

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

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

Absent: Mr. Hairston

Ms. Rodriguez called the meeting to order at 12:15 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the Regular Board Meeting and Organizational Meeting of 1/15/15. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Presentation: Legislative Update - *Timothy Cosgrove, Partner, Squire Patton Boggs*

Mr. Cosgrove gave a detailed PowerPoint presentation that included but was not limited to: Legislative composition; Operating Budget and Timeline; FY 2016-2017 GRF Recommended Appropriations; FY 2016-2017 GRF Estimated Revenues; Tax Provisions; Tax Reform by Cutting Taxes by \$500 Million; Library Funding FY 2014-2015 (Current) and FY 2016-2017 (Proposed); Key Legislative Committee Members - Finance and Ways & Means.

Mr. Cosgrove highlighted key areas of focus in Gov. Kasich's Operating Budget - Tax Reform by Cutting Taxes by \$500 Million.

- Across-the-board reductions in personal income tax.
- Increase the Commercial Activity Tax (CAT) from .26% to .32%.
- Increase sales tax rate by 0.50%.
- Expand sales tax base to include parking, cable subscriptions, lobbying, consulting and other services.
- Increase severance and tobacco taxes.
- Creates Tax Expenditure Review Committee.

REGULAR BOARD
 MEETING &
 ORGANIZATIONAL
 MEETING OF
 1/15/15
 Approved

Mr. Cosgrove recommended that the Library remain proactive regarding the future of library funding.

Discussion continued about Medicaid expansion; legislative composition; and the campaign and challenge to increase the Public Library Fund.

CARD FROM:
TRISTAN
RADER,
BENEFITS
OUTREACH
COUNSELOR,
GREATER
CLEVELAND
FOODBANK
Acknowledged

COMMUNICATIONS

Director Thomas acknowledged a card from Tristan Rader, Benefits Outreach Counselor, Greater Cleveland Foodbank expressing appreciation for partnership with the Library and complimenting the Fleet branch staff.

FINANCE COMMITTEE REPORT

Ms. Rodriguez stated that there was no prior Finance Committee Meeting and requested a motion to temporarily suspend the Regulations.

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

Motion to Temporarily Suspend the Regulations

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

RESOLUTION
TO ACCEPT
GIFTS FOR
THE MONTH
OF JANUARY
Approved

Resolution to Accept Gifts for the Month of January

(See page 257)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of January 2015; now therefore be it

RESOLVED, That the gifts described in the Gift Report for January of 2015 be accepted upon the conditions

connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution to Accept Gift from the Eleanor Dolores Santos Estate and Determine Placement of Funds

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

WHEREAS, In 2002, Eleanor Dolores Santos of Charleston, South Carolina, executed a Last Will and Testament and bequeathed to the Main Branch of the Cleveland Public Library ten percent (10%) of the residue of her estate; and

WHEREAS, Ms. Santos died on February 20, 2014 in Charleston, South Carolina at the age of 86. South State Wealth, as Personal Representative of the estate, notified the Cleveland Public Library in November of 2014 that Ms. Santos had passed away and of her residuary bequest to the Cleveland Public Library; and

WHEREAS, South State Wealth has estimated that the Library would receive approximately \$80,000.00 to \$90,000.00 depending upon the amount of proceeds received from the sale of her house. South State Wealth has made a partial distribution in the amount of Forty Thousand Dollars (\$40,000.00). After the sale of her home South State Wealth will make final distribution to the Library; and

WHEREAS, On March 13, 2012, this Board adopted a Resolution that directs the Fiscal Officer to present unrestricted donations of more than \$25,000 or more to the Board of Trustees for further direction in depositing the funds; and

WHEREAS, The Library Administration requests that the gift be expended for purposes of developing and promoting The People's University. The Fiscal Officer, therefore, recommends that this distribution be placed into the Founders Fund; now therefore be it

RESOLVED That the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a gift from the Estate of Eleanor Dolores Santos, as administered by the Personal

RESOLUTION TO
ACCEPT GIFT
FROM THE
ELEANOR
DOLORES SANTOS
ESTATE AND
DETERMINE
PLACEMENT OF
FUNDS

Approved

Representative, South State Wealth, in the approximate amount of \$80,000 to \$90,000 for deposit into the Founders Fund Account No. 203046-46100-14901, to be used for expenditures in connection with the development and promotion of The People's University for the Main Library. The Executive Director, CEO, or his designee, is authorized to execute any documents, instruments, or agreements necessary to receive the gift.

Joyce Dodrill, Chief Legal Officer, stated that the Library is one of a variety of beneficiaries named in of Ms. Santos' will that include the Benjamin Rose Foundation, The Opera Company, Philharmonic Orchestra as well as a public library in South Carolina and the Salvation Army. Ms. Santos was neither married nor had any children. However, she did have a nephew. It is believed that Ms. Santos was well traveled as she bequeathed personal items to beneficiaries in Greece and France.

Mr. Corrigan asked if Ms. Santos had any connections to Cleveland besides the gift to the Library.

Ms. Dodrill stated that no other information was available.

Ms. Rodriguez requested that a note of thanks be sent to Ms. Santos' nephew.

Mr. Corrigan recommended that the note inquire about the connection of the gift-giver to the Library for historical purposes.

Resolution to Enter Into Agreements And/Or Establish Funding Requests for Telecommunication Services for the E-Rate Funding Year 2015: 07/01/2015 through 06/30/2016

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

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

**RESOLUTION
TO ENTER INTO
AGREEMENTS
AND/OR
ESTABLISH
FUNDING
REQUESTS FOR
TELECOM-
MUNICATION
SERVICES FOR
E-RATE
FUNDING YEAR
2015: 07/01/2015
THROUGH
06/30/2016
Approved**

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

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

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

WHEREAS, On January 9, 2015, the Cleveland Public Library filed FCC Form 470: Description of Services Requested and Certification Form as required for participation in the discount program. This posting began the required 28-day competitive bidding process, for which the allowable contract date is February 6, 2015; and

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

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

Mr. Corrigan asked how much the E-Rate Funding program saved the CLEVNET and the Library.

Carrie Krenicky, Chief Financial Officer, stated that in 2014, the last E-Rate funding year, the funding commitment was over \$304,000.

Director Thomas stated that E-Rate funding has been extended by \$3.9 billion by the Federal Government and has asked Ms. Krenicky, Ms. Dodrill, Mr. Diamond and Mr. Finnegan to examine additional opportunities for E-Rate funding.

RESOLUTION TO
RATIFY AND
APPROVE THE
PURCHASE
FROM OHIO
DESK FOR
FURNITURE FOR
THE WOODLAND
BRANCH AND
THE MAIN
LIBRARY
BUSINESS
DEPARTMENT
Approved

Resolution to Ratify and Approve the Purchase from Ohio Desk for Furniture for the Woodland Branch and the Main Library Business Department

(See pages 258-261)

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

WHEREAS, On April 18, 1996, the Board of Library Trustees authorized the Clerk-Treasurer (Fiscal Officer) to issue purchase orders for goods and services up to an including \$25,000 without prior approval for all purchases except construction related projects as defined and governed by Ohio Revised Code 3375.41; and

WHEREAS, The Public Services Administration received two (2) quotations from Ohio Desk for furniture: one for ten (10) tables for the Woodland Branch, which totaled \$10,006.40, and one for (24) tables for the Main Library Business department, which totaled \$24,015.36. Two (2) separate purchase orders were issued. The current purchasing practices are not clear, and the Library's management inadvertently reviewed, approved and purchased the above noted furniture, the combined of which exceeded \$25,000, without first obtaining Board approval; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies and approves the following purchase of furniture Public Services purchased from Ohio Desk in the amount of \$34,021.76:

PO#	Org/Object	Description	Amount
141758	17990055-55510	Barron Rectangular Table	\$10,006.40
141759	17310055-55510*	with "T"Base	\$24,015.36
			\$34,021.76
*Originally charged to Collinwood due to wrong informaiton on the quotation			

Mr. Corrigan stated although these were two separate purchases, it is a good practice to bring this item to the Board for approval.

Resolution Authorizing Change Order #8 for the Cleveland Digital Public Library Project

(See pages 262-263)

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

WHEREAS, On June 19, 2014 the Board of Library Trustees awarded the contract for the Digital Hub Project, now known as the Cleveland Digital Public Library Project, to R.L. Hill Management, Inc. as the general contractor in the amount of \$606,000.00; and

WHEREAS, On September 18, 2014, this Board approved change orders numbers 1, 2 and 3 for a net increase in the amount of \$13,121.90; on November 20, 2014, this Board approved change orders number 4,5 and 6 for a net increase in the amount of \$13,918.96, and on December 18, 2014, this Board approved change order number 7 for an increase in the amount of \$0; and

WHEREAS, The Board of Library Trustees can, in its discretion, approve written change orders and subsequently amend the contract sum; and

WHEREAS, Bostwick Design Partnership, the Library's architect on this project, has reviewed the necessity of the following and recommends acceptance as detailed in the attached:

Contractor	Change	Amount
R.L. Hill Management	#008	\$ 8,308.30
This change order authorizes the purchase and installation of a protective acrylic picture frame cover and handrail for the protection of the Coltman painting.		
Total Net Increase		\$ 8,308.30

RESOLUTION
AUTHORIZING
CHANGE
ORDER #8 FOR
THE
CLEVELAND
DIGITAL PUBLIC
LIBRARY
PROJECT
Approved

Now therefore be it

RESOLVED, That the above listed change order is hereby approved with an total increase of \$8,308.30 to the contract with R.L Hill Management Group, for a total contract amount of \$641,349.16, which shall be charged to the Building & Repair Fund Account 40190105-55300-10419.

Myron Scruggs, Director of Property Management, stated that this change order is to install a protective acrylic picture frame cover and handrail for the protection of the Coltman painting. Therefore, the painting would be protected from possible damage by patrons and library carts.

Brief discussion continued about how the design of the acrylic frame would accommodate the tryptic design of the painting; the level of the painting and the handrail.

Resolution Amending Agreement for Consulting Services with Eric and Hallie Kogelschatz dba Shark and Minnow

(See pages 264-271)

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

WHEREAS, Eric and Hallie Bram Kogelschatz of Shark & Minnow presented the initial concept of The People's University to the Board of Library Trustees at their regular meeting on June 19, 2014; and

WHEREAS, The Library executed an agreement with Shark & Minnow, effective September 2, 2014, and ending January 30, 2015, in an amount not to exceed \$24,900.00, to lead a process to further develop the concept of The People's University; and

WHEREAS, At their regular meeting on January 15, 2015, the Board of Trustees heard a second presentation from Shark & Minnow on the concept development process and how The People's University would be experienced by different types of patrons; and

RESOLUTION
AMENDING
AGREEMENT
FOR
CONSULTING
SERVICES
WITH ERIC AND
HALLIE
KOGLESCHATZ
DBA SHARK
AND MINNOW
Approved

WHEREAS, Shark & Minnow was invited to the work session of the Board of Library Trustees held on February 17, 2015, to outline their proposal to provide additional services to bring The People's University to launch in September 2015; and

WHEREAS, The preliminary project budget detailed in Shark & Minnow's written proposal dated February 17, 2015, provides \$133,170.00 for services delivered directly by Shark & Minnow (including reimbursables); as well as subcontracts for a technology platform (\$100,000.00); design services (\$21,500.00); course architecture (\$25,000.00); and video production (\$24,000.00), for a total budget of \$303,670.00; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO and his designees to move forward in taking the steps necessary to work with Shark & Minnow to launch The People's University; and be it further

RESOLVED, That the Board of Library Trustees approves the preliminary budget for The People's University of \$133,170.00 for services delivered directly by Shark & Minnow (including reimbursables); as well as subcontracts for a technology platform (\$100,000.00); design services (\$21,500.00); course architecture (\$25,000.00); and video production (\$24,000.00), for a total budget of \$303,670.00, and further authorizes the Executive Director CEO or his designee to enter into and execute an amendment to the original Agreement with Shark & Minnow in an amount not to exceed \$303,670.00 to be charged to Founders Fund 203, Project 11110 People's University/Brody Trust, subject to approval of the Chief Legal Officer.

Mr. Werner stated that the Board received an abbreviated presentation by Shark & Minnow at the recent Board Work Session. Mr. Werner requested that he would like to continue the conversation for a deeper understanding of The People's University project as well as the Main Library Renovation Phase 2 project at a future Board Work Session.

RESOLUTION
TO AMEND
DESIGN
SERVICES
AGREEMENT
WITH
BOSTWICK
DESIGN
PARTNERSHIP
TO BEGIN
DESIGN FOR
PHASE 2 OF
THE MAIN
LIBRARY
CONSOLIDATIO
N PROJECT
Approved

Resolution to Amend Design Services Agreement with
Bostwick Design Partnership To Begin Design for Phase 2
of the Main Library Consolidation Project

(See pages 272-276)

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

WHEREAS, On November 20, 2014, the Board of Trustees of
the Cleveland Public Library adopted a Resolution
authorizing the Library to enter into an amendment to
the agreement ("Agreement") with Bostwick Design
Partners ("Bostwick"), to provide pre-design services
for the redefined Phase 2 of the Main Library
Consolidation Project, a project consisting of
redesigning the first floor of the Main building and
Brett Hall, and the first and second floors of the Louis
Stokes Wing; and

WHEREAS, Bostwick has completed pre-design services and
presented options to this Board for its consideration at
the February 17, 2015 work session. This Board has
determined the scope of work for Phase 2; and

WHEREAS, Bostwick needs additional time to put together
a complete proposal for the Phase 2 design services and
anticipates that it will be ready to present its
proposal to the Board at its regular March meeting.
This Board would like Bostwick to move ahead before the
March Board meeting and begin schematic design in order
to keep the project on track to be completed in time for
the 2016 Republican National Convention; and

WHEREAS, Bostwick has submitted a proposal dated
February 17, 2015 for the commencement of schematic
design services that will cover services rendered until
such time as a complete proposal for architectural
services for Phase 2 is prepared and approved by the
Board in March. Bostwick has proposed charging
\$33,750.00 for schematic design services, \$1,000 for
reimbursables, and \$15,000 for the completion of a
campus-wide wayfinding site audit. These charges have
been calculated based upon a fee of 9% of an estimated
\$3,000,000 total project cost, and shall be rolled into
and included in the total amount of architectural fees

to be presented to the Board at the March meeting. A copy of that proposal is attached to this Resolution; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Board President to enter into an amendment to the Agreement with Bostwick Design Partners for the commencement of schematic design services from the end of February through the March Board meeting, in the amount of \$33,750.00 for architectural services, \$1,000 for reimbursables, and \$15,000 for wayfinding site survey services for a total amount not-to-exceed Forty-Nine Thousand Seven Hundred and Fifty Dollars (\$49,750.00). Expenditures shall be charged to Building & Repair Fund Account 40190105-55300-11901, and the amendment shall be subject to the review and approval of the Chief Legal Officer.

Mr. Werner stated that the Board needs to make a comprehensive decision about the Main Library renovation that would include Safe, Warm and Dry in the branches, and requested assistance in developing priorities.

Mr. Ortmeyer stated that Bostwick would assist in identifying and establishing priorities so that Bostwick could have a specific direction.

Mr. Corrigan stated that it is good to have one architect that would tie the project phases together as well as approaching the projects in phases.

Mr. Werner stated that it is also good to think about the communications strategy that demonstrates to the public that we are concerned about all of the Library's infrastructure needs that includes the Main Library and branches.

Director Thomas stated that it was important to include Shark & Minnow as a part of the conversation as The People's University as a part of the Library's branding.

Fiscal Officer's Report

(See pages 277-286)

Report on Investments

(See page 287)

FISCAL
OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

**REPORT ON
CONFER. &
TRAVEL
EXPENDITURES**
Submitted

Report on Conference and Travel Expenditures

(See page 288)

**REPORT ON
CLEVELAND
FOUNDATION
GRANT FOR
LIBRARY
LEARNING
CENTERS**
Submitted

Report on Cleveland Foundation Grant for Library
Learning Centers

(See page 289)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

**REGULAR
EMPLOYMENT
REPORT**
Approved

Regular Employee Report

(See pages 290-291)

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

**RESOLUTION TO
ENTER INTO
RENEWAL
AGREEMENT
WITH VOYA
EMPLOYEE
BENEFITS (A
DIVISION OF
RELIASTAR)
FOR LIFE
INSURANCE AND
ACCIDENTAL
DEATH AND
DISMEMBER-
MENT**
Approved

Resolution to Enter into Renewal Agreement with Voya
Employee Benefits (A Division of Reliastar) for Life
Insurance and Accidental Death and Dismemberment
Policies

(See pages 292-299)

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

WHEREAS, The Library wishes to continue to provide life insurance and accidental death and dismemberment (AD&D) plans to its full-time employees to retain and attract qualified individuals; and

WHEREAS, The Library is required by its labor contracts to provide group life and AD&D insurance; and

WHEREAS, The Library's life insurance policies have been in force with ING Employee Benefits, now VOYA Employee Benefits, a division of ReliaStar Life Insurance Company, since 2010 and the current term is expiring on March 14, 2015; and

WHEREAS, The current rate for basic life is \$.13/\$1,000 and \$.02/\$1,000 for basic AD&D insurance. The renewal rates will remain the same without any increase to either basic life, supplemental life, basic AD&D, or supplemental AD&D; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to execute an agreement with VOYA Employee Benefits, a division of ReliaStar Life Insurance Company, subject to the Chief Legal Officer's approval, to be effective on or about March 15, 2015, with an estimated annual premium of \$13,176.00 based on current lives, to be charged to the Life Insurance Object 51620 in the General Fund; be it further

RESOLVED, That the Executive Director, CEO, or his designee, is further authorized to enter into renewal agreements with VOYA Employee Benefits, a division of ReliaStar Life Insurance Company, after the expiration of the 2015-2016 renewal, provided that the renewal rates do not exceed the current rate.

Report on Paid Sick Time Used by the Month

(See page 300)

Affirmative Action Plan Report

(See page 301)

Insurance Summary Report

(See page 302)

COMMUNITY SERVICES

Mr. Werner submitted the following report.

Resolution Adopting Revised Policy on Meeting Room Use

(See pages 303-305)

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

REPORT ON
PAID SICK TIME
Submitted

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

RESOLUTION
ADOPTING
REVISED
POLICY ON
MEETING ROOM
USE
Presented

WHEREAS, On October 16, 2012, the Board of Trustees of the Cleveland Public Library approved and adopted a Policy on Meeting Room Use, which was effective October 18, 2012; and

WHEREAS, The Meeting Room Policy codified the procedures the Library had had in place for the use of its facilities for a number of years; and

WHEREAS, Library Leadership and this Board have had occasion to reexamine some of the provisions of the Meeting Room Policy in light of a recent request from the Republican National Committee to rent out Cleveland Public Library facilities for political activities during the Republican National Convention in 2016; and

WHEREAS, After careful consideration of a number of comparable public libraries in Ohio and other states, and the recommendations of the American Library Association, this Board desires to remove the prohibition in the Meeting Room Policy on "political demonstrations, rallies, or campaigns for specific partisan political issues or candidates", in order to make the Library available to a broader spectrum of civic activities; and

WHEREAS, This Board further desires to clarify that the meeting room policy applies to the use of designated meeting rooms during the hours of regular operation of the Library, and that off-hour rentals of Library meeting rooms and other Library facilities shall be governed by a separate policy; now therefore be it RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby approves the revised Policy on Meeting Room Use, as attached, to be effective February 20, 2015.

Mr. Werner thanked Ms. Dodrill and staff for their hard work on this resolution to make the Library available to a broader spectrum of civic activities.

Resolution Adopting Policy for Use Outside Regular
Library Hours of Cleveland Public Library's Downtown
Main Campus

(See pages 306-307)

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

WHEREAS, The Cleveland Public Library receives requests
for the rental of different venues at the Main Library
for various purposes, including weddings, parties,
receptions, fundraisers, performances, and meetings; and

WHEREAS, The Library has made special arrangements to
accommodate these requests, which frequently involves
the dedication of Library resources including
Maintenance, Security, and Operations staff overtime;
and

WHEREAS, Events of these types also often entail serving
food and alcohol arranged for by the entities renting
the Library facilities; and

WHEREAS, In order to standardize the procedures and
rules for use of the Main Library outside regular hours,
and to address legal concerns arising out of the serving
of food and alcohol on Library premises, the Library
Administration has crafted a Policy on Use of Library
Spaces Outside Regular Library Hours for consideration
by the Board of Library Trustees; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland
Public Library hereby approves the Policy on Use of
Library Spaces Outside Regular Library Hours, as
attached, to be effective February 20, 2015.

Mr. Corrigan stated that this new policy standardizes
the procedures and rules for use of the Main Library
outside regular hours, and to address legal concerns
arising out of the serving of food and alcohol on
Library premises.

Brief discussion continued about liability insurance and
serving alcoholic beverages on Library property.

RESOLUTION
ADOPTING
POLICY FOR
USE OUTSIDE
REGULAR
LIBRARY
HOURS OF
CLEVELAND
PUBLIC
LIBRARY'S
DOWNTOWN
MAIN CAMPUS
Approved

**ADMENDMENT
TO FINES AND
FEES
SCHEDULE**
Approved

Amendment to Fines and Fees Schedule

(See pages 308-309)

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

WHEREAS, The State Auditor requires that the fines and fees assessed by Cleveland Public Library be approved by the Board of Library Trustees; and

WHEREAS, The Fines and Fees Schedule is revised and updated, as needed, to provide greater clarity and definition to library operations and services; and

WHEREAS, The Library recently opened the Cleveland Digital Public Library and fees must be set for use of the equipment and services provided; and

WHEREAS, The TechCentral MakerSpace has new equipment and materials in place and fees for their use must be adjusted accordingly; and

WHEREAS, Fees for the use of the Library's meeting rooms must be adjusted to take into account the greater demand and resources associated with their use; therefore now be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective February 20, 2015.

Mr. Corrigan noted the fee changes in Stokes Wing Auditorium that includes staff costs, designated areas in Main Library, Stokes Wing and Garden; Cleveland Digital Public Library Learning Commons; Stokes Wing Meeting Room 218 when Library is closed; and staging and breakdown fees as well.

Monthly Activity Report

(See pages 310-316)

Mr. Corrigan noted that the report continues to show that the Library has suffered decline in book circulation and an increase use of electronic media and

**MONTHLY
ACTIVITY
REPORT**
Submitted

computer usage. He also noted that the decline can also be attributed to the inclement winter weather.

Mr. Corrigan thanked Ms. Diamond-Ortiz for her diagram highlighting Branch Library Circulation of Materials in a Language Other Than English.

CPL150 Strategic Plan Update

Chief Knowledge Officer Timothy Diamond presented the following report on the neighborhood community engagement work underway as part of CPL150:

The CPL150 community vision project continues to focus on eight of our neighborhood branches: a) four branches that are part of Group 1 (South, Fleet, Woodland, and Sterling) and b) four branches that are part of Group 2 (Mt Pleasant, East 131st Street, Brooklyn and South Brooklyn).

Public meetings have been scheduled for Woodland, Sterling, and Fleet branches. The Woodland Branch meeting will be held at Friendly Inn on Wednesday, February 25th from 6-8pm. The Sterling Branch meeting will be held on Saturday, February 28th from 2-4pm. The Fleet Branch meeting will be held Tuesday, March 3rd from 6-8pm. The meetings will follow the same format as the South Branch meeting with interactive stations at different spots throughout the venue. The branch managers are actively promoting the public meetings in their communities. We are also relying on the advisory committee members (residents and stakeholders) in each of the communities to spread the word through their networks.

Friends Board Update

Jason Jaffery, Executive Director, The Friends of the Cleveland Public Library, introduced new staff member Erin Davis, Director of Programs and Advocacy. Mr. Jaffery and Ms. Davis are currently working on community development and relationship management strategies that will help increase support for the Library. Mr. Jaffery stated that he is also working with members of the Friends Board on strategies to increase donor relations.

**CPL150
STRATEGIC
PLAN UPDATE**
Presented

**FRIENDS
BOARD
UPDATE**
Presented

Building Status Update

No Building Status Update was provided.

OLD BUSINESS

Mr. Corrigan introduced the following item of Old Business.

Resolution Authorizing a Venue Agreement with the 2016 Host Committee, Inc. for the Republican National Convention

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

WHEREAS, The 2016 Host Committee for the Republican National Convention has requested that the Cleveland Public Library make available some of its downtown facilities as a venue for various events to be held during the Republican National Convention ("RNC"), which will take place during a four (4) day period in July of 2016; and

WHEREAS, The Agreement requires that the Library reserve and set aside designated facilities for groups of various officials, delegates and guests of the convention, and that no other use of those designated Library facilities may occur during this time period without the approval of the Host Committee and the RNC; and

WHEREAS, The Library welcomes the RNC to Cleveland and recognizes the importance of the Library being a part of the events and activities surrounding the convention; and

WHEREAS, The Library desires to enter into an agreement with the Host Committee to make its facilities available to the Host Committee and the RNC only during times when the Library is not open to the public; and

WHEREAS, This Board has adopted an amendment to the Fines and Fees Schedule which establishes the fees to be charged for the rental of different venues within Library buildings before and after regular Library

RESOLUTION
AUTHORIZING
A VENUE
AGREEMENT A
VENUE
AGREEMENT
WITH THE 2016
HOST
COMMITTEE,
INC. FOR THE
REPUBLICAN
NATIONAL
CONVENTION
Approved

hours. The Meeting Room Policy has also been revised by this Board to clarify that it applies to the use of designated meeting rooms only during regular hours of Library, and to remove restrictions on the use of the Library for partisan political purposes; 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 the 2016 Host Committee, Inc. as described in this Resolution, for the use of certain spaces in the downtown Library facilities as designated by the Executive Director, during the 2016 Republican National Convention only during the hours when the Library is not regularly open to the public. The rates to be charged for rental of Library facilities shall be in accordance with the amended Fines and Fees Schedule. The Agreement shall be subject to the review and approval of the Chief Legal Officer.

Mr. Corrigan thanked Ms. Dodrill and staff on their work to make this resolution comprehensive. The Board is open to all civic use of Library spaces and that there is no prohibition on partisan activity. However, Library spaces will continue to be available on a first come first served basis.

There is community wide effort to make the RNC Convention a success. Although some may feel that adopting this resolution may be inappropriate, it is, however, consistent with policies the Board has previously adopted.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas acknowledged Bianca Jackson, Branch Clerk, Harvard Lee branch as WOW! Cornerstone Award recipient. The Cornerstone Award recognizes the effort of an employee whose dedication to their routine duties—whether before the public or behind the scenes—builds a strong foundation for the Library's mission and vision.

Ms. Harriet Parks, Manager, Harvard-Lee Branch, expressed her appreciation for Ms. Jackson's example at the branch.

**DIRECTOR'S
REPORT
Presented**

John Skrtic, Director of Public Services, introduced Shayna Muckerheide, as new branch manager of Lorain Branch.

Ms. Muckerheide shared her background with the Board.

Anastasia Diamond-Ortiz was introduced as Director of Strategy and Innovation. Among her responsibilities will be to shepherd The People's University.

Mr. Corrigan reported that he attended the recent CLEVENET Directors Meeting and presented the Board's Resolution to Renew Commitment to the CLEVNET Service Model. Mr. Corrigan stated that the resolution was well received and appreciated by CLEVNET Directors who were in attendance.

Director Thomas gave an update on Public Square and stated that he has invited Anthony Coyne, Chair, Group Plan Commission and Jeremy Paris, Executive Director, Group Plan Commission to attend an upcoming Board meeting and provide an update on the Commission's activities.

Form Communities of Learning

Literature Department Senior Subject Librarian Jean Collins completed preparations for the Dial M for Main Scavenger Hunt and worked with Graphics Department Christine Colnar to complete the brochure. CLGH's Map Librarian Tom Edwards found and printed a map of London from 1746 which was used as part of the scavenger hunt and the staff in the Photograph Department provided a movie still of *The Postman Always Rings Twice*. The kickoff reception on January 16th had patrons enjoying scene-reading as well as working the hunt! Stephen McElroy, a frequent library visitor, won the two tickets to Dial M for Murder at Great Lakes Theater, courtesy of the Library's GLT contact, Chris Fornadel.

Fighting Community Deficits

ImpACT 216, College Now's ACT preparation programming resumed on January 1, at the following branches: Eastman, Harvard-Lee, MLK, and South Brooklyn. Site visits will be conducted during the month of February. Due to heavy enrollment in the two eastside locations, class sizes have been capped at 25 students per site.

On Saturday, January 10th, the Carnegie-West Branch hosted the *Legal Aid @ Your Library* clinic. Thirty-two patrons signed up to receive a free consultation from a volunteer attorney.

Celebrate a Global Perspective

On January 19th, the Library hosted the 30th Annual Martin Luther King, Jr. Commemorative program at the Martin Luther King, Jr. Branch. The keynote address was given by Pastor Richard M. Gibson of the Elizabeth Baptist Church. Pastor Gibson spoke on the topic of social justice as it relates to recent events in the Cleveland area. Musical performances were given by the Cleveland Metropolitan School District All-City Arts Drum Line, Chris Anderson and Open Tone, a jazz quartet, and vocalist Authorine McKnight. The Distinguished Gentleman of the Spoken Word recited selections from Dr. Martin Luther King, Jr.'s speeches as well. Approximately 400 people attended the program which makes it one of the highest turnout to-date.

On January 21st, in partnership with the Cleveland Chapter of the International Association of Blacks in Dance, the Library brought world renowned choreographer George Faison to Cleveland. As a part of his commitment to the Library, Faison conducted a school visit to the Cleveland School of the Arts. Faison spoke of his history as a choreographer and the art of dance to group of students from a variety of disciplines.

Research That's Possible Only at Main Library

- A professor from the Kent State University/Cleveland Urban Design Collaborative brought six students from his class to the Map Collection on January 13th to look at Cultural Garden plans from the Park Plans.
- An Association was looking for and seeking permission to use a photo from CPL's Photograph Collection of the 1952 Cuyahoga River Fire in a non-profit documentary film.
- Staff scanned 2 articles from *School Arts Magazine* for an Archivist at a local museum written by former employee Katherine Gibson in 1927.

- A patron requested provenance information in regards to text written by authors Abraham and Benjamin Yahuda on Islamic and Jewish texts.
- A patron requested research information about two English framing companies from the 18th century. One is called Henry Graves & Co. Limited, framers established 1752 and the other was called Maple & Co. Ltd. by appointment of his Majesty.
- An author doing research on Paul Morphy (chess) requested permission to use the image of Morphy from the Digital Gallery for an article about daguerreotypes; permission was granted and will appear in the Daguerrean Newsletter.
- A patron requested information about an African American architect from Cleveland named Joseph Banks.
- Patron who visited Special Collections inquired about the Babylonian cuneiform tablets and cones on display. The cones were purchased from an archaeologist named Edgar J. Banks in the 1930s.
- PAL patrons inquired about government performance and measurements, White City, the chapel in Erie Street cemetery, the fire on the Cuyahoga River, Cleveland poverty information, the Fairfax recreation center along with namesake information, Florence B. Fairfax.
- The Microform Center assisted a researcher in finding information on a woman who won the Carnegie Medal of honor in the 1950s. She stopped an armed robbery at a nightclub and saved lives.
- A patron requested information about a specific boat manufactured by a Cleveland company, the Lyman Boat Company. Only ten libraries in the United States own the book including CPL.
- A woman wanted to thread a 1928 sewing machine. Science and Technology located the manual and was able to instruct her how to thread her machine.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

1. Form communities of learning
2. Fight community deficits

3. Ready for the future: CPL 150
4. Cultivate a global perspective
5. Innovate for efficient and sustainable operations

Meetings and Activities

- I met with the Executive Board of SEIU 1199.
- I hosted the MLK Jr. Commemorative program.
- I attended Tri-C's and Cleveland State University's Celebration brunch.
- I attended the ALA Midwinter meeting in Chicago.

CLEVNET

CPL has over 9900 total followers on Twitter and the Facebook page currently has over 7,100 fans.

GRANTS & DEVELOPMENT

Awarded Grants

n/a

Submitted Grants

The Big Read - Request submitted for CPL and partners (Facing History and Ourselves, Books@Work and Great Lakes Theater) to host The Big Read between March 1, 2016 and April 30, 2016. To Kill a Mockingbird was the chosen novel. Total request was \$20,000.

Projects

Friends of Cleveland Public Library

- o Submitted Year End reports to Friends - for Branch Managers 'gift cards', and use of Friends annual contribution.
- o Submitted 2015 budget request to Friends

Judd Fund - submitted report for 2014 activities of the homebound services program

Saint Luke's Foundation of Cleveland - Attended meeting to discuss current CPL program and projects. Follow up will include a proposal to them for a grant to support one of the projects we discussed.

Letters of Support

- Ingenuity Cleveland - in support of their general programming
- Collinwood Neighborhood Catholic Ministries - in support of Drop in for Peace program
- Legal Aid Society - in support of their work with older adults
- Cleveland Metropolitan Housing Authority - in support of Central neighborhood housing renovations
- LAND Studio - in support their general operating
- Cleveland Museum of Natural History - for support of Science in the Summer program

PUBLIC SERVICESPrograms, Services & Exhibits

During the month of January the Library hosted a total of 98 programs. Educational programming and services, not included in the above totals, accounted for approximately 81 adult education classes, and 584 hours of after-school homework help: 520 hours for grades K-8 provided by the Cleveland State University America Reads program and 64 hours of intensive reading instruction for children grades K-3, provided by Braxton Educational and Technology Consulting. After-school snacks were served M-Th. at 10 branch locations.

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Also on January 21st as a part of the Library's continuing professional development of Youth Services staff, the library hosted the Cockrell & Parsons-More than Just Books Workshop. The workshop provided Youth Services staff the opportunity to focus on leadership skills, behavior and problem solving skills. Further discussion centered on organizational behavior, vision building, social characteristics, managing change, and effective communication.

EXPENDITURES & REVENUE

Total programming/educational services related encumbrances for January totaled \$67,532.61. \$30,700 of which was devoted to financing the 2015 Writers and Readers season.

MEETING ROOMS and SCHEDULING

The total number of requests for Main Library in the month of January was 43. There was an estimated total attendance of 1,277. The Lake Shore Facility requested meeting rooms 6 times and 123 requests originated in branch libraries; there was an estimated total attendance of 2,103. There were a total of 42 AV requisitions for the month of January; 25 of them were for Main and 17 for Branches.

BOOKMOBILE/ON THE ROAD TO READING

On the Road to Reading's two part-time Library Assistant positions were posted to the outside after failing to draw attention internally. The postings generated 173 applicants between the two openings and will be reviewed in early February.

Patron Tax Programs

Business, Economics and Labor Librarian Susan Mullee maintained regular contact with the IRS and the Ohio Department of Taxation in order to coordinate the delivery of tax forms and related products to CPL branches and Main Library in time for the 2015 tax return season.

One-Hour Pictionary

Literature Department Library Assistant Evone Jeffries planned two One-Hour Pictionary programs for adults. This homemade version of the popular game focused on literature and film and had two teams competing against each other guessing book and film titles. Included with the handout for this event were flyers promoting future events at Main Library.

Dial M for Main Scavenger Hunt

Literature Department Senior Subject Librarian Jean Collins completed preparations for the Dial M for Main Scavenger Hunt and worked with Graphics Department Christine Colnar to complete the brochure. CLGH's Map Librarian Tom Edwards found and printed a map of London from 1746 which was used as part of the scavenger hunt and the staff in the Photograph Department provided a movie still of *The Postman Always Rings Twice*. The kickoff reception on January 16th had patrons enjoying scene-reading as well as working the hunt! Stephen McElroy, a frequent library visitor, won the two tickets to Dial M for Murder at Great Lakes Theater, courtesy of the Library's GLT contact, Chris Fornadel.

Sports Icon Interview Series

Social Science Department Library Assistant Peter Elwell coordinated a Sports Icon Interview with Olympic figure skating champion, Carol Heiss Jenkins on January 29th. The Interview with Dan Coughlin was held in the CPL Boardroom following a lunch reception. Board of Trustees President, Thomas Corrigan and Director of Public Services, John Skrtic also welcomed our guest to CPL.

Art Lab Programs

Art Lab visitors learned about communicating old-school style as they took time to write letters to friends, family and community members during several Monday afternoon sessions in January. In addition, visitors Art Lab visitors on January 31st discovered how art effects emotions while creating their own masterpieces.

Evil & Empathy

Two session of Get Graphic! Evil and Empathy: A Graphic Novel Book Club were held in January. Comic's scholar Valentino Zullo hosted both programs on January 8th and the 22nd.

Stuffed Animal Sleepover

Stuffed animal friends were invited to their own special sleepover in the new book nook house in the Youth Services Department. Children were invited to bring in their "furry friends" for a story and then leave them overnight for their own special sleep over. The next day, the stuffed animal friends had plenty of adventures to report when they were picked up by their children!

Main Library Tours and Instructional Visits

Fine Arts Department Librarian Bruce Biddle met with Benjamin Reid, Director of the Huron Public Library and gave him a personal tour of CPL's Fine Arts Department.

Fine Arts & Special Collections Department Manager Pam Eyerdam hosted a class of middle school students from The Hawkens School who are learning about how the Library creates exhibits from their collections. The students were shown how to select books, create text and labels, and create book stands and other exhibit props.

Foreign Literature Senior Subject Librarian Caroline Han provided on-demand Chinese language instruction and Subject Librarian Victoria Kabo hosted Russian language lessons for children.

January Exhibits and Displays

Social Science Library Assistant Lakeisha Winstead created a two-table display to celebrate Martin Luther King Jr. and Librarian Helena Travka set up a new display on Cleveland Crime for February/March.

PAL Library Assistant David Furies created a display of sustainability books which coordinated with a sustainability program in City Hall's Rotunda.

Dr. Larry Waldman, curator of The Great Joy exhibit agreed to extend a portion of his collection to remain on view in Fine Arts through March 2015. The artwork will be featured as part of the opening of the Cleveland Digital Public Library and he agreed to give digital permission.

Special Collections Department Librarian Kelly Brown installed the exhibit Three Centuries of Chapbooks from Around the World in the John G. White Exhibit Hall.

Special Collections Library Assistant Bill Chase and Librarian Stacie Brisker are assisting Ms. Eyerdam in curating the Lincoln at Cleveland exhibit. They both have been busy doing research, writing text, scanning images, and photographing images for the exhibit with opens February 7th.

Displays in the Youth Services Department included: Celebrate with Books, Chinese New Year, and the birthday of Dr. Martin Luther King Jr., Newbery and Caldecott winners and the highlight of the month.

Library Assistant Dan Milich in the Center for Local and Global History created a display on US Diplomatic Posts throughout the past century. He also created displays on Valley Forge, Ohio, and History's Great Romances. Librarian Terry Metter set up book displays on the subject of Cuba and Muslims in France & Algeria and Photograph Department Clerk Nick Durda created a display on the Thanksgiving snow storm of 1950.

Also on display in the Center for Local and Global History are nine "Digital Xerography Art" images created by patron David Horan. Mr. Horn created the Digital Xerography images by moving objects, such as a leaves or swatches of cotton, across the glass on a photocopier to create interesting shapes and colors. Nick Durda created a short-term display on the Thanksgiving snow storm of 1950.

Collection Development

Business, Economics and Labor Sr. Subject Librarian Sandy Witmer continued to work with Catalog to inventory

some heavily-used sets of older reference books and also continued the reference book weeding project.

Photograph Department Librarian Patrice Hamiter completed processing of the African-American Families Collection for the Blakemore Family. There are approximately 350 images in this collection donated by Daniel Blakemore.

The 2015 Quarterly Schweinfurth meetings were finalized and scheduled for February 20th, May 15th, August 14th and November 13th.

AV-Lending staff members continue to recycle broken missing and work with staff members from the Foreign Literature Department who will take over the Foreign DVDs. This will allow for more room in AV Lending to expand the Blu-Ray collection.

The Sports Research Center acquired a football program for a 1931 game between the Cleveland Bulldogs and Green Bay.

Research that's Possible Only at Main Library

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from the Digital Gallery for an article about daguerreotypes; permission was granted and will appear in the Daguerrean Newsletter.

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BRANCHES

Addison Branch Outreach/Partnerships include: Third grade Reading Tutoring provided by Braxton Educational & Technology Consulting and Kids Café provided by the Cleveland Food Bank. Both reconvened this month with the start of school concluding the winter break. Nicole McGee from UpCycle Parts Shop, a public art initiative with St Clair Superior Development Corporation, came by the branch to discuss creating an art installation for the interior walls of the building.

Brooklyn Branch reports that The Near West Family Network held its Library Crawl & Craft at the branch on Thursday, January 15th. Eight families participated and witnessed a Smart Board demonstration of Emedia and Bookflix, presented by Children's Librarian Laura McShane. Library Assistant Cathy Hankins also presented an Easy Mitten Craft.

Carnegie West hosted their first Legal Aid clinic of the year on January 10. Eighteen volunteer attorneys and law students met with fifty individuals who needed advice on how to proceed with civil legal matters. Eleven people filled out surveys; all indicated the clinic was held in a convenient location and was also helpful to them. A selection of Nolo law books representing topics the attorneys would be able to help with (bankruptcy, child support, divorce, social security, etc.) was prominently displayed in the lobby for people to check out.

Collinwood's Learning Center is a hub of activity with the beginning session of "Student Leadership Initiative" for students from East Clark School scheduled for Saturday, January 24th with 6 sessions remaining through April. A Collinwood High School team is meeting to plan a reunion.

East 131 worked to invite several new community leaders to the branch to make use of the library resources and meeting room. These agencies include Cleveland Rise Community Council, John Adams Jr. Prom Committee, and the Employment Alliance career counseling. While using is using the library as a meeting place for their community organizing efforts we have succeeded in bringing an additional 150 visitors this month to the library that may not have come otherwise. We also continue to forge new partnerships outside the branch within neighboring schools. This month Youth Services staff attended a reading rally to encourage middle school students to be enthusiastic about reading and what it can bring for them.

Fleet Branch Manager, Rekiat Olayiwola, attended Broadway P-16 Early Childhood Literacy Committee and P-16 general meetings. She attended Cleveland City Council Safety Committee meeting at Elizabeth Baptist Church and represented the Library at Friends of Slavic Village dinner held at Third Federal Bank.

Fulton Branch's 3 king play celebration was the highlight for the youth. The adult highlight was the start of sewing classes on Saturdays.

Garden Valley team continues to provide valuable service to adult and youth patrons. Our computer lab white board contains weekly updates on job fairs and employers,

while highlighting a database which will provide useful career information.

Glenville's New Year started off with the community organizations and groups coming in using the meeting room. GED classes will start back on 1/26/15 with 2 classes being held on Monday and Wednesday. We are preparing for next month's Black History programs that are being held here at the branch.

Harvard Lee Branch Clerk Bianca Jackson orchestrated a Team Appreciation Week for Harvard Lee. During this time, each team member receives a designated special day where fellow team members acknowledge them for their service. Gifts are exchanged with each day being a unique theme. Some of the themes were favorite sports team day, tie day, twin day, glam day, hat day, Chipotle day, to name a few. This was a great effort in furthering our team building and Harvard-Lee's 2015 theme - U.N.I.T.Y: Together We Stand, Divided We Fall. It was wonderful to see all team members participate.

Hough Programming for January included: "Cancer 101", presented by Valerie Vinson of University Hospitals. Discussion on different types of cancers, their signs, and possible treatments. "Native Farming 101" presented by Rahim Rahkeer and Cleveland Metro Parks.

Jefferson Manager Jaime Delet attended the OLC Diversity Committee Meeting on January 9, 2015 in Columbus. The committee discussed a number of program ideas to submit to the annual conference in October 2015.

Langston Hughes - In addition to our regular Growing Readers story hour on Wednesdays and Kid's Café, Monday through Friday, the branch also offered the following programs: Tuesday, January 6th at 3:00 p.m. "Happy New Year!" - Experience how people from around the world celebrate the New Year.

Lorain Branch created new programs to offer, including Wii/Computer Gaming and new Maker Labs for paper quilling, seed-starting, and loom-knitting. The Branch is also working to engage more of the Hispanic community by meeting with Hispanic leaders, creating surveys, and promoting CPL via conversations, La Placida Festival, and *La Voz del Nordeste de Ohio*. Story times continued

to be presented at 3 nearby schools/daycare providers to more than 200 kids. The Lorain Branch also sent its first book, DVD, and CD purchases for 2015.

Martin Luther King Jr. had the following programs for the month of January: MLK Authors Series Workshop featuring Urban Lit Author CJ Hutson; Grant Writing Workshop collaboration with the Anderson Consulting Group; Informative Program collaboration with Towards Employment; MLK Sports Round Table; African-American Art Exhibit collaboration with Sankofa Fine Arts Plus, and local artists; and the 30th Annual Martin Luther King Jr. Commemorative Program.

Rice Manager Ali Boyd and Library Assistant Eric Eubanks provided stories and drumming at the Martin Luther King, Jr. program at Harvey Rice School. Children's Librarian Brianna Daniels continued the Kid's Crochet Club. She and Mr. Eubanks conducted story times and school class visits 5 days a week and continued the reading first standard for children. 15-20 children voluntarily read to staff members after school. The Kids' Café saw an upsurge of participants.

Rockport kicked off the New Year with several technology events. In January the branch hosted a Wii U video gaming week alternating between the teen center and the meeting room; 65 children participated over the course of 4 days. Super Smash Bros was by far the most popular game among all ages. For the adults Tech Central hosted a to-capacity basics computer class series on Saturdays. The branch received new furniture: the meeting room tables were replaced and a new locker unit was installed in the staff room.

South Branch continues to promote literacy through outreach story times and sharing books with children at the branch. To highlight literacy, participants made bookmarks as part of the monthly Maker Day Program. Discovery Day featured learning about constellations and creating and naming their own constellations.

South Brooklyn began the New Year with the hustle and bustle crowds. The impACT the 216!, an ACT prep course that offers practice tests and bagged dinners began immediately to a continuous flow of students trying to enhance their ACT test scores. Branch Manager Luigi Russo has delivered South Brooklyn information to

various organizations throughout the community. Adult Library Assistant Anna Kaufman Ford put up a New Year's Resolution book display, and Children Librarian Tammy Houghton put up a Martin Luther King, Jr. book display. South Brooklyn has partnered with Kim Wheeler of Facing History New Tech to display student's artwork within the branch.

Sterling began the New Year with the popular "Make It and Take Monday" program. In honor of Martin Luther King Jr., the children made peace flowers using hands of different colors to represent all the peoples of the world. They inscribed the leaves with ways to promote peace and understanding in their lives, schools, neighborhoods and the world. Continuing with the theme of understanding among peoples and cultures the "After School Tuesday"

Union Branch patron enjoyed the Duct Tape Universe program presented by Tech Central. Sixteen people were taught how to make duct tape flowers. Tech Central also offered well-received cases on Email Basics, Cover Letters, Resume Writing and Job Searching.

Walz branch hired staff member Amber Alexander. Ms. Alexander is scheduled to begin her duties January 26, transferring from Memorial Nottingham to fill the position left vacant by Paula Taylor's retirement. The second annual "Dream Tree" was put up on January 3 and will remain up through the end of February. All patrons are encouraged to write a dream on a dove and hang it on the tree. The children also had a "Talk about Martin" program in which they created a banner as well as added "Dream" doves to the tree.

Woodland Youth Services and our Library Assistants - Computer Emphasis continue to train themselves on many other Smart table modules (e.g. music), which are proving attractive to the kids. We are finding that parents are becoming more engaged at the Smart table after their computer time has expired. Patrons continue to be appreciative for the CEOGC job listing and other employer advertisements. Our circulation is increasing, thanks to proactive efforts by our Branch clerks. They find free giveaways (e.g., pens, pencils) for those patrons who check out items regularly. The Little Free Libraries office for the Promise neighborhood has

relocated to the Woodland branch, with a donation bin on the library floor.

TechCentral

Visits and Outreach

Huron Public Library Director, Benjamin Reid, visiting TechCentral on January 9 and was given a tour of the department and MakerSpace by Mr. Lynce.

Mr. Lynce traveled to the Hubbard Public Library on January 13 as part of the CLEVNET Library Exchange visits. Mr. Lynce met with Technology Administrator, Chris Wisniewski, who provided an overview of the technology offerings of the library, including both public services technology as well as infrastructure.

Mr. Lynce met with Brian Handke of the Wizard World Cleveland Comic Con on January 13 to discuss partnership possibilities, including ways to expose Comic Con visitors to the TechCentral MakerSpace.

Library Assistant, Computer Emphasis, Adam Jaenke, provided an overview of 3D printing to several visitors from the Federal Reserve Bank of Cleveland on January 16. Following up on January 27, Mr. Jaenke provided more specific training on the use 3D printing software and printers to produce models.

Meetings, Presentations and Professional Development

TechCentral Manager, CJ Lynce, with Deputy Director, Cindy Lombardo, Director of Public Services, John Skrtic, and Main Team Manager, Robin Wood on January 6 regarding changes to the organization of Public Services and the impact it would have on the TechCentral department.

Mr. Lynce, along with Human Resources Assistant, Dawntae Jackson, and Assistant Director of Human Resources, Cedric Johns, performed preliminary screening interviews on January 7, 12, and 14 for the position of TechCentral Coordinator. The interviews were performed via Skype.

Mr. Lynce attended a meeting on January 9 with shark&minnow and several other Library managers and staff regarding *The People's University*.

Mr. Lynce attended an Institute of Museum and Library Services (IMLS) Convening on MakerSpaces on January 27 and 28 in Pittsburgh, PA. The purpose of the convening was to discuss maker-based learning in libraries and museums, and developing a framework for development and evaluation of maker services and programming.

Library Assistant, Computer Emphasis, Yehia (Jon) Alhibshi-Debore attended the IMPAC Dublin Award Committee Meeting on January 30 at the Carnegie West Branch Library.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

For January, OLBDP circulated 50,468 books and magazines directly to patrons. OLBDP registered 107 new readers to the service. Approximately 633 BARD patrons among 2,254 active users downloaded 11,830 items.

In January, OLBDP purchased a one year service subscription with Constant Contact. OLBDP will use the services and tools offered by Constant Contact to launch our new e-mail marketing, outreach and promotion component, and build a social media identity. By using e-mail and social media marketing and outreach, OLBDP hopes to offer more timely information and updates about our service with patrons and sub-lending agency partners. Likewise, we want to evaluate the effectiveness of social media to increase awareness about our library across the State and potentially reach new readers and introduce them to OLBDP services.

OLBDP Library Assistant Ken Redd is making arrangements to speak with Branch and Main Library managers about OLBDP services and provide orientation on how to sign up readers for our service. He will also be planning visits to speak with staff about OLBDP and check on displays promoting our service within CPL.

OLBDP Library Assistant Ken Redd has scheduled Cleveland hall-of-fame, sports radio broadcasting legend and author Joe Tait to be our featured speaker for OLBDP Family Fun and Learning Day 2015. His book "Joe Tait: It's Been a Real Ball" that he co-authored with last year's guest speaker Terry Pluto, was locally produced by OLBDP as our first book to be made available on BARD to NLS patrons across the country. Family Fun and

Learning Day will take place on Wednesday, July 8, 2015 at OLBDP.

OLBDP is in the process of revising our applications for service for both individuals and institutions. The revised applications will remove references to the audio cassette service and promote the digital talking book service and BARD exclusively to new readers. The application will also highlight more local library services offered by OLBDP in addition to those services provided to readers by NLS, such as the OLBDP Kids and Teens Reading Clubs, OLBDP adult book discussions, Playaway books, audio described DVD and Blu-Rays, OLBDP OPAC service, and alternate formats of our newsletter, including braille, audio, and electronic delivered via e-mail.

In January, OLBDP Librarian Michelle Makkos and OLBDP Library Assistant Ken Redd provided information and talks about the service at the Brunswick Senior Fair.

The OLBDP Book Club met on January 9th and discussed "Trusting Calvin" by Sharon Peters.

TECHNICAL SERVICES

Technical Services managers revised and completed work on 2014 Annual Reports and the 2015 Operational Plan. Patricia Lowrey, Director of Technical Services, attended the Martin Luther King, Jr. program on January 19.

Collection Management: During January, Laura Mommers ordered 397 DVD titles and 4,491 DVDs for the Branches and the AV Department. She ordered 318 CD titles and 2,018 CDs for the Branches and the Popular Library. Ms. Mommers processed 24 Branch discretionary CD lists and 23 Branch discretionary DVD lists and submitted them to High Demand for ordering.

Bonnie Bolton selected 215 titles and 1,688 books for Main Library and Branch juvenile collections this month. She also selected 53 titles and 570 books for Main Library and Branch Young Adult collections. Ms. Bolton also processed 11 Branch discretionary lists for Young Adult titles and 9 Branch discretionary lists for Juvenile titles and submitted them to Acquisitions or High Demand.

Nancy Mocsiran ordered 119 audiobooks for the Branches and 118 audiobooks for the Popular Library. She processed 13 Branch discretionary lists for Adult materials and submitted them to Acquisitions or High Demand. Pam Matthews ordered items for Branch and Popular Library Adult Collections, selecting a total of 482 titles and 4,071 items. Ms. Matthews attended the Main and Branch Managers' meeting on January 7, and took part in an extended CLEVNET Online Resources Committee (CORC) conference call.

High Demand: Staff cataloged 580 titles, and added 9,618 items. They ordered 1,012 titles and 12,573 items. Staff processed 764 items for the Acquisitions Department. They added and labeled 15 sets of the World Book Encyclopedia.

Carole Brachna, High Demand Manager, met to work with the 2015 Operational Plan with Patricia Lowrey, Director of Technical Services, and the other Technical Services managers. She picked up the comic books. She met with several other Technical Services managers and staff, including Dale Dickerson, High Demand Librarian, for a discussion about how to handle music CDs via the RDA rules, which sometimes make it difficult to print the performer's name on the label. A solution was proposed by the Catalog Department and agreed upon by all.

The materials invoices from late 2014 and 2015 were imported from the vendors and paid. More OCLC set/cancel holdings lists were completed and the backlog is close to being completely caught up.

Preservation: Alicia Naab attended three Ohionet "Fundamentals of Cataloging" webinars this month. The webinars covered cataloging changes resulting from the transition from AACR2 to RDA. Ms. Naab also attended the NOTSL planning session for the 2015 spring meeting. Elizabeth Bardossy and Renee Pride encapsulated documents for a Special Collections exhibit on Abraham Lincoln. Ms. Bardossy and Ms. Pride also met with Stephen Wohl to go over past environmental statistics for the storage area and to show staff how to maintain hygrothermograph machines that will be kept there to record future statistics.

The entire department focused efforts on completing projects as materials, furniture, and equipment were

packed for the Preservation Department's move to the Main Library. Ms. Naab contacted current vendors to update their address records. Mr. Wohl and the Lakeshore Shelf Shipping Department assisted in packing large and heavy items.

Shelf/Shipping: Stephen Wohl, Darryl Pless and Robert Walker assisted in helping the Preservation Department pack boxes and load up pallets of material and equipment in anticipation of the Preservation department's move to the downtown library. Stephen Wohl met with Elizabeth Bardossy and Renee Pride from the Preservation department to discuss and demonstrate how to use some the equipment that is used to monitor the temperature and humidity in the stack area. Shelf/Shipping will begin to undertake the periodic checks on the temperature and humidity in the stacks, which was previously the responsibility of the Preservation department.

The staff of the Lake Shore Shelf/Shipping Department sent 61 items to the Main Library for requests and 128 items to fill holds. Main Library received 470 telescopes, the Branches received 947 telescopes, CLEVNET received 117 telescopes, CASE received 7 telescopes CSU received 7 telescopes and Tri-C received 5 telescopes. A total of 1,553 telescopes were shipped out. The Technicians received 635 items of Foreign Literature material and in total 14,466 new items were to the Acquisitions and High Demand Departments.

Materials Processing: The Associates cataloged 1,175 new titles for the Cleveland Public Library and added 1,613 records for the CLEVNET libraries. The Associates and Sr. Clerks added 3,425 items. The Technicians worked on 19,667 items.

Elizabeth Hegstrom met with Vivian Grayson, Andrea Johnson, Dawn Grattino, Regina Houseman, Carole Brachna, and Dale Dickerson to discuss how to deal with RDA not including performers as main entries for music CDs and the problem that then comes when printing the labels. Ms. Grayson, Christon Hicks, YoLanda Lawler, Shirley Jones, and Sabrina Rosario-Laureano met with Ms. Hegstrom to review some procedures in Materials Processing, and discuss some new statistics that will be kept.

Ms. Hegstrom cataloged two books for the Rice Branch Local Author collection.

Acquisitions: Acquisitions staff began placing orders on January 7 after editing and entering the 2015 fiscal year budget numbers in Sirsi. Staff received items and paid invoices in Sirsi for orders that had only been received on paper prior to the 2015 fiscal cycle setup. EDI order and invoice reports were reinstated to run automatically again.

Acquisitions Librarian Leslie Pultorak and Technical Services Librarians Tonya Jenkins and Lisa Kowalczyk participated in several sessions of Ohionet's "Fundamentals of Cataloging" webinars. Ms. Kowalczyk also contacted vendors to obtain updated information about the discounts and pricing that the Cleveland Public Library receives. This information will be shared with a CLEVNET library that requested it for comparison purposes.

The Acquisitions Department ordered a total of 5,499 titles and 19,674 items (including periodical subscriptions and serial standing orders); received 13,247 items, 2,156 periodicals, and 408 serials; added 879 periodical items, 206 serial items, 186 paperbacks, and 1,328 comics; and processed a total of 1,400 invoices.

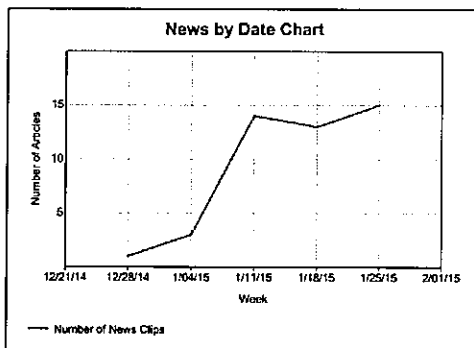
Catalog: Catalog Manager Andrea Johnson and Librarian Regina Houseman met with representatives of High Demand and Materials Processing to discuss compact disc labels lacking performer name due to RDA guidelines. Ms. Houseman suggested that staff add the name of the primary performer to the local call number field (099). Her idea is currently in the process of being implemented.

Librarians cataloged 3,462 titles and added 3,945 items for Cleveland Public Library. Ms. Johnson sent a message to CLEVNET Technical Services staff regarding possible Dewey Decimal Classification number sources after the FirstSearch WorldCat subscription expires. Celia Halkovich joined the Department as a Technical Services Librarian, Spanish Emphasis. Senior Librarian Michael Monaco is responsible for her training. Senior Librarian Dawn Grattino introduced Ms. Halkovich to copy cataloging when Mr. Monaco went to Columbus for a

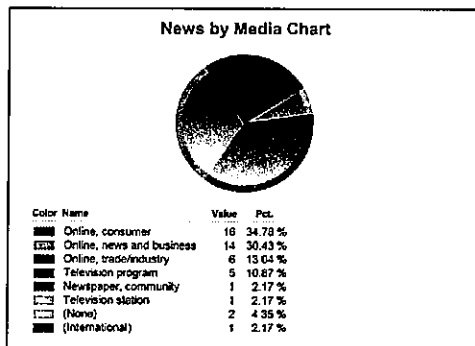
meeting of the Ohio Library Council Technical Services Division Action Council. Mr. Monaco also participated in a meeting with representatives from Shark & Minnow, who have been interviewing staff and patrons to gather ideas for CPL's The People's University/Year of Learning. Mr. Monaco attended this meeting on behalf of the CPL150 team.

Ms. Johnson implemented procedures for tracking the number of foreign language titles handled by Catalog staff.

MARKETING & COMMUNICATIONS



Media coverage for the month of January included 46 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$14,477.86 with outlet page views of 19,835,942 people. In January, the online print media outlets that featured CPL events and programs received 2,512,737 unique visitors. An online and print article in *The Plain Dealer* and *cleveland.com* entitled "Jonathon Sawyer's Noodle Kids' Book Aims to Bring Kids into the Kitchen", about a local chef who wrote his book inside the Library was the most viewed.



CPL was mentioned almost equally between online news and business and online consumer.

Ads to promote the Martin Luther King Day Commemorative Program ran in *Call & Post*, *La Prensa*; *Campus Observer*, *Profile News*, *Ohio Life*, and *Lotus*.

Search Engine Marketing with *cleveland.com* resulted in the CPL ad being viewed 8,103 times on average per week, with an average of 618 clicks to website resulting in a 13% click-through rate for the month. *Library Cleveland*

was the most clicked-through phrase with *free music* remaining in the top 10.

January-SOCIAL MEDIA

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

1. Jan 27th: Our Writers & Readers Series is returning in March...get ready by checking out their books (Link to Pinterest page)
2. Jan 30th: How about a date...with a good book? Vintage ads for libraries (via @brainpicker) (Link to article from Brain Picker)
3. Jan 16th: MT @CuyahogaHousing: We're hiring! Visit our website to learn about more job opportunities (Retweet from CMHA)
4. Jan 10th: Civil rights movement reading recommendations for teens: (Link to Pinterest page)
5. Jan 31st: We are kicking off African American History Month with Juan Williams (Link to website)

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

1. January 12th: Photo from the staff from the Youth Services Department are getting into the O-H-I-O spirit!
2. January 6th: Report from Pew about libraries
3. January 12th: "Study Finds Reading to Children of All Ages Grooms Them to Read More on Their Own." -link to article
4. January 28th: Promotion of CDPL
5. January 7th: Promotion of MLK Day program

GRAPHICS

Graphics staff designed, printed, and distributed 169 items in January in addition to graphics for the library website, and 5 staff newsletters and UpNext monthly program guide and MyBranch branch activity fliers. Highlights included bookmarks for Cleveland Play House- *Five Guys Named Moe* and Great Lakes Theater-*Dial M for Murder*; Dial M for Murder Scavenger Hunt collateral; Black History Month collateral; Custom designed wraps for photo booths; Hung African American art exhibit at MLK Branch; Designed Lincoln Exhibit and Cleveland Digital Public Library promotional materials for print, web, and social media.

WEBWARE www.cpl.org

Twitter followers are up from 7,538 in 2014 to 9,936 currently. Facebook fans are up from 6,131 in 2014 to 7,177 currently.

Library News on the cpl.org homepage featured pages built for the following news items during the month of January: Celebrate 30th Annual Martin Luther King, Jr. Commemorative Program; Board of Trustees and Organizational Meeting; and FREE Tax Preparation Assistance at Your Library.

During the month of January, the following events, programs, and information were promoted on pages of cpl.org: MLK Day Program; eBooks; MyTunes; Hot Titles for Teens; Gale Courses; TechCentral; Testing and Education Reference Center; Free Tutoring; Zinio; MLK Closing; MakerSpace; South Branch Updates; BookFlix; ArtLabs; Sesame Street eBooks; MyTunes: Staff Picks; Gale Courses; Curl Up with a Good Book; and MyPlace, My eBooks are Free.

The 41st "Off the Shelf" (January 2015 edition) was sent out on January 6, 2015. Of the 9,222 emails sent, an estimated 1,526 were read, giving us a 16.8% open rate. The January edition featured: Celebrate with Cleveland Public Library at the 30th Annual Martin Luther King, Jr. Day Commemorative Celebration; Dial M for MAIN! Murder, Mayhem, and the Macabre at the Library; Beat the Winter Blues: Learn Something New at MakerLabs. New Arrivals featured: As Chimney Sweepers Come to Dust by Alan Bradley; Golden Sun by Pierce Brown; and The Rosie Effect by Graeme Simsion. Tax Prep Graphic w/link; Making Video Slideshows at Lorain; Business Chinese 1 in Foreign Lit; Business Chinese 2 in Foreign Lit; Baduanjin Fitness Class at Main; Fighting for Diversity: Comic Books and Race in Literature; and Dream Big Like Me! Video Contest at Collinwood.

PROPERTY MANAGEMENT

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

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. A portable HVAC unit was set up while repairs were made to the two Liebert air conditioning units and also replaced the water regulating valves and compressor valve plates on unit #2 in automation's server room. A power pole was installed to run power and data to the manager's desk at Glenville. The regulating valves on the Synscoflo domestic water pumping unites in LSW and Main were replaced. Repairs were made to stop leaks on air handling unit #25 and repairs were made to the domestic water pump assembly at Main. Lighting is being upgraded from T12's to T8's and new ballast installed at Memorial Nottingham. Lighting was repaired at MLK to get ready for the MLK program. Repairs have been completed on rooftop HVAC unit and the boiler at Mt. Pleasant. An electronic VAV controller was replaced for areas that were too cold at Rice. A new thermostat was installed that will allow us to see and change the temperature via the internet at Temporary South. The pressure switch which controls the circulating pumps for the boilers was replaced with a new one at Union.

The Carpenters and Painters installed new carpeting in the staff elevators and at the entrance of LSW. A new flat screen TV was installed at Addison and Woodland. New flooring was installed in the elevator at Carnegie West. The front door locks were repaired and a chalk board was removed at Fleet. Old lockers were removed and new ones were installed at Rockport.

The Garage has been making repairs to snow blowers and delivering salt and plowing parking lots as needed at the branches. Service has been completed on vehicles #5, #9, #12 and #15.

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
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
Oct 2014	4939	198	196	25	307	182	54	48
Sept 2014	5222	208	193	23	333	157	28	77
Aug 2014	4997	192	90	29	313	153	34	83
Jul 2014*	3,137	224	71	22	206	69	52**	133**
Jun 2014	4,593	200	102	29	391	148	36	
May 2014	5,958	221	82	42	444	156	58	
Apr 2014	5,500	204	78	39	362	186	46	75
Mar 2014	5,531	213	179	36	284	201	47	70
Feb 2014	5,524	240	177	35	278	158	41	69

*This month is only for 14 days due to a network drive issue and subsequent loss of data.

** This count is not impacted by loss of data.

Special Attention, Special Events, and Significant Incidents

- Antonio Marble is allowed in the library as of 1/21/2015 but is not allowed on Main 2 per Joyce Dodrill
- Upstage players still at Lake Shore facility
- Officer Tidorescu accompanied Trustee Alice Butts to translate for her guest from Romania
- MLK event went smooth, one medical emergency
- Downtown staffed for Presidents Day
- New hires will be completed in February
- CPD picked up a missing juvenile inside of Mt. Pleasant branch

Protective and Fire Systems

- Door alarm to Eastman Reading Garden from LSW LL tunnel repaired
- 11 zone troubles at Collinwood, IPS notified
- Fleet Circulation desk trouble, IPS notified
- SA Comunale to perform sprinkler inspections in February

Contract Security

- Drafting a request for proposal for guard services when this contract expires in June 2015.
- Willo Security (armed afterhours response) contract also ends June 2015.

Administration

- Chief Legal Officer negotiated CPL being able to hire four G4S guards without penalty.
- Video release policy modified to include parking lot footage as releasable while entrance to the branch still requires a subpoena.
- Due to recent complaints from staff/patrons, legal has been advised Patron Code of Conduct is absent any language on patrons with bugs, insects, and ect. on their person on in their belongings.

INFORMATION TECHNOLOGY & CLEVNET

CLEVNET QUARTERLY MEETING

The CLEVNET Directors, including Heidi Sutter, the new director of Norwalk Public Library, met for their first quarterly meeting of 2015 on January 23 at CPL's Lake Shore Facility. Stephen Hedges and Karl Jendretzky traveled up from Columbus to speak about OPLIN and the role it plays for public libraries in Ohio. Director of IT Larry Finnegan provided the list of bandwidth increases at eleven of the CLEVNET libraries and an update on the VoIP upgrade. Director of CLEVNET Hilary Prisbylla discussed the recent acquisition of SirsiDynix by ICV Partners and how she hopes it will be good for the company. Timothy Diamond, CPL's Chief Information Officer, presented an update on CLEVNET's strategic plan and the action steps agreed on at the September 2014 strategic planning retreat:

- Create a Special Revenue Fund for CLEVNET: Completed, thanks to the efforts of Carrie Krenicky, CPL's Chief Financial Officer. Mr. Diamond shared CPL's Board Resolution of December 18, 2014 that authorized CPL to make its contract cost payment of \$1,597,071.73 up-front to cover expenditures until revenues from the CLEVNET contract libraries come in steadily. Ms. Krenicky provided additional details and received the

Directors' gratitude for her dedication to fiscal transparency.

- Review pricing model in 2015: At their meeting on January 14, 2015, the Directors' Panel recommended that Ms. Krenicky put together a small ad hoc committee of CLEVNET directors and fiscal officers to come up with a strategy.
- Salary Study of CLEVNET staff: Mr. Diamond explained how this would be complicated because CLEVNET staff are part of CPL and half are in the bargaining unit; however, the issue of offering competitive salaries has to be addressed.
- Job descriptions: Being revised as new positions are posted.
- New staffing model: In place as positions are being filled. John Pas is the new Library Systems and Applications Specialist. Kyle Guster has replaced Darren Novak as Network Specialist.
- CPL Commitment to CLEVNET: CPL's outgoing Board President Thomas Corrigan read CPL's Board resolution of January 15, 2015 that renewed CPL's "commitment to the CLEVNET service model and the principles it is based upon: service, access, and collaboration." Mr. Corrigan received long and sustained applause for his impassioned remarks about librarians and the power of public libraries.

KnowItNow24x7

In January, Donald Boozer, the KnowItNow24x7 (KIN24x7) Coordinator, hosted a training session at Grafton-Midview Public Library, attended by their staff and staff from Barberton Public Library. On January 26, Mr. Boozer co-hosted a meeting of the Quality Assurance Committee for KIN24x7 (QuACK). This meeting was the first to be held using Google Hangouts, which allowed much more interaction among attendees than the usual phone conference. Also last month, as Chair of the ALA RUSA Conference Program Coordinating Committee, Mr. Boozer presented a talk during the inaugural "RUSA 201" session, a series of monthly online sessions geared to current RUSA members interested in learning about how to accomplish the work of the association. Mr. Boozer spoke about the process of program planning and submissions for ALA Midwinter Meeting and Annual Conference 2016. On the final day of last month, the Mr. Boozer began his participation at ALA Midwinter which included committee work, presenting at RUSA Board, networking, and program attendance. A brief summary of highlights was included

in the February KIN24x7 newsletter available online at
<http://community.knowitnow.org/?p=493>.

Ms. Rodriguez adjourned Regular Board Meeting at 1:41
p.m.

Maritza Rodriguez
President

Rick Werner
Secretary

GIFT REPORT FOR JANUARY 2015

LIBRARY SERVICE MATERIALS

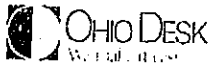
DESCRIPTION	QUANTITY	
	Month	Year to date
Books	675	675
Periodicals	11	11
Publishers Gifts	0	0
Non-Print Materials	<u>13</u>	<u>13</u>
TOTAL LIBRARY SERVICE MATERIALS	699	699

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 300	\$ 300
Building & Repair Fund	Restricted	0	0
Library Fund	Restricted	0	0
Young Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	0
Friends Fund	Restricted	900	900
Founders Fund	Restricted	0	0
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
Learning Centers	Restricted	<u>0</u>	<u>0</u>
TOTAL MONEY GIFTS		\$ 1,200	\$ 1,200

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	7	7	699	699
Money Gifts	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL GIFTS	13	13	705	705



1122 Prospect Ave.
 Cleveland, OH 44115-1229
 (216) 623-0600 Voice
 (216) 623-0611 Fax

Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
188463	11/14/2014		CLEPUB	Don Shepka/Barb Maggio	

QUOTE TO: Mr. Myron Scruggs
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114

SHIP TO: Mr. Myron Scruggs
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114

P: 1.216.623.2903
 F: 1.216.623.6951

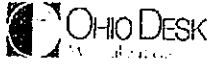
P: 1.216.623.2903
 F: 1.216.623.6951

Terms: NET 10 DAYS

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
CONTRACT PRICING HAS BEEN APPLIED TO ALL KI (KRUEGER) PRODUCTS QUOTED. FREIGHT HAS BEEN INCLUDED IN OUR PRICING. PRICING IS BASED ON DROP-SHIP TO YOUR SITE. SEE TERMS AND CONDITIONS. PLEASE FORWARD A COPY OF YOUR PURCHASE ORDER TO ACCEPT RECEIPT OF THIS QUOTE. WOODLAND BRANCH.				
1	10	BL25ST74PECFLDZECFR KRUEGERINT Barron Rectangular Table with "T"Base. w/Lightweight Top w/Rolling Base (2 casters, 2 glides) 60"w x 24"d Edge Style: 74P Edge Color: Cafe Au Lait (ECF) Laminate Finish: Desert Zephyr (LDZ) Paint Finish: Cafe Au Lait (BCF) Tag For: Woodland Branch.	1,000.64	10,006.40

Acceptance is subject to terms and conditions. Final drawing, if applicable, is incorporated herein.

ACCEPTED BY _____ TITLE _____ DATE _____



1122 Prospect Ave.
 Cleveland, OH 44115-1229
 (216) 623-0600 Voice
 (216) 623-0611 Fax

Quotation

Page 2 of 2
 (cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
188463	11/14/2014		CLEPUB	Don Shepka/Barb Maggio	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
------	----------	------------------------------	------------	-----------------

QUOTATION TOTALS

Sub Total	10,006.40
Ohio Non Taxable	0.00
Grand Total	10,006.40

*****End of Quotation*****

Acceptance is subject to terms and conditions. Final drawing, if applicable, is incorporated herein.

ACCEPTED BY _____ TITLE _____ DATE _____



1122 Prospect Ave.
 Cleveland, OH 44115-1229
 (216) 623-0600 Voice
 (216) 623-0611 Fax

Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
188430	11/14/2014		CLEPUB	Don Shepka/Barb Maggio	

QUOTE TO: Mr. Myron Scruggs
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114

SHIP TO: Mr. Myron Scruggs
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114

P: 1.216.623.2903
 F: 1.216.623.6951

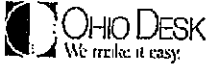
P: 1.216.623.2903
 F: 1.216.623.6951

Terms: NET 10 DAYS

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
CONTRACT PRICING HAS BEEN APPLIED TO ALL KI (KRUEGER) PRODUCTS QUOTED. FREIGHT HAS BEEN INCLUDED IN OUR PRICING. PRICING IS BASED ON DROP-SHIP TO YOUR SITE. SEE TERMS AND CONDITIONS. PLEASE FORWARD A COPY OF YOUR PURCHASE ORDER TO ACCEPT RECEIPT OF THIS QUOTE. PER KI (Krueger) STATE OF OHIO CONTRACT #STS-800139. MAIN-DOWNTOWN.				
1	24	BL25ST74PECFLDZECFR KRUEGERINT Barron Rectangular Table with "T"Base. w/Lightweight Top w/Rolling Base (2 casters, 2 glides) 60"w x 24"d Edge Style: 74P Edge Color: Cafe Au Lait (ECF) Laminate Finish: Desert Zephyr (LD2) Paint Finish: Cafe Au Lait (ECF) Tag For: Collinwood Branch	1,000.64	24,015.36

Acceptance is subject to terms and conditions. Final drawing, if applicable, is incorporated herein.

ACCEPTED BY _____ TITLE _____ DATE _____



1122 Prospect Ave.
 Cleveland, OH 44115-1229
 (216) 623-0600 Voice
 (216) 623-0611 Fax

Quotation

Page 2 of 2
 (cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
188430	11/14/2014		CLEPUB	Don Shepka/Barb Maggio	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
------	----------	------------------------------	------------	-----------------

QUOTATION TOTALS

Sub Total	24,015.36
Ohio Non Taxable	0.00
Grand Total	24,015.36

*****End of Quotation*****

Acceptance is subject to terms and conditions. Final drawing, if applicable, is incorporated herein.

ACCEPTED BY _____ TITLE _____ DATE _____



Document G701™ – 2001

Change Order

PROJECT (Name and address): Cleveland Public Library Main Branch Consolidation Phase 3: Digital Hub Cleveland Public Library Main Library 325 Superior Avenue Cleveland, Ohio 44114	CHANGE ORDER NUMBER: 008 DATE: 30 January 2015	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): R.L. Hill Management, Inc. 31875 Aurora Road, Solon, Ohio 44139	ARCHITECT'S PROJECT NUMBER: 13099 CONTRACT DATE: 30 July 2014 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Provide additional work requested by Owner to protect existing paintings including coverings, railings, and new UV filters for selected existing lighting fixtures. Description of work and associated cost are as indicated in Contractor's proposal dated 26 January 2015, copy attached, marked by Bostwick Design Partnership.

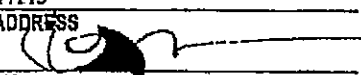
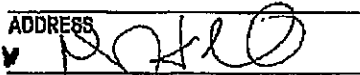
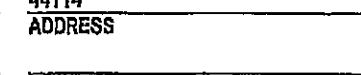
The original Contract Sum was	\$ 606,000.00
The net change by previously authorized Change Orders	\$ 27,040.86
The Contract Sum prior to this Change Order was	\$ 633,040.86
The Contract Sum will be increased by this Change Order in the amount of	\$ 8,308.30
The new Contract Sum including this Change Order will be	\$ 641,349.16

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is December 23, 2014.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Bostwick Design Partnership, Inc.</u> ARCHITECT (Firm name)	<u>R. L. Hill Management, Inc.</u> CONTRACTOR (Firm name)	<u>Cleveland Public Library</u> OWNER (Firm name)
2729 Prospect Avenue, Cleveland, Ohio 44115 ADDRESS	31875 Aurora Road, Solon, Ohio 44139 ADDRESS	325 Superior Avenue, Cleveland, Ohio 44114 ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Richard L. Ortmeier, AIA (Typed name)	Raphael Hill (Typed name)	Felton Thomas (Typed name)
2.2.2015 DATE	2.2.15 DATE	DATE



PROPOSAL

R.L. HILL MANAGEMENT, INC.
31875 AURORA ROAD
OLON, OHIO 44139
PHONE: 440.439.0490
FAX: 440.498-9301 NEW #

PROJECT:	Cleveland Public Library - Digital Hub 325 Superior Ave Cleveland Ohio 44114	PROPOSAL:	CO 9
		DATE:	1/26/2015
		CONTRACT DATE:	7/30/2014
TO:	Board of Trustees Cleveland Public Library		

The contract is changed as follows:

REFERENCE #	COST	DESCRIPTION
06 10 00	\$ 2,079.00	Deliver protective plastic picture covering, deliver & installation of SS railing. L&M to off-load, deliver to site & install protective sheets \$1040. Additional protection of floor & walls for delivery of acrylic & SS \$129
09 29 00	\$ 880.00	L&M to off-load, deliver & install SS railing \$390.
	\$ 800.00	L&M to layout & install all stand-offs \$520
	\$ 237.00	Drywall repairs / taping for existing wall at handrailing anchor posts
	\$ 2,400.00	SS handrailing (shop drawing to be provided)
	\$ 250.00	Picture frame standoffs
09 91 23	\$ 572.00	Acrylic picture frame cover
26 00 10	\$ 335.00	Painting of East wall Room 301
	\$ 7,553.00	F&I 25 UV lenses for specified lights
	\$ 755.30	Gen Conditions (floor protection, clean-up)
	\$ 8,308.30	Sub Total
		GC Fee
		Total

The original Contract Sum was

Net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be increased by this Change Order in the amount of \$8,308.30

The New Contract Sum including this Change Order will be

Accepted By:

R.L. HILL MANAGEMENT INC.

Contractor

8/1/2014

Date

Bostwick Design Partnership

Architect

Date

Board of Trustees CPL

Client

Date

SHARK & MINNOW

CLEVELAND PUBLIC LIBRARY // STATEMENT OF WORK // FEBRUARY 17, 2015



BACKGROUND & OVERVIEW

shark&minnow is in the final stages of completing strategic work associated with the build out of The People's University (TPU). The Executive Leadership Team at Cleveland Public Library has asked shark&minnow to submit a proposal comprising work necessary to launch this initiative (in a collaborative effort with Cleveland Public Library staff). Tasks have been itemized & include:

BRAND STRATEGY

- shark&minnow to create Strategic Thinking (based on the research completed in Phase I) & Briefing Documents to ensure that all branding efforts align with the overall philosophy of TPU.
- shark&minnow to communicate this Brand Strategy to all subcontractors (i.e. Designer, Video Production Team, etc.) to ensure that all creative assets are on-brand, streamlining the need for excessive rounds of revisions.

DIGITAL STRATEGY

- shark&minnow to create the Digital Strategy for how TPU's messaging will weave into overall digital communications (inclusive of the CPL website) during & post-launch.

PROJECT MANAGEMENT & TEAM COORDINATION

- shark&minnow to be responsible for establishing Timelines (where necessary, with partner input).
- shark&minnow to project manage creative and technical development
- shark&minnow to ensure that Milestones are met & that TPU is ready to be launched publically come September 2015.

TECHNOLOGY PROJECT MANAGEMENT

- shark&minnow to ensure that the Technology Partner completes work in accordance with the schedule they provide.
- shark&minnow will act as the liaison to this partner, existing as the main point of contact.

INFORMATION ARCHITECTURE, USER EXPERIENCE & TESTING

- shark&minnow to create Information Architecture/User Experience for the microsite or landing page.
- shark&minnow to manage user testing for the microsite or landing page.
- shark&minnow to create Information Architecture/User Experience for the technology tool (e.g. App) in conjunction with technology partner.
- shark&minnow to oversee User Testing for the technology tool (e.g. App) in conjunction with technology partner.



MICROSITE OR LANDING PAGE

- shark&minnow to design the Online Experience for TPU for launch.
- shark&minnow to develop this Microsite or Landing Page (Please Note: This is a content-only site. No database development or eCommerce functionality have been included).

CONTENT MARKETING

- shark&minnow to create Content Strategy & Calendar for TPU through contract completion.
- shark&minnow to create on-site written content for TPU through contract completion.
- shark&minnow will upload all content to the microsite or landing page through contract completion.

PARTNER COORDINATION & OUTREACH

- shark&minnow to plan/conduct Meetings with all TPU potential/secured Partners (organizations/individuals) to present the concept & solicit support/participation where appropriate.
- shark&minnow to schedule these Meetings along with appropriate CPL staff.

VIDEO DIRECTING & PRODUCING

- shark&minnow to lead Video Development process, setting messaging strategy for all videos to be developed.
- shark&minnow to create any Content Assets required (i.e. Scripts, Interview Questions, Shot Lists, Text/Images for graphic elements, etc.) - with input from Video Production team where appropriate.
- shark&minnow to review all Creative Assets & revise to align with Brand Strategy prior to sharing any deliverables with CPL.

SLIDE DECK CREATIVE DEVELOPMENT

- shark&minnow to create Presentation Decks (with multiple versions, where needed - e.g. for use internally/externally).

FRIENDS OF CLEVELAND PUBLIC LIBRARY SUPPORT

- shark&minnow to attend Friends of Cleveland Public Library meetings as necessary.
- shark&minnow to provide Friends with deliverables to use when speaking about TPU to Potential Funders (e.g. Messaging Points/Conversation Starters, "Entourage Emails," etc.).
- shark&minnow to work with the CPL Marketing Team to develop Collateral for Friends' use.



OUTREACH

- Press
 - shark&minnow will refine the Media List with CPL's Marketing Team.
 - shark&minnow will create all Press Releases pertaining to TPU.
 - shark&minnow will deploy all Press Releases pertaining to TPU.
- Community
 - shark&minnow will create efforts aimed at encouraging Community Influencers to engage with TPU.
 - shark&minnow will craft campaign elements that target the community, motivating them to participate (please note: these tactics will be developed with input/assistance from CPL's Marketing Team).

EVENT PLANNING & SUPPORT

- Launch Event
 - shark&minnow to plan.
 - shark&minnow to coordinate logistical details (with assistance from CPL staff, where appropriate).
 - shark&minnow to promote (with assistance from CPL staff, where appropriate).
- Staff Development Day
 - shark&minnow to create content that will be shared by the Director at SDD & support as needed (please note: shark&minnow will not be able to be on-site that day due to a scheduling conflict).

CONFERENCE PROMOTIONS

- shark&minnow to work with CPL team to finalize the list of conferences where TPU will be promoted.
- shark&minnow to create assets to be shared by presenters at these conferences.
- shark&minnow to help present the concept of TPU, where appropriate (at CPL's request).

CONFERENCE PROMOTIONS

- shark&minnow to work with CPL team to finalize the list of conferences where TPU will be promoted.

SUBCONTRACTORS: DESIGN - BRANDING

shark&minnow to provide designers for consideration & upon approval will manage the design process to ensure it supports the established strategy & aligns with the overall brand and goals of Cleveland Public Library.



SUBCONTRACTORS: COURSE ARCHITECTURE & PLANNING

shark&minnow will work with Cleveland Public Library and the Course Architecture & Planning team to ensure course architecture is appropriate and cohesive. The research from Phase 1, conducted by shark&minnow, will serve as the foundation for curriculum architecture development. Additionally, the learning strategist will leverage the curriculum architecture to inform the overall curriculum.

SUBCONTRACTORS: TECHNOLOGY PLATFORM THE PEOPLE'S UNIVERSITY DIGITAL EXPERIENCE

shark&minnow will work with the Cleveland Public Library to identify the technology partner and that the technology partner will deliver the online/mobile TPU experience in accordance with the specifications developed by Cleveland Public Library and shark&minnow.

SUBCONTRACTORS: VIDEO PRODUCTION

shark&minnow to provide recommendations to Cleveland Public Library for Video Shooting, Audio Engineering, Motion Graphics, Editing, and Versioning. Upon approval, shark&minnow will manage the video development process. Videos included are:

- "The People's University" Brand Video
- Patron Learning Story Video
- Employee Learning Story Video

TIMELINE

Work will commence immediately. Each deliverable will be assigned a timeline & key milestones will be set by the end of March (Please Note: This timing is necessary to align schedules that may include milestones dictated by subcontractors - e.g. Technology).

- Strategic Implementation: March
- Creative Development: March, April, May
- Technical Development: May, June, July, August
- Beta Launch: August
- Testing: August
- Launch: September
- Optimization: September, October, November, December
- Sustain: January, February



PROJECT ASSUMPTIONS

In order for this project to be completed on time and on budget it is assumed that:

- An authorized and available member of the CPL team will be designated to be the shark&minnow point of contact.
- Detailed information on the organization, product/service offering and any additional information required to complete project will be made available to shark&minnow.
- All photos, images, resources, graphics, materials, data and other content to assist tactical development will be provided (upon request) to shark&minnow.
- Final creative assets will be the property of CPL.
- Creative source files will be the property of shark&minnow.
- Content delivery and feedback will occur in a timely manner, as clearly defined on the timeline (to be developed) for completion.
- Third Party Fees: All out of pocket costs (i.e. media buying) are additional unless noted.

PROJECT COSTS & CONTRACT LENGTH

- This proposal is valid for 30 days upon date of being issued.
- Payment Terms: First month payment is due upon proposal approval with remaining payment issued monthly.
- A 20% deposit is due upon contract initiation with subsequent payments issued in equal installments on a monthly basis.
- This contract comprises a 12-month engagement period, which will commence immediately upon approval.
- The offices of shark&minnow are closed the weeks 12/21 and 12/28.



ESTIMATE: SHARK&MINNOW

Phase	Service	Subtotal	Non-Profit Discount	Total	Notes
Activation	Brand Strategy	\$10,000	10%	\$9,000	
Activation	Digital Strategy (website)	\$10,000	10%	\$9,000	
Activation	Project Management & Team Coordination (CPL/shark&minnow/Designer/Production Team)	\$25,000	10%	\$22,500	*Includes prime time frequency & as needed for 12-months - 3 consultants
Activation	Technology Project Management (*Once tech partner is identified)	\$12,000	10%	\$10,800	
Activation	Information Architecture, User Experience & User Testing	\$4,800	10%	\$4,320	
Activation	Mockups of Landing Page Digital Strategy, Design & Development	\$8,500	10%	\$7,650	
Activation	Content Strategy & Development (for Microsite over a 12-month period)	\$12,000	10%	\$10,800	
Activation	Partner Coordination & Outreach (Purpose: to secure buy-in - Curriculum Consultant to handle communication as it pertains to course development)	\$12,000	10%	\$10,800	
Activation	Video Direction & Producing: - (1) Brand Video - (2) Partner Learning Story Video - (1) Employee Learning Story Video	\$9,000	10%	\$8,100	
Activation	Creation of Slide Decks (multiple versions, as needed)	\$5,000	10%	\$4,500	
Activation	Friends of CPL Briefing, Meetings & Support	\$4,500	10%	\$4,050	
Activation	Community Outreach, Influencer Strategy & Civic Engagement	\$8,000	10%	\$7,200	
Activation	Media List Implementation, Outreach & Press Materials Creation & Social Influence (i.e. Press Releases, Photo Packages, etc)	\$7,500	10%	\$6,750	
Activation	Launch Event Planning & Staff Development Day Support (i.e. creation of materials, prep work of the Director)	\$3,000	10%	\$2,700	
Activation	Showcase Events & Conferences Travel/Expenses	\$15,000	0%	\$15,000	*Estimation; will bill based on actual expenses (not to exceed)
Total		\$145,300		\$133,170	



ESTIMATE: SUBCONTRACTORS

Phase	Service	Subtotal	Non-Profit Discount	Total	Notes
Activation	Design - Branding	\$21,500	0%	\$21,500	*shark&minnow to provide designers for consideration & upon approval will manage the design process to ensure it ladders up to established strategy & aligns with CPL's overall brand/goals.
Activation	Course Architecture & Planning	\$25,000	0%	\$25,000	
Activation	Technology Platform - The People's University Digital Experience (e.g. CRM integration, app)	\$100,000	0%	\$100,000	
Activation	Video Production: Shooting, Audio Engineering, Motion Graphics, Editing, Versioning - (1) Brand Video - (1) Patron Learning Story Video - (1) Employee Learning Story Video	\$24,000	0%	\$24,000	
Total		\$170,500		\$170,500	

ESTIMATE: GRAND TOTAL

Partner	Cost
shark&minnow	\$133,170
Technology	\$100,000
Design	\$21,500
Course Architecture	\$25,000
Video Production	\$24,000
GRAND TOTAL	\$303,670

17 February 2015

Ms. Maritza Rodriguez
President, Board of Trustees
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114-1271

**RE: Proposal for Pre-Design Services, Cleveland Public Library
Main Library Consolidation Project Phase 2 SD thru CA "Interim" Fees**

Dear Ms. Rodriguez::

CPL has previously authorized BDP to proceed with Phase 2 Pre-Design services which have established the basic direction and have identified the need to quickly proceed into subsequent design phases to meet CPL's desired schedule. This proposal outlines the process and fees proposed for Bostwick Design Partnership (BDP) to begin Schematic Design services for the Cleveland Public Library (CPL) Main Library Consolidation Project, Phase 2 for the remainder of the month of February 2015 and until the Board of Trustees meeting in March 2015, at which time a fee proposal and contract to provide design services will be provided.

PROJECT UNDERSTANDING

Our project understanding is based on the following information:

- The continuing work for PreDesign, determining the overall potential scope of work to achieve the Destinations proposed in Phase 2
- A lunch meeting with the Director Felton Thomas and you on February 6, to discuss the scope of work and priorities
- A conference call with Joyce Dodrill and Carrie Krenicky on February 12 to review proposed method to move forward with work between the February and March 2015 board meetings.

DESIGN SERVICES for PHASE 2 SD thru CA "Interim" Fees

A short summary of what we expect to accomplish in this timeframe is as follows:

- We will initiate the Schematic Design Phase of work, to define and add detail to the conceptual scope focusing on the Main Library 1st Floor, and the 1st and 2nd floors of the Louis Stokes Wing.
- We will also initiate a comprehensive Wayfinding design process, beginning with a complete existing signage audit.

Ms. Maritza Rodriguez
 Cleveland Public Library Phase 2
 17 February 2015
 Page 2 of 3



It is our expectation that the board of trustees will determine the specific scope of work at the work session on February 17 2015. This will allow our team to tailor our specific scope of design services and fees to the approved and anticipated scope.

We will work closely with CPL staff to prepare a contract to complete the full basic and additional services required to accomplish the goals of the library in Phase 2. At the March board meeting these fees and services will be presented for your approval.

With the provision that the work done in the next four weeks remain consistent with the work approved to move forward from March onward, the fees associated with the scope of work outlined herein for the remainder of February and beginning of March shall be included within - and not in addition to - the fees to be proposed for approval at the March board meeting.

DESIGN TEAM

Bostwick Design Partnership: Architecture

Robert Bostwick AIA, President and Director of Design
 Rick Ortmeyer AIA, LEED AP, Principal
 Bryan Wahl AIA, Senior Associate and Project Manager
 Bob Weygandt AIA, Senior Associate and Cost Estimating
 Anna Acklin, Design Staff and Technical Support

Karen Skunta & Company: Multimedia, Wayfinding and Signage

Karen Skunta, President & Creative Director

Tec, Inc.: MEPT Engineering and Lighting Design

Tim Pool, Principal

COMPENSATION

We propose compensation based on the project understanding, scope of services, and deliverables described above. Our fees for architectural and engineering services have been calculated as a percentage of an assumed construction cost of \$3,000,000.00. While this has not been reviewed or approved by the Board of Trustees, this number was discussed at one point as a possible target and therefore shall be the basis of our initiating design work.

Our fees for wayfinding design services are based on the initiation for a comprehensive campus-wide wayfinding system, as has been requested through the preliminary design work of Phase 2.

We will invoice according to the following preliminary scope:

Basic Design Services

50% Schematic Design - hourly not to exceed (\$3M x 9% fee x 25% SD x 50% completion by March)	\$ 33,750
<u>Comprehensive Wayfinding Initiation – complete site audit</u>	<u>\$ 15,000</u>

Ms. Maritza Rodriguez
 Cleveland Public Library Phase 2
 17 February 2015
 Page 3 of 3



NTE Reimbursable Expenses	\$ 1,000
Total Design Services and Reimbursables	\$ 49,750

ADDITIONAL SERVICES

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

- Additional design work not included under the scope described herein, or redesign work required as a result of material changes or subsequent information provided out of sequence by the Owner during the course of the study or after completion of the study
- Any outside consultant not specifically listed on the Design Team

SCHEDULE

As noted above, the schedule for this work shall extend from the February Board of Trustees meeting until the March Board of Trustees meeting, or from February 19, 2015 until March 19, 2015.

CONCLUSION

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

Sincerely,

BOSTWICK DESIGN PARTNERSHIP

AGREED and ACCEPTED

Richard Ortmeyer AIA, LEED A.P.
 Principal

Maritza Rodriguez
 President, Board of Trustees
 Cleveland Public Library

Date

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

Attachments: Hourly Rate Schedule



BOSTWICK DESIGN PARTNERSHIP
2015 STANDARD HOURLY BILLING RATES
 (These hourly rates are subject to annual adjustment)

PRINCIPALS

Robert L. Bostwick, President & Director of Design	\$225.00
Ross E. Rectenwald	\$225.00
David J. Miano	\$195.00
Pamela J. Neckar, Chief Financial Officer	\$195.00
Richard L. Ortmeyer	\$195.00
Michael C. Zambo	\$195.00

SENIOR ASSOCIATES

Damian A. Henri	\$165.00
Judith McGlinchy-Giovanetti	\$165.00
Bryan C. Wahl	\$165.00
Hans P. Walter	\$165.00
Robert L. Weygandt	\$165.00

DIRECTORS

Matthew D. Bode, Medical Planning	\$165.00
David A. Brennan, Erie Office	\$165.00
Carter A. Edman, Operations	\$165.00
Robert J. Godshall, Planning Consultant	\$165.00
Christopher D. Kidd, Information Technology	\$165.00

MANAGER OF ERIE OPERATIONS

Andrew F. Lengyel	\$130.00
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ASSOCIATES

Rami R. Berner	\$125.00
Jason T. Hejduk	\$125.00
David J. Hogue	\$125.00

SPECIFICATIONS and CODE SPECIALIST

Charles E. Collings	\$115.00
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**PROJECT LEADER**

Gregg A. Daubenspeck	\$110.00
R. Jason Wieczorek	\$110.00
Alison C. Vallimont	\$110.00
Sokhamala Yin	\$110.00

DESIGN STAFF

Anna E. Acklin	\$85.00
Robert M. Deering	\$85.00
Megan Dibner-Dunlap	\$85.00
Blake P. Gifford	\$85.00
Apostolos T. Nacopoulos	\$85.00

TECHNICAL STAFF

Christine E. Barber	\$80.00
Michael L. Douglas	\$80.00
Rachael N. Hissom	\$80.00
Nicholas L. Hurst	\$80.00

GRAPHIC DESIGNER

Ratipriya Suresh	\$85.00
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SENIOR SUPPORT STAFF

Julie A. Campbell	\$60.00
Cesli E. Consorte	\$60.00

SUPPORT STAFF

Sara L. Giuliano	\$50.00
Sara E. Lacny	\$50.00
Terri L. Mouyard	\$50.00

INTERN DESIGN STAFF

	\$50.00
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REPORT A

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

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	2,289,112.73	0.00	0.00	0.00	\$ 0.00	2,289,112.73
42 Intergovernmental	1,756,650.50	7,277.00	0.00	0.00	\$ 0.00	1,763,927.50
43 Fines & Fees	32,858.12	0.00	0.00	0.00	\$ 0.00	32,858.12
44 Investment Earnings	14,672.97	105,383.07	0.00	32,562.59	\$ 0.00	152,618.63
45 Charges for Services	171,306.15	1,597,071.73	0.00	0.00	\$ 0.00	1,768,377.88
46 Contributions & Donations	300.05	900.00	0.00	0.00	\$ 0.00	1,200.05
48 Miscellaneous Revenue	11,655.07	0.00	0.00	0.00	\$ 14.77	11,669.84
Total Revenues	\$ 4,276,555.59	\$ 1,710,631.80	\$ 0.00	\$ 32,562.59	\$ 14.77	\$ 6,019,764.76
51 Salaries/Benefits	3,870,904.14	248,748.77	0.00	0.00	\$ 0.00	4,119,652.91
52 Supplies	38,176.99	1,932.98	0.00	600.00	\$ 0.00	40,709.97
53 Purchased/Contracted Services	1,972,633.42	62,506.72	0.00	0.00	\$ 0.00	2,035,140.14
54 Library Materials	550,635.78	19,176.83	0.00	13,672.84	\$ 0.00	583,485.45
55 Capital Outlay	47,351.76	0.00	384,448.77	0.00	\$ 0.00	431,800.53
57 Miscellaneous Expenses	2,057.98	3,778.00	0.00	0.00	\$ 0.00	5,835.98
Total Expenditures	\$ 6,481,760.07	\$ 336,143.30	\$ 384,448.77	\$ 14,272.84	\$ 0.00	\$ 7,216,624.98
Revenue Over/(Under) Expenditures	\$(2,205,204.48)	\$ 1,374,488.50	\$(384,448.77)	\$ 18,289.75	\$ 14.77	\$(1,196,860.23)
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	0.00	0.00	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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(2,205,204.48)	\$ 1,374,488.50	\$(384,448.77)	\$ 18,289.75	\$ 14.77	\$(1,196,860.23)
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	\$ 28,632,671.21	\$ 15,803,264.57	\$ 14,238,260.30	\$ 3,414,153.37	\$ 11,178.44	\$ 62,099,527.89

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

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	20,544,751	1,756,651	18,788,101	9%	9%
General Property Tax	23,678,232	2,289,113	21,389,119	10%	7%
Rollback, Homestead, CAT	4,188,380	0	4,188,380	0%	0%
Fines & Fees	392,000	32,858	359,142	8%	8%
Investment Earnings	235,638	14,673	220,965	6%	6%
Services to Others-Clevnet	0	171,306	(171,306)	171%	10%
Contributions	0	300	(300)	0%	100%
Miscellaneous	976,937	11,655	965,282	1%	1%
Return of Advances Out	0	0	0	0%	0%
Total	\$ 50,015,939	\$ 4,276,556	\$ 45,739,383	9%	7%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	36,145,731	4,228,391	31,917,340	12%	11%
Supplies	1,235,898	425,198	810,700	34%	31%
Purchased Services	12,523,362	3,693,536	8,829,826	29%	39%
Library Materials	10,428,341	3,961,189	6,467,153	38%	34%
Capital Outlay	1,117,848	185,267	932,582	17%	36%
Other	140,853	19,282	121,571	14%	52%
Sub Total	\$ 61,592,033	\$ 12,512,862	\$ 49,079,171	20%	22%
Advances Out	0	0	0	0%	0%
Transfers Out	0	0	0	0%	100%
Total	\$ 61,592,033	\$ 12,512,862	\$ 49,079,171	20%	26%

Note (1): Certificate from Cuyahoga County Budget Commission dated January 8, 2015.
 Note (2): Subtotal Amended Appropriation of \$53,908,576 plus carried forward encumbrance of \$7,683,457.
 Note (3): Subtotal includes 10% expended and 10% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending January 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	1,109,478.33	0.00	9,518,171.42
51120 Clerical Salaries	9,302,289.34	10,183,369.79	1,084,927.52	0.00	9,098,442.27
51130 Non-Clerical Salaries	1,252,878.27	1,369,969.76	145,903.82	0.00	1,224,065.94
51140 Buildings Salaries	3,735,097.03	4,079,586.64	408,301.44	0.00	3,671,285.20
51150 Other Salaries	466,003.38	528,542.37	70,051.60	0.00	458,490.77
51180 Severance Pay	0.00	146,227.65	144,406.90	0.00	1,820.75
51190 Non-Base Pay	62,441.07	78,323.45	104,310.47	0.00	(25,987.02)
51400 OPERS	3,432,794.08	3,761,210.05	402,083.91	0.00	3,359,126.14
51610 Health Insurance	3,778,911.10	4,163,736.41	342,479.28	0.00	3,821,257.13
51611 Dental Insurance	181,829.33	208,615.07	16,447.40	0.00	192,167.67
51612 Vision Insurance	13,332.29	14,079.29	1,162.96	0.00	12,916.33
51620 Life Insurance	12,074.65	13,804.80	1,053.60	0.00	12,751.20
51625 Short Term Disability Insurance	9,383.86	9,910.20	407.06	0.00	9,503.14
51630 Workers Compensation	208,631.74	554,085.43	0.00	333,754.10	220,331.33
51640 Unemployment Compensation	23,672.50	48,951.29	218.57	23,732.72	25,000.00
51650 Medicare - ER	311,377.84	343,349.89	39,671.28	0.00	303,678.61
51900 Other Benefits	12,451.12	14,318.85	0.00	0.00	14,318.85
Salaries/Benefits	\$32,510,360.06	\$ 36,145,730.69	\$ 3,870,904.14	\$ 357,486.82	\$ 31,917,339.73
52110 Office Supplies	40,480.84	48,388.90	1,407.86	4,214.29	42,766.75
52120 Stationery	51,733.11	59,630.76	1,221.98	4,032.12	54,376.66
52130 Duplication Supplies	30,188.73	34,981.95	88.68	3,770.79	31,122.48
52140 Hand Tools	531.96	600.00	5.81	0.00	594.19
52150 Book Repair Supplies	89,324.95	107,805.58	8,319.80	13,167.70	86,298.08
52210 Janitorial Supplies	88,881.65	104,505.10	919.64	15,103.01	88,482.45

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	80,370.29	94,385.76	4,561.53	29,111.51	60,712.72
52230	179,367.16	354,945.94	16,127.72	238,882.33	99,935.89
52240	22,165.00	36,843.78	0.00	11,843.78	25,000.00
52300	77,462.24	111,015.48	1,487.79	37,657.69	71,870.00
52900	239,780.97	282,794.37	4,036.18	29,217.69	249,540.50
Supplies	\$900,286.90	\$ 1,235,897.62	\$ 38,176.99	\$ 387,020.91	\$ 810,699.72
53100	106,000.00	137,535.01	415.43	62,119.58	75,000.00
53210	292,272.53	406,422.86	14,231.63	49,517.74	342,673.49
53230	89,464.00	109,472.45	10,025.74	33,946.71	65,500.00
53240	135,680.00	179,485.50	7,234.74	28,994.75	143,256.01
53310	488,787.20	654,002.11	33,061.06	50,236.11	570,704.94
53320	16,960.00	21,126.71	1,859.05	5,156.02	14,111.64
53340	162,705.76	270,787.86	37,338.57	60,856.80	172,592.49
53350	186,781.33	331,982.87	23,932.41	88,394.49	219,655.97
53360	275,595.61	330,980.65	1,798.50	4,187.32	324,994.83
53370	31,376.00	40,780.34	607.38	21,828.96	18,344.00
53380	584,272.00	745,795.21	49,250.74	7,544.47	689,000.00
53390	25,440.00	30,225.75	0.00	225.75	30,000.00
53400	372,095.61	495,813.00	57,367.00	0.00	438,446.00
53510	143,649.51	251,649.11	0.00	82,251.11	169,398.00
53520	51,982.40	70,763.72	4,134.75	7,728.97	58,900.00
53610	1,290,945.94	1,587,395.40	25,737.43	39,316.06	1,522,341.91
53620	619,807.43	756,090.10	4,908.73	20,276.37	730,905.00
53630	748,081.00	969,203.90	24,920.13	62,112.77	882,171.00

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	67,636.26	97,737.86	1,270.23	16,707.86	79,759.77
53710	1,030,021.46	2,104,152.55	74,798.31	842,036.55	1,187,318.69
53720	674,764.45	859,712.80	420.71	64,000.00	795,292.09
53730	15,688.00	18,500.00	2,249.15	0.00	16,250.85
53800	236,931.20	445,800.38	0.00	166,400.38	279,400.00
53900	1,362,796.83	1,607,946.23	1,597,071.73	7,064.90	3,809.60
	<u>\$9,009,734.52</u>	<u>\$ 12,523,362.37</u>	<u>\$ 1,972,633.42</u>	<u>\$ 1,720,902.67</u>	<u>\$ 8,829,826.28</u>
Purchased/Contracted Services					
54110	2,160,000.00	2,760,000.29	181,852.87	562,987.04	2,015,160.38
54120	345,000.00	873,452.88	59,883.65	486,402.25	327,166.98
54210	793,400.00	1,237,224.31	78,577.35	364,819.23	793,827.73
54220	77,000.00	230,857.20	0.00	153,857.20	77,000.00
54310	1,665,000.00	1,922,262.49	52,926.40	353,011.87	1,516,324.22
54320	136,000.00	153,789.04	4,188.75	22,185.84	127,414.45
54325	363,000.00	517,904.42	7,310.18	178,732.07	331,662.17
54500	501,000.00	1,077,246.31	70,831.92	503,588.30	502,826.09
54530	586,918.00	1,345,557.00	87,904.08	690,594.92	567,058.00
54600	3,000.00	3,380.00	0.00	380.00	3,000.00
54710	25,000.00	54,036.34	1,794.69	27,241.65	25,000.00
54720	45,000.00	102,947.24	3,417.50	54,017.26	45,512.48
54730	5,000.00	5,660.04	0.00	660.04	5,000.00
54790	130,000.00	144,023.44	1,948.39	12,075.05	130,000.00
	<u>\$6,845,318.00</u>	<u>\$ 10,428,341.00</u>	<u>\$ 550,635.78</u>	<u>\$ 3,410,552.72</u>	<u>\$ 6,467,152.50</u>
Library Materials					
55510	115,866.70	267,912.86	36,811.30	74,919.68	156,181.88
55520	171,575.35	311,393.38	6,357.94	53,479.44	251,556.00

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	213,111.80	314,000.00	3,383.48	5,966.63	304,649.89
55540 Software	149,653.35	224,542.20	799.04	3,549.16	220,194.00
Capital Outlay	<u>\$650,207.20</u>	<u>\$ 1,117,848.44</u>	<u>\$ 47,361.76</u>	<u>\$ 137,914.91</u>	<u>\$ 932,581.77</u>
57100 Memberships	50,085.40	67,109.62	500.00	1,655.62	64,954.00
57200 Taxes	9,182.40	13,035.72	809.06	0.00	12,226.66
57500 Refunds/Reimbursements	40,764.08	60,707.65	748.92	15,568.42	44,390.31
Miscellaneous Expenses	<u>\$100,031.88</u>	<u>\$ 140,852.99</u>	<u>\$ 2,057.98</u>	<u>\$ 17,224.04</u>	<u>\$ 121,570.97</u>
Advances	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	<u><u>\$50,015,938.56</u></u>	<u><u>\$ 61,592,033.11</u></u>	<u><u>\$ 6,481,760.07</u></u>	<u><u>\$ 6,031,102.07</u></u>	<u><u>\$ 49,079,170.97</u></u>

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending January 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	4,276,555.59	6,481,760.07	6,031,102.07	22,356,351.66
Total General Fund	\$ 30,592,658.21	\$ 4,276,555.59	\$ 6,481,760.07	\$ 6,031,102.07	\$ 22,356,351.66
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	64,060.29	26,542.98	83,294.08	5,876,408.08
204 Kaiser	55,406.44	0.00	0.00	0.00	55,406.44
205 Kralej	183,286.36	1,739.01	0.00	0.00	185,025.37
206 Library	173,927.60	1,819.65	1,550.00	0.00	174,197.25
207 Pepke	118,840.00	2,600.49	0.00	0.00	121,440.49
208 Wickwire	1,316,624.63	10,831.82	0.00	0.00	1,327,456.45
209 Witke	81,572.76	0.00	0.00	0.00	81,572.76
210 Young	3,784,783.65	11,718.05	504.00	0.00	3,795,997.70
226 Judd	7,568.18	0.00	12,672.97	2,609.69	(7,714.48)
228 Lockwood Thompson Memorial	180,103.77	0.00	4,969.28	116,317.35	58,817.14
229 Ohio Center for the Book	0.00	900.00	0.00	0.00	900.00
230 Schweinfurth	63,795.29	0.00	12,657.55	17,525.00	33,612.74
231 CLEVNET	0.00	1,597,071.73	113,598.85	1,734,471.66	(250,998.78)
251 OLBPD-Library for the Blind	0.00	0.00	135,763.27	46,859.29	(182,622.56)
252 LSTA-Know It Now	43,626.78	7,277.00	13,884.40	6,955.15	30,064.23
254 MyCom	95,000.00	0.00	14,000.00	81,000.00	0.00
256 Learning Centers	95,742.42	0.00	0.00	14,350.00	81,392.42
Total Special Revenue Funds	\$ 14,428,776.07	\$ 1,710,631.80	\$ 336,143.30	\$ 2,103,382.22	\$ 13,699,882.35
401 Building & Repair	14,622,709.07	0.00	384,448.77	727,213.68	13,511,046.62
Total Capital Project Funds	\$ 14,622,709.07	\$ 0.00	\$ 384,448.77	\$ 727,213.68	\$ 13,511,046.62
501 Abel	221,027.87	4,901.19	0.00	0.00	225,929.06

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	2,101.20	0.00	0.00	0.00	2,101.20
503 Beard	130,822.20	2,654.87	0.00	3,628.00	129,851.07
504 Klein	4,974.03	0.00	0.00	0.00	4,974.03
505 Malon/Schroeder	271,840.33	56.64	600.00	0.00	271,296.97
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	0.00	0.00	156,976.52
511 Waidenthal	6,171.99	0.00	0.00	0.00	6,171.99
512 White	2,041,779.46	19,870.03	13,672.84	3,473.57	2,044,503.08
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	\$ 14,272.84	\$ 7,099.57	\$ 3,407,053.80
901 Unclaimed Funds	11,163.67	14.77	0.00	0.00	11,178.44
Others	\$ 11,163.67	\$ 14.77	\$ 0.00	\$ 0.00	\$ 11,178.44
Total All Funds	\$ 63,051,170.64	\$ 6,019,764.75	\$ 7,216,624.98	\$ 8,868,797.54	\$ 52,985,512.87

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

Balance of All Funds	\$ 62,099,527.89
Chase - Checking	5,771.85
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	765,388.59
KeyBank - Merchant Acct	92,971.34
Fifth Third - Checking	435,672.42
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	\$ 1,305,029.72
PNC - Money Market	10,041.34
PNC - Investments	34,961,013.20
PNC - Investments Money Market	17,250.79
STAR Ohio Investment	29,928.39
STAR Plus Program	9,800,681.80
Investments	\$ 44,818,915.52
PNC- Endowment Account	15,975,582.65
Endowment Account	\$ 15,975,582.65
Cash in Banks and On Hand	\$ 62,099,527.89

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – January 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 and Agency issues as managed by United American Capital Corporation, STAR Ohio, STAR Plus, and a federal money market fund.

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

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
01/01/15 - 01/31/15	31	Various	STAR Ohio	Various	1.38	Investment Pool
01/01/15 - 01/31/15	31	Various	STAR Plus	Various	1,816.23	Bank Deposit Program
01/01/15 - 01/31/15	31	Various	PNC	Various	2.38	Sweep Money Market
01/01/15 - 01/31/15	31	Various	PNC	Various	0.41	Money Market
11/26/14 - 01/29/15	65	1,000,000	Federal Home Loan Bank	0.920%	1,610.00	Federal Agency
07/13/14 - 01/13/15	185	675,000	Federal Farm Credit Bank	0.700%	2,362.50	Federal Agency
12/30/14 - 01/29/15	31	1,000,000	Federal Home Loan Bank	0.750%	1,644.17	Federal Agency
07/28/14 - 01/25/15	182	1,000,000	Federal Home Loan Mortgage Corp.	1.000%	5,000.00	Federal Agency
10/08/14 - 01/27/15	112	1,000,000	Federal Home Loan Mortgage Corp.	0.700%	2,119.44	Federal Agency
10/30/14 - 01/26/15	89	62,500	Federal Home Loan Bank	1.300%	116.46	Federal Agency
				Earned Interest January 2015	\$ 14,672.97	
				Earned Interest Year To Date	\$ 14,672.97	

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting
February 19, 2015

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JANUARY 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
Association of Government Accountants CGFM Exam 1 Designation Beachwood, Ohio	1/17/15	Laura Armstrong	385.43
City Club City Club Forum Cleveland, Ohio	1/23/15	Cindy Lombardo	30.00
TOTAL			\$415.43

SUMMARY

FUND	JANUARY	YEAR TO DATE
General	\$415.43	\$415.43
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	0.00	0.00
TOTAL	\$415.43	\$415.43

Report on Cleveland Foundation Grant For Library Learning Centers January 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.	\$ 130,000.00	\$ 68,483.25	\$ -	\$ -		CSU has been paid for services from April - December. Fall tutoring will resume in September.
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	Scheduled to start October 1, 2014; will run through May 14, 2015.
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.	\$ 12,200.00	\$ 8,160.00	\$ -	\$ -	\$ 3,600.00	Balance through Fall remains encumbered.
Workshop for CPL Staff to improve knowledge and skills to be able to help children at all grade and reading levels.	\$ 15,000.00	\$ 15,477.28	\$ -	\$ -	\$ 750.00	Phyllis C. Hunter Consulting Workshops scheduled for November 6 and 7 Plus lodging
Total Purchased/Contracted Services	\$ 177,200.00	\$ 102,120.53	\$ -	\$ -	\$ 14,350.00	
Supplies						
Books and music instruments All supplies needed for tutoring, college prep and pre-school programs.	\$ 5,400.00	\$ 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.	\$ 2,000.00	\$ 128.10	\$ -	\$ -	\$ -	Monoprice, Inc. (Cables)
Total Supplies	\$ 7,400.00	\$ 1,204.72	\$ -	\$ -	\$ -	
Capital Outlay						
24 iPads and 4 charging stations 24 iPad 2 (16g) @ \$400 each and 4 Case Cruiser 10-pack ipad mobile charging stations @ \$715 each.	\$ 26,650.14	\$ 22,796.40	\$ -	\$ -	\$ -	Purchased 60 iPad mini (16g) @ \$299.94 each and 10 Griffin Multidock stations @ \$480 each
Monitors 55" Samsung flat screen TV's to be used as video monitors - 4 @ \$1,499 each	\$ 7,349.86	\$ 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	\$ 9,900.00		\$ -	\$ -	\$ -	
Total Capital Outlay	\$ 43,900.00	\$ 29,432.33	\$ -	\$ -	\$ -	Available Budget
TOTAL Cleveland Foundation Grant	\$ 228,500.00	\$ 132,757.58	\$ -	\$ -	\$ 14,350.00	\$ 81,392.42

Life Insurance Renewal Offer

Voya™ Employee Benefits

Prepared for:
Cleveland Public Library

Effective Date
03/01/2015

Policy Number
66960-1

01/20/2015

Renewal offer presented to:
Cleveland Public Library
Arthur J. Gallagher & Co.
1100 Superior Avenue, Suite 1700
Cleveland, OH 44114

Presented by Voya Financial
Ryan Yeary
Assistant Regional Manager
Cleveland Sales office

Renewal effective date
03/01/2015

Policy number
66960-1

Dear Cleveland Public Library,

Thank you for your continued business with Voya Employee Benefits. We are pleased to offer the enclosed renewal for the above client and effective date.

Voya Employee Benefits, a division of ReliaStar Life Insurance Company, is dedicated to providing innovative products, competitive pricing and exceptional customer service. Our broad product portfolio is designed to meet a wide range of employer and employee needs. Our client services model puts local sales and account managers at the forefront of the customer service experience. If we can assist with any additional products, please contact me at your earliest convenience.

We welcome the opportunity to renew this business with you. Thank you again for your continued business with Voya Employee Benefits.

Sincerely,

Ryan Yeary
Assistant Regional Manager

CC: Angela Gillen
Account Manager

**Experience Summary for
Cleveland Public Library
66960-1**

Basic Life

Policy Period	Inurred Claims	Paid Premium	Inurred Claims as a % of Paid Premium
<Year 6>			
03/01/2010 - 02/28/2011	\$ 44,149	\$ 10,917	404%
03/01/2011 - 02/29/2012	\$22,108	\$10,201	217%
03/01/2012 - 02/28/2013	\$20,076	\$9,590	209%
03/01/2013 - 02/28/2014	\$1,500	\$12,319	12%
03/01/2014 - 10/31/2014	\$0	\$8,135	0%
Total	\$87,833	\$51,162	172%

Supplemental Life

Policy Period	Inurred Claims	Paid Premium	Inurred Claims as a % of Paid Premium
<Year 6>			
03/01/2010 - 02/28/2011	\$ 82,158	\$ 12,262	670%
03/01/2011 - 02/29/2012	\$79,426	\$26,217	303%
03/01/2012 - 02/28/2013	\$0	\$27,826	0%
03/01/2013 - 02/28/2014	\$0	\$27,273	0%
03/01/2014 - 10/31/2014	\$0	\$18,262	0%
Total	\$161,584	\$111,840	144%

Dependent Life

Policy Period	Inurred Claims	Paid Premium	Inurred Claims as a % of Paid Premium
<Year 6>			
03/01/2010 - 02/28/2011	\$0	\$1,494	0%
03/01/2011 - 02/29/2012	\$0	\$3,147	0%
03/01/2012 - 02/28/2013	\$20,076	\$3,212	625%
03/01/2013 - 02/28/2014	\$0	\$3,248	0%
03/01/2014 - 10/31/2014	\$0	\$2,189	0%
Total	\$20,076	\$13,290	151%

**Life Insurance Renewal Offer
Cleveland Public Library
669601**

Estimated Annual Cost
Life Insurance Coverages

Coverage	Current Rate/\$1,000	Renewal Rate/\$1,000	Volume	Renewal Annual Cost
Basic Life Insurance	\$0.130	\$0.130	7,820,000	\$ 12,199
Basic AD&D Insurance	\$0.020	\$0.020	7,820,000	\$ 1,877

Supplemental Life Insurance - Employee Rates

Age	Current Rate/\$1,000	Renewal Rate/\$1,000
<25	\$0.060	\$0.060
25-29	\$0.060	\$0.060
30-34	\$0.080	\$0.080
35-39	\$0.100	\$0.100
40-44	\$0.120	\$0.120
45-49	\$0.170	\$0.170
50-54	\$0.310	\$0.310
55-59	\$0.500	\$0.500
60-64	\$0.770	\$0.770
65-69	\$1.470	\$1.470
70-74	\$2.390	\$2.390
75-79	\$2.390	\$2.390

Supplemental Life Insurance - Spouse Rates

Age	Current Rate/\$1,000	Renewal Rate/\$1,000
<25	\$0.060	\$0.060
25-29	\$0.060	\$0.060
30-34	\$0.080	\$0.080
35-39	\$0.100	\$0.100
40-44	\$0.120	\$0.120
45-49	\$0.170	\$0.170
50-54	\$0.310	\$0.310
55-59	\$0.500	\$0.500



60-64	\$0.770	\$0.770
65-69	\$1.470	\$1.470
70-74	\$2.390	\$2.390
75-79	\$2.390	\$2.390



Supplemental AD&D Insurance

Coverage	Current	Renewal
	Rate/\$1,000	Rate/\$1,000
Employee	\$0.020	\$0.020

Supplemental Dependent Life Insurance

Coverage	Current	Renewal
	Rate/\$1,000	Rate/\$1,000
Option 1	\$2.000	\$2.000

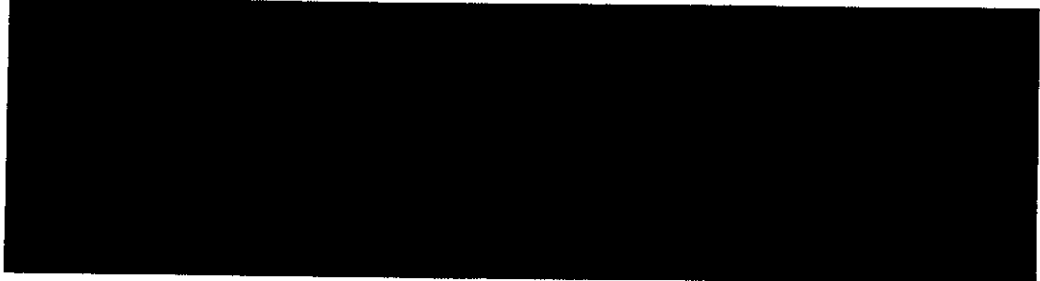
Personal Accident Insurance

Coverage	Current	Renewal
	Rate/\$1,000	Rate/\$1,000
Employee EE & Family		

Renewal Expiration Date: 03/15/2015
 Commissions: 0.0%
 Rate Guarantee: 1 year

Benefit Plan Changes:
 (may result in rate adjustments)

- *
- *
- *
- *



In order for us to process this renewal in a timely manner, please sign below and return the completed form via fax, email or mail to your Account Manager.

This form only acknowledges acceptance of the renewal rates. Amendments may need to be signed by the policyholder for any changes to the current contract and will be sent after acceptance of the renewal.

Authorized Signature Date

Print Name Title

Cleveland Public Library

66960-1

03/01/2015

Notes:

- * <Cost for Basic Life includes may include Voya Travel Assistance and Funeral Planning and Concierge Services.>
- * <If Port Choice is elected, individuals who choose to port their coverage may have a different rate schedule by Supplemental and/or Dependent product.>

Life Insurance is underwritten by ReliaStar Life Insurance Company. Policy form LP00GP (may vary by state).

Voya Employee Benefits

Offering Choice and Depth for the Benefit of our Customers

At Voya Employee Benefits, we offer a broad array of products and services to meet the varied financial needs of mid-sized to large employers and their employees. Whether you want to offer traditional group benefits, voluntary products, or retirement planning services, we strive to give employees choices and assure you ease and administrative efficiency. Our approach is to package our products with one another to create an integrated benefit program.

Insurance products and services are provided by ReliaStar Life Insurance Company unless otherwise noted. Product availability varies by state.

Life and AD&D Insurance Products & Services

Group Annual Term Life Insurance
Portable Term Life Insurance
Dependent Life Insurance

Whole Life Insurance
Universal Life Insurance
Personal Accident Insurance
Beneficiary Support Services

Funeral Planning & Concierge Services (1)

Stop Loss Insurance

Individual Stop Loss Insurance
Aggregate Stop Loss Insurance

Retirement Planning

Retirement programs (3) for the corporate, health, education, and government markets

Other Products & Services

Voya Travel Assistance (4)

Disability Income Insurance Products & Services

Core/Basic Disability Income Insurance
Supplemental Disability Income Insurance
Voluntary Long-Term Disability Income Insurance
Voluntary Disability Income Insurance

Voluntary Short-Term Disability Income Insurance
Case Management
FMLA services (2)

Insurance products for association members

Employee Assistance Program (5)
International Benefits Capabilities (6)

Online services, including billing, reports and documents

Other Group and Voluntary Insurance Products

Accident Insurance
Critical Illness Insurance
Hospital Confinement Indemnity Insurance

(1) Funeral Planning & Concierge Services are provided by Everest Funeral Package, LLC, Houston, TX. Services are not available in all states.

(2) FMLA services are provided by ComPsych, Chicago, IL. Services are not available in all states.

(3) For retirement programs, insurance products and annuities are issued by Voya Retirement Insurance and Annuity Company or other affiliated companies; securities are distributed by Voya Financial Partners, LLC (member SIPC) and other authorized broker/dealers with which it has a selling agreement.

(4) Voya Travel Assistance services are provided by Europ Assistance USA, Bethesda, MD. Services are not available in all states.

(5) Employee Assistance Program (EAP) services are provided by ComPsych, Chicago, IL. Services are not available in all states.

(6) Benefits for U.S. employers who have employees abroad are provided by affiliated and non-affiliated insurance companies participating in the ING Employee Benefits Global Network, a collection of insurance companies that write and service employee benefits programs throughout the world. We are not the agents of nor do we distribute the products of those other companies.

Voya Glossary

Case Rate - the target rate, calculated by comparing the rate that would have produced premiums to cover expenses and incurred claims within the review period (experience rate), and average rate for a case with the same characteristics as your employee population and insurance plan (manual rate).

Constant Premium - the premium that would have been paid if the current rate and plan design had been in force throughout the review period.

Conversion Charges - the amount required to cover the risk associated with converting group life coverage to an individual policy when an employee terminates or retires.

Credibility - the weight put on the past experience of the group in determining a case rate. Credibility is impacted by the number of lives covered, the frequency of claims, plan design and demographics.

Experience Adjustment - applied to the in force rate to arrive at the experience rate. Calculated by dividing the incurred loss ratio (incurred claims divided by constant premiums) by the tolerable loss ratio (the incurred loss ratio required to cover incurred claims and the cost of doing business).

Experience (or review) Period - the time period used in the experience evaluation, usually five years for life insurance, one or two years for short term disability, and three years for long term disability.

Experience rate - the rate that would have produced premiums adequate to cover incurred claims and pay expenses within the review period.

Incurred claims - consists of paid claims, changes in waiver reserve, portability and conversion charges, changes in incurred but not reported reserves.

Inforce rate - the current rate being charged for the cost of coverage.

Manual rate - a target rate for your plan based on your employee demographics, industry group and insurance plan design, supported by Voya data. The manual rate does not take into account your actual claims experience.

Paid claims - the total amount paid on claims submitted during the review period.

Paid Loss Ratio - paid claims divided by the paid premium, expressed as a percentage.

Paid premium - the total amount paid as insurance premium for the review period.

Pending claims - claims received, but not yet paid.

Reserves - funds to cover claims both approved but not yet paid, incurred but not reported (IBNR), and run-out claims.

Tolerable loss ratio - the target loss ratio required to cover incurred claims and the cost of doing business. For example, a tolerable loss ratio of 70% means that 70 cents of every premium dollar can be allocated to cover incurred claims, and the remaining 30 cents covers the cost of doing business.

Waiver reserves - funds for estimated future liability for disabled employees who have been approved for life insurance waiver of premium.

CLEVELAND PUBLIC LIBRARY

REPORT E**Human Resources Committee Report**

Meeting Date: February 19, 2015

Report Period January, 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		
March	4,679.66		
April	3,675.04		
May	3,338.68		
June	2,579.88		
July	2,623.97		
August	*4,909.95		
September	3,476.70		
October	3,865.92		
November	3,667.80		
December	3,952.60		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
January 1, 2015- January 31, 2015 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

REPORT F**Human Resources Committee Report**

February 19, 2015

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	19	10	1			31	18	1		
Professionals	72	14	2			1	36	12	4	3	
Technicians	17	9	2	1			4	1			
Protective Service	19	8	10					1			
Para-Professionals	132	27	28	2	2		32	31	8	2	
Administrative Support	313	31	68	6	3		58	126	19	2	
Skilled Craft	11	5	3	1	1			1			
Service Maintenance	48	8	33	1			2	3	1		
Grand Total	692	121	156	12	7	0	163	193	33	7	0

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
January
2015**

Human Resources Committee Report
February 19, 2015

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Essential	1	1	2
Standard	65	61	126
Family OAD Std	0		0
Premier	195	86	281
Family Premier	0		0
Family Premier OAD	1		1
Vision Emp Only			225
Vision Children			35
Vision Spouse			46
Vision Family			73
Dental Single			172
Dental Family			262

Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>total days missed during report month</i>
			0



CLEVELAND PUBLIC LIBRARY

POLICY ON MEETING ROOM USE DURING LIBRARY HOURS

The Library provides designated meeting rooms and spaces, including Louis Stokes Wing Auditorium, that are available for meetings that are educational, cultural, religious, or civic in nature. Meeting rooms are not intended to function as administrative offices for organizations or individuals. If space is available after Library-related obligations have been met, meeting rooms are available to organizations or individuals for programs and meetings when such will not interfere with normal use of the Library and the use is consistent with this policy. This policy shall apply to the use of Library meeting rooms and the Louis Stokes Wing auditorium during regular hours of library operation.

RULES FOR MEETING ROOM USE

The Library shall schedule non-Library meeting room use after the needs of the Library have been met.

The Library reserves the right to attend any meeting held in its facilities to ensure no illegal activities are occurring on Library premises. The public cannot be excluded from general meeting room use.

Non-Library-sponsored groups are not permitted to charge admission or registration fees, and no products or services may be sold on Library premises. No collections are permitted.

Meetings held in Library meeting rooms must not disturb Library operations. The Library reserves the right to stop meetings that are disruptive to Library operations. Groups that disturb Library operations may be denied future use of meeting rooms.

An adult (aged 18 or older) associated with the group must complete the meeting room application and shall be responsible for all costs and damages resulting from use of Library meeting rooms.

Groups may reserve Library meeting rooms a maximum of 15 times in a 12-month period.

Meeting room reservations will end 15 minutes before the Library closes, unless prior arrangements have been made with Outreach & Programming Services.

At the time a meeting room is requested, the applicant for the meeting room should indicate whether or not refreshments will be served. If refreshments will be served, a cleaning fee may be assessed if the group fails to contain all food at the end of the meeting.

Requests and arrangements for specific room setup are subject to availability and must be made at least ten days prior to the meeting. The Library may offer the following setup options, depending on the room: classroom set up (tables and chairs) or auditorium seating (podium with chairs facing front (no tables)).

If audio and projection equipment is desired, requests and arrangements must be made at least ten days prior to the meeting and are subject to availability. If the group requires staff time to operate AV equipment, an hourly fee will be charged.

Groups of fewer than five may not reserve meeting rooms in advance but are permitted to use them on a first-come, first-serve basis, depending on availability.

Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.

Smoking is prohibited on Library premises.

The Library is not responsible for equipment, supplies, materials, or other items owned by a group and cannot provide overnight storage for any group.

Groups using the Library meeting rooms must not use advertising and/or publicity that imply their programs are sponsored, co-sponsored, endorsed, or approved by the Library, unless written permission to do so has been previously given by the Library. No group is allowed to tack or tape anything to walls or doors.

The Library reserves the right to reject any application if it is determined that the organization has abused its past privileges in using the meeting rooms as determined by the Library, including, without limitation: disruptive behavior, vandalism, theft, failure to appear for a scheduled meeting and/or failure to exit the building on time.

The Library reserves the right to cancel or change the location of any meeting if circumstances so demand and will endeavor to give at least 24 hours' notice of cancellation or change. The Library reserves the right to cancel meetings with less than 24 hours' notice due to acts of nature or situations warranting an emergency Library closing. The contact person listed on the meeting room application will be notified.

Library staff will meet the group on the day of the meeting to provide access to the room and confirm the attendance on the day of the meeting. This information will be noted for statistical purposes only.

FEES FOR MEETING ROOM USE

There may be fees associated with meeting room use. Fees are quoted upon request and set by the Library Board of Trustees. Outreach & Programming Services will approve any charges for meeting room use and accept payments. Payment is due within seven (7) days of requesting a reservation. After seven (7) days, payments will be considered late and pending reservations may be cancelled.

Fees may be incurred in the following instances:

- When the event is anticipated to have 50 or more attendees.
- When refreshments are served in a CPL facility, a cleaning fee may be assessed.
- When AV equipment is requested and staff assistance is required.

A fee shall be charged for the rental of the Louis Stokes Wing Auditorium. All cancellations for the Auditorium must be made in writing and received no later than fifteen (15) days prior to the event date and are subject to a \$50 administration fee. If an event in the Auditorium is cancelled less than fifteen (15) days prior to the scheduled event date, a 25% cancellation fee based on the Auditorium use fee and the \$50 administration fee will be assessed.

If the Library has to cancel the reservation due to a Library event or closure, a full refund will be issued. Refunds will not be issued if the event is cancelled by the Library due to noncompliance with the Library's Meeting Room Policy.

USE OUTSIDE OF REGULAR LIBRARY HOURS

Use outside of regular Library hours is governed by the Library's Policy on Use of Library Spaces Outside Regular Library Hours.



CLEVELAND PUBLIC LIBRARY

POLICY ON USE OF LIBRARY SPACES OUTSIDE REGULAR LIBRARY HOURS

Selected Cleveland Public Library spaces in the Main Library and Louis Stokes Wing are available for rental for weddings, receptions, parties, performances, fundraisers, and meetings outside of Library hours. The Library's Policy on Patron Conduct is applicable to all events taking place at the Library, regardless of timing.

Requests for rental of space before or after regular Library hours must be made to the Outreach and Programming Services department as far in advance as possible. Rentals are made on a first come, first served basis. Hours of rental are subject to approval of the Library. Anyone in Library facilities outside regular Library hours may be asked to provide identification.

CONTRACT REQUIREMENTS

Any party who desires to rent Library facilities for use outside regular Library hours must enter into and adhere to the Library's facilities use agreement. The contract, among other things, requires the user to hold harmless and indemnify the Library from injuries or property damage that occurs as a result of their use of the Library facilities. A copy of the contract can be found on the Library's website (<http://www.cpl.org>) and all the terms of the contract are incorporated into this policy.

INSURANCE AND LIABILITY

Renters must have commercial liability insurance in the minimum amount of \$1 million dollars per occurrence/aggregate, and name the Board of Trustees of the Cleveland Public Library, its officers, and employees, as additional insureds on the policy. If users intend to serve alcohol the renter must have liquor liability insurance with a minimum of \$1 million dollars in coverage, and name the Board of Trustees of the Cleveland Public Library, its officers, and employees, as additional insureds. Certificates of insurance verifying coverage must be provided in advance of the event.

SERVING FOOD AND ALCOHOL

The Library does not provide catering services and does not possess a license to serve alcoholic beverages. Any renter desiring to serve food must make arrangements with a caterer acceptable to the Library, and comply with all health laws. The Library must be made aware of the use of kerosene, canned heat, and other flammable heat sources and will approve their use on a case-by-case basis. Renters desiring to serve alcohol must obtain the appropriate liquor license and provide the Library with a copy of the liquor license in advance of the event.

EVENT PROMOTION/INVITATIONS

Renters of the Library facilities must not use advertising and/or publicity that imply their programs or events are sponsored, co-sponsored, endorsed, or approved by the Library, unless written permission to do so has been previously given by the Library.

FEES

Rental fees will be charged in accordance with the Fines and Fee Schedule approved by the Board of Library Trustees. Fees will be quoted by request and an estimate of event cost, including Library staff charges, will be provided before the facilities use agreement is signed.

Outreach & Programming Services will approve any charges for meeting room use and accept payments. A deposit is required to reserve a space in advance and is nonrefundable. Full payment is due no later than seven (7) days after requesting a reservation. After seven (7) days, payments will be considered late and pending reservations may be cancelled.

GENERAL

No candles, glitter, birdseed, confetti, or rice (except for meals) may be used inside Library buildings.

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART A

OVERDUE FINES

ADULT MATERIALS	
Circulating Items	\$0.10 per day/item
<i>Except:</i>	
No Hold or New DVD	\$1.00 per day/item
Reference Items	\$1.00 per day/item
MYCLOUD EQUIPMENT	\$1.00 per hour/item
TECH TOYBOX EQUIPMENT	\$3.00 per day/item
CHILDREN'S MATERIALS	No overdue fines
YOUNG ADULT MATERIALS	No overdue fines
MATERIALS @UNIVERSITY/COLLEGE LIBRARIES ..	No overdue fines
PATRONS WITH PROFILE CPL-GB (age 60 & over) ..	No overdue fines
PATRONS WITH PROFILE CPL-DISABLD	No overdue fines
PATRONS WITH PROFILE CPL-HOMBD	No overdue fines
OVERDUE FINE LIMITS	
Circulating Items	\$3.00/item
MyCloud Equipment	\$10.00/item
Tech Toybox	\$15.00/item
BILL THRESHOLD	\$25.00

REPLACEMENT PRICES

Borrower pays list price for material as shown online. If database shows no list price, patron is charged as follows:

Hardcover Book	\$23.00
Adult Paperback Book	\$14.50
Children's Paperback Book	\$5.00
Audiobook	\$50.00
Comic Book	\$3.50
Compact Disc	\$17.00
DVD	\$25.00
DVD Set	\$60.00
Interlibrary Loan Material	\$100.00
LeapFrog Equipment	\$65.00
Magazine	\$6.00
Pamphlet	\$2.00
Reference Material	Value of item
Self-Playing Device	\$80.00
Software/CD-ROM	\$40.00
Misc. uncataloged material	\$1.00/item

LOST OR STOLEN LIBRARY CARD

DAMAGE FINES

Major

INTERLIBRARY LOAN FEES

FEES CHARGED TO LIBRARIES	
Ohio Libraries	No charge
Out-of-State Libraries	\$10.00 per item
Foreign Libraries	\$20.00 per item
FEES CHARGED TO LIBRARIES FOR PHOTOCOPIES	
1- 50 pages	\$15.00
FEES CHARGED TO INDIVIDUAL BORROWERS	
Borrowing	No charge
Photocopies (1-50 pages)	\$5.00 per item
LOST ITEMS	
Processing fee	\$25.00 per item
Replacement price	Value of item

MATERIAL RECOVERY REFERRAL FEES

FEE FOR ACCOUNT REFERRAL

SALES TAX

Ohio sales tax is included in fees charged for self-service copying, printing, scanning, and faxing from library multifunction devices.

Knowledge Office
Approved by the Board of Library Trustees February 19, 2015
Effective February 20, 2015

COPY AND PRINTING FEES

Copies from Computer Printers:	
8½" x 11" and 8½" x 14" B&W	\$0.10 per page
11" x 17" B&W	\$0.20 per page
8½" x 11" and 8½" x 14" Color	\$0.25 per page
11" x 17" Color	\$0.50 per page
Copies from Microform Reader/Printer:	
8½" x 11" and 11" x 17" B&W	\$0.10 per page
Photocopies:	
8½" x 11" and 8½" x 14" B&W	\$0.10 per page
11" x 17" B&W	\$0.20 per page
8½" x 11" and 8½" x 14" Color	\$0.25 per page
11" x 17" Color	\$0.50 per page
Use of one's own paper	Charge based on paper size

FAXING FEES

Self-service faxing from multifunction device

SCANNING FEES

Self-service scanning sent to email address

Self-service scanning to one's own device

MEETING ROOM/AUDITORIUM/FACILITY FEES

ACTIVITIES CO-SPONSORED BY LIBRARY

ACTIVITIES NOT CO-SPONSORED BY THE LIBRARY:

BRANCHES

Library open

If food served

MAIN LIBRARY

Stokes Wing Auditorium (218 seats; Maximum Capacity 315)
..... \$500.00 per four hours plus staff costs

Main Library (designated areas in Main Library and Stokes Wing)
and Garden
Only available when Library is closed
..... \$2,500.00 plus overtime costs

Cleveland Digital Public Library Learning Commons
..... \$250.00 four hours plus staff costs

Main Library Treasure Room
When Library is open

Stokes Wing Meeting Room 218 (Cap. 116; can be sub-divided)
When Library is open

When Library is closed

If food served

Multiple room booking fee

Staging and breakdown fee

PRIVATE, AFTER-HOURS EVENTS AT MAIN LIBRARY FOR DONORS OF:

\$10,000

\$25,000 or more

FEES FOR PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Non-commercial photography that does not interrupt library operations
Up to two hours

Commercial photography

MISCELLANEOUS

Tote Bags (non-complimentary)

Earbuds

Flash drive

CLEVELAND PUBLIC LIBRARY
FINES AND FEES SCHEDULE: PART B
PHOTODUPLICATION OFFICE AND MAKERSPACE FEES

PHOTODUPLICATION OFFICE FEES

PHOTOCOPIES

Service Fee	\$10.00/item
Standard (8½" x 11" through 11" x 17" B&W).....	\$0.25/page
Oversize (18" x 24" B&W).....	\$2.00/page
Color (8½" x 11" through 11" x 17")	\$1.00/page
Fax	\$0.50/page
Email (8½" x 11").....	\$0.50/page
Rush (24-hour turnaround)	\$10.00/item
Special Handling (fragile, etc.).....	Minimum charge \$20.00/order
Map (up to 18" x 24" B&W)-Standard Weight Paper.....	\$2.00/item
Map (up to 18" x 24" B&W)-Heavyweight Paper	\$4.00/item
Map (up to 18" x 24" Color)-Standard Weight Paper	\$4.00/item
Map (up to 18" x 24" Color)-Heavyweight Paper.....	\$8.00/item
Other sizes.....	Price quoted upon request

CLEVELAND DIGITAL PUBLIC LIBRARY FEES

SELF-SERVICE SCANNING

Self-service scanning	No charge
Self-service printing	See Photoduplication Office fees

DIGITAL SCANS DONE BY STAFF

Service Fee	\$10.00/job
Scan of individual, flat items at 300ppi up to A1 item size ...	\$0.50/image
Books (up to 300 pages 300ppi up to A3 page size)	\$150.00/book
Book scanning in excess of 300 pages	additional \$0.50/page
Special Handling (fragile, etc.).....	Minimum charge \$20.00/order
Other sizes.....	Price quoted upon request
Large projects	Price quoted upon request
Printing.....	See Photoduplication Office fees
CD-ROM.....	\$2.50/disc
Flash Drive	\$7.00/item

PHOTOGRAPHS

All prints, posters, or slides are charged at current lab pricing, plus	
Service Fee	\$10.00/print
Lab Delivery Fee	\$9.00/order
Rush (24-hour turnaround)	Double price + \$10.00/print

MICROFILM

All microfilm/microfiche are charged at current lab pricing.

USE FEES FOR PUBLICATION OR DISPLAY

For Profit.....	\$5.00/image; \$250 max/project
Not for Profit	\$5.00/image; \$50 max/project

SHIPPING FEES

Shipping fees are charged at current USPS rates.

SALES TAX

Ohio sales tax added when required.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17 United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This Institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

MAKERSPACE FEES

3D PRINTER FEES

PLA Plastic.....	\$0.05 per gram
Water Soluble PVA.....	\$0.15 per gram

LASER ENGRAVER

Aluminum-Anodized Business Card (2" x 3.5").....	\$2.50/item
Acrylic sheet (12" x 24" x 1/8").....	\$20.00/item
Acrylic sheet (12" x 24" x 1/4")	\$25.00/item
Laminate Wood Sheet (12" x 24" x 1/4").....	\$15.00/item
Plywood sheet (12" x 24" x 1/4").....	\$3.00/item
LaserMax sheet (12" x 24" x 1/16").....	\$25.00/item
Speciality Item (Small)*	\$2.00/item
Speciality Item (Medium)*	\$5.00/item
Speciality Item (Large)*	\$10.00/item

*Speciality items may include engravable parts offered for limited times or special events

VINYL CUTTER

Tier 1 Materials	\$0.15/linear inch
Tier 2 Materials	\$0.25/linear inch
Tier 3 Materials	\$0.50/linear inch

Vinyl Material tiers are determined based on type, color, finish, and size

T-shirts	\$5.00/shirt
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CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2015

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	129,829	130,322	649	716	129,829	130,322	-0.4%
Branches	291,550	313,650	1,382	1,637	291,550	313,650	-7.0%
Mobile Units	5,793	5,841			5,793	5,841	-0.8%
Library for the Blind	50,468	51,093			50,468	51,093	-1.2%
OLBPD BARD	11,830	11,803			11,830	11,803	-1.2%
eMedia	26,490	20,223			26,490	20,223	31.0%
TOTAL CIRCULATION	515,960	532,932			515,960	532,932	-3.2%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD	
	2015	2014	2015	2014	Gain/Loss	YTD Gain/Loss
eBook	15,435	15,710	15,435	15,710	-1.8%	
eAudiobook	5,383	4,369	5,383	4,369	23.2%	
eMusic*	5,480	29	5,480	29	*	
eVideo	192	115	192	115	67.0%	
eMagazines	1,283	0	1,283	0	N/A	
TOTAL eCIRCULATION	26,490	20,223	26,490	20,223	31.0%	Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD	
	2015	2014	2015	2014	Gain/Loss	YTD Gain/Loss
Downloads	11,830	11,083	11,830	11,083	6.7%	Included in circulation activity
Users	633	671	633	671	-5.7%	

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2015	2014	2015	2014	
Main Library	94	45 minutes	12,029	12,022	8,992	9,110	-1.3%
Branches	543	40 minutes	77,724	75,963	52,127	51,547	1.1%
TOTAL USAGE	637		89,753	87,985	61,119	60,657	0.8%

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	34,476	36,231	172	199	34,476	36,231	-4.8%
Branches	199,531	200,196	946	1,045	199,531	200,196	-0.3%
Mobile Unit	554	517			554	517	7.2%
TOTAL VISITS	234,561	236,944			234,561	236,944	-1.0%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR JANUARY 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	6,764	669	628	1,202	9,263	727	9,990
Brooklyn	4,622	431	531	696	6,280	824	7,104
Carnegie West	7,524	952	1,367	1,700	11,543	1,107	12,650
Collinwood	5,712	564	529	990	7,795	715	8,510
East 131st	3,296	369	326	566	4,557	349	4,906
Eastman	13,066	1,347	1,490	2,508	18,411	2,219	20,630
Fleet*	8,565	736	829	1,503	11,633	1,085	12,718
Fulton	7,526	615	662	983	9,786	866	10,652
Garden Valley	2,619	225	122	299	3,265	240	3,505
Glenville	4,735	422	448	828	6,433	560	6,993
Harvard-Lee	5,185	529	741	1,292	7,747	758	8,505
Hough	3,226	520	272	682	4,700	331	5,031
Jefferson	4,743	576	957	1,201	7,477	695	8,172
Langston Hughes	5,226	503	519	982	7,230	559	7,789
Lorain	6,613	774	856	1,549	9,792	902	10,694
Martin Luther King, Jr.	8,477	920	906	1,078	11,381	633	12,014
Memorial-Nottingham	7,917	740	1,262	2,092	12,011	1,225	13,236
Mt. Pleasant	3,379	461	429	610	4,879	345	5,224
Rice	8,762	563	727	1,257	11,309	990	12,299
Rockport	13,248	1,132	1,271	2,128	17,779	2,036	19,815
South	6,384	719	742	1,400	9,245	758	10,003
South Brooklyn	12,086	1,164	1,977	2,928	18,155	2,163	20,318
Sterling	4,308	265	307	469	5,349	446	5,795
Union	4,851	557	568	880	6,856	564	7,420
Walz	9,632	881	1,353	1,993	13,859	1,274	15,133
West Park	10,740	1,400	3,031	3,878	19,049	2,560	21,609
Woodland	8,179	544	485	860	10,068	767	10,835
TOTAL	187,385	18,578	23,335	36,554	265,852	25,698	291,550

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

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JANUARY 2015

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014			
Addison	9,990	12,256	9,990	12,256	-2,266	-18.5%	
Brooklyn	7,104	6,769	7,104	6,769	335	4.9%	
Carnegie West	12,650	13,267	12,650	13,267	-617	-4.7%	
Collinwood	8,510	9,103	8,510	9,103	-593	-6.5%	
East 131st	4,906	5,271	4,906	5,271	-365	-6.9%	
Eastman	20,630	21,502	20,630	21,502	-872	-4.1%	
Fleet*	12,718	15,259	12,718	15,259	-2,541	-16.7%	
Fulton	10,652	12,896	10,652	12,896	-2,244	-17.4%	
Garden Valley	3,505	3,920	3,505	3,920	-415	-10.6%	
Glenville	6,993	8,770	6,993	8,770	-1,777	-20.3%	
Harvard-Lee	8,505	8,759	8,505	8,759	-254	-2.9%	
Hough	5,031	5,373	5,031	5,373	-342	-6.4%	
Jefferson	8,172	8,480	8,172	8,480	-308	-3.6%	
Langston Hughes	7,789	7,007	7,789	7,007	782	11.2%	
Lorain	10,694	10,619	10,694	10,619	75	0.7%	
Martin Luther King, Jr.	12,014	12,187	12,014	12,187	-173	-1.4%	
Memorial-Nottingham	13,236	15,262	13,236	15,262	-2,026	-13.3%	
Mt. Pleasant	5,224	6,650	5,224	6,650	-1,426	-21.4%	
Rice	12,299	12,847	12,299	12,847	-548	-4.3%	
Rockport	19,815	20,440	19,815	20,440	-625	-3.1%	
South	10,003	10,169	10,003	10,169	-166	-1.6%	
South Brooklyn	20,318	20,770	20,318	20,770	-452	-2.2%	
Sterling	5,795	6,592	5,795	6,592	-797	-12.1%	
Union	7,420	8,551	7,420	8,551	-1,131	-13.2%	
Walz	15,133	17,564	15,133	17,564	-2,431	-13.8%	
West Park	21,609	21,927	21,609	21,927	-318	-1.5%	
Woodland	10,835	11,440	10,835	11,440	-605	-5.3%	
TOTAL	291,550	313,650	291,550	313,650	-22,100	-7.0%	

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

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE JANUARY 2015

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014			
Addison	4,967	5,111	4,967	5,111	-144	-2.8%	
Brooklyn	3,430	3,258	3,430	3,258	172	5.3%	
Carnegie West	15,406	13,008	15,406	13,008	2,398	18.4%	
Collinwood	5,522	6,066	5,522	6,066	-544	-9.0%	
East 131st	6,446	6,552	6,446	6,552	-106	-1.6%	
Eastman	10,820	10,986	10,820	10,986	-166	-1.5%	
Fleet	9,536	9,254	9,536	9,254	282	3.0%	
Fulton	6,357	6,361	6,357	6,361	-4	-0.1%	
Garden Valley	4,289	3,451	4,289	3,451	838	24.3%	
Glenville	5,826	5,793	5,826	5,793	33	0.6%	
Harvard-Lee	7,709	8,572	7,709	8,572	-863	-10.1%	
Hough	8,867	8,267	8,867	8,267	600	7.3%	
Jefferson	7,130	7,123	7,130	7,123	7	0.1%	
Langston Hughes	6,692	5,579	6,692	5,579	1,113	19.9%	
Lorain	6,305	6,927	6,305	6,927	-622	-9.0%	
Martin Luther King, Jr.	7,823	5,681	7,823	5,681	2,142	37.7%	
Memorial-Nottingham	4,476	5,164	4,476	5,164	-688	-13.3%	
Mt. Pleasant	5,941	5,729	5,941	5,729	212	3.7%	
Rice	6,932	11,970	6,932	11,970	-5,038	-42.1%	
Rockport	8,704	10,229	8,704	10,229	-1,525	-14.9%	
South	6,361	7,789	6,361	7,789	-1,428	-18.3%	
South Brooklyn	11,956	10,024	11,956	10,024	1,932	19.3%	
Sterling	9,115	9,598	9,115	9,598	-483	-5.0%	
Union	5,757	4,238	5,757	4,238	1,519	35.8%	
Walz	7,564	7,787	7,564	7,787	-223	-2.9%	
West Park	8,882	9,270	8,882	9,270	-388	-4.2%	
Woodland	6,718	6,409	6,718	6,409	309	4.8%	
TOTAL	199,531	200,196	199,531	200,196	-665	-0.3%	

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JANUARY 2015**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	21,609	1 Carnegie West	15,406	1 South Brooklyn	32,043
2 Eastman	20,630	2 South Brooklyn	11,956	2 West Park	27,814
3 South Brooklyn	20,318	3 Eastman	10,820	3 Fleet**	26,727
4 Rockport	19,815	4 Fleet	9,536	4 Eastman	23,674
5 Walz	15,133	5 Sterling	9,115	5 Rockport	19,896
6 Memorial-Nottingham	13,236	6 West Park	8,882	6 Fulton	19,647
7 Fleet*	12,718	7 Hough	8,867	7 Rice	19,462
8 Carnegie West	12,650	8 Rockport	8,704	8 Memorial-Nottingham	19,271
9 Rice	12,299	9 Martin Luther King, Jr.	7,823	9 Harvard-Lee	17,655
10 Martin Luther King, Jr.	12,014	10 Harvard-Lee	7,709	10 Walz	16,063
11 Woodland	10,835	11 Walz	7,564	11 Collinwood	14,769
12 Lorain	10,694	12 Jefferson	7,130	12 Langston Hughes	14,439
13 Fulton	10,652	13 Rice	6,932	13 Glenville	14,006
14 South	10,003	14 Woodland	6,718	14 Addison	13,603
15 Addison	9,990	15 Langston Hughes	6,692	15 East 131st	13,025
16 Collinwood	8,510	16 East 131st	6,446	16 Mt. Pleasant	12,792
17 Harvard-Lee	8,505	17 South	6,361	17 Lorain	12,588
18 Jefferson	8,172	18 Fulton	6,357	18 Martin Luther King, Jr.	12,392
19 Langston Hughes	7,789	19 Lorain	6,305	19 Carnegie West	10,487
20 Union	7,420	20 Mt. Pleasant	5,941	20 Union	8,416
21 Brooklyn	7,104	21 Glenville	5,826	21 Sterling	8,267
22 Glenville	6,993	22 Union	5,757	22 Woodland	7,946
23 Sterling	5,795	23 Collinwood	5,522	23 South	6,325
24 Mt. Pleasant	5,224	24 Addison	4,967	24 Hough	5,667
25 Hough	5,031	25 Memorial-Nottingham	4,476	25 Brooklyn	5,524
26 East 131st	4,906	26 Garden Valley	4,289	26 Jefferson	3,515
27 Garden Valley	3,505	27 Brooklyn	3,430	27 Garden Valley	2,310
	291,550		199,531	28 Broadway**	1,966
					388,323
					473,177

**Broadway and Fleet services areas merged

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

**Equipment malfunction; substitute value used

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

OTHER TRANSACTIONS
Loans* to:

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
CLEVNET	79,698	73,484	79,698	73,484	8.5%
MORE	453	534	453	534	-15.2%
Other Libraries	484	633	484	633	-23.5%
TOTAL	80,635	74,651	80,635	74,651	8.0%

*Totals included in Main Library and Branch circulation counts.

**ANALYSIS OF MAIN LIBRARY
REFERENCE QUESTION LOAD**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Projected	16,101	31,141	12,714	31,141	-59.2%
KnowtNow Web Reference*	158	310	158	310	-49.0%
Interlibrary Loan Requests	937	2,450	937	2,450	-61.8%
TOTAL	17,196	33,901	13,809	33,901	-59.3%

*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.

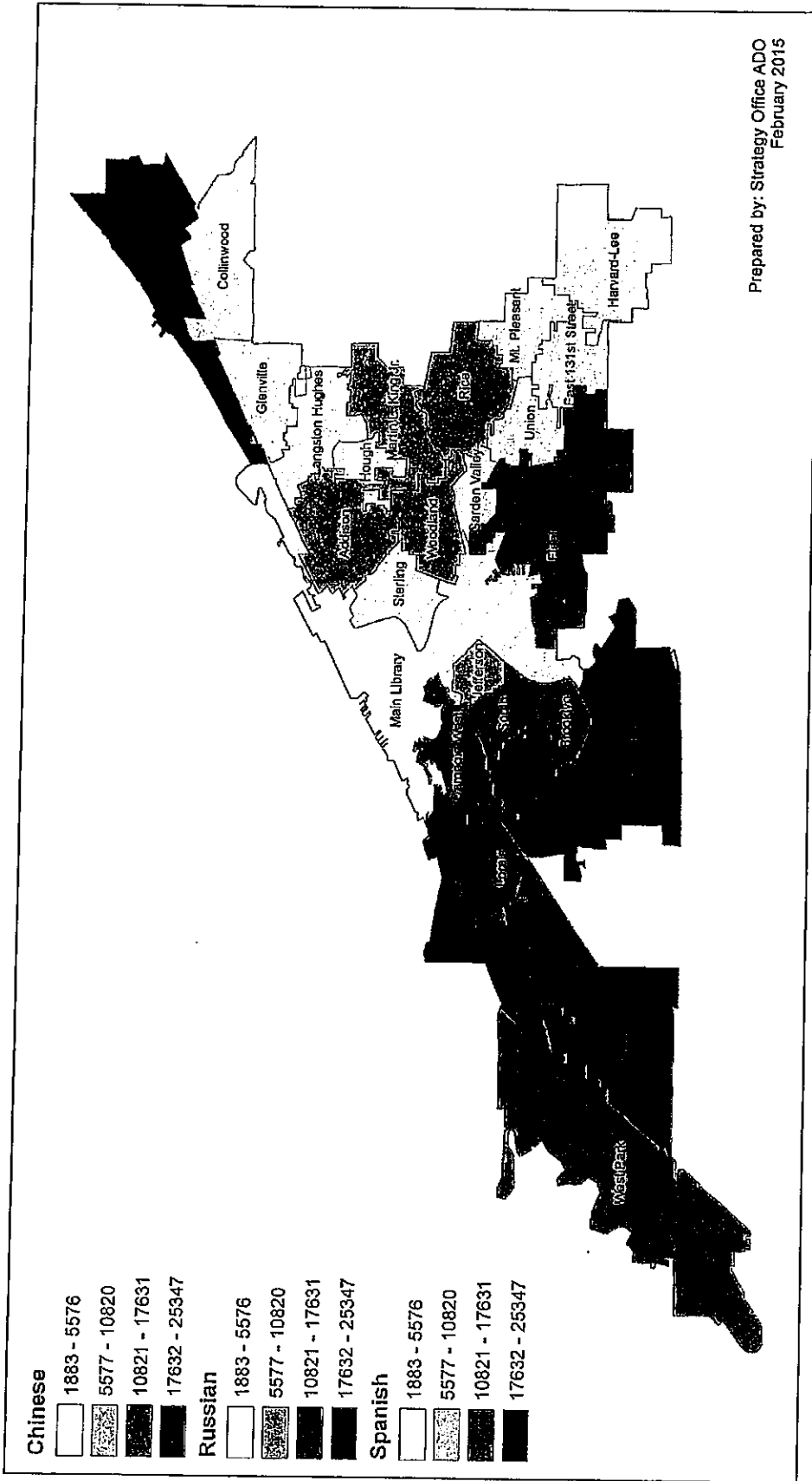
**CHANGES IN PERMANENT
COLLECTION**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
New Titles Added	5,190	5,657	5,657	5,657	0.0%
Total Items Added	17,311	16,260	15,260	15,260	0.0%

HOURS OPEN

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Main Library	200	182	200	182	9.9%
Branches	5,697	5,173	5,697	5,173	10.1%

Branch Library Circulation of Materials in a Language Other Than English, 2010-2014
Highest circulating language shown



Prepared by: Strategy Office ADO
February 2015