptly after such records are prepared. The secretary shall cause to be safely kept in permanent form the records of all meetings, and all papers and documents relating to the business of the Board, which

she/he shall deliver, on the termination of his or her office, to his or her successor. She/he shall, at all meetings of the Board, present all matters relating to the business affairs of the Library which have come to his or her attention. She/he shall perform such other duties as the Board may, from time to time, prescribe or direct, and such as are customarily performed by persons holding the office of secretary. In the absence or disability of the president and vice president, the secretary may exercise all of the powers entrusted to those officers, but only for the period of their absence or actual disability.

(d) The fiscal officer of the Board shall be the treasurer of the Library funds, and shall deposit all funds of the Library in depositories designated by the Board, and shall draw all necessary checks and vouchers for the disbursement of funds of the Library pursuant to appropriations made by the Board, which shall become valid when signed by the president and fiscal officer. Except as set forth in Article XII of these Regulations, no monies credited to the Library in the excess of \$5,000 shall be paid out except on a check signed by the fiscal officer of the Board of Library Trustees having jurisdiction over said monies, and the president, or vice president, or secretary in that order, if available, and if none of them is available any one of the remaining Board members, in order of seniority on the Board. She/he shall, at each regular meeting, present to the Board a report showing the financial position of the Library in such form and with such detail as the Board may, from time to time, prescribe. She/he shall perform such other duties as the Board may prescribe or direct, and such as are customarily incident to the office of the treasurer.

(Amended December 16, 1971)

In the event of the absence of the fiscal officer, the deputy fiscal officer shall have all powers and duties of the fiscal officer and shall sign as deputy fiscal officer.

(Amended January 20, 1972)

ARTICLE VI. Copies shall be retained of all official correspondence of any of the trustees, relative to the affairs of the Library, and such copies, with all letters received, contracts, bills, receipts, vouchers, reports, and books of accounts, shall be preserved and kept in the rooms of the Library in places whence they shall be kept unless scheduled for destruction in accordance with the applicable record retention schedule.

ARTICLE VII. The Board shall appoint a Director of the Library for a term of one to five years and fix his or her compensation. She/he shall execute the duties as hereinafter provided.

ARTICLE VIII. There shall be three standing committees of the trustees: namely, a Committee on Finance and Audit, a Committee on Human Resources, and a Committee on Community Services.

(Amended December 18, 1980)

The Board may, from time to time, authorize the appointment of such other committees as it shall deem expedient for the purpose of investigating any

matter relating to the business of the Library and reporting thereon to the Board. The president may, in the interim between meetings of the Board, appoint committees to perform like functions. Any committees created hereunder shall continue to perform the duties assigned to them until discharged by action of the Board.

Each committee shall consist of a minimum of three members and no greater than five members. The majority of the members of a committee shall constitute a quorum for that particular committee. If a quorum of members is present at a meeting of a committee, then that committee may vote on whether to recommend acceptance of a resolution to the Board. Such vote shall be conducted by taking a roll call of the committee members present. Reports of these committees shall be presented to the trustees by the chairperson or acting chairperson of each committee, unless otherwise ordered.
(Amended March 15, 2012).

ARTICLE IX. The Committee on Finance and Audit shall meet the third Tuesday of each month a regular board meeting is scheduled. To the Committee on Finance and Audit shall be referred all matters relating to the Library budget and Library funds, loans, financing, real estate, claims, and contracts and settlements over a certain amount to be determined by resolution of the Board. When deemed advisable by the trustees, this committee shall be instructed to consult with the Committee on Human Resources and the Committee on Community Services regarding such financial factors as may be involved in any matters in the hands of these committees. All recommendations of this committee to the full Board shall be subject to a roll call vote of the trustees at the next regular meeting.
(Amended December 18, 1980)

ARTICLE X. To the Committee on Human Resources shall be referred all matters relating to the personnel of the Library, professional, and otherwise. These matters shall include the appointment, remuneration, and duties of the Director, the committee to report its recommendation thereon to the trustees. This committee shall likewise recommend to the trustees the appointment, remuneration, duties, and termination of all other employees of the Library, after consultation with the Director of Human Resources. This committee shall likewise recommend to the trustees such rules and regulations regarding personnel matters as it may deem advisable. The rates of compensation for all employees of the Library shall be recommended by this committee to the full Board and fixed by the trustees. All recommendations of this committee shall be subject to a roll call vote of the trustees.

ARTICLE XI. To the Committee on Community Services shall be referred all matters relating to public services, the Library's strategic plans, and service facilities and properties of the Library, their construction, maintenance, and extension. All recommendations of this committee to the full Board shall be subject to a roll call vote of the trustees.
(Amended December 18, 1980)

ARTICLE XII. No disbursement of money shall be made unless an appropriation therefor has been previously authorized by resolution of this Board. Disbursements shall

be made upon a check signed by the Board President, Vice President or Treasurer, and the fiscal officer, or by direct deposit of funds by electronic transfer if the payee provides a written authorization designating a financial institution and an account number to which the payments are to be credited, and provided the Board President, Vice President or Treasurer and the fiscal officer sign the order authorizing the electronic fund transfer (Amended September 19, 1962 and September 18, 2014)

ARTICLE XIII. The Director shall be the chief executive officer of the Library, and shall supervise its administration, subject to such rules as may be adopted by the trustees. At each regular meeting of the Board, the director shall submit a report showing all matters and things done under her/his supervision since the last meeting of the Board, with such data and detail as may be necessary to enable the Board to understand the condition of the Library and all important steps taken to promote its objects and purposes. She/he shall also, from time to time, present to the Board such further information and data relating to the Library as it may request. She/he shall attend all meetings of the Board and take part in its deliberations, and shall recommend such action as she/he deems calculated to promote the best interests of the Library. At the close of each year she/he shall submit to the Board a general report setting forth the state of the Library, together with recommendations and suggestions for its improvement and development, which report shall be in a form suitable for printing and public distribution.

ARTICLE XIV. Pursuant to the provisions of Sec. 5705.28 of the *Revised Code*, the benefits of the service of the Cleveland Public Library shall be and hereby are extended on equal terms to all the inhabitants of Cuyahoga County.

ARTICLE XV. The order of business at regular meetings of the trustees shall be as follows:

1. Presentation and approval of Minutes as published
2. Communications
3. Report of Committees in the order named in ARTICLE VIII
4. Report of Special Committees
5. Unfinished Business (previously introduced)
6. New Business (initiated in the present meeting)
7. Report of Director and approval
8. Adjourn (Amended December 19, 1974)

ARTICLE XVI. Parliamentary Authority. The rules contained in the current edition of *Roberts Rules of Order* will serve together with the *Rules and Regulations* of the Board of Trustees of Cleveland Public Library in matters not provided for within the Regulations of the Board already adopted, and where they are not inconsistent with any special rules of order of the Board.

(Article Added December 19, 1974)

ARTICLE XVII. No amendment of these regulations shall be finally acted upon until the next regular meeting after the same shall have been proposed. The trustees may temporarily suspend any or all rules and regulations in force by its authority, except this

Article XVII, by a unanimous vote of all trustees present and the vote on such suspensions shall be taken by yeas and nays, and entered on the records.
(Amended December 19, 1974)

**AGREEMENT BETWEEN CLEVELAND PUBLIC LIBRARY, CUYAHOGA COUNTY
PUBLIC LIBRARY, AND PROJECT LEARN**

This Agreement ("Agreement") is entered into as of this ____ day of _____, 2015, by and between the Cleveland Public Library, a body politic and corporate organized under the laws of Ohio with a principal place of business located at 325 Superior Avenue, Cleveland, Ohio 44114 ("Cleveland"), the Cuyahoga County Public Library, a body politic and corporate organized under the laws of Ohio with a principal place of business located at 2111 Snow Road, Parma, Ohio 44134 ("Cuyahoga"), and Project Learn, Inc., a nonprofit corporation organized under the laws of Ohio with a principal place of business located at 2728 Euclid Avenue, 4th Floor, Cleveland, Ohio 44115 ("Project Learn") (collectively, the "Parties").

RECITALS

WHEREAS, Project Learn was founded in 1974 and provides a variety of adult literacy services in Cleveland, Ohio basic skills, GED preparation and job support services.. Many of Project Learn's students reside in Cleveland.

WHEREAS, Cleveland is a public library that was founded in 1869 and consists of a main downtown library along with 27 branches, a public administration library, and the Ohio Library for the Blind and Physically Disabled. Cleveland's service area coincides with that of the Cleveland Metropolitan School District and includes the entirety of the City of Cleveland, Village of Bratenahl, Village of Linndale, and Village of Newburgh Heights as well as portions of the cities of Brookpark and Garfield Heights.

WHEREAS, Cuyahoga is a public library that was founded in 1922 and consists of 27 branches located throughout Cuyahoga County and a service point in MetroHealth hospital. Cuyahoga's service area consists of those portions of Cuyahoga County that are neither part of Cleveland's service area nor are included in the service areas of the seven other independent public libraries located in Cuyahoga County.

WHEREAS, Project Learn is currently a Section 501(c)(3) entity as defined in the Internal Revenue Code of 1954, and Project Learn desires to become a Section 509(a)(3) Supporting Organization of Cuyahoga and Cleveland in order to extend its services throughout Cuyahoga County and to receive administrative support from Cuyahoga.

WHEREAS, Project Learn and Cuyahoga desire to collaborate with Cleveland in order to increase the number of locations within the City of Cleveland where Project Learn's services are offered.

WHEREAS, in order to preserve the integrity of Cleveland and Cuyahoga's respective service areas, the Parties desire to clarify the parameters by which Project Learn and Cuyahoga may offer adult literacy and related services in Cleveland's service area.

NOW THEREFORE, for and in consideration of the mutual promises contained in this Agreement, the Parties hereby agree as follows:

- Section 1. **Limitation on Services and Locations.**
- 1.1 **Services.** Subject to the terms and conditions stated herein, Project Learn may provide services within Cleveland's service area only with Cleveland's express written approval. Neither Cuyahoga, Project Learn, nor their respective subsidiaries and affiliates shall provide any other services in Cleveland's service area without Cleveland's express written approval.
- 1.2 **Locations.** Subject to Section 1.3 below, Project Learn may provide its services within the City of Cleveland only at Cleveland's facilities and such other locations as expressly approved by Cleveland.
- 1.3 **Existing Programming Locations.** Project Learn may continue to offer its existing programs within the City of Cleveland at and the Cuyahoga County Jail, and Vocational Guidance Services, Inc.
- Section 2. **Advertisement.** If Cleveland approves any services to be offered by Project Learn or Cuyahoga within the City of Cleveland, then such services shall be advertised and presented to the public as Project Learn programs jointly offered by "the Cleveland Public Library and the Cuyahoga County Public Library in partnership". All other services to be offered by Project Learn and Cuyahoga in Cuyahoga County shall be advertised and presented to the public as Project Learn programs jointly offered by "the Cuyahoga County Public Library and the Cleveland Public Library in partnership".
- Section 3. **Term and Termination.**
- 3.1 **Term.** This Agreement shall commence on the date of the last of the signatures of the Parties' duly-authorized representatives below (the "Effective Date"), and shall continue in existence until such time as terminated in accordance with Section 3.2 or 3.3 below.
- 3.2 **Termination.** Except as provided in Section 3.3 below, this Agreement is terminable only upon mutual agreement of the Parties.
- 3.3 **Termination at Cleveland's Option.** Cleveland may elect to terminate this Agreement on the second anniversary of the Effective Date or any time thereafter. If Cleveland exercises its option to terminate this Agreement, then Cuyahoga and Project Learn shall cease all programming within the City of Cleveland except that Cuyahoga and Project Learn may continue Project Learn's existing programs at the Cuyahoga County Jail, and Vocational Guidance Services, Inc. This provision shall survive the termination of this Agreement.
- Section 4. **Grant Funding.** If Project Learn or Cuyahoga intends to apply for grant funding for services to be conducted within the City of Cleveland, or if either is offered an

award of grant funds for services to be conducted within the City of Cleveland, then Project Learn or County shall first notify the Cleveland representative serving on Project Learn's Board before submitting an application or accepting a grant. Project Learn or County shall proceed with the grant application process or acceptance of the grant only if the Cleveland board representative votes in favor of proceeding with the grant application at a Project Learn Board meeting.

Section 5. **Fees.**

5.1 **No Fees for Offering Programs.** Cleveland agrees that Cleveland shall not charge a fee to Project Learn to provide adult literacy services in Cleveland's facilities. Project Learn agrees that Project Learn shall not charge a fee to Cleveland for providing adult literacy programs in Cleveland's facilities.

5.2 **Fees for Administrative Office Space.** If Cleveland should decide to provide Project Learn with administrative office space, then Project Learn shall reimburse Cleveland for the costs of equipment, technology, amenities, and support provided by Cleveland to Project Learn.

Section 6. **Project Learn Board Membership.** The Parties acknowledge that the representative to the Board from Cleveland shall be appointed in his or her official capacity as a representative of Cleveland, and that Cleveland may withdraw its membership from Project Learn's corporate Board at any time.

Section 7. **Programming Statistics.** The Parties acknowledge that, for the purposes of Cleveland's public library program statistics, only Cleveland may claim the number of people served by Cuyahoga and/or Project Learn within the City of Cleveland.

Section 8. **Existence of Project Learn.**

8.1 **Commitment.** Cuyahoga understands its position as the main provider of administrative services of Project Learn, and agrees to actively support the continued existence of Project Learn and Project Learn's mission of providing adult literacy programs and services consistent with those programs and services Project Learn currently provides.

Section 9. **Miscellaneous.**

9.1 **Entire Agreement.** This Agreement contains the entire agreement between the Parties as to the subject matter hereto. No agreement of any kind relating to the matters covered by this Agreement shall be binding upon the Parties unless set forth in a written document executed by the Parties.

- 9.2 **Headings.** The headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement
- 9.3 **Waiver of Breach.** No waiver of any right hereunder by any Party shall operate as a waiver of any other rights, or of the same right with respect to any subsequent occasion for its exercise, or of any right to damages. No waiver of any Party of any breach of this agreement shall be held to constitute a waiver of any other breach or of a continuation of the same breach.
- 9.4 **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which together will constitute one and the same agreement. Faxed signatures or signatures in PDF copies transmitted via e-mail will be deemed original signatures for all purposes.

By the signatures of their duly authorized representatives below, Licensor and Licensee, intending to be legally bound, agree to all of the provisions of this Agreement, including any and all Exhibits attached hereto.

THE CLEVELAND PUBLIC LIBRARY

By: _____
 Felton Thomas, Jr., Executive Director, CEO _____
 Date

CUYAHOGA COUNTY PUBLIC LIBRARY

By: _____

 PRINTED NAME & TITLE _____
 Date

PROJECT LEARN, INC.

By: _____

 PRINTED NAME & TITLE _____
 Date