

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
December 17, 2015
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
Mr. Hairston, Ms. Washington, Mr. Parker
(departed, 1:15 p.m.)

Absent: Mr. Corrigan

Ms. Rodriguez called the meeting to order at 12:05 p.m.

Approval of the Minutes

Mr. Hairston moved approval of the minutes for the 11/19/15 Regular Board Meeting; 11/17/15 Finance Committee Meeting; and 11/16/15 Board Work Session. Ms. Washington seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

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

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

Since there was no quorum at the Joint Finance & Human Resources Committee Meeting, 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. Parker seconded the motion, which passed unanimously by roll call vote.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of November

(See page 1495)

MINUTES OF REG.
BRD. MTG. OF
11/19/15;
FINANCE COM.
MTG. OF 11/17/15;
BOARD WORK
SESSION OF
11/16/15
Approved

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF NOVEMBER
Approved

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

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

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

RESOLVED, That the gifts described in the Gift Report for November 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 Enter into an Agreement with Bluespark, LLC for Website Redesign

(See pages 1496-1529)

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

WHEREAS, On February 19, 2015, the Board of Trustees of the Cleveland Public Library authorized an amendment to the Agreement with Shark & Minnow, Inc., in the amount of \$303,670.00 to launch The People's University, the budget for which included a subcontract in the amount of \$100,000 for a technology platform which was anticipated, at that time, to be developed as a microsite within the Library's existing cpl.org website; and

WHEREAS, During the development of The People's University initiative, it became apparent that the Library's current website cannot provide the flexibility needed to support this major new offering for library users; and

WHEREAS, Shark & Minnow began seeking a subcontractor that could redesign and develop the cpl.org website to support The People's University platform while maintaining the website's integration with SirsiDynix and other library resources; and

RESOLUTION
TO ENTER INTO
AN AGREEMENT
WITH
BLUESPARK,
LLC FOR
WEBSITE
REDESIGN
Approved

WHEREAS, Shark & Minnow vetted a number of vendors, as described in the attachment to this Resolution, before recommending Bluespark, LLC as the company most qualified to do this work with experience not only with research libraries, but with SirsiDynix as well; and

WHEREAS, Because the Library's website will encompass more than The People's University offerings and will require development beyond the term of Shark & Minnow's engagement with the Library, the Library would like to enter into a direct contract with the vendor and remove the line item for a technology platform from Shark & Minnow's agreement; 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 Bluespark, LLC, subject to the approval of the Chief Legal Officer, to provide the services as outlined in their proposal in an amount not to exceed \$224,080.00 to be charged to General Fund Account 11980055-55540 (Software).

Mr. Hairston asked if Shark & Minnow did not have the capability to provide the technology platform to be developed as a microsite within the Library's existing cpl.org website.

Anastasia Diamond-Ortiz, Director of Strategy and Innovation, stated that it was initially thought that a simple microsite could expand The People's University. However, the more functionality was considered, it was recommended that an entire new website redesign would be more appropriate. This work is beyond the scope that Shark & Minnow could provide.

Director Thomas stated that Shark & Minnow was always going to identify the company that would do the work for the Library's website. It was determined that the work that needed to be done would continue beyond the time of the Shark & Minnow's engagement with the Library.

In response to Mr. Hairston's inquiry, Director Thomas stated that Bluespark was initially going to be subcontracted under Shark & Minnow but is now direct with Bluespark.

Ms. Butts asked if the initial deadline was too ambitious.

Director Thomas stated that the work on the Library's website was much more extensive as a microsite could not support all of the work of The People's University. As a result, the cpl.org website will be completely redesigned.

Quinn Dalton, representative from Bluespark, was available to answer any questions the Board may have had.

RESOLUTION
AMENDING
AGREEMENT
FOR
CONSULTING
SERVICES
WITH SHARK &
MINNOW, INC.
Approved

Resolution Amending Agreement for Consulting Services
with Shark & Minnow, Inc.

(See pages 1530-1536)

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

WHEREAS, The Library executed an agreement ("Agreement") with Shark & Minnow, Inc., 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, On February 19, 2015, the Board of Trustees of the Cleveland Public Library authorized an amendment to the Agreement with Shark & Minnow in the amount of \$303,670.00 to launch The People's University, the budget for which included subcontracts in the amount of \$100,000.00 for a technology platform and \$25,000 for course architecture and planning; and

WHEREAS, The Library has decided to enter into a direct contract with a vendor for the creation of a new Cleveland Public Library website and, therefore, desires to remove the line item for a technology platform and reduce Shark & Minnow's Agreement by \$100,000.00. In addition, Shark & Minnow's services for designing course architecture are no longer necessary, and the Library desires to further reduce Shark & Minnow's Agreement by \$25,000.00; and

WHEREAS, In light of these changes and other changes the Library administration has made to the schedule and roll out of The People's University ("TPU"), Shark & Minnow has submitted a modified Statement of Work which

includes fees in the amount of \$57,510.00 for additional services through October 31, 2016, which fees include overseeing the vendor the Library will engage for the creation of new website, coordinating a two-phased launch of TPU, and additional services detailed in the attached proposal; and

WHEREAS, At the Library's request, Shark & Minnow has also submitted a proposal for marketing and public relations of The People's University in the amount of \$6,000.00 per month; and

WHEREAS, The Library would like to amend the Agreement to 1) reduce the fees by \$125,000.00 for services no longer to be provided, 2) extend the term of the Agreement through October 31, 2016 and commence marketing and public relations services January 4, 2016, and 3) increase the fees by \$117,510.00 for the additional services and marketing and public relations, for a net decrease to the Agreement of \$7,490.00; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designees, to enter into and execute an amendment to the Agreement with Shark & Minnow, Inc. extending the term of the Agreement through October 31, 2016, reducing the fees by \$125,000.00, crediting the Founders Fund 203, Project 11110 People's University/Brody Trust, and increasing the fees by \$117,510.00, to be charged to the General Fund Account 11980053-53710 (Professional Services), for the reasons set forth in this Resolution, for a net decrease to the Agreement of \$7,490.00, which Amendment shall be subject to approval of the Chief Legal Officer.

Director Thomas asked Ms. Diamond-Ortiz, Director of Strategy and Innovation, to give the Board an explanation of the entire process.

Ms. Diamond-Ortiz stated that Shark & Minnow was hired to assist with strategy surrounding The People's University. After completion, Shark & Minnow was engaged for course architecture, curricula, technology platform including microsite, logistics, strategy as well as events regarding the launch of The People's University. Since the Library will now handle the course architectural component in a different way, Shark

& Minnow will now be responsible for strategic direction and project management.

The technology platform has now shifted. As a result, the Library entered into a direct agreement with Bluespark and Shark & Minnow's engagement will be extended to October to provide strategy, direction and project management.

The timeline has also shifted, Shark & Minnow will roll out the details of The People's University to staff. The launch for kids will happen for June 2016. The launch for adults will happen in September 2016. For this reason, Shark & Minnow's engagement has been extended through the end of October and will cover the launch promotion and project management.

Mr. Hairston asked if Shark & Minnow's scope has enlarged.

Ms. Diamond-Ortiz explained that the scope has changed to include overseeing the website redesign as well as promoting 4-6 events and programs for the Library.

Director Thomas stated that Shark & Minnow will be beneficial in marketing The People's University that will include kick-off events.

Finally, Director Thomas stated that he appreciated that Shark & Minnow indicated that they were unable to provide some services and were willing to have them removed from their budget and handled in better ways.

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

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

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

WHEREAS, Libraries generally do not follow ORC Section 5705 for budgetary compliance, so the Library looks to the Auditor of State Bulletin 1997-003 to provide

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

guidance pertaining to the accounting treatment for inter-fund cash advances; and

WHEREAS, On November 20, 2014, the Library Board of Trustees authorized the Executive Director to enter into an agreement with the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) for MyCom out-of-school time transitions program. Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$95,000 and to date, \$29,160 remains unpaid; and

WHEREAS, On June 25, 2015, the Library Board of Trustees authorized the Executive Director to enter into an agreement with the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) for support of the Library's Kindergarten Clubs. Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$25,000 and to date, \$25,000 remains unpaid; and

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

RESOLVED, That General Fund advance cash in the amount of \$54,160 to the MyCom Fund for the same purposes for which the funds were established, and for which repayment in an equal amount is made within a year.

Seventh Amendment to the Year 2015 Appropriation

(See pages 1537-1541)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2015 Appropriation Measure, which complies with the

SEVENTH
AMENDMENT
TO THE YEAR
2015 APPROPRIATION
Approved

Amended Official Certificate of Estimated Resources requested from the Cuyahoga County Budget Commission dated December 7, 2015; and

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

RESOLVED, That the sums indicated on the attached Seventh Amendment to the Year 2015 Appropriation Schedule be approved.

Year 2016 Annual Appropriation Measure

(See pages 1542-1546)

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

WHEREAS, On December 8, 2015, the Cleveland Public Library requested a Certificate of Estimated Resources for the Year 2016 from the Cuyahoga County Budget Commission; and

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

WHEREAS, The appropriation totals on the attached schedules do not exceed the estimated resources requested on the December 8, 2015 Certificate; now therefore be it

RESOLVED, That the Year 2016 Appropriation Measure in the amount of \$54,918,752.76 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

Resolution to Authorize Payment of Fees to the CLEVNET Special Revenue Fund covering the period February 1, 2016 through January 31, 2017

(See pages 1547-1550)

Mr. Seifullah moved approval of the following resolution. Mr. Parker seconded the motion, which passed

YEAR 2016
APPRO-
PRIATION
MEASURE
Approved

RESOLUTION
TO AUTHORIZE
PAYMENT OF
FEES TO THE
CLEVNET
SPECIAL
REVENUE FUND
COVERING THE
PERIOD
FEBRUARY 1,
2016 THROUGH
JANUARY 31,
2017
Approved

unanimously by roll call vote.

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

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

WHEREAS, The CLEVNET Special Revenue Fund will start the year with little to no carryforward fund balance with expenditures occurring immediately, making it necessary for Cleveland Public Library to make its contract cost payment of \$1,792,648.52 up-front to cover expenditures until revenues from the CLEVNET contract libraries come in steadily; now therefore be it

RESOLVED, That the Board of Trustees authorizes the payment of \$1,792,648.52 to the CLEVNET Special Revenue Fund effective January 1, 2016, with the expenditure being charged to General Fund account 13010053-53900 (Other Purchased Services).

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

Mr. Seifullah moved approval of the following resolution. Ms. Butts seconded the motion, which passed with five in favor and one abstention by Ms. Washington.

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

WHEREAS, Timothy J. Cosgrove is an attorney with Squire Patton Boggs law firm, and is among Ohio's best connected and influential government relations professionals. He combines his experience as director of policy and legislation for former Ohio Governor George V. Voinovich with his training and experience as a

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

lawyer practicing in the legislative counseling, public finance and administrative law areas to serve the needs of corporate, nonprofit and trade association clients in Ohio; and

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

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into an agreement with Timothy J. Cosgrove of Squire Patton Boggs for the period commencing January 1, 2016 through December 31, 2016 in an amount not-to-exceed \$4,000 per month and \$48,000 per year, which expenditure shall be charged to General fund account 11020053-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

Resolution Extending Agreement with G4S Secure Solutions, Inc. and Increasing Fee

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

WHEREAS, On April 21, 2011, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement (the "Agreement") with G4S Secure Solutions, Inc. ("G4S") to provide safety and security services at its branches. This Agreement expired on June 4, 2014; and

WHEREAS, On May 13, 2014, this Board authorized the extension of the G4S Agreement through December 31, 2014 in order to provide the Department of Safety and Protective Services additional time to prepare a new staffing plan and evaluate its needs for the branches, and to prepare a Request for Proposal for a new outside security services agreement; and

WHEREAS, On October 16, 2014, this Board authorized the extension of the G4S Agreement through June 30, 2015 in order to afford the Department of Safety and Protective

RESOLUTION
EXTENDING
AGREEMENT
WITH G4S
SECURE
SOLUTIONS,
INC. AND
INCREASING
FEE.

Approved

Services additional time to implement staffing changes;
and

WHEREAS, On April 16, 2015, this Board authorized the extension of the G4S Agreement through December 31, 2015 in order to afford the Department of Safety and Protective Services more time to implement staffing changes; and

WHEREAS, The process of implementing staffing changes to the Department of Safety and Protective Services has been slower than expected because of loss of experienced officers and the challenges in finding qualified candidates to hire, and the Department needs additional time to determine its needs for outside security services and would, therefore, like to extend the G4S Agreement through June 30, 2015; and

WHEREAS, G4S has agreed to extend the existing agreement at the same rate of \$13.71 per hour for an unarmed security guard, \$20.24 per hour for a dispatcher, but has increased the cost of the Account Manager to \$25.93, an increase of \$.71 per hour or \$1,476.80 per year; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to negotiate and enter into an amendment to the Agreement with G4S Secure Solutions Inc. (USA) to extend the term through June 30, 2016 in accordance with the provisions of this Resolution, which amendment shall be subject to review and approval by the Library's Chief Legal Officer, with the costs being charged to General Fund Account 12930053-53380 Contract Security.

Ms. Washington asked if there was a timeline for the staffing plan.

Director Thomas stated that a staffing plan is proposed by June that will give us time to evaluate if it would be beneficial for the Library to continue with G4S or handle staffing in a different way.

Ms. Washington asked if G4S has always provided supplemental staffing for the Safety & Protective Services Department or were there staffing changes that caused the Library to need those services.

Director Thomas stated that although another company provided supplemental staffing services when he began his tenure at the Library, G4S has been providing services at the branches for the past 4 years. Since the staffing coverage in-house has increased, G4S staffing has reduced. Administration is trying to determine if this additional staffing coverage will be needed in the future considering the Library's staffing levels.

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

(See page 1551)

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

WHEREAS, In 2011, 2012, 2013 and 2014 the Cleveland Public Library Board of Trustees authorized the Cleveland Public Library ("Library") to enter into agreements with Unique Management Services, Inc. ("Unique") for services related to the recovery of overdue fines and materials; and

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

WHEREAS, Unique has proposed to reinstate the budget neutrality guarantee whereby the Library will not be charged for more than the amount of money recovered plus amounts waived, for a total amount not-to-exceed \$90,000.00 in payments from fees recovered plus amounts waived; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to enter into a new agreement between the Cleveland Public Library and Unique Management Services, Inc. for services from January 1, 2016 through December 31, 2016 incorporating a budget neutral guarantee, in an amount not-to-exceed \$90,000.00 from fees recovered plus amounts waived, which expenditure shall be charged to General Fund Account 11100053-53710 (Professional

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

Approved

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

Resolution Renewing Agreement with the Friends of Cleveland Public Library for Advocacy and Volunteer Coordination Services

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

WHEREAS, On December 18, 2014, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Library to enter into a one-year agreement with the Friends of the Cleveland Public Library ("Friends"), pursuant to which the Friends agreed to hire a Director of Programs and Advocacy and a Development Coordinator to assist the Library in volunteer recruitment and coordination and advocacy efforts for increased funding to the Library, in consideration for which the Library agreed to pay the Friends up to \$45,000.00; and

WHEREAS, The Friends successfully hired a Director of Programs and Advocacy and is searching for a new Development Coordinator to replace the existing Development Coordinator who recently resigned; and

WHEREAS, The Library would like to renew its agreement with the Friends pursuant to which the Friends would continue to provide government funding advocacy and volunteer coordination services for the Library for the year 2016 at the cost of up to \$3,750.00 per month for a total amount not-to-exceed \$45,000.00; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director CEO or his designee, to enter into an agreement with the Friends of the Cleveland Public Library for government funding advocacy and volunteer coordination services for the Cleveland Public Library for the year 2016 at the cost of up to \$3,750.00 per month, in a total amount not-to-exceed \$45,000.00, with the expenditure being charged to General Fund Account 11020053-53710 (Professional Services). The Agreement shall be subject to the review and approval of the Chief Legal Officer.

RESOLUTION
RENEWING
AGREEMENT
WITH THE
FRIENDS OF
CLEVELAND
PUBLIC
LIBRARY FOR
ADVOCACY AND
VOLUNTEER
COORDINATION
SERVICES
Approved

Ms. Butts asked for clarification on the Library's cost per month.

Director Thomas stated that the cost is generally the same each month. Because the development coordinator position is currently vacant, the Library's monthly cost could be lower.

Resolution Amending Agreement with Kent State University
Cleveland Urban Design Collaborative for Neighborhood
Planning Services

(See pages 1552-1559)

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

WHEREAS, Cleveland Public Library's Strategic Plan introduced five strategic priorities, including *Ready for the Future: CPL150*; and

WHEREAS, For the Library to be successful in 2019, when it will celebrate 150 years of service to the people of Cleveland, it must create a sustainable model of innovative library service to Cleveland's neighborhoods responsive to individual community needs; and

WHEREAS, On May 13, 2014, the Board of Library Trustees approved a Resolution authorizing the Executive Director to enter into an agreement with Kent State University Cleveland Urban Design (CUDC) to create the first two installments of the CPL150 Community Vision Plan focusing on eight neighborhood libraries, divided into Groups 1 and 2, for a combined fee not to exceed \$100,000; and

WHEREAS, CUDC presented their final report on the Group 1 Neighborhood Libraries to the CPL150 Ad Hoc Committee of the Library Board on June 23, 2015, and the CUDC team is currently working on the four neighborhood libraries in Group 2; and

WHEREAS, The Library would like CUDC to continue with what has been a fruitful planning process well-received by community stakeholders, and extend the process into the neighborhoods served by branch libraries designated

RESOLUTION
AMENDING
AGREEMENT
WITH KENT
STATE
UNIVERSITY
URBAN
DESIGN
COLLABORA-
TIVE FOR
NEIGHBOR-
HOOD
PLANNING
SERVICES
Approved

as part of Group 3: Union, Hough, West Park, Eastman, and Walz; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to enter into and execute an amendment to the Agreement with Kent State University Cleveland Urban Design Collaborative, extending the term of the Agreement through March 31, 2017, to provide the services as outlined in their Group 3 proposal for an increase not to exceed \$65,000 charged to General Fund Account 11980053-53710 (Professional Services), which Amendment shall be subject to approval of the Chief Legal Officer.

Resolution Approving Agreement between the Northeast Ohio Regional Sewer District and Cleveland Public Library for Installation of Green Infrastructure Projects at Langston Hughes and Glenville Branches

(See pages 1560-1572)

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

WHEREAS, The Northeast Ohio Regional Sewer District ("District") has established a Good Neighbor Ambassador Program ("GNA") dedicated to keeping those communities impacted by the District's construction projects informed and updated while offering Good Neighbor Ambassadors readiness training and job search skills; and

WHEREAS, The District has designated two projects involving the Cleveland Public Library's Glenville and Langston Hughes branches that it believes would assist in neighborhood revitalization and education of the residents of the City of Cleveland's neighborhood of Glenville through the implementation of green infrastructure measures to remove stormwater from the combined sewer area; and

WHEREAS, The District has proposed installing rain gardens at each branch. The District estimates the rain garden at the Glenville Branch will cost \$15,237.75 and the rain garden at Langston Hughes will cost \$16,241.50. The District will utilize its own contractor to construct the projects and will pay all costs associated

RESOLUTION
APPROVING
AGREEMENT
BETWEEN THE
NORTHEAST
OHIO REGIONAL
SEWER DISTRICT
AND CLEVELAND
PUBLIC LIBRARY
FOR
INSTALLATION
OF GREEN
INSTRUCTURE
PROJECTS AT
LANGSTON
HUGHES AND
GLENVILLE
BRANCHES
Approved

with the projects from grant funds it has received from the Cleveland Foundation; and

WHEREAS, The Board of Trustees of the Cleveland Public Library finds that it is in the best interests of the Cleveland Public Library and the community in the areas of the Glenville and Langston Hughes branches, to permit the installation of the rain gardens. Installation of the rain gardens will improve these properties and make them more environmentally responsible and will provide educational opportunities for the neighborhood; and.

WHEREAS, The Director of Property Management has reviewed the preliminary plans for the projects, and recommends that the Library enter into an agreement with the District in the form substantially in conformity with the attached agreement, for the construction of the rain gardens; now therefore be it

RESOLVED That the Cleveland Public Library Board of Trustees hereby authorizes the Executive Director, CEO or his designee, to negotiate and enter into an agreement with the Northeast Ohio Regional Sewer District in substantial conformity with the agreement attached to this Resolution which has been approved by the Chief Legal Officer, authorizing the Sewer District to construct rain gardens on the property of the Cleveland Public Library at the Glenville and Langston Hughes branches; be it further.

RESOLVED, That this Board hereby authorizes the Executive Director, CEO to execute and issue a construction right-of-entry or license to the Sewer District and/or its contractor authorizing them to enter Cleveland Public Library property for the purpose of constructing the rain garden projects, subject to approval of the Chief Legal Officer.

In response to Mr. Hairston's inquiry, Director Thomas stated that the funds for this project were provided by the Cleveland Foundation.

Resolution Amending Guaranteed Maximum Price Agreement
Amendment with Albert M. Higley for Main Library Phase 2

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

RESOLUTION
AMENDING
GUARANTEED
MAXIMUM
PRICE
AGREEMENT
AMENDMENT
WITH ALBERT
M. HIGLEY FOR
MAIN LIBRARY
PHASE 2
Approved

WHEREAS, On November 19, 2015, the Board of Trustees of the Cleveland Public Library authorized the Library to accept the Guaranteed Maximum Price ("GMP") proposal from Albert M. Higley Co., LLC ("Higley") and enter into an amendment to the agreement between the Cleveland Public Library and Higley in the amount of \$3,356,248.00; and

WHEREAS, At that meeting this Board also approved establishing an Owner's Contingency Fund in the amount of \$500,000 to pay the costs resulting from changes and additions to the Project that have already been made by the Library or which may be made in the future by the Library, and which were not included in the GMP ("Additional Work"); and

WHEREAS, The Library is requesting that the Board amend the Resolution adopted on November 19, 2015 to authorize the Library to increase the GMP by expending up to \$250,000 of the \$500,000 Owner's Contingency Fund on Additional Work that can be performed by Higley or Higley's subcontractors, and to authorize the Library to enter into change orders with Higley up to \$50,000 each for that Additional Work. Any change order in excess of \$50,000 would be submitted to the Board for approval; and

WHEREAS, Such an amendment to the Resolution will allow the Library to enter into change orders for Additional Work without delay which is essential in order to meet the tight construction schedule of the Project; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby amends the Resolution adopted on November 19, 2015, and authorizes the Executive Director, CEO or his designees to increase the GMP by entering into change orders with Higley in amounts not-to-exceed \$50,000 each for Additional Work as described in this Resolution, to be paid from funds not-to-exceed \$250,000 of the Owner's Contingency Fund established by this Board for this Project; be it further

RESOLVED, That any change order in excess of \$50,000 must be submitted to this Board for approval. The Library shall report monthly to the Board on change orders issued pursuant to this Resolution and expenditures from the Owner's Contingency Fund.

Resolution to Amend Design Services Agreement with
Bostwick Design Partnership for Main Library
Consolidation: Phase 2

(See pages 1573-1576)

Mr. Seifullah moved approval of the following resolution. Ms. Washington seconded the motion, which passed unanimously

WHEREAS, On June 17, 2010, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Library to enter into an agreement with Bostwick Design Partnership ("Bostwick") for the Main Library Consolidation Project ("Agreement"), a project consisting of several phases to be identified and developed over a period of time of several years; and

WHEREAS, On April 16, 2015, this Board approved a Resolution authorizing an amendment to the Agreement with Bostwick for design services in an amount not-to-exceed \$750,000, and on June 25, 2015 this Board approved Bostwick's budget for design fees in the amount of \$718,050.25, which included fees for wayfinding, exhibitry and signage to be designed by subcontractor Karen Skunta and Associates; and

WHEREAS, Since then, the Library has requested changes to the scope of the Main Library Consolidation Project, and Bostwick has submitted Additional Services Requests #01 in the amount of \$29,940.00 for additional Architecture Design costs, and #02 in the amount of \$17,000 for additional Exhibitry Design costs (see attached); and

WHEREAS, The project budget, which this Board approved on June 25, 2015, contains a \$20,000 contingency for Wayfinding, Exhibits, and Multimedia expenses from which the Library will pay Additional Services Request #02. The project budget also contains a \$20,000 contingency for Architecture Design expenses, but the Library would like to preserve this contingency for other design expenses which are anticipated as a result of additional changes the Library is contemplating to the project.

WHEREAS, The Library is, therefore, requesting that this Board approve an amendment to the Agreement with Bostwick Design Partnership to increase the

RESOLUTION TO
AMEND DESIGN
SERVICES
AGREEMENT
WITH BOSTWICK
DESIGN
PARTNERSHIP
FOR MAIN
LIBRARY
CONSOLIDATION:
PHASE 2
Approved

Architectural Design fees by \$29,940.00 to cover the cost of Additional Services Requests #01, and to increase the Exhibitory budget by \$17,000 to cover the cost of Additional Services Request #02, increasing the total design budget from \$718,050.25 to \$764,990.25; 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 Partnership for additional design services for the Phase 2 of the Main Library Consolidation Project in an amount not-to-exceed \$46,940.00, for a total contract amount of \$764,990.25. 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.

Ms. Butts asked if fees for Karen Skunta were included in this resolution.

Joyce Dodrill, Chief Legal Officer, explained that since Karen Skunta is subcontracted under Bostwick, her fees must be included in the total amount.

Ms. Dodrill also noted that the Library requested changes.

Resolution to Purchase Insurance Coverage for Cyber Liability

Joyce Dodrill, Chief Legal Officer, stated that this resolution replaced the initial resolution which was introduced last month which was tabled.

Ms. Butts moved approval to replace the resolution introduced last month with the following resolution. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

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

WHEREAS, The Library Administration has determined that it would be prudent to purchase cyber liability insurance to protect the Library from claims of third

RESOLUTION
TO
PURCHASE
INSURANCE
COVERAGE
FOR CYBER
LIABILITY
Approved

parties, and the costs of restoring data and issuing legally mandated notifications in the event that the personal data of patrons or staff were to be stolen as a result of a data breach; and

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

Carrier/Agent	Limits	Deductible	Includes CLEVNET	Premium
Ironshore Speciality/McGowan	\$1,000,000 total (1 st party and 3 rd party)	\$5,000	Yes for third party liability only; also including Technology Errors & Omissions Liability and an Additional Insured-Vicarious Liability Endorsement	\$16,710.75
Hiscox (Lloyds Syndicate)/Hylant	\$1,000,000 total (1 st party and 3 rd party)	\$10,000	Yes for third party liability only; also including Technology Errors & Omissions Liability	\$16,034.80

WHEREAS, The Library Administration recommends selecting Ironshore Speciality through McGowan & Co., Inc. for the reason that adding the Technology Errors and Omissions Liability coverage along with the Vicarious Liability Endorsement addresses the Library's concerns and eliminates any gray areas that might arise in the event of a breach involving personal data collected by the CLEVNET libraries; the deductible is lower; and the limits for third party coverage, regulatory defense & penalty, data forensic expense, notification expense, crisis management, credit monitoring expense, public relations expense, network extortion or e-commerce extortion, business income, and

replacement or restoration of electronic data are the same as the Hiscox policy; and

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

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to purchase Cyber Liability Insurance through McGowan &

Co., Inc. and enter into an agreement with Ironshore Speciality effective January 1, 2016 in the amount of \$16,710.75 for a maximum of a one-year period, subject to the approval of the Chief Legal Officer; be it further

RESOLVED, That it is the intention of this Board to renew the cyber liability insurance stated within this Resolution, for one, one-year renewal period commencing either on August 1, 2016 or January 1, 2017, depending upon whether the Library is successful at negotiating a policy that coincides with other insurance policies currently set to expire on August 1, 2016, and also provided terms and conditions remain comparable and the pricing is consistent with then current market conditions and the Library's history.

Mr. Seifullah submitted the following reports.

Fiscal Officer's Report

(See pages 1577-1586)

Report on Investments

(See page 1587)

Report on Conference and Travel Expenditures

(See page 1588-1591)

FISCAL
OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

REPORT ON
CLEVELAND
FOUNDATION
GRANT FOR
LIBRARY
LEARNING
CENTERS
Submitted

Report on Cleveland Foundation Grant for Library
Learning Centers

(See page 1592)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

REGULAR
EMPLOYMENT
REPORT
Approved

Regular Employee Report

(See pages 1593-1595)

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

RETIREMENT
RECOGNITION
CITATION
Approved

Retirement Recognition Citation

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

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

Rekiat A. Olayiwola (25 years of service); Branch Manager; Grade K - Fleet Branch; retires 12/31/2015

Betty C. Hollowell (26 years of service); Branch Clerk Grade B - Fleet Branch; retired 11/27/2015

Kenyatta H. Abrams (32 years of service; Lending Manager; Grade I - Main Branch; retires 12/31/2015

Johnny L. Parsons (37 years of service); Senior Catalog Librarian; Grade I - Technical Services; retires 12/31/2015

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

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

Trustees, Director Thomas and colleagues expressed congratulations and well wishes to the retirees.

Resolution for Special Closings and Holidays in 2016

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

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

WHEREAS, The Cleveland Public Library will be closed in 2016 in observance of the following holidays and special closings as listed below.

New Year's Day	January 1,
Martin Luther King Day	January 18,
Presidents' Day	February 15,
Memorial Day	May 30,
Staff Development Day	June 3,
Independence Day	July 4,
Labor Day	September 5,
Columbus Day	October 10,
Veterans' Day	November 11,
Thanksgiving	November 24,
Christmas Eve	December 24,
Christmas Day	December 25,

WHEREAS, December 31, 2016 hours of operation will be 10 AM to 6 PM.

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

RESOLUTION
FOR SPECIAL
CLOSINGS AND
HOLIDAYS IN
2016
Approved

Mr. Hairston submitted the following reports.

REPORT ON
PAID SICK
TIME

Submitted

Report on Paid Sick Time Used by the Month

(See page 1596)

EMPLOYEE
DEMO-
GRAPHICS
(EEO4)

REPORT

Submitted

Employee Demographics (EEO-4) Report

(See page 1597)

INSURANCE
SUMMARY
REPORT

Submitted

Insurance Summary Report

(See page 1598)

COMMUNITY SERVICES

Ms. Washington submitted the following report on behalf of Mr. Corrigan who was absent.

MONTHLY
ACTIVITY
REPORT

Submitted

Monthly Activity Report

(See pages 1599-1605)

BUILDING
STATUS
UPDATE

Presented

Building Status Update

Mryon Scruggs, Director of Property Management gave an update on the following: weekly meetings with Bostwick and Higley on the construction project; carpeting in West Park branch will be installed next week; and Rockport carpet should be installed by year's end.

CPL150
STRATEGIC
PLAN
UPDATE

Presented

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, stated that on Wednesday evening, December 9, 2015, the Library held the first of two meetings to inform the public about the developments that have taken place regarding the future of South Branch. This first meeting was held at the current branch outlet on Clark Avenue. The date and location of the second meeting have not been finalized, but the agenda will be the same as the first meeting.

Twenty community members attended the meeting. David Jurca of Cleveland Urban Design Collaborative gave a brief presentation on the Community Vision Plan process that resulted in the recommendation of the South Branch Advisory Committee to reopen the historic Carnegie

building on Scranton Road. Timothy Diamond, Chief Knowledge Officer, read the resolution of the Library Board from September 17, 2015, to accept the Advisory Committee's recommendation.

In the Q&A portion of the meeting, participants expressed two major concerns: 1) that the community be kept informed through social media or a dedicated website of all new developments; and 2) that the Library and the architectural firm it selects treat the interior renovation of the building with care and sensitivity, making necessary upgrades without destroying the architectural detail and integrity of the only intact Carnegie building in the city of Cleveland.

Joyce Dodrill, Chief Legal Officer, added that an RFP for the architect for South Branch will be released and publicized on Monday. Interviews should take place in January with a contract to the Board in February.

Safe, Warm and Dry Update

Joyce Dodrill, Chief Legal Officer, requested that time be allotted at the next Board Work Session to review and discuss project delivery models.

Friends Board Update

Samantha Joseph, Friends of Cleveland Public Library, gave the following update that included but was not limited to: (1) Woodland Playroom Open House; (2) Friends Annual Meeting held on December 10, 2015 where 6 new directors were nominated to the Friends Board; (3) Executive Director search continues with a new executive director beginning in March.

Director Thomas stated that he appreciated the partnership with New York Community Bank and their generous support to create early learning centers at Carnegie West and Woodland.

NEW BUSINESS

Ms. Rodriguez presented the following item of new business.

SAFE, WARM
AND DRY
UPDATE
Presented

FRIENDS
BOARD
UPDATE
Presented

ELECTION
OF
NOMINATING
COMMITTEE
FOR 2016
LIBRARY
OFFICERS
Approved

Election of Nominating Committee for 2016 Library
Officers

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

DIRECTOR'S
REPORT
Submitted

DIRECTOR'S REPORT

Before presenting his report, Director Thomas announced that former Library Board President Venerine Branham would be recipient of the Drum Major for Change award at the Library's 31st Annual Martin Luther King, Jr. Commemorative Program on Monday, January 18, 2016. Director Thomas stated that Trustees are encouraged to forward names of individuals who could be considered for this award to the nominating committee.

Ms. Rodriguez acknowledged Director Thomas' birthday on December 19, 2015.

FORMING COMMUNITIES OF LEARNING

America Reads tutoring is currently being offered at 11 library locations. In the month of November America Reads tutors provided 450 hours of after-school tutoring in neighborhood branches.

The teen financial literacy workshops, facilitated by Sharron Murphy Williams of the Phe'be Foundation, concluded in the second week of November. Average attendance for this program series was 20 students per site (East 131 and MLK Jr.). At the November 18th Youth Services Meeting, staff from each participating location reported on their experience; following the branch presentations 6 additional sites opted to host the program in 2016.

Literature Department Library Assistant Evonne Jeffries planned and hosted the National Novel Writing Month: *Come Write In for National Novel Writing Month* programs on Mondays in November. Ms. Jeffries and five Library patrons attended the NaNoWriMo Pre-Kickoff on October 26th and accepted the challenge to write 50,000 words

during the month of November for the National Novel Writing Month. For *Come Write In at Cleveland Public Library*, Ms. Jeffries designated writing space in the Ohio Center for the Book for writers to work on their projects.

Cultivating a Global Perspective

On November 20th & 21st the library hosted a series of programs as a part of the Lockwood Thompson Dialogue Series (LTD). On Friday, November 20th actor/comedian Kevin Allison moderated a discussion with three compelling story-tellers: Tig Notaro, Elna Baker and Shannon Cason. On Saturday, November 21st both Kevin Allison and Elna Baker conducted story-telling workshops in the Cleveland Digital Public Library classroom. In the evening of the 21st, in partnership with Keep Talking the library hosted a live recording of the Kevin Allison's, RISK! Podcast. Four storytellers each recounted personal stories that focused on emotional events from their past. The November storytelling Lockwood Thompson Dialogue program was the most well-attended LTD program of the year.

Closing out the month of November, 28th the library, in partnership with the Downtown Cleveland Alliance held programming throughout the day as a part of Winterfest. As in years past the library hosted musical performances by the River Valley Ringers and Tuba Christmas. Model trains, live reindeers, and ice sculpting in the Eastman Reading Garden were also display.

On November 14th, Literature Department Librarian Steve Capuozzo, hosted the "Cleveland Public Poetry" reading. 40 patrons attended the reading, which took place in the 2nd floor lobby and featured students from the Cleveland School of the Arts and their writing instructor Daniel Gray-Kontar and on November 21st Mr. Capuozzo hosted a poetry reading featuring Darius Stubbs. Fourteen people attended the reading, which took place in the northwest corner of the department.

Social Sciences Library Assistant Lakeisha Winstead and Social Sciences Librarian Helena Travka coordinated the Social Sciences Non-Fiction Book Club discussion of *I am Malala* on November 12th and Popular Library Assistant April Lancaster and Popular Library Clerk Benjie Smith hosted a discussion of the book *God Help the Child* by Toni Morrison.

Get Graphic with the Ohio Center for the Book: A Graphic Novel Book Club: Cosmopolitan Comics series continued this month on November 3rd. Guest reader Valentino Zullo discussed *Deogratias: A Tale of Rwanda* by J.P. Stassen and *Abina and the Important Men: A Graphic History* on November 17th.

The South Branch took the celebration of Hispanic Heritage Month through the first week of November when the branch celebrated El Día De Los Muertos, which is a traditional Hispanic Celebration. The tradition of Catrinas and Calaveras from Puebla Mexico truly makes this celebration jump out from a myriad of other celebrations throughout Latin America. The celebration has been a tradition at the South Branch for eight years. Patrons celebrated this tradition by decorating their own traditional sugar skulls. Fifty participants had the opportunity to decorate their sugar skulls with royal icing and other colorful foil decorations.

Exhibits

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

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

Additionally the Art Therapy Studio will exhibit artwork by clients and local artists at the Martin Luther King, Jr. Branch November 6 - December 12. The exhibit, *Healing Through Art*, will be accompanied by two art workshops, one for adults and one for children and teens. Both workshops took place at MLK, Jr. Branch.

Research That's Possible Only at Main Library

- Request for rare sheet music by Stavinsky Petrushka written in 1947.

- Scans of a Howell & Thomas designed home (1933) were provided to a local restoration society.
- The Director of Development from a chess foundation came to Cleveland in November to research pictorial chess images for a book he is writing. Special Collections staff assisted to locate public domain chess images and took photographs of some of the chess sets.
- Government Documents Clerk Erick Walker went the extra mile to answer a phone question on climate data. A patron wanted to know the highest wind speed for the city of Cleveland and the earliest known recording of weather data in Cleveland. Because that information is not in the census information, Mr. Walker called NOAA and was transferred to a local office. He was told that the information is usually not made available through public publications, but the gentleman gave him the answers over the phone. Mr. Walker was able to call the patron back with the data.
- A researcher from China conducted research for two week on Playhouse Square using records, clipping files and exhibit captions. Manager Amy Dawson introduced her to the former archivist at Playhouse Square who offered valuable material and information.
- Request for scans from a trade catalog of ornamental iron and bronze work of the Tyler Company from Cleveland (1905).
- Request to research Cleveland architectural information from the journal *Inland Architect and News Record* (Nov 1895) - not many public libraries own this series.
- Research request for scans from a copy of a 1772 edition of the *Arabian Nights* written in German.
- The Science and Technology department had a request for the standards and manuals: NFPA 17-2013; General Electric, Model SP 51BA, folder # 994-7 Photofact Folder.
- A patron requested a Science and Technology Storage book called "Your Home and How to Build it Yourself" by Wayne Charles Lecky and published by Popular Mechanics Press in 1947 because the plans for his home in which he now resides were featured in the book. Cleveland Public Library is one of only three libraries in Ohio (and 29 in the world) to have a copy of the book.

- A patron requested soups and salads cookbooks authored by The Salvation Army. The Science and Technology department provided a book entitled *The Kettle Cookbook: Second Helpings* by The Salvation Army (1991). The patron was very pleased when she heard it was 254 pages with many recipes. Cleveland Public Library and Harvard University are the only two libraries that own that book according to WorldCat.
- A patron asked for a book titled *Gladwin Thesis*. Science and Technology staff discovered that there is no book by this title, but a man named Gladwin did publish books containing his ideas. Later scholars coined the term "Gladwin Thesis" to express his ideas. Cleveland Public Library owns the seminal book, *Men out of Asia*, written by Harold Gladwin in 1947. Staff was able to retrieve the reference book from storage and describe Gladwin's ideas to the patron.
- A patron needed an article from a 1959 issue of *Ohio Motorist*. Cleveland Public Library is the only library in the world that owns that issue.
 - Staff at PAL answered questions during the month concerning ordinances, the Cleveland Twist Drill building, Cultural Gardens, and legislation introduced by a Council member Oriana House.
 - Staff assisted a professor find important images for her book on African American civil rights.
 - Staff found information for a patron about the wreck of the *Argo*, a tanker that foundered near Pelee Island in 1937.
 - Staff assisted a Cleveland reporter on an upcoming article about the history of Willey Avenue by providing links to maps and *Plain Dealer* articles.
 - Patron request from Germany for a rare organ music score of the St. Francois d'Assisie (Francis of Assisi) by William Herber.
 - A world renowned band leader came in to study the library's collection of music scores from the Eyman Collection. He collects songs to play for performances and was impressed with the collection.
 - Special Collections staff assisted students from a local high school with their class project to research information about Langston Hughes and civil rights issues.
 - Patron requested information about the Cleveland artist Victor Schrekengost.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

Meetings and Activities

- I presented at the Shaker family Center as a part of the Debra Ann November Speaker Series.
- I attended an Ohio Library Council Government Relations Committee meeting in Columbus.
- I presented to the Scholars program of the Lutheran West Academy.
- I provided remarks at the Lockwood Thompson Dialogue "Talk Talk Talk".

CLEVNET

CPL has over 11,000 followers on Twitter and the Facebook page currently has 7,754 fans.

GRANTS & DEVELOPMENT

Cleveland Foundation Summer Intern Host Site
Submitted application to host a 2016 Cleveland Foundation Summer Intern to develop the Cleveland Digital Public Library's oral history program.

Friends of the Cleveland Public Library's Giving Tuesday Challenge

- o Contacted Browns for support/participation.
- o Contacted Cleveland Foodbank for meeting to see what they did/learned from a similar challenge during last year's NBA Finals.
- o Wrote newsletter article updating Library staff on Friends activities.

- o Reached out to CPL vendors for support (Ebsco and Ogletree responded positively).
- o Developed Impact Stats for Friends to use to solicit support.

Shakespeare's First Folio Fundraising

Visited The Reinberger Foundation to discuss programming around Shakespeare's First Folio and submitting a letter of inquiry to them seeking support for the teacher workshops that are being planned

Women Warriors Symposium

Working with OCFB and Kent State University's English Department to submit a proposal to the Ohio Humanities Council which will support the honoraria, travel and lodging for the speakers.

Woodland Branch Early Learning Space Open House/Ribbon Cutting

Began planning the ribbon-cutting/open house for the Early Learning Space at Woodland Branch which will be held from 9-10am on Wednesday, December 16. This event is primarily to thank New York Community Bank for their grant which purchased the items in the space.

Finance Dep't Operational Workplace Goals

Submitted 2016 goals/timeline.

ALA ConnectED

Attended webinar on connecting student ID's with library cards. Held various small meetings to move forward the goal to distribute library cards to all CMSD students before the start of the 2016 Summer Reading Club.

Letters of Support

- Written to Council for Economic Opportunities in Greater Cleveland's application to continue as a provider of Early Head Start services.
- Written to Cleveland Kids Book Bank (formerly the Cleveland Little Free Library Movement) for support of their new non-profit organization focused on getting books in the homes of Cleveland's kids.

PUBLIC SERVICES**Outreach & Programming Services**

In the month of November the Library hosted approximately 815 programs ranging from tutoring services to technology instruction and cultural programming.

K-3 reading instruction provided by Braxton Educational and Technology Consulting (BETC) continued at 4 locations: Addison, Memorial-Nottingham, Walz and Woodland. On Tuesday, November 24th BETC tutors received Self Organized Learning Environment (SOLE) training from Jeff McClellan, the founding director of SOLE Cleveland. On Thursday, December 3, and each Thursday thereafter for the duration of the Braxton tutoring agreement, tutors will conduct weekly SOLE sessions with children grades K-3. Each site will be equipped with 6 iPads for the research portion of the exercise, cameras for presentation documentation, and conduct post-program surveys of participants. In the initial phase of this initiative, SOLE questions will focus primarily on the Common Core English Language Arts Standard for Reading: Informational Text. According to recently released test results, CMSD students are underperforming in this area.

America Reads tutoring is currently being offered at 11 library locations. In the month of November America Reads tutors provided 450 hours of after-school tutoring in neighborhood branches.

The teen financial literacy workshops, facilitated by Sharron Murphy Williams of the Phe'be Foundation, concluded in the second week of November. Average attendance for this program series was 20 students per site (East 131 and MLK Jr.). At the November 18th Youth Services Meeting, staff from each participating location reported on their experience; following the branch presentations 6 additional sites opted to host the program in 2016.

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Allison and Elna Baker conducted story-telling workshops in the Cleveland Digital Public Library classroom. In the evening of the 21st, in partnership with Keep Talking the library hosted a live recording of the Kevin Allison's, RISK! Podcast. Four storytellers each recounted personal stories that focused on emotional events from their past. The November storytelling Lockwood Thompson Dialogue program was the most well-attended LTD program of the year.

Closing out the month of November, 28th the library, in partnership with the Downtown Cleveland Alliance held programming throughout the day as a part of Winterfest. As in years past the library hosted musical performances by the River Valley Ringers and Tuba Christmas. Model trains, live reindeers, and ice sculpting in the Eastman Reading Garden were also display. The day concluded with a ballet performance of selections from the Nutcracker by the Cleveland Ballet.

Friends Executive Speaker Series

Fine Arts & Special Collections Manager Pam Eyerdam participated in the *Friend's Executive Speaker Series* program on November 12th. She created a display of items including artist books, medieval manuscripts, miniature books and Cleveland items for the program.

Sports Icon Series

Social Sciences Library Assistant Pete Elwell hosted Dan Coughlin and Jerry Fitch, a Cleveland boxing historian, for the 24th Sports Icon Interview on November 4th.

Patent & Trademark Resource Center

The Patent & Trademark Resource Center officially moved from the Government Documents department to the Science and Technology department in November. All five PubEAST/PubWEST computer terminals were transferred from the 4th Floor of Louis Stokes Wing. Print resources will also be moved once display shelves have been installed.

Cleveland Public Poetry

On November 14th, Literature Department Librarian Steve Capuozzo, hosted the "Cleveland Public Poetry" reading. 40 patrons attended the reading, which took place in the 2nd floor lobby and featured students from the Cleveland School of the Arts and their writing instructor

Daniel Gray-Kontar and on November 21st Mr. Capuozzo hosted a poetry reading featuring Darius Stubbs. 14 people attended the reading, which took place in the northwest corner of the department.

NaNoWriMo

Literature Department Library Assistant Evonne Jeffries planned and hosted the National Novel Writing Month: *Come Write In for National Novel Writing Month programs* on Mondays in November. Ms. Jeffries and five Library patrons attended the NaNoWriMo Pre-Kickoff on October 26th and accepted the challenge to write 50,000 words during the month of November for the National Novel Writing Month. For *Come Write In at Cleveland Public Library*,

Ms. Jeffries designated writing space in the Ohio Center for the Book for writers to work on their projects.

Main Library Book Clubs

Social Sciences Library Assistant Lakeisha Winstead and Social Sciences Librarian

Helena Travka coordinated the Social Sciences Non-Fiction Book Club discussion of *I am Malala* on November 12th and Popular Library Assistant April Lancaster and Popular Library Clerk Benjie Smith hosted a discussion of the book *God Help the Child* by Toni Morrison.

Get Graphic Book Clubs and Speaker Series

Get Graphic with the Ohio Center for the Book: A Graphic Novel Book Club: Cosmopolitan Comics series continued this month on November 3rd. Guest reader Valentino Zullo discussed *Deogratias: A Tale of Rwanda* by J.P. Stassen and *Abina and the Important Men: A Graphic History* on November 17th.

Youth Service Programming

Youth Services staff members conducted multiple preschool and toddler story times throughout the month of November including Super Sleuths Storytimes on Tuesdays and Wednesdays. In addition, Youth Services staff members participated in the 2015 Winterfest activities where 365 families attended programs in the Art Lab, Studio 470 and the Storytime Room. Fine Arts Library Assistant Mark Fox Morgan co-hosted an Art Lab session with Youth Services staff members on November 4th. On November 7th, Youth Services Manager Annisha Jeffries and Subject Department

Children's Librarian Maria Estrella conducted a *Movie Matinee*.

Library Blogs

The November blog featured the Cleveland Museum of Art's new exhibit called *Painting the Modern Garden: Monet to Matisse* that opened in November. He writes about how all three panels of Monet's water lilies are brought together for this exhibit.

Music at Main

Students from the Cleveland Institute of Music (CIM) performed November 7th. They played *Arrival of the Queen* by Handel, *The Prince of Denmark's March* by Jeremiah Clarke, *My Spirit Be Joyful* and *Jesu, Joy of Man's Desiring* by Bach, *Three Pieces* by Ludwig Maurer, *The Entertainer* by Scott Joplin, *Satin Doll* and *Take a Train* by Duke Ellington

Foreign Literature Programs

During the month of November Foreign Literature staff members planned and conducted a total of 31 programs serving Russian, Chinese, Spanish and native English populations. This included 16 lessons of Business Chinese I & II classes in the CDPL Learning Commons. In addition, three adult classes in Tai Chi and a total of six sessions of language learning and martial arts for children were hosted. Off site, one ESOL lesson for seniors was conducted at the Goodrich-Gannett Community Center and two programs aimed at teaching Russian language skills via the use of games, theatre and folklore were also offered.

Main Library Tours

Main Library staff members provided tours throughout the month of November. Groups visiting Main Library included: students from John Hay High School, members of the Cleveland Print Club, a group of 5 visitors from Columbus Ohio and students from Scranton Elementary School.

Partnerships

In partnership with the Cleveland Public Theater, four CPL locations hosted presentations by poet and playwright, Darius Stubbs and arts education provider, Kulture Kids. Darius Stubbs performed at the Collinwood Branch on November 12th and in the Literature Department

on November 21st. Kulture Kids conducted two workshops at the Jefferson and Sterling Branches on November 24th and 25th.

BOOKMOBILE

November marked the change from Bookmobile Services to a dedicated lobby stop program within the Cleveland community. The six lobby sites include: Vocational Guidance Services (VGS), Lerner School of Autism, Franciscan Village, Kingsbury, HELP/Six Chimneys and Cuyahoga County Board of Disabilities and Development (CCBDD). All the lobby stops received at least one visit in the month of November. However, some of the sites received bi-weekly visits; this was determined by the site coordinator at each site and the availability of space for the library staff to set up the lobby visit.

The Homebound Services program has seen an increase in their send-outs from a typical thirty bags per send-out to almost double. This increase is a result of the temporary suspension of bookmobile service. Some patrons have been reluctant to opt in to Homebound Service because delivery sites secure areas to receive the packages if the resident is not at home.

Meeting Rooms

The total number of requests for Main Library in the month of November was 170 with an estimated total attendance of 5,340. The Lake Shore Facility meeting rooms were reserved 16 times. There were 240 requests for branch meeting rooms during the month with an estimated total attendance of 4,784.

The computer lab, and rooms 218 East and West will not be available for public use during Phase II construction.

Exhibits

The Martin Luther King, Jr. Branch and the Art Therapy Studio held an opening reception for Healing Through Art exhibit featuring works of art created by local artists, students and clients of the Art Therapy Studio. The Art Therapy Studio is the oldest expressive arts therapy program of its kind in the country. Since its inception in 1967, its programs have been developed around the philosophy that art making is central to healing and wellness.

Main library staff members created a number of informative, educational and interesting displays during the month of November. The Mental Health Awareness exhibit in Science and Technology garnered patron attention throughout the month. Material offered by Government Documents Supervisor Sarah Dobransky provided information published by the National Institute of Mental Health.

In support of the Book Bowl, Science and Technology staff members department displayed cookbooks from WVIZ and the Higbee's Silver Grill, books on Ohio wineries, and a recent patent from Cleveland-based Sherwin-Williams. Some Maryland-themed book topics included crab cakes, terrapins, and colts.

CLGH Subject Department Librarian Terry Metter created book displays for Veteran's Day and World War I comics and newspapers, Library Assistant Danilo Milich added to the display about Cleveland Municipal Stadium and Cleveland Browns by adding 30" x 44" aerial photo of the stadium during a game, and Subject Department Senior

Clerk Nick Durda added two new displays in the Photograph Collection, one on the assassination of John F. Kennedy and the other one on Forest Hill.

Fine Arts staff members organized a display of books featuring Native-American music and artists for Native-American History Month and Literature Department Library Assistant Evone Jeffries created displays in the Literature Department and Ohio Center for the Book to promote National Novel Writing Month.

Youth Services Children's Librarians, Maria Estrella and Kristen Schmidt created displays for Native American Month and Thanksgiving in the Youth Services Department.

Main Library Outreach

On November 19th, General Research Collections Manager Don Boozer presented to the Cleveland All-Breed Training Club on the dog-related materials available at Cleveland Public Library and on how to borrow materials through CLEVNET across northeast Ohio.

Fine Arts & Special Collections Manager Pam Eyerdam presented a *Special Collections Roadshow* for the Ladies

of the Ancient Scottish Rite Cleveland Chapter of the Masonic Temple on November 21st.

On November 19th Subject Department Librarian Steve Capuozzo represented the Library and OCFB at the Literary Cleveland social mixer which was held in the evening at Platform Brewery. He gave a welcoming speech to the crowd, and spoke with many writers, publishers, and aspiring writers in the crowd, promoting the workshops hosted by the Library and the workshops hosted by Literary Cleveland.

Manager of the Literature Department and Ohio Center for the Book Amy Dawson signed a proclamation honoring Floyd Dickman, the first Director of the Ohio Center for the Book to be issued at the State Library on December 8th.

Fine Arts & Special Collections Manager Pam Eyerdam and Special Collections Librarian Stacie Brisker hosted a graduate class from Case Western Reserve University on November 17th. There were 25 students studying primary resources, the Anisfield Wolf book collection and the *Orientalia* collection.

Special Collections Librarian Kelly Brown and Library Assistant Bill Chase attended the private opening of the *Frank N. Wilcox* art opening at the Natural History Museum on November 19th.

Business, Economics, and Labor Librarian Susan Mullee participated in the Y.O.U. Resume Workshop on November 13th which took place at Glenville High School. Ms. Mullee assisted the students in creating a resume in Winway Resume.

Subject Department Children's Librarian, Maria Estrella scheduled four schools and two daycare visits during the month of November. Youth Services Manager Annisha Jeffries and Popular Manager Sarah Flinn continued to promote the library and services through weekly story times for one to nine month old children at Rainbow Babies and Children's Hospital's Centering Pregnancy program.

Collection Development Highlights

The Popular Department continued to organize the department with the addition of the AV collection. The

offices and storage rooms in Brett Hall have all been cleaned out in preparation for the renovation.

CLGH staff members have begun to process the unprocessed park plans that were stored on LSW 7. The Cleveland Digital Public Library staff counted and measured the maps to purchase preservation materials. Some of the maps have been moved to the Map Collection to begin being inventoried.

A collection of C. S. Hackett photographs were purchased for the Photograph Collection consisting of roughly six thousand 3 x 5 black and white photograph prints and negatives of Cleveland Ohio from about 1940-1960. Subjects include city street scenes, iconic downtown and neighborhood theaters and buildings, and street cars.

Fine Arts staff began a project to move the art and music indexes from the main floor. Bibliographic maintenance and shelf shifting will be done as well. Fine Arts Library Assistant Mark Fox Morgan began to identify illustration artwork in the collection that needs preservation treatment.

A World Chess Hall of Fame Curator from St. Louis came to Cleveland for a week in November to review chess items for an exhibit about *Women in Chess*. She will make loan arrangements with Special Collections Librarian Kelly Brown.

Special Collections made a major purchase of letters to the infamous chess player Jose Capablanca from chess collector David DeLucia.

The CDPL unit has begun digitizing volumes of incunabula (books printed between 1450-1500) and journals of chess on microfilm. A rare 1925 booklet was found in Special Collections that was not cataloged entitled *The New Cleveland Public Library May the Sixth 1925*. This booklet was created to celebrate the opening of the Main Library in 1925. A special 50th edition of *To Kill a Mockingbird* (bound in stamped red letter, gilt in gold) was added to the collection (a gift from former President of the Friends of Cleveland Public Library, Ann Marie Warren).

The Schweinfurth Committee met on November 13th for its fourth quarterly meeting. Fine Arts and Special

Collections Manager, Pam Eyerdam and Director of Public Services, John Skrtic were present to oversee selections that focused on architectural trade catalogs.

Science and Technology Library Assistant Elvira Baron processed a donation of fifty books from the Western Reserve Kennel Club that included show catalogs and other items.

Subject Department Children's Librarians Maria Estrella, Kristen Schmidt and Lan Gao began compiling books for the 2015-2016 *Enticing Titles for Teens* and *Hot Titles for Cool Readers* booklists.

Youth Services Manager Annisha Jeffries and Subject Department Children's Librarians Maria Estrella, Kristen Schmidt and Lan Gao continue to compile books for the 2015 *Celebrate with Books* sections: Babies and Toddlers and Pre-K and K-2nd.

Research that's Possible Only at Main Library

- Request for rare sheet music by Stavinsky Petrushka written in 1947.
- Scans of a Howell & Thomas designed home (1933) were provided to a local restoration society.
- The Director of Development from a chess foundation came to Cleveland in November to research pictorial chess images for a book he is writing. Special Collections staff assisted to locate public domain chess images and took photographs of some of the chess sets.
- Government Documents Clerk Erick Walker went the extra mile to answer a phone question on climate data. A patron wanted to know the highest wind speed for the city of Cleveland and the earliest known recording of weather data in Cleveland. Because that information is not in the census information, Mr. Walker called NOAA and was transferred to a local office. He was told that the information is usually not made available through public publications, but the gentleman gave him the answers over the phone. Mr. Walker was able to call the patron back with the data.
- A researcher from China conducted research for two week on Playhouse Square using records, clipping files and exhibit captions. Manager Amy Dawson

introduced her to the former archivist at Playhouse Square who offered valuable material and information.

- Request for scans from a trade catalog of ornamental iron and bronze work of the Tyler Company from Cleveland (1905).
- Request to research Cleveland architectural information from the journal *Inland Architect and News Record* (Nov 1895) - not many public libraries own this series.
- Research request for scans from a copy of a 1772 edition of the *Arabian Nights* written in German.
- The Science and Technology department had a request for the standards and manuals: NFPA 17-2013; General Electric, Model SP 51BA, folder # 994-7 Photofact Folder.
- A patron requested a Science and Technology Storage book called "Your Home and How to Build it Yourself" by Wayne Charles Lecky and published by Popular Mechanics Press in 1947 because the plans for his home in which he now resides were featured in the book. Cleveland Public Library is one of only three libraries in Ohio (and 29 in the world) to have a copy of the book.
- A patron requested soups and salads cookbooks authored by The Salvation Army. The Science and Technology department provided a book entitled *The Kettle Cookbook: Second Helpings* by The Salvation Army (1991). The patron was very pleased when she heard it was 254 pages with many recipes. Cleveland Public Library and Harvard University are the only two libraries that own that book according to WorldCat.
- A patron asked for a book titled *Gladwin Thesis*. Science and Technology staff discovered that there is no book by this title, but a man named Gladwin did publish books containing his ideas. Later scholars coined the term "Gladwin Thesis" to express his ideas. Cleveland Public Library owns the seminal book, *Men out of Asia*, written by Harold Gladwin in 1947. Staff was able to retrieve the reference book from storage and describe Gladwin's ideas to the patron.
- A patron needed an article from a 1959 issue of *Ohio Motorist*. Cleveland Public Library is the only library in the world that owns that issue.

- Staff at PAL answered questions during the month concerning ordinances, the Cleveland Twist Drill building, cultural gardens, and finding legislation introduced by a Councilmember Oriana House.
- Staff assisted a professor find important images for her book on African American civil rights.
- Staff found information for a patron about the wreck of the Argo, a tanker that foundered near Pelee Island in 1937.
- Staff assisted a Cleveland reporter on an upcoming article about the history of Willey Avenue by providing links to maps and Plain Dealer articles.
- Patron request from Germany for a rare organ music score of the St. Francois d'Assisie (Francis of Assisi) by William Herber.
- A world renowned band leader came in to study the library's collection of music scores from the Eyman Collection. He collects songs to play for performances and was impressed with the collection.
- Special Collections staff assisted students from a local high school with their class project to research information about Langston Hughes and civil rights issues.
- Patron requested information about the Cleveland artist Victor Schrekengost.
- Request for sheet music of songs related to the Civil War.

Staff Development

Popular Library Manager Sarah Flinn attended a NEO-RLS workshop titled *Safer at Work*. The participants discussed security issues at their workplaces and broke out into discussion groups.

Youth Services Manager Annisha Jeffries conducted the end of the year Youth Services system-wide meeting on November 18th at the Carnegie West Branch.

General Research Collections Manager Don Boozer welcomed a trainer from Micrographics on November 18th to provide instruction on the ScanPro 3000 to staff in Government Documents and Business, Economics, and Labor.

Government Documents Library Assistant Mona Brown attended two webinars sponsored by the Government Publishing Office in November: *Government Documents for the Masses: Collection Development for the Public Library* and *Showcasing Your Library: FDLP Promotional Tools & Tactics*. Government Documents Supervisor Sarah Dobransky also attended the *Government Documents for the Masses* webinar.

The OLC Subject and Special Collections Division Leadership meeting was November 13th. Amy Dawson Manager of the Literature Department and Ohio Center for the Book will become division Coordinator in 2016.

Other Library News

Circulation Coordinator Kenyatta Abrams attended the Clevnet Manager meeting held at the Wickliffe Public library on November 4th.

Subject Department Children's Librarian, Maria Estrella, submitted the Cleveland Public Library's First Bike-Based Library Service Initiative article to Public Libraries Online. Article was published on November 13th.

Construction is now underway in Lending for improvements to Lending and Safety and Protective Services.

A movie production company filmed segments in Special Collections on November 2-3 called *The Bye Bye Man*. Special Collections staff had to close off the area and remove any rare materials, IT moved computer equipment, and Property Management had to move furniture for the filming. Special Collections reopened to the public on November 4th.

The *Migration* art installation (of *See Also*) was removed the weekend of November 7th.

Fine Arts & Special Collections Manager Pam Eyerdam is the Nominating Chair for the regional chapter of the Art Librarians of North America. She prepared a slate of officers that will be elected in November 2015.

Kirstin Krumsee, Government Information Library Consultant from the State Library of Ohio, visited the Government Documents Department early in the month and

met with Government Documents Supervisor Sarah Dobransky and General Research Collections Manager Don Boozer. Ms. Krumsee gave advice on how to move forward with cataloging the collection and other issues relating to compliance with federal depository regulations and requirements.

Business, Economics, and Labor Library Assistant Joseph Parnell recorded the "holiday" message for the Cleveland Public Library phone system.

OCFB Scholar-in-Residence application were solicited from the public and promoted on the OCFB blog post and social media. The deadline for application is November 30th. Readers of application are David Weaver, Executive Director of the Ohioana Library Association and Janet Ingraham Dwyer of the State Library. Announcement of the OCFB Scholar-in-Residence for 2016 will occur on January 15th.

Branches

District 1

Rockport

In November Rockport distributed 200 bags of apples, pears, and oranges to families through the Cleveland Food Bank's Produce to Kids Program. Rockport Youth Services Assistant Bill Petrucz started a Lego Club; the inaugural project was the construction of the White House which took about a week to build. Tech Central taught a to-capacity Computer basics class on Mondays throughout the month while Rockport staff led the Tough Wallet Maker lab. Branch Manager Katie Ringenbach was the emcee at the West Park Neighborhood Summit with about 200 people in attendance. The painting of the Rockport Branch continued with only the staff room, work room, and public restrooms needing painted.

Lorain

Lorain Branch began several new projects to better serve the local community. Staff offered popular impromptu storytimes and reading tutoring, encouraged library materials and services to patrons who speak other languages, discussed with Administrators about future CPL initiatives that will promote early literacy and books in homes, and formalized a partnership with the West Side Community House's Sisterhood group. Shakenya

Smith became full-time Custodian on Nov 2, the same day that 18 patrons enjoyed decorating sugar skulls and eating pan de dulce in celebration of Dia de los Muertos. The next day, Lorain Branch served as a polling

place for nearly 100 voters. Branch Manager Shayna Muckerheide is also participating in local efforts to revitalize the neighborhood via a collaboration between Detroit Shoreway CDO and the Cleveland Urban Design Collaborative that is supported by Councilman Matt Zone.

Walz

Walz ran its first inter-generational Photography contest, "Detroit-Shoreway: Through the Camera Lens. Over 30 entries from teens to seniors. The over-60 age group had the most responses. OPS set up the entry forms, Stacie Brisker from Fine Arts was one of the judges, one is former employee Sam Norton now of the Friends and one is John Hausman of Detroit-Shoreway DSC.

Eastman

On November 4th Branch Manager Ken Knape attended an NEORLS workshop titled Safer at Work. Library employees from all over Northeast Ohio got together and discussed the best ways to help make public Libraries safe places for all patrons. Young patrons were provided with a harvest corn collage craft to practice fine motor skills such as tearing. November 4-25: To celebrate the upcoming holiday, a Thanksgiving-themed interactive bulletin board was put on display that features a large turkey, hand-drawn by page Kathy Wallace.

Westpark

Westpark held their first meeting of The Fashion Club, which will be an ongoing program and collaboration with Bellaire-Puritas Development. We did introductions and discussed the direction we would like the club to follow. Students enjoyed snacks and made bracelets with focal beads. Color theory was discussed. Students also enjoyed fashion plate coloring sheets and browsed our selection of beading, sewing, and fashion books. Westpark Branch welcomed two new staff members at the end of November: Katie Power and Rashad Bell.

District 2*Brooklyn*

Brooklyn children were offered the opportunity to make turkeys and hang crafts for Thanksgiving on November 16. A growing number of children attending Little Bit of Loving Care daycare have begun coming to the library on Wednesdays, while staff visit the daycare on Fridays.

Carnegie West

Tail Waggin Tutors, Ziggy and Salvador, enjoyed an hour and a half of stories and companionship from Carnegie West's young patrons on November 14th. Several children treated Ziggy and Salvador to stories about their peers by reading about military and service dogs. Every child that read to a dog received a dog-themed gift book of their own choosing, courtesy of the CPL Starter Project grant. Branch Manager Angela Guinther finished a series of classes sponsored by Cleveland Leadership Center called Civic Leadership Institute. Topics included the history of Cleveland, immigration, land use and redevelopment, and the cultural and economic impact of Cleveland's incredible arts scene.

Fulton

The November highlights had a couple food related events: the addition of fresh produce for our patrons once a week (food continues to be a very important part of our patrons' lives). The ESOL program maintains constant attendance of approximately 20-25 attendees; the program had its Thanksgiving celebration on Tues. 11/17 with a record attendance of about 28.

Jefferson

The highlight of the month was the red carpet celebration of the release of the 10th book in the Diary of a Wimpy Kid series. The new book entitled *Diary of a Wimpy Kid Old School* was released on November 3, 2015. On November 17, the Jefferson Branch had a red carpet gala to celebrate its release. Children in attendance walked the red carpet and had the opportunity to discuss the books and the movies with other kids that love the books. They learned how to draw some of the characters from the books and enjoyed watching one of the Diary of a Wimpy Kid movies while they ate popcorn.

South

The South Branch takes the celebration of Hispanic Heritage Month through the first week of November when the branch celebrates El Día De Los Muertos, which is a traditional Hispanic Celebration. The tradition of Catrinas and Calaveras from Puebla Mexico truly makes this celebration jump out from a myriad of other celebrations throughout Latin America. The celebration has been a tradition at the South Branch for eight years. Patrons celebrated this tradition by decorating their own traditional sugar Skulls. Fifty participants had the opportunity to decorate their sugar skulls with royal icing and other colorful foil decorations.

South Brooklyn

November brought on the end to the green leaves and the impACT the 216! program for high schoolers but did not cease the continuous flow of students into the South Brooklyn branch. But November also brought the start of fresh produce from the Greater Cleveland Food Bank and Excel computer classes from TechCentral. Various staff put up displays: the adult side had displays for Thanksgiving themed books, big/small books, scary movies, Veteran's Day/war movies and Christmas cookies/baking; the children side had displays for "And the Crowd Goes Wild" (Juvenile sports display of fiction and non-fiction), "Are you ready for the zombie apocalypse?" (zombie comics, fiction, non-fiction, and movies), books and movies set in France, New Graphic Novels, and a "Search & Find" display (I Spy/Where's Waldo?).

District 3*Garden Valley Branch*

The 2nd Annual College Fair was a great success. South University and Baldwin-Wallace were represented. Ms. Moncrief and Mr. Burks provide the participants of the fair with a list of questions to ask recruiters. Pasha Moncrief and Allison Juhl submitted their final budget for the Garden Valley Wellness Project. They are hoping to launch this program to the community mid-January 2016.

Hough Branch

Hough Branch began giving away free bags of produce weekly, as supplied by the Cleveland Food Bank. Joanna Rivera and Manisha Spivey attended a "Pasta and Pages"

Family Literacy Day at Daniel E. Morgan School, stressing the importance of reading and supplying CPL literacy materials. Computer Aide Romael Young sponsored an "Xbox Basketball Tournament" with a group of youth. Library Assistant Joanna Rivera conducted a "Peanuts" program in recognition of the upcoming release of the Peanuts movie. Branch Manager Donna Willingham attended the "Safer at Work" workshop sponsored by NEO-RLS.

Martin Luther King, Jr. Branch

Toni Parker attended the Charismatic Customer Service, Branch Manager's and Branch Custodian Training. Ms. Parker also attended the Manager's training facilitated by Kordell Norton. Toni Parker is a member of the Learning and Development Advisory Steering Committee. Ronald Roberts attended the monthly Youth Services at Carnegie-West Branch which focused on the Farmers Market themed play/and story room. Mr. Roberts was involved in reaching out to community member Erie Square with their library day held onsite to allow residents an onsite browsing collection. Mr. Roberts visited PNC during the month to do a story time. Mr. Roberts was involved outreach to various community partners.

Sterling Branch

November was another busy outreach and programming month at Sterling. Make-it and Take-it Mondays and Reading for Reese's and Rolos continue to be popular and well attended programs. The children celebrated Universal Children's Day by making "character clouds" that highlighted each child's unique self and positive attributes.

Woodland

Manager Rena Baker represented the Woodland branch at the Speaker series, where Director Thomas spoke on the topic: Saving Our Nation One Child at a Time. Woodland Branch celebrated Halloween with an over the top Halloween Bash. It included refreshments, games, pumpkin painting, candy bags and prizes.

District 4

E131 Branch

The E131st branch held a Teen Financial Literacy Series, yoga programs, and sponsored a community art exhibition. The East 131st branch has increased its lunches served to 45 and also distributed 20 bags of produce weekly to the

community. Foodbank nutritionist came on November 18th to teach our children about healthy eating habits.

Fleet

Emily Crompton and Betty Hollowell attended the Grand Opening/Open House at Villa Head Start on 11/17. They shared information regarding upcoming events and current programs with the community members present in addition to providing flyers and library card applications for the new students and their families. Tracie Forfia is transferring from Sterling Branch to take on her new role as Fleet Children's Librarian effective November 30.

Harvard-Lee Branch

Harvard-Lee Branch Manager Harriett Parks visited the branches in the Fourth District on November 4 to offer support where needed. Also, on Wednesday November 4, Mrs. Scurka attended a *Safer at Work* seminar at the NEO-RLS workshop. The seminar focused on best safety practices in the work place. Also, there was a live Skype session with Dr. Steve Albrecht, the author of **"Run, Hide, Fight"**, video and the book **"Library Security: Better Communication, Safer Facilities"**.

Participants were able to ask Dr. Albrecht questions about situations that he has faced and what suggestions he had for library staff. Staff member Zach Hay planned and implemented a Black Classical Music Program on November 19. This program celebrated the intersection of classical, jazz, blues, and spirituals. In partnership with the London Bridge Foundation and Gaines Funeral Home, Harvard-Lee Branch was afforded the opportunity to bless ten families with Thanksgiving baskets. Also, Mrs. Parks held an additional drawing during the month of November at the branch to give an additional basket away, donated by the Parks family.

Mount Pleasant

MTP held 10 Story times: at Brightside Academy, Nicole's Childcare and A.J. Rickoff Elementary School Preschool Class.

The following MTP Branch programs were given

- Presidential Election (Nov 5): On the anniversary of Abraham Lincoln's election to President of the United States we made hats,

beards, read the story of him growing up and made log cabins.

- World Kindness Day (Nov 16): Celebrate World Kindness Day by reading Have you Filled Your Bucket Today? and making coupon books for someone we care about.
- Thanksgiving at Mt. Pleasant Branch: (Nov 24): Crafts and games to commemorate this special holiday.
- Thanksgiving at Mt. Pleasant Branch: (Nov 24): Crafts and games to commemorate this special holiday.

Rice Branch

Youth programs included the Safe Places Presentation, Aww Snaps Circuit Program, NBA 2K Video Game Tournament, storytimes and school class visits 4 days a week; the Kids' Café, the Kid's Crochet Club, Friday Chess Club, and Monday Word Bingo. For adults, there was the Nia Literary Society Book Discussion, Knitting Group, Poetic Power, Think Tank, yoga, meditation, MetroHealth smoking cessation classes. Manager Ali Boyd attended the Manager's Meeting, planning sessions for the Safe Places Program, and the African American History Committee at Main. Brianna Daniels attended the Family Literacy Program.

Union

Kelli Minter and Gregory Parker added two new locations to the Story time outreach schedule, Miles Elementary and Education with Imagination Daycare. St Martin de Porres work study student, Zaida Billingsley accompanied Youth Staff on a school visit and had her first experience of reading to a group of children.

District 5

CPL's collaboration with the Cleveland Museum of Art continues with CMA in the Neighborhood program at the Collinwood, Glenville and Langston Hughes branches. Each branch receives a "Art Box" monthly along with training from CMA to present pop up programs in art for families. Ms. Peak is the contact person for this partnership and is currently working with CMA, Nichole Shabazz and Tracy Martin to bring programming back again for the summer.

Memorial Nottingham

New manager, Kevin Ray has analyzed the collection flow of Memorial Nottingham and has moved things around to better meet the needs of patrons.

Collinwood

Eric Marks, Children's Librarian at Collinwood is working the Knowledge office to get furniture in place to launch the Collinwood COLLAB soon. Some furniture has been delivered—one glitch occurred when on primary piece is no longer available. With her ingenuity, It will all work out soon.

Glenville

Glenville presented weekly story times and 4 programs during the month and Kid's Cafe
Langston Hughes presented weekly story times and 3 programs and Kid's Cafe
Collinwood presented story times, school visits and 4 programs and Kid's Cafe
Mem/Nott presented story times, school visits.

Addison

The Branch received new carpet in the facility that has been welcomed by all patrons that frequent the space.

TechCentral

TechCentral Manager, CJ Lynce, along with Director Thomas, provided a tour of the TechCentral MakerSpace to several students from the Andrews Osborne Academy on November 14.

TechCentral Coordinator, Forrest Lykins provided a tour of TechCentral for over 60 students from John Marshall High School on November 23.

Mr. Lykins attended a ConnectHome Meeting with Director Thomas on November 30, held at Cleveland Metropolitan Housing Authority.

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

The following are the statistics for Computer Class and MakerLab programs for November 2015:

	Branches	Main	Total
Number of Computer Classes	37	16	57
Attendance in Computer Classes	142	70	212
Cancelled Computer Classes (in-advance, no registrations)	0	0	0
No-Show Computer Classes	4	2	6
Cancelled Computer Classes Due to Weather	0	0	0

	Branches	Main	Total
Number of MakerLabs	9	1	10
Attendance at MakerLabs	88	4	92
Cancelled MakerLabs (in-advance, no registrations)	1	0	1
No-Show MakerLabs	0	0	0
Cancelled MakerLabs Due to Weather	0	0	0

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons

Cleveland Digital Public Library regularly hosted the Foreign Literature's Business Chinese and Chinese Immersion classes, Tech Central's computer classes, and International Services (ESL) classes. ClevDPL also hosted the TALK TALK TALK workshops on November 21.

Programs

The Cleveland Digital Public Library had Dr. J. Mark Souther give a talk titled "Curating the City: Mobile Apps, Digital Storytelling + Sense of Place." 4 people attended.

Magic Box

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

Videography and Photography

Library Assistant Catherine Young produced 4 videos, some of which were uploaded to the touch wall and vimeo account. These videos include the #Bookbowl, TALK TALK TALK, Keep Talking: RISK! live, and Winterfest 2015 . Ms. Young also photographed a multitude of library events including Cleveland Print Club visit, Special Collections Chess, staff portraits, TALK TALK TALK, How to Wow a Crowd workshop, Good to Great workshop, Keep Talking: RISK! Live, and Winterfest 2015.

Scanning Assistance

Cleveland Digital Public Library staff assisted over 8 reservations and drop in sessions in scanning both large personal and library collections in the Digital Hub. Patrons used the Epson 10000XL flatbed and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Between November 1 and November 29 the Cleveland Digital Public Library had 504 visitors and 123 KIC Scanner sessions resulting in 2,797 images/4980.7 MB. The Digital Gallery had 6,352 sessions by 4,930 users resulting in 25,799 page views.

Collinwood High School

Ms. Senese is working with the Collinwood High School Librarian to teach and aid in the digitization of Collinwood High School's archives to staff and participating students.

Library Staff Does Digitization

Cleveland Digital Public Library staff has completed scanning City Directories from 1846-1869, *Chess Blossoms*, *Ai Scacchisti Americani*, *Lutheran Prayers*, Karamu House 75th Anniversary Souvenir Book, and a selection of Howell and Thomas Blueprints. Scanning continues on the County of Cuyahoga County-wide aerial map program, City Directories, John Hay High School yearbooks, and a selection of Chess history books. 18 items containing 37 pdfs have been uploaded to the Digital Gallery.

Preservation

The preservation staff has completed 56 (52 complex, 4 simple) book treatments, 16 enclosures, printed 46 labels, and performed complex treatments to 76 sheets of paper.

Shakespeare Folio

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

OHIO LIBRARY FOR THE BLIND & PHYSICALLY DISABLED

For November 2015, OLBDP circulated 41,721 books and magazines directly to patrons. OLBDP registered 147 new readers to the service. The November BARD statistics were not available at the time the report was due.

OLBDP made plans to host its annual Family Fun and Learning Day in 2016 in Cleveland at the Library for the Blind and Lakeshore Facility on Wednesday, July 13th. OLBDP will be working to schedule our keynote speaker and plan the day's programs.

The National Federation of the Blind of Ohio hosted their annual conference in Independence the weekend of November 20th. OLBDP Manager Will Reed spoke during their general session, and provided a report and updates on OLBDP library services.

OLBDP will be partnering with the Ohio State School for the Blind as part of their weeklong celebration of World Braille Day on January 4, 2016. One of the activities will be a reading contest that will culminate during Right to Read week in the first week of March.

OLBDP is working with Automation Services to configure the new adaptive computer workstations that were purchased with LSTA discretionary funds. The new machines will all feature access to JAWS and Window Eyes screen readers, ZoomText screen magnification, Duxbury Braille Translator, Open Book text-to-speech reader, Read & Write 10 for learning disabilities, APH Talking Typer keyboarding training software, and Sorenson nTouch

videophone and relay service for patrons who are deaf and hard of hearing. The new adaptive PCs will also feature large 20" flat screen monitors with integrated speakers and headphones, as well as a large print computer keyboards. The OLBDP adaptive technology web page will also be updated reflecting all the upgrades to the computers as well as where patrons can access them.

OLBDP Librarian Michelle Makkos and OLBDP Library Assistant Ken Redd provided information and talks about the service at Cornerstone Senior Living on November 12th; St. Andrew's Tower Senior Living on November 13th; and the Foundation for Fighting Blindness Conference on November 21st.

The OLBDP adult book club met on November 13th to discuss "The Sterkarm Handshake" by Susan Price.

TECHNICAL SERVICES

Patricia Lowrey, Director of Technical Services attended two meetings to work on implementation of the CareWorks FMLA service. Ms. Lowrey attended the Connected meeting on November 3. In the morning of November 5, Ms. Lowrey, Catalog Manager Andrea Johnson, Director Felton Thomas, IT Director Larry Finnegan, and Chief Knowledge Officer Tim Diamond met with representatives from Cuyahoga Community College to discuss cataloging and electronic resources. That afternoon Ms. Lowrey, CLEVNET Director Hilary Prisbylla, and Web Services Librarian David Reynolds met with a representative from the Cleveland Hopkins Airport to discuss eBook kiosks.

Most Technical Services Manager met with the IT Software group on November 6, to discuss a number of projects and issues. The Technical Services Managers worked to update the 2015 Operational Plan during the month. Ms. Lowrey, Collection Manager Pam Matthews, Acquisitions Manager Sandy Jelar Elwell and Acquisitions Coordinator Alicia Naab met on November 6 and 16 to monitor and adjust spending and to make plans for closing out the fiscal year in Acquisitions.

Acquisitions and High Demand staff experienced difficulties throughout the month with importing invoices into the Sirsi/Dynix system.

Collection Management: Collection Management selected 1,296 titles, 7,906 copies, and spent \$119,289 in November. Forty-three telescopes of materials were relocated.

Bonnie Bolton started her three months of FMLA on November 9th. She is expected to return early in February 2016. Pam Matthews attended the Ohio Library Council Leadership Meeting as her first duty after being elected to the Technical Services Division Action Committee. In the spirit of cross-departmental cooperation, Laura Mommers has been helping Materials Processing in processing and routing out books. Ms. Matthews was trained in receiving procedures in Shelf/Shipping in case back up is needed in that department.

High Demand: The High Demand staff had a productive month, ordering 868 titles and 7,163 items. They added 1,069 titles and 11,465 items. In addition, they processed some invoices for the Acquisitions Department. Dale Dickerson, High Demand Librarian, attended a Catalog Department meeting to learn about changes in the 655 field of the bibliographic record. He created a document to make this easy for High Demand staff to implement.

High Demand Manager Carole Brachna met with Elizabeth Hegstrom, Processing Manager, to discuss the new extra copies procedure. Mrs. Brachna received training in the Shelf/Shipping Department on November 18 in order to help fill in for staff shortages there. Dale Dickerson and Mya Warner, Technical Services Senior Clerk, also volunteered to help. Technical Services Senior Clerk Steven Best was out on leave for most of the month.

Catalog: Catalog staff began assigning Library of Congress Genre/Form Thesaurus (LCGFT) terms to describe works of fiction. Senior Librarian Michael Monaco wrote local guidelines for using LCGFT. Mr. Monaco also began training Librarians Amei Hu, Celia Halkovich, and Barbara Satow on cataloging DVD's and Blu-ray discs. Librarians Michael Gabe and Perry Huang volunteered to help in the Shelf/Shipping Department. Librarians cataloged 2,941 titles and added 3,503 items for Cleveland Public Library, including 447 titles in 12 foreign languages.

Senior Librarian Dawn Grattino created MARC records for the Charles V. Rychlik Music Manuscript Collection (Mr. Rychlik was a Cleveland composer) and the Concert Program Collection, representing orchestra and opera performances in Cleveland between 1905 and 1996. She also cataloged two collections of photographs documenting projects by Cleveland architectural firm Don M. Hisaka and Associates.

Ms. Halkovich completed the last webinar in a three part OHIONET series on serials cataloging. Catalog Manager Andrea Johnson met with Cuyahoga Community College Technical Services staff and attended a Zepheira presentation about linked data. Mr. Monaco attended the Ohio Library Council (OLC) Leadership Conference.

Materials Processing: The Associates cataloged 1,462 new titles for the Cleveland Public Library and added 1,861 records for the CLEVNET libraries. The Associates and Sr. Clerks added 5,436 items. The Technicians worked on 23,428 items.

Following through on a recommendation from Improve Consultants, High Demand started working on the Extra Copy trucks in Materials Processing when they finished the materials normally coming through their department. Elizabeth Hegstrom attended a presentation on Linked Data given by Zepheira at Cuyahoga County Public Library.

Acquisitions: Acquisitions Manager Sandy Jelar Elwell met individually with the Librarians in the Acquisitions Department to discuss the procedures for the MLO Holds titles and how forthcoming changes to these procedures will be implemented into their workflow for 2016.

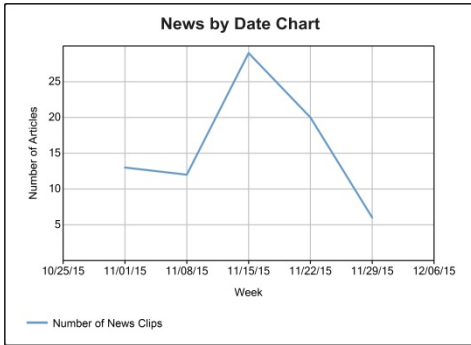
The Acquisitions Department ordered a total of 5,008 titles and 9,276 items (including periodical subscriptions and serial standing orders); received 14,923 items, 1,611 periodicals, and 447 serials; added 595 periodical items, 207 serial items, 35 MLO Holds items, 458 paperbacks, and 1,300 comics; and processed a total of 2,138 invoices.

Shelf/Shipping: On November 19 Shelf/Shipping Supervisor Stephen Wohl conducted interviews for the position of Receiving and Distribution Technician (Temporary). Throughout the month Mr. Wohl cross-trained

volunteers from various Technical Service departments on how to process new material in the Shipping department.

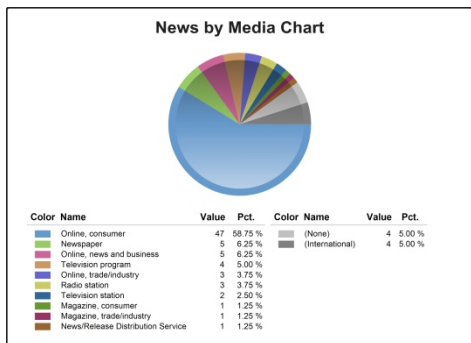
The staff of the Lake Shore Shelf/Shipping Department sent 32 items to the Main Library for requests and 118 items to fill holds. Main Library received 329 telescopes, the Branches received 808 telescopes, CLEVNET received 113 telescopes, CASE received 10 telescopes CSU received 6 telescopes and Tri-C received 5 telescopes. A total of 1,271 telescopes were shipped out. The Technicians sent out 579 items of Foreign material and in total 18,153 new items were sent out to the Acquisitions and High Demand Department.

MARKETING & COMMUNICATIONS



Media coverage for the month of November included 81 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$47,311.35. In November, the online media outlets that featured CPL events and programs received

13,948,701 unique visitors. Most viewed were numerous online articles and television reporting on the Safe Place initiative and the Lockwood Thompson Dialogues program *Talk Talk Talk*.



Of note, online consumer news has dominated the media type with over 58%.

Ads to promote the Lockwood Thompson Dialogues program *Talk Talk Talk* were placed in *La Prensa, Profile News, Campus Observer, Call & Post, Scene Magazine* and *Real Deal*. Online

advertising was placed in *cleveland.com, Freshwater Cleveland* and *Campus District*. Radio ads were placed on 89.7 WKSU and 90.3 WCPN.

RTA bus advertising will run through February promoting the Library as a downtown destination inviting the

public to "Discover" art, architecture, chess, history and technology that can be found at the Main campus. The ads also show the Certificate of Excellence logo earned on Trip Advisor. Banner poles have gone up on Superior Avenue and printed materials placed in Cleveland Hopkins Airport with the same messaging.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 5,192 times on average per week, with an average of 959 clicks to the website per week resulting in a 19% click-through rate for the month. *Public library* was the most clicked-through phrase.

November-SOCIAL MEDIA

Twitter followers are up from 9,601 in 2014 to 11,432 currently. Facebook fans are up from 7,057 in 2014 to 7,744 currently. We have 856 followers on Pinterest.

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

1. Nov 13th: Thank you @PlainDealer for the Cheer for our 5 Star Rating! <http://ow.ly/UC8rs> @feltonian (Link to Cleveland.com article)
2. Nov 5th: We are proud to announce that we received a 5 Star Rating from @libraryjournal! <http://ow.ly/UfJ40> #5StarProud <http://ow.ly/i/edTBF> (Link Library Journal)
3. Nov 16th: We have been talk talk talking about this weekend! We can't wait to see @TigNotaro @ElnaBaker & @TheKevinAllison <http://ow.ly/UkVI2> (Link to event page)
4. Nov 14th: Online courses, FREE with your library card. Check out Gale Courses and sign-up today! <http://ow.ly/UkUZK> (Link to classes page)
5. Nov 7th: Check out upcoming programs just for #kids at Main Library & our branches <http://ow.ly/U3EP1> (link to Kids' page)

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

1. November 13th: Cleveland.com article about 5 Star Rating
2. November 5th: 5 Star Rating Announcement
3. November 10th: #BookBowl Challenge
4. November 21st: Talk Talk Talk image
5. November 5th: Shared Amazon link, One Mississippi for purchase on Amazon (Tig Nataro's tv show)

GRAPHICS

Graphics staff designed, printed, and distributed 109 items in November in addition to graphics for ads; the library website; social media; 5 staff newsletters; CPL Fit newsletter; new signage for the Eastman Branch and AV/Popular; bookmarks for the Karamu production of *Black Nativity* and the Cleveland Playhouse production of *A Christmas Story*; UpNext monthly program guide and MyBranch branch activity fliers.

PROPERTY MANAGEMENT

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

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The fan belt in the rooftop air handling unit was replaced at Carnegie West. The electrical wiring in the floor boxes was repaired and the breakers were replaced at East 131. A refrigerant leak on the condensing unit was repaired and new filters and a new site glass was installed on the refrigeration system at Hough. The HVAC cooling coils were winterized for the season at Lakeshore. Two contactors were replaced on air handling unit #2 in LSW.

The cooling coils for air handling unit #25 were winterized for the season in Main. The HVAC duct work was cleaned at Rockport. The new rooftop top HVAC unit was installed for Mobile Services that was vandalized.

The Carpenters and Painters have been removing, relocating, and discarding furniture, shelving and equipment in preparation for the work to be done in LSW and MAIN for Phase II. Doors and locks were repaired at Fleet and South Brooklyn. New carpeting was installed in Addison. Unused furniture and equipment has been removed from all branched and put into storage and storage areas

have been cleaned out and organized. New shelving was installed at the drive up window in LSW.

The Garage sent the Book Mobile out to get an estimate on the work that needs to be done to keep it on the road. Snow blowers were serviced and sent out to the branches.

SAFETY & PROTECTIVE SERVICES

SAFETY SERVICES

- SPS has promoted two officers from part time to full time officers.
- SPS hired a new part time officer to replace one of the part time officers promoted to full time. The open part time position has been reposted.
- SPS has started an emergency preparedness assessment of the downtown campus and the branches. The findings will be used to develop an Emergency Preparedness Plan in 2016.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Oct 2015	5810	215	167	51	682	167	67	47
Sept 2015	5520	221	101	40	675	157	56	56
Aug 2015	6132	236	112	46	850	146	76	68
July 2015	7336	282	122	55	1006	144	87	73
June 2015	6992	280	140	42	592	170	55	58
May 2015	6010	240	140	37	390	250	52	55
April 2015	5818	223	154	39	219	294	50	64
Mar 2015	5363	206	169	32	195	278	65	73
Feb 2015	4538	206	183	18	209	178	43	45
Jan 2015	5123	205	190	35	179	220	78	45
Dec 2014	4747	190	192	31	194	254	53	38
Nov 2014	4442	198	196	17	237	189	40	48
Nov 2015	4252	185	136	127	754	129	78	583

Special Attention, Special Events, and Significant Incidents

- Male arrested at Glenville 11/28 after threatening the G4S guard. CPD arrested the male for an outstanding warrant.
- A staff member from Youth Services had \$100 taken from her purse in the staff area. The investigation near completion.
- A kitchen knife was found on Main 1 in periodicals 11/30.
- A problem patron Milton Thompson was expelled for thirty days for sexually aggressive behavior/verbal abuse towards females at Fleet branch and Garden Valley.
- 11/27 a patron notified the SPS officer at the LSW desk of a sick female outside of the building. The female was transported to the hospital for an apparent drug overdose.
- A female patron became irate at Glenville branch 11/16 and poured a drink onto the circulation desk computer before knocking it off of the desk. She then vandalized a vehicle in the parking lot and departed before SPS or CPD arrived.
- On 11/18 a panic alarm was pressed in Special Collections because someone broke the glass to a display case and stole three items. CPD was notified.
- 11/20 a male patron in LSW lower level lobby signaled an officer stating he felt ill and needed EMS. EMS transported the male to the hospital for evaluation.
- A fight took place inside of South Brooklyn branch on 11/23 between patrons. CPD responded and was able to arrest the aggressor outside of the library.
- A patron reported 11/22 that a group of males were sitting in a van in Hough's parking lot attempted to rob him the night before.

Protective and Fire Systems

- Fourth quarter fire drills started, West and East sides complete.
- SPS officers are currently being instructed on how to conduct fire drills.

- A DVR has been set up in communications to record video from downtown.

Contract Security

- G4S requested a raise for the account manager of \$1.40 per hour and I suggested CPL counter with .70 because of the consistent non performance of the current contract.
- All branches are staffed.

Administration

- Safety & Protective Services evaluation meetings are near completion.

INFORMATION TECHNOLOGY & CLEVNET

Hilary Prisbylla, David Reynolds, and Patricia Lowrey met with staff from OverDrive and Cleveland Hopkins International Airport to discuss the possibility of the installation of CLEVNET branded OverDrive kiosks. The kiosks would allow travelers to download eMedia and serve as rapid charging stations. An additional meeting is being planned to discuss technical and maintenance issues with the Airport's IT department.

Hilary Prisbylla, Marlene Pelyhes, and Jim Benson attended the CLEVNET Circulation SIG meeting at the Wickliffe Public Library.

John Pas attended a four day training session for SirsiDynix API (application programming interface) in Washington DC. This required training allows Mr. Pas to access the Sirsidynix API toolkit which assists in the creation of customized reports, data collection, and batch editing of large data sets.

On November 6th, members of the Software team met with CPL's Technical Services department to discuss any outstanding issues or projects.

Larry Finnegan, Bill Hood, Darren Novak, Brian Leszcz, and Timothy Diamond attended the CLEVNET PC Tech SIG meeting at the Ritter Public Library in Vermilion.

On November 23rd, all members of the Software team, Hilary Prisbylla, Brian Leszcz, Marlene Pelyhes, Jim

Benson, and John Pas, attended a presentation on Bibframe and Linked-Data by Zepheira at the Parma-Snow branch of the Cuyahoga County Public Library. The presentation outlined the benefits of Bibframe and Linked-data from a Technical Services perspective.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:34 p.m.

Maritza Rodriguez
President

Alan Seifullah
Secretary

GIFT REPORT FOR NOVEMBER 2015

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	867	8,586
Periodicals	15	324
Publishers Gifts	0	12
Non-Print Materials	<u>161</u>	<u>760</u>
TOTAL LIBRARY SERVICE MATERIALS	1,043	9,682

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 100	\$ 6,300
Building & Repair Fund	Restricted	0	0
Library Fund	Restricted	725	9,855
Young Fund	Restricted	0	38,305
Friends Fund	Restricted	0	23,000
Schweinfurth Fund	Restricted	12,909	57,813
Founders Fund	Restricted	0	244,500
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	162,745
Lockwood Thompson Fund	Restricted	0	85,108
Learning Centers	Restricted	<u>0</u>	<u>0</u>
TOTAL MONEY GIFTS		\$ 13,734	\$ 628,525

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	8	133	1,043	9,682
Money Gifts	<u>3</u>	<u>58</u>	<u>3</u>	<u>58</u>
TOTAL GIFTS	11	191	1,046	9,740



Cleveland Public Library

Website Redesign, Migration and Implementation
of The People's University and The Human Library
in partnership with shark&minnow

Prepared by the Bluespark, LLC Management Team:

Michael Tucker, Principal

Brant Schlatzer, Technical Director

Rick Cecil, User Experience Director

Rusty Segars, Creative Director

Ashleigh Thevenet, Project Manager

Quinn Dalton, Account Manager

November 24, 2015

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Introduction

Thank you very much for inviting us to provide this proposal.

We've worked with a variety of libraries over the years and are always excited about the opportunity to help a library imagine, design, and build new ways to connect with their community. The People's University is one of the more innovative ways we've seen of engaging a community and we would love to be part of the team that refines, designs, and delivers this experience.

Our proposal reflects our best understanding of the project goals based on the information that you've provided as well as the assumptions our team has made about the project, your needs, and the scope of possible collaboration. We're confident that we can deliver. That said, as we progress through the early stages of the relationship, assumptions will be clarified and requirements refined. Our transparent and collaborative process has been crafted to align your vision with the realities of timeline, budget and scope, and to set clear expectations before development even begins -- giving us (Cleveland Public Library, shark&minnow, and Bluespark) the best chance at delivering a successful project.

Again, we are thrilled at the prospect of delivering The People's University, the Human Library, and the redesign. It's an exciting, innovative set of projects that are directly in our wheelhouse. We look forward to growing a relationship with both organizations as the project and site continue to evolve.

We can't wait to get started!

Current Situation

For the past two years, the Cleveland Public Library (CPL) has been working toward the launch of a major initiative, The People's University (TPU). This program directly supports the Library's mission to create a premiere learning community for those who are newly entering the workforce, pursuing a new career direction, or learning more about world for personal growth.

TPU will also engage members of the community who might support the program financially (most or all courses will be offered at no cost), as well as those who want to serve as a resource in the program, through volunteering in the Human Library, for example.

Project goals include:

- Increase engagement (via TPU participation/CPL overall)
- Increase program awareness
- Increase branch traffic
- Increase the number of library card holders
- Connect patrons to jobs
- Connect patrons to peer-to-peer opportunities
- Connect patrons to resources

CPL engaged shark&minnow to develop the plan for TPU and the Human Library. shark&minnow has developed a Patron Experience Journey Map which incorporates research gathered from internal stakeholders and will also include research from patrons and external stakeholders. The Journey Map includes patron participation paths and a plan for roll out. shark&minnow has also developed user personas and high level wires from the Journey Map.

A site redesign is also planned in conjunction with the launch of TPU. shark&minnow is seeking a partner in this redesign and development of the cpl.org website that will support this major new offering.

Considerations

CPL is in the process of rolling out SirsiDynix's Enterprise product and possibly other Library Services Platform components. This system will function as the library's catalog, and may also provide additional functionality key to the project, such as events management (we will need to learn more about this). Our understanding at this point is that in most cases, we will look to integrate with this system, rather than use out-of-the-box features, in order to provide maximum flexibility in presenting varying combinations of assets.

The current site resides on a WordPress platform, and much of the functionality of the site seems to be provided by multiple, possibly external, third-party systems and databases (from ibibliocommons search to events.cpl.org, etc.). CPL is considering a move to Drupal to achieve a more flexible platform for ongoing development and improved content contribution and management tools. This move will also facilitate integration with SirsiDynix and other library resources and databases in order to ultimately provide a sophisticated and seamless user experience for both end users and administrators.

CPL does not currently have internal IT staff but plans to hire a developer to manage the site once it is launched. Bluespark may assist with sourcing and / or training that person, and possibly also with some site maintenance / support as needed.

CPL staff will manage content with the support of shark&minnow. Bluespark will work in partnership with shark&minnow, collaborating directly with CPL.

The unveiling of TPU and the redesigned website to support it are slated for launch in June, 2016. As we've discussed with shark&minnow, this could prove to be an ambitious deadline given the amount of new functionality to be developed in parallel with a significant redesign and migration. Success will depend heavily on a strong, collaborative working relationship where all parties involved are actively managing toward a Minimum Viable Product (MVP) that can meet or exceed expectations, hit the launch date, and become a basis for continued learning, iteration and improvement.

Bluespark's process, proven over dozens of projects across a wide range of industries, is designed to achieve these aims. Put simply, the process works like this:

Understand → Define → Build

In the following recommendations, we'll walk you through how our process will work within the context of your specific needs.

Frame a platform for the future

As we've noted above, there are several considerations for design and development, and at this stage there are many details that we have yet to fully understand.

During initial discovery sessions, which can take place in person or remotely (or with a combination of some Bluespark team members on site and others participating remotely), we will work with you to gain a deeper understanding of the project requirements and the best ways we can help you achieve your vision within your scope and deadline.

We can't promise outright that we can deliver three very ambitious projects within six months, because our ability to meet this deadline also depends heavily on the resources, responsiveness, and participation you bring to the table. But we will work closely with CPL and shark&minnow to stay focused on our mutually defined MVP in order to realize your vision and plan for future iteration and growth. The most successful projects are iterative in nature, and it's in our DNA to help you manage this process for the best result.

Build with experience

Bluespark and shark&minnow come to this project with a wealth of relevant experience specific to libraries and gleaned from applicable work in other industries.

In the last three years, Bluespark has launched three projects with Indiana University Libraries and seven projects with UCLA Library and the UCLA Digital Library, some examples of which are detailed in the Relevant Experience section of this proposal. We have experience working with a range of libraries -- from managing the myriad stakeholders to juggling the many needs of their audiences. These experiences have allowed us to create and refine a process specifically targeted to building and delivering projects for Libraries.

Realize your vision with a proven process

A great process helps you refine your vision and turn it into reality -- within your budget and timeline. Our three-stage process, refined from years of experience, does just that.

Stage 1: Start from a place of understanding

Great websites start with the right foundation and a solid framework. So we start by learning about you, your mission as an organization, and how that mission manifests in the current project.

We also seek to understand your current and planned capabilities, which is critical when considering the ongoing demands of content creation and overall site maintenance.

Then we explore the problems the current project is attempting to solve and how you envision the project solving those problems.

Underpinning all of these efforts is working together to understand how your audiences engage with your content across all your channels — this is what we call Engagement Strategy. It's a higher level look at your content, channels, and audience, and how they all interact with each other. With shark&minnow's work on content strategy, as well as their user research, personas and high level wires, you have already established a solid foundation for your Engagement Strategy.

We'll work with you and shark&minnow to build on this foundation, including defining Objectives for the current project and establishing a set of Key Results (or the metrics around which we will define success). We believe that putting in place a strategy for ongoing measurement, evaluation, evolution, and client empowerment is the best way to maximize your investment and ensure your project's long-term success.

This first step helps us get clarity on what a wildly successful project looks like and how we can best work with you to make that a reality.

Stage 2: Define the right solution

Once we have the right framing and foundation, we begin to explore solutions through an iterative, collaborative design process encompassing both user experience and creative (visual) considerations. You participate as a designer throughout the process, helping us refine our solutions into a tighter scope until we have arrived at a mutually agreeable definition of project success.

In addition, we have created a methodology for handling input from a large number of stakeholders without allowing the Definition phase to devolve into design-by-committee.

The Definition stage ends culminates in our two-tiered Technical Planning process, which gives you a clear picture of budget and scope before development begins. This allows you to prioritize the features you need with your budget and timeline, as well as to begin planning for future phases.

We know that this level of clarity is especially critical for libraries, given the requirements they often must meet to ensure project funding, which may come from board approval, public funds, grants, etc. -- each of which demand reporting and transparency. Budgets can sometimes take years to secure.

Through our Technical Planning process, we define together a strategy for development and, in successive iterations, the MVP scope while also providing multiple options for how we can deliver to your needs—whether that's prioritizing features, adjusting the scope of requirements, or adjusting the budget. We work with you, up-front, to ensure a timely, on-budget launch.

- *Tier One Technical Planning:* We work collaboratively with you to develop conceptual designs for your site. From that we build a broad estimate that helps us prioritize features and focus on the most important feature-set.
- *Tier Two Technical Planning:* We develop detailed Interaction Specifications and then create a blueprint for development, with estimates accurate to within + / - 10%.

The planning we do together does not set the scope in stone. We know that as the project progresses from concept to code, the understanding of how things work will evolve. As such, our process allows you to shift development priorities if needed. Budget and timeline may have to adjust to handle these changes, but you will know these considerations up front before committing to a change in direction.

We make this clarity possible by providing absolute transparency from start to finish. Through our secure project management software, you will be able to see how every feature is defined and estimated down to the granular, ticket level, as well as our progress once we're ready to build.

Stage 3: Build and deliver the result

The last step is to build and launch the result of all our thought-work.

We use an Agile methodology throughout the Build stage, developing according to the priorities you established during Technical Planning. However, we recognize that priorities can shift -- even during development and Agile allows us to accommodate those shifts in priorities.

After the first few weeks of development, we hold a weekly check-in and demo session where we show you what we've built and how it works. You will be a partner to testing the functionality throughout the process. This approach ensures that you remain actively involved as we move through development, and that we continue to empower you to make key decisions and shape the outcome. As development progresses, we work with you to create a launch plan—either releasing your new site in stages or wrapped into a single deployment.

Launch and Beyond

We value long-term relationships. Many of our clients have worked with us for years, evolving existing projects and launching new ones, as well as supporting and maintaining them. We don't offer cookie-cutter plans; we work with you to define a post-launch support program tailored to your needs, giving you a team deeply familiar with your needs and heavily invested in your success.

Orchestrated Efforts Are the Key to a Successful Project

We propose an initial Discovery Workshop to establish protocols, begin the Understanding process, and to get to know one another.

Key members of our team will attend, either on site or remotely. Our Technical Director, Brant Schlatzer, lives in the Cleveland area and will be a lead on this project.

Subsequent development and project management activity will continue to take place remotely, facilitated by Bluespark's typical communication processes. These processes include regular scrums, tele- video- conferences, and Bluespark's web-based project management systems (Jira/Atlassian workspaces, hipchat, Skype video, git repo, g+ hangouts, etc).

Budget Summary

BUDGET ESTIMATE	
Understand	\$13,760.00
Define	\$87,520.00
Build	\$120,800.00
Project Subtotal	\$222,080.00
Expenses (if applicable for travel)	\$2000
GRAND TOTAL	\$224,080.00

BLUESPARK'S STANDARD RATES		
Hourly Rates	Senior Consultant	\$250
	Production/Admin	\$160

Assumptions

1. We assume a close collaboration with you. Due to the fast-paced and agile nature of the design process, your participation and contribution will be essential.
2. The total project budget is an inclusive estimate based on what we currently know. We can manage strictly to this budget. Before development begins, we'll work together to develop a precise definition of project requirements (see Bluespark Process), and align our work with both your vision and constraints. We will deliver an outstanding product, but ultimately, budget and timeline will be determined by the services and features delivered according to your priorities and direction.
3. Bluespark requests an initial payment to begin the project and secure our services. We bill twice monthly as hours and expenses are accrued.
4. Other terms, if required, may be negotiated. Tell us what works for you.
5. Additional hardware, software, and travel expenses not specifically mentioned in budget estimates are not included and subject to mutual approval.

Budget Detail

Understand	
Creative	
Assessment	8
Style Tiles	20
User Experience	
Interviews	16
Research review	8
Technical	
Assessment	20
Acct Management	
Project Mgmt	14.0
CONSULTING	\$11,520
PRODUCTION	\$2,240
Subtotal	\$13,760

Define	
Creative	
Page Designs	40
Responsive Design	80
User Experience	
Iterative Design	40
User Requirements	80
Technical	
Technical Plan	80
Acct Management	
Project Mgmt	64.0
CONSULTING	\$60,000
PRODUCTION	\$23,040
Subtotal	\$87,520

Build	
Creative	
Peer Review	16
Themeing	120
User Experience	
Peer Review	16
Technical	
Sprint Planning	16
Agile Sprint 1	160
Agile Sprint 2	160
Agile Sprint 3	160
QA/Testing/Docs	60
Acct Management	
Project Mgmt	140.0
CONSULTING	\$12,000
PRODUCTION	\$108,800
Subtotal	\$120,800

About Bluespark

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Contact: Michael Tucker, Principal, +1 919.234.7576, mtucker@bluesparklabs.com

Financial and Business Profile

Bluespark is an expert interactive agency. Founded in 2009, we have experienced strong and steady growth. We attribute this to specific interrelated factors; our specialization in open source technology development backed by enterprise-level user experience design, our prominent position in the global open source community, the Bluespark development process, and our dedication to our clients' success.

Vision

Bluespark helps you imagine, design, and build amazing digital experiences that make you and your users happy. The company philosophy is centered on a well-rounded approach, with team members dedicated to user experience, web user interface, mobile UI, software development, and project management. Our team has internationally recognized expertise and we've been fortunate to work with some of the world's most prestigious organizations.

Third Party Validation

<https://clutch.co/profile/bluespark>

<https://clutch.co/developers/drupal/research>



Distributed Team

Bluespark is a distributed international company, with staff and registered companies in the USA and Europe. We maintain a virtual office, keeping our overhead and expenses low. We use leading edge web and video conferencing technology to stay in continuous contact with our team and clients. We also utilize a private web-based project management and collaboration system which provides private discussion space, online collaborative writing, milestone tracking, checklists, time scheduling, deadline management, resource management, a file repository, agile sprint planning, testing and QA support. The system is fully integrated with email and sends reminders to keep resources on task, ensuring our

team and ours can remain on point for your project.

With 16 full-time employees, we are a tight knit team, and everyone will have awareness of your project. Developers regularly confer on projects they are working on to share ideas and expertise in order to find the most efficient and beneficial solutions for clients.

Principal

Michael Tucker (<http://drupal.org/user/280611>, member since 2008) is an executive management professional with over 15 years of experience in professional web development. His career began before university graduation with the creation of a content-driven web company. With that company, he realized success and the company was acquired by a national publishing group. He has authored business plans and developed business processes that drive success at entrepreneurial companies. He serves clients as a primary business consultant and business analyst, conducting research and analysis and managing the health and operational efficiency of the relationship and the Bluespark team.

Technical Director

Brant Schlatzer, <https://drupal.org/user/635610>, member since 2009, is a technical strategist who has been collaborating with clients and building the Web since 1995. He is happiest finding ways to make things work -- whether applications, projects, or teams -- and working on challenging initiatives with engaged clients looking to move the needle. Equally fascinated by technology and clients' business challenges, Brant is comfortable working the transitions from goals and objectives, through design and architecture and on to development and outcomes. He has played a variety of roles (from project management to development to team lead) on equally varied projects, including complex content management system roll-outs and integrations with customer, association, and digital asset management systems.

UX Director

Rick Cecil (<https://www.drupal.org/u/mcrick>) has 14 years of results-oriented experience envisioning and designing innovative user experience solutions for companies, startups, non-profits, universities, and Fortune 100 companies. He has worked on projects including mobile apps, mobile web, enterprise applications, online learning, web communities, web applications, corporate web sites, intranets, extranets, and news portals. Before joining Bluespark, he managed the User Experience Group at Fry, founded the Interaction Design Association, and the Triangle Usability Professionals Association.

Creative Director

Rusty Segars' (<https://www.drupal.org/u/rsegars>) design career began in 1990 as a freelance graphic designer for a regional web company. He didn't spend much time there, as his talent launched him quickly to national prominence, where he's designed and art directed for the best, delivering for brands like Showtime, Twentieth Century-Fox, Fox Searchlight, MTV Films, Paramount Pictures, Reprise records and Geffen records. Most recently, his body of work includes design work (art direction, web, mobile, and Flash) for Ralph Lauren, Rugby, Vibe, AOL, Hennessy, and Hollywood.com.

Drupal Developers

Pablo Cerda, <https://www.drupal.org/u/citlacom>, member since 2008

Pablo López, <https://drupal.org/user/282415>, member since 2008

Pedro Lozano, <http://drupal.org/user/123766>, member since 2006

Andrea Poidomani, <http://drupal.org/user/783420>, member since 2010

Fran Seva, <https://www.drupal.org/u/fran-seva>, member since 2011

Support Staff

Creatives, Front-end Themers

James Wilson, <http://drupal.org/user/220177>, member since 2008

Phil Regan, <http://drupal.org/user/2209446> Graphic Designer, Themer, Animator

Systems Administrator

Vincenzo De Naro Papa, <http://drupal.org/user/419993>, member since 2009

Project and Transition Manager

Ashleigh Thevenet <https://www.drupal.org/u/ashleigh-thevenet>, member since 2012

Account Manager

Quinn Dalton <http://www.drupal.org/user/2227452>

Our Drupal community contributions:

<http://www.bluespark.com/drupalgive>

Related Experience and References

We're very excited about this project, especially since we have deep experience with the work you are undertaking. We've gathered some brief examples below to show some key advantages of working with us: our specific experience with research and education organizations, our ability to work as an extension of an in-house team, and our collaborative approach. You'll also notice the long-term relationships we have with clients, which come not just from the quality of our work, but also the transparency of our process and our ability to meet or exceed our commitments. We've included links to our online portfolio for each project.

UCLA Library

Project background: Using our Discovery and Technical Planning processes, Bluespark worked with UCLA Library to identify top priorities in their site redesign. Major UX improvements include better research facilitation, clearer communication of library policies, simpler management of hours across multiple buildings with complex hours, easier access to locations and the amenities available at those locations, and clearer explanation of the types of resources available to students, faculty, and staff.

Bluespark also modernized the look and feel of the site with a flat, non-skeuomorphic design, using brighter and lighter colors consistent with the new UCLA branding, and a fresh new layout that is more intuitive and friendly to students and other users.

Since 2011 we've created three new sites for UCLA Library collections: The Chicano Studies Research Center, The Los Angeles Aqueduct Digital Platform, and the soon-to-be-launched redesign of the The Strachwitz Frontera Collection of Mexican and Mexican American Recordings.

The newest project is the International Digitizing Ephemera Project (DEP), an ongoing initiative to gather and provide access to a wide range of ephemeral material in a variety of languages and scripts. This project integrates with UCLA's Fedora repository and provides users the ability to browse, search, and explore the available resources and metadata via a modern, responsive application.

<http://www.bluespark.com/portfolio/ucla-libraries>

Relevance to your project: Higher education, libraries, search, many users.

Reference: Stephen Davison, Head, UCLA Digital Library Program (now moved to CalTech)

Email: sdavison@library.caltech.edu

Telephone: (310) 267-5135

Indiana University Libraries

Project Background: The Indiana University Libraries (IUL) site had not been significantly upgraded in ten years. They chose Bluespark to migrate from their legacy CMS onto Drupal as well as conduct a full redesign.

With a large number of stakeholders and users (both on the front end and back end of the site), it was important to identify clear organizational objectives for the new website. Key to the success of the project: migrate to Drupal, improve and simplify search, offer a better and more consistent format for librarians to create Subject sitelets, and manage library hours for all of the branch libraries in the IUL system.

Bluespark conducted user research with external users (undergraduate and graduate students as well as non-library faculty) and internal (library staff, administration and subject librarians) to develop requirements. The site had to provide simplicity for new users as well as a clear, improved design for experienced users who had a comfort level with how the site had worked previously.

Bluespark also worked with IUL to fully customize the Drupal administrative experience for their many different kinds of content producers and editors—from undergraduate and graduate students to faculty to subject librarians, creating clear user roles and making content creation, editing and approval more efficient.

In all, Bluespark has completed three projects with Indiana University Libraries since 2012—the redesign of the flagship Library site, the administrative interface customization, and enhancing search functionality to increase efficiency and ease of use for their wide range of users. Now we continue to support and maintain the site.

<http://www.bluespark.com/portfolio/indiana-university-libraries>.

Relevance to your project: Higher education, libraries, search, many different kinds of users.

Reference: Courtney Greene McDonald, Head, Digital User Experience Department, Indiana University

Email: crgreene@indiana.edu

Telephone: (812) 855-4217

Los Angeles Aqueduct Digital Platform

Project background: Bluespark dug into thousands of media files—photographs, legal documents, biographies, manuscripts, maps, timelines, and more—to lay the framework for this online, searchable collection focused on information about the Los Angeles Aqueduct. Combining design, user experience, and technical skills, our team defined a minimalist user interface (UI) design that integrates seamlessly with the massive digital catalog, allowing users to easily access and search the collection. The responsive design showcases the historical documents while also capturing the look and feel of the project and the history of the Aqueduct itself.

Bluespark also helped UCLA Library define their priorities in order to make the best use of grant funding for the project. By planning for future enhancements and additions, UCLA was able to focus on their most immediate goals, keep the project on budget and on time (it needed to launch in time for community events marking the centennial of the Aqueduct's start), and strategize for future development.

<http://www.bluespark.com/portfolio/los-angeles-aqueduct-digital-platform>

Relevance to your project: Higher education, libraries, collections, search, integration, multimedia, responsive design.

Reference: Jasmine Jones, Project Manager, Los Angeles Aqueduct Digital Platform (now at Smith College)

Email: jjones@smith.edu

Telephone: (413) 585-2986

American Astronomical Society (AAS)

Project background: The American Astronomical Society (established 1899) contracted with Bluespark to redesign, develop, and deploy a new Drupal 7 based website designed to promote and enhance interaction with its approximately 7,000 members.

Our UX and creative team worked closely with AAS to document a solid user-centric approach for this national membership-driven site. A major improvement for the site is a content creation workflow that allows AAS members and people from the wider community to submit news, events, letters, and other content of interest to the AAS and its members. Content then goes through an editorial review by AAS staffers, allowing for efficient publication of high-quality, crowd-sourced content.

AAS receives thousands of stunning images each year from around the world, which they wanted to showcase and update easily. They also required integration with the iMIS membership application.

Recently we streamlined their meetings management process, which is the core source of their organizational income. At 2013's Drupalcon in Portland Oregon, the AAS site was awarded the BlueDrop Web Award for the Best Association Website.

Bluespark works with AAS on an ongoing basis to support and evolve the site.

<http://www.bluespark.com/portfolio/american-astronomical-society>

Relevance to your project: non-profit organization, implementation of a full redesign and integration into a third-party CRM.

Reference: Rick Fienberg, Director of Communications, American Astronomical Society

Email: rick.fienberg@aaas.org

Telephone: (202) 328-2010 ext. 116

TripAdvisor

Project Background: TripAdvisor is the world's largest travel site, with more than 260 million unique monthly visitors and over 150 million reviews and opinions covering 3.7 million accommodations, restaurants and attractions. The sites operate in 37 countries worldwide. TripAdvisor also includes TripAdvisor for Business, a dedicated division that provides the tourism industry access to millions of monthly TripAdvisor visitors through the The TripAdvisor Management Center (MC).

MC offers content, tools, and resources to TripAdvisor's customers/owners. Site administrators needed more robust CMS capabilities, a better search mechanism within the site, and top-rate performance in search engines. Working with TripAdvisor's internal creative and development teams, Bluespark developed and deployed the CMS-driven sections of the MC to include the Industry Insights and Library sections and integrated the CMS system with TripAdvisor proprietary data and functions.

Working with TripAdvisor for Business marketing, product, and engineering teams, Bluespark developed TripAdvisor Insights on the Drupal 7 content management framework, migrated existing content from the 7 different language WordPress sites into a single instance, leveraging the new technology stack to provide a vastly improved platform including:

- Reliable, scalable Drupal infrastructure that integrates into the wider TripAdvisor infrastructure.
- Integrated language negotiation for seamless deployment across 28 languages, including streamlined automated language translations process for articles via an API between Drupal and TripAdvisor's localization vendor.
- Faceted and keyword-based search that is language aware for organizing content by category and tag.
- An easy to use, powerful and flexible page layout engine that adapts to content needs and is customizable directly by content creators through a graphical interface.
- An option to create highly customized and branded PDF material on the fly, allowing content creators to write content once and use across a variety of platforms, including print distribution.

The platform was launched in August 2013 and it successfully serves as the central hub for a range of marketing efforts within the TripAdvisor for Business division.

Relevance to your project: Search and multilingual capability and the fact that we work as an extension of TripAdvisor's team, often collaborating on solutions with their marketing, UX, and technical resources, and not infrequently building from wireframes, designs, and initial specifications provided by their in-house personnel. Large-scale Drupal CMS.

<http://www.bluespark.com/portfolio/tripadvisor>

Reference: Bernie Bernstein, VP of Engineering, TripAdvisor for Business

bbernstein@tripadvisor.com

Telephone: 617-670-6649

Why you'll love working with Bluespark

Great Relationships



"Our previous site was ten years old by the time we chose Bluespark for its migration and redesign, so we had years of ideas about what we wanted out of the new site. Bluespark helped us prioritize our ideas and added excellent ones of their own."

Courtney Greene McDonald

Indiana University Library



Inspired Work



"We had a good number of pain points when we came to Bluespark. They backed up their recommendations with a comprehensive audit. We are already seeing the benefits."

Teresa Ortega

Stanford University History Education Group



Happy Stakeholders



"I wish you could have seen the smile on Faye Peterson's (our Membership Director) face a few minutes ago!"

Rick Fienberg

American Astronomical Society



Successful Projects

THE HENRY AND ROSE
PEARLMAN
FOUNDATION

"It has everything we envisioned—executed so elegantly that many of the features work better than originally conceived. Many thanks! I can't tell you how exciting it feels to be sharing the collection this way."

Dan Edelman



Henry & Rose Pearlman Foundation

Honest Assessments



Northland Pioneer College

"When we first met with Bluespark early in the fall of 2013, we discussed our plans to move our Drupal 6 main site to Drupal 7. Bluespark encouraged us to wait for Drupal 8. We decided to hold off on our RFP and engaged Bluespark for a monthly maintenance contract to address a number problems with our main site. For example, in a small standalone project, Bluespark greatly improved our moderation functionality. We are now in a better position for migration to D8 when the timing is right."

Ann Hess



Director of Marketing, Northland Pioneer College

Long-term Partners

UCLA Library

"We've been working with Bluespark for 3 years over 6 projects, including the redesign of our main Library site. We keep coming back to Bluespark: they are able to work in an integrated fashion with our local programming teams; their design and implementation processes are efficient and cost effective; and the end results are impactful. They are great communicators and ready to share information. In short, great all-round partners."

Stephen Davison



Head, UCLA Digital Library Program

We want to work with you

Your website is a critical part of your organization. If done right, your website can be the employee that never sleeps or the concierge that directs people to the right service or a shopping assistant that suggests the perfect product. And we want to help you build this amazing experience that surprises and delights not only your users, but also your staff and co-workers.

We don't bid on every project. We look for projects and teams that will excite and challenge us--and that present opportunities for us to grow as experienced professionals. We think this project, you, your team are a great fit for Bluespark and we see opportunity for a long, happy relationship.

We look forward to working with you.

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a stylized name.

Michael Tucker

CEO, Bluespark



Appendix A — Technical Planning

From the Bluespark website: <http://www.bluespark.com/blog/how-changing-our-estimation-process-took-our-project-endgame-wtf-ftw>

How Changing our Estimation Process Took our Project Endgame from WTF? to FTW!

by Ashleigh Thevenet, Project Manager, Bluespark

Recently I had the pleasure of presenting a session at Midcamp Chicago entitled “How Changing our Estimation Process Took our Project Endgame from WTF? to FTW!”. Perhaps you weren’t able to attend Midcamp, or maybe you were in attendance but decided to go to a different session (why would you do that?!), whatever the reason, here’s what you missed:

Wouldn’t it be nice if the majority of clients didn’t need to worry about the overall project budget and would just let your team work their development magic and build whatever they need? It would be great, but it certainly isn’t realistic.

The reality is that most clients are working with a budget for their project and therefore you are too. This often translates to fixed bid projects that are awarded after an RFP process brings in proposals from a variety of potential vendors. When you receive an RFP, it frequently includes a laundry list of features that the client would like to have within the allotted budget. So, you review the objectives in the RFP, you meet with the client to discuss and ask any questions you may have, and then convene internally to develop a game plan as to how you will tackle the project. You write up your recommendations in your proposal and of course, you include a budget. But at this point, what is the budget really besides a total and complete wild guess? It is a beautiful budget, and you’ve worked very hard at putting it together for your potential client, but this early in the project it is based entirely on assumptions.

What the client wants to see here is that you can meet their stated objectives within their defined budget, so they’re looking at the grand total and not always at the budget details. So this means that the estimate needs to be updated as your project evolves.

We didn’t always revise the estimate as a project evolved, and we learned the hard way that not doing so gives clients unrealistic expectations of what they will be getting within their fixed budget. The problem is that there is a rather chasmic difference between a bullet list of features in an RFP and complete specifications with interaction requirements and

wireframes. The same feature listed quickly in an RFP can require anywhere from 10-100 hours to build, depending on how it is spec'd out. When the client writes their RFP and when you prepare your initial budget, the actual specifications for the features are unknown. The actual scope of the features only becomes clear once you have conducted a discovery process and put together wireframes and interaction requirements. We realized that in order to better manage client expectations and project budget on fixed bids, we needed to do two things:

- Integrate two new steps in our process in the form of estimate revisions at the end of the discovery and design phase as project milestones.
- Be transparent with our clients, telling them early and often that their budget will only cover so many features and it is their responsibility to prioritize and determine which features should be part of the Minimal Viable Product (or the basic, necessary features your client needs to launch their site).

Our redefined Technical Planning process involves several steps:

Kick off Meeting

It's important to begin managing client expectations early on. These meetings are typically pretty informal discussions where we ask the client to describe their objectives in their own words. We then review our process, the different project milestones, the budget review and make sure the client is aware that decisions made in terms of prioritization in the discovery phase will effect where their budget is spent when it comes time to build.

UX Sketches

After the kick off meeting, our UX designer meets with the client to get a handle on their priorities and vision for the site. After this meeting, he works to develop some preliminary sketches and we present these to the client. The sketches are then refined based on client feedback in a rapid iterative design process. We try to iterate quickly on the sketches and get multiple rounds of feedback until we come to a point where the client is satisfied with what we've put on paper. With approved sketches in hand, we are ready for our next milestone.

Early Technical Planning

Our Early Tech Planning meetings typically involve the tech lead, UX designer and PM. The UX designer reviews the sketches with the tech lead and the PM adds tickets to our project management system that cover the big pieces of work to be done. The Tech lead determines a rough estimate for each ticket, at this point the features aren't defined

enough to truly decide how any specific feature will be built. The end goal is to determine an overall budget with a 40% accuracy rate. The idea here is to see where we stand in terms of development hours. We want to identify any key bits of functionality or features that may be taking a disproportionate amount of budget and see if that aligns with client priorities. If not, we still have time to modify the sketches and upcoming wires accordingly and we haven't lost any dev time building the features so there is no harm done.

Wireframes

After our Early Tech Planning client review, we continue refining the UX sketches with the client until we come to a point where we have complete and approved wireframes and interaction requirements. This is really the key to being able to complete the next step in our process - the Final Tech Planning.

Final Technical Planning

The Final Tech Planning is a complete review of the wires and interaction requirements in which we determine the information architecture, take implementation notes and estimate all the features with the goal of achieving a 10% accuracy rate. We plan several meetings over the course of a week, each meeting is about 2 hours. The total number of meetings needed depends on the project complexity. We include the tech lead, two developers, a themer, the UX designer and the PM.

We start with the list of issues that we added in our Early Tech Planning, we select a site section and the UX designer reviews the wireframes and interaction requirements with the team. We do not share the previous estimates with the dev team. Lots of discussion ensues as the developers decide upon how they will build what they see in the wires. These decisions are written down in the form of implementation notes to be added to the individual tickets after the meetings. As the developers define the best way to build what's in front of them, they come to a point where they are ready to estimate the work at hand. Each developer gives their number and we generally take the high end of average and this estimate is added to the ticket by the PM.

At the end of these long, often intense meetings, we tally up the estimates and see where we stand. The PM then prepares a full feature list and hours breakdown that we present to the client. If the total estimate is above the available budget, we also prepare our recommendations of features that could potentially be de-scoped without sacrificing the project integrity.

There are several options that can come out of a situation in which the Final Tech Planning estimate is higher than the available hours:

We de-scope certain features/issues and save them for a later project phase: sometimes when confronted with budget restrictions a client will accept to wait to build certain features until they have further funding.

Perhaps the client has an internal dev team that can take on some of the dev work and collaborate with our team: in this situation the development work becomes a co-build. We determine which team will work on which issues and have weekly dev scrums to follow progress. This allows the client to get more functionality without having to pay for additional development hours from our team.

Perhaps there is additional budget to cover the hours: if the client doesn't have an internal team to take on some of the work and they can not push any of the features back to a later phase of work, then perhaps they can find additional funding within their organization to cover the projected overage.

So, we share our recommendations of features that can potentially be de-scoped and give them other options of how the potential budget overage can be dealt with, this allows them to make the final decision. The project scope and budget is in their hands. The client then considers their options and feature list and comes back to us with a game plan.

From Building to Wrapping the Project

Once the client has approved the feature list and everyone is in agreement as to the final scope, you can begin building. This part of the project should go quite smoothly since you have done so much tech planning work already. The dev team has everything they need to get started in the tickets, and the tech lead and PM can easily plan sprints since the estimates and dependencies are all laid out. As you wrap the project you should see that an overall estimate accuracy - +/-10% holds true.

With this process and the integrated client expectation readjustments, you should have a happy client who got what they wanted, within their budget and was informed throughout the process. You have consulted with your client multiple times throughout the project, getting them to decide where they want their budget to be spent. In our experience, clients truly appreciate this empowerment, and this transparency. It makes them active project members, and partners in achieving project success.



Ashleigh Thevenet - Before joining Bluespark, Ashleigh managed the e-commerce division of a luxury jeweler, worked in the advertising industry, and attended the prestigious American University of Paris. After 14 years in Paris, she currently lives—and cooks—in Chicago.

Appendix B — Designing for Library Locations

From the Bluespark website: <http://www.bluespark.com/blog/10-challenges-you-face-when-designing-library-locations>

10 Challenges You Face when Designing for Library Locations

by Rick Cecil, User Experience Director, Bluespark

Designing a website for an organization with multiple locations is challenging. Especially when those locations have their own needs, goals, and identities. Libraries, in all shapes and sizes, face many challenges when building or redesigning their website. They need to build something that students and patrons can use for research as well as something that actually helps people interact with the library's various locations. This becomes especially difficult when the library is spread across several buildings and departments — and the people that work at the different libraries often have very different ideas about how their library should be represented on the Web.

Building a great library website is an ambitious project with the ultimate goal of serving the students, faculty, staff, and community.

On the surface, building a library website might feel like just another web project, but when you dig into it, you see there are many, many unique challenges stemming from the unique relationship the library has with its virtual and physical spaces. In this article, I explore 10 of those challenges and some possible solutions. Like any web project, though, every situation is unique. I prefer to focus on guidelines and considerations rather than describe actual solutions.

CHALLENGE #1 - WHO IS OUR PRIMARY AUDIENCE AND WHAT IS THEIR CONTEXT OF USE?

What's interesting about Universities—and Libraries fall victim to this, too—there are plenty of audiences to go around and each of their needs must be met for the website to be considered a success. Unfortunately, having too many audiences is like having too many cooks—you end up with something bland that no one likes.

Once you know who your primary audience is, you can explore their Contexts of Use. Contexts of Use are the place, time, and situation in which they will be using the website.

When will they need help finding a location?

What in the space are they looking for? (A building? Equipment? Something else?)

Where are they when they need to find that location?

Sidenote: When we talk about audiences, we also often talk about their goals. Multiple audiences might have similar goals. (How many audiences for a University Library have “Conduct independent research” as a primary goal?) Contexts of Use, though, differentiate these goals across the audiences. A student who needs to conduct independent research at the library website will approach it differently than a faculty member.

So why are contexts of use important? Well, they reveal things like why people are searching for a location (meeting a group, or maybe they need a copy machine, or maybe they want a quiet place to study) and allow you to design experiences for those contexts.

CHALLENGE #2 - ARE WE A LIBRARY? OR DO WE HAVE LIBRARIES?

University Libraries are spread all over campus. There’s almost always “The Library” — the one building that everyone thinks about when you tell them to meet you at “The Library” but that is probably just one location of many.

Not to mention the many affiliated libraries—the independent collections managed by departments—the literature collection tucked away in the basement of the Humanities building. How are these related to the library and does your audience understand that relationship? Often this is a question much bigger than a website design project—venturing into your overall strategy, but the answer (and its trickle down effects) can hinder or help your audience accomplish its goals.

And all that leads to the question: Are you a University Library—or are you the University Libraries? It’s an identity question that affects your brand, the representation of that brand online, and the freedom you give the individual libraries.

CHALLENGE #3 - LIBRARIES ARE NOT BUILDINGS

Repeat after me: Libraries are not buildings. For some of your libraries, this is painfully obvious. A special collection might be tucked into the corner of a building—be considered its own department, have its own hours and staff. That library is located within a building.

For other libraries, though, it’s less obvious. For example, at the UCLA Library, the Powell Library is located in the Powell Library building, but so are several special collections. You

see the confusion? In the physical world, libraries have a special connection to the information they hold—that is the only place you can access that information. It goes without saying that, in the virtual world, these boundaries no longer exist. But because our understanding of physicality (that, and the trend of naming a building after its current use) lead to a tendency to conflate the actual library with the building that houses it.

Where it becomes painfully obvious is when a library is spread across multiple buildings—something that can often happen in space-starved Universities. (And let's be honest, no matter how large the University, there is always a need for more space.)

There are several key instances when confusing the building with the library will actually create project over-runs. Buildings need to be managed separately from the libraries. The buildings, like the libraries themselves, may have unique names and will definitely have physical locations.

Even more challenging, though, is that this misunderstanding can also lead to poor decision-making about how to structure content. Just like the books and journals of a library live within the physical walls of building, some library staff might think their content should live within the virtual walls of their particularly library's sitelet. This is where having well-defined persona with prioritized goals and contexts of use become critical to the success of the project. You can use these to explore whether people are first finding a specific library before beginning their search OR are they expecting to search for relevant research from a centralized research section OR something else entirely. (And, of course, stir in a healthy dose of usability testing to verify your hypothesis.)

CHALLENGE #4 - FINDING THE RIGHT LOCATION

Here's a fun one.

How do you know people are getting the right location?

It's easy when you have a library called The Humanities Library and people are searching for the Humanities Library. But what happens when you have The John Doe Library of the Humanities and people refer to it as the Hum. Or some people call it the Hum and others call it the Humanities Library. It can get confusing real quick if you don't have an option to add nicknames to your libraries (add nicknames to your buildings while you're at it, too).

CHALLENGE #5- WHEN THE LIBRARY DOESN'T MATTER, BUT THE LOCATION DOES...

Finding a location is pretty easy when people are searching for a specific location—whether that be a library or a building. But there are plenty of contexts in which a user needs something that is location-agnostic.

Maybe they need a copier or a printer or a computer. Most libraries will have copiers spread all over campus—and some with different pricing. Keeping track of all the amenities that each location offers can be no easy task, but can go a long way to helping your audience actually get what they need from the library.

Tip: Think beyond equipment and things like wifi. Do some libraries offer study rooms? Or some places might offer a group study area where you don't need to keep your voice down. These are all important amenities that people will be looking for. Taking note of the questions your students are asking about your locations will give you insight into the types of amenities you should be offering and how you should be categorizing your various locations.

CHALLENGE # 6 - IS IT OPEN?

One of the biggest challenges seems like it would be the simplest. Students (and all of your audiences, really) need to know one of two things: 1) Is it open now? 2) Will it be open when I need it?

Of course, answering these questions is tricky. You've got your normal hours, your holiday hours, your end-of-the-semester hours, your summer hours—so many special circumstances, how do manage them all, much less present them to the user in an easy to read format? There's really no simple answer other than to keep it as simple as possible and to conduct usability testing on sketches and prototypes with real users.

One of the useful, yet tricky, things we did with UCLA was to add "Open Now" as a search facet, so that all results returned only buildings that were open now—particularly useful for the students that needed a late night copy machine (context of use!) as well as including an "Open Now" indicator right in the location pages' navigation bar.

CHALLENGE #7 - DESTINATIONS WITHIN A LOCATION

"Is it open?" is not always an easy question to answer. Often, you will have destinations within a location that have separate hours than the main location. While the library will be open, the computer room might not be.

The solution we implemented for UCLA Library was to allow each location to have Destinations with their own descriptions, contact information, and hours. A future iteration of this should also include walking directions from various entrances—assuming that those entrances are clearly designated.

CHALLENGE #8 - WHAT'S GOING ON AT THE LIBRARY?

Libraries host some great events that need to be listed on the website. There are, though, two challenges you face with events.

The first part of this challenge comes from conflating the building and the library as illustrated by this story:

Once upon a time, there was a librarian that worked at the Library of Biological Sciences. She took it upon herself to organize a lecture series from visiting scientists. The first event's popularity took her by surprise; she had reserved the largest room in her library's space, but it was still standing room only. So, for the second event, she opted to host the event at the Humanities Library who had a space twice the size of her largest space.

Challenge part 1: If the Library of Biological Sciences is hosting an event at the Humanities Library space, does the event display on the Library of Biological Sciences sitelet?

Challenge part 2: The Library of Biological Sciences is hosting an event at the Humanities Library space, should that event display on the Humanities Library sitelet?

And the answer (drumroll, please): it's complicated. Ideally, it displays in both areas. Both libraries have an interest in promoting the event (and it should be the same content—not two different entries), though they have different reasons for doing so. The Library of Biological Sciences wants to promote an event they have spent a lot of time and resources organizing while the Humanities Library wants to let people know what's going on in their space.

The real answer: It should be up to the sitelet moderators to determine what events they promote. They should have strong guidelines generated from Engagement and Content strategies, but the final decision comes from the autonomy you give the libraries themselves. (More on that to come.)

In the above challenge, the Library of Biological Sciences is hosting an event related to Biology in the Humanities Library space. It's pretty clear cut as to why the two might want to promote the event. But what if the Humanities Library were to invite the author of a crime thriller that paid exquisite attention to the forensic details of the case—something that many people from the Library of Biological Sciences might be interested in? Should the event display on the Library of Biological Sciences sitelet?

The answer is not a simple one. Probably, yes, it should. Again, though, it should be up to the sitelet moderator who would be following Engagement and Content strategies.

CHALLENGE #9 - BALANCING AUTONOMY AND CONTROL

How unique are your locations? From the space they contain to the style of signage and posters used throughout the library. Maybe some of the smaller libraries don't have a unique brand while the larger ones do. Or, perhaps, your library system has a style guide that all of your staff rigorously apply in everything they create.

Ideally you find a nice balance between command-and-control and complete anarchy. You want each location to feel part of the same family without taking away the things that make them feel unique. There are several ways to do this, including allowing each location to:

- control the type of content they include on their homepage.
- customize some of the visual styles on their page -- perhaps background image and other areas that can affect the basic feel of the site.
- control the layout of their homepage.

You want to give your staff enough autonomy that they can ensure their library sitelet best represents the unique branding and style they have crafted in their space.

CHALLENGE #10 - CONSISTENCY BETWEEN THE VIRTUAL AND THE PHYSICAL

On the flip side of giving your staff autonomy, we have the need to give your audiences a consistent experience across locations and on the website. At its simplest, this means that you display the same information in the same way across sites. An event should look the same across all sites.

It goes deeper than this, though, even into the branding and labeling across your entire Library system, which is really a much larger project than the website redesign. But if you think about it (and I know librarians have!), a key part of finding your way through the physical location is the signage. As much as possible, you should create consistency between the signage in your spaces -- meaning that all libraries are consistent in the labeling and iconography.

Designing location search becomes so much easier when all libraries refer to the place with all the computers as the same thing. Keep labels the same across the different locations. If you call it a "Computer Lab" at one location, resist the urge to call it the "Computer carrels" at another location. (This might mean some overall discussions within the libraries— nothing like a joint project to surface all the inconsistencies that might be confusing your audience.)

Controlled Vocabularies are your friend—both in labels and in iconography. Further, this consistency also helps your audience understand what's available at a location (as presented on the location pages and search results) and even navigate to those destinations within the space.

Take the UCLA Library as an example. The UCLA Library used some custom made icons to designate various destinations in their libraries, creating consistency across the various locations, the main website, and the location sitelets. Once we started creating the Destinations for each location, we realized that not all Destinations had iconography, so our creative director spent some time expanding on their visual vocabulary. It was critical that everything used on the website feel like it could also be dropped onto library signage without appearing out of place.

Here you can see some of their signage and how iconography plays an important role in conveying what's available at the destination



Both the locations and destinations on the website use these same icons to communicate the available amenities.

Sidenote: Consistency can be useful when it's helpful. But it can also get in the way of communicating important differences—whether those differences come from the brand or facility. Divergence can be a good thing. You just need to ensure that the divergence is meaningful and useful for your audience. Perhaps there is a difference in a Computer Lab

(a place where students can use computers) and Computer Carrels (a place designed for laptop use -- no computers provided). However, subtle differences may not be important to people and calling attention to them may only serve to confuse them more.

BONUS CHALLENGE - WHO OWNS WHAT

One last, very important aspect of any web project: who is responsible for editing and maintaining the content on the website. Even if you have a copywriter or two, you are still faced with the gargantuan task of maintaining a mountain of information. (And sadly, this is no exaggeration.) No matter your process for editing and creating content, you need to identify the owner of each content and what their responsibilities entail. (Are they editing the content as needed? Are they filing change requests to the copywriter?)

IN CONCLUSION...

Reconciling the needs of these varied and diverse stakeholders, libraries, locations, and library users can be a daunting task. Hopefully, if you take the time to address the challenges in this series your end result will meet the needs of the most important audience—as well as many of the needs of your secondary and tertiary audiences. With such a large network of stakeholders and users, you won't please everyone, but with good user research and usability testing, you'll get a lot closer to that goal, and you'll have a firm foundation for the choices you make.



Rick Cecil - UX Director - Since 1999, Rick Cecil has been designing positive user experiences for universities, non-profits, fortune 500 companies, and startups — companies like Scripps Interactive, T-Mobile, AT&T, Motricity, UCLA, Duke University, Fortunoff, La-Z-Boy, and Oxford University Press.

CLEVELAND PUBLIC LIBRARY WEB DEVELOPMENT VENDOR SEARCH

PURPOSE

To source a web development team to build the new cpl.org site, incorporating new functionality and platform to support efforts associated with The People's University.

APPROACH

shark&minnow began the process in April by meeting with the CPL and CleveNet teams to gain an understanding of the content and functional requirements needed for the new site. In the discovery sessions it was explained that the new catalog system (SirsiDynix's Enterprise system) was built in Drupal (a coding language). shark&minnow began discussions with many local/regional vendors to discern if it was necessary to focus on Drupal specialized vendors or the site could be built well by using a combination of Drupal and other languages. This discovery was necessary to determine which *types* of firm we could include in the vetting process.

Based on these conversations, it was determined that we should focus on Drupal specialized firms (this would allow for the most streamlined integration of Enterprise). We put together an initial vendor list based off of research into the most well-regarded Drupal firms. We then narrowed down to those who came highly recommended and had strong experience and expertise in the education field. We spoke with Substrate, a local Drupal firm, who was unable to handle the scope of the project, but did recommend Bluespark, a firm on our initial list, as being one of the best firms in the Drupal community for this type of website build. After further research and several discussions, it was apparent that Bluespark has the right experience, team, and process to build the new cpl.org site.

VENDORS APPROACHED

- [Coffee and Code](#): Local software consultants that came recommended for working on complex projects. Did not have Drupal expertise.
- [DXY Solutions](#): Local digital agency that focuses on large web builds. Did not have Drupal expertise.
- [Substrate](#): Local company led by the head of the Drupal community in Northeast Ohio. Did not have the capacity to manage such a large project.
- [Aquia](#): Boston-based company that was involved in the development of several government Drupal-based sites. Has shifted their focus to platform/hosting only, do not participate in the actual build any longer.
- [Lullabot](#): Drupal focused development firm that was listed in top Drupal development reviews. They did not have much experience in the education space, only open to hourly rate quotes, very high end pricing.

OUR RECOMMENDATION: BLUESPARK

- Substantial experience with libraries, universities, and organizations in the education field
- In-depth experience on building learning platforms
- User experience and agile framework
- Good process for quoting the work and staying within budget
- Good process for managing stakeholder feedback and showing progress at various stages of the project

SHARK & MINNOW

CLEVELAND PUBLIC LIBRARY // STATEMENT OF WORK // OCTOBER 30, 2015



BACKGROUND & OVERVIEW

shark&minnow has completed 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 the final stages of launching this initiative/sustaining through the launch period (in a collaborative effort with Cleveland Public Library staff). Tasks have been itemized & include:

BRAND & GENERAL PROGRAM CONSULTING

- shark&minnow to continue Strategic Thinking (based on the research completed in Phase I & II), provide creative direction to TPU campaign tactics & 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.
- Support to the Director/Knowledge Office on initiatives that dovetail in with TPU efforts/success metrics (as depicted in Project Outcome).

DIGITAL STRATEGY, NEW WEBSITE PROJECT MANAGEMENT & TECHNOLOGY SUPPORT

- shark&minnow to create the Digital Strategy for how TPU's messaging will weave into overall digital communications (inclusive of the new CPL website [a change from initial approach with solely comprised a landing page]) during & post-launch.
- Management of development subcontractors on CPL's behalf.

INFORMATION ARCHITECTURE, USER EXPERIENCE & TESTING

- shark&minnow to create Information Architecture/User Experience for the full website.
- shark&minnow to manage user testing for the full website.
- shark&minnow to create Information Architecture/User Experience for the full website in conjunction with technology partner.
- shark&minnow to oversee User Testing for the full website in conjunction with technology partner.

PARTNERSHIP SUPPORT, PROJECT MANAGEMENT & TEAM COORDINATION

- shark&minnow to create and/or support partnerships critical to TPU's success (i.e. track/course related, organizational, etc.)
- shark&minnow to provide communication to marquee programmatic TPU partners (i.e. documentation, timelines, etc.).
- shark&minnow to plan/conduct Meetings with all TPU potential/secured Partners (organizations/individuals) to present the concept & solicit support/participation where appropriate.



LAUNCH COORDINATION

- shark&minnow to lead planning for public launch.
- shark&minnow to act as liaison to any outside vendors necessary to launch (i.e. audio/visual teams, launch partners, etc.).
- shark&minnow to assist in the planning/content creation/swag development for Staff Development Day (internal kickoff for TPU).

SUBCONTRACTORS: DESIGN - CAMPAIGN ELEMENTS

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 (an extension of the branding/design work conducted thus far).

SUBCONTRACTORS: TECHNOLOGY PLATFORM THE PEOPLE'S UNIVERSITY DIGITAL EXPERIENCE

shark&minnow will continue work with the Cleveland Public Library to confirm the technology partner and that the technology partner will deliver the web-based TPU experience in accordance with the specifications developed by Cleveland Public Library and shark&minnow.

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/decision maker.
- 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, printing, audio/visual) are additional unless noted.

PROJECT COSTS & CONTRACT LENGTH

- This proposal is valid for 30 days upon date of being issued.
- A 20% deposit is due upon contract initiation with subsequent payments issued in equal installments on a monthly basis.
- This contract comprises a time frame commencing upon approval & concluding on October 31, 2016.
- The offices of shark&minnow are closed:
 - Holiday Break: December 24, 2015 - January 1, 2016
 - Memorial Day: May 30, 2016
 - Independence Day: July 4, 2016
 - Labor Day: September 5, 2016



ESTIMATE: SHARK&MINNOW

Phase	Service	Subtotal	Non-Profit Discount	Total	Notes
Launch	Brand/General Program Consulting	\$6,500	10%	\$5,850	*Reflects current contract/supplements work following the conclusion EO February & ending with the launch phase II tactics in September 2016.
Launch	Digital Strategy, New Website Project Management & Technology Support	\$23,000	10%	\$20,700	*Reflects current contract/supplements work & costs originally earmarked for the creation of a Microsite/App (now that this has been updated to a full website, hours have been utilized to support). Assumes a June 2016 launch. Additional support will be quoted if necessary.
Launch	Information Architecture, User Experience & User Testing	\$9,600	10%	\$8,640	*Testing to be completed with development partner.
Launch	Partnership Support, Project Management & Team Coordination	\$6,800	10%	\$6,120	*Reflects current contract/supplements work following the conclusion EO February.
Launch	Launch Coordination	\$18,000	10%	\$16,200	*Reflects current contract/supplements work following the conclusion EO February.
Total		\$63,900		\$57,510	

*Subcontractor costs to be provided as available (web management maint.
 *Web development costs have been reflected in separate budgeting.

SHARK & MINNOW

CLEVELAND PUBLIC LIBRARY // PROPOSAL // MARQUEE EVENTS // DEC. 15, 2015



BACKGROUND & OVERVIEW

The Executive Leadership Team at Cleveland Public Library has asked shark&minnow to submit a proposal comprising efforts necessary to creating a strategy around 4-6 marquee events, promoting to the media & the community in order to drive interest & engagement. Tasks have been itemized & include:

EVENT STRATEGY

- Work with designated members of the CPL leadership/departmental team to define a strategy for these events.
- Work with designated members of the CPL leadership/departmental team to define a schedule for these events.

PROMOTIONAL PLANNING & SUPPORT

- Create Content Strategy & Editorial Calendar for these 4-6 events in conjunction with CPL programming/knowledge office/marketing departments.
- Support promotional material needs for these 4-6 events (i.e. t-shirts, sweatshirts, journals, etc.) & see projects through production.
- Regular/as needed on-site time.

BRANDED STORYTELLING & CONTENT INTEGRATION

- Craft written content for these 4-6 events (pre/during/post events identified in the Content Strategy & Calendar) as well as any content necessary for third party sites/editorial as available.
- Work with CPL photographer to collect photographic content for these 4-6 events to use on-site/throughout Social Channels/in Media Kits/etc. (or, where unavailable, shark&minnow to source outside photographer or capture imagery internally).
- Direct CPL videographer (where applicable) or source outside production support should video content be needed to support these 4-6 events.
- Create content related to these 4-6 events for the new website (once live). Prior to this point, shark&minnow will work with the CPL Digital Team to support content uploading. This content can be in the form of Blog posts or other "editorial" style content).

SOCIAL INFLUENCE - EVENT SPECIFIC

- shark&minnow to craft content specific to these 4-6 events for social media & supply to current firm, Strategy Design Partners (who will be responsible for optimizing through tagging, reviewing search terms, driving performance/results, boosted/paid posts closer to event times, etc.).
- Content will be delivered to CPL marketing to discuss/delegate to SDP (shark&minnow will not be responsible for coordinating efforts with SDP under proposed contract).
- Construct Press Releases/press editorial (inclusive of quote obtainment/CPL feedback).
- Deploy Press Releases/press editorial.



- SDP to handle monitoring/reporting - shark&minnow to monitor using their paid social media monitoring program (for agency use, not reporting - costs for this tool have not been included as such).
- Perform Media/Organizational Outreach & field inquiries on CPL's behalf related to these 4-6 events, involving appropriate CPL staff where necessary.

EMAIL MARKETING - CONTENT AMPLIFICATION

- Develop content according with these 4-6 events for Monthly eNewsletters (public).

TIMELINE

Work will commence January 1, 2016 & conclude October 31, 2016.

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, making decisions & granting approvals in a timely fashion.
- Current agency (SDP) to provide insight into previous campaigns & supply assets as requested.
- 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 accordance with shark&minnow defined/client approved deadlines.
- Third Party Fees: All out of pocket costs (i.e. media buying, swag production) are additional unless noted.

PROJECT INVESTMENT & CONTRACT LENGTH

- This proposal is valid for 30 days upon date of being issued.
- Payment Terms: Invoices will be issued on the first day of each month and payment will be due on the last day of each month.
- This contract comprises an 10-month engagement period, which will commence January 1, 2016.
- The offices of shark&minnow are closed the weeks 12/21 and 12/28 as well as on major holidays.

ESTIMATE

Costs have been calculated assuming a volume discount (available given the comprehensive nature of the proposed program) & have benefitted from a -10% non-profit discount as well.

For efforts performed as outlined, shark&minnow will bill 10 installments of \$6,000/month with the first installment due at signing.

1537
Cleveland Public Library
2015

December 8, 2015

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

Dear Bryan,

Cleveland Public Library requests an amended Certificate of Estimated Resources reflecting changes in the following funds:

Fund Number	Fund Description	10/5/2015 "Taxes/PLF" from:	Requested "Taxes/PLF" to	10/5/2015 "Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund						
101	General Fund	\$ 26,732,238.83	\$ 27,997,167.80	\$ 3,417,581.54	\$ 3,400,897.43	\$ 2,028,766.51
		\$ 21,008,529.87	\$ 21,789,051.52			
Special Revenue Funds						
201	Anderson			\$ 15,980.00	\$ 12,940.00	\$ (3,040.00)
202	Endowment for the Blind			\$ 122,686.00	\$ 99,366.00	\$ (23,320.00)
203	Founders			\$ 576,163.93	\$ 514,883.93	\$ (61,280.00)
204	Kaiser			\$ 3,426.00	\$ 2,766.00	\$ (660.00)
205	Kraley			\$ 9,646.00	\$ 7,806.00	\$ (1,840.00)
206	Library			\$ 11,686.00	\$ 10,406.00	\$ (1,280.00)
207	Pepke			\$ 7,132.00	\$ 5,772.00	\$ (1,360.00)
208	Wickwire			\$ 84,234.00	\$ 68,234.00	\$ (16,000.00)
209	Wittke			\$ 5,012.00	\$ 4,052.00	\$ (960.00)
210	Young			\$ 260,604.96	\$ 220,784.96	\$ (39,820.00)
225	Friends			\$ 23,000.00	\$ 23,000.00	\$ -
226	Judd			\$ 216,514.52	\$ 216,514.52	\$ -
228	Lockwood Thompson			\$ 170,216.18	\$ 170,216.18	\$ -
229	Ohio Center for the Book			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth			\$ 51,000.00	\$ 57,812.54	\$ 6,812.54
231	CLEVNET			\$ 4,763,703.81	\$ 4,763,703.81	\$ -
251	OLBPD			\$ 1,533,189.00	\$ 1,533,189.00	\$ -
252	LSTA-Know It Now			\$ 88,007.79	\$ 88,007.79	\$ -
254	MyCom			\$ 175,000.00	\$ 174,680.00	\$ (320.00)
256	Learning Centers			\$ -	\$ -	\$ -
				\$ 8,118,102.19	\$ 7,975,034.73	\$ (143,067.46)
Capital Projects Funds						
401	Building and Repair			\$ -	\$ -	\$ -
Permanent Funds						
501	Abel			\$ 13,578.00	\$ 10,998.00	\$ (2,580.00)
502	Ambler			\$ 126.00	\$ 106.00	\$ (20.00)
503	Beard			\$ 9,590.00	\$ 7,770.00	\$ (1,820.00)
504	Klein			\$ 460.00	\$ 380.00	\$ (80.00)
505	Malon/Schroeder			\$ 15,012.00	\$ 12,152.00	\$ (2,860.00)
506	McDonald			\$ 10,490.00	\$ 8,490.00	\$ (2,000.00)
507	Ratner			\$ 5,172.00	\$ 4,192.00	\$ (980.00)
508	Root			\$ 2,188.00	\$ 1,768.00	\$ (420.00)
509	Sugarman			\$ 11,356.00	\$ 9,196.00	\$ (2,160.00)
510	Thompson			\$ 9,106.00	\$ 7,366.00	\$ (1,740.00)
511	Weidental			\$ 364.00	\$ 304.00	\$ (60.00)
512	White			\$ 132,766.00	\$ 107,546.00	\$ (25,220.00)
513	Beard Anna Young			\$ 6,304.00	\$ 5,104.00	\$ (1,200.00)
				\$ 216,512.00	\$ 175,372.00	\$ (41,140.00)
Agency Funds						
901	Unclaimed Funds			\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

General Fund: Increase the Property tax by \$1,264,928.97 and PLF by \$780,521.65 due to actual amount to receive; increase to Other Sources by \$37,475.89 in miscellaneous revenues and a decrease to reflect the resolution going before the Board for approval on December 17, 2015 to advance cash from the General Fund to the Special Revenue fund, MyCom, in the amount of \$54,160 for which repayment is to be in 2016.

Special Revenue Funds: Decrease Other Sources by \$149,560 due to projected decrease in endowment income and \$320 relating to MyCom; and an Increase by \$6,812.54 relating to actual income received for the Schweinfurth fund.

Permanent Funds: Decrease Other Sources by \$41,140 due to projected decrease in endowment income.

Thank You,
Carrie Krenicky
Treasurer/CFO
Cleveland Public Library

**CLEVELAND PUBLIC LIBRARY
2015 APPROPRIATION: SEVENTH AMENDMENT
DECEMBER 17, 2015**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	23,004,201.03	0.00	23,004,201.03 (3)
Taxes - General Property	24,732,238.83	748,742.33	25,480,981.16
Public Library Fund (PLF)	21,008,529.87	780,521.65	21,789,051.52
State Rollbacks/CAT	3,647,529.68	516,186.65	4,163,716.33
Federal Aid	34,993.00	0.00	34,993.00
Fines and Fees	399,000.00	1,810.00	400,810.00
Earned Interest	313,491.88	53,518.12	367,010.00
Services	303,182.45	500.00	303,682.45
Unrestricted Gifts	6,200.05	100.00	6,300.05
Miscellaneous	768,184.48	(18,452.24)	749,732.24
Return of Advances/(Advances Out)	(55,000.00)	(54,160.00)	(109,160.00)
TOTAL RESOURCES	74,162,551.27	2,028,766.51	76,191,317.78

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	34,334,635.74	0.00	34,334,635.74
Supplies	1,015,429.00	0.00	1,015,429.00
Purchased/Contracted			
Services	10,624,444.19	0.00	10,624,444.19
Library Materials/ Information	6,845,318.00	0.00	6,845,318.00
Capital Outlay	993,018.00	0.00	993,018.00
Other Objects	130,724.00	0.00	130,724.00
SUBTOTAL OPERATING	53,943,568.93	0.00	53,943,568.93
Transfers/Advances	0.00	0.00	0.00
TOTAL APPROPRIATION	53,943,568.93	0.00	53,943,568.93

**CLEVELAND PUBLIC LIBRARY
2015 APPROPRIATION: SEVENTH AMENDMENT
DECEMBER 17, 2015**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	22,108,468.17	(143,067.46)	21,965,400.71
APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
Anderson	256,214.21	(3,040.00)	253,174.21
Endowment for the Blind	2,168,622.62	(23,320.00)	2,145,302.62
Founders	3,988,346.65	(61,280.00)	3,927,066.65
Kaiser	58,832.44	(660.00)	58,172.44
Kraley	192,932.36	(1,840.00)	191,092.36
Library	184,063.60	(1,280.00)	182,783.60
Pepke	125,972.00	(1,360.00)	124,612.00
Wickwire	1,393,606.00	(16,000.00)	1,377,606.00
Wittke	86,584.76	(960.00)	85,624.76
Young	4,045,388.61	(39,820.00)	4,005,568.61
Friends	23,100.00	0.00	23,100.00
Judd	216,514.52	0.00	216,514.52
Lockwood Thompson	249,752.60	0.00	249,752.60
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	102,285.29	6,812.54	109,097.83
CLEVNET	4,763,703.81	0.00	4,763,703.81
LSTA-OLBPD	1,474,592.59	0.00	1,474,592.59
LSTA-Know It Now	123,606.19	0.00	123,606.19
MyCom	80,000.00	(320.00)	79,680.00
Learning Centers	81,392.42	0.00	81,392.42
TOTAL APPROPRIATION	19,616,410.67	(143,067.46)	19,473,343.21 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,511,046.62	0.00	13,511,046.62
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	13,511,046.62	0.00	13,511,046.62 (5)

**CLEVELAND PUBLIC LIBRARY
2015 APPROPRIATION: SEVENTH AMENDMENT
DECEMBER 17, 2015**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,808,471.42	(41,140.00)	2,767,331.42
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	224,605.87	(2,580.00)	222,025.87
Ambler	2,027.20	(20.00)	2,007.20
Beard	127,900.27	(1,820.00)	126,080.27
Klein	4,934.03	(80.00)	4,854.03
Malon/Schroeder	176,852.33	(2,860.00)	173,992.33
McDonald	175,493.02	(2,000.00)	173,493.02
Ratner	84,622.89	(980.00)	83,642.89
Root	32,500.49	(420.00)	32,080.49
Sugarman	50,957.40	(2,160.00)	48,797.40
Thompson	119,283.26	(1,740.00)	117,543.26
Weidenthal	6,035.99	(60.00)	5,975.99
White	1,783,696.99	(25,220.00)	1,758,476.99
Beard Anna Young	19,561.68	(1,200.00)	18,361.68
TOTAL APPROPRIATION	2,808,471.42	(41,140.00)	2,767,331.42 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	11,163.67	0.00	11,163.67
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
UNCLAIMED FUNDS	11,163.67	0.00	11,163.67

**CLEVELAND PUBLIC LIBRARY
2015 APPROPRIATION: SEVENTH AMENDMENT
DECEMBER 17, 2015**

- (1) Certificate dated October 5, 2015
- (2) Certificate requested December 8, 2015
- (3) \$23,004,201.03 unencumbered cash carried forward includes the repayment of advance to be made from MyCom of \$95,000 to produce the carryover balance available for appropriation in 2015; plus \$7,683,457.18 encumbered cash.
- (4) \$13,990,365.98 unencumbered cash carried forward includes the repayment of advance to be made from MyCom of \$95,000 to produce the carryover balance available for appropriation in 2015 (corrected 9/9/15 for a \$100 2014 check voided in 2015 and not reissued; PO was cancelled and unencumbered), plus \$343,510.09 encumbered cash. \$7,865,874.73 additional revenue; plus cash advances of \$55,000 & \$54,160 to MyCom. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts. ($\$13,990,365.98 + \$7,865,874.73 + \$55,000 + \$54,160 - \$2,492,057.50 = \$19,473,343.21$)
- (5) \$13,511,046.62 unencumbered cash carried forward; plus \$1,111,662.45 encumbered cash. \$0 transfer from General Fund. \$0 additional revenue.
- (6) \$3,376,275.78 unencumbered cash carried forward; plus \$19,587.84 encumbered cash. \$175,372 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. ($\$3,376,275.78 + \$175,372 - \$784,316.36 = \$2,767,331.42$)

1542
Cleveland Public Library
2016

December 8, 2015

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

Dear Bryan,

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

Fund Number	Fund Description	Estimated Unencumbered Balance as of 1-Jan-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 22,356,908.85		\$ 26,252,592.00		\$ 2,649,305.62	\$ 50,677,105.06
				\$ 21,775,207.44			
Special Revenue Funds							
201	Anderson	\$ 256,442.51				\$ 11,000.00	\$ 11,000.00
202	Endowment for the Blind	\$ 2,057,000.00				\$ 84,400.00	\$ 84,400.00
203	Founders	\$ 5,041,662.36				\$ 208,200.00	\$ 208,200.00
204	Kaiser	\$ 55,400.00				\$ 2,300.00	\$ 2,300.00
205	Kraley	\$ 170,000.00				\$ 6,400.00	\$ 6,400.00
206	Library	\$ 140,500.00				\$ 10,700.00	\$ 10,700.00
207	Pepke	\$ 110,400.00				\$ 4,800.00	\$ 4,800.00
208	Wickwire	\$ 1,264,752.63				\$ 54,600.00	\$ 54,600.00
209	Wittke	\$ 81,500.00				\$ 3,400.00	\$ 3,400.00
210	Young	\$ 3,669,100.00				\$ 200,400.00	\$ 200,400.00
225	Friends	\$ -				\$ 29,500.00	\$ 29,500.00
226	Judd	\$ -				\$ 200,000.00	\$ 200,000.00
228	Lockwood Thompson	\$ -				\$ 165,000.00	\$ 165,000.00
229	Ohio Center for the Book	\$ -				\$ 900.00	\$ 900.00
230	Schweinfurth	\$ 6,800.00				\$ 50,000.00	\$ 50,000.00
231	CLEVNET	\$ -				\$ 5,037,729.97	\$ 5,037,729.97
251	OLBPD	\$ -				\$ 1,508,194.00	\$ 1,508,194.00
252	LSTA-Know It Now	\$ 27,058.22				\$ -	\$ -
254	MyCom	\$ (109,160.00)				\$ 109,160.00	\$ 109,160.00
256	Learning Centers	\$ -				\$ -	\$ -
		\$ 12,771,455.72			\$ -	\$ 7,686,683.97	\$ 7,686,683.97
Capital Projects Funds							
401	Building and Repair	\$ 8,122,000.00			\$ -	\$ -	\$ -
Permanent Funds							
501	Abel	\$ 196,200.00				\$ 9,000.00	\$ 9,000.00
502	Ambler	\$ 1,900.00				\$ 86.00	\$ 86.00
503	Beard	\$ 108,900.00				\$ 5,100.00	\$ 5,100.00
504	Klein	\$ 4,400.00				\$ 200.00	\$ 200.00
505	Malon/Schroeder	\$ 156,800.00				\$ 10,200.00	\$ 10,200.00
506	McDonald	\$ 159,200.00				\$ 7,100.00	\$ 7,100.00
507	Ratner	\$ 73,300.00				\$ 3,400.00	\$ 3,400.00
508	Root	\$ 30,300.00				\$ 1,500.00	\$ 1,500.00
509	Sugarman	\$ 40,200.00				\$ 7,000.00	\$ 7,000.00
510	Thompson	\$ 99,200.00				\$ 6,000.00	\$ 6,000.00
511	Weidenthal	\$ 5,600.00				\$ 250.00	\$ 250.00
512	White	\$ 1,569,000.00				\$ 85,000.00	\$ 85,000.00
513	Beard Anna Young	\$ 4,600.00				\$ 2,700.00	\$ 2,700.00
		\$ 2,449,600.00			\$ -	\$ 137,536.00	\$ 137,536.00
Agency Funds							
901	Unclaimed Funds	\$ 12,000.00			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

Please reflect the current estimated Unencumbered Balances for January 1, 2016 and estimated Other Sources as reflected above for a Certificate of Estimated Revenues for 2016.

I have placeholders for Property Tax and PLF for now based on a small growth in assessed values from 5.007b to 5.119b at the same collection rate as last year and the PLF from ODT's 7/24/15 estimate.

Thank You,
Carrie Krenicky
Treasurer/CFO
Cleveland Public Library

CLEVELAND PUBLIC LIBRARY

<u>GENERAL FUND</u>		<u>APPROPRIATION 2016</u>
Salaries/Benefits		
63.3%		
	TOTAL	\$ 34,757,274.21
Supplies		
1.9%		
	TOTAL	1,052,538.00
Purchased/Contracted Services		
19.0%		
	TOTAL	10,437,800.55
Library Materials/Information		
13.4%		
	TOTAL	7,348,180.00
Capital Outlay		
2.2%		
	TOTAL	1,191,200.00
Other		
0.2%		
	TOTAL	<u>131,760.00</u>
SUBTOTAL GENERAL OPERATING EXPENDITURES		
100.0%		
	TOTAL	\$ 54,918,752.76
Transfers/Advances Out		
	TOTAL	<u>\$ -</u>
TOTAL GENERAL FUND		\$ 54,918,752.76

CLEVELAND PUBLIC LIBRARY

<u>SPECIAL REVENUE FUNDS</u>	<u>FUND NO.</u>		<u>APPROPRIATION 2016</u>
Anderson	201	\$	247,300.00
Endowment for the Blind	202	\$	2,141,400.00
Founders	203	\$	2,785,200.00
Kaiser	204	\$	57,700.00
Kraley	205	\$	176,400.00
Library	206	\$	151,200.00
Pepke	207	\$	115,200.00
Wickwire	208	\$	1,312,100.00
Wittke	209	\$	84,900.00
Young	210	\$	3,869,500.00
Friends	225	\$	29,500.00
Judd	226	\$	200,000.00
Lockwood Thompson	228	\$	165,000.00
Ohio Center for the Book	229	\$	900.00
Schweinfurth	230	\$	56,800.00
CLEVNET	231	\$	5,037,729.97
LSTA-OLBPD	251	\$	1,508,194.00
LSTA-Know It Now	252	\$	27,058.22
MyCom	254	\$	109,160.00
Learning Centers	256	\$	-
TOTAL SPECIAL REVENUE FUNDS		\$	18,075,242.19

CLEVELAND PUBLIC LIBRARY

<u>CAPITAL FUNDS</u>	<u>FUND NO.</u>	<u>APPROPRIATION 2016</u>
Building and Repair Fund	401	\$ 8,122,000.00
TOTAL CAPITAL FUNDS		\$ 8,122,000.00

<u>PERMANENT FUNDS</u>	<u>FUND NO.</u>	<u>APPROPRIATION 2016</u>
Abel	501	\$ 205,200.00
Ambler	502	\$ 1,986.00
Beard	503	\$ 114,000.00
Klein	504	\$ 4,600.00
Malon/Schroeder	505	\$ 167,000.00
McDonald	506	\$ 166,300.00
Ratner	507	\$ 76,700.00
Root	508	\$ 31,800.00
Sugarman	509	\$ 47,200.00
Thompson	510	\$ 105,200.00
Weidenthal	511	\$ 5,850.00
White	512	\$ 1,654,000.00
Beard Anna Young	513	\$ 7,300.00
TOTAL PERMANENT FUNDS		\$ 2,587,136.00

CLEVELAND PUBLIC LIBRARY

<u>AGENCY FUNDS</u>	<u>FUND NO.</u>	<u>APPROPRIATION 2016</u>
Unclaimed Funds	901	\$ 12,000.00
CLEVNET Fines & Fees	905	\$ -
TOTAL AGENCY FUNDS		\$ 12,000.00
	Total Other Funds	\$ 28,796,378.19
	Total ALL Funds	\$ 83,715,130.95

Cleveland Public Library - 2016 Costs Effective February 2016-January 2017

Contract Library	2016 Total Cost	Monthly Feb 16-Jan 17	Contract Costs	Station Count	Electronic Resources
Andover	14,682.75	1,223.56	11,449.77	16	3,232.98
Barberton	56,007.54	4,667.29	45,096.24	54	10,911.30
Bellevue	29,216.81	2,434.73	23,357.04	29	5,859.77
Birchard	70,927.10	5,910.59	61,834.35	45	9,092.75
Bristol	24,011.96	2,001.00	20,172.80	19	3,839.16
Burton	35,892.55	2,991.05	30,841.02	25	5,051.53
Cleveland Hts	261,954.76	21,829.56	208,408.59	265	53,546.17
Clyde	22,394.02	1,866.17	17,746.62	23	4,647.40
Conneaut	21,540.40	1,795.03	17,499.18	20	4,041.22
East Cleveland	76,323.02	6,360.25	51,671.57	122	24,651.44
Elyria	153,638.92	12,803.24	127,775.11	128	25,863.81
Euclid	161,478.39	13,456.53	132,987.78	141	28,490.60
Fairport	14,352.67	1,196.06	11,725.88	13	2,626.79
Girard	30,448.24	2,537.35	23,982.29	32	6,465.95
Harbor-Topky	26,695.49	2,224.62	21,643.97	25	5,051.53
Hawken	1,323.54	110.29	1,121.48	1	202.06
Henderson	26,282.25	2,190.19	21,432.79	24	4,849.46
Hubbard	40,648.45	3,387.37	29,737.16	54	10,911.30
Hudson	142,977.55	11,914.80	116,911.68	129	26,065.87
Huron	34,581.58	2,881.80	27,509.45	35	7,072.14
Kingsville	16,329.67	1,360.81	12,894.63	17	3,435.04
Kinsman	27,165.53	2,263.79	22,518.12	23	4,647.40
Kirtland	24,369.56	2,030.80	20,328.34	20	4,041.22
Lorain	308,465.72	25,705.48	249,868.02	290	58,597.70
Madison	57,883.94	4,823.66	49,801.50	40	8,082.44
McKinley	38,481.63	3,206.80	32,823.92	28	5,657.71
Medina	349,798.48	29,149.87	285,543.07	318	64,255.41
Milan	35,360.76	2,946.73	28,086.57	36	7,274.20
Newton Falls	26,224.61	2,185.38	21,577.21	23	4,647.40
Norwalk	32,605.32	2,717.11	24,927.01	38	7,678.32
Orrville	53,734.56	4,477.88	45,652.12	40	8,082.44

Cleveland Public Library - 2016 Costs Effective February 2016-January 2017

Contract Library	2016		Monthly Feb 16-Jan 17	Contract Costs	Station Count	Electronic Resources
	Total Cost					
Peninsula	18,864.41		1,572.03	15,429.37	17	3,435.04
Perry	31,606.33		2,633.86	26,150.68	27	5,455.65
Ritter	47,628.38		3,969.03	36,717.09	54	10,911.30
Rock Creek	12,445.34		1,037.11	10,020.61	12	2,424.73
Sandusky	90,080.92		7,506.74	68,460.39	107	21,620.53
Shaker Hts	166,204.98		13,850.41	132,258.73	168	33,946.25
Twinsburg	130,085.72		10,840.48	109,879.62	100	20,206.10
Wayne	260,245.46		21,687.12	212,559.06	236	47,686.40
Wickliffe	49,182.68		4,098.56	42,312.61	34	6,870.07
Willoughby	154,354.65		12,862.89	134,754.73	97	19,599.92
Law Library	19,363.57		1,613.63	17,140.89	11	2,222.67
Cleveland	1,792,648.52		149,387.38	1,389,940.90	1,993	402,707.62
OLBPD	9,534.59		794.55	5,493.37	20	4,041.22
Total	4,998,043.32		416,503.61	3,998,043.32	4,949	1,000,000.00

Cleveland Public Library - 2016 Costs Effective February 2016-January 2017

Report 1

Contract Library	2016 Total Cost	2015 Total Cost	2016-2015 Difference	Annual % Change
Andover	14,682.75	15,486.30	(803.55)	-5.19%
Barberton	56,007.54	54,512.21	1,495.33	2.74%
Bellevue	29,216.81	27,168.95	2,047.86	7.54%
Birchard	70,927.10	67,956.02	2,971.07	4.37%
Bristol	24,011.96	23,712.94	299.01	1.26%
Burton	35,892.55	35,428.44	464.11	1.31%
Cleveland Hts	261,954.76	257,962.35	3,992.42	1.55%
Clyde	22,394.02	21,053.63	1,340.39	6.37%
Conneaut	21,540.40	27,606.75	(6,066.35)	-21.97%
East Cleveland	76,323.02	80,484.91	(4,161.90)	-5.17%
Elyria	153,638.92	151,992.19	1,646.73	1.08%
Euclid	161,478.39	158,814.04	2,664.35	1.68%
Fairport	14,352.67	14,495.49	(142.82)	-0.99%
Girard	30,448.24	30,890.93	(442.69)	-1.43%
Harbor-Topky	26,695.49	27,292.63	(597.14)	-2.19%
Hawken	1,323.54	2,732.27	(1,408.73)	-51.56%
Henderson	26,282.25	25,944.81	337.45	1.30%
Hubbard	40,648.45	41,630.14	(981.69)	-2.36%
Hudson	142,977.55	134,793.39	8,184.16	6.07%
Huron	34,581.58	33,318.12	1,263.46	3.79%
Kingsville	16,329.67	17,117.45	(787.79)	-4.60%
Kinsman	27,165.53	26,721.00	444.53	1.66%
Kirtland	24,369.56	24,785.39	(415.83)	-1.68%
Lorain	308,465.72	298,875.44	9,590.28	3.21%
Madison	57,883.94	57,943.03	(59.09)	-0.10%
McKinley	38,481.63	38,136.76	344.87	0.90%
Medina	349,798.48	363,367.97	(13,569.49)	-3.73%
Milan	35,360.76	38,426.67	(3,065.91)	-7.98%
Newton Falls	26,224.61	25,838.30	386.31	1.50%
Norwalk	32,605.32	32,620.09	(14.77)	-0.05%
Orrville	53,734.56	52,886.01	848.55	1.60%

Cleveland Public Library - 2016 Costs Effective February 2016-January 2017

Report 1

Contract Library	2016 Total Cost	2015 Total Cost	2016-2015 Difference	Annual % Change
Peninsula	18,864.41	18,330.65	533.76	2.91%
Perry	31,606.33	32,075.48	(469.15)	-1.46%
Ritter	47,628.38	46,871.53	756.85	1.61%
Rock Creek	12,445.34	12,356.46	88.88	0.72%
Sandusky	90,080.92	97,259.56	(7,178.64)	-7.38%
Shaker Hts	166,204.98	169,065.09	(2,860.11)	-1.69%
Twinsburg	130,085.72	128,533.40	1,552.32	1.21%
Wayne	260,245.46	258,739.60	1,505.86	0.58%
Wickliffe	49,182.68	48,944.10	238.58	0.49%
Willoughby	154,354.65	162,599.95	(8,245.30)	-5.07%
Law Library	19,363.57	18,306.51	1,057.05	5.77%
			0.00	0.00%
Cleveland	1,792,648.52	1,597,071.73	195,576.79	12.25%
OLBPD	9,534.59	8,639.24	895.35	10.36%
Total	4,998,043.32	4,808,787.96	189,255.36	3.94%

UNIQUE Management Services, Inc.
Library Division

**AGREEMENT
MATERIAL RECOVERY SYSTEM**

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

INITIAL PLACEMENT AND SECONDARY PLACEMENT

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

PRICING

We understand that we will be billed once per month for the previous month's total submissions at the rate of \$8.95 per each account, ("All Materials (New Accounts) inclusive of Tablet/Tech Central Accounts"), in a total amount not to exceed Ninety Thousand (\$90,000). The services UMS will provide for this fee includes the 120 day series of letters, calls, skip tracing, and credit reporting for all materials. UMS will provide an expedited process for this fee that includes a 35 day series of letters, calls, skip tracing and credit reporting for all Tablet/Tech Central Accounts. Prices will be protected from any additional increases with the sole exception of any U.S. postal price increase, which Library agrees to pay.

BUDGET NEUTRALITY GUARANTEE

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

TERM

This Agreement shall commence on the Effective Date, January 1, 2016. This Agreement shall expire on December 31, 2016 unless canceled by either party upon 10 days written notice. Payment terms are net 30 days from receipt of invoice.

LIABILITY

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

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

Board of Trustees of the
Cleveland Public Library

Unique Management Services, Inc.

By: _____
Library Representative



Unique Management Services Representative

Title: _____

Title: President/CEO

Date

12/13/15

Date



Cleveland Public Library
Community Vision Plan: Group 3 Branches
Cleveland, Ohio

SCOPE of SERVICES

Submitted to

Cleveland Public Library

325 Superior Ave., N.E. Cleveland, OH 44114 | Phone: (216) 623-2800

by

Kent State University Cleveland Urban Design Collaborative

1309 Euclid Avenue, Cleveland, OH 44115 | Phone: (216) 357-3434

30 Nov 2015

OVERVIEW

The CPL150 Community Vision Plan is an effort led by the Cleveland Public Library (CPL) to determine the appropriate services that will be offered at its branch locations in the future through authentic engagement and valued input from community residents. Begun in 2013, the ongoing process integrates the work of Enlightenment Consulting Group (ECG) and Kent State University's Cleveland Urban Design Collaborative (CUDC) to gather community needs and preferences in three groups of library branches. The engagement process for the first group of branches (Fleet, South, Sterling, and Woodland) was completed in August 2015. The second group (Brooklyn, E. 131st, Mt. Pleasant, South Brooklyn) is currently underway, scheduled to finish in April 2016. As the Community Vision Plan now approaches the final third group of branches (Eastman, Hough, Union, Walz, and West Park), the CUDC proposes to continue providing the necessary neighborhood planning expertise to complete the project.

The CUDC, in collaboration with CPL and ECG, will articulate community priorities and generate a clearer vision of the library's role in each of the Group 3 target neighborhoods. The engagement framework for Group 3 will remain similar to the previous process, but will incorporate lessons learned from working on the first two groups. For example, some communities generated better feedback through smaller focus group sessions, rather than larger public meetings. Certain communities quickly focused on enhancing the existing building, while others desired a process to explore other building locations. Employing these lessons, the design team will tailor the process and products to reflect the priorities of each branch community. Neighborhood asset maps, programming concepts, and visual renderings produced through this process will support CPL's efforts to then conduct a finer grain analysis of the operational costs, interior architectural feasibility, and other financial investments required to commit limited resources appropriately.

The current planning proposal addresses the remaining five library branches in the Community Vision Plan process. A final report will be produced for Group 3 with recommendations tailored to each branch, which may include:

- Exterior architectural renovations for library branch buildings
- Conceptual proposals for reprogramming interior spaces
- Outdoor site improvements on library properties
- Framework for prioritizing library service locations based on pedestrian, transit, and bicycle accessibility
- Streetscape enhancements to improve neighborhood character surrounding branch buildings
- Creative ideas for bridging the digital divide
- Opportunities for current library services to shift to other neighborhood locations
- Partnerships with community organizations to achieve residents' desires

Final recommendations for the target neighborhoods will be developed by CUDC in close partnership with CPL staff. ECG's preliminary engagement work will continue to offer initial ideas from residents for promoting a sense of community and addressing community deficits. Building upon this initial engagement process, the CUDC will advance the community conversations into the realm of physical planning. The CUDC will organize public meetings, focus groups, and surveys to gather public feedback and will share updates through a project website already established at CPL150.org.

ABOUT CUDC

The CUDC is an innovative, non-profit urban design practice committed to a sustainable, vibrant and inclusive urban future. We combine client-based projects, applied research, graduate teaching and advocacy to impact urban design decisions and land use policy in Cleveland and throughout Northeast Ohio. We work closely with clients, civic organizations, academic partners, students, and a multidisciplinary network of professionals to address emerging issues, locally and nationally, and expand the ideas, energy, and resources dedicated to making better cities.

PROJECT APPROACH/WORK PROGRAM

The overall project will be led by CUDC, in close partnership with CPL staff and in consultation with ECG. The planning process for individual library branches will also involve the participation of an Advisory Committee comprised of local stakeholders from each community. Members of the Advisory Committees will be determined by the design team and CPL to reflect a broad spectrum of the community, including local contacts engaged in the previous "Community Conversations" phase. In this way, the current planning process will embed a continuity of local knowledge and strengthen community relationships over time.

The two groups previously engaged through the Community Vision Plan are:

Group 1:

- South Branch (Tremont)
- Fleet Branch (Slavic Village)
- Woodland Branch (Central)
- Sterling Branch (Central)

Group 2:

- Mt. Pleasant Branch (Mt. Pleasant)
- E. 131st Street Branch (Corlett)
- Brooklyn Branch (Brooklyn Centre)
- South Brooklyn Branch (Old Brooklyn)

The current proposal's scope of work will focus on the following five branches:

Group 3:

- Eastman (Cudell)
- Hough (Hough)
- Union (Union-Miles Park)
- Walz (Detroit Shoreway)
- West Park (Kamm's Corners)

The planning process for each group is organized into three phases:

1. Existing Conditions Analysis
2. Gather Community Priorities

3. Develop Recommendations

GROUP 3:

Eastman (Cudell), Hough (Hough), Union (Union-Miles Park), Walz (Detroit Shoreway), West Park (Kamm's Corners)

Phase 1: EXISTING CONDITIONS ANALYSIS

- 1.1 Kick-off meeting w/ ECG and CPL
CUDC will meet with ECG and CPL staff to review the project's overall goals, discuss development of the project website, and coordinate team member schedules to align with the proposed work plan
- 1.2 Refine Work Plan & develop engagement process
CUDC and ECG will meet to adjust the Work Plan as needed based on feedback from the Kick-off meeting with CPL.
- 1.3 Update project website
CUDC will update the CPL150.org website to include specific information on the five new branches. The website will enable residents to learn about the project's goals, download presentation slides, and access contact information to submit comments or questions.
- 1.4 Identify candidates for Advisory Committee
CUDC, in consultation with ECG and CPL, will engage existing contacts in each Group 3 community to identify suitable candidates to serve on the Advisory Committees.
- 1.5 Review planning documents and recent development proposals
CUDC will assemble relevant planning documents, including neighborhood master plans, streetscape plans, and development proposals for each of the communities within Group 3.
- 1.6 Library Branch site visits
CUDC will conduct site visits to all Group 3 library branches with CPL staff to better understand the interior layout, exterior conditions and demographic context of each of the four locations.
- 1.7 Advisory Committee Meetings #1
CUDC will lead Advisory Committee meetings in each Group 3 neighborhood (up to five total), to introduce the planning process and gather insights on current projects in the area that may impact branch functions.
- 1.8 Debrief meeting with CPL
Following the completion of all Advisory Committee meetings, the CUDC and ECG will meet with CPL staff to discuss what we heard at the meetings and outline appropriate issues to address during the ongoing public process.

Phase 2: GATHER COMMUNITY PRIORITIES

- 2.1 Develop key issues for each neighborhood
Based on feedback from the Advisory Committee meetings and debrief session with CPL, the CUDC will develop a draft set of key issues to examine in each neighborhood through the process.
- 2.2 Schedule Group 1 Public Meetings
CUDC, with assistance from CPL, will schedule Group 1 public meetings and focus groups meetings in collaboration with the Advisory Committee.
- 2.3 Create materials for Public Meetings
CUDC will develop required materials and visualizations for each of the four public meetings to enable productive feedback from the attendees. Interactive stations and presentations slides may include:
- infographics explaining the overall branch system's current challenges
 - local neighborhood asset maps
 - planned development composite maps
 - survey questions
 - existing conditions drawings and photographs
 - other imagery to clearly communicate the relevant issues
- 2.4 Conduct Public Meetings
Based on feedback from the Advisory Committee, CUDC will determine the appropriate number of focus group sessions and whether to hold a public meeting in each branch community. Based on past experience with Community Vision Plan branches, focus groups may be more effective than public meetings to engage key stakeholders. Public Meetings and focus groups may be held at the library branch facility, unless a more suitable alternative venue is determined. Up to one public meeting and three focus group sessions will be held in each branch community.
- 2.5 CUDC will lead up to 3 focus group sessions per community
The focus group sessions will serve to complement the larger public meeting. By directly targeting key stakeholders underrepresented during public meetings, the focus group sessions can ensure a diversity of voices are heard and documented.
- 2.6 Process feedback and update website
CUDC will document and distill key insights from the public meetings and focus group sessions. Presentations, notes and photographs from the meetings will be posted to the project website, providing regular updates to the public.
- 2.7 Advisory Committee Meetings #2
CUDC will lead advisory committee meetings to discuss feedback from public meetings and focus groups, in order to develop list of specific project deliverables.

Phase 3: DEVELOP RECOMMENDATIONS

3.1 Develop Design Alternatives

Based on feedback from the first round of public meetings, focus groups, and advisory committee meetings, the CUDC will generate a preliminary set of design alternatives for each branch. The design concepts will be organized at four levels of the library experience: Building Interior, Building Exterior, Library Grounds, and Library Services.

3.2 Prepare Presentations for Second Round of Public Meetings and Focus Groups

CUDC will review the presentation slides with CPL staff in advance of the meetings.

3.3 Conduct second round of public meetings and focus group sessions

Present design alternatives to stakeholders and gather their preferences through interactive engagement methods. Feedback will be used to generate recommendations for the final report.

3.4 Develop Draft Report

CUDC will create a draft of the final report including a range of recommendations suited to each branch in Group 3. The recommendations for each branch will vary and may include:

- CPL branch conceptual interior programming ideas
- CPL building outdoor site enhancements
- Proposed physical improvements to the surrounding neighborhood
- CPL services or partnerships with community organizations

3.5 Review Draft Report for Group 3 with CPL Staff and Advisory Committees

3.6 Update Group 3 Report

Based on feedback from CPL Staff and the Advisory Committees, the CUDC will update the Draft Report and prepare the document for online and print publication.

3.7 Create Final CPL150: Community Vision Plan Summary Report

In addition to Group 3 specific recommendations, the CUDC will also re-examine insights gathered from the previous Group 1 and Group 2 reports to create an overview document of the entire Community Vision Plan. The CUDC and CPL will be in a better position to generate design recommendations at the system-wide level upon completion of the Group 3 engagement process. The final report will serve as an Executive Summary of all 13 branch plans and offer additional insights on how to prioritize the range of recommendations.

3.7 Submit Final Report

CUDC

CUDC will submit the Group 3 Document and CPL 150 Final Report to CPL (provided in bound letter format print copies & PDF digital version)

PROJECT DELIVERABLES

The product for the Group 3 planning process will include a final report with recommendations for the five branch communities (Group 3 Report) and a separate overview document of the entire Community Vision Plan project (CPL150 Summary Report). Since each branch location will reveal different needs and unique opportunities, the appropriate deliverables for each branch will be determined during the planning process. The most effective means of communicating the recommendations will be produced based on the following range of options:

- Infographics and Diagrams of Library Usage
- Aerial Renderings of Branch Neighborhood
- Eye-Level Streetscape Renderings
- Before/After Exterior Building Renderings
- Annotated Site Plans
- Neighborhood Asset Plan, which illustrates existing and proposed nearby amenities, public spaces and transportation options
- Written Recommendations for CPL programming and services
- Written Recommendations for partner organizations to implement
- Relevant Case Studies

STAFFING

The CUDC has a staff of five professional urban designers and planners. Each CUDC project is overseen by **Terry Schwarz**, Director of the CUDC, working with an assigned Project Manager who manages the overall progress of the work. The Project Manager for the Community Vision Plan: Group 3 project will be CUDC Associate Director **David Jurca**, working with the assistance of Urban Designers **Kristen Zeiber** and **Sam Friesema**.

CLEVELAND PUBLIC LIBRARY'S RESPONSIBILITIES

In order to further the interests of the project, the Cleveland Public Library will:

1. Coordinate the selection of Advisory Committee members for each of the branch focus areas.
2. Procure venues and provide light refreshments and drinks for the public meetings.
3. Provide copies of any relevant CPL facility reports, site plans, and background information to the design team.
4. Provide timely responses with CPL's commitment to either implement, investigate further or decline recommendations gathered from the public feedback.

BUDGET

The budget for the project will be based on a Time and Materials contract. As the needs

for each community may vary considerably and the specific work products will be determined during the process, the total project budget may be lower than currently estimated. A Time and Materials contract provides a budget that aligns with the actual costs incurred by the design team, while providing a maximum budget limit for the client. The hourly rates and material expenses are shown below.

The budget for completing the current scope of work (Five branches in Group 3 Report and the CPL150 Summary Report) is not to exceed \$65,000. Invoices for payment will be submitted to CPL upon completion of each of the three work phases. Requests for any additional costs beyond the previously stated limits will be submitted and reviewed by CPL to determine approval.

Project Director : \$120/hr.

Project Manager: \$94/hr.

Urban Designer: \$69/hr.

Marketing Staff: \$61/hr.

Mileage: \$0.56/mile

Printing: \$5.00/linear foot for 36" plotter paper
 \$0.59/page for color copies
 \$0.11/page for black & white copies

SCHEDULE

The Group 3 project will span 10 months, beginning in June 2016 and will conclude with the two final reports by the end of March 2017. The start of Group 3 work begin shortly after the completion of the Group 2 report. The 10 month process includes nine months for the Group 3 branches' engagement process and an additional month to complete the CPL150 Summary Report of all thirteen branches.



NEORSD Good Neighbor Ambassador Program Description

The Northeast Ohio Regional Sewer District (NEORSD) has instituted the NEORSD Good Neighbor Program to provide outreach to better serve communities before, during and after major construction projects. Keeping residents informed, engaged and educated is the goal. Each major District project has a customized Good Neighbor Plan.

The NEORSD Ambassador Program was established as one part of the overall Good Neighbor effort. It was initially designed to support the NEORSD Good Neighbor Dugway Project in the Glenville community.

The NEORSD Good Neighbor Ambassador Program has the purpose of:

1. Providing outreach and support to residents impacted by District construction projects.
2. Providing job opportunities, experience and training for those serving as Ambassadors
3. Providing career counseling and job placement services to the Ambassadors
4. Promoting good will and public education about the District in the community.
5. Supporting neighborhood developmental initiatives and projects through collaboration and partnerships.

The NEORSD Good Neighbor Ambassador Program is designed to employ 7-10 individuals who are unemployed or underemployed. Ambassadors are familiar with the life in the community and understand firsthand what the needs are.

Ambassadors have paid positions with benefits (including tuition assistance), working 30 hours each week. The schedule provides for work in the community and time devoted to their training and education.

The goal is to secure full time employment, in a job with opportunities for advancement, within 12 months. Once an Ambassador is placed, another one will be recruited to replace that position, providing opportunities for a maximum number of participants.

The logo features a stylized house icon with a chimney, set against a background of a cloud-like shape. Below the icon, the words "Good Neighbor" are written in a large, bold, sans-serif font. Underneath that, the words "Ambassador Program" are written in a smaller, cursive script font.

Good Neighbor

Ambassador Program

Training and education of the NEORSO Ambassadors will include:

- NEROSD orientation and tours
- Cleveland and Glenville History
- Social media etiquette
- Financial literacy
- Safety training
- Conflict management
- Career awareness in utilities, unions and elsewhere
- Word/Excel/GIS and Email training
- Resume writing and Interviewing skills
- Work readiness: Appearance, punctuality; dress; and professional communication
- Toastmasters
- Team Building
- Presentation Skills
- GIS Training
- Crucial Conversations
- Organizing Training
- Tri-C Training

Task Order: Glenville Libraries Rain / Reading Garden Construction Documents and Specifications

Project Overview: Rain / reading gardens will be constructed at the Langston Hughes and Glenville Branches of the Cleveland Public Library as an extension of the Northeast Ohio Regional Sewer District's (NEORS) Project Clean Lake green infrastructure initiative. The rain / reading gardens are funded through a grant to NEORS from The Cleveland Foundation through the Good Neighbor Ambassador program. At the Glenville Branch, a rain garden and reading garden will be constructed along the south side of the building, replacing an existing outdoor patio area adjacent to an existing catch basin within the yard. Along the southern side of the Langston Hughes Branch, a pair of rain gardens will be constructed at corresponding yard catch basins, with a reading garden design developed. Construction of the Langston Hughes reading garden will be dependent on the available construction budget. The Cleveland Public Library will assume maintenance and stewardship responsibilities of the finished sites.

This task order is being prepared by The Trust for Public Land (TPL) for the Northeast Ohio Regional Sewer District to approve the work associated with developing the construction documents and specifications for the Cleveland Public Library rain and reading gardens. In addition to Trust for Public Land staff time, a landscape architecture sub consultant will be hired. The landscape architecture consultant selected, Deru Landscape Architecture, will contract with The Trust for Public Land to develop the construction documents. As per The Trust for Public Land's existing contract with NEORS, the fee associated with this work will be reimbursed to The Trust for Public Land by NEORS.

At this time, it is anticipated that TPL and Deru will prepare the construction documents for the two sites, along with corresponding budget estimates for construction. Following completion of the drawings, NEORS will be responsible for obtaining bids and awarding a construction contract from a selected group of NEORS pre-qualified contractors. TPL and Deru will assist NEORS engineering and construction staff in the on-site construction administration and answering any questions that arise during the bidding process.

Project Roles: The following outlines the scope of work to be provided by The Trust for Public Land and Deru Landscape Architecture relative the rain / reading gardens' construction document production. The level of effort costs associated with each is based on the information known, and anticipated scope of services for the project as per the date associated with this task order. Should additional tasks be determined necessary by NEORS and The Trust for Public Land, an updated task order will be submitted for approval by NEORS prior to additional work being performed.

The Trust for Public Land:

The Trust for Public Land will oversee the creation of design concepts, construction documents and specifications for the two Cleveland Public Library sites. The Trust for Public Land will contract with and oversee the management of Deru Landscape Architecture, the consultant selected to develop the construction documents. The Trust for Public Land will manage communication and reviews at 50%, 90%, 100%, and during bidding and construction between Deru and NEORS. The Trust for Public Land will lead any coordination efforts associated with the bidding of the project with the general contractor selected by NEORS.

Level of Effort: The level of effort associated with the work outlined above is based on the staffing parameters outlined in The Trust for Public Land's existing contract for this work with NEORS. It is based on the efforts listed above, and the work efforts discussed in conversations with NEORS staff to coordinate this work over the duration of the time period in which the construction documents will be produced. The staff time anticipated will result in a level of effort fee of \$2,500.

Trust for Public Land

Deru Landscape Architecture:

Deru Landscape Architecture will become a consultant to The Trust for Public Land under the existing contract held with NEORS. Deru will be tasked with developing the conceptual designs in conjunction with NEORS staff, creating construction document plans for the sites, details for the elements involved in its layout, and

specifications. Deru will work closely with The Trust for Public Land to ensure that the final plans reflect the desires of NEORS and the construction budgets as per the grant from The Cleveland Foundation. Deru will submit a design and budget review at the 50%, 90% and 100% stages. These will be approved by both The Trust for Public Land and NEORS upon their submittal prior to moving into the next phase of the plan's development. Construction administration, submittal review, etc. will be provided.

**GOOD NEIGHBOR AMBASSADOR
SIGNATURE PROJECT GRANT AGREEMENT**

BY AND BETWEEN

THE NORTHEAST OHIO REGIONAL SEWER DISTRICT

AND

CLEVELAND PUBLIC LIBRARY

THIS AGREEMENT is made as of the ____ day of _____, 201__, between the Northeast Ohio Regional Sewer District (the “District”), a regional sewer district organized and existing as a political subdivision of the State of Ohio under Chapter 6119 of the Ohio Revised Code, pursuant to the authority of Resolution No. 310-15, adopted by the District’s Board of Trustees on December 3, 2015 (Exhibit “A”), and the Cleveland Public Library (“CPL”), organized and existing as a political subdivision of the State of Ohio, pursuant to the authority of Resolution No. ____, passed by the CPL’s Board of Trustees on _____ (Exhibit “B”).

RECITALS:

WHEREAS, pursuant to Ohio Revised Code Section 6119.06 (F), the District is authorized to make grants to political subdivisions for the acquisition or construction of water resource projects; and

WHEREAS, the District has established a Good Neighbor Ambassador (“GNA”) program dedicated to keeping those communities impacted by the District’s construction projects informed and updated while offering Good Neighbor Ambassadors (“GN Ambassadors”)

employed by the District job readiness training and job search skills; and

WHEREAS, the District has designed various projects to assist in neighborhood revitalization and education of the residents in the City of Cleveland's Glenville community through the implementation of green infrastructure measures to remove stormwater from the combined sewer area ("the GNA Signature Projects"); and

WHEREAS, pursuant to Resolution No. 249-14, adopted by the District's Board of Trustees on October 15, 2014, the District accepted grant funding from The Cleveland Foundation to be used for neighborhood revitalization efforts in the combined sewer area involving green infrastructure implementation and education for homeowners and local businesses; and

WHEREAS, the CPL has agreed to permit the District to install green infrastructure demonstrations of permeable paver patios and sidewalks, rain gardens, and educational signage at the Glenville Branch located at 11900 St. Clair Avenue, Cleveland and the Langston Hughes Branch located at 10200 Superior Avenue, Cleveland (the "CPL Projects") as described in the project summary which is attached hereto and incorporated by reference as Exhibit "C"; and

WHEREAS, the District has determined that the CPL Projects will promote the purpose of the grant provided by The Cleveland Foundation to provide neighborhood revitalization efforts in the District's combined sewer area involving green infrastructure implementation and education for homeowners and local businesses.

NOW THEREFORE, in consideration of the foregoing, the grant to be made by the District and the mutual promises contained in this Agreement, the parties agree as follows:

ARTICLE 1. **DISTRICT GRANT**

The District hereby agrees to encumber a GNA Signature Project grant for the CPL Projects in an amount not to exceed Thirty-One Thousand Four Hundred Seventy-Nine and 25/100 Dollars (\$31,479.25) as follows:

 Glenville Branch: Fifteen Thousand Two Hundred Thirty-Seven and 75/100 Dollars (\$15,237.75)

 Langston Hughes Branch: Sixteen Thousand Two Hundred Forty-One and 50/100 Dollars (\$16,241.50)

- 1.1 Location. The CPL Projects shall be performed within the District's combined sewer service area, specifically at CPL's Glenville Branch located at 11900 St. Clair Avenue, Cleveland and Langston Hughes Branch located at 10200 Superior Avenue, Cleveland (collectively, the "Branches").
- 1.2 Green Infrastructure Design and Construction. The CPL Projects shall be designed and constructed by the District using green infrastructure ("GI") measures to remove stormwater from the combined sewer system.
- 1.3 Compliance with Title IV, the District's Combined Sewer Code. The District shall design and construct the CPL Projects to ensure compliance with Title IV of the District's Code of Regulations.
- 1.4 Grant Funds. The GNA Signature Program grant funds shall be provided by the District directly to the District's design engineer and construction contractor. Any funds not expended for the purposes agreed to by the District and CPL shall remain with the District.

ARTICLE 2. **DISTRICT'S OBLIGATIONS**

The District agrees to perform as follows:

- 2.1 Grant Administration. Provide oversight and final approval for project scope of work, schedules, changes, recordkeeping, reports, budgets, accounting, and any and all activities related to expenditure of grant funds in accordance with the terms and conditions of this Agreement. The District shall be solely responsible for paying all contractors and design professionals, and the District shall obtain lien waivers from all contractors and design professionals. If the grant funds are

insufficient to cover the cost of the work described herein, then the District shall be solely liable for the deficit.

- 2.2 Pre-Construction. Before the District may commence work on the CPL Projects, the District shall develop and submit for CPL's approval the following: 1) designs for the CPL Projects; 2) a timeline for completing the CPL Projects; 3) a plan for staging at both of the CPL Projects; and 4) a safety plan to be implemented at both projects.
- 2.3 Safety. The District shall ensure that the worksites of both CPL Projects are secured according to the jointly approved safety plan referenced above. The District shall also, at all times during the duration of construction, maintain safe access points to the Library for patrons and staff. If the District fails to adhere to the safety plan or CPL otherwise reasonably believes that the work poses a safety concern to the public or CPL's patrons, then CPL may halt or suspend the CPL Projects until such time as the safety concern is adequately addressed.
- 2.4 Permitting Requirements. The District shall obtain all necessary permits in order to construct the CPL Projects. If the District's agents or employees will need to be present on neighboring property in order to construct the CPL Projects, then District shall obtain all necessary permissions from neighboring property owners.
- 2.5 District Approvals. The District shall: (i) inspect and approve in writing any and all components of the CPL Projects to determine compliance with the plans and specifications of the CPL Projects; and (ii) approve or disapprove in writing any changes to the CPL Projects proposed by CPL.
- 2.6 Design and Construction. The CPL Projects shall be designed and constructed by the District using GI measures to remove stormwater from the combined sewer system, and in accordance with the standard of care and skill ordinarily exercised by members of the same profession with equivalent expertise with similar projects currently practicing in their respective fields. The District shall provide all materials, plants, fixtures, and labor necessary for the successful completion of the Projects. Upon completion of the CPL Projects, the District shall provide CPL copies of as-built drawings of the CPL Projects. The District shall also remove all excess and unused materials from the locations described in Section 1.1 above upon completion of the CPL Projects.

- 2.7 Contractors. The District shall ensure that any contractors hired by the District to carry out part or all of the work on the CPL Projects are duly licensed in the State of Ohio, bonded, and insured. The District shall also ensure, to the extent that contractor carries out duties herein imposed on the District, that such contractor adheres to the terms of this Agreement.
- 2.8 Insurance. At all times during the term of this agreement, the District shall ensure that District's contractor maintains, with a company authorized to do business in the State of Ohio, a comprehensive commercial general liability insurance policy with total coverage of at least One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in aggregate which may be obtained through the combination of a general liability policy and an excess/umbrella policy. The contractor's comprehensive liability insurance policy shall contain endorsements or provisions waiving the insurers' rights of subrogation against CPL, and the District shall name the Board of Trustees of the Cleveland Public Library, its officers and employees, as additional insureds on its liability insurance. Prior to the commencement of the Term of this Agreement, District shall deliver to CPL a certificate of insurance and additional insured endorsements to such policy (all in form and substance acceptable to CPL), evidencing the insurance coverage required hereunder.
- 2.9 Damage to CPL Property. During the construction of the CPL Projects, the District shall be responsible for any and all damage and injury to persons and CPL's property occurring as a result or in connection to the CPL Projects whether or not such damage is caused by the District, its employees, agents, or contractors.
- 2.10 Public Acknowledgment. Acknowledge the CPL in presentations or publications related to the CPL Projects.

ARTICLE 3. CPL'S OBLIGATIONS

CPL agrees as follows:

- 3.1 Design and Construction of GI Measures. CPL shall authorize the District to install the CPL Projects in accordance with the jointly-approved plans and drawings and authorize the District to provide on-site construction inspection and oversight as necessary. CPL and the District shall coordinate to allow sufficient time for CPL to review and provide comments related to the design documents and inspect the construction work.

- 3.2 Operation and Maintenance. Once constructed, CPL shall remain responsible for the operation and maintenance of the CPL Projects for the design life expectancy of the CPL Projects which shall be for a minimum of ten years, unless maintaining the CPL Projects poses a burden on the future of CPL's operations and/or sustainability, or CPL in good faith decides to change its use of either Branch or to transfer either Branch to a third party, whichever occurs first. If CPL sells or otherwise transfers either Branch, then CPL shall, in good faith, negotiate with the buyer or transferee for their agreement to maintain the CPL projects for the remainder of the design life expectancy. CPL and the District shall jointly develop the operation and maintenance manuals for the CPL Projects' GI measures prior to completion of construction. An annual operation and maintenance inspection report for the CPL Projects shall be submitted by CPL to the District annually by April 1st following completion of construction for the design life expectancy of the project. CPL shall use the reporting form supplied by the District, which will complement the Operation and Maintenance manual developed jointly by the District and CPL.
- 3.3 Inspection of the CPL Projects. CPL shall permit the District to periodically and with notice inspect the CPL Projects for the life of the completed projects. If the District determines the CPL Projects are not being properly maintained, the District shall notify CPL of such in writing. CPL shall provide the District with a maintenance plan to address maintenance issues and shall make such corrections within 60 days of receipt of the District's written notice.
- 3.4 Educational Signage. CPL shall coordinate the educational signage content and placement with the District. The initial installation of the educational signage shall be completed by the District and included as an allowable expense under the grant funding. CPL shall maintain the signage at CPL's cost so long as the CPL Projects are in place and CPL occupies the premises. CPL shall acknowledge the participation of the District in the signage content.
- 3.5 Access to the CPL Projects Sites. CPL shall issue to the District a license allowing the District reasonable access to CPL property to perform design, construction, and inspection of the CPL Projects. District acknowledges that CPL reserves the right to revoke or suspend said license in the interest of the health, safety, and wellbeing of its Patrons and operations. CPL shall immediately notify the District of any changes or termination of CPL's access rights in CPL Projects site. In the event that CPL is required to vacate the premises on which the CPL Projects are located, CPL shall provide the District with a plan for relocation of the CPL Projects if relocation is possible or practicable. In the event that relocation is neither possible nor practicable, at the District's sole discretion, this

Agreement may be assigned to a successor owner or occupier of the CPL Project sites only in accordance with Article 4.7 of this Agreement. Failure to comply with this provision shall be considered a default under this Agreement, pursuant to Article 6 herein.

- 3.6 Public Acknowledgment. Acknowledge the District in presentations or publications related to the CPL Projects.

ARTICLE 4. **MISCELLANEOUS**

- 4.1 Limit of Commitment. This grant is made with the mutual understanding that the District's commitment is only limited to the terms herein, and CPL has no expectation and the District has no obligation to provide other or additional support of any kind, including maintenance, for the CPL Projects.
- 4.2 Disclaimer of Joint Venture. This Agreement is not intended to create a joint venture, partnership or agency relationship between the District and CPL, and such joint venture, partnership, or agency relationship is specifically hereby disclaimed.
- 4.3 Term. The term of this Agreement shall begin as of the date first above written, and shall be in effect for a period not less than ten (10) years from the date of completion of the CPL Projects.
- 4.4 Counterpart Signatures. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but which counterparts when taken together shall constitute one Agreement. Faxed signatures or signatures in PDF copies transmitted via email will be deemed original signatures for all purposes.
- 4.5 Authority to Execute. Each person executing this Agreement represents and warrants that he is duly authorized to execute this Agreement by the party on whose behalf he is so executing.
- 4.6 Binding on Successors. This Agreement is binding upon, and inures to the benefit of, the parties and their respective permitted successors and assigns.
- 4.7 Prohibition on Assignment and Subcontracting. Neither District nor CPL may assign or subcontract its rights or duties under this Agreement, in whole or in part, whether by operation of law or otherwise, without the prior written consent of the

District. Consent may be withheld for any reason or no reason. Any assignment or subcontract made in contravention of the foregoing shall be void and of no effect.

- 4.8. Modification of Agreement. This Agreement may only be modified by written instrument executed by each party.
- 4.9. Merger Clause. This Agreement, along with any exhibits and amendments hereto, encompasses the entire agreement of the parties, and supersedes all previous understandings and agreements between the parties, whether oral or written.

ARTICLE 5. **DEFAULT OF GRANT OBLIGATIONS**

- 5.1 Failure of CPL or the District to meet any of the requirements contained in this Agreement may result in termination of the Agreement.

ARTICLE 6. **NOTICES**

- 6.1 All notices delivered hereunder shall be made by email or regular U.S. mail to the following:

DISTRICT
 Anthony Body
 Good Neighbor Ambassador Supervisor
 3900 Euclid Avenue
 Cleveland, OH 44115
 bodya@neorsd.org

CPL
 Director of Property Management
 325 Superior Ave., N.E.
 Cleveland, OH 44114
 (216) 623-2845

ARTICLE 8. **EXHIBITS**

- Exhibit A - District Resolution No. 310-15
- Exhibit B - CPL Resolution No. _____
- Exhibit C - Project Summary

The parties have executed this Agreement on the day and year first above written.

NORTHEAST OHIO REGIONAL SEWER DISTRICT

BY: _____
Julius Ciaccia
Chief Executive Officer

BY: _____
Darnell Brown, President
Board of Trustees

CLEVELAND PUBLIC LIBRARY

By: _____
Signature

Printed Name

Title

The Legal Form and Correctness of this Instrument are hereby Approved:

Signature

Title

This Instrument Prepared By:
Katarina K. Waag
Assistant General Counsel
Northeast Ohio Regional Sewer District

Each party agrees that this Agreement may be executed and distributed for signatures via email, and that the emailed signatures affixed by both parties to this Agreement shall have the same legal effect as if such signatures were in their originally written format.

ADDITIONAL SERVICES REQUEST 01

DATE:	<i>11 December 2015 revised</i>	CLIENT:	Cleveland Public Library
TO:	Joyce Dodrill, CPL	PROJECT NAME:	Phase 2
FROM:	Rick Ortmeyer, BDP	BDP PROJECT NUMBER:	15021
COPY TO:	Eric Herman, CPL	CLIENT NUMBER:	
	Bryan Wahl, BDP		
	Anna Acklin, BDP		

Background: This is a summary of Additional Services for Cleveland Public Library for revisions and additions to original Phase 2 scope of work. Items are numbered to correspond to Exhibit B numbering.

Attachments: Exhibit B: Design Services Fees and Project Cost summary dated 11/16/15

- ASR 01.B.6: Landscape / Plantscape Consulting / Design \$0.00 (no change)
This existing allowance for Event Planning / Cafe Consulting is changed to Landscape / Plantscape Consulting / Design.
- ASR 01.B.7: Brett Hall Changes \$7,500 New Fee Allowance
Unused allowance for Exterior Restoration Consulting is removed and replaced with an allowance for time associated with assisting CPL with consultation and scope definition for modifications and/or additions to the existing design for Brett hall to accommodate a proposed exhibit of a new Superman collection.
- ASR 01.B.8: CPL Friends Gift Shop \$5,400 New Fee Lump Sum
Fees for time to coordinate Friends Gift Shop design with architectural scope including MEPT modifications, and prepare change order documentation for pricing.
- ASR 01.B.9 LSW 2nd Floor- Wall and Staff Area Changes \$3,460 New Fee Lump Sum
Fees to prepare design options and review potential code issues to create large storage room within existing meeting room and provide additional entrance / exit in staff area on LSW 2, and prepare change order documentation for pricing.
- ASR 01.B.10 Louis Stokes Legacy Room \$6,880 New Fee *Hourly NTE*
Fees for time to modify proposed design for LSW 1 SE corner room from a Creative Residency room to be a conference room that honors the life and legacy of Louis Stokes. Coordinate conference room and exhibitry design with

ASR 01

Cleveland Public Library Phase 2

12 December 2015

Page 2 of 2



architectural scope including MEPT modifications, and prepare change order documentation for pricing.

ASR 01.B.11 LSW 1st Floor Security Desk / Café Sink **\$6,700** New Fee Lump Sum

Fees to prepare design options for a new Security Desk previously not in scope of work, and time to work with CPL to determine Café needs and coordinate plumbing required to support this function, and prepare change order documentation for pricing.

Fee breakdown:

Meetings, Design Options, Confirmation **\$2,100.00**

Details + Change Order Documentation **\$4,600.00**

Total Additional Service Fee Request **\$29,940.00**

ADDITIONAL SERVICES REQUEST 02

DATE:	4 December 2015	CLIENT:	Cleveland Public Library
TO:	Joyce Dodrill, CPL	PROJECT NAME:	Phase 2
FROM:	Rick Ortmeier, BDP	BDP PROJECT NUMBER:	15021
COPY TO:	Eric Herman, CPL	CLIENT NUMBER:	
	Bryan Wahl, BDP		
	Anna Acklin, BDP		
	Karen Skunta, KSCO		

Background: This is a summary of Additional Services for Cleveland Public Library for revisions and additions to original Phase 2 AV and Exhibits scope of work.

Attachments: Exhibit B: Design Services Fees and Project Cost summary dated 11/16/15

ASR 01.B.4: Multimedia Programming (\$24,000) credit

The work in this line item is removed from the design team scope, and associated fees are reduced from \$24,000 to \$0.00.

ASR 01.C.5 Exhibits - Louis Stokes Legacy Room \$65,000 New Fee Lump Sum

Fees include the concept design of the exhibitry to tell the story of Louis Stokes life. The concept design document showed a room plan and elevations of all the interior walls where the exhibits will be installed. This approach was presented to CPL leadership on 10.08.15 and was accepted to pursue. Research of LS published articles was required to create all content for use in the three, large panels dedicated to his life. Work is and will be coordinated with outside writer to create the content for all Louis Stokes life panels. Research of the accompanying historic context exhibit panels and creating content for these panels. Working with CPL departments to get photographs to incorporate into all the panels; and researching other sources for photography that can be used as CPL did not have enough photos. PhotoShop work required for all photos to be used in the exhibit walls.

Design of all the exhibit panels incorporating content and photos for review, proofreading and approval by CPL leadership team. One set of edits to all the exhibit panels is included in the scope. A final set of design documents will be presented for final approval by the CPL leadership team. Upon approval, final artwork will be created for all exhibit panels to be fabricated. We will also review all the awards and dimensional objects to be included in the fourth wall and will create content to accompany each item. We coordinated the receipt of an

ASR 02

Cleveland Public Library Phase 2

30 November 2015

Page 2 of 2



IdeaStream documentary and assorted video interviews to be incorporated into the multimedia presentation. Working with the selected Design Assist contractor on material specification and fabrication of exhibtry. Oversight of fabrication and installation on site, and closeout of the project.

ASR 01.C.7 Consulting + Project Mgmt + AV Oversight (\$24,000) credit
Fees reduced to correspond with reduction of AV scope.

Total Additional Service Fee Request**\$17,000.00**

REPORT A

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

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending November 30, 2015

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	25,480,981.16	0.00	0.00	0.00	\$ 0.00	25,480,981.16
42 Intergovernmental	24,126,302.53	1,435,350.79	0.00	0.00	\$ 0.00	25,561,653.32
43 Fines & Fees	374,404.73	0.00	0.00	0.00	\$ 0.00	374,404.73
44 Investment Earnings	335,010.62	105,383.07	0.00	32,562.59	\$ 0.00	472,956.28
45 Charges for Services	303,682.45	4,330,456.45	0.00	0.00	\$ 0.00	4,634,138.90
46 Contributions & Donations	6,300.05	622,225.13	0.00	0.00	\$ 0.00	628,525.18
48 Miscellaneous Revenue	668,099.68	9,113.93	0.00	0.00	\$ 58,849.87	736,063.48
Total Revenues	\$ 51,294,781.22	\$ 6,502,529.37	\$ 0.00	\$ 32,562.59	\$ 58,849.87	\$ 57,888,723.05
51 Salaries/Benefits	31,541,856.39	2,566,040.17	0.00	0.00	\$ 0.00	34,107,896.56
52 Supplies	892,800.51	68,008.58	0.00	5,768.29	\$ 0.00	966,577.38
53 Purchased/Contracted Services	8,947,744.21	2,245,889.12	33,075.81	4,572.37	\$ 0.00	11,231,281.51
54 Library Materials	5,787,776.08	1,186,926.55	0.00	89,742.18	\$ 0.00	7,064,444.81
55 Capital Outlay	466,190.92	374,888.02	1,230,643.47	0.00	\$ 0.00	2,071,722.41
57 Miscellaneous Expenses	79,211.86	28,150.90	0.00	0.00	\$ 49,916.62	157,279.38
Total Expenditures	\$ 47,715,579.97	\$ 6,469,903.34	\$ 1,263,719.28	\$ 100,082.84	\$ 49,916.62	\$ 55,599,202.05
Revenue Over/(Under) Expenditures	\$ 3,579,201.25	\$ 32,626.03	\$(1,263,719.28)	\$(67,520.25)	\$ 8,933.25	\$ 2,289,521.00
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(55,000.00)	55,000.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(55,000.00)	\$ 55,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 3,524,201.25	\$ 87,626.03	\$(1,263,719.28)	\$(67,520.25)	\$ 8,933.25	\$ 2,289,521.00
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	\$ 34,116,859.46	\$ 14,516,402.10	\$ 13,358,989.79	\$ 3,328,343.37	\$ 20,096.92	\$ 65,340,691.64

**Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending November 30, 2015**

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	21,008,530	19,927,593	1,080,937	95%	93%
General Property Tax	24,732,239	25,480,981	(748,742)	103%	104%
Rollback, Homestead, CAT	3,647,530	4,163,716	(516,187)	114%	87%
Federal Aid	34,993	34,993	-	100%	0%
Fines & Fees	399,000	374,405	24,595	94%	100%
Investment Earnings	313,492	335,011	(21,519)	107%	163%
Services to Others-Clevnet	303,182	303,682	(500)	100%	90%
Contributions	6,200	6,300	(100)	100%	126%
Miscellaneous	768,184	668,100	100,085	87%	135%
Return of Advances Out	0	0	0	0%	154%
Total	\$ 51,213,350	\$ 51,294,781	\$ (81,431)	100%	98%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,145,731	31,580,665	4,565,066	87%	88%
Supplies	1,235,898	1,030,394	205,503	83%	74%
Purchased Services	12,523,362	10,843,736	1,679,627	87%	91%
Library Materials	10,428,341	8,839,722	1,588,619	85%	89%
Capital Outlay	1,152,841	689,444	463,397	60%	63%
Other	140,853	87,645	53,208	62%	99%
Sub Total	\$ 61,627,026	\$ 53,071,606	\$ 8,555,420	86%	88%
Advances Out	0	55,000	(55,000)	0%	0%
Transfers Out	0	0	0	0%	100%
Total	\$ 61,627,026	\$ 53,126,606	\$ 8,500,420	86%	89%

Note (1): Certificate from Cuyahoga County Budget Commission dated October 5, 2015.
 Note (2): Subtotal Amended Appropriation of \$53,943,569 plus carried forward encumbrance of \$7,683,457.
 Note (3): Subtotal includes 77% expended and 9% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 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	9,115,512.35	0.00	1,512,137.40
51120 Clerical Salaries	9,302,289.34	10,183,369.79	8,935,371.55	10,878.23	1,237,120.01
51130 Non-Clerical Salaries	1,252,878.27	1,369,969.76	1,175,319.58	0.00	194,650.18
51140 Buildings Salaries	3,735,097.03	4,079,586.64	3,460,616.40	0.00	618,970.24
51150 Other Salaries	466,003.38	528,542.37	441,492.36	0.00	87,050.01
51180 Severance Pay	0.00	146,227.65	173,290.95	0.00	(27,063.30)
51190 Non-Base Pay	62,441.07	78,323.45	454,970.96	0.00	(376,647.51)
51400 OPERS	3,432,794.08	3,761,210.05	3,308,421.56	1,522.99	451,265.50
51610 Health Insurance	3,778,911.10	4,163,736.41	3,690,078.05	0.00	473,658.36
51611 Dental Insurance	181,829.33	208,615.07	177,836.03	0.00	30,779.04
51612 Vision Insurance	13,332.29	14,079.29	13,016.16	0.00	1,063.13
51620 Life Insurance	12,074.65	13,804.80	11,436.60	0.00	2,368.20
51625 Short Term Disability Insurance	9,383.86	9,910.20	12,625.02	0.00	(2,714.82)
51630 Workers Compensation	208,631.74	554,085.43	222,844.50	19,792.88	311,448.05
51640 Unemployment Compensation	23,672.50	48,951.29	17,052.73	5,340.03	26,558.53
51650 Medicare - ER	311,377.84	343,349.89	308,462.75	500.22	34,386.92
51900 Other Benefits	12,451.12	14,318.85	23,508.84	773.81	(9,963.80)
Salaries/Benefits	\$32,510,360.06	\$ 36,145,730.69	\$ 31,541,856.39	\$ 38,808.16	\$ 4,565,066.14
52110 Office Supplies	40,480.84	47,911.04	32,602.47	797.67	14,510.90
52120 Stationery	51,733.11	53,761.33	30,623.14	8,473.80	14,664.39
52130 Duplication Supplies	30,188.73	36,695.52	26,367.04	1,465.77	8,862.71
52140 Hand Tools	531.96	600.00	558.32	0.00	41.68
52150 Book Repair Supplies	89,324.95	115,505.58	94,935.76	9,097.65	11,472.17
52210 Janitorial Supplies	88,881.65	108,398.29	93,236.40	2,677.31	12,484.58

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	80,370.29	65,432.38	51,412.36	7,320.82	6,699.20
52230 Maintenance Supplies	179,367.16	398,501.39	347,862.39	36,333.57	14,305.43
52240 Uniforms	22,165.00	37,284.55	27,631.90	214.17	9,438.48
52300 Motor Vehicle Supplies	77,462.24	106,615.48	49,973.10	39,623.62	17,018.76
52900 Other Supplies	239,780.97	265,192.06	137,597.63	31,589.44	96,004.99
Supplies	\$900,286.90	\$ 1,235,897.62	\$ 892,800.51	\$ 137,593.82	\$ 205,503.29
53100 Travel/Meetings	106,000.00	137,535.01	63,049.10	14,655.66	59,830.25
53210 Telecommunications	292,272.53	414,249.95	291,277.96	89,765.95	33,206.04
53230 Postage/Freight	89,464.00	109,472.45	83,806.19	16,477.91	9,188.35
53240 PR/Other Communications	135,680.00	188,485.50	123,037.70	52,719.05	12,728.75
53310 Building Repairs	488,787.20	639,423.75	177,776.15	206,702.00	254,945.60
53320 Machine Repairs	16,960.00	19,723.95	10,211.25	2,765.19	6,747.51
53340 Building Maintenance	162,705.76	255,787.86	158,484.46	85,673.25	11,630.15
53350 Machine Maintenance	186,781.33	354,755.31	193,994.87	79,135.19	81,625.25
53360 Computer Maintenance	275,595.61	330,511.56	217,471.80	34,927.52	78,112.24
53370 Motor Vehicle Repairs	31,376.00	40,553.02	15,802.95	18,180.58	6,569.49
53380 Contract Security	584,272.00	927,795.21	816,762.58	106,982.63	4,050.00
53390 Landscaping	25,440.00	30,225.75	22,212.25	3,712.75	4,300.75
53400 Insurance	372,095.61	495,813.00	407,795.22	58,773.33	29,244.45
53510 Rent/Leases	143,649.51	163,794.61	140,229.05	23,565.56	0.00
53520 Equipment Rental	51,982.40	62,921.20	38,765.61	7,464.48	16,691.11
53610 Electricity	1,290,945.94	2,117,395.40	1,779,757.09	320,045.71	17,592.60
53620 Gas	619,807.43	232,090.10	139,724.40	70,170.75	22,194.95
53630 Chilled Water	748,081.00	987,203.90	896,828.28	87,697.86	2,677.76

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	67,636.26	108,737.86	80,604.64	20,995.33	7,137.89
53710	1,030,021.46	2,110,836.87	811,542.21	385,693.76	913,600.90
53720	674,764.45	743,553.50	661,370.68	56,500.00	25,682.82
53730	15,688.00	18,500.00	15,418.89	0.00	3,081.11
53800	236,931.20	426,050.38	197,770.15	153,235.88	75,044.35
53900	1,362,796.83	1,607,946.23	1,604,050.73	151.00	3,744.50
	\$9,009,734.52	\$ 12,523,362.37	\$ 8,947,744.21	\$ 1,895,991.34	\$ 1,679,626.82
Purchased/Contracted Services					
54110	2,160,000.00	2,752,000.29	2,068,040.30	471,549.85	212,410.14
54120	345,000.00	873,452.88	368,412.24	286,821.99	218,218.65
54210	793,400.00	1,237,224.31	318,134.54	801,547.57	117,542.20
54220	77,000.00	230,857.20	39,627.39	189,210.78	2,019.03
54310	1,665,000.00	1,927,262.49	1,503,705.11	254,074.31	169,483.07
54320	136,000.00	156,789.04	122,016.48	22,936.17	11,836.39
54325	363,000.00	517,904.42	307,402.51	150,122.76	60,379.15
54500	501,000.00	1,077,246.31	478,316.90	319,966.77	278,962.64
54530	596,918.00	1,345,557.00	502,682.21	455,505.91	387,368.88
54600	3,000.00	3,380.00	2,136.00	1,097.00	147.00
54710	25,000.00	54,036.34	22,159.21	31,877.13	0.00
54720	45,000.00	102,947.24	42,480.08	50,762.59	9,704.57
54730	5,000.00	5,660.04	663.40	994.15	4,002.49
54790	130,000.00	144,023.44	11,999.71	15,479.41	116,544.32
	\$6,845,318.00	\$ 10,428,341.00	\$ 5,787,776.08	\$ 3,051,946.39	\$ 1,588,618.53
Library Materials					
55510	115,866.70	264,648.18	139,647.45	59,564.75	65,435.98
55520	171,575.35	340,216.98	171,404.86	101,091.24	67,720.88

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	213,111.80	319,769.10	126,037.27	50,109.86	143,621.97
55540 Software	149,653.35	225,407.18	26,301.34	12,487.65	186,618.19
55700 Motor Vehicles	0.00	2,800.00	2,800.00	0.00	0.00
Capital Outlay	\$650,207.20	\$ 1,152,841.44	\$ 466,190.92	\$ 223,253.50	\$ 463,397.02
57100 Memberships	50,085.40	67,109.62	57,373.80	4,250.76	5,485.06
57200 Taxes	9,182.40	13,035.72	10,582.31	2,226.75	226.66
57500 Refunds/Reimbursements	40,764.08	60,707.65	11,255.75	1,955.59	47,496.31
Miscellaneous Expenses	\$100,031.88	\$ 140,852.99	\$ 79,211.86	\$ 8,433.10	\$ 53,208.03
59810 Advances Out	0.00	0.00	55,000.00	0.00	(55,000.00)
Advances	\$0.00	\$ 0.00	\$ 55,000.00	\$ 0.00	\$(55,000.00)
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$50,015,938.56	\$ 61,627,026.11	\$ 47,770,579.97	\$ 5,356,026.31	\$ 8,500,419.83

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 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	51,294,781.22	47,770,579.97	5,356,026.31	28,760,833.15
Total General Fund	\$ 30,592,658.21	\$ 51,294,781.22	\$ 47,770,579.97	\$ 5,356,026.31	\$ 28,760,833.15
201 Anderson	260,376.72	1,159.85	0.00	0.00	261,536.57
202 Endowment for the Blind	2,045,936.62	11,453.91	0.00	0.00	2,057,390.53
203 Founders	5,922,184.85	317,674.22	390,367.37	374,729.14	5,474,762.56
204 Kaiser	55,406.44	0.00	0.00	0.00	55,406.44
205 Kralej	183,286.36	1,739.01	13,253.27	1,273.11	170,498.99
206 Library	173,927.60	11,674.89	11,934.21	8,074.35	165,593.93
207 Pepke	118,840.00	2,600.49	0.00	0.00	121,440.49
208 Wickwire	1,316,624.63	10,831.82	48,564.16	527.12	1,278,365.17
209 Wittke	81,572.76	0.00	0.00	0.00	81,572.76
210 Young	3,784,783.65	50,022.78	45,440.23	0.00	3,789,366.20
225 Friends	0.00	23,000.00	22,111.10	0.00	888.90
226 Judd	7,568.18	162,744.53	142,445.10	13,719.36	14,148.25
228 Lockwood Thompson Memorial	180,103.77	85,108.09	172,662.77	46,902.80	45,646.29
229 Ohio Center for the Book	0.00	900.00	900.00	0.00	0.00
230 Schweinfurth	63,795.29	57,812.54	45,612.54	16,420.00	59,575.29
231 CLEVNET	0.00	4,330,456.45	3,901,804.34	346,167.66	82,484.45
251 OLBPD-Library for the Blind	0.00	1,281,823.00	1,362,616.89	4,910.57	(85,704.46)
252 LSTA-Know It Now	43,626.78	88,007.79	104,576.35	0.00	27,058.22
254 MyCom	95,000.00	120,520.00	124,411.37	44,980.79	46,127.84
256 Learning Centers	95,742.42	0.00	83,203.64	12,538.78	0.00
Total Special Revenue Funds	\$ 14,428,776.07	\$ 6,557,529.37	\$ 6,469,903.34	\$ 870,243.68	\$ 13,646,158.42
401 Building & Repair	14,622,709.07	0.00	1,263,719.28	1,163,118.03	12,195,871.76
Total Capital Project Funds	\$ 14,622,709.07	\$ 0.00	\$ 1,263,719.28	\$ 1,163,118.03	\$ 12,195,871.76

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2015

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501 Abel	221,027.87	4,901.19	4,709.90	15,000.00	206,219.16
502 Ambler	2,101.20	0.00	0.00	0.00	2,101.20
503 Beard	130,822.20	2,654.87	5,756.00	2,007.00	125,714.07
504 Klein	4,974.03	0.00	0.00	0.00	4,974.03
505 Malon/Schroeder	271,840.33	56.64	4,550.66	48.98	267,297.33
506 McDonald	173,934.62	(743.58)	0.00	0.00	173,191.04
507 Ratner	84,450.89	1,922.56	0.00	0.00	86,373.45
508 Root	36,312.49	0.00	0.00	0.00	36,312.49
509 Sugarman	187,978.84	621.57	0.00	0.00	188,600.41
510 Thompson	153,931.01	3,045.51	9,850.00	0.00	147,126.52
511 Weidenthal	6,171.99	0.00	0.00	0.00	6,171.99
512 White	2,041,779.46	19,870.03	75,216.28	26,968.26	1,959,464.95
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	\$ 100,082.84	\$ 44,024.24	\$ 3,284,319.13
901 Unclaimed Funds	11,163.67	1,070.06	14.77	0.00	12,218.96
905 CLEVNET Fines & Fees	0.00	57,779.81	49,901.85	0.00	7,877.96
Others	\$ 11,163.67	\$ 58,849.87	\$ 49,916.62	\$ 0.00	\$ 20,096.92
Total All Funds	\$ 63,051,170.64	\$ 57,943,723.05	\$ 55,654,202.05	\$ 7,433,412.26	\$ 57,907,279.38

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending November 30, 2015

Balance of All Funds	<u><u>\$ 65,340,691.64</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	3,201,576.38
KeyBank - Merchant Acct	13,846.73
KeyBank - FSA Account	5,207.19
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 3,225,855.82</u></u>
PNC - Money Market	10,042.20
PNC - Investments	40,219,917.70
PNC - Investments Money Market	58,439.18
STAR Ohio Investment	29,973.06
STAR Plus Program	5,820,881.03
Investments	<u><u>\$ 46,139,253.17</u></u>
PNC- Endowment Account	15,975,582.65
Endowment Account	<u><u>\$ 15,975,582.65</u></u>
Cash in Banks and On Hand	<u><u>\$ 65,340,691.64</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – November 2015

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period November 1, 2015 through November 30, 2015.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
11/01/15 - 11/30/15	30	Various	STAR Ohio	Various	4.60	Investment Pool
11/01/15 - 11/30/15	30	Various	STAR Plus	Various	1,751.24	Bank Deposit Program
11/01/15 - 11/30/15	30	Various	PNC	Various	3.67	Sweep Money Market
11/01/15 - 11/30/15	30	Various	PNC	Various	0.09	Money Market
09/27/15 - 11/09/15	44	1,000,000	Federal National Mortgage Assn.	1.000%	6,132.67	Federal Agency
05/18/15 - 11/18/15	185	1,500,000	Federal Home Loan Bank	0.750%	5,625.00	Federal Agency
05/21/15 - 11/21/15	185	1,000,000	Federal National Mortgage Assn.	0.875%	4,375.00	Federal Agency
05/06/15 - 11/06/15	185	750,000	Federal Farm Credit Bank	1.000%	3,750.00	Federal Agency
05/29/15 - 11/25/15	181	1,000,000	Federal Home Loan Mortgage Corp.	1.150%	5,622.22	Federal Agency
07/28/15 - 11/30/15	126	1,000,000	Federal Home Loan Bank	1.050%	3,558.34	Federal Agency
08/27/15 - 11/07/15	73	1,000,000	Federal Farm Credit Bank	1.300%	2,527.78	Federal Agency
08/31/15 - 11/14/15	76	520,000	Federal Home Loan Mortgage Corp.	1.000%	1,054.44	Federal Agency

Earned Interest November 2015 \$ 34,405.05
 Earned Interest Year To Date \$ 335,010.62

CLEVELAND PUBLIC LIBRARY

REPORT C**Finance Committee**

December 15, 2015

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 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
Northeast Ohio Regional Library System Youth Readers Advisory and Programming Twinsburg, Ohio	10/26/15	Renita Carter	15.00
Northeast Ohio Regional Library System Focuses on Readers Advisory Twinsburg, Ohio	10/29/15	Judy Daniels	15.00
Ohio Library Council Leadership Meeting Worthington, Ohio	11/13/15	Amy Dawson	75.00
Ohio Library Council Leadership Meeting Worthington, Ohio	11/13/15	Jaime Declet	220.47
Northeast Ohio Regional Library System Focuses on Readers Advisory Twinsburg, Ohio	10/29/15	Jaime Declet	48.35
Ohio Wesleyan University Governments Documents Fall Meeting Delaware, Ohio	11/13/15	Sarah Dobransky	138.00
Northern Ohio Technical Service Librarians Fall Meeting Parma, Ohio	10/30/15	Yeshen Dugosva-Montgomery	50.00
Art Libraries Society of North America Regional Annual Meeting Cleveland, Ohio	10/2/15	Pamela Eyerdam	35.00
Northeast Ohio Regional Library System Youth Readers Advisory and Programming Twinsburg, Ohio	10/26/15	Adela Garcia	48.18
American Library Association Intro to LC's Music Medium Workshop Cleveland, Ohio	10/28/15	Dawn Grattino	81.00
Ohio History Alliance Annual Meeting Worthington, Ohio	10/1/15 - 10/2/15	Olivia Hoge	339.29

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Youth Readers Advisory and Programming Twinsburg, Ohio	10/26/15	Tommy Houghton	15.00
Northern Ohio Technical Service Librarians Fall Meeting Parma, Ohio	10/30/15	Regina Houseman	50.00
Northern Ohio Technical Service Librarians Fall Meeting Parma, Ohio	10/30/15	Amei Hu	50.00
Northeast Ohio Regional Library System Safer at Work Seminar Hudson, Ohio	11/4/15	Amiya Hutson	22.94
Cleveland Society for Human Resource Management 2015 Womens Leadersip Seminar Mayfield Heights, Ohio	10/29/15	Dawntae Jackson	119.00
Northern Ohio Technical Service Librarians Fall Meeting Parma, Ohio	10/30/15	Andrea Johnson	50.00
Ohio Library Council Leadership Meeting Worthington, Ohio	11/13/15	Pam Matthews	223.35
American Payroll Association Annual Conference Columbus, Ohio	11/5/15 - 11/6/15	Ronelle Miller-Hood	162.96
Northeast Ohio Regional Library System Youth Readers Advisory and Programming Twinsburg, Ohio	10/26/15	Kelli Minter	31.20
Ohio Library Council Leadership Meeting Worthington, Ohio	11/13/15	Michael Monaco	215.88
Northeast Ohio Regional Library System Safer at Work Seminar Hudson, Ohio	11/4/15	Pasha Moncrief	27.39
Northeast Ohio Regional Library System Youth Readers Advisory and Programming Twinsburg, Ohio	10/26/15	Pasha Moncrief	33.37
Ohio Library Council Leadership Meeting Worthington, Ohio	11/13/15	Shayna Muckerheide	75.00
Ohio Library Council Annual Convention and Expo Cincinnati, Ohio	10/6/15 - 10/9/15	Sandra Nosse	758.05

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Customers of Sirsi Dynix User Group Consortia Meeting Boston, Massachusetts	10/21/15 - 10/23/15	Marlene Pelyhes	899.41
Customers of Sirsi Dynix User Group Consortia Meeting Boston, Massachusetts	10/21/15 - 10/23/15	Hilary Prisbylla	812.51
Northeast Ohio Regional Library System Summer Reading Workshop Ravenna, Ohio	11/6/15	Kendra Proctor	38.46
Northern Ohio Technical Service Librarians Fall Meeting Parma, Ohio	10/30/15	Barbara Satow	50.00
Northeast Ohio Regional Library System Focuses on Readers Advisory Twinsburg, Ohio	10/29/15	Jeanna Sauls	15.00
Northeast Ohio Regional Library System Focuses on Readers Advisory Twinsburg, Ohio	10/29/15	Lori Scurka	27.99
Northeast Ohio Regional Library System Safer at Work Seminar Hudson, Ohio	11/4/15	Lori Scurka	21.22
Northeast Ohio Regional Library System Youth Readers Advisory and Programming Twinsburg, Ohio	10/26/15	Rosa Simone	15.00
Skillpath Seminars Managing Multiple Projects, Objectives and Deadlines Cleveland, Ohio	10/23/15	David Swinerton	149.00
Northeast Ohio Regional Library System Focuses on Readers Advisory Twinsburg, Ohio	10/29/15	Lakitha Tolbert	15.00
Northeast Ohio Regional Library System Youth Readers Advisory and Programming Twinsburg, Ohio	10/26/15	Lakitha Tolbert	15.00
Northeast Ohio Regional Library System Focuses on Readers Advisory Twinsburg, Ohio	10/29/15	Helena Travka	15.00
Northeast Ohio Regional Library System Safer at Work Seminar Hudson, Ohio	11/4/15	Donna Willingham	19.55
Northeast Ohio Regional Library System Focuses on Readers Advisory Twinsburg, Ohio	10/29/15	Lakeisha Winstead	15.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Youth Readers Advisory and Programming Twinsburg, Ohio	10/26/15	Helen Zaluckyj	42.60
TOTAL			\$5,050.17

SUMMARY

FUND	NOVEMBER	YEAR TO DATE
General	\$5,050.17	\$63,049.10
Lockwood Thompson	0.00	15,991.82
OLBPD - Library for the Blind	0.00	1,466.29
LSTA - Know it Know	0.00	1,728.74
TOTAL	\$5,050.17	\$82,235.95

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

CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
REGULAR EMPLOYMENT REPORT
11/01/2015 THROUGH 11/30/2015

EXHIBIT 17

Human Resources Committee Report
Board Meeting December 17, 2015

RESIGNATIONS	DEPT	JOB TITLE	DATE	REASON
NAME				
HOLLOWELL, BETTY	FLEET	BRANCH CLERK	11/27/2015	RETIRMENT
GEARHART, DANIEL	MAIN	SPS SUPERVISOR	11/27/2015	ANOTHER POSITION
ALI, HANEEN	BRANCH SUBS	LA SUB	11/6/2015	MOVING

OTHER TERMINATIONS

OTHER TERMINATIONS

N/A

*DATA NOT AVAILABLE FOR MONTHLY REPORT

1594
**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 11/01/2015 TO 11/30/2015**

Human Resources Committee Report
 December, 17 2015

EMPLOYEE: MARBLEY, ANDREA
JOB TITLE: SHELF CLERK

CURRENT GRADE: A **EFFEC DATE** 11/01/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		29,936.14	REHIRE

EMPLOYEE: JEFFERSON, KIAIRA
JOB TITLE: LA YOUTH

CURRENT GRADE: F **EFFEC DATE** 11/01/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

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

EMPLOYEE: SMITH, SHAKENYA
JOB TITLE: CUSTODIAL II

CURRENT GRADE: B **EFFEC DATE** 11/01/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	16.98	31,854.16	TRANSFER

EMPLOYEE: JOHNSON, WHITNEY
JOB TITLE: LA YOUTH

CURRENT GRADE: F **EFFEC DATE** 11/01/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

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

EMPLOYEE: KING, TAI-RENEE
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFEC DATE** 11/03/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.51	23,205.52	PROMOTION

EMPLOYEE: MANAGAN, FLORA
JOB TITLE: BRANCH CLERK SUB

CURRENT GRADE: B **EFFEC DATE** 11/03/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.51	16.01	PROMOTION

1595
**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 11/01/2015 TO 11/30/2015**

EMPLOYEE: HOWARD, DIANNE
JOB TITLE: HR INFO CLERK

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

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	13,966.94	18,023.46	RECLASSIFICATION

EMPLOYEE: MYERS, LISA
JOB TITLE: BRANCH CLERK SUB

CURRENT GRADE: B **EFFEC DATE** 11/15/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		16.01	NEW HIRE

EMPLOYEE: CLARK, BRIDGET
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFEC DATE** 11/15/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.51	15,927.08	PROMOTION

EMPLOYEE: POWER, KATIE
JOB TITLE: LA COMPUTER

CURRENT GRADE: F **EFFEC DATE** 11/22/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	21.87	21,320.00	TRANSFER

EMPLOYEE: OLAJIDE, ANDREW
JOB TITLE: BRANCH CLERK SUB

CURRENT GRADE: B **EFFEC DATE** 11/29/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	16.01	31,854.16	TRANSFER

EMPLOYEE: JAMES, TRACI
JOB TITLE: LA YOUTH

CURRENT GRADE: F **EFFEC DATE** 11/29/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

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

EMPLOYEE: BELL, RASHAD
JOB TITLE: LA COMP-EMPH

CURRENT GRADE: F **EFFEC DATE** 11/29/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

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

CLEVELAND PUBLIC LIBRARY

REPORT E

Human Resources Committee Report
 Meeting Date: December 17, 2015
 Report Period: November, 2015

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

MONTH	2014 SICK LEAVE HOURS USED	2015 SICK LEAVE HOURS USED	2015 TOTAL HOURS
January *	4,933.14	4,564.09	134,298.80
February	4,259.31	3,605.82	87,469.84
March	4,679.66	3,202.84	88,526.48
April	3,675.04	3,809.46	89,142.91
May	3,338.68	3,615.00	92,814.87
June	2,579.88	3,229.18	92,295.93
July *	2,623.97	5,098.30	139,351.84
August	*4,909.95	4,176.95	94,707.89
September	3,476.70	3,736.86	93,372.95
October	3,865.92	3,865.35	93,321.15
November	3,667.80	3,198.85	93,390.34
December *	3,952.60		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
November 1, 2015- November 30, 2015
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT F

Human Resources Committee Report

December 17, 2015

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	22	10	1			28	18	1		
Professionals	76	15	2		1		38	14	4	3	
Technicians	19	9	2	1			4	1	1		
Protective Service	16	6	8					1			
Para-Professionals	129	23	31	2	2		35	27	7	2	
Administrative Support	300	42	63	5	3	1	54	136	17	2	0
Skilled Craft	11	6	3	1	1			1			
Service Maintenance	50	8	32	1			2	4	1		
Grand Total	702	131	151	11	7	1	161	202	31	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
November
2015**

REPORT G

Human Resources Committee Meeting
December 17, 2015

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	3	0	3
Essential	7	5	12
Standard	268	149	417
Standard with OAD	0	2	2
Total MMO			434
Dental Insurance	183	280	463
Vision Employee			249
Vision Children			37
Vision Spouse			46
Vision Family			78
Total Vision			410

Workers' Compensation Lost Time Report		
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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR NOVEMBER 2015**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	116,922	120,276	635	654	1,366,090	1,460,508	-6.5%
Branches	269,012	282,672	1,366	1,457	2,989,795	3,442,097	-13.1%
Mobile Units*	853	6,349			48,731	70,124	-30.5%
Library for the Blind	41,721	45,388			531,681	576,406	-7.8%
OLBPD BARD	10,205	10,208			121,590	122,097	-0.4%
eMedia	24,917	19,571			259,090	213,041	21.6%
TOTAL CIRCULATION	463,630	484,464			5,316,977	5,884,273	-9.6%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
eBook	15,737	13,842	164,081	152,211	7.8%
eAudiobook	6,586	4,839	71,557	50,675	41.2%
eMusic	144	44	846	344	145.9%
eVideo	508	163	3,557	2,563	38.8%
eMagazines	1,942	683	19,049	7,248	162.8%
TOTAL eCIRCULATION	24,917	19,571	259,090	213,041	21.6%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Downloads	10,205	10,208	121,590	122,097	-0.4%
Users	602	586	6,730	7,083	-5.0%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2015	2014	2015	2014	
Main Library	98	45 minutes	119,440	143,098	86,200	109,423	-21.2%
Branches	536	40 minutes	986,377	953,676	649,640	634,054	2.5%
TOTAL USAGE	634		1,105,817	1,096,774	735,840	743,477	-1.0%

Sessions less than 5 minutes excluded. Sessions and hours in use appear lower due to problems with counting software.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	38,991	40,759	212	222	446,123	486,899	-8.4%
Branches	201,888	203,252	1,025	1,048	2,547,711	2,608,422	-2.3%
Mobile Unit*	0	443			4,917	6,482	-24.1%
TOTAL VISITS	240,879	244,454			2,998,751	3,101,803	-3.3%

REPORT H

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR NOVEMBER 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	5,252	615	556	914	7,337	594	7,931
Brooklyn	4,411	448	379	543	5,781	666	6,447
Carnegie West	7,267	817	1,186	1,409	10,679	1,032	11,711
Collinwood	5,145	435	393	807	6,780	623	7,403
East 131st	3,565	360	284	484	4,693	317	5,010
Eastman	12,748	1,209	1,498	2,213	17,668	1,943	19,611
Fleet*	8,086	793	816	1,214	10,909	863	11,772
Fulton	8,815	702	794	1,196	11,507	890	12,397
Garden Valley	2,551	285	182	280	3,298	247	3,545
Glenville	4,674	287	347	624	5,932	439	6,371
Harvard-Lee	6,693	568	716	1,158	9,135	765	9,900
Hough	3,417	454	288	366	4,525	315	4,840
Jefferson	4,637	654	713	1,014	7,018	561	7,579
Langston Hughes	4,038	546	446	697	5,727	477	6,204
Lorain	6,155	771	759	1,255	8,940	742	9,682
Martin Luther King, Jr.	7,235	572	660	892	9,359	695	10,054
Memorial-Nottingham	7,475	801	986	1,727	10,989	1,154	12,143
Mt. Pleasant	3,113	396	332	573	4,414	328	4,742
Rice	8,910	756	815	1,508	11,989	837	12,826
Rockport	12,044	1,006	967	1,599	15,616	1,663	17,279
South	5,126	642	574	1,012	7,354	560	7,914
South Brooklyn	11,152	1,013	1,744	2,591	16,500	1,791	18,291
Sterling	3,428	331	262	389	4,410	355	4,765
Union	5,271	636	446	675	7,028	486	7,514
Walz	9,161	986	1,008	1,939	13,094	1,123	14,217
West Park	9,614	1,440	2,787	3,907	17,748	1,912	19,660
Woodland	6,905	538	409	757	8,609	595	9,204
TOTAL	176,888	18,061	20,347	31,743	247,039	21,973	269,012

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

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR NOVEMBER 2015**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014		
Addison	7,931	10,403	102,742	126,081	-23,339	-18.5%
Brooklyn	6,447	6,779	64,885	75,127	-10,242	-13.6%
Carnegie West	11,711	12,766	140,111	154,429	-14,318	-9.3%
Collinwood	7,403	8,549	86,573	99,075	-12,502	-12.6%
East 131st	5,010	4,823	50,424	61,016	-10,592	-17.4%
Eastman	19,611	19,354	217,522	232,283	-14,761	-6.4%
Fleet*	11,772	12,698	132,815	155,924	-23,109	-14.8%
Fulton	12,397	11,759	121,250	162,699	-41,449	-25.5%
Garden Valley	3,545	3,631	36,557	43,409	-6,852	-15.8%
Glenville	6,371	7,320	72,625	90,830	-18,205	-20.0%
Harvard-Lee	9,900	8,562	99,764	100,817	-1,053	-1.0%
Hough	4,840	5,024	49,969	57,788	-7,819	-13.5%
Jefferson	7,579	7,056	83,310	89,984	-6,674	-7.4%
Langston Hughes	6,204	7,723	74,834	87,317	-12,483	-14.3%
Lorain	9,682	10,156	111,480	127,825	-16,345	-12.8%
Martin Luther King, Jr.	10,054	11,163	103,391	128,290	-24,899	-19.4%
Memorial-Nottingham	12,143	12,737	137,799	164,983	-27,184	-16.5%
Mt. Pleasant	4,742	4,722	50,614	66,034	-15,420	-23.4%
Rice	12,826	10,747	133,745	138,561	-4,816	-3.5%
Rockport	17,279	19,272	204,077	232,346	-28,269	-12.2%
South	7,914	9,267	92,025	105,763	-13,738	-13.0%
South Brooklyn	18,291	19,487	205,476	240,242	-34,766	-14.5%
Sterling	4,765	6,552	55,335	68,535	-13,200	-19.3%
Union	7,514	7,205	73,896	89,434	-15,538	-17.4%
Walz	14,217	14,890	156,983	181,898	-24,915	-13.7%
West Park	19,660	19,951	228,397	244,536	-16,139	-6.6%
Woodland	9,204	10,076	103,196	116,871	-13,675	-11.7%
TOTAL	269,012	282,672	2,989,795	3,442,097	-452,302	-13.1%

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

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE NOVEMBER 2015**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014	2015		
Addison	4,713	5,373	62,146	67,095	-4,949	-7.4%	
Brooklyn	3,529	3,419	42,045	45,914	-3,869	-8.4%	
Carnegie West*	14,102	14,102	171,493	164,999	6,494	3.9%	
Collinwood	6,978	5,982	80,249	82,187	-1,938	-2.4%	
East 131st	7,499	6,625	89,041	80,738	8,303	10.3%	
Eastman	9,447	10,988	122,151	127,938	-5,787	-4.5%	
Fleet	9,591	8,651	119,480	121,620	-2,140	-1.8%	
Fulton	6,453	6,816	87,485	88,469	-984	-1.1%	
Garden Valley	3,980	4,228	51,861	57,551	-5,690	-9.9%	
Glenville	9,066	4,768	96,826	73,346	23,480	32.0%	
Harvard-Lee	7,071	8,272	91,217	102,837	-11,620	-11.3%	
Hough	7,958	10,912	122,906	128,273	-5,367	-4.2%	
Jefferson	7,339	6,472	81,428	80,728	700	0.9%	
Langston Hughes	6,562	6,973	80,755	81,984	-1,229	-1.5%	
Lorain	6,905	7,129	85,244	95,915	-10,671	-11.1%	
Martin Luther King, Jr.	7,515	7,836	87,340	75,004	12,336	16.4%	
Memorial-Nottingham	4,785	4,471	62,578	72,527	-9,949	-13.7%	
Mt. Pleasant	4,898	5,008	68,259	71,302	-3,043	-4.3%	
Rice*	9,833	8,801	141,275	134,223	7,052	5.3%	
Rockport*	9,250	9,250	110,867	136,399	-25,532	-18.7%	
South	5,517	7,092	79,649	86,472	-6,823	-7.9%	
South Brooklyn	11,633	12,109	149,791	143,811	5,980	4.2%	
Sterling	9,659	10,202	105,686	119,851	-14,165	-11.8%	
Union	5,296	4,607	74,425	71,130	3,295	4.6%	
Walz	7,810	8,048	94,375	103,245	-8,870	-8.6%	
West Park	8,262	8,586	104,242	108,608	-4,366	-4.0%	
Woodland	6,237	6,532	84,897	86,256	-1,359	-1.6%	
TOTAL	201,888	203,252	2,547,711	2,608,422	-60,711	-2.3%	

*Equipment malfunction. Substitute value used

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS NOVEMBER 2015**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	19,660	1 Carnegie West**	14,102	1 South Brooklyn	32,043
2 Eastman	19,611	2 South Brooklyn	11,633	2 West Park	27,814
3 South Brooklyn	18,291	3 Rice*	9,833	3 Fleet**	26,727
4 Rockport	17,279	4 Sterling	9,659	4 Eastman	23,674
5 Walz	14,217	5 Fleet	9,591	5 Rockport	19,896
6 Rice	12,826	6 Eastman	9,447	6 Fulton	19,647
7 Fulton	12,397	7 Rockport**	9,250	7 Rice	19,462
8 Memorial-Nottingham	12,143	8 Glenville	9,066	8 Memorial-Nottingham	19,271
9 Fleet**	11,772	9 West Park	8,262	9 Harvard-Lee	17,655
10 Carnegie West	11,711	10 Hough	7,958	10 Walz	16,063
11 Martin Luther King, Jr.	10,054	11 Walz	7,810	11 Collinwood	14,769
12 Harvard-Lee	9,900	12 Martin Luther King, Jr.	7,515	12 Langston Hughes	14,439
13 Lorain	9,682	13 East 131st	7,499	13 Glenville	14,006
14 Woodland	9,204	14 Jefferson	7,339	14 Addison	13,603
15 Addison	7,931	15 Harvard-Lee	7,071	15 East 131st	13,025
16 South	7,914	16 Collinwood	6,978	16 Mt. Pleasant	12,792
17 Jefferson	7,579	17 Lorain	6,905	17 Lorain	12,588
18 Union	7,514	18 Langston Hughes	6,562	18 Martin Luther King, Jr.	12,392
19 Collinwood	7,403	19 Fulton	6,453	19 Carnegie West	10,487
20 Brooklyn	6,447	20 Woodland	6,237	20 Union	8,416
21 Glenville	6,371	21 South	5,517	21 Sterling	8,267
22 Langston Hughes	6,204	22 Union	5,296	22 Woodland	7,946
23 East 131st	5,010	23 Mt. Pleasant	4,898	23 South	6,325
24 Hough	4,840	24 Memorial-Nottingham	4,785	24 Hough	5,667
25 Sterling	4,765	25 Addison	4,713	25 Brooklyn	5,524
26 Mt. Pleasant	4,742	26 Garden Valley	3,980	26 Jefferson	3,515
27 Garden Valley	3,545	27 Brooklyn	3,529	27 Garden Valley	2,310
	269,012		201,888	28 Broadway**	1,966
					388,323

**Broadway and Fleet services areas merged

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

*Equipment malfunction; substitute value used

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
CLEVNET	70,407	70,608	823,155	848,403	-3.0%
MORE	379	371	4,410	6,082	-27.5%
Other Libraries	419	242	4,188	6,323	-33.8%
TOTAL	71,205	71,221	831,753	860,808	-3.4%

*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	17,257	13,922	216,988	224,536	-3.4%
KnowItNow Web Reference*	46	189	1,120	2,730	-59.0%
Interlibrary Loan Requests	798	613	8,598	15,297	-43.8%
TOTAL	18,101	14,724	226,706	242,563	-6.5%

*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	5,427	5,468	61,361	64,730	-5.2%
Total Items Added	20,936	19,351	234,322	222,480	5.3%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Main Library	184	184	2,206	2,190	0.7%
Branches	5,318	5,238	63,263	62,691	0.9%

How much do changes in circulation correlate with attendance? November 2014 YTD to November 2015 YTD

