

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
February 20, 2020  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

Present: Mr. Seifullah, Ms. Rodriguez, Mr. Hairston,  
Mr. Parker, Mr. Corrigan (arrived, 12:06 p.m.)

Absent: Ms. Butts

Ms. Rodriguez called the meeting to order at 12:02 p.m.

**Approval of the Minutes**

Ms. Rodriguez moved approval of the 2020 Organizational Meeting and Regular Board Meeting of 1/16/20; and Joint Finance & Human Resources Committee Meeting of 1/14/20. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

**PUBLIC COMMENT**

There were no public comments at this time.

**COMMUNICATIONS**

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

Sadie Winlock introduced Charles Byrd, who recently joined the Outreach and Programming Services Department team as Director of Education. Ms. Winlock shared information on Mr. Byrd's extensive background in the field of education including over 40 years serving in the Cleveland Metropolitan School District as teacher, principal and administrator.

Ms. Winlock stated that Mr. Byrd will help us redesign and connect with CMSD and build the best out of school program in the country.

Mr. Byrd thanked Director Thomas and the Board for the opportunity to serve in this capacity.

Various Trustees welcomed Mr. Byrd to Cleveland Public Library.

2020 ORGANIZATIONAL MEETING and REGULAR BOARD MEETING OF 1/16/20; and JOINT FINANCE & HUMAN RESOURCES COMMITTEE MEETING OF 1/14/20  
Approved

**PRESENTATION: Brand Visual Identity Refresh** - Tana Peckham, Chief Marketing & Communications Officer

Ms. Peckham stated that this presentation supports the Resolution Authorizing Agreement with Agnes Studio for Design Services for a Brand Visual Identity Refresh that the Board will consider in today's meeting.

Ms. Peckham stated that a brand identity refers to how a brand shows up - how the organization looks, feels and touches all of the senses. Each piece of the brand can be unique but works together as a system to create a brand identity. As we close out the Library's 150<sup>th</sup> Anniversary year and look towards the future, we want to look at the Library's brand itself.

Ms. Peckham showed examples of brand identities and highlighted elements that, when combined, work together to create a brand. Elements such as color, font, logo, how they interface digitally, on wayfinding and signage, taglines, shapes, and symbols.

Ms. Peckham referenced the Library's current brand and noted the many sub-brands of the departments within the Library. Unfortunately, when looking at them all together, they lack cohesiveness and don't appear to be part of the same organization. Adding to the confusion are the many colors and fonts currently used. It is difficult to look at our brand and determine that this is all a part of Cleveland Public Library.

Ms. Peckham continued by referencing the Library's current wayfinding and signage, programs and materials, as an example.

Ms. Peckham showed examples of very recognizable brands noting their colors and font treatments and how they are used throughout buildings with wayfinding and applications that are made available to people that are all connected, yet, there remains flexibility to be creative in bringing the brand to life.

Ms. Peckham stated that branding should create a design system that can be evident in materials, banners, wayfinding, areas of programming, etc.

Ms. Peckham gave an overview of the approach used to identify an experienced graphic design agency to refresh the Library's brand visual identity and create a cohesive organizational design system.

A search committee, comprised of marketing and graphics staff, the Chief Marketing & Communications Officer, Chief Operations Officer, and the Special Assistant to the Director, reviewed eight proposals and interviewed four firms and agreed that with their expertise, thoughtful strategy, and experience creating design systems and distinctive identities for organizations, Agnes Studio, a 100% female-owned Cleveland based business since its inception in 2009 (Official FBE Certification pending), was the best choice for the project.

Ms. Peckham also noted that an internal proposal was presented to the selection committee, but the selection committee voted to continue the search for an experienced firm outside of the organization to take on this work.

Ms. Peckham introduced Danielle Rini Uva and Katie Parland, Co-owners, Agnes Studio, who are celebrating their 11<sup>th</sup> year in business.

Ms. Rini Uva stated that Agnes Studio branded Mitchell's Ice Cream including their logo, website, packaging, and uniforms. Agnes has also worked with the Library in the past on the initial Lockwood Thompson Dialogues publication. Other clients include, but are not limited to CAN Triennial, Cleveland Museum of Art, Cleveland Museum of Natural History, and Conservancy for Cuyahoga Valley National Park.

Ms. Rini Uva spoke about other clients and the branding work performed such as wayfinding, ads, signage, and billboards.

Ms. Rini Uva stated that a lot of their history as a studio comes from institutional relationships they have and thinking of the big picture that includes everything from the environmental graphics to the branding and digital piece. As a studio, they enjoy building a brand and building a visual language. Although the logo is a primary foundation, it is important to consider how to

build and make it flexible enough, so that it is always seen as a singular branch. It needs to shift and grow and become a living brand and not a one-dimensional entity.

Ms. Peckham stated that the selection committee appreciated the thoughtful approach that Agnes Studio brought to the proposal. They also like that Agnes Studio has worked with different types of organizations, large and small, and also consider how longstanding many of those relationships were. The brands have also lasted that long in those relationships.

Ms. Peckham stated that later in the Board Meeting, the Board will consider a resolution authorizing an agreement with Agnes Studio for design services for a brand visual identity refresh in an amount not-to-exceed \$65,000.

Ms. Rodriguez thanked Ms. Rini Uva and Ms. Parland for attending today's Board Meeting.

#### **FINANCE COMMITTEE REPORT**

Before presenting the following report, Mr. Seifullah stated that these items were discussed at length at the Joint Capital, Finance & Human Resources Committee Meeting on Tuesday, February 18, 2020.

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

(See page 222)

Mr. Seifullah moved approval of the following resolution. Mr. Parker 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 are the Gift Reports itemizing the gifts received by the Library for the month of January of 2020; now therefore be it

RESOLUTION  
TO ACCEPT  
GIFS FOR THE  
MONTH OF  
JANUARY  
Approved



RESOLVED, That the gifts described in the Gift Report for January of 2020 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution to Accept Grant Funds from the Child Care Resource Center of Cuyahoga County Inc. dba Starting Point for MyCom Out-of-School Time Transitions Program

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

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

WHEREAS, Starting Point invited Cleveland Public Library to apply for support of two programs in 2020: Kindergarten Clubs and after-school tutoring services; and

WHEREAS, Planning is underway to host a minimum of two Kindergarten Clubs to help 4 and 5 year-old children and their parents be prepared to enter school; and

WHEREAS, Cleveland Public Library will enter into an agreement with a third-party vendor to continue to offer after-school tutoring services, focused on helping students in grades K-12 at Cleveland Public Library branches from February through December 31, 2020; and

WHEREAS, Starting Point will reimburse the Library in a total amount not to exceed \$75,008.56 for both programs; now therefore be it

RESOLVED, That the Board of Trustees of Cleveland Public Library, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from Childcare Resource Center of Cuyahoga County Inc. d.b.a. Starting Point, in the amount of \$75,008.56; be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of

RESOLUTION  
TO ACCEPT  
GRANT FUNDS  
FROM THE  
CHILD CARE  
RESOURCE  
CENTER OF  
CUYAHOGA  
COUNTY INC  
DBA STARTING  
POINT FOR  
MYCOM OUT-  
OF-SCHOOL  
TIME  
TRANSITIONS  
PROGRAM  
Approved

this Resolution, including those for amounts in excess of \$25,000, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

RESOLUTION  
TO ACCEPT  
BEST BUY  
TEEN TECH  
CENTER  
GRANT FOR  
ROCKPORT  
TEEN TECH  
CENTER  
Approved

Resolution to Accept Best Buy Teen Tech Center Grant for Rockport Teen Tech Center

(See pages 223-226)

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

WHEREAS, On September 21, 2017, the Board of Library Trustees accepted a grant from Best Buy in an amount up to \$180,000 to open a Best Buy Teen Tech Center at the Rockport branch; and

WHEREAS, The Best Buy Teen Tech Center at the Rockport branch opened on November 14, 2018 and offers teens a place where they can develop critical skills through hands-on activities exploring their interests in programming, filmmaking, music production and design; and

WHEREAS, On November 15, 2019, The Clubhouse Network, the nonprofit organization that in partnership with Best Buy develops, supports, and provides programming for the Teen Tech Centers, awarded the Library a \$12,500 grant to support the Best Buy Teen Tech Center at the Rockport branch and to extend the Library's membership in The Clubhouse Network through January 31, 2020; and

WHEREAS, On February 4, 2020, The Club House Network awarded the Library a \$50,000 grant to support and sustain the Best Buy Teen Tech Center at the Rockport branch and to thereby extend the Library's membership in The Clubhouse Network through January 31, 2021; and

WHEREAS, The Cleveland Public Library is grateful for The Clubhouse Network's continued support in making the Best Buy Teen Tech Center at the Rockport branch a success; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C.

§3375.40(K), hereby accepts a grant from The Clubhouse Network in an amount of \$50,000 to be deposited in the 257-Tech Centers Fund Account: 257046-46100; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as approved by the Library's Chief Legal Officer, including those in excess of \$25,000.00, that are necessary or appropriate to effectuate the terms and conditions of the Grant and this Resolution.

Resolution to Advance Cash from the General Fund to the MyCom Fund and to the Tech Centers Fund

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

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

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

WHEREAS, At this month's Board meeting, the Library Board of Trustees is considering accepting grant funds from the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) for MyCom out-of-school time transitions programs. Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$75,008.56; and

WHEREAS, At this month's Board meeting, the Library Board of Trustees is considering accepting grant funds from Best Buy in the amount of \$50,000. Best Buy will pay the Library 80% of the Grant, or \$40,000, upon receipt of signed contracts and the remaining 20%, or \$10,000, will be paid upon receipt of year end reports, which will occur after January 31, 2021; and

WHEREAS, A cash advance from the Library's General Fund to the MyCom Fund and to the Tech Centers Fund is a

RESOLUTION  
TO ADVANCE  
CASH FROM  
THE GENERAL  
FUND TO THE  
MYCOM FUND  
AND TO THE  
TECH CENTERS  
FUND

Approved

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, Upon adoption of the Resolution to accept grant funds from the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point), this Board authorizes that the General Fund advance cash in the amount of \$75,008.56 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; and be it further

RESOLVED, Upon adoption of the Resolution to accept grant funds from Best Buy, this Board authorizes that the General Fund advance cash in the amount of \$10,000 to the Tech Centers Fund for the same purposes for which the funds were established, and for which repayment in an equal amount is made within a year.

Second Amendment to the Year 2020 Appropriation

(See pages 227-233)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2020 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated February 11, 2020; 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 Second Amendment to the Year 2020 Appropriation Schedule be approved.

SECOND  
AMENDMENT TO  
THE YEAR 2020  
APPROPRIATION  
Approved

Resolution to Approve the Use of Lockwood Thompson  
Endowment Funds for International Travel

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

WHEREAS, The terms and conditions of the Lockwood Thompson Endowment provide that the income be used for "the purchase of books or periodicals in the field of Fine Arts, or to defray expenses of employees of the Library while attending conventions deemed by the Director and the Board of Trustees of the Library to be beneficial to the Library's aims and purposes"; and

WHEREAS, The Executive Director approves the request of the Senior Subject Department Librarian, Lan Gao, of the Youth Services department, to attend the International Federation of Library Associations and Institutions ("IFLA") World Library and Information Congress Annual Conference to be held in Dublin, Ireland from August 15 through August 21, 2020. Lan Gao serves on IFLA's standing committee as the Chair and reports back to the American Library Association; and

WHEREAS, The conference estimated costs to be incurred by Lan Gao total \$3,111.39, which includes air and ground transportation, lodging, meals and registration; and

WHEREAS, The Executive Director deems this travel request beneficial to the Library's aims and purposes and the Board of Library Trustees has approved the appropriation measure for the Thompson permanent fund (510), which includes this travel expense; now therefore be it

RESOLVED, The Board of Library Trustees authorizes the Fiscal Officer to use Lockwood Thompson Endowment funds to defray the costs in the amount not to exceed \$3,111.39, incurred by Lan Gao for the IFLA World Library and Information Congress Annual Conference, charged to account 51015103-53100 (Travel) deemed beneficial to the Library's aims and purposes.

RESOLUTION TO  
APPROVE THE  
USE OF  
LOCKWOOD  
THOMPSON  
ENDOWMENT  
FUNDS FOR  
INTERNATIONAL  
TRAVEL  
Approved

RESOLUTION  
AUTHORIZING  
AMENDMENT  
TO  
AGREEMENT  
FOR  
SECURITY  
SERVICES  
WITH ROYCE  
SECURITY  
SERVICES,  
LLC

Approved

Resolution Authorizing Amendment to Agreement for  
Security Services with Royce Security Services, LLC

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

WHEREAS, The Cleveland Public Library is in the process of hiring additional Safety & Protective Service Officers to fill the branch posts currently filled by contract security guards; and

WHEREAS, The Library Administration has determined that, until the new complement of SPS Officers have been hired, it will be necessary to contract with an outside security company to provide services at branches in order to continue to ensure protection and security; and

WHEREAS, The Library Administration initially selected Royce through a request for proposals process for the provision of branch security services, and the Library entered into an Agreement with Royce which expired on December 31, 2019; and

WHEREAS, The Library Administration has been satisfied with the quality of service Royce has provided, and entered into a contract with Royce to provide contract security services at the Library's branches beginning in January 2020 for an amount not-to-exceed \$25,000; and

WHEREAS, Royce has proposed to continue to provide month-to-month security services to the Library's branches on an as-needed basis during hours of operation while the in-house SPS team is formed for an additional fee not-to-exceed \$75,000, which the Library estimates will extend services through May 1, 2020; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the contract with Royce Security Services, LLC for security services on an as-needed basis to supplement the Library's Safety and Security Department while the Library seeks to hire additional Security Officers, by increasing the contract by \$75,000, bringing the total contract not-to-exceed amount to One Hundred Thousand Dollars (\$100,000.00), to be charged to the General Fund Account No. 12930053-

53380, which amendment shall be subject to approval of the Chief Legal Officer.

Resolution Authorizing Agreement with Squire Patton Boggs, LLP for Agent and Lobbyist Services

Mr. Seifullah moved approval of the following resolution. Mr. Parker seconded the motion, which passed with four in favor and one abstention by Mr. Corrigan.

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

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

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

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into an agreement with Timothy J. Cosgrove of Squire Patton Boggs for the period commencing January 1, 2020 through December 31, 2020 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  
AUTHORIZING  
AGREEMENT  
WITH SQUIRE  
PATTON  
BOGGS, LLP  
FOR AGENT  
AND LOBBYIST  
SERVICES  
Approved

RESOLUTION  
TO AMEND  
AGREEMENT  
WITH PETER D.  
MacEWAN, LLC  
FOR  
CONSULTING  
SERVICES  
Approved

Resolution to Amend Agreement with Peter D. MacEwan, LLC  
for Consulting Services

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

WHEREAS, The Library Administration recognizes the importance of effective project oversight and continuity of operations and desires to engage the services of an experienced consultant to assist the Library in the management of its Facilities Master Plan projects, Martin Luther King Jr, project, and other capital projects; and

WHEREAS , Peter D. Mac Ewan, LLC ("Mac Ewan") is the former Vice President of Facilities Management at TRI-C and has over 45 years' experience working in the field of construction management; and

WHEREAS, The Library and Mac Ewan entered into a contract for consulting services in an amount not-to-exceed \$25,000 on January 13, 2020 to assist the Library with managing and monitoring the current master plan, Martin Luther King, Jr. project and other capital projects, which includes advising in the selection of the construction manager at-risk (CMR), working with the architects for the Facilities Master Plan, and assisting the Library with design and construction issues and the negotiation of agreements for the MLK branch; and

WHEREAS, The Library Administration desires to amend the current consultant agreement with Mac Ewan to increase Mac Ewan's fee by \$40,000 for a total fee of \$65,000 for additional services to be performed at the rate of \$125 per hour for approximately 20 hours per week through July 3, 2020; and

WHEREAS, The Library Administration finds Mac Ewan's fee to be fair and reasonable and recommends that this Board authorize the Library to amend the agreement with Mac Ewan for consulting services and provide assistance with managing the current capital projects; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the agreement with Peter D. Mac Ewan, LLC, for the term



commencing January 13, 2020 through July 3, 2020 subject to the approval of the Chief Legal Officer, to provide capital projects consulting services at the rate of \$125 per hour for an additional \$40,000, bringing the total contract amount to an amount not-to-exceed \$65,000 (including reimbursables) to be charged to General Fund Account 11400053-53710 (Professional Services).

Resolution Announcing Construction Manager at Risk for Phase 1A of the Facilities Master Plan Determined to be Best Value and Authorizing Agreements

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

WHEREAS, On November 11, 2019 and November 25, 2019, the Library placed an ad in the Cleveland Plain Dealer requesting statements of qualifications for construction manager at risk services in connection with phase 1A of the Facilities Master Plan consisting of five branches and a central distribution facility estimated to cost approximately 23 Million Dollars. On December 16, 2019 statements of qualification were submitted to the Library from the following construction manager firms: The Albert M. Higley Co., LLC; Turner Construction Company; Donley's, Inc.; Regency Construction/Ozanne Construction Company, Inc.; Panzica Construction Co.; Whiting Turner Contracting Company; and Gilbane Building Company; and

WHEREAS, The Cleveland Public Library established an evaluation committee and authorized the evaluation committee to evaluate the statements of qualifications and to select no fewer than three firms which it considered most qualified. The evaluation committee met on January 3, 2020 and, utilizing evaluation criteria and a scoring method established prior to the announcement of the requests for qualifications, selected the following three construction manager firms as the most qualified for its short list: **Donley's; Regency/Ozanne; and Gilbane;** and

WHEREAS, On January 10, 2020, the Library issued a Request for Pricing and Technical Proposal to the three short-listed firms, requiring that proposals be submitted to the Library by January 24, 2020; and

RESOLUTION  
ANNOUNCING  
CONSTRUCTION  
MANAGER AT  
RISK FOR PHASE  
1A OF THE  
FACILITIES  
MASTER PLAN  
DETERMINED TO  
BE BEST VALUE  
AND  
AUTHORIZING  
AGREEMENTS  
Approved

WHEREAS, Proposals were timely received and on February 6<sup>th</sup> and 7<sup>th</sup>, the evaluation committee interviewed all three short-listed firms. The evaluation committee then met on February 10, 2020 to evaluate and score the technical qualifications. Pricing proposals were evaluated separately with the Chief Financial Officer and then combined with the technical proposal to determine the best value based on a weighted comparison of the technical proposal to price; and

WHEREAS, Based upon the ratings obtained from combining qualifications and pricing scores, the evaluation committee has ranked the short-listed firms in the following order, and included the total proposed price for each:

1) Gilbane	\$2,611,530
2) Regency/Ozanne	\$2,859,807
3) Donley	\$4,426,187

Now therefore be it

RESOLVED, That the Board of Library Trustees hereby accepts the recommendation of the evaluation committee, and announces the selection of the construction manager firm of **Gilbane Building Company** as the firm presenting the pricing and technical proposal which represents the best value; and be it further

RESOLVED, That Gilbane Building Company demonstrated a commitment to diversity and inclusion by assembling a diverse team including partnering with McTech Corporation (MBE), KBJ, Inc. (MBE), Colman Spohn Corporation (MBE), and Adrian Maldonado & Associates (MBE); and be it further

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees to enter into negotiations with Gilbane Building Company for a construction management at risk master agreement and preconstruction phase work authorization agreements in accordance with the requirements of Ohio Revised Code Section 9.334. If the Library fails to negotiate a construction management contract with the Gilbane, then it shall proceed to negotiate a contract with the second highest ranked firm in accordance with Ohio Revised Code Section 9.334; be it further

RESOLVED, That upon completion of negotiations, the Executive Director is authorized to execute the master agreement and preconstruction phase work authorizations with Gilbane Building Company for preconstruction services in an amount not to exceed \$242,611 for all six projects, which shall be paid from the Construction-Tax-Exempt fund account 402xxx05-55300 (Construction/Improvements), where xxx = branch/department, which agreements are subject to approval of the Chief Legal Officer.

Resolution to Amend Agreement with Benesch, Friedlander, Copelan & Aronoff, LLP for Legal Services

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

WHEREAS, On January 10, 2020, the Chief Legal Officer of the Cleveland Public Library entered into an agreement with Benesch, Friedlander, Copeland & Aronoff, LLP ("Benesch"), for a flat fee of \$25,000, to provide real estate legal services in connection with the drafting and negotiation of an Option Agreement with the Detroit Shoreway Community Development Organization for the mixed use development of the Walz Branch, and legal services for the development of a comprehensive Master Construction Manager Agreement covering all six projects and associated documents for the Facilities Master Plan's construction manager at risk; and

WHEREAS, Now that the Option Agreement and the Master Construction Manager Agreement have been completed, the Chief Legal Officer anticipates that issues may arise regarding the implementation or interpretation of these agreements over the next few months for which she will need to consult with Benesch; and

WHEREAS, The Chief Legal Officer is, therefore, requesting authority to increase the Benesch Agreement by an additional \$20,000, bringing the total amount of the contract to \$45,000; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or the Chief Legal Officer to enter into an amendment to the agreement with the Benesch, Friedlander to provide additional legal services as described in this

RESOLUTION TO  
AMEND  
AGREEMENT  
WITH BENESCH,  
FRIEDLANDER,  
COPELAN &  
ARONOFF, LLP  
FOR LEGAL  
SERVICES  
Approved

Resolution in the amount of \$20,000, for a total contract amount not-to-exceed \$45,000, which expenditure shall be charged to Construction-Tax Exempt fund account 402xxx05-55300 (Construction/Improvements), where xxx = branch/department.

Resolution Authorizing Agreement with Ease@Work EAP, LLC for Employee Assistance Service Program

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

WHEREAS, In February 2018, the Executive Director of the Cleveland Public Library entered into an agreement ("Agreement") with The Centers for Families and Children for its Employee Assistance Program known as "ease@work" for a two-year period beginning on March 1, 2018. The "ease@work" program provides a variety of services aimed at improving employee wellness including, but not limited to, counseling, wellness coaching, and referrals to community resources; and

WHEREAS, AllOne Health Resources, Inc. acquired "ease@work" from The Centers for Families and Children in 2019 and created Ease@Work EAP, LLC as its subsidiary for operating its employee assistance program; and

WHEREAS, The Library sought proposals for employee assistance program services from three vendors and received responses from IMPACT Solutions, Ease@Work EAP, LLC and Assist NOW (Recovery Resources) based on 700 employees and 29 locations as follows:

IMPACT Solutions	\$13,860/year
Ease@Work EAP, LLC	\$14,000/year
Assist NOW (Recovery Resources)	\$17,500/year

WHEREAS The Library Administration desires to continue providing the services of an employee assistance program through Ease@Work EAP, LLC to its employees for an additional three year period following the expiration of the current agreement on February 28, 2020; and

WHEREAS, The total base cost of the Agreement is \$42,000 which is payable in annual installments of up to \$14,000. The annual cost is based on a rate of \$20 per employee for up to 700 employees; and

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH  
EASE@WORK  
EAP, LLC FOR  
EMPLOYEE  
ASSISTANCE  
SERVICE  
PROGRAM  
Approved

WHEREAS, The Library Administration hereby requests that the Board of Library Trustees authorize the Agreement with Ease@Work EAP, LLC and authorize the expenditure by Cleveland Public Library of funds in an amount up to \$42,000 toward the "ease@work" program; now therefore be it

RESOLVED, That the Board of Library Trustees hereby and approves the agreement entered into with Ease@Work EAP, LLC in an amount up to \$42,000 for the "ease@work" program for the period beginning on February 29, 2020 and expiring on February 28, 2023, allocated to object code 51900 (Salaries/Benefits - Other Benefits) based on employee's organizational code, which agreement shall be subject to the review and approval of the Chief Legal Officer.

Resolution Approving Option Agreement with Detroit Shoreway Community Development Organization for the Walz Branch Project

(See pages 234-250)

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

WHEREAS, On November 14, 2019, this Board authorized the Library Administration to explore constructing a new 14,000 square foot building as a part of a mixed-use development through a partnership with the Detroit Shoreway Community Development Organization ("Detroit Shoreway") by incorporating the Library into an affordable senior housing development to be built by Detroit Shoreway on the site of the existing Walz Branch; and

WHEREAS, The Library Administration has had meetings with the architect, Bialosky Cleveland, and Detroit Shoreway to explore several options, one of which includes the option of building a portion of the senior apartments above the new library branch and sharing certain components of the two buildings, including a courtyard, elevator and mechanical equipment; and

WHEREAS, The Library Administration, with the advice of the architect, has determined that this option offers an appealing design aesthetic and provides the best use

RESOLUTION  
APPROVING  
OPTION  
AGREEMENT  
WITH DETROIT  
SHOREWAY  
COMMUNITY  
DEVELOPMENT  
ORGANIZATION  
FOR THE WALZ  
BRANCH  
PROJECT  
Approved

of the Library's parcel and the adjoining parcels owned by Detroit Shoreway to create spatial efficiency and programmatic synergy through the shared building elements; and

WHEREAS, The Library's legal team has negotiated an option agreement which Detroit Shoreway requested in order for Detroit Shoreway to apply for low income housing tax credits by the February deadline and demonstrate site control; and

WHEREAS, The Option Agreement provides, among other things, that the Library and Detroit Shoreway will enter into a Purchase Agreement after an award of tax credits is made and the option is exercised, expected in May of 2020, which shall provide: 1) for an exchange of titles to each party's respective properties with the library retaining ownership of the parking lot and Detroit Shoreway owning air rights over a portion of the Library, and providing each party credit for the appraised value of their respective parcels against the purchase price; 2) that the property transfer shall close in 2021 and construction shall commence after Detroit Shoreway has secured all the funding necessary to construct the residences; 3) that the parties will enter into a Construction, Operation and Restrictive Easement Agreement ("COREA") and a shared construction cost allocation agreement; 4) that the Library shall have the right of first refusal to purchase the residences after the expiration of the tax credit compliance period if the residences will no longer be operated by Detroit Shoreway, a related party, or used for low income housing; and 4) that Detroit Shoreway shall pay the Library \$1,000 for the option and \$5,000 towards the Library's legal fees; now therefore be it

RESOLVED, The Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to execute the Option Agreement in substantially the form attached to this Resolution, and, in accordance with the terms of the Option Agreement, to negotiate a Purchase Agreement and COREA and a shared cost allocation agreement which agreements shall be subject to further Board approval; be it further

RESOLVED, That the Board authorizes the Executive Director to negotiate and execute such other agreements and instruments, including those in excess of \$25,000,

as may be necessary to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Jeremiah Swetel, Chief Operations Officer, introduced the following Detroit Shoreway Development Corporation representatives: Randy Shore, Legal Counsel and former Board Member, and Anya Kulcsar, Director of Real Estate Development, who were available to answer any questions the Board may have had.

Mr. Swetel stated that through the process, Detroit Shoreway has been very collaborative and thanked Joyce Dodrill and the legal team for their hard work on this agreement.

Resolution to Engage L.A.N.D. Studio Inc. to Organize 2020 See Also Program

(See pages 251-254)

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

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

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

WHEREAS, The Library desires to engage L.A.N.D. Studio, Inc., to organize the spring 2020 annual program, "See Also", which began in 2010 and brings contemporary public artwork to the Eastman Reading Garden on a temporary basis to activate a beloved public space with artwork by emerging artists from the Great Lakes region; and

WHEREAS, L.A.N.D. Studio, Inc. has presented a budget for the spring 2020 *See Also* temporary public art

RESOLUTION TO  
ENGAGE  
L.A.N.D. STUDIO  
INC. TO  
ORGANIZE 2020  
SEE ALSO  
PROGRAM  
Approved

program at a cost not-to-exceed \$75,000; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into an agreement between the Cleveland Public Library and L.A.N.D. Studio Inc., for the spring 2020 *See Also* temporary public art program, in an amount not-to-exceed \$75,000, which shall be charged to the Lockwood Thompson Fund Account: 22880103-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

Resolution to Enter into Renewal Agreement with Voya Employee Benefits Company, LLC for Life Insurance and Disability Income Insurance

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

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

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

WHEREAS, The Library's life insurance and short term disability income insurance policies have been in force with VOYA Employee Benefits, a division of ReliaStar Life Insurance Company, since 2010 and 2015 respectively and the current terms are expiring on March 14, 2020; and

WHEREAS, The current rate for basic life insurance is \$.13/\$1,000 and \$.02/\$1,000 for AD&D insurance. The renewal rates will not increase from the current rate and is guaranteed for two years effective from March 15, 2020 through March 14, 2022; and

WHEREAS, The current rate for short term disability coverage is \$.125/\$10 and the initial renewal rate offer increased to \$.23/\$10 due to

RESOLUTION  
TO ENTER  
INTO  
RENEWAL  
AGREEMENT  
WITH VOYA  
EMPLOYEE  
BENEFITS  
COMPANY,  
LLC FOR LIFE  
INSURANCE  
AND  
DISABILITY  
INCOME  
INSURANCE  
Approved



incurred claims exceeding paid premiums over the past two years. Taylor Oswald, LLC, our benefits consultant, was able negotiate a revised renewal rate of \$.20/\$10 for a rate guarantee of one-year effective from March 15, 2020 through March 14, 2021; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to execute a life insurance agreement including AD&D with VOYA Employee Benefits, a division of ReliaStar Life Insurance Company, subject to the Chief Legal Officer's approval, to be effective on or About March 15, 2020 for a one- or two-year term, with an estimated annual premium of \$15,500 based on current rates, to be charged to the Life Insurance Object 51620; be it further

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to execute a short term disability income insurance agreement with VOYA Employee Benefits, a division of ReliaStar Life Insurance Company, subject to the Chief Legal Officer's approval, to be effective on or about March 15, 2020 for a one-year term, with an estimated annual premium of \$63,689, based on the increased rate of the renewal term, to be charged to the Short Term Disability Insurance Object 51625.

Resolution to Authorize Director to Negotiate and Enter into Gas Contract to Take Effect After Expiration of Current Contract

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

WHEREAS, On August 9, 2018 the Board of Library Trustees ratified the natural gas agreement entered into by the Executive Director on June 19, 2018 with Volunteer Energy Services, Inc. at the rate of \$2.79 per Mcf for a 12-month term from November 1, 2018 through October 31, 2019; and

WHEREAS, On September 26, 2019 the Board of Trustees ratified the agreement entered into by the Library on

RESOLUTION TO  
AUTHORIZE  
DIRECTOR TO  
NEGOTIATE AND  
ENTER INTO GAS  
CONTRACT TO  
TAKE EFFECT  
AFTER  
EXPIRATION OF  
CURRENT  
CONTRACT  
Approved

June 24, 2019 with CentralPoint Energy Services, Inc. for natural gas at the rate of \$2.85 per Mcf for a 12-month term effective from November 1, 2019 through October 31, 2020; and

WHEREAS, North Shore Energy Consulting, LLC, the Library's energy broker, desires to run a competitive pricing analysis to evaluate the potential opportunity for the Library as the natural gas market is at the low point for all supplier agreements spanning now through 2021; and

WHEREAS, North Shore Energy Consulting, LLC estimates gas rates to be at or below \$2.95 per Mcf for a 36-month agreement. This is higher than our current contract rate to allow us the option to enter into a 12, 24 or 36-month agreement as the 12-month prices are lower than our current contract rate and the 36-month prices are higher than our current contract rate; and

WHEREAS, The Library Administration is requesting authority to negotiate a new natural gas rate to commence at the expiration of the Library's current gas contract after November 2020 in accordance with North Shore Energy's pricing; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee, to negotiate and enter into a new agreement commencing November 2020 with a natural gas supplier that has the best fixed rate for a 12, 24 or 36-month term provided that the rate does not exceed \$2.95 per Mcf, which agreement shall be subject to review and approval of the Chief Legal Officer; be it further

RESOLVED, That the contract entered into will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

Resolution Authorizing Agreement with Agnes Studio for Design Services for a Brand Visual Identity Refresh

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

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH AGNES  
STUDIO FOR  
DESIGN  
SERVICES FOR  
A BRAND  
VISUAL  
IDENTITY  
REFRESH  
Approved

WHEREAS, On February 17, 2020 Cleveland Public Library officially closed out its 150<sup>th</sup> anniversary marking 150 years of service to the people of Cleveland; and

WHEREAS, In order to create better recognition of the Cleveland Public Library brand and connection with its wayfinding, signage, branches, subject departments, key programs, and materials moving forward, the Library recognizes the need to engage the services of an experienced graphic design agency to refresh its brand visual identity and create a cohesive organizational design system; and

WHEREAS, A search committee, comprised of marketing and graphics staff, the Chief Marketing & Communications Officer, Chief Operations Officer, and the Special Assistant to the Director, reviewed eight proposals and interviewed four firms and agreed that with their expertise, thoughtful strategy, and experience creating design systems and distinctive identities for organizations, Agnes Studio, a 100% female-owned Cleveland based business since its inception in 2009 (Official FBE Certification pending), was the best choice for the project; now therefore be it

WHEREAS, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Agnes Studio to provide the services as outlined in their proposal in an amount not-to-exceed \$65,000, including reimbursables, to be charged to General Fund Account 11610053-53710 (Professional Services), and which agreement shall be subject to review and approval of the Chief Legal Officer.

Resolution Authorizing Purchase of Materials Hold Locker and Agreement with Newburgh Heights for Placement of Locker

(See pages 255-276)

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

WHEREAS, The Village of Newburgh Heights is located within the Cleveland Public Library's service area but does not contain any library facilities for its residents' use; and

RESOLUTION  
AUTHORIZING  
PURCHASE  
OF  
MATERIALS  
HOLD  
LOCKER AND  
AGREEMENT  
WITH  
NEWBURGH  
HEIGHTS FOR  
PLACEMENT  
OF LOCKER  
Approved

WHEREAS, The Cleveland Public Library desires to expand its services and presence in the Village of Newburgh Heights by installing a materials hold locker in Newburgh Heights Village Hall where patrons will be able to retrieve holds and return materials; and

WHEREAS, The Library has obtained quotes from three separate vendors that provide materials hold lockers for libraries, Bibliotheca, D-Tech, and Smiota; and

WHEREAS, The Library has determined that D-Tech's materials hold locker will best serve patrons' needs as the locker is capable of scanning patrons' library cards and accepting returns, and is priced more affordably than the Bibliotheca locker; and

WHEREAS, D-Tech has submitted a quotation to the Library for the sale and installation of the materials hold locker for a total cost of \$31,635; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to enter into an agreement with D-Tech International USA LLC for the purchase and installation of a materials hold locker in Newburgh Heights Village Hall in the amount of \$31,635, subject to approval of the Chief Legal Officer, with the expenditure being charged to the General Fund Account 13010055-55530 (Computer Hardware); be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to enter into an agreement or agreements with the Village of Newburgh Heights concerning the placement and installation of the materials hold locker in Newburgh Heights Village Hall, which agreements shall be subject to the approval of the Chief Legal Officer.

Resolution Authorizing Agreement with Helbling & Associates, Inc.

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

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH HELBLING  
& ASSOCIATES,  
INC.

Approved

WHEREAS, Helbling & Associates, Inc. ("Helbling") is a nationwide executive search firm based in Pittsburgh, Pennsylvania that specializes in executive searches for positions related to construction and facilities management; and

WHEREAS, Helbling has over twenty years' experience in the executive search industry and has assisted such institutions as The Ohio State University, Oberlin College, Case Western Reserve University, and Brooklyn Public Library; and

WHEREAS, The Library Administration desires to engage Helbling to assist in hiring an individual to oversee the Library's facilities and operations and/or implementation of the Facilities Master Plan; and

WHEREAS, Helbling has proposed to assist the Library in its executive search for a fee equal to one third of the position's annual salary, plus travel expenses of up to \$5,000. The Library estimates that Helbling's total fee, including travel expenses, will not exceed \$52,000; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an agreement with Helbling & Associates, Inc., subject to the approval of the Chief Legal Officer, to provide executive search services in an amount not-to-exceed \$52,000, which amount includes travel expenses and which expenditure shall be charged to General Fund Account Number 11510053-53710 (Professional Services) \_\_\_\_\_.

Resolution Authorizing Amendment to Agreement with Bostwick Design Partnership, Inc. and Ubiquitous Design LTD for the Woodland Branch and Distribution Facility

(See page 277)

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

WHEREAS, On September 26, 2019, the Board of Trustees of the Cleveland Public Library authorized the Executive Director to enter into an agreement with Bostwick Design Partnership, Inc. (in partnership with Ubiquitous Design LTD) ("Bostwick") in an amount not-to-exceed \$363,310.00

RESOLUTION  
AUTHORIZING  
AMENDMENT TO  
AGREEMENT  
WITH BOSTWICK  
DESIGN  
PARTNERSHIP,  
INC. AND  
UBIQUITOUS  
DESIGN LTD FOR  
THE WOODLAND  
BRANCH AND  
DISTRIBUTION  
FACILITY  
Approved

for the design of the renovation of the Woodland Branch and \$586,700.00 for the design of the Woodland distribution facility, and the agreement was executed on November 4, 2019; and

WHEREAS, During the schematic design process, Bostwick and Library officials met with representatives of the Woodland community and determined that the community and needs of the Library would be best served by designing a new branch and renovating the existing branch to be a distribution facility with an adjacent 10,000 square foot building for book storage; and

WHEREAS, Due to the changes in design, Bostwick has revised its architect fees to include the 10,000 square foot storage building, increasing the total fee by \$493,750.00; and

WHEREAS, This Board finds that the increase in the fees is fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the agreement with Bostwick Design Partnership Inc. upon such terms and conditions as are approved by the Library's Chief Legal Officer, increasing the architect fee by \$493,750.00 for a total contract amount not-to-exceed \$1,443,760.00, being charged to the Construction - Tax-Exempt fund account 40241105/40279905-55300 (Construction/Improvements); and further authorizes entering into such other documents or instruments as are necessary or appropriate to effectuate the amendment in accordance with this Resolution.

Fiscal Officer's Report

(See pages 278-289)

Report on Investments

(See pages 290-291)

Report on Conference and Travel Expenditures

(See page 292)

FISCAL  
OFFICER'S  
REPORT  
Submitted

REPORT ON  
INVESTMENTS  
Submitted

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

Report on Expenditures Made from the Owner's Contingency Fund for Safe, Warm and Dry Construction Project

(See pages 293-299)

Report on Expenditures Made from the Owner's Contingency Fund for South Branch Renovation Project

(See page 300)

Report on Expenditures Made from the Owner's Contingency Fund for Eastman Reading Garden Improvements

(See page 301)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston stated that there was no quorum of Human Resources Committee Members at the Joint Capital, Finance & Human Resources Committee Meeting on Tuesday, Feb. 18, 2020 and 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.

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 302-305)

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

Resolution to Amend Human Resources Manual

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

WHEREAS, Pursuant to Section 121.2 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR SAFE, WARM AND DRY CONSTRUCTION PROJECT  
Submitted

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR SOUTH BRANCH RENOVATION PROJECT  
Submitted

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR EASTMAN READING GARDEN IMPROVEMENTS  
Submitted

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS  
Approved

REGULAR EMPLOYMENT REPORT  
Approved

RESOLUTION TO AMEND HUMAN RESOURCES MANUAL  
Approved

WHEREAS, On September 26, 2019, this Board approved revisions to Section 361 of the Human Resources Manual, titled "Sick Leave," which included rewriting the section and rescinding Sections 362, 363, 364, 365, and 366 of the Human Resources Manual; and

WHEREAS, The Library Administration has determined that Section 361 should be further revised to replace the Good Attendance Incentive with a sick leave payout incentive under which eligible non-bargaining unit employees may elect on an annual basis either to get paid for 75% of their sick leave hours in excess of 900 hours or to convert up to 15 days of accumulated but unused sick leave to cash at the rate of 50% of its current value; and

WHEREAS, The Library Administration recommends that Section 361 of the Human Resources Manual, titled "Sick Leave," be revised as set forth in Exhibit "A" to this Resolution, where deletions are shown with stricken language and additions are shown in red; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibit "A" of this Resolution to update Section 361 to become effective February 21, 2020 and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

*COMPENSATION PRACTICES - 300*  
*sick leave - 361 (Revised)*

Full time and regular part-time employees earn paid sick leave at the rate of .0577 hours for each hour compensated or 112.5 hours (15 working days) per year. Unused sick leave shall be cumulative to 900 hours.

Sick Leave Transfer

Sick leave of an employee who has been separated from public service in the State of Ohio shall be placed to the employee's credit upon the employee's re-employment in public service, provided that the re-employment takes place within ten years of the date on which the employee was last terminated from public service in the State of Ohio. An employee who transfers from another public



agency to the library shall be credited with the unused balance of the employee's accumulated sick leave from the last public employer up to a maximum of 900 hours.

#### Good Attendance Incentive

Bargaining unit employees shall be eligible for a Good Attendance Incentive pursuant to their collective bargaining agreement. Non-bargaining unit employees who have a balance in their sick bank of less than 900 hours at the end of the calendar year and who use a combined total of fewer than five (5) sick days and/or emergency leave days (37.5 hours for full time employees; 20 hours for part-time regular employees) in the previous calendar year shall be awarded three (3) Good Attendance days (taken from sick leave balance) which can be used at any time within the calendar year in which they are awarded. Part-time employees shall earn days on a prorated basis (a 4-hour shift equals a "day").

#### Sick Leave Payout

Bargaining unit employees shall be eligible for Sick Leave Payout pursuant to their collective bargaining agreement.

A non-bargaining unit employee on an annual basis may elect to participate in one of two sick leave conversion programs:

#### Option #1

Non-bargaining unit employees who have a balance of over 900 hours in their sick leave bank at the end of the calendar year will be paid 75 percent of those hours in excess of 900 hours at their current hourly rate; the remaining 25 percent of those hours are forfeited in excess of 900 hours.

#### Option #2

Non-bargaining unit employees may convert accumulated but unused sick leave to cash up to 75 hours at the rate of fifty (50%) of its current value. If a conversion plan is approved by the Ohio Public Employees Retirement System (OPERS), the maximum amount of converted sick leave that can be considered earnable income toward OPERS is the amount the employee accrues in one calendar year, less any amounts used or converted during the calendar year. To be considered earnable salary the leave also must have been earned in the calendar year it was converted. This concept is considered the LIFO

method (last in, first out). Hours will be paid in cash to the employee in the first full pay period after the calendar year end date (12/31) at the employee's current rate of pay.

Sick Leave Payout - Retirement

A non-bargaining employee with ten (10) or more years of service with the library who has applied to the Ohio Public Employee's Retirement System (OPERS) for retirement benefits may elect to be paid in cash 25 percent of the value of any unused accumulated sick leave credit up to 500 hours (maximum number of paid hours is 125).

March 21, 1996

Revised September 26, 2019

Revised February 20, 2020

(Rescind policies 362, 363, 364, 365, 366)

Lynn Sargi, Chief Talent Officer, stated that this is a policy change that will offer non-bargaining unit staff with two different options.

After a detailed explanation of the Options, Ms. Sargi state that this language will be consistent with the language that is enacted and ratified in the SEIU contract.

Ms. Rodriguez expressed concern that employees were not required to retain a minimum balance for eligibility.

Ms. Sargi stated that it does take planning on the part of the employee prior to cashing out if they should so choose.

Mr. Hairston thanked Ms. Sargi for her explanation.

REPORT ON  
PAID SICK TIME  
Submitted

Report on Paid Sick Time Used by the Month

(See page 306)

EMPLOYEE  
DEMOGRAPHICS  
(EEO-4) REPORT  
Submitted

Employee Demographics(EEO-4)Report

(See page 307)

INSURANCE  
SUMMARY  
REPORT  
Submitted

Insurance Summary Report

(See page 308)

**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 309-314)

Mr. Corrigan stated that circulation is up at Main Library, electronic media and Ohio Library for the Blind and Physically Disabled. In addition, of the quarter million items circulated by the Library in the month of January, there are almost as many things from Main Library to our Branches as from Main Library to other CLEVNET systems. It is evident that the Main Library is the heart of our system as well as the region. Other CLEVNET systems use our Main Library as much as our own branches. This gives us an idea of the importance of the centrality and importance of the collection which is the heart of the Cleveland Public Library. Although electronic media continues to circulate, our books, magazines and other materials are important and critical to the region.

Building Status Update

Jeremiah Swetel, Chief Operating Officer, stated we are under design for the first 5 projects for the Master Plan as outlined in the recent Capital Committee Meeting.

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, reported that she and Mr. Swetel have met with 16 City of Cleveland elected officials to provide them with updates on the Facilities Master Plan relative to projects in their respective wards. One meeting is pending.

Ms. Johnson Thomas stated that we are in preparation for the Ohio Library Council Legislative Day at the Statehouse in April. As in the past, Trustees are welcome to attend to meet with legislators in support of Ohio libraries. More information will be provided when it becomes available.

MONTHLY  
ACTIVITY  
REPORT  
Submitted

BUILDING  
STATUS  
UPDATE  
Presented

ADVOCACY  
TASKFORCE  
UPDATE  
Presented

### Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that in order to stay connected to the corporate sector, the Foundation will host a CPL150 Thank You Breakfast, Wed. March 11, 2020, at OverDrive Headquarters. The keynote will be Senator Matt Dolan. This will provide an opportunity for the Director, Library Foundation and Board to thank those in the corporate sector who provided overwhelming support for the Library's 150<sup>th</sup> anniversary year.

### Diversity, Equity & Inclusion Update

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that there was no update to report at this time.

Mr. Corrigan stated that the work of Ms. Winlock and staff is reflected in some of the contracts that we have granted at today's Board Meeting.

### OLD BUSINEES

Ms. Rodriguez stated that there were no items of Old Business to discuss.

### NEW BUSINESS

Ms. Rodriguez stated that there were no items of New Business to discuss.

### PUBLIC COMMENT

Ms. Rodriguez acknowledged Reverend Pamela Pinkney Butts who expressed her disapproval on: (1) the use of the word "minority" used during presentations during Board Meetings; (2) not being considered for the Writers & Readers Series; (3) being unable to locate her book "Choose Life" in the Library's online catalogue search.

Ms. Rodriguez thanks Reverend Pinkney Butts for her comments.

**DIRECTOR'S REPORT**

Before presenting his report, Director asked Marina Marquez, Manger, East 131<sup>st</sup> Street Branch, to give an overview of her round 3 pitch presentation at Paradox Prize: \$100,000 to improve access to public transit in partnership with Cleveland Public Library's Workforce Development Programs.

Ms. Marquez stated that a one-year pilot will distribute RTA Passes through Cleveland Public Library (CPL) branches in connection to existing workforce programs for teens and adults. The pilot will help address a barrier in the employment gap by providing job seekers with free transit.

Ms. Marquez stated that this pilot has full buy-in from the Library's leadership team. CPL has existing and successful models in place for distribution of Mobile Hotspots, Seed Library, and Cleveland Museum of Natural History Family Passes. We believe a partnership with CPL will help address potential barriers such as location of distribution site, stigma of requesting free passes, and ease in completing paperwork. Distribution sites will have ipads on location for participants to quickly submit information and complete surveys.

Priority in the distribution will go to teens participating in CPL's partnership with Youth Opportunities Unlimited, employing approximately 1-3 teens per branch. The pilot will provide Y.O.U. participants with monthly passes for the length of their employment and include an education component on using RTA. Adult participants will complete a survey to receive a 5-Trip Fare Card, up to three times.

Ms. Marquez stated that if the program is successful in helping connect people to jobs, the data we collect will be used to make the case to potential foundation supporters, corporate employers, and government to fund going forward as a means to increase access to employment.

Ms. Marquez shared the following budget: RTA Passes - \$79,800(monthly passes @ \$95; 5-Trip Fare Card @ \$12.50); CPL Administrative fee - \$18,000; and Survey - \$2,200.

Ms. Marquez shared information about the partners on this project. CPL is lead partner and fiscal agent. Youth Opportunities Unlimited will partner on teen programs. RTA board member Justin Bibb and External Affairs Manager José Feliciano Jr have provided early input. We have also discussed with David Merriman, interim director at Cuyahoga County Department of Health and Human Services.

Although this pilot did not get selected for funding, Dominic Matthew, Fund for Our Economic Future shared: "Internal Fund staff and representatives from the County and GCP were really intrigued by the idea of free transit and want to work with us to move the needle on the status quo." Some preliminary thoughts:

- Do a joint study or review/cost benefit analysis of what free transit would like look for Cuyahoga County with funding from the Fund.
- Push for an internal working committee within the RTA to create an actionable plan towards a fare free system.

Next steps:

- Bring the conversation to more community leaders interested in exploring Free Transit
- Consider how to partner with Clevelanders for Public Transit and still push forward our agenda

Director Thomas thanked Ms. Marquez for her report.

### **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

## **PUBLIC SERVICES**

### **Youth Services Programming**

Throughout the month of January, the Youth Services Staff lead story times and art programs to serve a variety of patron needs and interests. Programs included an adaptive Storytime for children with special needs, a Super Sleuth Readers Storytime, a find a job resume workshop program for teens, and several other story time and art lab programs for children and teens of all ages. The Cleveland Digital Public Library collaborated with Youth Services by offering Xbox games on in the digital classroom during the afterschool hours.

### **Physical Fitness and Yoga**

In coordination with CPL FIT, the Cleveland Digital Public Library hosted Yoga and Core Strengthening classes three times a week. Classes average 35 attendees per week and include library staff and patrons.

### **Open Mic Poetry**

Literature/OCFTB Librarian Evone Jeffries hosted a Cleveland Public Poetry open mic poetry session on January 11<sup>th</sup>.

### **Knitting at PAL**

Popular Library Manager Sarah Flinn and Public Administration Library Assistant Monica Musser hosted a knitting class for City Hall employees and PAL patrons. Knitting club members are working on baby blankets.

### **Genealogy and Family History**

The Center for Local & Global History hosted a Genealogy and Family History Research Clinic facilitated by the African American Genealogy Society of Greater Cleveland on January 11<sup>th</sup>.

### **Book Clubs**

Literature/Ohio Center for the Book (OCFTB) Senior Subject Librarian Nick Durda, along with former OCFTB

Scholar-in-Residence Valentino Zullo, hosted the bi-weekly *Get Graphic! Book Club* in a discussion of *Isola: Volume One* by Brenden Fletcher and Karl Kerschl on January 2<sup>nd</sup>. On January 16<sup>th</sup>, they discussed *Black Magick: Volume One* by Greg Rucka and Nicola Scott.

On January 7th, Literature/OCFTB Library Assistant Michael Haverman hosted the Award-Winning Book Club where they discussed *The Good Lord Bird* by James McBride.

### **Services at Main Library**

#### ***Scanning Assistance***

Cleveland Digital Public Library staff assisted 16 reservations and drop-in scanning sessions of two hours or more in the month of January. Patrons used the new flatbed, book scanner, and oversized flatbed scanner to accomplish their projects for personal and publication use. 105 KCI sessions created 5237 images or 6.9 GB of content.

#### **Adult Education**

Business, Economics, and Labor Librarian Susan Mullee tutored the GED students in Math Sense 3-Focus on Analysis and Sr. Subject Librarian Sandy Witmer scheduled four test proctoring session during the month of January.

TechCentral staff conducted 26 one-on-one appointments throughout the month along with 36 scheduled computer classes.

#### **Patent and Trademark Research**

Science and Technology Senior Subject Librarian Jim Bettinger had Interim General Research Collections Manager Sarah Dobransky fielded eleven consults and/or research sessions related to patents and trademarks during the month of January.

#### **Exhibits and Displays at Main Library**

Center for Local and Global History Library Assistant Adam Jaenke's photographs were included in the exhibit



*Cleveland 20/20: A Photographic Exploration of Cleveland* in Brett Hall at Main Library. During the January 20 opening, Mr. Jaenke received special recognition from Brooklyn-based photographer Ruddy Roye, who was also asked to participate in *Cleveland 20/20*. In addition, Library Assistant Mx. Lisa Sanchez selected images to be featured on CPL's Instagram promoting the *Cleveland 20/20 exhibit*. Mx. Sanchez selects the images and writes the descriptions of the images.

General Research Collections staff created book displays with resources from Ohio Means Jobs, the City of Cleveland and information for parents on childhood development from the Center for Disease Control and infant sleep safety from First Year Cleveland.

The Cleveland Digital Public Library continues to support exhibits across main library by providing interactive content using the Magic Box, the Touch Wall and the Kiosk in Brett Hall.

### **Main Library Tours**

Staff docents provided tours of Main Library throughout the month of January. Groups touring Main Library included two homeschool group, retirees and alumni from Case Western Reserve University, group of seniors from the Collinwood Recreation Center who visit the Photograph Collection annually, descendants of former CPL Librarian Luther Oviatt from the 1860s.

### **Main Library Photo Requests**

Eleven groups with 114 guests made a reservation to take photographs at the library during the month of January. This included a wedding ceremony that was held in the Special Collections Reading Room on January 25<sup>th</sup>.

### **Outreach**

Popular Library Assistant April Lancaster prepared items for display at the satellite collection at Kelvin Smith Library.

International Languages staff filled Long Loan requests for eight CPL/CLEVNET agencies. In total, 2,678 items

were selected, processed and shipped to fill outstanding requests.

Fine Arts Librarian Bruce Biddle volunteered to be a reader for the Maltz Museum's *Stop the Hate* essay contest. *Stop the Hate* is designed to create an appreciation and understanding among people of differing religions, races, cultures and socioeconomic backgrounds.

Fine Arts & Special Collections Manager Pam Eyerdam and Cleveland Digital Public Library Manager Chatham Ewing hosted a visit by Special Collections librarians Mary Plazo and Rebecca Larson-Toyer from the Akron Public Library on January 14<sup>th</sup>.

The Cleveland Digital Public Library continues to work with community groups on scanning projects. The projects include: The Cleveland Orchestra scrapbooks, Cleveland Scene Magazine, access to back files of member news organizations (Tremonster, Plain Press, and East Side Daily News). In addition, they are working with the Literature Department to obtain physical copies of programs, update and scan programs, and capture natively digital programs of theatre productions from Playhouse Square.

### **Collection Management**

Literature Senior Librarian Nick Durda completed the process of consolidating, packing, and supervising the move of the Mike Curtis Collection of Superman Memorabilia from the 4th floor of the Louis Stokes Wing to its new home on the 5th Floor of Main Library.

The Business, Economic and Labor Department's Garfield-Perry Stamp Club Collection will be consolidated to a shelving area behind the Business Department information desk. Librarian Zac. Hay located many titles that had been shelved elsewhere in the library's collections and brought them together again.

Social Sciences Librarian Forrest Kilb received a donation of 82 yearbooks from Cleveland Heights High School. He created an inventory of these items for

comparison with the department's existing holdings to facilitate their digitization and to help further this partnership with Cleveland Heights on the sharing of materials.

Social Sciences Supervisor Ron Antonucci completed the acceptance and deed of gift for a small collection of high school football programs from 1950 through the 1970s.

Business, Economics and Labor Librarian Susan Mullee scanned and saved Cleveland Browns' signatures from the Dante Lavelli Collection 1942-2008 to eventually be uploaded to Wikipedia Commons. This was done on the Epson scanner located in Cleveland Digital Public Library.

Working with Outreach and Programming Services, Cleveland Digital Public Library staff has continued to load this year's new patron interviews done for Sesquicentennial into ContentDM and Internet Archive, using the same processes as those used for our other oral history collections.

Special Collections staff relocated the miniature book display to the east end of the Reading Room so large classes of children can view the display easier.

Cataloger Erin Valentine worked on the following during her January visit to Special Collections: updated the Sirsi and OCLC bibliographic record for Zain's *Astrological Signatures*, created a record for the 18<sup>th</sup> century Persian tale *Qişş ah-i Amīr Ḥamzah*, and fixed the record for the 1630 Persian text of *The Poem on Alexander*.

*The ornate binding of the volume entitled Királyképek* was sent to ICA for preservation work because a metal piece was loose on the cover. This early 20<sup>th</sup> century text illustrates the life of Emperor Franz Josef of Austria designed by Kolomon Moser.

Center for Local and Global History Photograph Librarian Brian Meggitt continued the item-level inventory of the Cleveland City Hall Collection, Library Assistant Danilo Milich scanned 146 park plans and uploaded them to ContentDM with metadata, Library Assistant Adam Janke digitized 170 photographs from the Cleveland Picture Collection, Library Assistant Lisa Sanchez continued to

add item descriptions to the Cleveland City Hall Collection and Sr. Subject Map Collection Librarian Tom Edwards added additional metadata to the G.M. Hopkins Plat Books of Cuyahoga County.

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

- Staff assisted a researcher from New York who had been unable to find online city of Cleveland reports related to the Lake Erie International Jetport.
- Staff assisted a patron from Japan find information about theater performances James O'Neill Sr. starred in when in Cleveland. Mr. Durda was able to locate two newspaper clipping from the Theater Newspaper Clipping Collection and Music playbills from the 1800s that list each production and role James O'Neill played.
- Staff assisted a patron from New York calling on behalf of his local historical society who were looking to re-create the production of a play by Charles George. After some research it was found that Cleveland Public Library was ONE OF ONLY TWO institutions in WorldCat owning the requested play!
- A patron emailed the Literature Department requesting information on letters exchanged between Sherwood Anderson and Rev. Arthur H. Smith in the 1930s concerning Smith's misgivings about Anderson's *Winesburg, Ohio*. CPL is the only public library in Ohio to own this volume.
- Cleveland Public Library was the only public library in Ohio to own copies of a number of patrons holds this month from Literature. These include several books by Margaret Fishback from the 1930s, 1040s and 1960s, and *Above Maya* (1971) by Normal Jordan.
- BEL Staff assisted a in locating stock information from 1924 for the Union Trust Co. of Lancaster, Pennsylvania. The information was located in the reference-only print title, *Polk's World Bank Directory*, as well from digital resources.

- Social Science staff assisted a patron from the National School of Public Health in France access a Library book from a 1931 conference. Cleveland Public Library is only one of two libraries to have the book he was looking for and the only public library with the title.
- CLGH staff assisted a patron find images of equestrienne and trick-rider Adele von Ohl Parker who, after her years performing in Wild West shows and vaudeville, opened Parker's Ranch in North Olmsted.
- CLGH assisted a patron seeking an image of the Woodward Masonic Temple for a patron doing property research for 1945-49 East 105th St.
- Staff assisted a patron who was seeking books on how to design and build container homes. The patron is working on a proposal for the City of Cleveland to develop container housing for residents.
- Staff assisted a patron who requested blueprints of the Barton R. Deming home built by the firm Howell & Thomas in 1914 as part of the Euclid Golf allotment.
- Staff assisted a patron who requested information about an historic home in Orrville, OH that was renovated in the 1980s by architect Bob Gaede. Special Collections has the Gaede archives.
- Staff assisted a patron from the non-profit Morrison Dance Co. who is reviewing folklore material for a dance performance at Cleveland Public Theatre.
- Staff assisted a patron who was trying to locate a photograph of Ira Mai Steele from the 1955 *Call and Post* newspaper.
- Staff assisted a patron from Europe who requested a scan of a rare 1942 copy entitled *At Wilno with the Lithuanian army*.
- Staff assisted a patron who used the Special Collections set of Trade Catalogs featuring roofing.
- Staff assisted a patron who requested to see the 1599 Bible published in Geneva Switzerland.

- Staff assisted a patron who was researching artwork created by James Donahey. Fine Arts & Special Collections have drawings, small sculptures and prints done by Donahey who was the chief editorial cartoonist of the *Plain Dealer* during the first half of the 20<sup>th</sup> century.
- Staff assisted a patron who requested scans from the following chess publications: *Deutsche Schachzeitung*, *Europa Rochade*.
- Staff assisted a patron who requested to see some 15<sup>th</sup> and 16<sup>th</sup> century illuminated manuscripts. Special Collections has sets from the Otto Ege manuscript collection.
- Staff assisted a researcher requested scans from an 1892 Italian chess periodical entitled *Nuova Rivista Degli Scacchi*.
- Staff assisted a patron who requested the 1936 music score entitled *Organ Grinder's Swing*.
- Staff assisted a family member of the chess writer John Kipping (1891-1963) from New Zealand who requested a scan of the 1922 title *Selected Gems from Chess amateur "Gems"*.

### **Staff Development**

Tech Central Manager Suzi Perez and Assistant Manager Melissa Canan attended the *Digital Inclusion Anchors* meeting at the Midtown Tech Hive on January 27<sup>th</sup>.

Youth Services Senior Subject Librarian Lan Gao is serving on the Norman A. Sugarman Award Committee. This committee is in the process of selecting an award winner and several honor books to recognize excellent biography books for kids K-8th grade. Ms. Gao also visited and shadowed the International Languages Department and Science & Technology Department as part of her professional development.

Youth Services Manager Annisha Jeffries along with Children's Librarian, Eric Hanshaw attended the American Library Association Midwinter Meeting in January. Mr. Hanshaw is the Chair of the 2020 Stonewall Israel

Fishman Non-Fiction Book Award Committee and Ms. Jeffries is the incoming Chair of the 2021 Randolph Caldecott Committee

Literature/OCFTB Senior Subject Librarian Nick Durda viewed the webinar *Promoting Your Library 365* hosted by Noveliston January 15<sup>th</sup>.

Fine Arts Librarian Bruce Biddle attended the Arts Cleveland Roundtable meeting on January 29<sup>th</sup>. The meeting provided background on the Census and ways that it can make a difference.

Social Sciences Librarian Helena Travka attended the Northeast Ohio Regional Library System (NEO-RLS) webinar *Copyright Basics for Librarians* on January 15<sup>th</sup>.

Government Documents Library Assistant Alea Lytle viewed the webinar, *2020 Census and How It Will Impact Libraries* from the Federal Depository Library Program (FDLP).

Interim General Research Collections Manager Sarah Dobransky viewed the FDLP webinars *DSIMS or: How I Manage My Selection Profile* and *Introduction to OpenRefine: Using Open Software to Weed and Manage your Government Documents Collection*.

### **Main Library Staff Changes**

Government Documents Supervisor Sarah Dobransky was promoted to Interim General Research Collections Manager effective January 6<sup>th</sup>.

Assistant Shelf Manager Demba Diawara was promoted to Interim Shelf Department Manager effective January 6, 2020.

### **Other**

Assistant Director of Public Services Robin Wood, CLGH Manager Olivia Hoge and Assistant Shelf Manager Cynthia Ms. Hoge attended the Partner Appreciation Luncheon at St. Martin de Porres on January 24. The CLGH Corporate Work Study Partner worker, Jon Reed, gave her a tour of the school.

Ms. Mullee revised the "Tax Information and Resources" page to be uploaded to the Business, Economics, and Labor Department's web page. She has coordinated all of the tax forms (Cleveland, Ohio, and federal) to be distributed and delivered to each branch and Main Library.

### **Tech Central Service Calls and Tickets Summary for January**

Service Calls and Tickets Received: 42  
Service Calls and Tickets Resolved: 38

Resolved Main Library Service Calls and Tickets: 12  
Resolved Tech Central Service Calls and Tickets: 8  
Resolved Branches Services Calls and Tickets: 18

### **Service Ticket and Project Detail**

Cell Phone Locker Tickets: 7  
"Maker" Equipment: 5  
iPad Management: 3  
Equipment Moves: 6  
Hotspot Resets: 3

### **Ohio Library for the Blind and Physically Disabled**

For January 2020, OLBDP circulated 39,591 books and magazines directly to patrons. OLBDP registered 99 new readers to the service. Approximately 702 BARD patrons among 1,324 active users downloaded 15,449 items.

OLBDP submitted its second quarter State Fiscal Year budget report to the State Library of Ohio.

OLBDP and State Library have scheduled meetings with the Ohio Braille and Talking Book Program consumer advisory committee (CAC) members for the 2019 calendar year. Meetings will take place February 20th (teleconference),

May 28th, July 16th, and October 22nd at the State Library.

Due to connectivity issues with our hosted virtual private network (VPN) with KLAS this month, KLAS is scheduling OLBDP for a significant upgrade of our



integrated library system software in February. The upgrade is being coordinated with CPL-IT as well as the State Library of Ohio, who OLBPD shares the same KLAS system with in automating our library services throughout the State. The upgrade will not require a VPN to connect, and will connect using HTTP protocols instead.

The National Library Service (NLS) announced plans to launch a new digital campaign starting this spring to market and promote it's free program of braille and audio reading materials made available through OLBPD and network libraries throughout the country. NLS will be including a follow-up survey with each information request to gauge respondent's satisfaction with the process, and whether they ultimately applied for service.

The OLBPD adult book club met on January 10th to discuss "Where the Crawdads Sing" by Delia Owens.

### **BRANCHES**

During the month of January, the Public Services Branches maintained their commitment to provide effective service through programming and community outreach. A highlight for this month was the 35th commemorative celebration for Dr. Martin Luther King, Jr, held on January 20, 2020. This event concluded our celebration of 150 years of service, with Dr. Akram Boutros as the keynote speaker. In addition to honoring Dr. King, the Cleveland Public Library recognized 150 of our Unsung Heroes within our communities who selflessly contributes to our society and often are unnoticed for their efforts.

Additional branch highlights are as follows:

#### **District One**

**Eastman**—The tutoring organization Shiksha Daan resumed their services for grades 2-12 on January 25, 2020. The organization tutors youth in English reading/writing skills, math, science, social studies. Library Assistant

Nancy Smith resumed the Chess Club back up on January 14, 2020 for children ages 8-14.

**Lorain** - Youth programs presented at the Lorain Branch in January 2020 included weekly Origami Hour, Sock Puppet Pets, Get Your Game On, Marble Maze, and the Duct Tape Universe MakerLab. Thanks to a Partnership with the Cleveland Rape Crisis Center, a Healthy Relationships workshop was presented to teens. The Sewing Fundamentals Part 2 six-week series also began on January 11, 2020, hosted by Sharie Renee from Cosmic Bobbins and had fifteen eager patrons in attendance. Tech Central presented Resume Workshop, Job Searching Online, and CPL and Your Device computer classes on Monday mornings in January. Branch Manager Crystal Tancak met with the Director of Community Involvement at Detroit Shoreway Community Development Organization to discuss grant opportunities through MyCom, and grants were then submitted.

**Rockport** - Rockport Branch launched into 2020 with the start of a weekly programming series with Great Lakes Science Center. Among the programs in January were making stomp rockets and dissecting owl pellets. We also began a weekly Minute-To-Win-It challenge series with prizes! We held our board game club with new games we acquired through a MyCom grant. We held a Makey Makey Drums Makerlab and learned about circuits and music while having fun. Children's Librarian Kendra Proctor attended R. G. Jones Community Partner Meeting and the Lakewood Area Collaborative meeting this month. The staff is excited to have LACE Emily Crompton re-join the branch this month! In the BBTTTC, Teen Tech Center Assistant Coordinator Merlene Santiago joined our team this month. Members held a Youth Leadership Council to talk about the Clubhouse Network's upcoming Teen Summit and reviewed program ideas. The BBTTTC held two open houses: Board Game Day and Your Name in Code program. The Roblox club continues to grow. The two challenges this month are to earn 10 Robucks (by designing in Roblox) and to create a scratch game. Submissions are ramping up for the Reach Media Festival in February. We also held a Sphero Mini-Camp. Knitting projects have continued to be popular while the weather is cold. Coordinator Jill Pappenhagen attended the BPDC Education Committee meeting this month. West Park Academy students started visiting for a weekly STEM program series; much of their focus this month was on 3D design.

**Walz** - Walz patrons contributed thoughts and ideas to the community meeting held on January 29, 2020, to discuss the NEW WALZ building. The Walz dream cloud was hung for Martin Luther King day and all ages were invited to add their dreams to our mobile. To celebrate Black History Month a series of art programs began before Martin Luther King's birthday and will continue through February, each week having the youth study and emulate the style of a famous African-American artist or illustrator.

**West Park** - LACE Nina Rivera and LACE Katie Power with assistance from Children's Librarian Libby McCuan led the MakerLab, Papercraft 3D Modeling over two days to catch most of after school patrons. The kids really enjoyed making their 3D animals. We celebrated Elvis' 85th Birthday by showing two of his movies, Blue Hawaii and Viva Las Vegas. Katie Power with assistance from Libby McCuan treated the after school patrons to a legitimate BINGO hall experience complete with prizes. The kids used marshmallows for BINGO chips! LAYE Jeanna Sauls coordinated Cupcake Wars using pre-iced cupcakes, icing pens, and sprinkles. The Food Network has nothing on West Park staff and patrons! MLK Jr. Day, Dream Boards were created by after school patrons. Our Lunch & Learn series resumed this month with "Visiting" presented by the Hospice of the Western Reserve. Our feature branch bulletin board celebrated Chinese New Year - The Year of the Rat with associated crafts throughout the month. We weeded approximately 1,300 low-circulating items from the collection this month. Members from the Census team set up a table three times this month to recruit Census workers. Assistant Manager Jamie Lauver and Katie Power attended Early Childhood training. The branch hosted Councilman Slife to bring him up-to-speed on the Facilities Master Plan for the West Park Branch. Jamie Lauver attended the MLK Jr. Day program at John Hay High School where seven members of the West Park Community were given Unsung Hero Awards.

### **District Two**

**Brooklyn** - The branch engaged adults with monthly a yoga class each Saturday. Children's Librarian Laura McShane visited Denison school for outreach; one visit was during a special workshop and musical performance by Apollo's Fire. The branch staff repurposed space to

provide greater flexibility for patrons. Branch Manager Ron Roberts began the process of re-engaging for future programming, as he met with the Cleveland Community Police Commission's engagement coordinator.

**Carnegie West** - The New Year started off with a party-like atmosphere as Children's Librarian Helen Zaluckyj's shaker themed story time attracted the largest participation (23) on Saturday, January 18, 2020. Ms. Zaluckyj went to Orchard STEM's "New Year, New You" parent night (150 attendance) to speak about what Cleveland Public Library offers, and informed parents about the recent inclusion of Cuyahoga County in Dolly Parton's Imagination Library free book program. The Legal Aid Society of Cleveland hosted its first library clinic of the year on January 25, 2020 and assisted over 50 people with non-criminal legal issues.

**Fulton** - The Fulton Branch had a variety of organizations utilize the meeting room: Aspire (ESOL and Citizenship classes), Census 2020 (recruiter), and Greater Cleveland Food Bank (Healthy Foods Workshop). Children's Librarian Beverly Austin provided outreach to the following locations: St. Rocco, Garden Christian Academy, Clark Elementary, and Busy Bee, and hosted Three Kings Day Celebration with a skit and snacks.

**Jefferson** - The New Year started off with a special dance program for youth in partnership with DanceArts by Regina. In addition to the story times and class visits, youth engaged with the newly acquired games for the Nintendo Switch that were purchased with funds from the Foundation, and celebrated the legacy of Martin Luther King, Jr. by creating buttons with King quotes and by creating "I Have a Dream" boards. Branch Manager Steve Capuozzo engaged with the community by attending Tremont MyCom and Cleveland City Council Ward 3 meetings, and the Library's MLK Celebration. Attendance was high at Tremont Think and Drink Book Club. Branch staff utilized the Reimagining Branch Libraries Toolkit to share ideas and concepts for the upcoming renovations, and a met

with the Architects and Capital Projects Team to gather more information for the upcoming redesign.

**South** - The Youth staff was busy with class visits to the Branch, and Classroom visits. Since Family Storytime has been switched to Thursdays at 5:30 pm, the Youth Staff has seen an increase in families and children attending story time. The Lincoln Heights Block Club held a community meeting for the construction of the new Lincoln development. Tremont West Development Corporation also held community meetings for the Lincoln Heights neighborhood plan, and for its Steering committee meetings.

**South Brooklyn** - The Branch had numerous organizations utilize the meeting room and branch space: Fruitful in a Desert Place Ministry, Metro Hospital, Northeast Ohio Voter Advocates, Black Men Against Violence, Financial Peace University, Charles Mooney for Multi-Cultural Children's Book Day, Councilman Kelley, and Census 2020. The Branch's Coffee Cart (staffed by Recovery Resources) served its last hot coffee and refreshments due to budgetary reasons. Children's Librarian Ronald Palka-Roman provided outreach to Loving Cups Daycare and William Rainey Harper, presented Cleveland Metroparks Forest Habitats, and attended Youth Services meeting. LAYE Raymond Cruz hosted Gamers' Guild (video game club), Anime/Manga Club, Collaborative Art, and Life Size Candy Land game, provided outreach to William Rainey Harper, Cleveland Prep. Academy, and Horizon Education Center. Assistant Manager Tammy Houghton attended the Ward 13 Democratic Club meeting, HR Forum, and helped with the UW/CS Committee Soup delivery. District Manager Luigi Russo participated in the following: Branch Managers Meeting, HR Forum, MyCom meeting, and Hough Community Meeting.

### **District Three**

**Garden Valley** - Branch Clerks Marla McConnell and Jennifer Brooks presented the "We Have a Dream" program. LAYE Leonard Burks took part in the webinar entitled, "A

Mover's & Shaker's Recipe for Impact and Success" and attended the Sharing Early Literacy Experiences training. LACEs Alycia Woodman and Latoya Barnes facilitated the MakerLabs, and LEGO Club. Children Librarian Andrea Csia initiated contact with a new community day care called, "I Play n' Learn" to set up story time and outreach opportunities.

**Hough** - The branch provided a safe haven for the youth while school was not in session, and they enjoyed coloring, playing Uno, impromptu crafts, board games, and LAYE Romael Young's X-Box. All 25 of the lunches from Greater Cleveland Foodbank's Kids Cafe were served M-F. Art therapy resumed, and therapist Miss Carrie was welcomed back; in their first session the children made special secret boxes for their most prized possessions. The branch held its first community engagement session about the new branch at Councilman Basheer Jones' monthly meeting, and it was full of healthy and lively discussion of what the public would like to see in their new library building.

**Martin Luther King, Jr.** - Branch Clerk Bessie Coleman, LAYE Eric Eubanks and Interim Branch Manager Shanell Jones participated in the 35th Annual Commemorative Program. College Now's Impact the 216 resumed with ACT/SAT prep for area high schoolers. Line dance instruction continued with Mr. Eubanks to promote health literacy. LACE Prince Foster continued his weekly gaming and anime activities for juvenile patrons. Children's Librarian Angela Margerum and Mr. Eubanks facilitated a discussion on the lasting legacy of Dr. King, and showed a brief documentary on "The Children's March." Ms. Margerum and Mr. Eubanks visited PNC for story time at St. Adalbert Elementary. Ms. Jones visited Fenway Manor senior building for the monthly book club to discuss "The last thing she told me" by Linda Green, facilitated a bookends class (Mental Health Awareness); and attended a Y.O.U community partner orientation to learn of reminders, updates and announcements to prepare for the upcoming summer session of youth who will be employed by the library from Y.O.U.

**Sterling** - Center for Arts-Inspired Learning is scheduled to present nineteen weeks of winter/spring programming beginning, which consist of weekly yoga/movement classes (Dancing Wheels) and music therapy sessions (In Harmony Therapeutic Services). Kulture Kids provided four interactive performances. Staff distributed food bags through the Greater Cleveland Food Bank's backpack program; 40 bags will be distributed each Friday to children up to age 18. Bette Bonder and the Art Books Cleveland artists met to plan the monthly Octavofest in Promise programs, which will resume in March.

**Woodland** - Youth staff Ayesha Drake El and Kelli Newsom presented several programs to the youth: Express Yourself (created a self-expressive collage); Name That Tune (opportunity to guess the name of a song and learn about song lyrics); and Under the Stars (listened to two books, sang songs, watched videos, painted, colored, and made string art pictures). Branch Manager Maria Estrella attended the 2020 American Library Association Midwinter Meeting in Philadelphia, PA. (1/23-27/20) to continue her role as REFORMA's (National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking) Children's & Young Adult Services Committee Chair, attend the Bill Morris Seminar, and begin her committee service in the 2021 Coretta Scott-King Book Awards Jury. Public Services Substitute Desiree Smith began her new assignment as a LACE on Monday, January 6, 2020.

#### **District Four**

**East 131<sup>st</sup> Street** - The East 131 Branch kicked off the month with a Staff Meeting and an After Action Meeting with SPS to discuss safety concerns and brainstorm safety action plans for the year ahead. East 131 had multiple well attended programs: the Volunteens kicked off their book club with a new book entitled, "The Sun is also a Star" by Nicola Yoon, Making Newspaper Fashion, MakerLabs MakerKits-LittleBits, Synthesizer, Dig Darkroom and Sketchbook and Mr. Matt returned to

provided art instruction to the children of East 131. Ms. Marquez along with the co-leaders of Public Transit presented an update to the CLE Rising Group. Along with MyCom Coordinator Lisa Mack and Policy Director of Alliance for the Great Lakes Crystal Davis, Ms. Marquez met with the Corlett Volunteens to discuss advocacy training and attending Youth Advocacy Day at the State Capital in March. Patrons Eleanor Dees and Lavetta Price met with Ms. Marquez about continuing the conversation about creating a fund for the children of East 131.

**Fleet** - In January Fleet welcomed new LACE Loreal Austin. Ms. Austin comes to Fleet from Langston Hughes Branch where she was a Page, replacing Bridey Clark. Fleet will soon be interviewing for two Clerk vacancies. Repairs and improvements continue for the Branch. The installation of brighter exterior lighting for the parking-lot continues. In addition, there was an inspection of the interior lighting at the rear exit/entrance doors. Recommendations for more lighting in this area were submitted. Phase two of FLE fresh eyes initiative, under the auspices of Magnolia Peters, is in progress for the Work Room and Circulation Desk.

**Harvard Lee** - In January, Harvard Lee offered the community multiple programs such as story time, Duct Tape Universe MakerLab, and the adult book club read Danielle Steele's Fairytale. Ms. Schmidt started a collaboration with the Food Bank of Greater Cleveland's Outreach Specialist Carla Williams. She will table every other Thursday to sign up patrons for SNAP benefits. Recovery Resources continued their weekly STD info table for teens. Oak Street Health provided a health check-up for older adults in the branch. In addition, she was on the Sound of Ideas radio show on WCPN 90.3 FM with Director Thomas and Hough's Romeal Young, to talk about the CPL150 Listening Project.

**Mount Pleasant** - In January, LAYE Renita Carter and Children's Librarian Mark Tidrick continued to serve Brightside Academy, Kidz R Kidz, Greater Achievement 2, Murtis Taylor, and the AJ Rickoff School with story time visits. Youth staff presented the first part of a new program called, "Radio Drama" program. All attendees read a script based on a tall tale. The goal is for kids to create sound effects and record the drama. Other programs include a free form paper and crayon craft, Mad Libs where children learned a lesson about parts of



speech and absurdity, Maker Lab Learn to Knit, Big Foot cookie (and other cryptozoological creatures) decorating a big cookie and Young Adult Book Club. To close out the month Library Assistant, Youth Emphasis Renita Carter and Library Assistant, Computer Emphasis Kyra Berzonsky hosted Movie Madness. The children watched The Grinch movie and snacked on popcorn and cake. Eight youth attended the program. The very popular Movie Madness program will be held every Friday.

**Rice** - Rice began the month with a 2020 "New Year, New Vision" program which featured Vision Boards. Adults and youth alike participated in this program. Additional programming included but was not limited to making Slime, and Media Mondays @ Rice Branch—where youth age 12 and older are invited to the Learning Center where we have iPads and Laptops available to them. Youth staff coordinated Story Times with Sunbeam School and Harvey Rice Wrap-around School. They also met with the Great Lakes Science Center to finalize 20-21 academic year planning and funding. Ms. Hutson attended ALA Midwinter in Pittsburgh, Philadelphia where she went to Committee on Diversity meetings and attended breakout sessions pertaining to excellent library services. Bridey Clark has been invited to join the Summer Lit League Committee for 2020.

**Union** - The Union Branch youth enjoyed a "New Year, New You" program by making tasty but healthy smoothies. Youth will also make duct tape creations during the Duct Tape Universe MakerLab program. Families were invited to enjoy family, friends and fellowship on Family Game Night. TechCentral presented the Microsoft Word I-IV to our adult patrons once a week during the month of January. Youth staff continues to provide story times and outreach services to our neighborhood daycares and schools. Ms. Williams attended the St. Martin de Porres Partner Appreciation Luncheon. At the end of the month

Ms. Williams and Ms. Johnson met with True2U 8th grade students for their monthly session.

#### **District Five**

**Addison** - Addison Branch received a National Network of Libraries of Medicine Book Club Kit focusing on, "There is Something About Edgefield" by Edna Gail Bush and

Natonne Elaine Kemp. The Book Club kit includes 8 copies of the book, 8 bookmarks, 8 discussion guides and 8 reading club book bags. Ms. Briggs plans to partner with the African American Genealogical Society of Cleveland for this book discussion and to help patrons learn more about African American genealogy. Ms. Briggs was selected to participate on NeighborhoodUpCLE's Adult Literacy Innovation Team. Innovation Team participants are eligible for grants up to \$5,000 at the conclusion of the six sessions focused on community building and developing adult literacy project ideas. Ms. Briggs was named as the Martin Luther King, Jr. branch's next manager on January 15, 2020 and is confirming a Martin Luther King, Jr. branch exhibition date in July or August 2020 for the Superhero Project's Look at Me! Recognition and Representation in a New Pantheon of Superheroes, a collection of 42 posters of superheroes created by African American, Latinx, Arab American, Native American and Asian American kids and teens. The Superhero Project uses art to demonstrate the value of those marginalized by society (representational justice).

**Collinwood** - The Collinwood Branch staff is enhancing and reviewing their Literacy Plan for "Literacy Mondays" by adding music, kindergarten sets for parents to check out, and current events activities to the mix of things to do. On the January 14, 2020 youth participated in Make and Play, a Giant Floor Piano program from Tech Central. Adam Tully led our children in participating in a community service project for MLK Day. Youth wrote "Thank You" letters to our first responders and safety forces, along with a program focusing on Congressman, John Lewis and his graphic novel, "March". Manager, Caroline Peak shared one of the letters written by students at a community meeting where community policemen were present, and it was well received. Plans are to print one in our monthly "Collinwood Observer" article. Ms. Peak joined a CPL Facilities Plan (FMP Phase II, 2A) Meeting regarding the Collinwood Library with Councilman Anthony Harriston, Shenise Johnson-

Thomas, Jamar Doyle, Director, Greater Collinwood Development Corp. and Jasmine Simms on the January 22, 2020 to discuss branch options for improvement.

**Glenville** - Peter Roth began his new role this month as the Children's Librarian. African drumming workshop classes continued throughout the month. Tech Central's

Makerslab, Virtual Rock Band was held. GED and Vocal Arts programs both resumed for the spring semester. Branch Manager, Sharon Jefferson attended Manager's Meeting, HR Informational Meeting, MLK Day Celebration, St. Martin DePorres High School Partner's Luncheon, and D4/5 Manager's Meeting. Peter Roth, Children's Librarian attended Youth Service and the Sugarman Award committee meeting.

**Langston Hughes** - The final plans to host the Oberlin Sanctuary Project Program that will take place on Saturday, February 22, 2020, are being completed. The program will also include a traveling exhibit that will be housed at the branch for two months. Also during this month, the following programs were maintained:

LittleBits Electronic Workshop; Preschool Story Time; after school Kid's Café; Collaging the Winter Landscape, and Painting the Winter Landscape. Construction work by the Northeast Ohio Regional Sewer District continues. The construction that had taken place on East Blvd. is almost complete with repaving of the southbound lanes underway. Eric Herman, along with an inspector from the Northeast Ohio Regional Sewer District, visited the branch on Monday, January 13, 2020 to examine the various cracks that have appeared on the upper interior walls of the branch, possibly caused by equipment vibrations.

**Memorial Nottingham** - The Memorial Nottingham Branch began the New Year by showcasing popular adult and youth titles in the main display area of the branch. The CPL Foundation's book cart was shelved with new titles for patrons to purchase for their personal libraries. A representative from the Census Bureau recruited patrons for employment at the branch. Manager, Mrs. Moncrief Robinson met with Cleveland Metroparks representatives about a programming collaboration in the spring. Memorial Nottingham Youth Services team presented Wee Read and Play Storytime, presented story time to the Salvation Army Pre-K classroom, had "Open Mic for teen artist" and "Minute to win it" were conducted for teen patrons. O.H. Perry's Kindergarten class had a winter and Martin Luther King Jr. themed story time.

**OUTREACH & PROGRAMMING SERVICES****SUMMARY**

In the month of January the Library hosted approximately 228 programs ranging from puppet plays to neighborhood health clinics. The Library offered 69 preschool story times to children throughout the city in addition to food service at all 28 locations. Education services such as GED and ESOL classes, and SAT and ACT preparation classes were held at 14 branch locations and Main Library; K-8 tutoring will resume at 13 locations in the month of January.

In the month of January \$67,874.51 was encumbered in support of library programming and services.

**YOUTH**

2020 Express Yourself! youth art programs reconvened at East 131, Hough, Sterling, and West Park branches. Workshops are offered two days a week at each of the participating locations.

In each session, students continue to learn various art mediums for self-expression. Licensed art therapists are at each location.

The Cleveland Public Library and The Cleveland Museum of Natural History (CMNH) partnership continues with the Family Pass Program, expansion of a two-year pilot program. Passes for a one-time general admission visit to the museum for a family of up to 6 people are available for check out at all Cleveland Public Library locations. Each library location receives five passes per month. Fifty additional passes per month are held in OPS. Passes are valid up to 30 days from the check-out date.

College Now

Impact! 216 is an ACT/SAT prep program for high school students facilitated by College Now, a Cleveland Public Library partner. Classes resumed Monday, January 13 at the Martin Luther King Branch, and Tuesday, January 14, at the Main Library. Winter Impact classes conclude in March.

The Greater Cleveland Food Bank and Cleveland Public Library continue to partner to provide children healthy meals. Kid's Café is offered at all 27 Cleveland Public Library branch locations and Main Library. Monthly nutritional education classes are offered at all participating locations.

#### **ADULT**

January 20, 2020 featured two capstone events for the CPL 150 celebration: The annual Martin Luther King, Jr. commemorative program took place at the John Hay Campus High School. In honor of CPL150, this year's event featured 150 unsung Cleveland heroes who were recognized for their contributions to our community. Unsung heroes are everyday Clevelanders who show commitment to the mission of opening windows of opportunity to drive positive personal, community or social advancement, reflective of the spirit of Dr. King. Nominees were not to be elected, appointed, public officials, or leaders of community organizations. Instead, they are the unemployed man who organizes neighborhood safety events, or the single woman who starts an adult literacy program in her building, or the person who maintains a community garden to beautify their block. The celebration to honor these amazing people was a fitting tribute to Dr. King and to the celebration of Cleveland Public Library's first 150 years of serving the city of Cleveland.

The grand opening of the Cleveland 20/20 photo exhibit on the evening of January 20 extended the celebration by honoring and expanding Cleveland Public Library's longstanding commitment to making public art a part of our mission and our vision. The Cleveland 20/20 exhibit features contemporary photos of Cleveland taken by Clevelanders along with photos and films created by professional artists. By design, a significant number of the photographers were students and young people, offering a multi-generational view of our city and its people, through the eyes of its residents. The photos on display and hundreds of others taken as part of the project will become a permanent part of the Cleveland Public Library's Photograph Collection.

**STAFF**

Cleveland Metropolitan School District schools, Campus International (k-8 and High school) and William Rainey Harper are now International Baccalaureate schools. The

International Baccalaureate® (IB) offers four high-quality international education programs to more than one million students in more than 146 countries. CMSD held an informational session about the IB programs at Campus International High School on Wednesday, January 16th, 2019, in which Erica Marks, Leslie Barrett and Melanie McCarter attend on behalf of Cleveland Public Library. The Cleveland Public Library hopes to partner with one or more of these schools in the future. Erica Marks, Youth Outreach and Programming Coordinator, attended the 2019 American Library Association Midwinter Conference in Seattle, Washington. Ms. Marks attended various events, including but not limited to, the Coretta Scott King Book Award Executive Board and General Meeting, 2020 Caldecott Book Award Committee Meeting, as well as a number of spring/fall title preview meetings.

**FACILITY USE**

During the month of January the total number of requests for Louis Stokes Wing, Learning Commons was 129 with an estimated total attendance of 1822.

Lake Shore Facility meeting rooms were requested 18 times. Branch reservations totaled 583 with an estimated total attendance of 973. Forty-one requests were submitted by CPL staff for programming supplies and AV equipment.

**EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION****EXTERNAL RELATIONS & ADVOCACY UPDATES:**

- **Goal:** *Increase Elected Officials and Key Stakeholders' Awareness and Understanding of CPL's Community Impact:*
  - CPL Facilities Master Plan (FMP) Local Elected Officials Outreach
    - Jeremiah Swetel, Chief of Operations;
    - Shenise Johnson Thomas, Chief of External

Relations & Development; and Jasmine Sims, Operations Project Coordinator met with local elected officials to provide an overview of the facilities master plan (FMP). The meetings also serve as an opportunity to address questions and obtain feedback from elected officials on FMP efforts.

- Councilperson Anthony Hairston
- Councilperson Charles Slife
- Councilperson Blaine Griffin  
(follow-up meeting)
- Attended FMP community feedback sessions for Hough and Walz Branches.

**CPL DEVELOPMENT UPDATES:**

- **Goal:** *Secure Funding to Buttress Organizational Goals (i.e. strategic plan)*
  - o Fundraising
    - Submitted request to Starting Point for tutoring and Kindergarten Clubs
    - Submitted request to City of Cleveland Rec Centers for new CPL PLAY outreach
    - Submitted Cleveland Foundation endowment reports
    - Submitted Annual Financial Reports for Best Buy Teen Tech Center
  - o Planning and preparation has begun for Library Giving Day – April 23<sup>rd</sup>
  - o Planning and preparation has begun for tile campaign

**CPL FOUNDATION UPDATES:**

- **Administrative**
  - o Hosted CPL Foundation executive committee retreat to review 2019 fundraising results and discuss and finalize 2020 goals

**COLLECTION & TECHNICAL SERVICES**

Assistant Director of Collection and Technical Services Sandy Jelar Elwell visited the Mentor Public Library and met with Collection Development Manager Barbara Hauer and Technical Services & Materials Manager Pam Rose to provide an overview of the Sirsi Acquisitions module and a training session on setting up their 2020 funds in Sirsi. Director of Collection Services Jean Duncan McFarren was interviewed by News 5 Cleveland's Homa Bash about the free streaming services offered at the Cleveland Public Library. Ms. McFarren continued to serve on the Management Negotiation Team.

Collection Services Managers and Librarians attended a Selection Capacity Follow-Up meeting lead by Ms. McFarren to continue the discussion and gain additional input from staff about increasing capacity for selections without hiring new staff.

Collection Services staff added 144 books for the Lucky Day Collection at Main Library.

**Acquisitions:** The Acquisitions Department ordered 4,547 titles and 27,740 items (including periodical subscriptions and serial standing orders); received 14,198 items, 1,995 periodicals, and 285 serials; added 841 periodical items, 112 serial items, 103 paperbacks, and 548 comics; and processed 1,001 invoices.

Acquisitions staff began placing orders on January 15 after the entering of the 2020 fiscal year budget amounts were completed in Sirsi. Acquisitions Coordinator Alicia Naab reinstated the Electronic Data Interchange (EDI) reports that import invoices from vendors and export orders to them after the 2020 budget amounts were entered. Ms. Naab worked with the Information Technology (IT) Department to correct issues with the EDI reports when they were not functioning properly after being reinstated.

Ms. Naab worked with Collections Manager Pam Matthews to implement changes to OverDrive eMedia ordering that were a result of CPL transitioning to an OverDrive Advantage account for 2020. Ms. Naab worked with Main Library eMedia selectors to assist them in moving carts that



were being edited during this transition. Ms. Naab, along with assistance from Catalog Manager Andrea Johnson, worked with the IT Department to identify a process for the Acquisitions Department to recall items when vendors replace defective copies.

Assistant Director of Collection and Technical Services Sandy Jelar Elwell met with Technical Services Associate

Nathaniel Infante and Technical Services Senior Clerk Paula Stout to discuss the redistribution of the workflow for comics and periodicals after the retirement of Darrell Vanek. Technical Services Librarian Lisa Kowalczyk volunteered to assume primary responsibility for handling, opening, and unpacking the Amazon.com shipments after Mr. Vanek's retirement.

Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking and verifying of foreign language materials for the Lake Shore Shelf/Shipping Department. Technical Services Associate Anarie Lanton and Ms. Stout continued to assist with the unpacking and receiving of new materials in the Lake Shore Shelf/Shipping Department when needed.

**Catalog**: Librarians cataloged 3,220 titles and added 4,086 items for Cleveland Public Library, and added 3,088 titles for CLEVNET member libraries.

All of the Librarians worked on the backlog of overlay requests from CLEVNET libraries, reducing the number of lists still to be processed by more than half. Technical Services Senior Clerk Shirley Jones began checking Branch trucks for extra copies.

Technical Services Librarians Barbara Satow and Erin Valentine worked a half day at Main Library on January 8th. Ms. Valentine met with Fine Arts & Special Collections Manager Pamela Eyerdam, Archivist Ann Marie Wieland, and Special Collections Librarian Raymond Rozman separately to discuss various projects she is/will be working on for them.

Technical Services Librarian Michael Gabe attended a Slavic Cataloging and Metadata Committee virtual meeting. Ms. Valentine attended the Book Ends Sirsi training on January 7 and the Book Ends Circulation training on January 30.

**Collection Management:** Collection Management started the year off right, selecting 1,205 titles and 9,473 copies, and spending \$190,461 in January, despite ordering not beginning until mid-month.

Most of January was spent gearing up for 2020 in one way or another, from communicating changes in discretionary ordering to branches to setting up ordering logs in Excel for the new year.

**High Demand:** The High Demand Department ordered 1,151 titles and 8,729 items; received and added 33,830 items; processed 464 invoices, and added 453 records for the CLEVNET libraries.

High Demand Librarian Dale Dickerson created documentation for the processing of the World Book Encyclopedia sets that are purchased on an annual basis and worked with Assistant Director of Collection and Technical Services Sandy Jelar Elwell to edit the Baker & Taylor and Ingram distribution templates in those vendor's websites to reflect the revised tiers for 2020.

**Materials Processing:** Technical Services Associates cataloged 570 new titles for the Cleveland Public Library and added 528 records for the CLEVNET libraries. Technical Services Associates and Senior Clerks added 2,282 items. The Materials Processing Technicians processed 24,243 items for the month.

**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 31 items to the Main Library for requests and 137 items to fill holds. Main Library received 227 telescopes, the Branches received 502 telescopes, CLEVNET received 57 telescopes, and CSU, CWRU, and Tri-C each received 1 telescope. A total of 809 telescopes were shipped out. The Technicians sent out 443 items of foreign material and in total 12,738 new items were sent to the Acquisitions and High Demand Department.

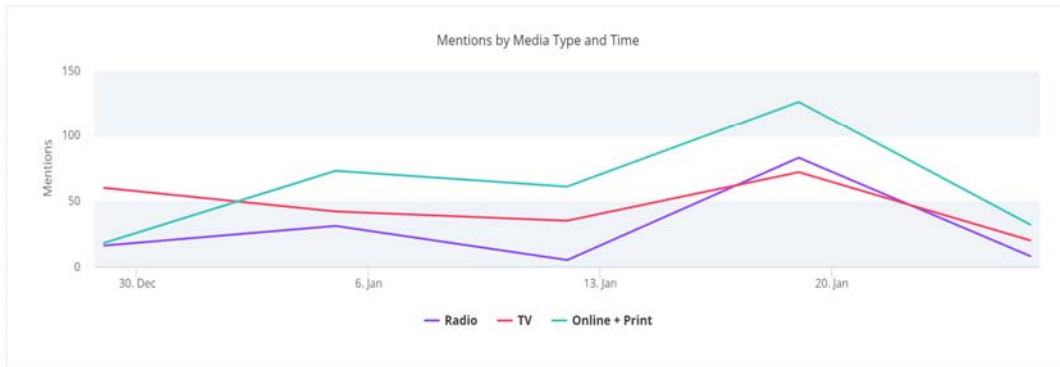
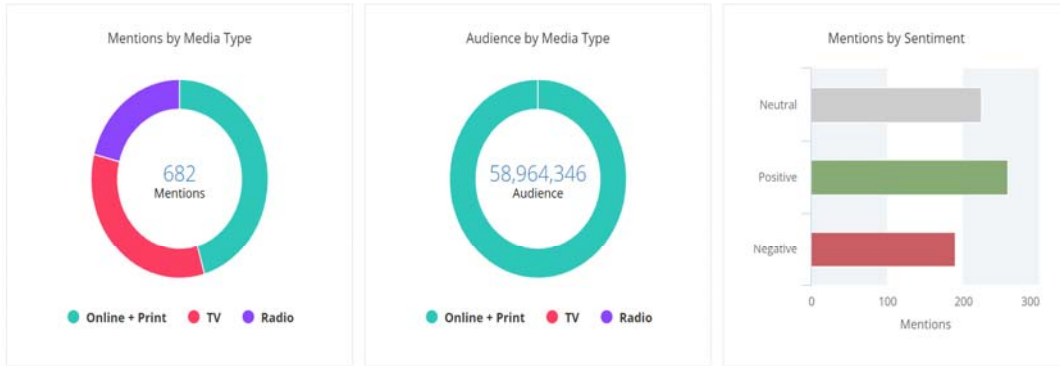
## **MARKETING & COMMUNICATIONS**

Marketing and communications efforts for the month January were focused on two signature Library events - 35<sup>th</sup> Annual Martin Luther King, Jr. Commemorative Ceremony and Cleveland 20/20 Photography Exhibit - and

One Community Reads, Northeast Ohio’s largest book club, on behalf of the nine participating library systems.

**PUBLIC RELATIONS OVERVIEW:** Cleveland Public Library in the news in January focused on library-rich programming – from Black History Month to Cleveland 20/20 Photography Exhibition to One Community Reads – along

with much coverage of contract negotiations with SEIU District 1199 up until a contract agreement was reached, ratified, and approved.



**Total Local TV Audience**  
4,631,320

**Total Local TV Publicity**  
USD \$475,700

**Total Online + Print Audience**  
58,964,346

**Total Online + Print Publicity**  
USD \$4,954,801

**Total Number of Clips** 682

**GRAPHICS:** In addition to copies of forms and other materials, CPL graphics focused on preparing materials for January and February programs: Cleveland 20/20 Photography Exhibition, the 35<sup>th</sup> annual Martin Luther King, Jr. commemorative ceremony, and One Community Reads along with preparing for black history month programs beginning with a Writers & Readers event on Feb 8th. Materials included program books, postcards, banners, posters, rack cards, and more.

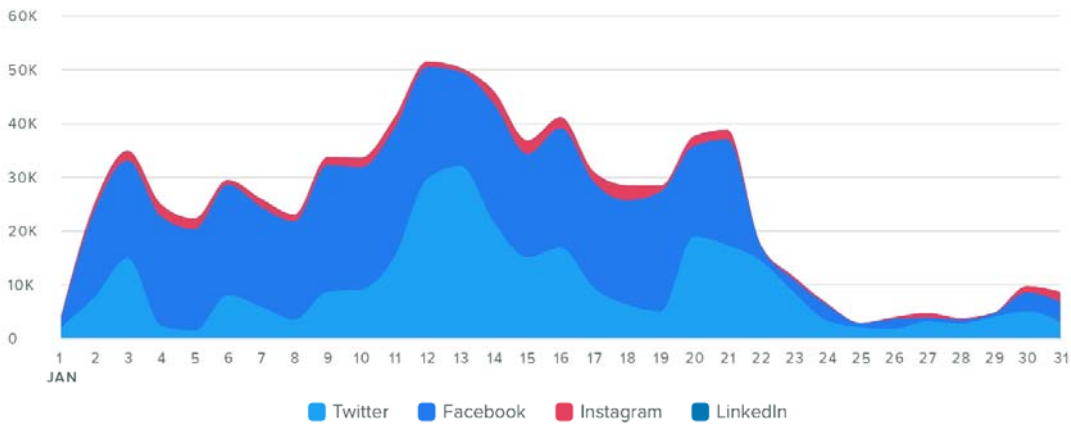


**SOCIAL MEDIA:** *IMPRESSIONS:* Visitors to social media properties. *ENGAGEMENTS:* Reaction to CPL content - retweets, shares, and likes. *LINK CLICKS:* clicks on links to select destinations.

Impressions <b>760.2k</b>	Engagements <b>26.8k</b>	Link Clicks <b>3,849</b>
------------------------------	-----------------------------	-----------------------------

Profile/Page	Total Fans / Followers	Fan / Follower Increase	Messages Sent	Impressions	Impressions per Message Sent	Engagements	Engagements per Message Sent
ClevelandPub... @Cleveland_PL	17.5k	1%	97	297.7k	3,068.9	14.4k	148.7
Clevel... Library Business Page	13.7k	0.4%	36	422k	11.7k	10.8k	300.5
Cleveland Pub... clevelandpublicibr...	3,428	6.2%	30	39.8k	1,328.3	1,488	49.6

Impressions Per Day



Impression Metrics	Totals	% Change
<b>Total Impressions</b>	<b>760.2k</b>	<b>↗ 88%</b>
Twitter Impressions	297.7k	↗ 192%
Facebook Impressions	422k	↗ 53%
Instagram Impressions	39.8k	↗ 65%

**PROPERTY MANAGEMENT**Painters

- LSW- painted floor on 8<sup>th</sup> floor.
- Brett Hall- painted office and stripped waxed floor.
- Langston Hughes-repaired walls and painted main floor.

Carpenters

- Westpark- remove old carpet in meeting room and installed new carpet, base molding and counter tops.

**MAINTENANCE MECHANICS**

- LSW/Main - started repairs on AHU #25 coil leak, replacing defective freeze protection thermostats, checking air handler safety shutdown programming and circulation pump sequence.
- Serviced humidifiers and R.O. system in LSW mechanical room.
- P.M. on HVAC equipment.
- Continued with cabling runs for security camera project.
- Re-lamping/ballast replacement on public areas in Main and LSW.
- Completed power, lighting and HVAC work on LSW 8th floor/ Legal office.
- Completed power, lighting and HVAC work on Westpark's new children's room.

**SAFETY & PROTECTIVE SERVICES**Safety Services

- SPS is now contracting Royce Security for a limited number of hours at a limited number of branches.
- SPS Officers are posted at more branches to offset the number of Royce Guards needed.

**PROTECTIVE SERVICES**

## Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Jan 2020	1934	19	53	57	161	63
Dec 2019	2180	14	54	48	227	31
Nov 2019	1842	25	54	52	295	59
Oct 2019	2039	20	64	53	345	42
Sept 2019	1792	19	62	24	243	52
Aug 2019	1854	13	46	26	147	272
July 2019	1916	25	64	20	186	96
June 2019	1939	23	53	24	147	35
May 2019	1958	24	58	38	116	65
April 2019	1970	22	48	46	90	47
March 2019	126	42	45	79	168	75
Feb 2019	2249	53	117	32	153	178
Jan 2019	2830	36	46	41	84	56

## Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: Upstage players, Cleveland 20/20 exhibit, OT used to staff branches with SPS officers, meeting the SPS three car minimum and vacation/sick call offs.
- Video requests fulfilled for Cleveland Police Department and 1199 SEIU.
- SPS officers returned all issued uniform items to Cintas.
- Rent Wear issued uniform items to most SPS officers.

## Protective and Fire Systems

- SILCO was called to troubleshoot the ADA door at the LSW entrance.
- Property management responded to Lake Shore to diagnose issues with the entrance doors. A service call will be placed to a vendor to make a repair to the frame.
- SPS should have 2020 first quarter fire drills completed in February.

### Contract Security

- Royce Security guards are only working at half of CPL branches they previously posted at and they are working fewer hours.

### Administration

- SPS passed information to Public Services about an art contest sponsored by the FBI. There are multiple age group prizes.
- SPS Supervisors completed Homeland Security training to become Intelligence Liaison Officers. This makes them principle points of contact CPL with outside Law Enforcement Agencies dealing with all matters involving terrorism and crimes relating to infrastructure.
- SPS is working with Human Resources and Jeremiah Swetel on a new contract with Union local 860.
- SPS Manager to attend a meeting with Fleet branch staff to address security concerns in February.

### **INFORMATION TECHNOLOGY & CLEVNET**

The CLEVNET Directors held their first quarterly meeting of the 2020 on Friday, January 31, at the Cleveland Law Library. Kathleen Dugan, Librarian and Chief Administrator, welcomed everyone in the grand reading room on the fourth floor of the historic Cuyahoga County Courthouse. Founded on December 18, 1869, the Library is celebrating 150 years of service to the greater Cleveland legal community.

Hilary Prisbylla, Director of CLEVNET, provided a report on the Executive Panel Organizational Meeting held by conference call on January 14, 2020. This was the second time the Panel has held a formal meeting to elect new officers. The meeting is now required under the new operating procedures, adopted in 2018. Lorena Williams Hegedus, Director of Hubbard Public Library, was reelected as the Chair for 2020; and Molly Carver, Director of Sandusky Library, was reelected as Secretary.

Director Hegedus welcomed Aurora Martinez, Director of Morley Library (Painesville) as the newest representative on the Panel, replacing Nancy Levin, Director of Cleveland Heights-University Heights Public Library, whose term had expired. Director Hegedus also



welcomed Patty Marsh, the new director of Bellevue Public Library.

A review of CLEVNET's priorities and goals for the year is the focus of each quarterly meeting. Using the list, Hilary Prisbylla, Director of CLEVNET, updated the directors on the work of her Library Systems Team. She covered 12 different projects: six that were carried over from 2019; and six new projects approved by the Executive Panel. Ms. Prisbylla also provided detailed information on ordering from OverDrive, the supplier of ebooks, audiobooks, and magazines to CLEVNET member libraries.

Larry Finnegan, Director of IT, also used the list to update the directors on special projects and initiatives assigned to his team. He covered 16 different projects: 12 that were carried over from 2018; and four new projects approved by the Executive Panel. Mr. Finnegan also updated the directors on the move to a new service provider for VoIP technology that has replaced traditional phone service at most CLEVNET member libraries.

Brian Leszcz, Database Administrator, informed the group about the benefits of the Office 365 upgrade.

Jamie Mason, Director of Rocky River Public Library, and Laura Leonard, Director of Twinsburg Public Library, led a discussion about the problem a number of CLEVNET libraries are having with the theft of video games. Adults are using children to obtain fraudulent library cards at Cleveland Public Library and then are traveling to other CLEVNET libraries to check out video games which they later sell to retailers that specialize in buying used gaming merchandise.

Executive Panel members reported out on the Special Interest Groups (SIGs): Tech Services, Training, Circulation, and PC Techs. At the annual organizational meeting, it was decided to drop the Public Relations and Marketing SIG and form an ad hoc committee as needed for special initiatives and events, such as the upcoming 40<sup>th</sup> anniversary of CLEVNET in 2022.

The meeting drew to a close with the directors sharing news from their libraries. Ms. Dugan provided tours of the Law Library after the meeting. And some directors

stayed to try out the Escape Room challenge that is part of Library's sesquicentennial celebration.

The next quarterly meeting of the CLEVNET Directors is scheduled for Friday, April 24, 2020, at Hudson Library and Historical Society.

Ms. Rodriguez moved to adjourn into Executive Session to discuss collective bargaining negotiations and legal disputes subject of imminent court action. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:13 p.m.

Ms. Rodriguez moved to return to the Regular Board Meeting. Mr. Hairston seconded the motion which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 2:15 p.m.

Ms. Rodriguez adjourned the Regular Board Meeting at 2:16 p.m.

---

Maritza Rodriguez  
President

---

Thomas D. Corrigan  
Secretary

## GIFT REPORT FOR JANUARY 2020

**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	776	776
Periodicals	0	0
Publishers Gifts	0	0
Non-Print Materials	86	86
<b>Total Library Service Materials</b>	<b>862</b>	<b>862</b>

**TECHNOLOGY RESOURCES**

Tech Gifts	2	2
<b>Total Technology Resources</b>	<b>2</b>	<b>2</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 265	\$ 265
Library Fund	Restricted	150	150
Founders Fund	Restricted	37,431	37,431
Paulson Fund	Restricted	148,784	148,784
<b>Total Money Gifts</b>		<b>\$ 186,630</b>	<b>\$ 186,630</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	15	15	862	862
Technology Resources	1	1	2	2
Money Gifts	9	9	186,630	186,630
<b>TOTAL GIFTS</b>	<b>25</b>	<b>25</b>	<b>187,494</b>	<b>187,494</b>



[theclubhousenetwork.org](http://theclubhousenetwork.org)

February 4, 2020

Felton Thomas  
Executive Director, CEO  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114  
United States

*Board of Directors*

Stephanie Khurana  
*TCN Board Chair  
Draper Richards Kaplan  
Foundation*

Fran Baker  
*Gold Crown Foundation*

Rick Burnes  
*Charles River Ventures*

Karene-Sean Hines  
*Boston Public Schools*

Amon Millner  
*Olin College of  
Engineering*

Steve Osemwenkhae  
*Federal Reserve Bank of  
Boston*

Mitchel Resnick  
*MIT Media Lab*

Larry Weber  
*Racepoint Global*

Andrea Wood  
*Best Buy*

Gail Breslow, ex-officio  
*The Clubhouse Network*

Dear Felton:

We are pleased to offer this licensing agreement as official confirmation that *The Clubhouse: Where Technology Meets Imagination* at the Cleveland Public Library has been approved for another year of membership in The Clubhouse Network. You will receive this license and grant pursuant to the terms and conditions of a Grant/License Agreement between you and The Clubhouse Network, which is enclosed (the "Grant/ License Agreement"). If you are in agreement with the Grant/ License Agreement, please sign a copy and return it to The Clubhouse Network's attention via email, fax or postal service, and print a copy for your records. The term of the Grant/ License Agreement is from February 1, 2020 to January 31, 2021, subject to renewal at the end of that time period.

The first 80% of the program grant ("Grant") will be mailed to your attention upon The Clubhouse Network's receipt of the signed Grant/ License Agreement. The remaining 20% will be sent within four weeks of The Clubhouse Network's receipt of your program's year-end report.

Best Buy and The Clubhouse Network are delighted to continue working with you and your team to enable teens from your community to develop confidence in themselves and gain valuable skills through the use of technology at the Best Buy Teen Tech Center.

As you know, there are many benefits that will come from your participation in The Clubhouse Network in the coming year. These include:

**The Clubhouse Learning Model**

- *Access to a learning model*, created, tested, and refined over the past 25 years based upon research conducted at the MIT Media Laboratory and The Clubhouse Network in Boston.
- *Research and Development*– Application of new technologies, new programming, and innovative ideas for Clubhouse implementation from the "flagship" Clubhouse, from community-based Clubhouse and Teen Tech Center sites, as well as from the MIT Media Lab, incorporated and developed as Clubhouses and Teen Tech Centers evolve.

## Connection and Collaboration with a Global Community

- *Global/National Resource Leveraging* – Identifying Network-wide or region-specific resources and opportunities, such as in-kind donations of software, discounted equipment, or supplies, funding earmarked for initiatives and collaborations with global organizations with complementary missions.
- *Tools for Communication and Collaboration* – The Clubhouse Intranet and social networking site (the Clubhouse Village), Listservs.
- *Licensing* – Quality assurance to ensure the strength of the Network and integrity of the Clubhouse learning approach and to enable licensees to benefit from the affiliation.
- *Use/protection of The Clubhouse name* - Each Clubhouse and Best Buy Teen Tech Center will have access to The Clubhouse Network name. Sites will be able to attach the name of their sponsor(s) or “host organizations,” such as The Procter & Gamble Clubhouse of Cincinnati, or The Clubhouse at the Yawkey Boys and Girls Club. All sites include language that they are “members of The Clubhouse Network.” The Clubhouse name and logo are trademark-protected.
- *Teen Summit for youth (funding permitted)*- Occurring once every 2 years (2014, 2016, 2018...) in Boston, each Clubhouse is eligible to send up to 3 members (ages 14-18), plus a staff chaperone, to this global summit. Teens work in groups on projects related to skills that they learn and enjoy in their own Clubhouses, and have an opportunity to become connected to other members from many countries and cultures, building global awareness and understanding.

## Professional Development Opportunities

- *Clubhouse start-up orientation and support*, including a week-long initial orientation session, start-up support from your geographic liaison and our entire staff, start-up materials and resources.
- *Ongoing Clubhouse-related professional development*, including technical and youth development training materials and resources, support from your geographic liaison, and professional development events and workshops.
- *Worldwide Annual Conference (3 days plus optional post-conference technical workshops of 1-2 days)* - Occurring each spring in a different host city each year, the Annual Conference is a required professional development opportunity for all Clubhouse Coordinators for staff to learn about new technology, share best practices and network with other Clubhouses.(CBO representatives are also encouraged to attend.)
- *Regional Meetings* - Occurring in the fall of alternating years with the Teen Summit (2011, 2013, 2015...), Clubhouse Coordinators are required to attend the meeting in their region. Meetings include technical software training, discussions and sharing of best practices, learning new skills, and Network news and announcements.

## Access to Resources and Ongoing Support

- *Monthly Regional Meetings (1 hour)* - Occurring once each month (by phone, Skype, or other online medium), at a time agreed upon by the Clubhouse Coordinators in the region, these meetings address timely issues that concern Clubhouses, as well as sharing recent news.

- *Mentoring resources* -- materials for recruiting, training, and supporting mentors, such as the Mentor Toolkit, the Mentor Handbook, and the on-line Mentor Connector.
- *Youth Development Resources* – including Clubhouse-to-College/Clubhouse-to-Career (C2C), inclusiveness and family engagement resources, best practices, and materials
- *Sustainability and marketing/PR resources*– resources/materials for fund-raising and sustainability; materials to assist with marketing the Clubhouse locally and network-wide, and direct fund-raising assistance (as resources permit).
- *Evaluation and assessment* – data collection, tools for evaluation and assessment, process for sharing information, aggregated analysis and interpretation of Clubhouse data Network-wide.
- *Geographic Liaison Support* – support via in-person visits, phone, online chats, and/or email on the application of the Learning Model, best practices, needs assessments.

\* \* \* \*

Of course, the biggest benefit to your participation in The Clubhouse Network as a Best Buy Teen Tech Center is the opportunity for hundreds more young people from underserved communities to gain access to technological tools and resources they otherwise would not have, and to enable them to gain valuable skills through the use of technology. On behalf of The Clubhouse Network staff, thank you for your commitment to the goals of the program.

Please let me know if you have any questions. I can be reached at (617) 318-3470, or by e-mail at [gbreslow@theclubhousenetwork.org](mailto:gbreslow@theclubhousenetwork.org).

Sincerely,



Gail Breslow  
Executive Director  
The Clubhouse Network



**The Clubhouse Network  
Grant / License Agreement**

**Grantee / Licensee:** Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114  
United States

**Project Director:** Felton Thomas, Executive Director, CEO

**Project Name:** The Best Buy Teen Tech Center @ Rockport Branch  
of Cleveland Public Library

**Purpose:** Support and sustain a Best Buy Teen Tech Center

**Amount of Grant:** \$50,000

**Period of License:** February 1, 2020 - January 31, 2021

**Payment Schedule:** \$40,000 (80% of total) upon receipt of signed  
contracts

\$10,000 (20% of total) upon receipt of year-end A&P  
and financial reports

**The Clubhouse Network  
Contact:** Gail Breslow  
Executive Director, The Clubhouse Network  
2101 Washington Street  
Roxbury, MA 02119  
(617) 318-3470  
[gbreslow@theclubhousnetwork.org](mailto:gbreslow@theclubhousnetwork.org)

**Cleveland Public Library**  
2020

February 10, 2020

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-20	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
<b>General Fund</b>							
101	General Fund	\$ 25,470,007.10	\$ 35,178,839.00	\$ 35,178,839.00	\$ 1,741,628.00	\$ 1,656,619.44	\$ (85,008.56)
			\$ 23,533,472.59	\$ 23,533,472.59			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 387,801.04			\$ 28,000.00	\$ 28,000.00	\$ -
202	Endowment for the Blind	\$ 2,966,435.07			\$ 210,000.00	\$ 210,000.00	\$ -
203	Founders	\$ 6,100,171.34			\$ 457,705.00	\$ 487,430.80	\$ 29,725.80
204	Kaiser	\$ 82,631.57			\$ 6,000.00	\$ 6,000.00	\$ -
205	Kraley	\$ 225,178.19			\$ 14,000.00	\$ 14,000.00	\$ -
206	Library	\$ 198,673.24			\$ 19,000.00	\$ 19,000.00	\$ -
207	Pepke	\$ 176,596.14			\$ 12,000.00	\$ 12,000.00	\$ -
208	Wickwire	\$ 1,832,259.49			\$ 120,000.00	\$ 120,000.00	\$ -
209	Wittke	\$ 112,324.15			\$ 8,000.00	\$ 8,000.00	\$ -
210	Young	\$ 5,653,196.59			\$ 450,000.00	\$ 450,000.00	\$ -
225	Friends	\$ -			\$ -	\$ -	\$ -
226	Judd	\$ 125,755.08			\$ 235,000.00	\$ 235,000.00	\$ -
228	Lockwood Thompson	\$ 123,921.33			\$ 180,000.00	\$ 180,000.00	\$ -
229	Ohio Center for the Book	\$ 372.42			\$ 2,300.00	\$ 4,525.00	\$ 2,225.00
230	Schweinfurth	\$ 174,430.52			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 1,189,111.21			\$ 5,544,169.34	\$ 5,544,169.34	\$ -
251	OLBPD	\$ 100,795.48			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (51,048.15)			\$ 51,048.15	\$ 201,065.27	\$ 150,017.12
256	Learning Centers	\$ 18,774.07			\$ -	\$ -	\$ -
257	Tech Centers	\$ -			\$ 12,500.00	\$ 62,500.00	\$ 50,000.00
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 181.23			\$ -	\$ -	\$ -
		\$ 19,417,560.01			\$ 8,907,916.49	\$ 9,139,884.41	\$ 231,967.92
<b>Debt Service</b>							
301	Debt Service	\$ 2,893,175.95	\$ -	\$ -	\$ 1,090,385.20	\$ 1,090,385.20	\$ -
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 2,019,144.18			\$ -	\$ -	\$ -
402	Construction - Tax-Exempt	\$ 49,957,265.10			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,010,253.88			\$ -	\$ -	\$ -
		\$ 60,986,663.16			\$ -	\$ -	\$ -
<b>Permanent Funds</b>							
501	Abel	\$ 294,642.27			\$ 20,000.00	\$ 20,000.00	\$ -
502	Ambler	\$ 2,898.23			\$ 200.00	\$ 200.00	\$ -
503	Beard	\$ 61,191.47			\$ 8,000.00	\$ 8,000.00	\$ -
504	Klein	\$ 6,825.62			\$ 500.00	\$ 500.00	\$ -
505	Malon/Schroeder	\$ 248,043.47			\$ 24,000.00	\$ 24,000.00	\$ -
506	McDonald	\$ 239,236.61			\$ 18,000.00	\$ 18,000.00	\$ -
507	Ratner	\$ 119,528.50			\$ 9,000.00	\$ 9,000.00	\$ -
508	Root	\$ 47,700.74			\$ 3,000.00	\$ 3,000.00	\$ -
509	Sugarman	\$ 93,878.45			\$ 15,000.00	\$ 15,000.00	\$ -
510	Thompson	\$ 131,090.49			\$ 13,000.00	\$ 13,000.00	\$ -
511	Weidenthal	\$ 8,571.67			\$ 600.00	\$ 600.00	\$ -
512	White	\$ 2,401,414.42			\$ 200,000.00	\$ 200,000.00	\$ -
513	Beard Anna Young	\$ 39,171.24			\$ 6,000.00	\$ 6,000.00	\$ -
514	Paulson	\$ -			\$ -	\$ 148,784.42	\$ 148,784.42
		\$ 3,694,193.18			\$ 317,300.00	\$ 466,084.42	\$ 148,784.42
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 7,585.80			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 5,617.12			\$ -	\$ -	\$ -
		\$ 13,202.92			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

A decrease in Other Sources-General Fund by \$85,008.56 to reflect the resolution going before the Board on February 20, 2020 to advance cash from the General fund to the MyCom fund (\$75,008.56) and to the Tech Centers fund (\$10,000); and an increase in Other Sources-Special Revenue by \$231,967.92 relating to the cash advances of \$75,008.56 to the MyCom fund and \$10,000; the Founders fund for the final distribution from the Jean Z. Piety Trust of \$29,725.80; the Ohio Center for the Book fund for the 2020 Library of Congress State Literacy Awards Program for \$2,225; the MyCom fund for the grant funds of \$75,008.56 for Kindergarten Club and after school tutoring; and the Tech Centers fund of \$40,000 for the Best Buy grant funds; and an increase in Other Sources-Permanent by \$148,784.42 for the endowment accepted from the Paulson Trust.

Thank You,  
*Carrie Krenicky*  
Treasurer/CFO  
Cleveland Public Library



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

**AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**

Based on 86.27% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

February 11, 2020

To the Board of Library Trustees of the:

**Cleveland Library**

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2020, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balace	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$25,470,007.10	\$35,178,839.00	\$23,533,472.59	\$1,656,619.44	\$85,838,938.13
Special Revenue	\$19,417,560.01			\$9,139,884.41	\$28,557,444.42
Debt Service	\$2,893,175.95			\$1,090,385.20	\$3,983,561.15
Capital	\$60,986,663.16			\$0.00	\$60,986,663.16
Permanent	\$3,694,193.18			\$466,084.42	\$4,160,277.60
Agency	\$13,202.92			\$0.00	\$13,202.92
<b>Totals/Subtotals</b>	<b>\$112,474,802.32</b>	<b>\$35,178,839.00</b>	<b>\$23,533,472.59</b>	<b>\$12,352,973.47</b>	<b>\$183,540,087.38</b>

 <hr style="width: 80%; margin: 0 auto;"/>	<p><b>Budget</b></p>	 <hr style="width: 80%; margin: 0 auto;"/>
<p><b>Commission</b></p>		

**CLEVELAND PUBLIC LIBRARY  
2020 APPROPRIATION: SECOND AMENDMENT  
FEBRUARY 20, 2020**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	25,470,007.10	-	25,470,007.10
Taxes - General Property	32,778,839.00	-	32,778,839.00
Public Library Fund (PLF)	23,533,472.59	-	23,533,472.59
State Rollbacks/CAT	2,400,000.00	-	2,400,000.00
Fines and Fees	279,580.00	-	279,580.00
Earned Interest	646,348.00	-	646,348.00
Restricted Gifts	-	-	-
Unrestricted Gifts	1,400.00	-	1,400.00
Miscellaneous	814,300.00	-	814,300.00
Return of Advances/(Advances Out)	-	(85,008.56)	(85,008.56)
<b>TOTAL RESOURCES</b>	<b>85,923,946.69</b>	<b>(85,008.56)</b>	<b>85,838,938.13</b> (3)

<b>APPROPRIATION</b>	<b>Original Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	40,444,713.00	-	40,444,713.00
Supplies	959,467.00	-	959,467.00
Purchased/Contracted Services	9,680,575.00	-	9,680,575.00
Library Materials/ Information	7,280,000.00	-	7,280,000.00
Capital Outlay	1,391,270.00	-	1,391,270.00
Other Objects	215,307.00	-	215,307.00
<b>SUBTOTAL OPERATING</b>	<b>59,971,332.00</b>	<b>-</b>	<b>59,971,332.00</b>
Transfers	1,090,385.20	-	1,090,385.20
<b>TOTAL APPROPRIATION</b>	<b>61,061,717.20</b>	<b>-</b>	<b>61,061,717.20</b>

**CLEVELAND PUBLIC LIBRARY  
2020 APPROPRIATION: SECOND AMENDMENT  
FEBRUARY 20, 2020**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	28,325,476.50	231,967.92	28,557,444.42 (4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	14,150.00	-	14,150.00
Endowment for the Blind	10,000.00	-	10,000.00
Founders	918,806.56	-	918,806.56
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	35,000.00	-	35,000.00
Pepke	-	-	-
Wickwire	35,000.00	-	35,000.00
Wittke	-	-	-
Young	10,000.00	-	10,000.00
Friends	-	-	-
Judd	360,755.08	-	360,755.08
Lockwood Thompson	303,921.33	-	303,921.33
Ohio Center for the Book	2,672.42	2,225.00	4,897.42
Schweinfurth	224,430.52	-	224,430.52
CLEVNET	6,733,280.55	-	6,733,280.55
LSTA-OLBPD	1,608,989.48	-	1,608,989.48
MyCom	-	75,008.56	75,008.56
Learning Centers	18,774.07	-	18,774.07
Tech Centers	12,500.00	50,000.00	62,500.00
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-
<b>TOTAL APPROPRIATION</b>	<b>10,318,280.01</b>	<b>127,233.56</b>	<b>10,445,513.57</b>

**CLEVELAND PUBLIC LIBRARY  
2020 APPROPRIATION: SECOND AMENDMENT  
FEBRUARY 20, 2020**

**DEBT SERVICE FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,983,561.15	-	3,983,561.15
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
DEBT SERVICE	3,292,635.20	-	3,292,635.20

**CAPITAL PROJECT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	60,986,663.16	-	60,986,663.16 (5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	2,019,144.18	-	2,019,144.18
Construction - Tax-Exempt	3,255,714.00	2,872,066.00	6,127,780.00
Construction - Taxable	-	-	-
<b>TOTAL APPROPRIATION</b>	<b>5,274,858.18</b>	<b>2,872,066.00</b>	<b>8,146,924.18</b>

**CLEVELAND PUBLIC LIBRARY  
2020 APPROPRIATION: SECOND AMENDMENT  
FEBRUARY 20, 2020**

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	4,011,493.18	148,784.42	4,160,277.60 (6)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Abel	5,000.00	-	5,000.00
Ambler	-	-	-
Beard	8,201.00	-	8,201.00
Klein	-	-	-
Malon/Schroeder	10,000.00	-	10,000.00
McDonald	4,000.00	-	4,000.00
Ratner	-	-	-
Root	-	-	-
Sugarman	15,000.00	-	15,000.00
Thompson	10,000.00	-	10,000.00
Weidenthal	-	-	-
White	50,000.00	-	50,000.00
Beard Anna Young	-	-	-
<b>TOTAL APPROPRIATION</b>	<b>102,201.00</b>	<b>-</b>	<b>102,201.00</b>

**AGENCY FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,202.92	-	13,202.92

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	7,585.80	-	7,585.80
CLEVNET Fines & Fees	5,617.12	-	5,617.12
<b>TOTAL APPROPRIATION</b>	<b>13,202.92</b>	<b>-</b>	<b>13,202.92</b>

**CLEVELAND PUBLIC LIBRARY  
2020 APPROPRIATION: SECOND AMENDMENT  
FEBRUARY 20, 2020**

(1) Certificate dated January 8, 2020

(2) Certificate dated February 11, 2020

(3) \$25,395,007.10 unencumbered cash carried forward plus the repayment of advance to be made from MyCom of \$75,000 less advances out to MyCom of \$75,008.56 and Tech Centers of \$10,000 plus \$60,453,939.59 certified operating revenue produces the balance available for appropriation in 2020 (plus \$5,183,818.88 12/31/19 encumbered cash).

$$(\$25,395,007.10 + \$75,000 - \$75,008.56 - \$10,000 + \$60,453,939.59 = \$85,838,938.13)$$

(4) \$19,492,560.01 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 plus \$9,139,884.41 additional revenue to receive in 2020 produces the certified revenue of \$28,557,444.42.

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 available for appropriation.

$$(\$28,557,444.42 - \$2,492,057.50 = \$26,065,386.92 \text{ available for appropriation (plus } \$1,287,167.78 \text{ 12/31/19 encumbered cash).}$$

(5) \$60,896,663.16 unencumbered cash carried forward produces the balance available for appropriation in 2020 (plus \$2,804,715.75 12/31/19 encumbered cash).

(6) \$4,478,509.54 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 plus \$317,300 additional revenue to receive in 2020 produces the balance available for appropriation in 2020 (plus \$40,224.31 12/31/19 encumbered cash).

$$(\$4,478,509.54 - \$784,316.36 + \$317,300 = \$4,011,493.18)$$

Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. The non-expendable principal amount of \$148,784.42 from the Paulson Trust will be recorded as a restricted donation for 2019 to get it on the books.

$$(\$4,011,493.18 + 148,784.42 = \$4,160,277.60)$$

## OPTION AGREEMENT

This Option Agreement (“**Agreement**”) is entered into as of February \_\_, 2020 (“**Effective Date**”) by and between the Cleveland Public Library, a political subdivision of the State of Ohio, 325 Superior Avenue, Cleveland, Ohio 44114 (“**CPL**”) and Detroit Shoreway Community Development Organization, an Ohio non-profit corporation, 6516 Detroit Avenue, Suite 1, Cleveland, Ohio 44102 (“**DSCDO**”) (collectively, the “**Parties**”).

### RECITALS

A. CPL owns certain real property located at 7910 Detroit Avenue, Cleveland, Ohio 44102, being tax parcel number 002-01-008 (“**CPL Property**”), where CPL currently operates the existing Walz library branch (the “**Existing Walz Branch**”). DSCDO currently owns property located at 7918 Detroit Avenue, 1377 West 80th Street, 1373 West 80th Street and 1369 West 80th Street, in Cleveland, Ohio 44102, being tax parcel numbers 002-01-007, 002-01-048, 002-0147 and 002-01-046 (“**DSCDO Property**”). DSCDO is attempting to acquire the property located at 1363 West 80<sup>th</sup> Street, being tax parcel 002-01-045. In the event DSCDO is able to acquire this property, it shall be included in the definition of “**DSCDO Property**” for purposes of this Agreement. The CPL Property and DSCDO Property are collectively referred to herein as the “**Property**” and are more particularly identified on Exhibit A-1 and legally described on Exhibit A-2 attached hereto and made a part hereof.

B. CPL is planning to demolish the Existing Walz Branch and construct a new library location, as more particularly described herein (“**New Walz Branch**”), which will be located on the corner of West 80th and Detroit Avenue and substantially located on the DSCDO Property. DSCDO desires to develop and construct an affordable, senior living apartment project (“**Residences**”) located on a portion of the CPL Property as well as above the New Walz Branch as more particularly shown on Exhibit B attached hereto and made a part hereof (the New Walz Branch and Residences are collectively referred to herein as the “**Project**”). It is intended that the New Walz Branch and the Residences will be part of an integrated building design, generally consistent with the Bialosky renderings dated January 8, 2020, but the ownership of the New Walz Branch and the Residences, respectively, will be independent and not through any partnership or joint venture between the parties.

C. CPL and DSCDO desire to set forth the terms under which DSCDO has the option to move forward with the development of the Project.

NOW, THEREFORE, for good and valuable consideration received, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

### AGREEMENT

#### 1. Basic Transaction

- a) Purchase Terms. DSCDO wishes to sell the DSCDO Property to CPL and CPL wishes to sell the Residences Property to DSCDO on an “as is”, “where is” and “with all faults” basis without any contingencies except as set forth in this Agreement or in the Purchase Agreement (hereinafter defined). The

Parties shall negotiate an agreement for purchase of the Property (“**Purchase Agreement**”) that shall contain the basic terms contained in this Agreement and other terms and conditions to be negotiated between the Parties. The Parties shall not commence negotiation of the Purchase Agreement until DSCDO has elected to exercise its option hereunder.

- b) **Purchase Price.** In the event DSCDO exercises its option hereunder, CPL will contribute the CPL Property and DSCDO will contribute the DSCDO Property, with each party being given a credit for the appraised value thereof. CPL has previously obtained an appraisal and DSCDO will obtain an appraisal by a qualified MAI appraiser approved by CPL, with significant experience appraising commercial mixed-use properties to determine the valuation of the DSCDO Property. DSCDO acknowledges that CPL has completed the appraisal for the CPL Property and agrees to use identical methodology and assumptions for the DSCDO Property appraisal.

To the extent a cash consideration credit is owed to either party as a result of the appraised valuation process described above, such credit shall be applied against the funds owed by such party as part of its construction cost allocation contribution with respect to the construction of parking areas, footings and subsurface supports, elevators, and other elements that will be for common use at the Project or which are allocated to such party due to the nature of the design of the Residences Property as being integrated with and partially on top of the New Walz Branch (the “**Shared Construction Cost Allocation**”). Such cost allocations will be more fully described in the COREA (as hereinafter defined) or a separate agreement concerning cost allocations.

## 2. **Option**

- a) **Grant of Option.** CPL hereby grants to DSCDO and DSCDO hereby accepts from CPL, the exclusive, irrevocable right and option to elect to move forward with the development of the Project, including the right and option to acquire the Residences Property (herein defined), on the terms and conditions set forth herein (the “**Option**”).
- b) **Option Period.** CPL shall grant DSCDO the Option for the period commencing on the Effective Date and expiring on August 15, 2020 (the “**Option Period**”); provided, however, that if (i) DSCDO does not receive the Low Income Housing Tax Credit award (“**LIHTC Award**”) prior to June 1, 2020, this Agreement shall automatically terminate, and (ii) DSCDO is awarded the LIHTC Award prior to June 1, 2020, the Option shall be automatically exercised as of June 15, 2020 as documented in accordance with Section 2(e) below.



- c) Option Consideration. DSCDO shall pay to CPL the sum of One Thousand and 00/100 Dollars (\$1,000.00) for the Option plus a contribution to CPL's legal fees in the amount of \$5,000.00 (the "**Option Consideration**"). DSCDO shall pay the Option Consideration to CPL within ten (10) business days of DSCDO's receipt of a fully executed original of this Agreement authorized by CPL's Board of Trustees.
- d) Effect of Option Consideration on Purchase. If DSCDO exercises the Option, CPL shall apply the Option Consideration towards DSCDO's portion of the Shared Construction Cost Allocation; provided, however, in no event shall DSCDO's contribution to CPL's legal fees be applied to DSCDO's portion of the Shared Construction Cost Allocation. In no event shall CPL be required to refund the Option Consideration to DSCDO.
- e) Notice of Exercise: Purchase Agreement. In the event DSCDO desires to exercise the Option, DSCDO shall give written notice of such exercise to CPL and the Parties shall thereupon proceed to negotiate, execute and deliver the Purchase Agreement and to consummate the transaction in accordance with the terms and conditions contained therein. Closing of such transaction shall occur in accordance with the terms of the Purchase Agreement.

### 3. Closing Date and Possession.

- a) Closing Process. The "**Closing**" shall be a multi-step process that will include the following:
  - (1) DSCDO will sell and transfer title to the DSCDO Property to CPL,
  - (2) The Property will be consolidated and subdivided pursuant to a subdivision plat approved by both parties and recorded with the Cuyahoga County Recorder's Office (the "**Plat**"),
  - (3) CPL shall convey to DSCDO the land upon which the Residences will be built and an air rights parcel within which the portion of the Residences above the New Walz Branch will be built (together with any easement rights in favor of DSCDO, collectively the "**Residences Property**"), and
  - (4) CPL and DSCDO shall record a Construction, Operation and Restrictive Easement Agreement ("**COREA**").
- b) Closing Conditions. The Closing shall be subject to the satisfaction or waiver in writing of the following conditions (the "**Closing Conditions**"):
  - (1) CPL's and DSCDO's mutual agreement on the final design for the Residences Property, which agreement by CPL shall include considerations relating to (i) the impact of the design of the

Residences Property to the cost and design of the New Walz Branch, (ii) whether the design of the Residences Property detracts from the character or design intent of the New Walz Branch, and (iii) whether the design of the Residences Property interferes with ingress and egress to and from the New Walz Branch.

- (2) CPL's and DSCDO's mutual agreement on the form of COREA and Shared Construction Cost Allocation.
- (3) DSCDO's confirmation that it has obtained all financing required to build the Residences and provided evidence of such reasonably acceptable to CPL; provided, however, DSCDO shall be required to submit a loan commitment or term sheet mutually agreed upon by DSCDO and its lender(s) prior to the execution of the Purchase Agreement and shall continue to use good faith efforts to close on its financing prior to the Closing Date.
- (4) DSCDO providing a completion guaranty, bond or similar financial security in favor of CPL with respect to the timely, lien-free and workmanlike completion of the construction of the Residences Property and securing DSCDO's financial obligations with respect to DSCDO's portion of the Shared Construction Cost Allocation. CPL (i) providing a letter signed by CPL's Chief Financial Officer stating that CPL has bond funding in place to fully fund the construction of the New Walz Branch and (ii) agreeing to a covenant in the COREA to commence construction promptly following Closing (subject to any permitting or force majeure type delays or delays caused by DSCDO) and thereafter diligently completing construction.
- (5) Approval by all applicable governmental entities of the Plat, zoning variances (if required), and final design of the Residences and the New Walz Branch.
- (6) An irrevocable commitment from the Title Company (as defined below) to issue ALTA policies of title insurance, insuring title in the Residences Property (in favor of DSCDO) and the Walz Branch Property (in favor of CPL), including without limitation, providing title insurance coverage with respect to the easements set forth in the COREA.
- (7) An opinion from CPL's Bond Counsel satisfactory to CPL concerning the use of CPL funds as part of the mixed used development and preserving tax exempt nature of the bonds.

- (8) The mutual approval of the environmental conditions of the Property and the extent of any recommended environmental remediation.
  - (9) CPL's and DSCDO's engagement of a geotechnical engineer and such engineer has confirmed that all geotechnical requirements for the construction of the parking lot and foundations for the New Walz Branch are met.
- c) **Closing Date.** The final step of Closing ("**Closing Date**") shall occur no later than May 15, 2021; provided, however, solely in the event that DSCDO is unable to secure all financing required to build the Residences prior to the Closing Date, despite good faith efforts, DSCDO shall have the right to extend the Closing Date as reasonably necessary, but in no event later than September 1, 2021 ("**Outside Closing Date**"), by depositing with CPL such sum that shall be set forth in the Purchase Agreement, which shall not be applied to DSCDO's portion of the Shared Construction Cost Allocation.

4. **Title Commitment and Escrow Agent.** The title company and escrow agent for the transaction contemplated in the Purchase Agreement shall be Surety Title Agency, Inc. (the "Title Company").

5. **Purchase Agreement.** Upon DSCDO exercising its Option, the Parties shall begin negotiating in good faith to reach a written Purchase Agreement containing comprehensive representations, warranties, disclosures, indemnities, conditions and agreements.

6. **Inspection Period.** Following DSCDO exercising its Option and at any time prior to the Closing Date, DSCDO and CPL shall each have the right to enter onto the Property, upon at least forty-eight (48) hours prior written notice to the other Party (for purposes of this Section 6, electronic mail is deemed sufficient) in order to review, examine, inspect and conduct any reasonable due diligence. The Parties shall at all times conduct their due diligence reviews, inspections and examinations (and shall cause their consultants and other third party reviewers to perform their reviews, inspections and examinations) in a manner so as not to cause liability, damage, lien, loss, cost or expense (other than normal and customary costs and expenses as a result of facilitating such due diligence) to the other Party or the Property and so as to not interfere with or disturb (i) the current operation of the Existing Walz Branch or (ii) the rights of tenants of the DSCDO Property. In the event such due diligence reviews, inspections and examinations of the Property will occur during the current hours of operation of the Existing Walz Branch, CPL's prior written consent shall be required, and in the event such due diligence reviews, inspections and examinations of the Property will require access to any tenant-occupied portion of the DSCDO Property, DSCDO's prior written consent shall be required. Prior to entry upon the Property for such due diligence reviews, inspections and examinations, DSCDO and CPL shall provide to the other Party proof of any insurance required pursuant to this Option Agreement and the Purchase Agreement. Notwithstanding the foregoing, in no event shall either Party conduct any invasive physical testing (environmental, structural or otherwise) on the other Party's property, or take physical samples from the other Party's property without such Party's express written consent,

which consent may be given or withheld in such Party's sole and absolute discretion. The terms and restrictions of any due diligence reviews, inspections and examinations shall be more fully described in the Purchase Agreement.

7. **COREA.** Upon DSCDO exercising its Option, the Parties shall begin negotiating the COREA and shall use good faith efforts to reach an agreement as to the substantially final form of the COREA prior to December 15, 2020 in order to present to the Board of CPL for approval on December 17, 2020. The COREA will serve as the governing regime for the construction, use and operation of the New Walz Branch and the Residences, and shall include the following:

- a) **Uses:** The Residences shall only be used for an affordable senior living facility. All other uses will require CPL's consent. The New Walz Branch shall only be used as a public library while owned by CPL. All other uses during such time will require DSCDO's consent. The Property shall be encumbered by restrictions against noxious uses.
- b) **Easements:** The Property will be subject, at a minimum, to the following easements: common driveway and access; parking; common areas; maintenance rooms; elevator shaft(s); utilities and construction.
- c) **Construction:** All developments on the Property will be consistent with the Bialosky renderings dated January 8, 2020 (as the same may be modified and amended by both parties' mutual consent).
- d) **Parking:** CPL and DSCDO shall each have at least eighteen (18) parking spaces in the parking area that are maintained as designated library or residential spaces, as applicable.
- e) **Operating Expenses:** The Parties will share in the operating expenses for the common areas, such expenses will be determined by taking into account the level, degree, scope and volume of usage of, and traffic volume over, the common areas, as well as evolving uses of the Property and other relevant factors.
- f) **Non-Subordination:** The COREA shall at all times remain superior in interest to any mortgages (or other forms of financing), leases or other similar encumbrances affecting title to either the Walz Branch Property or the Residences Property.
- g) **ROFR:** The sale of the Residences Property (or any portion thereof) following the expiration of the tax credit compliance period shall be subject to CPL having a right of first refusal over the proposed sale of the Residences Property (or any portion thereof), but shall in no event apply to (i) a related party transfer or (ii) the sale of the Residences to an experienced and reputable LIHTC operator approved by the Ohio Housing Finance Agency ("**OHFA**"), which has sufficient capitalization to own and operate the Residences Property in a manner consistent with good practices in the industry.

8. **Exclusive Dealing.** During the Option Period, the Parties shall not negotiate with any other person or entity relating to the acquisition or lease of the Property, in whole or in part.

9. **Notices.** Any notice which may be or is required to be given pursuant to the provisions of this Agreement shall be personally delivered, sent by certified or registered mail, postage prepaid, return receipt requested, by overnight delivery service, or by electronic mail during normal business hours (prior to 6:00 p.m. Eastern) with a confirmation copy delivered by recognized, overnight delivery service (e.g., Federal Express), and addressed as follows.

If to CPL, to:

325 Superior Avenue  
Cleveland, Ohio 44114  
Attn: Joyce M. Dodrill, Esq., Chief Legal Officer  
Email: joyce.dodrill@cpl.org

With a copy to:

325 Superior Avenue  
Cleveland, Ohio 44114  
Attn: Felton Thomas, Jr., Executive Director  
Email: Felton.Thomas@cpl.org

And with a copy to:

Benesch Friedlander Coplan & Aronoff LLP  
200 Public Square, Suite 2300  
Cleveland, Ohio 44114  
Attention: Jared E. Oakes  
E-mail: joakes@beneschlaw.com

If to DSCDO, to:

Detroit Shoreway Community Development Organization  
6516 Detroit Avenue, Suite 1  
Cleveland, Ohio 44102  
Attn: Anya Kulcsar, Director of Real Estate Development  
Email: akulcsar@dscdo.org

With a copy to:

Randall B. Shorr, Esq.  
6314 Franklin Boulevard  
Cleveland, OH 44102  
Email: rshorr@shorrlaw.com

The Parties may change the contact information within this Section by written communication in lieu of Amendment to this Agreement. Notices given by CPL's counsel shall

be deemed given by CPL and notices given by DSCDO's counsel shall be deemed given by DSCDO.

10. **Authority.** Each person and entity signing on behalf of a party to this Agreement individually warrants his and its authority so to do and individually warrants that all necessary actions have been taken to authorize the execution of this Agreement by such party.

11. **Real Estate Brokers' Commissions.** In the Purchase Agreement, CPL and DSCDO will represent and warrant to each other that such Parties have had no dealings with any real estate broker or agent so as to entitle any broker or agent to any commission in connection with the Project.

12. **Insurance.** DSCDO shall indemnify CPL for any injury or harm directly or indirectly resulting from DSCDO's inspections conducted on the Property pursuant to this Agreement. DSCDO shall provide upon execution of this Agreement evidence of commercial liability insurance covering DSCDO's operation with minimum coverage of \$1,000,000 per occurrence. Said insurance shall include contractual liability. CPL shall be made an additional insured on said insurance policy. CPL hereby agrees to release DSCDO from any responsibility for any injury or harm directly resulting from CPL's negligence on the Property pursuant to this Agreement. CPL shall provide upon execution of this Agreement evidence of commercial liability insurance covering CPL's operation with minimum coverage of \$1,000,000 per occurrence. Said insurance shall include contractual liability. DSCDO shall be made an additional insured on said insurance policy. The provisions of this Section 11 shall survive termination or expiration of this Agreement.

13. **Confidentiality.** The Parties agree that the terms of this Agreement are confidential and to the extent required by law, no Party will make any disclosure of the terms of this Agreement to any third party without the prior written consent of the other Party. Notwithstanding the foregoing, (i) CPL acknowledges that this Agreement shall be disclosed to the OHFA and to other potential funding sources for the Residences and (ii) DSCDO acknowledges that this Agreement shall be disclosed to the Board of the CPL and shall become public record upon such disclosure.

14. **Binding.** Each Party hereto acknowledges that this Agreement embodies the entire agreement between the parties and supersedes all prior agreements and understandings, if any, relating to the Property, and may be amended or supplemented only by an instrument in writing executed by the party against whom enforcement is sought.

15. **Construction.** Each Party hereto acknowledges that it was represented by counsel and participated equally in the drafting and negotiation of this Agreement and that, accordingly, no court construing this Agreement shall construe it more stringently against one Party than against the other.

16. **Multiple Counterparts.** The parties may execute this Agreement in one or more identical counterparts, all of which when taken together will constitute one and the same instrument. An electronic mail submission shall be binding on the party or parties whose

signatures appear thereon. If executed in counterparts, each counterpart will be deemed an original for all purposes, and all such counterparts shall, collectively, constitute one agreement.

*IN WITNESS WHEREOF*, the Parties hereto have executed this Agreement as of the date first above written.

**DETROIT SHOREWAY COMMUNITY DEVELOPMENT ORGANIZATION**

By: \_\_\_\_\_  
Jeffrey M. Ramsey, Executive Director

**CLEVELAND PUBLIC LIBRARY**

By: \_\_\_\_\_

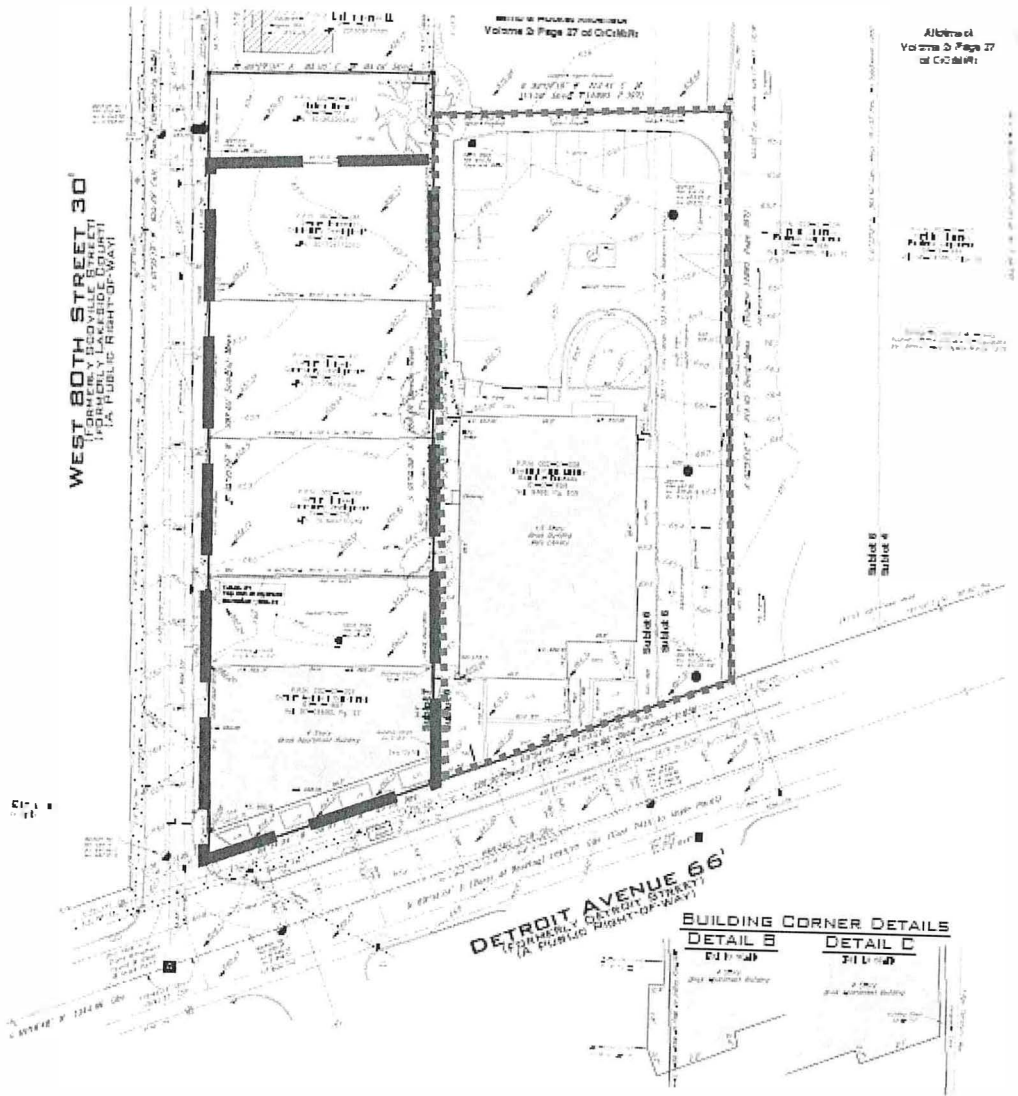
\_\_\_\_\_  
(Print Name)

Its: \_\_\_\_\_

**[add notary blocks and prep clause]**



### Exhibit A-1 The Property





-  DSCDO Property
-  CPL Property

Exhibit A-2**Legal Description of the Property****CPL Property:**

NOTE: Legal Description subject to change based upon survey and title work to be completed during due diligence of the Property.

Parcel No. 1:

Situated in the City of Cleveland, County of Cuyahoga and State of Ohio, and known as being Sub Lot No. 6 and the westerly part of Sub Lot No. 5 in Lamb and Hooker's Allotment of a part of Original Brooklyn Township's Lots Nos. 29 and 30 as shown by the recorded plat in Volume 2 of Maps, Page 27 of Cuyahoga County Records and together bounded and described as follows:

Commencing at a point on the northerly side of Detroit Street 60 feet westerly from the southeasterly corner of said lot No. 5; thence running northerly parallel with the easterly line of said Lot No. 5 about 383 feet to the northerly line of said Lot No. 5; thence westerly along the northerly line of said Lots Nos. 5 and 6 to the northwesterly corner of said Lot No. 6; thence southerly along the westerly line of said Lot No. 6 to the northerly line of Detroit Street; thence easterly along the northerly line of Detroit Street 120 feet to the place of beginning. Be the same more or less, but subject to all legal highways.

**DSCDO Property:**

PPN: 002-01-046

Address: 1369 W. 80th Street, Cleveland, Ohio 44102

Also known as street and number: 1369 W 80<sup>th</sup> Street, Cleveland OH 44102

Parcel ID# 002-01-046

Legal Description: Situated in the City of Cleveland, County of Cuyahoga and State of Ohio; and known as being part of Sublot No. 7 in Lamb and Hooker's Allotment, of part of Original Brooklyn Township Lot Nos. 29 and 30, as shown by the recorded plat in Volume 2 of Maps, Page 27 of Cuyahoga County Records, and bounded and described as follows: Beginning on the Easterly line of West 80<sup>th</sup> Street, (formerly Scoville Lane) at a point distant 211.60 feet Northerly, (measured along said Easterly line), from its intersection with the Northwesterly line of Detroit Avenue NW; Thence Northerly along said Easterly line of West 80<sup>th</sup> Street, 52 feet; Thence Easterly on a line at right angles to said last described line, about 85.17 feet to the Easterly line of said Sublot No. 7; Thence Southerly along said Easterly line of Sublot No 7, 52 feet; Thence Westerly about 85.165 feet to the place of beginning, according to the survey made by The Wight-O'Rourke Co. Engineers, July 24, 1923, as appears by said plat, be the same more or less, but subject to all legal highways.

PPN: 002-01-047

Address: 1373 W. 80<sup>th</sup> Street, Cleveland, Ohio 44102

Also known as street and number: 1373 W 80<sup>th</sup> Street, Cleveland OH 44102

Parcel ID# 002-01-047

Legal Description: Situated in the City of Cleveland, County of Cuyahoga and State of Ohio: and known as being part of Sublot No. 7 in Lamb and Hookers' Allotment of part of Original Brooklyn Township Lot Nos. 29 and 30, as shown by the recorded plat in Volume 2 of Maps, Page 27 of Cuyahoga County Records, and bounded and described as follows: Beginning on the Easterly line of West 80<sup>th</sup> Street, (formerly Scoville Lane) at a point 159 60/100 feet Northerly, measured along said Easterly line, from its point of intersection with the Northwesternly line of Detroit Avenue; Thence Northerly along said Easterly line of West 80<sup>th</sup> Street, 52 feet; Thence Easterly on a line at eight angles to said last described line, about 85 165/1000 feet to the Easterly line of said Sublot No. 7; Thence Southerly along said Easterly line of Sublot No 7, 52 feet; Thence Westerly about 85 16/100 feet to the place of beginning, according to the survey made by The Wight-O'Rourke Co. Engineers, July 24, 1923, as appears by said plat, be the same more or less, but subject to all legal highways.

PPN: 002-01-048

Address: 1377 W. 80<sup>th</sup> Street, Cleveland, Ohio 44102

Also known as street and number: 1377 W. 80th Street, Cleveland, OH 44102

Tax Parcel ID# 002-01-048

Legal Description: Situated in the City of Cleveland, County of Cuyahoga and State of Ohio: And Known as being part of Sublot No. 7 in Lamb and Hooker's Allotment of part of Original Brooklyn Township Lot Nos. 29 and 30, as shown by the recorded plat in Volume 2 of Maps, Page 27 of Cuyahoga County Records and bounded and described as follows:

Beginning on the Easterly line of West 80th Street (formerly Scoville Lane) at a point distant 107.60 feet Northerly (measured along said easterly line) from its intersection with the Northwesternly line of Detroit Avenue; Thence Northerly along the Easterly line of West 80th Street, 52 Feet; Thence Easterly along a line at right angles with the last described line, 85.16 feet to the Easterly line of said Sublot 7, 52 feet; Thence Westerly about 85.15 feet to the place of beginning, according to a survey dated July 24, 1923 by Wright-O-Rourke Company Engineers, be the same more or less, but subject to all legal highways.

PPN: 002-01-007

Address: 7918 Detroit Avenue, Cleveland, Ohio 44102

And known as being part of Sublot No. 7 in Lamb & Hooker's Allotment of part of Original Brooklyn Township Lots Nos. 29 and 30, as shown by the recorded plat in Volume 2 of Maps, Page 27 of Cuyahoga County Records, and bounded and described as follows: Beginning on the Easterly line of West 80th Street, (formerly Scoville Lane), at its point of intersection with the Northwesternly line of Detroit Avenue, N.W.; thence Northerly along said Easterly line of West 80th Street, 107.60 feet; thence Easterly on a line at right angles to said last described line, about 85.16 feet to the Easterly line of said Sublot No. 7; thence Southerly along said Easterly line of Sublot No. 7, 78.49 feet to the Northwesternly line of Detroit Avenue, N.W.; thence Southwesterly along said Northwesternly line of Detroit Avenue, N.W., 80 feet to the place of beginning, according to the survey made by the Wight-O'Rourke Cos. Engineers, dated July 24, 1923, be the same more or less, but subject to all legal highways.

6 22

**Exhibit B**  
**The Project**

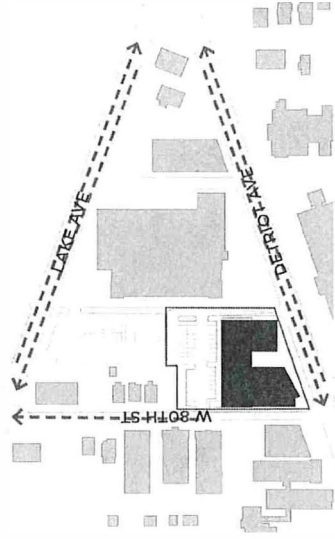
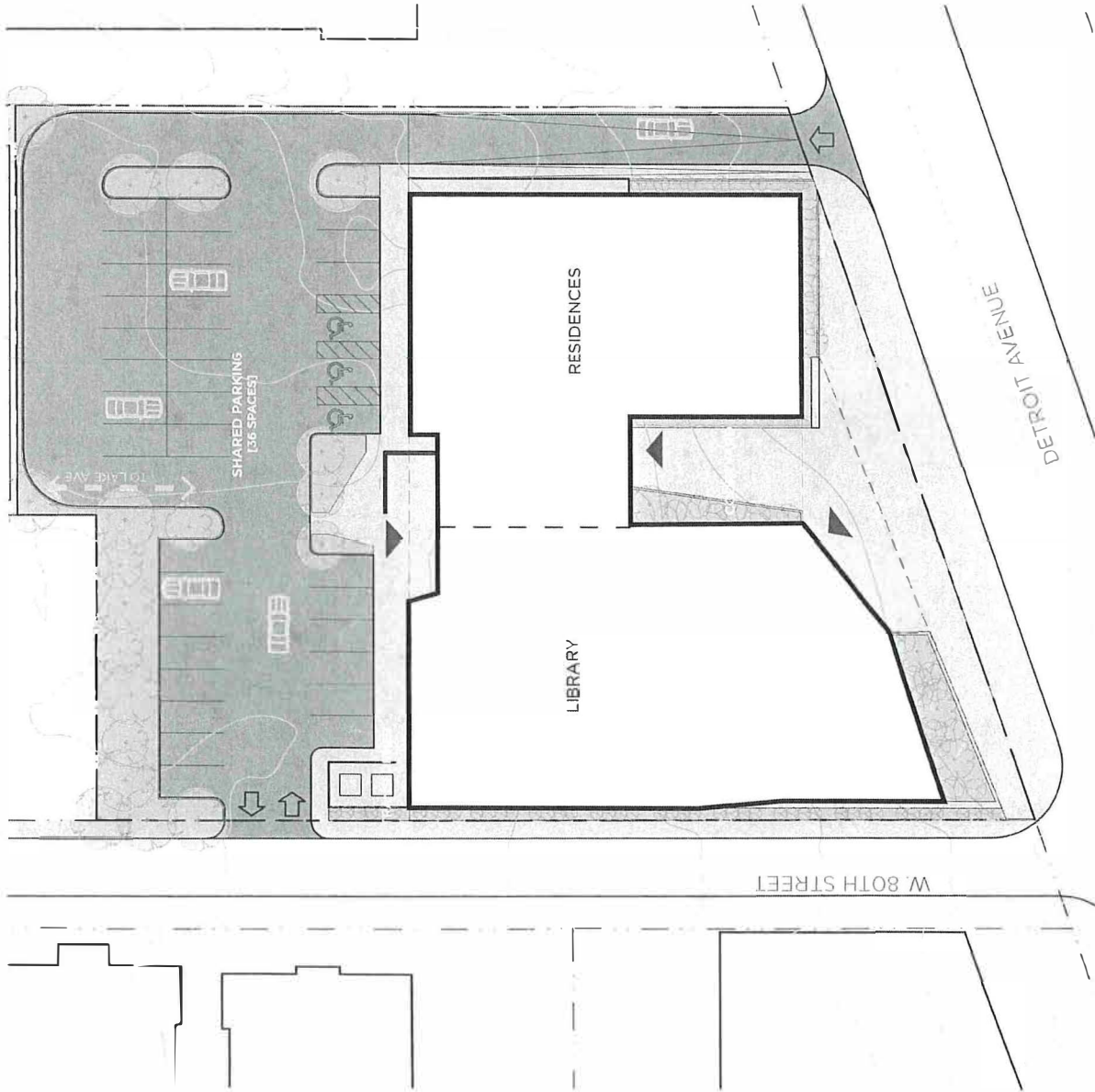


# SITE PLAN

**RESIDENCES**  
55,000 GSF +/-  
50 TOTAL UNITS  
[50% 1 BED, 50% 2 BED]

**LIBRARY**  
15,000 GSF +/-

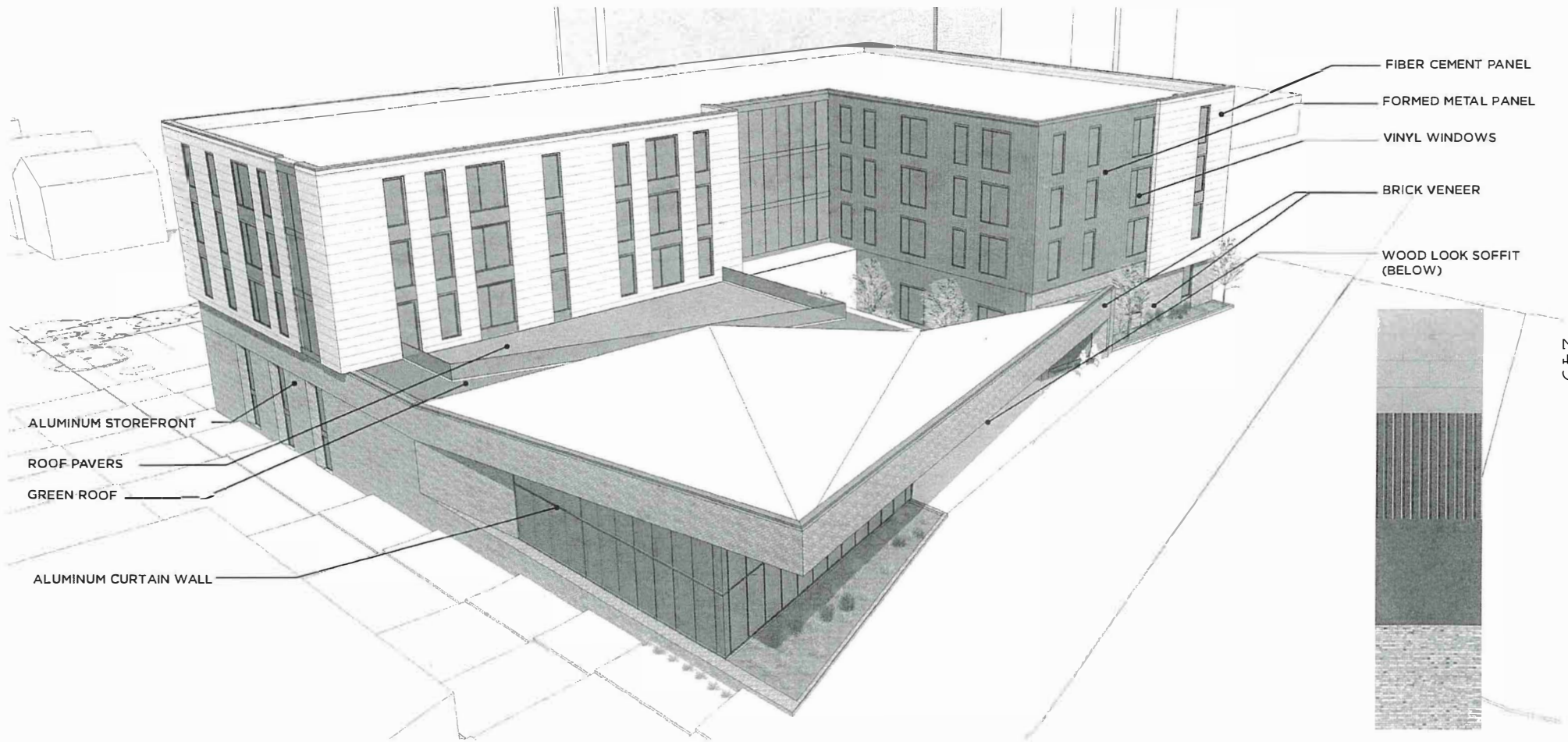
**PARKING**  
36 TOTAL SPACES



DSCDO/CPL W. 80'S MIXED USE  
**BIALOSKY**  
CLEVELAND  
January 08, 2020

# ENVELOPE MATERIALS

BIRDSEYE PERSPECTIVE



ALUMINUM STOREFRONT

ROOF PAVERS

GREEN ROOF

ALUMINUM CURTAIN WALL

FIBER CEMENT PANEL

FORMED METAL PANEL

VINYL WINDOWS

BRICK VENEER

WOOD LOOK SOFFIT  
(BELOW)

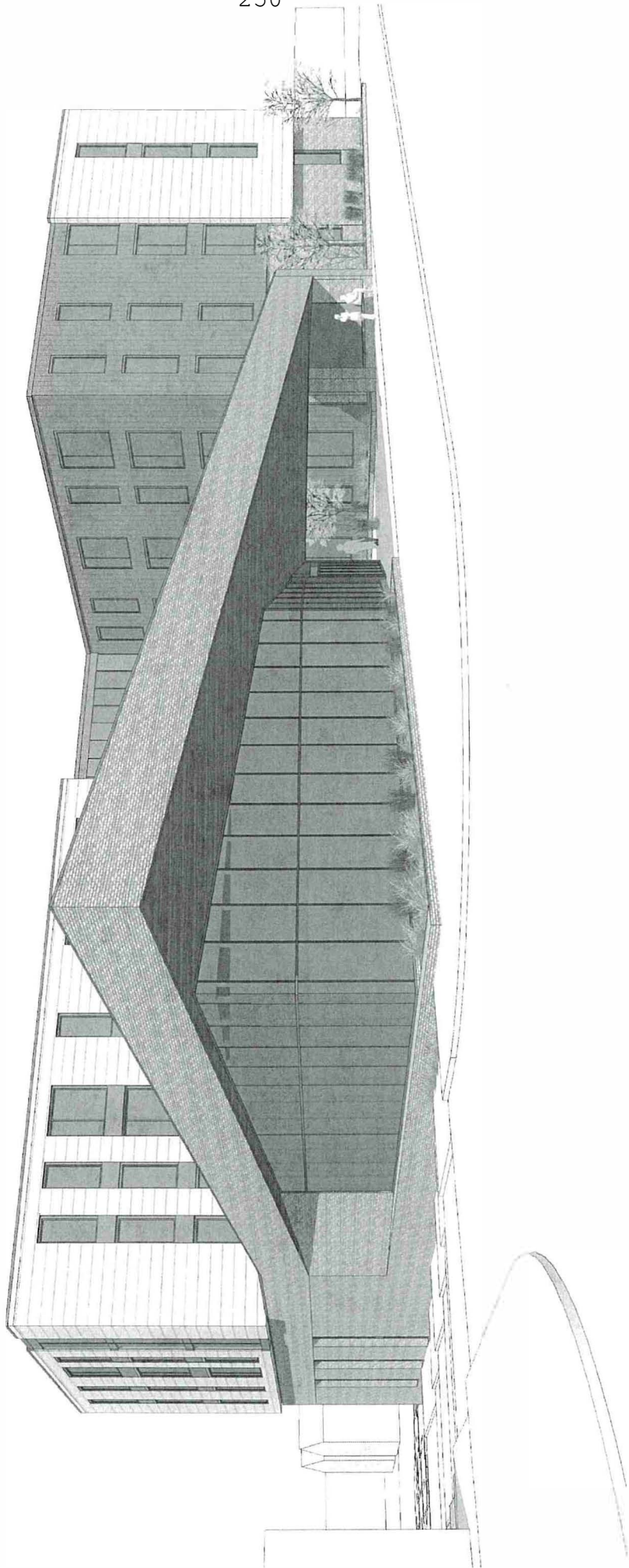
249

DSCDO/CPL W. 80'S MIXED USE

**BIALOSKY**  
CLEVELAND  
January 08, 2020

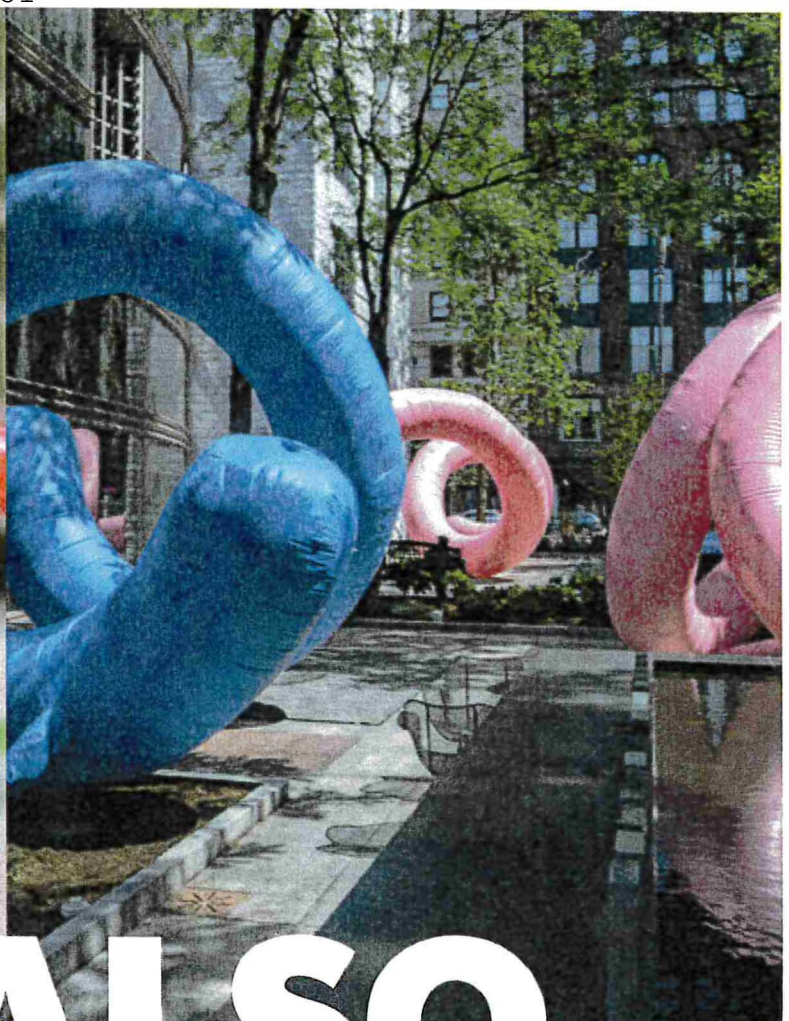
VIEW FROM DETROIT

250



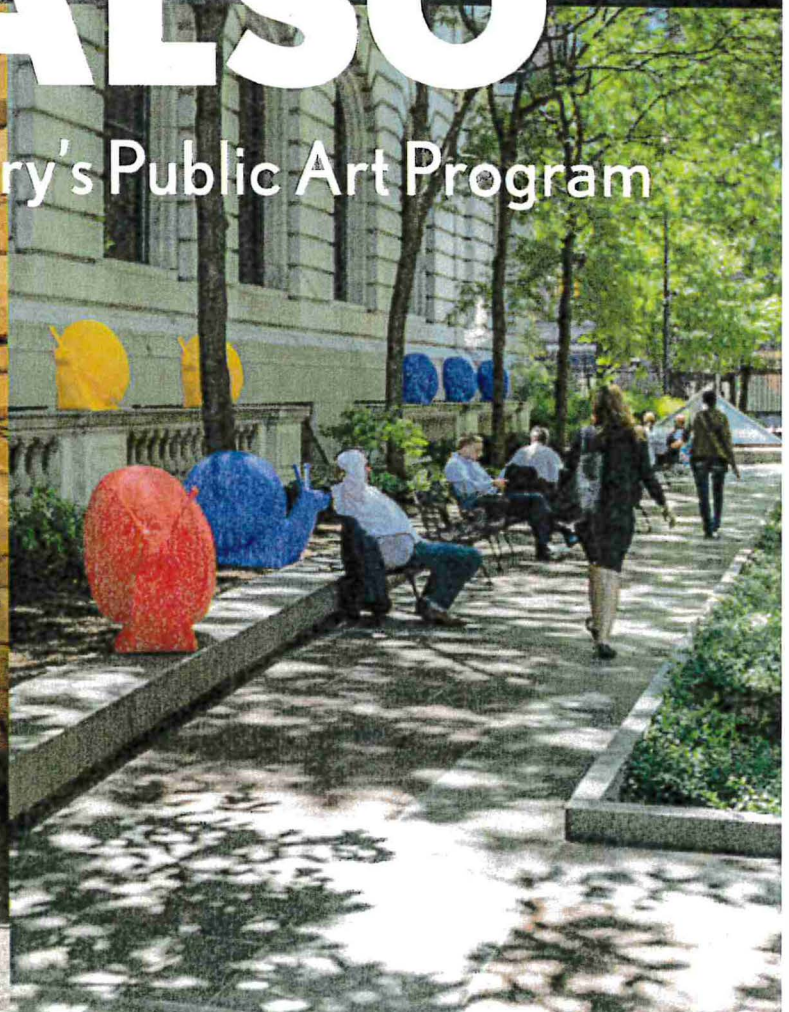
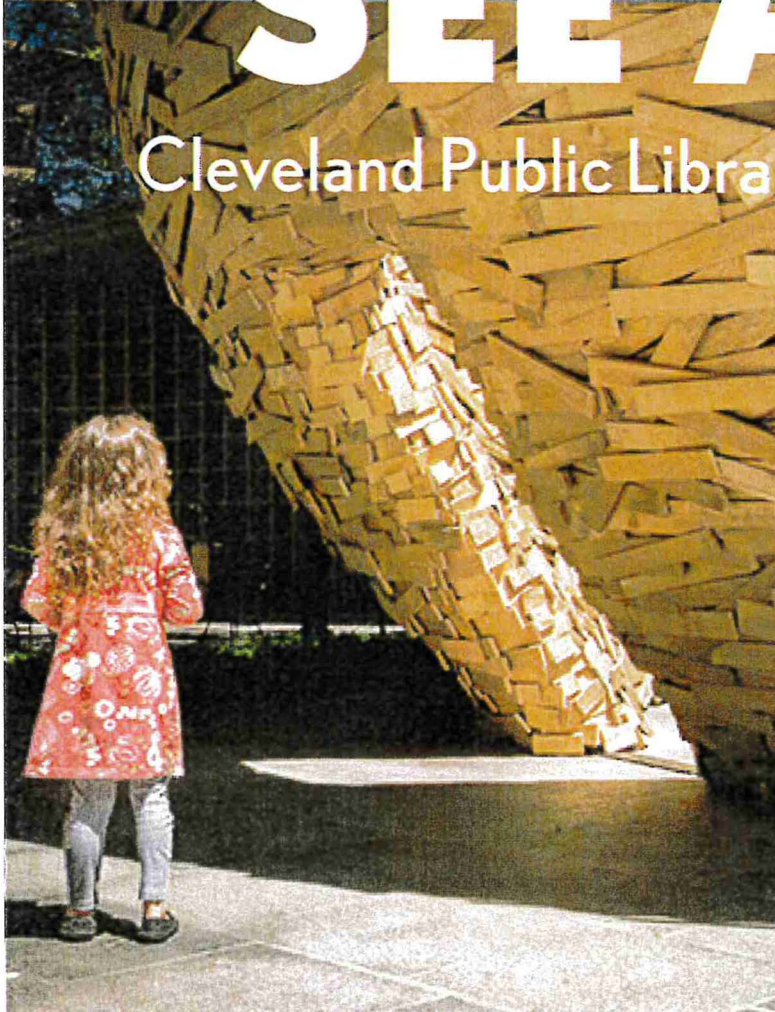
DSCDO/CPL W. 80'S MIXED USE  
**BIALOSKY**  
CLEVELAND  
January 08, 2020



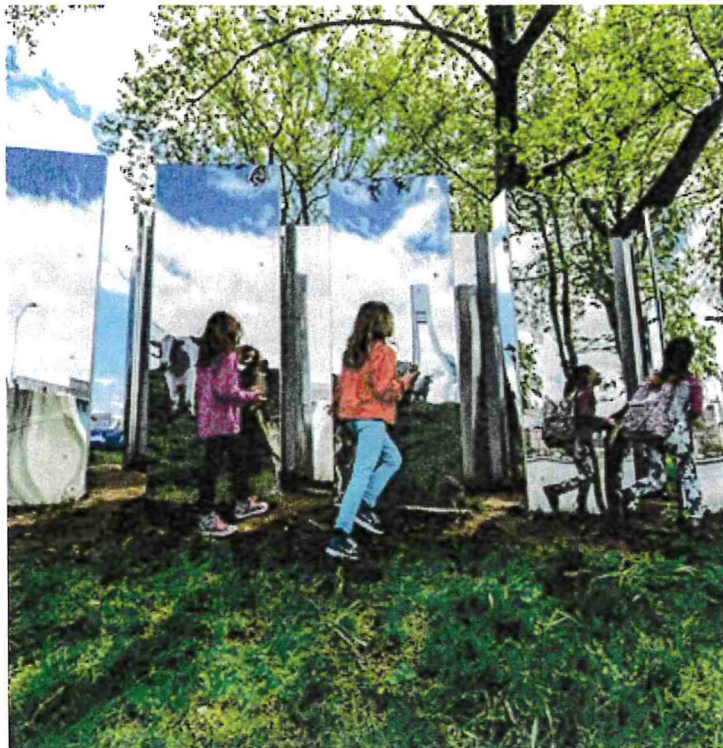


# SEE ALSO

Cleveland Public Library's Public Art Program





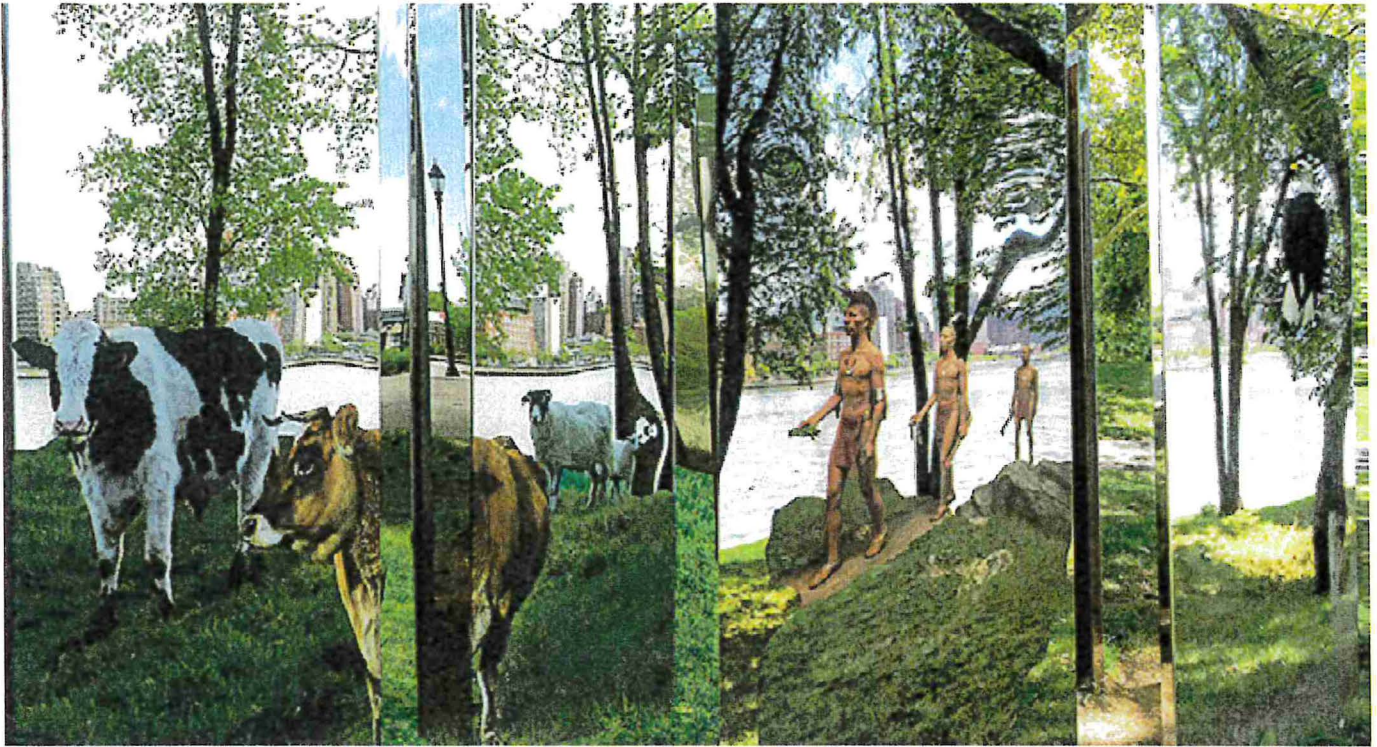


Rose DeSiano is a photographer who uses alternative photographic processes and the visual allure of the digitally fragmented and manipulated photograph as tools to examine cultural symbolism.

Most recently, DeSiano has been photographing the visual pageantry of war reenactments and the veterans who attend these events in the United States. In 2015, she received a Pennsylvania state PASSHE grant that will allow her continue this body of artwork internationally.

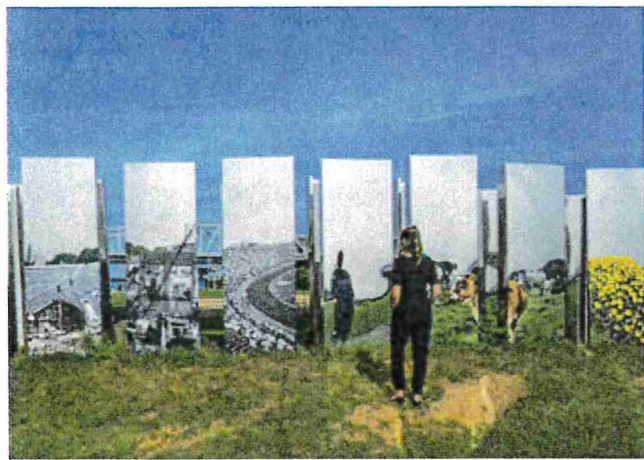


### Rose DeSiano precedent projects





### Rose DeSiano precedent projects







# Customer Official System Quote

Quote Date: 08/07/2019  
 Quote Number: QUO-120898-C5W1, Rev: 0

**Customer Bill To:**

Cleveland Public Library - Main

325 Superior Avenue NE  
 Cleveland OH 44114  
 United States of America

jasmine.sims@cpl.org  
 Tel: (216) 902-4923

**Location Information:**

Jasmine Sims

**Sales Contact:** Zachary Huth  
**Sales Phone:** +1-678-336-7980 X 313  
**Sales Email:** z.huth@bibliotheca.com

Prices are in US Dollars  
 Quote expires (60) days from Quote Date above.

**Quote Details**

remoteLocker

Includes 3 custom wrapped towers, 1 year of service and maintenance, shipping, and install. Users use librarycard for access, no external codes or keys or cards needed. Does need connection to library ILS.

**If applicable, the hardware and software includes 12-month warranty, set-up and configuration**

Item ID	Item Type	Quantity	Sale Price	Sub Total
RML000042-000-US	remoteLocker 115 v3 15 locker tower inc. controller (wrap)	1	\$12,898.000	\$12,898.00
RML000009-000-US	remoteLocker 105R v3 4 locker tower with returns (wrap)	1	\$10,285.000	\$10,285.00
RML000002-000-US	remoteLocker 100 v3 central tower inc. RFID (wrap)	1	\$18,998.000	\$18,998.00
SHPO00001-000-US	SHIPPING AND ADMINISTRATION Shipping is estimated on one receiving location, unless otherwise noted, and on current rates and proposal.	1	\$1,800.000	\$1,800.00

**Total (Less Sales Tax):** \$43,981.00

<b>Discount:</b>	\$5,385.0000
<b>Grand Total: (Taxes Not Included)</b>	\$38,596.00

**Additional Details**

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

GST/HST N° 859257321RT0001

**Bibliotheca, LLC**  
 3169 Holcomb Bridge Road, NW, Suite 200,  
 Norcross, GA 30071, USA

Phone No - 877-207-3127  
 Fax No - 1-877 689 2269  
 www.bibliotheca.com



## Customer Official System Quote

Submit Purchase Order by fax to 877-689-2269 or by email to [orders-us@bibliotheca.com](mailto:orders-us@bibliotheca.com).

Accepted By: \_\_\_\_\_

Accepted Date: \_\_\_\_\_

Customer Purchase Order Number: \_\_\_\_\_



CUSTOMER FOCUSED  
Customer first

1

August 6 2019

Jasmine Sims,  
Cleveland Public Library,  
325 Superior Ave,  
Cleveland,  
OH 44114

Attn: Jasmine Sims  
RE: Quotation for Internal D-Tech **HoldIT™**

Dear Jasmine,

Thank you for your interest in the D-Tech **HoldIT™** product range. Please find below our pricing on the kiosks.

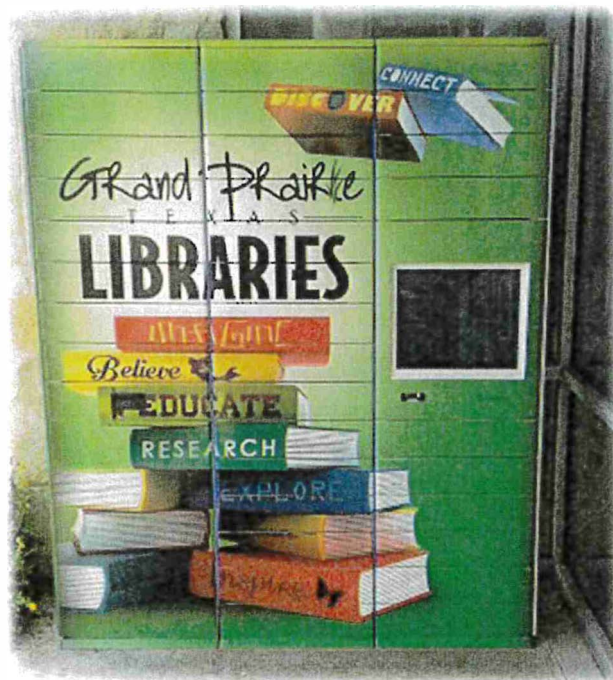
The **HoldIT™** communicates via SIP2.

I have quoted for an Internal unit, Library card scanning or electronic barcode on smartphone scanning for patron ID and manual input of ID number is also supplied as standard.

If you have any question about the quotation, please do not hesitate to contact me.

Sincerely yours,

Trilly Roper  
Head of customer service





CUSTOMER FOCUSED  
Customer first.

### HoldIT™ Quotation internal

August 6 2019  
Valid for 30 Days

Item No	Description		Unit Total	Price Total
D-THOL-DITM20-internal	HoldIT™ secure main unit with a 19' touch screen, patron card barcode reader and receipt printer, 9 Lockers included white finish	1	\$10,995.00	\$10,995.00
D-THOLDIT-M50-internal	HoldIT™ Locker module with integrated returns bin and 8 lockers. Includes RFID reader white finish	1	\$8,495.00	\$8,495.00
D-THOL-DITM40-internal	15 bay locker unit. white finish	1	\$8,495.00	\$8,495.00
D-THOL-DITM60E	HoldIT™ Locker finishing side panels white finish	2	\$250.00	\$500.00
Services Color Selector	RAL Color choice <a href="https://d-techinternational.com/us/products/vending/">https://d-techinternational.com/us/products/vending/</a>		\$750.00	\$750.00
SERVICES	Installation and training of all hardware and software to be carried out by qualified D-Tech engineers	1	\$2,400.00	\$2,400.00

Item No	Description of License, support and hardware maintenance after the first 12 months		Unit Total	Price Total
Services	D-Tech Services License, Support and Maintenance (Applicable following your 12-month warranty). A complete package to cover equipment listed above; includes license fees with software support over the phone and via remote access through TeamViewer as well as on site help at the discretion of D-Tech when required. Includes all updates and upgrades relevant to the application used. If the hardware will breakdown (accidental or deliberate damage precluded) D-Tech will replace it or repair in proper running order within scope of the SLA. Current specified daytime 08:30 – 17:30 hours can be covered (Min screen unit 1x 15 locker unit 1 return bin)	Year 2		\$2,200.00
		Year 3		\$2,200.00
		Year 4		\$2,200.00
		Year 5		\$2,200.00

### Terms and Conditions

Prices exclude any taxes (if any apply)

All prices are subject to confirmation prior to order

Quotation valid for 30 days

12-months warranty on all equipment specified in quotation

Payment must be made within 30 days of the date of invoice

Power, data in location and SIP2 connection on ILS must be setup before installation day

Warranty expires 12 months after installation, Installation must take place with 12 month of delivery date



**Smiota**

# Automating the Secure Exchange of Physical Goods

PROPOSAL FOR  
Cleveland Public Library

Proprietary & Confidential

Larry Dorf  
Regional Sales Manager  
214-681-1410  
ldorf@smiota.com



# Locker Configuration

Locker Size	Number of Doors
Extra Small	
Small	5
Medium	17
Large	
Extra Large	
Refrigerator	
Freezer	
<b>Total</b>	<b>22</b>

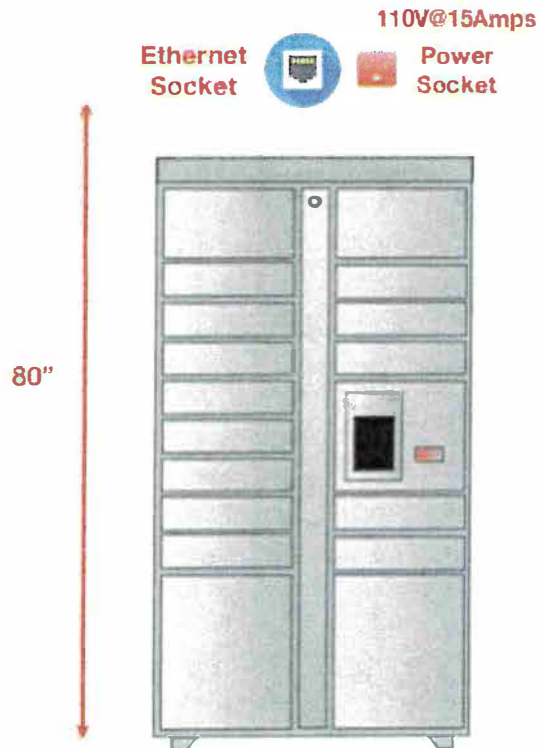
**Smiota**

# Locker Layout - Cost effective 3 tower configuration

**Smiota**



# Locker Electrical and Ethernet Requirement



## Power requirements:

- each main console unit requires one power socket
- each refrigerated locker unit requires one power socket
- each freezer locker unit requires one power socket

## Recommended power outlet location:

- 80" from the ground for the main console
- 90" from the ground for refrigerator or freezer

## Data requirements:

- lockers require either Ethernet connection or strong WiFi
- for ethernet - we recommend the data outlet to be located next to the power outlet.

**Smiota**

# Pricing

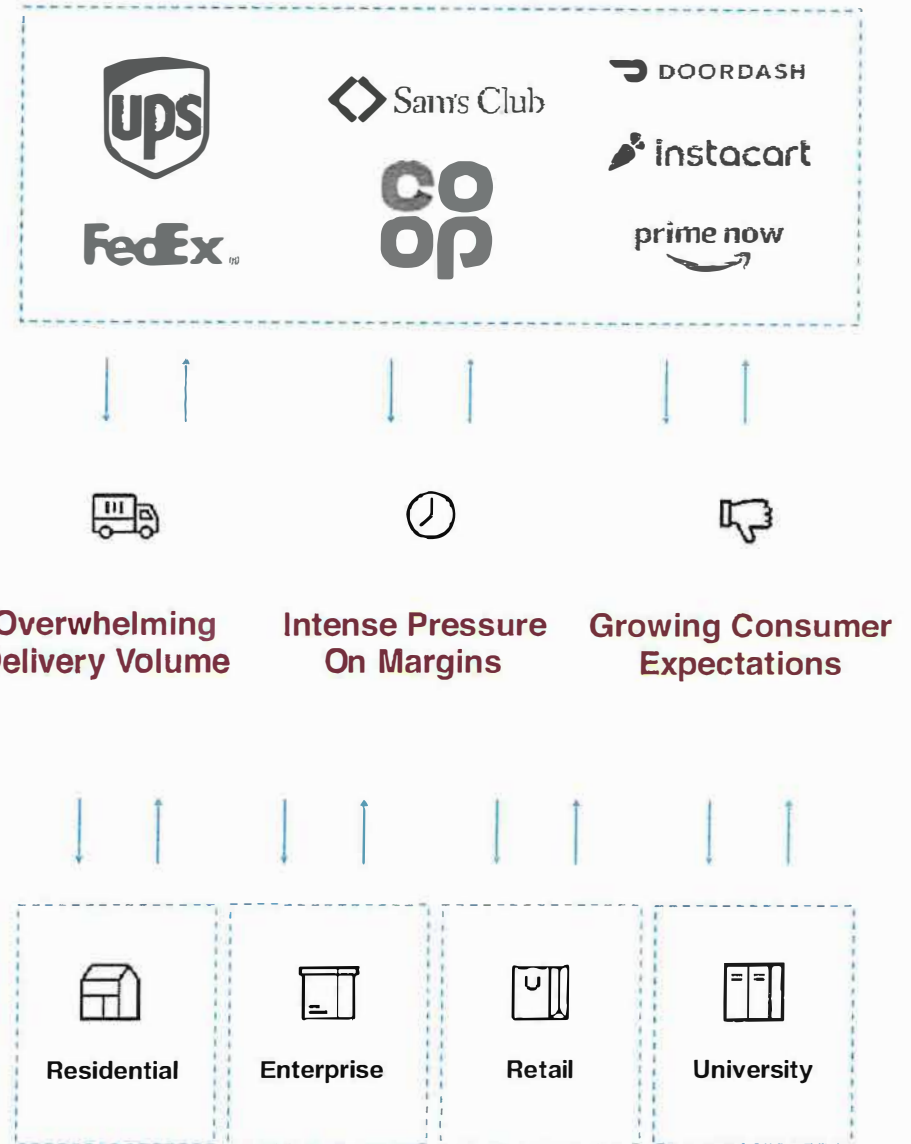
Name	Price per Unit	# of locker banks	Subtotal
<b>Hardware</b>			
8 -Door Indoor Console Locker Half bank	\$ 5,880.00	1	\$ 5,880.00
14 -Door Indoor Additional Locker (all medium)	\$ 3,640.00	1	\$ 3,640.00
<b>Maintenance and support</b>			
Maintenance & Support (annual) per locker door	\$ 48.00	22	\$ 1,056.00
<b>Shipping and installation</b>			
Shipping and Installation	\$ 900.00	1.5	\$ 1,350.00

Subtotal	<b>\$ 11,926.00</b>
Discount	<b>\$ 0.00</b>
Tax	<b>\$ 0.00</b>
<b>Total</b>	<b>\$ 11,926.00</b>

**smiota**

# The way we exchange goods is fundamentally transforming

- **Volume:** Increasing volume of all types of deliveries (the 'package tsunami')
- **Unit Economics:** Growing pressure to improve pickup/drop-off times to reduce cost per delivery
- **Expectations:** Accelerating shift in consumer expectations towards on demand





# Smiota is well positioned to facilitate this transformation

- Comprehensive cloud based platform to track chain of custody for any physical item
- Fully agnostic offering works with any third party delivery or hardware partner
- Best in class technology stack with iOS and Android applications and flexible RESTful API

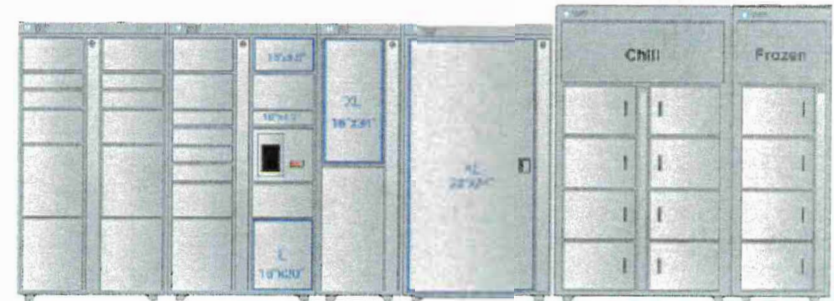




# Our product offering is unique and in demand

- Fully modular and customizable smart package locker solutions allowing for 24/7 access
- Best in class mailroom and facilities services software
- RESTful API and deep technology stack capable of integrating with any third party service

## Smart Package Lockers



## Mailroom and Facilities Software



Point-and-Scan



Scan Multiple Packages



Chain of Custody

## API Integrations + Partnerships

### Smiota Applications

- Urban (Locker)
- Mailroom
- Recipient (BLE)
- Service
- Inventory
- Package Room

### Integrations

- Property Mgmt. Sys like RealPage, Entrata etc.
- Okta
- Google Dir
- SFTP
- CSV
- More

### Partner Applications

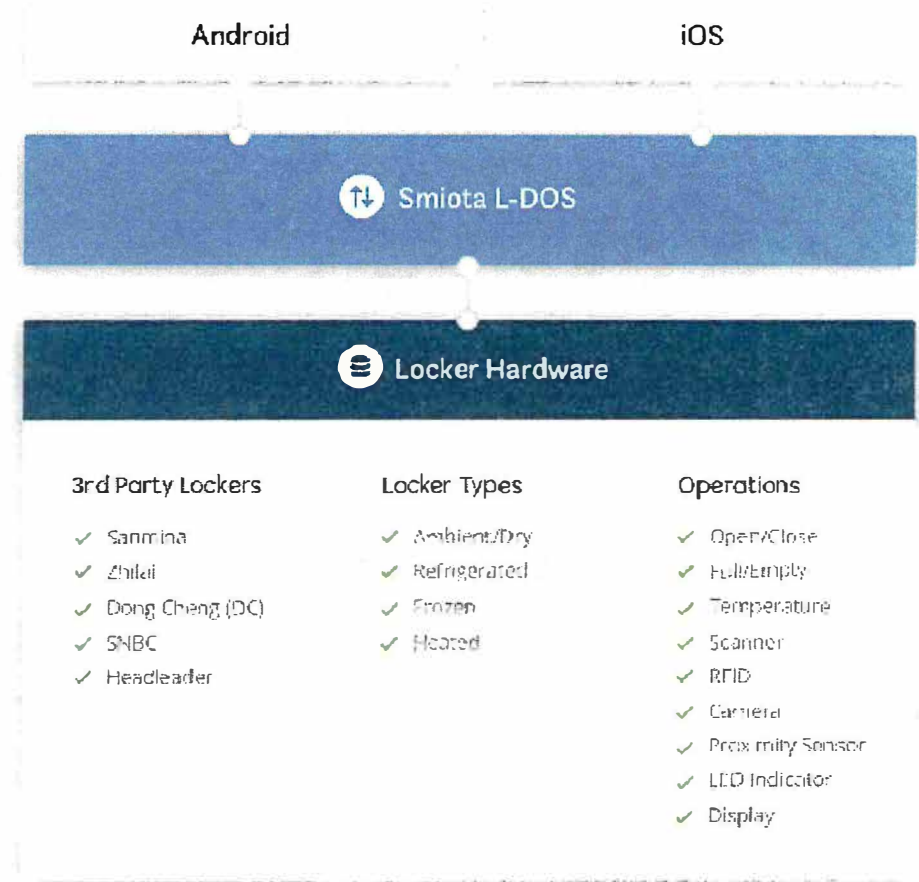
- Cleanly
- Best River
- Brynku
- More



# The Smiota Locker Delivery Operation System (LDOS)

- Agnostic platform allows any delivery provider to deliver packages to users
- Back in software operating system that works with any locker hardware configuration
- Optional mobile applications (iOS + Android) that increase speed of package access

POWERED BY  
**Smiota**





# Growing ecosystem of long term integrated partnerships

- Exclusive hardware manufacturing and channel sales partnership with Sanmina (NASDAQ: SANM)
- Growing list of partner applications plugging into the Smiota API
- Seamless integrations with established third party software providers in each vertical





# Our growing IP portfolio furthers our moat on the last yard

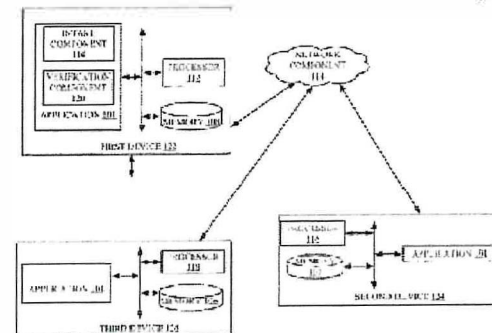
- 9 patents currently pending
- 12+ patents to be filed
- Robust R&D pipeline:
  - MagicBox
  - Automatic receiving (photo detects package size and recipient information)
  - Improved capabilities for large mailrooms
  - Augmented Reality (AR) to quickly find packages in lockers
  - Virtual lockers



119. United States  
 112. Patent Application Publication (16) Pub. No.: US 2019/0109481 A1  
 KASHI (4) Pub. Date: Apr. 11, 2019

(54) GENERATING EXCHANGE LOCATIONS  
 (51) Int. Cl. G06Q 1/10 (2019-01)  
 (52) U.S. Cl. C06Q 1/10 (2019.01)  
 (21) Appl. No. 16/210,491  
 (22) Filed Dec. 4, 2018  
 (63) Continuation-in-part of application No. 15/00,885, filed on Apr. 9, 2016.  
 (60) Provisional application No. 62/794,895, filed on Dec. 4, 2017.

**Publication Classification**  
 (57) **ABSTRACT**  
 The subject disclosure relates to the timing package receipt and pickup transactions by facilitating user devices to offer location forewarning, discovery and policies of packages. In an aspect, a system in the cloud can utilize an address map that includes a set of location data representing available locations for storing packages and a notification system that uses the set of location data has been released for use in storing packages.





# Our Customer Success Story

**Fortune 1000 Companies :** Trust Smiota technology for rock-solid security

**24x7 Support:** Smiota is always there to answer your call and solve your problem

**Agility and Flexibility :** Remote management of lockers for software updates, new features and upgrades

**Highly Competitive Prices:** We are cost effective with a unified platform offering many tools and services that keep growing

**smiota**



facebook



CBRE



servicenow



100+ Installations and  
1,000,000+ Packages transacted



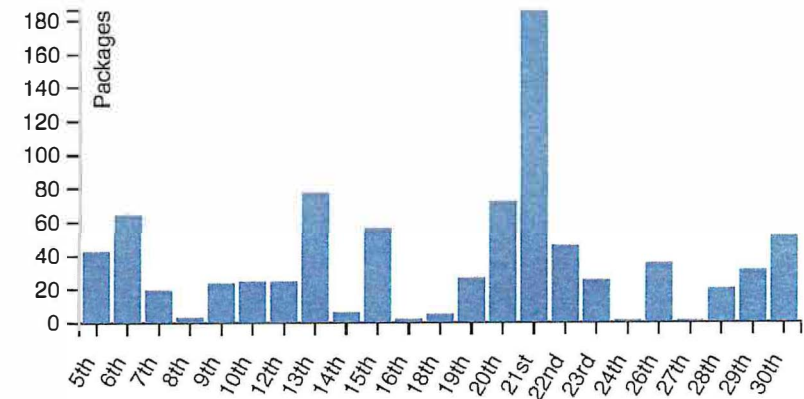
# Smiota Reports and Dashboards

**SLAs:** Real time SLA dashboards to manage all critical tasks

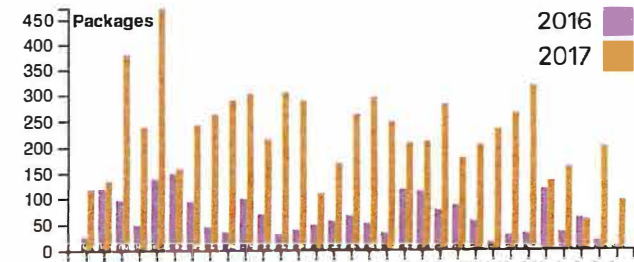
**APIs:** Ability to export reports into Business Intelligence software for further analysis

**Role based logins:** Mail staff versus Admins for multiple locations

Last Year Last Month Last Week Custom Date



Years Months Weeks Weekdays Days of Month Custom Date



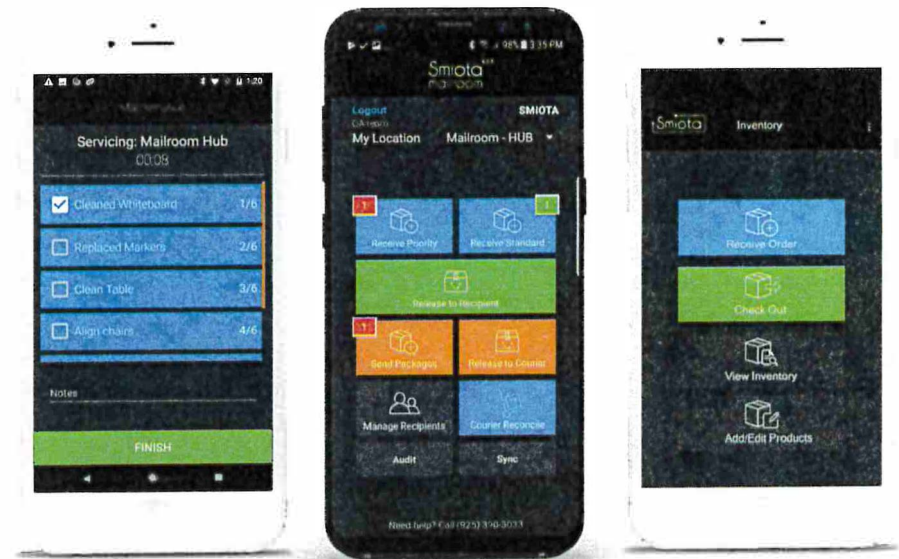


# Smiota Facilities Services Solutions

**Mailroom App:** Receive and track thousands of packages daily with complete chain of custody with mobile apps and desktop receiving software.

**Services App:** Create tasks, manage chores, check activity and meet SLAs by servicing conference rooms, copy and print locations, kitchens and more.

**Inventory App:** Receive, checkin, checkout and manage full chain of custody of office supplies and more using Smiota's Inventory app. Save costs, order supplies only when needed and track usage of office supplies with web app reports.





# Smiota Mailroom App

**Super Easy to Use:** Designed to rapidly receive thousands of packages daily and deliver with full chain of custody to desks or smart lockers.

**Auto notification :** Email and text notification with automate delivery and pickup of packages

**Webapp for Administration:** With SSO, admins can login to view SLAs, reports, package status and more





# Smiota Service App

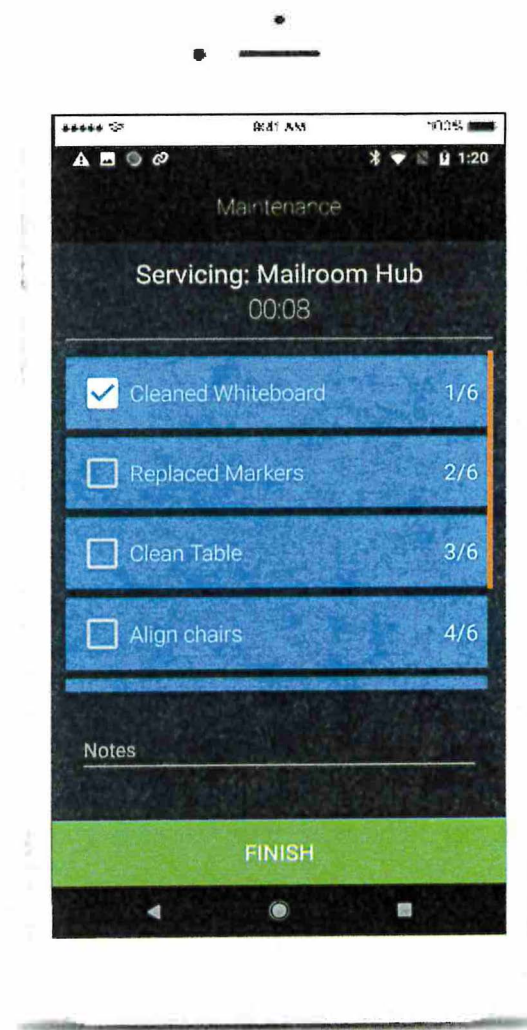
**Check as you do:** Service app helps track the progress of staff in servicing fac.

**Manage and Track All Services:** Create your tasks, schedule them daily, weekly or monthly, and organize your staff to 'check' on all tasks performed

**Webapp for Administration:** Get daily, weekly and monthly reports, SLA metrics and more...

**Customers:** Workday, Inc. is using the entire suite of Smiota Apps from Smart Lockers, Mailroom software and Smiota Service App

**Security:** Smiota is fully approved with SSO, pen test on cloud services and approved by Workday and Facebook for company wide deployment of services



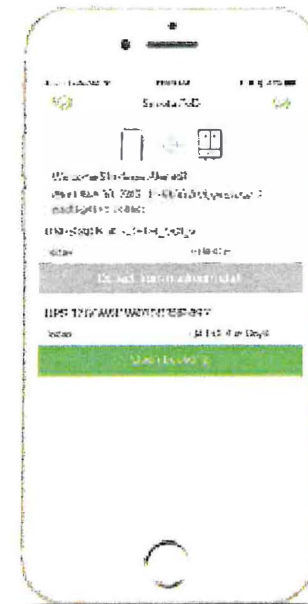
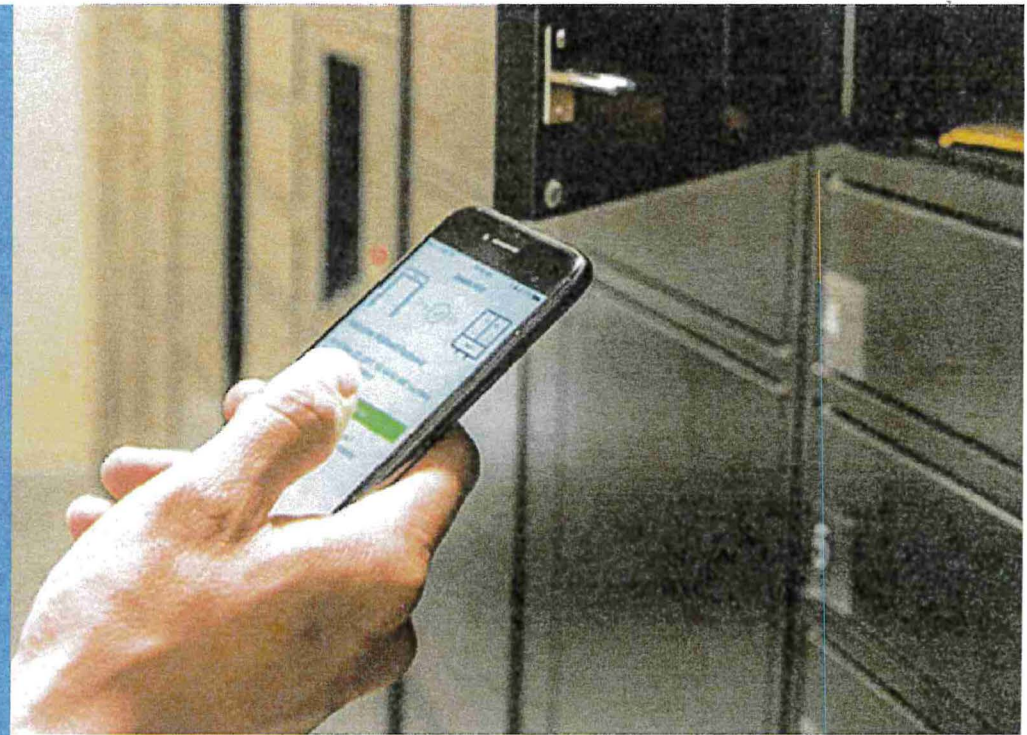


# Smiota App

**Delivery and Pickup App:** Easy to Register, Use and Manage.

**One Click Pickup:** Button goes green for pickup when item is available in locker.

**Concurrent Use:** Lockers open when user is present in front of lockers. Multiple users can access lockers at the same time. Deposits and pickups can happen concurrently.





# Smiota Inventory

**Office Supplies:** Track office supplies from bulk orders to individual items.

**Manage Chain of Custody:** Check-in/Check-out from cages or cabinets

**Dispensing into Conference Rooms:** Automatically track number of pens, markers, sticky pads left at every conf. room, print areas, kitchenettes and more...

**Order Management :** Set inventory watermarks with auto-notification when office supplies are low. Eliminates waste and order stocking or under stocking

**Security:** Smiota is fully approved with SSO, pen test on cloud services and approved by Workday and Facebook for company wide deployment of services



The screenshot shows the Smiota mobile application interface. At the top, the logo 'smiota' is displayed in white on a dark background, followed by the text 'View Inventory' and a hamburger menu icon. Below this is a search bar labeled 'Search Inventory'. There are two toggle options: 'View all' (selected) and 'View by location'. The main content is a table with three columns: 'Company', 'Product', and 'QTY'. The table lists various office supplies and their quantities.

Company	Product	QTY
Ikong	Premium cartridge	6
Panasonic	FZ-A2	1
Supershieldz	Samsung Tablet Screen Protector	3
V-mouse	Mouse	1
Victsing	Mouse	1
Staples	Ballpoint	103
Elmer's	Washable school glue	21
Crayola	Nontoxic crayola	24
Composition Notebook	100 Leaves Unruled	6
Mead	White Envelopes Box	2
3M	CopyPaper	3



Design Services Fees and Project Cost - Attachment A

A/E Bostwick Design Partnership + Ubiquitous Design Date 2/14/2020 rev 3  
 Owner Cleveland Public Library Owner Project #  
 Project Woodland Branch + CDF + Collections Storage BDP Project # 19047  
 Address 5806 Woodland Ave, Cleveland OH 44104  
 Proposed SF \* 10,000 SF Branch, +/-21,000 SF CDF + 10,000 SF storage

		Total	Individual Project Budgets for Reference		
		Budget + Fees	Original CDF	Original Branch	New Collection Stor.
* SF as modified to provide new branch and renovated CDF					
Woodland Branch + CDF Construction Budget	Total combined budget	\$ 10,275,000.00	4,575,000.00	3,200,000.00	2,500,000.00
Woodland Branch + CDF FFE Budget	\$20/SF CC per CPL MP Budget + AMH allowance	\$ 1,830,000.00	550,000.00	280,000.00	1,000,000.00
<b>Total Estimated Construction Budget</b>	<b>/SF /SF w FFE</b>	<b>\$ 12,105,000.00</b>	<b>5,125,000.00</b>	<b>3,480,000.00</b>	<b>3,500,000.00</b>
<b>A. Pre-Design Services and Fees</b>					
	<b>Notes</b>				
1. Community Engagement at project initiation	2 public Sessions w/ Prof Hughes	\$ 17,000.00	8,000.00	9,000.00	0.00
2. Site visits to peer facilities	Accounted for in reimbursables	\$ 0.00	0.00	0.00	0.00
3. Programming	CDF concept and programming - NTE	\$ 42,250.00	7,250.00	0.00	35,000.00
4. AMH + Collection Management consultation	The Galecia Group - NTE	\$ 25,000.00	0.00	0.00	25,000.00
5.		\$ 0.00	0.00	0.00	0.00
	<b>Subtotal A</b>	<b>\$ 84,250.00</b>	<b>15,250.00</b>	<b>9,000.00</b>	<b>60,000.00</b>
<b>B. Basic Services @ 9% of construction cost</b>					
	<b>Notes</b>				
1. Schematic Design 25 %		\$ 272,362.50	115,312.50	78,300.00	78,750.00
2. Design Development 28 %		\$ 305,046.00	129,150.00	87,696.00	88,200.00
3. Construction Documents 21 %		\$ 228,784.50	96,862.50	65,772.00	66,150.00
4. Bidding / GMP Reconciliation 2 %		\$ 21,789.00	9,225.00	6,264.00	6,300.00
5. Construction 23 %		\$ 250,573.50	108,087.50	72,036.00	72,450.00
6. Closeout 1 %		\$ 10,894.50	4,612.50	3,132.00	3,150.00
7.		\$			
	<b>Subtotal B</b>	<b>\$ 1,089,450.00</b>	<b>461,250.00</b>	<b>313,200.00</b>	<b>315,000.00</b>
<b>C. Additional Services</b>					
	<b>Notes</b>				
1. Assistance with CM Selection	AIA B133 4.1.11 - not required per CPL	\$ 0.00	0.00	0.00	0.00
2. Programming	AIA B133 4.1.2 - CPL to provide program	\$ 0.00	0.00	0.00	0.00
3. Multiple Preliminary Designs	AIA B133 4.1.3 - up to 3 in Basic Svcs	\$ 0.00	0.00	0.00	0.00
4. Measured Drawings	AIA B133 4.1.4 - CPL to provide extg drawings	\$ 0.00	0.00	0.00	0.00
5. Existing Facilities Survey	AIA B133 4.1.5 - by CPL see below	\$ 0.00	0.00	0.00	0.00
6. Site Evaluation and Planning	AIA B133 4.1.6 - only for extensive site planning	\$ 0.00	0.00	0.00	0.00
7. Building Information Modeling	AIA B133 4.1.7 - Included in Basic Svcs	\$ 0.00	0.00	0.00	0.00
8. Civil Engineering	AIA B133 4.1.8 - Included in Basic Svcs	\$ 0.00	0.00	0.00	0.00
9. Landscape design	AIA B133 4.1.9 - Included in Basic Svcs	\$ 0.00	0.00	0.00	0.00
10. Architectural Interior Design	AIA B133 4.1.10 - Included in Basic Svcs	\$ 0.00	0.00	0.00	0.00
11. Value Analysis	AIA B133 4.1.11	\$ 0.00	0.00	0.00	0.00
12. Detailed Cost Estimating	AIA B133 4.1.12 - Included in Basic Svcs	\$ 0.00	0.00	0.00	0.00
13. On Site Project Representation	AIA B133 4.1.13	\$ 0.00	0.00	0.00	0.00
14. Conformed Construction Documents	AIA B133 4.1.14 - only if multiple bid packages	\$ 0.00	0.00	0.00	0.00
15. As-Designed Record Drawings	AIA B133 4.1.15 - Included in Basic Svcs	\$ 0.00	0.00	0.00	0.00
16. As-Constructed Record Drawings	AIA B133 4.1.16 - not required per CPL	\$ 0.00	0.00	0.00	0.00
17. Post-Occupancy Evaluation	AIA B133 4.1.17 - post occ visit in Basic Svcs	\$ 0.00	0.00	0.00	0.00
18. Facility Support Services	AIA B133 4.1.18 - NA	\$ 0.00	0.00	0.00	0.00
19. Tenant-related Services	AIA B133 4.1.19 - NA	\$ 0.00	0.00	0.00	0.00
20. Coordination of Owner's Consultants	AIA B133 4.1.20 - not expected per CPL	\$ 0.00	0.00	0.00	0.00
21. Telecommunications/ IT Design	AIA B133 4.1.21 - included in Basic Svcs	\$ 0.00	0.00	0.00	0.00
22. Security Evaluation and Planning	AIA B133 4.1.22 - provided by CPL	\$ 0.00	0.00	0.00	0.00
23. Commissioning	AIA B133 4.1.23 - by CPL see below	\$ 0.00	0.00	0.00	0.00
24. Extensive Environmentally Responsible Design	AIA B133 4.1.24 - NA for branch	\$ 0.00	0.00	0.00	0.00
25. LEED Certification	AIA B133 4.1.25 - NA for branch	\$ 0.00	0.00	0.00	0.00
26. Historic Presevation	AIA B133 4.1.26 - NA	\$ 0.00	0.00	0.00	0.00
27. Furniture, Fixtures and Equipment Design	AIA B133 4.1.27 - Included in Basic Services	\$ 0.00	0.00	0.00	0.00
28. Hazardous Materials Investigation	see below	\$ 0.00	0.00	0.00	0.00
29. Ongoing Community and Staff Engagement	CPL to lead, minimal effort	\$ 0.00	0.00	0.00	0.00
30.		\$ 0.00	0.00	0.00	0.00
	<b>Subtotal C</b>	<b>\$ 0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Design Services Fees (A + B + C)</b>	<b>\$ 1,173,700.00</b>	<b>476,500.00</b>	<b>322,200.00</b>	<b>375,000.00</b>
<b>D. Reimbursable Expenses - Budget</b>					
	<b>Notes</b>				
1. Reimbursables and Contingency	5.0 % of fee per CPL, LESS site visits	\$ 50,185.00	15,325.00	16,110.00	18,750.00
2. Advertising Expense	In above	\$ 0.00	0.00	0.00	0.00
3. Travel / Parking / Mileage, Misc	In above	\$ 0.00	0.00	0.00	0.00
4. Lodging	In above	\$ 0.00	0.00	0.00	0.00
5. Project Printing / Copy	0.05% of CC per CPL MP Budget - in above	\$ 0.00	0.00	0.00	0.00
6. Misc Reimbursables	Dayton/ Cincinnati	\$ 8,500.00	8,500.00	0.00	0.00
7.		\$			
	<b>Subtotal D</b>	<b>\$ 58,685.00</b>	<b>23,825.00</b>	<b>16,110.00</b>	<b>18,750.00</b>
	<b>Total Design Services Fees + Reimbursables (A + B + C + D)</b>	<b>\$ 1,232,385.00</b>	<b>500,325.00</b>	<b>338,310.00</b>	<b>393,750.00</b>
<b>E. Construction, Contingencies, Other Costs</b>					
	<b>Notes</b>				
1. Estimated Construction Costs	From above	\$ 12,105,000.00	5,125,000.00	3,480,000.00	3,500,000.00
2. Site Survey	0.05% of CC per CPL MP Budget	\$ 6,052.50	2,562.50	1,740.00	1,750.00
3. Geotechnical + Subsurface Investigations	0.10% of CC per CPL MP Budget	\$ 12,105.00	5,125.00	3,480.00	3,500.00
4. Agency Approval Fees (Bldg Code)	0.25% of CC per CPL MP Budget	\$ 30,262.50	12,812.50	8,700.00	8,750.00
5. Construction Testing	0.40% of CC per CPL MP Budget	\$ 48,420.00	20,500.00	13,920.00	14,000.00
6. Printing Reimbursable	see Reimbursables above	\$ 0.00	0.00	0.00	0.00
7. Builder's Risk Insurance	0.14% of CC per CPL MP Budget	\$ 16,947.00	7,175.00	4,872.00	4,900.00
8. Professional Design Fees	see above	\$ 0.00	0.00	0.00	0.00
9. LEED Design Fees	see line 21 below	\$ 0.00	0.00	0.00	0.00
10. LEED Registration/Administration Fees	originally for CDF, will be applied to Branch	\$ 5,125.00	5,125.00	0.00	0.00
11. CWR Preconstruction	0.50% of CC per CPL MP Budget	\$ 60,525.00	25,625.00	17,400.00	17,500.00
12. CMR Construction Contingency	Included in CPL MP Construction Budget	\$ 0.00	0.00	0.00	0.00
13. CMR Fee	Included in CPL MP Construction Budget	\$ 0.00	0.00	0.00	0.00
14. Owner Contingency	5.0% of CC per CPL MP Budget	\$ 605,250.00	256,250.00	174,000.00	175,000.00
15. Miscellaneous	3.0% of CC per CPL MP Budget	\$ 363,150.00	153,750.00	104,400.00	105,000.00
16. Architectural / Engineering Fee Contingency	Allowance, any use requires CPL approval	\$ 80,000.00	30,000.00	25,000.00	25,000.00
17. Environmental Site Assessment - Phase 1	Provided by CPL, in separate budget	\$ 0.00	0.00	0.00	0.00
18. Commissioning	Allowance / placeholder pending final estimate	\$ 60,000.00	20,000.00	20,000.00	20,000.00
19. Woodland Branch AV/ IT Infrastructure + Equipment	In 'Miscellaneous' per MP Budget	\$ 0.00	0.00	0.00	0.00
20. Hazardous Materials Investigation	Allowance, CPL to forward all reports	\$ 13,500.00	4,500.00	4,500.00	4,500.00
21. LEED Certification (originally CDF, now for Branch)	AIA B133 4.1.25 - 1.0% per CPL Budget	\$ 51,250.00	51,250.00	0.00	0.00
22. AMH Collections Mgmt Design + Specs	allowance for The Galecia Group to be confirmed	\$ 75,000.00	0.00	0.00	75,000.00
	<b>Subtotal E</b>	<b>\$ 13,532,587.00</b>	<b>5,719,675.00</b>	<b>3,858,012.00</b>	<b>3,954,900.00</b>
	<b>Project Cost Budget</b>	<b>\$ 14,764,972.00</b>	<b>6,220,000.00</b>	<b>4,196,322.00</b>	<b>4,348,650.00</b>

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD JANUARY 1 – JANUARY 31, 2020

*Carrie Krenicky*

---

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending January 31, 2020**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	3,029,000.00	0.00	0.00	0.00	0.00	0.00	3,029,000.00
42 Intergovernmental	1,879,363.44	125,683.00	0.00	0.00	0.00	0.00	2,005,046.44
43 Fines & Fees	23,194.37	0.00	0.00	0.00	0.00	0.00	23,194.37
44 Investment Earnings	43,180.39	61,850.51	3,915.89	71,167.81	9,557.87	0.00	189,672.47
45 Charges for Services	0.00	1,930,938.26	0.00	0.00	0.00	0.00	1,930,938.26
46 Contributions & Donations	265.00	37,580.80	0.00	0.00	148,784.42	0.00	186,630.22
48 Miscellaneous Revenue	3,306.01	0.00	0.00	0.00	0.00	8,380.66	11,686.67
<b>Total Revenues</b>	<b>\$ 4,978,309.21</b>	<b>\$ 2,156,052.57</b>	<b>\$ 3,915.89</b>	<b>\$ 71,167.81</b>	<b>\$ 158,342.29</b>	<b>\$ 8,380.66</b>	<b>\$ 7,376,168.43</b>
51 Salaries/Benefits	3,023,665.15	260,782.82	0.00	0.00	0.00	0.00	3,284,447.97
52 Supplies	23,745.31	5,590.46	0.00	0.00	45.97	0.00	29,381.74
53 Purchased/Contracted Services	2,072,250.32	116,387.58	0.00	0.00	4,949.00	0.00	2,193,586.90
54 Library Materials	622,847.22	21,000.00	0.00	0.00	3,264.07	0.00	647,111.29
55 Capital Outlay	14,795.61	7,297.08	0.00	14,741.59	0.00	0.00	36,834.28
56 Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57 Miscellaneous Expenses	107,609.97	396.45	0.00	0.00	0.00	5,617.12	113,623.54
<b>Total Expenditures</b>	<b>\$ 5,864,913.58</b>	<b>\$ 411,454.39</b>	<b>\$ 0.00</b>	<b>\$ 14,741.59</b>	<b>\$ 8,259.04</b>	<b>\$ 5,617.12</b>	<b>\$ 6,304,985.72</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$(886,604.37)</b>	<b>\$ 1,744,598.18</b>	<b>\$ 3,915.89</b>	<b>\$ 56,426.22</b>	<b>\$ 150,083.25</b>	<b>\$ 2,763.54</b>	<b>\$ 1,071,182.71</b>
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00
99 Transfers	(1,090,385.20)	0.00	1,090,385.20	0.00	0.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(1,090,385.20)</b>	<b>\$ 0.00</b>	<b>\$ 1,090,385.20</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/ (Under) Expenditures &amp; Other Uses</b>	<b>\$(1,976,989.57)</b>	<b>\$ 1,744,598.18</b>	<b>\$ 1,094,301.09</b>	<b>\$ 56,426.22</b>	<b>\$ 150,083.25</b>	<b>\$ 2,763.54</b>	<b>\$ 1,071,182.71</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 30,578,825.98</b>	<b>\$ 20,239,744.42</b>	<b>\$ 0.00</b>	<b>\$ 63,791,378.91</b>	<b>\$ 4,518,733.85</b>	<b>\$ 13,202.92</b>	<b>\$ 122,035,062.03</b>
<b>Current Cash Balance</b>	<b>\$ 28,601,911.41</b>	<b>\$ 21,984,342.60</b>	<b>\$ 3,987,477.04</b>	<b>\$ 63,847,805.13</b>	<b>\$ 4,668,817.10</b>	<b>\$ 15,966.46</b>	<b>\$ 123,106,319.74</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending January 31, 2020**

	<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	23,533,473	1,879,363	21,654,109	8%	8%
General Property Tax	32,778,839	3,029,000	29,749,839	9%	10%
Rollback, Homestead, CAT	2,400,000	0	2,400,000	0%	0%
Fines & Fees	279,580	23,194	256,386	8%	12%
Investment Earnings	646,348	43,180	603,168	7%	4%
Contributions	1,400	265	1,135	19%	9%
Miscellaneous	814,300	3,306	810,994	0%	0%
Return of Advances Out	0	0	0	0%	0%
<b>Total</b>	<u>\$ 60,453,940</u>	<u>\$ 4,978,309</u>	<u>\$ 55,475,630</u>	<u>8%</u>	<u>8%</u>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	40,618,542	3,046,302	37,572,239	7%	8%
Supplies	1,044,875	273,222	771,653	26%	52%
Purchased Services	11,081,825	5,620,024	5,461,800	51%	56%
Library Materials	10,552,588	3,574,933	6,977,655	34%	29%
Capital Outlay	1,638,433	274,679	1,363,754	17%	25%
Other	218,889	141,145	77,744	64%	31%
<b>Subtotal</b>	<u>\$ 65,155,151</u>	<u>\$ 12,930,306</u>	<u>\$ 52,224,845</u>	<u>20%</u>	<u>21%</u>
Advances Out	0	0	0		
Transfers Out	1,090,385	1,090,385	0		
<b>Total</b>	<u>\$ 66,245,536</u>	<u>\$ 14,020,691</u>	<u>\$ 52,224,845</u>	<u>21%</u>	<u>21%</u>

Note (1): Certificate from Cuyahoga County Budget Commission dated January 8, 2020.

Note (2): Subtotal Original Appropriation of \$61,061,717.20 plus carried forward encumbrance of \$5,183,818.88.

Note (3): Subtotal includes 9% expended and 11% encumbered.

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending January 31, 2020**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	11,992,715.71	11,992,715.71	880,870.16	0.00	11,111,845.55
51120	Clerical Salaries	11,151,894.98	11,151,894.98	778,986.84	0.00	10,372,908.14
51130	Non-Clerical Salaries	1,322,588.05	1,322,588.05	79,189.68	0.00	1,243,398.37
51140	Buildings Salaries	5,040,100.86	5,040,100.86	337,715.04	0.00	4,702,385.82
51150	Other Salaries	585,727.69	585,727.69	37,855.45	0.00	547,872.24
51180	Severance Pay	0.00	160,016.42	158,334.67	0.00	1,681.75
51190	Non-Base Pay	423,000.00	423,000.00	29,448.12	0.00	393,551.88
51400	OPERS	4,312,417.07	4,312,417.07	302,812.63	0.00	4,009,604.44
51610	Health Insurance	4,764,735.97	4,764,735.97	368,197.23	0.00	4,396,538.74
51611	Dental Insurance	221,465.71	221,465.71	16,837.20	0.00	204,628.51
51612	Vision Insurance	16,977.78	16,977.78	1,281.75	0.00	15,696.03
51620	Life Insurance	13,786.20	13,786.20	1,233.84	0.00	12,552.36
51625	Short Term Disability Insuranc	29,623.34	29,623.34	2,586.33	0.00	27,037.01
51630	Workers Compensation	87,345.50	92,875.46	(4,811.06)	5,529.96	92,156.56
51640	Unemployment Compensation	25,000.00	30,961.94	1,834.42	4,127.52	25,000.00
51650	Medicare - ER	412,902.76	415,222.99	30,892.85	1,000.00	383,330.14
51900	Other Benefits	44,431.38	44,431.38	400.00	11,979.75	32,051.63
	<b>Salaries/Benefits</b>	<b>\$40,444,713.00</b>	<b>\$ 40,618,541.55</b>	<b>\$ 3,023,665.15</b>	<b>\$ 22,637.23</b>	<b>\$ 37,572,239.17</b>
52110	Office Supplies	44,260.00	44,513.66	328.84	6,401.65	37,783.17
52120	Stationery	31,812.00	32,189.51	319.48	1,355.19	30,514.84
52130	Duplication Supplies	20,935.00	21,286.18	372.52	272.60	20,641.06
52140	Hand Tools	500.00	500.00	0.00	327.60	172.40
52150	Book Repair Supplies	65,463.00	65,463.00	0.00	9,121.86	56,341.14
52210	Janitorial Supplies	98,421.00	102,645.58	3,469.88	27,193.39	71,982.31

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending January 31, 2020**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
52220	Electrical Supplies	51,034.00	52,514.88	164.58	15,549.18	36,801.12
52230	Maintenance Supplies	404,348.00	452,342.15	18,072.98	102,057.03	332,212.14
52240	Uniforms	21,675.00	38,089.00	0.00	16,414.00	21,675.00
52300	Motor Vehicle Supplies	56,585.00	67,640.31	0.00	61,755.31	5,885.00
52900	Other Supplies	164,434.00	167,690.40	1,017.03	9,028.80	157,644.57
	<b>Supplies</b>	<b>\$959,467.00</b>	<b>\$ 1,044,874.67</b>	<b>\$ 23,745.31</b>	<b>\$ 249,476.61</b>	<b>\$ 771,652.75</b>
53100	Travel/Meetings	100,000.00	103,520.55	0.00	11,754.00	91,766.55
53210	Telecommunications	276,904.00	320,023.32	17,574.21	300,891.25	1,557.86
53230	Postage/Freight	78,600.00	113,699.44	178.14	35,010.52	78,510.78
53240	PR/Other Communications	198,409.00	271,440.32	7,317.90	66,713.42	197,409.00
53310	Building Repairs	473,609.47	487,609.29	4,847.63	35,186.20	447,575.46
53320	Machine Repairs	17,897.00	19,407.89	1,254.41	3,715.07	14,438.41
53340	Building Maintenance	485,000.00	686,576.00	47,758.44	157,228.43	481,589.13
53350	Machine Maintenance	145,490.30	220,548.56	16,216.66	87,717.75	116,614.15
53360	Computer Maintenance	436,400.00	445,847.87	3,036.00	11,688.87	431,123.00
53370	Motor Vehicle Repairs/Maint	27,000.00	34,735.05	2,501.28	23,337.95	8,895.82
53380	Contract Security	15,000.00	122,048.43	28,680.74	53,367.69	40,000.00
53390	Landscaping	26,600.00	26,600.00	0.00	0.00	26,600.00
53400	Insurance	473,180.00	473,180.00	346.00	0.00	472,834.00
53510	Rent/Leases	172,222.14	184,094.58	7,284.55	114,386.53	62,423.50
53520	Equipment Rental	22,384.00	24,307.33	91.73	4,831.60	19,384.00
53610	Electricity	1,790,200.00	1,898,521.26	187,244.98	1,693,133.33	18,142.95
53620	Gas	147,300.00	165,042.01	23,938.00	135,001.89	6,102.12
53630	Chilled Water	841,333.00	862,197.04	16,150.98	0.00	846,046.06



**Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending January 31, 2020**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53640	Water/Sewer	161,700.00	178,698.73	10,055.78	160,523.55	8,119.40
53710	Professional Services	1,068,979.75	1,514,843.54	80,238.40	443,527.70	991,077.44
53720	Auditors Fees	820,000.00	850,728.80	75.00	30,653.80	820,000.00
53730	Bank Service Charges	11,000.00	11,000.00	820.15	0.00	10,179.85
53800	Library Material Control	266,500.00	441,096.77	0.00	174,596.77	266,500.00
53900	Other Purchased Services	1,624,866.34	1,626,057.84	1,616,639.34	4,507.50	4,911.00
	<b>Purchased/Contracted Services</b>	<b>\$9,680,575.00</b>	<b>\$ 11,081,824.62</b>	<b>\$ 2,072,250.32</b>	<b>\$ 3,547,773.82</b>	<b>\$ 5,461,800.48</b>
54110	Books	2,032,500.00	2,637,217.08	77,909.38	606,878.26	1,952,429.44
54120	Continuations	282,030.00	460,885.55	50,313.07	157,279.93	253,292.55
54210	Periodicals	750,500.00	922,891.68	12,797.41	165,217.23	744,877.04
54220	Microforms	29,070.00	78,618.00	12,259.00	38,458.43	27,900.57
54310	Video Media	1,315,000.00	1,664,950.59	136,229.89	285,809.65	1,242,911.05
54320	Audio Media - Spoken	105,150.00	118,016.82	5,751.41	9,645.20	102,620.21
54325	Audio Media - Music	120,150.00	152,940.78	11,638.05	28,649.97	112,652.76
54500	Database Services	645,000.00	1,343,311.95	99,995.45	629,177.51	614,138.99
54530	eMedia	1,807,600.00	2,917,927.54	201,406.64	968,335.02	1,748,185.88
54600	Interlibrary Loan	3,000.00	3,000.00	0.00	0.00	3,000.00
54710	Bookbinding	20,000.00	42,979.85	1,449.00	21,530.85	20,000.00
54720	Preservation Services	20,000.00	31,101.75	13,097.92	11,023.83	6,980.00
54730	Preservation Boxing	5,000.00	5,263.00	0.00	574.54	4,688.46
54790	Preservation Reformatting	25,000.00	25,000.00	0.00	1,022.28	23,977.72
54905	Other LM-Hotspots	120,000.00	148,483.02	0.00	28,483.02	120,000.00
	<b>Library Materials</b>	<b>\$7,280,000.00</b>	<b>\$ 10,552,587.61</b>	<b>\$ 622,847.22</b>	<b>\$ 2,952,085.72</b>	<b>\$ 6,977,654.67</b>
55300	Construction/Improvements	0.00	27,368.65	0.00	27,368.65	0.00



**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending January 31, 2020**

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
55510 Furniture	222,592.42	224,906.26	0.00	11,520.21	213,386.05
55520 Equipment	620,716.58	773,375.61	2,886.63	150,924.85	619,564.13
55530 Computer Hardware	385,500.00	428,029.05	3,520.98	47,777.47	376,730.60
55540 Software	75,500.00	97,792.50	8,388.00	22,292.50	67,112.00
55700 Motor Vehicles	86,961.00	86,961.00	0.00	0.00	86,961.00
<b>Capital Outlay</b>	<b>\$1,391,270.00</b>	<b>\$ 1,638,433.07</b>	<b>\$ 14,795.61</b>	<b>\$ 259,883.68</b>	<b>\$ 1,363,753.78</b>
57100 Memberships	94,164.26	94,164.26	18,364.37	16,829.89	58,970.00
57200 Taxes	15,000.00	16,714.96	867.10	14,357.86	1,490.00
57500 Refunds/Reimbursements	106,142.74	108,010.14	88,378.50	2,347.68	17,283.96
<b>Miscellaneous Expenses</b>	<b>\$215,307.00</b>	<b>\$ 218,889.36</b>	<b>\$ 107,609.97</b>	<b>\$ 33,535.43</b>	<b>\$ 77,743.96</b>
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
59900 Transfers Out	1,090,385.20	1,090,385.20	1,090,385.20	0.00	0.00
<b>Transfers</b>	<b>\$1,090,385.20</b>	<b>\$ 1,090,385.20</b>	<b>\$ 1,090,385.20</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b><u>\$61,061,717.20</u></b>	<b><u>\$ 66,245,536.08</u></b>	<b><u>\$ 6,955,298.78</u></b>	<b><u>\$ 7,065,392.49</u></b>	<b><u>\$ 52,224,844.81</u></b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending January 31, 2020**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	30,578,825.98	4,978,309.21	6,955,298.78	7,065,392.49	21,536,443.92
<b>Total General Fund</b>	<b>\$ 30,578,825.98</b>	<b>\$ 4,978,309.21</b>	<b>\$ 6,955,298.78</b>	<b>\$ 7,065,392.49</b>	<b>\$ 21,536,443.92</b>
201 Anderson	387,801.04	0.00	0.00	0.00	387,801.04
202 Endowment for the Blind	2,966,435.07	1,687.84	0.00	0.00	2,968,122.91
203 Founders	6,328,403.07	109,598.24	38,552.11	294,253.93	6,105,195.27
204 Kaiser	82,631.57	0.00	0.00	0.00	82,631.57
205 Kralej	225,208.14	131.35	0.00	29.95	225,309.54
206 Library	200,152.80	(984.61)	1,479.56	0.00	197,688.63
207 Pepke	176,596.14	0.00	0.00	0.00	176,596.14
208 Wickwire	1,832,259.49	(4,045.49)	0.00	1,923.31	1,826,290.69
209 Wittke	112,324.15	0.00	0.00	0.00	112,324.15
210 Young	5,653,196.59	(7,052.73)	0.00	0.00	5,646,143.86
226 Judd	127,525.23	0.00	11,217.95	16,081.70	100,225.58
228 Lockwood Thompson Memorial	213,724.58	0.00	2,850.00	90,509.69	120,364.89
229 Ohio Center for the Book	372.42	0.00	0.00	0.00	372.42
230 Schweinfurth	176,930.52	0.00	0.00	15,250.00	161,680.52
231 CLEVNET	1,471,491.29	1,930,938.26	241,551.75	1,316,840.94	1,844,036.86
251 OLBPD-Library for the Blind	113,077.26	125,683.00	105,429.54	32,876.34	100,454.38
254 MyCom	25,728.45	0.00	36.00	1,740.60	23,951.85
256 Learning Centers	21,361.67	0.00	0.00	0.00	21,361.67
258 Early Literacy	10,337.48	0.00	10,337.48	0.00	0.00
259 Rice Solar Panel System	114,187.46	96.71	0.00	114,006.23	277.94
<b>Total Special Revenue Funds</b>	<b>\$ 20,239,744.42</b>	<b>\$ 2,156,052.57</b>	<b>\$ 411,454.39</b>	<b>\$ 1,883,512.69</b>	<b>\$ 20,100,829.91</b>
301 Debt Service	2,893,175.95	1,094,301.09	0.00	0.00	3,987,477.04
<b>Total Debt Service Fund</b>	<b>\$ 2,893,175.95</b>	<b>\$ 1,094,301.09</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,987,477.04</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending January 31, 2020**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
401 Building & Repair	2,190,953.93	0.00	0.00	171,809.75	2,019,144.18
402 Construction - Tax-Exempt	52,590,171.10	62,004.30	14,741.59	2,618,164.41	50,019,269.40
403 Construction - Taxable	9,010,253.88	9,163.51	0.00	0.00	9,019,417.39
<b>Total Capital Project Funds</b>	<b>\$ 63,791,378.91</b>	<b>\$ 71,167.81</b>	<b>\$ 14,741.59</b>	<b>\$ 2,789,974.16</b>	<b>\$ 61,057,830.97</b>
501 Abel	304,642.27	0.00	0.00	0.00	304,642.27
502 Ambler	3,098.23	0.00	0.00	0.00	3,098.23
503 Beard	91,987.04	429.50	4,949.00	23,348.64	64,118.90
504 Klein	7,325.62	0.00	0.00	0.00	7,325.62
505 Malon/Schroeder	358,043.47	426.26	0.00	0.00	358,469.73
506 McDonald	250,338.21	328.74	0.00	2,170.00	248,496.95
507 Ratner	124,528.50	0.00	0.00	0.00	124,528.50
508 Root	53,700.74	0.00	0.00	0.00	53,700.74
509 Sugarman	242,255.89	1,292.67	45.97	0.00	243,502.59
510 Thompson	174,844.24	(1,442.79)	0.00	0.00	173,401.45
511 Weidenthal	9,071.67	0.00	0.00	0.00	9,071.67
512 White	2,792,445.72	8,523.49	3,264.07	12,428.68	2,785,276.46
513 Beard Anna Young	106,452.25	0.00	0.00	0.00	106,452.25
514 Paulson	0.00	148,784.42	0.00	0.00	148,784.42
<b>Total Permanent Funds</b>	<b>\$ 4,518,733.85</b>	<b>\$ 158,342.29</b>	<b>\$ 8,259.04</b>	<b>\$ 37,947.32</b>	<b>\$ 4,630,869.78</b>
901 Unclaimed Funds	7,585.80	0.00	0.00	0.00	7,585.80
905 CLEVNET Fines & Fees	5,617.12	8,380.66	5,617.12	0.00	8,380.66
<b>Total Agency Funds</b>	<b>\$ 13,202.92</b>	<b>\$ 8,380.66</b>	<b>\$ 5,617.12</b>	<b>\$ 0.00</b>	<b>\$ 15,966.46</b>
<b>Total All Funds</b>	<b>\$ 122,035,062.03</b>	<b>\$ 8,466,553.63</b>	<b>\$ 7,395,370.92</b>	<b>\$ 11,776,826.66</b>	<b>\$ 111,329,418.08</b>

**Cleveland Public Library**  
**Year-To-Date Budget Report**  
**Construction - Tax-Exempt Fund 402**  
**For the Period Ending January 31, 2020**

	Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400 Investment Earnings (Capital)	0.00	0.00	-62,004.30	0.00	62,004.30
<b>Investment Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>-62,004.30</b>	<b>0.00</b>	<b>62,004.30</b>
55300 Construction/Improvements	3,255,714.00	5,888,620.00	14,741.59	2,618,164.41	3,255,714.00
<b>Capital Outlay</b>	<b>3,255,714.00</b>	<b>5,888,620.00</b>	<b>14,741.59</b>	<b>2,618,164.41</b>	<b>3,255,714.00</b>
<b>TOTAL Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>-62,004.30</b>		<b>62,004.30</b>
<b>TOTAL Expenditures</b>	<b>3,255,714.00</b>	<b>5,888,620.00</b>	<b>14,741.59</b>	<b>2,618,164.41</b>	<b>3,255,714.00</b>
			Prior Fund Balance		52,590,171.10
			Change in Fund Balance		47,262.71
			Current Fund Balance		52,637,433.81

**Cleveland Public Library**  
**Year-To-Date Budget Report**  
**Construction - Taxable Fund 403**  
**For the Period Ending January 31, 2020**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	<u>Available Balance</u>
44400 Investment Earnings (Capital)	0.00	0.00	-9,163.51	0.00	9,163.51
<b>Investment Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,163.51</b>	<b>0.00</b>	<b>9,163.51</b>
<b>TOTAL Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,163.51</b>		<b>9,163.51</b>
<b>TOTAL Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
			Prior Fund Balance		9,010,253.88
			Change in Fund Balance		9,163.51
			Current Fund Balance		9,019,417.39



**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending January 31, 2020**

<b>Balance of All Funds</b>	<b>\$ 123,106,319.74</b>
Huntington - Checking	6,553.10
KeyBank - Checking (ZBA)	1,426,712.44
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b>\$ 1,440,668.25</b>
Huntington Escrow Account	114,284.17
U.S. Bank - 2019A-Money Market	3,196,752.01
U.S. Bank - 2019B-Money Market	36,570.83
U.S. Bank - Investments	34,000,385.27
U.S. Bank - Inv - Money Market	549,392.43
U.S. Bank - Series 2019A Notes	49,964,473.22
U.S. Bank - Series 2019B Notes	8,982,558.97
Huntington Trust -Money Market	2,996,857.63
STAR Ohio Investment	559,823.69
STAR Plus Program	0.00
<b>Investments</b>	<b>\$ 100,401,098.22</b>
PNC- Endowment Account	21,264,553.27
<b>Endowment Account</b>	<b>\$ 21,264,553.27</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 123,106,319.74</b>

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

## REPORT ON INVESTMENTS – January 2020

## 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, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period January 1, 2020 through January 31, 2020.

## OPERATING FUND:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>	
01/01/20 - 01/31/20	31	Various	STAR Ohio	Various	1,192.54	Investment Pool	
01/01/20 - 01/31/20	31	Various	STAR Plus	Various	1,453.13	Bank Deposit Program	
01/01/20 - 01/31/20	31	Various	U.S. Bank	Various	396.02	Sweep Money Market	
11/06/19 - 01/09/20	65	500,000	Federal National Mortgage Assn.	1.250%	1,198.75	Federal Agency	
08/12/19 - 01/06/20	148	1,000,000	Federal Home Loan Mortgage Corp.	1.125%	5,120.00	Federal Agency	
07/28/19 - 01/28/20	185	1,050,000	Federal National Mortgage Assn.	1.300%	6,825.00	Federal Agency	
07/31/19 - 01/31/20	185	550,000	United States Treasury Note	1.375%	3,781.25	Treasury Security	
10/27/19 - 01/27/20	93	500,000	Federal Home Loan Mortgage Corp.	2.100%	3,125.00	Federal Agency	
08/23/19 - 01/09/20	140	1,000,000	Federal Farm Credit Bank	1.990%	7,967.78	Federal Agency	
04/30/19 - 01/24/20	270	525,000	JP Morgan Securities LLC	2.530%	9,924.98	Commercial Paper	
12/20/19 - 01/20/20	32	210,000	Merrick Bank	2.350%	419.14	Negotiable CD	
12/27/19 - 01/27/20	32	249,000	Comenity Capital Bank	2.500%	528.70	Negotiable CD	
12/30/19 - 01/30/20	32	249,000	Celtic Bank	1.850%	391.24	Negotiable CD	
12/13/19 - 01/13/20	32	249,000	Enerbank USA	1.800%	380.66	Negotiable CD	
12/18/19 - 01/18/20	32	225,000	Wells Fargo Bank NA	1.950%	372.64	Negotiable CD	
12/11/19 - 01/01/20	22	100,000	Live Oak Banking Co.	1.800%	103.56	Negotiable CD	
Earned Interest January 2020					\$	43,180.39	
Earned Interest Year To Date					\$	43,180.39	

**SERIES 2019A TAX-EXEMPT NOTES:**

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
01/01/20 - 01/31/20	31	Various	U.S. Bank	Various	2,886.60	Sweep Money Market
09/09/19 - 01/27/20	141	1,955,000	Federal National Mortgage Assn.	1.250%	9,367.71	Federal Agency
09/11/19 - 01/27/20	139	600,000	Federal Home Loan Bank	1.750%	3,966.67	Federal Agency
09/18/19 - 01/31/20	136	1,500,000	United States Treasury Note	1.625%	8,941.92	Treasury Security
09/26/19 - 01/23/20	120	2,000,000	Credit Suisse New York	2.050%	13,552.78	Commercial Paper
09/26/19 - 01/14/20	111	1,000,000	Federal Farm Credit Bank	1.480%	4,440.00	Federal Agency
10/20/19 - 01/27/20	100	1,000,000	Federal Home Loan Bank	1.800%	7,980.00	Federal Agency
09/26/19 - 01/19/20	116	1,000,000	Federal Farm Credit Bank	1.750%	5,493.06	Federal Agency
09/27/19 - 01/25/20	121	1,000,000	Federal Farm Credit Bank	1.640%	5,375.56	Federal Agency
Earned Interest January 2020					\$	62,004.30
Earned Interest Year To Date					\$	62,004.30

**SERIES 2019B TAXABLE NOTES:**

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
01/01/20 - 01/31/20	31	Various	U.S. Bank	Various	28.78	Sweep Money Market
09/19/19 - 01/20/20	124	1,000,000	Federal Farm Credit Bank	1.850%	6,218.06	Federal Agency
09/27/19 - 01/19/20	115	500,000	Federal Farm Credit Bank	1.875%	2,916.67	Federal Agency
Earned Interest January 2020					\$	9,163.51
Earned Interest Year To Date					\$	9,163.51

**NOTE RETIREMENT FUND:**

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
01/01/20 - 01/31/20	31	Various	Huntington National Bank	Various	3,915.89	Sweep Money Market
Earned Interest January 2020					\$	3,915.89
Earned Interest Year To Date					\$	3,915.89

**ESCROW ACCOUNT:**

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
01/01/20 - 01/31/20	31	Various	Huntington National Bank	Various	96.71	Money Market
Earned Interest January 2020					\$	96.71
Earned Interest Year To Date					\$	96.71
<b>Earned Interest January 2020--All Funds</b>					\$	<b>118,360.80</b>
<b>Earned Interest Year To Date--All Funds</b>					\$	<b>118,360.80</b>

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting  
February 20, 2020

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JANUARY 2020

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
No travel expenditures to report for January 2020			
TOTAL			\$0.00

SUMMARY

FUND	JANUARY	YEAR TO DATE
General	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

February 20, 2020

**Safe, Warm and Dry Construction Project**

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP, is hereby submitted:

**For the Period Ending January 31, 2020**

		<b>Safe, Warm and Dry Construction Initiative Budget</b>	<b>\$5,000,000.00</b>
Budget reduced - all work is completed and paid except for Jefferson's gutters pending completion in Spring			<b>(\$180,061.30)</b>
		<b>Encumbered</b>	<b>Expended</b>
URS Corporation - Asbestos Survey and Testing		\$ -	\$ 33,728.21
Osborn Engineering Company - Professional Architectural and Engineering Services		(0.00)	433,579.53
Regency Construction Services, Inc. - Construction Manager at Risk		(0.00)	4,254,062.46
Direct Expenditures paid from Contingency Fund		7,430.00	91,138.50
		\$ 7,430.00	\$ 4,812,508.70
<b>Available Budget from Owner's Contingency and Permit Fund</b>			<b>\$0.00</b>

		<b>Owner's Contingency and Permit Fund</b>	<b>\$381,871.15</b>		
<b>Direct Expenditures</b>					
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00
1/22/2018	City of Cleveland	180314	Permits for Glenville, Harvard Lee, Lorain and Jefferson	-	19,256.25
7/15/2018	City of Cleveland	181262	Permits for Collinwood, Fulton, and Langston Hughes	-	18,752.25
10/22/2018	Grainger	181752	Upgrade/Replace existing indoor wall mount fixtures for Addison Branch that should have been part of Safe, Warm and Dry project	-	9,990.00
8/16/2019	Siemens Industry, Inc.	191021	Install new fire alarm panel, field devices and 28 zone intrusion panel at Collinwood	-	39,860.00
11/30/2019	Warren Roofing & Insulating Co.	191699	Jefferson - Install New Gutters Along Building Perimeter	7,430.00	
				\$ 7,430.00	\$ 91,138.50

<b>Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18:</b>			<b>\$ 4,425,831.31</b>
<b>Change Orders</b>	<b>Description</b>	<b>Amount</b>	
PCO #2 02/21/18	Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport	\$	(17,122.53)
PCO #4 02/21/18	Change from wall-hung to floor-mounted water closets at Lorain		(1,191.80)
PCO #5 02/21/18	Lorain pump changes per the returned submittal		(460.56)
PCO #6 02/21/18	Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures		2,865.81
PCO #7 02/21/18	Credit for hand dryers furnished by CPL in lieu of Regency		(3,535.00)
PCO #8 02/21/18	Two additional precast concrete bumper blocks at Glenville per the returned submittal		252.50
PCO #9 02/28/18	Additional lighting control to create 4 lighting zones at Glenville		2,038.21
PCO #10 02/28/18	Glenville Emergency Lighting: Furnish and install emergency lights that are required		1,078.14
PCO #11 02/28/18	Revisions to electrical panel work at Lorain		(774.67)
PCO #12 02/28/18	Credit for attaching to basement lights to existing circuit at Lorain		(356.53)



<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #13 02/28/18	Complete installation of emergency exit lighting at Lorain	4,672.07
PCO #14 03/21/18	Replace 1" water valve at Lorain that failed and needed to be replaced	716.09
PCO #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
PCO #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
PCO #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal	2,578.89
PCO #21 03/21/18	Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
PCO #25 04/10/18	Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
PCO #26 04/10/18	Added flashing in the Lorain basement to help water infiltration issues	1,181.70
PCO #1 03/21/18 rec'd 5/14	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
PCO #22 03/28/18 rec'd 5/14	Added check valves at Lorain	755.48
PCO #23 03/28/18 rec'd 5/14	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
PCO #24 03/28/18 rec'd 5/14	Lorain concrete repairs at exterior storage closet door	3,415.28
PCO #3 02/21/18 rec'd 5/18	Credit for signage manufacturer	(858.50)
Amendment No 2 05/23/18-PCO #33	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(305,582.46)
PCO #38 05/23/18	Steel costs for infilling the unforeseen restroom hole	7,184.13
PCO #39 05/30/18	Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector	680.74
PCO #40 05/30/18	Jefferson unit heater demo to accommodate updated restroom layout	680.74
PCO #42 05/30/18	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
PCO #43 06/06/18	Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman	398.92
PCO #44 06/20/18	The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch	757.50
PCO #27aR 04/25/18 rec'd 7/13	Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b.	14,714.10
PCO #27b 04/25/18	Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPI	4,922.71
PCO #28 04/25/18	Revised hardware at Lorain	742.35
PCO #29 04/25/18	Harvard Lee exit signs and emergency lights per RFI 42	1,324.69
PCO #30 05/01/18	Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion	3,439.45
PCO #31 05/01/18	Jefferson emergency lights	2,878.50
PCO #32 05/01/18	Glenville lintel repair as directed in the RFI response	339.94
PCO #41a 07/11/18	Credit for the elimination of the HL handrails	(1,050.40)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #41b 07/11/18	Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values	7,857.80
PCO #45 8/8/18	Fabrication and installation of aluminum jacketing to insulate two duct enclosures and make these ducts weathertight per RFI 69	8,733.47
PCO #46 8/7/18	Furnish and install a new flue through the roof for the existing hot water tank at the Addison Branch per RFI 81	678.69
PCO #47 8/7/18	Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms.	2,011.73
PCO #48 8/7/18	Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch	235.40
PCO #49 8/7/18	Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction	2,140.40
PCO #50 8/7/18	Credit for not completing the step crack repair at the Jefferson Branch	(2,020.00)
PCO #51 8/7/18	Credit for not installing the book drop at the Jefferson Branch	(151.50)
PCO #52 8/14/18	Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90	6,155.99
PCO #55 8/14/18	Cost to install Carnegie West restroom subfloor as directed in RFI 93	4,272.30
PCO #56 8/15/18	Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65	1,143.32
PCO #57 8/22/18	Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays.	3,753.16
PCO #60 8/22/18	Additional terracotta repair at the Carnegie West Branch per RFI 95	3,787.50
PCO #61 8/22/18	Increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location	6,344.82
PCO #64 8/29/18	Core drilling and filling/grouting the sunken slabs to level the sidewalks at the Langston Hughes Branch per RFI 109. This price does not include modification to the existing curb.	4,421.78
PCO #66 8/29/18	Lowering pull stations per the city inspector at the Jefferson Branch.	664.58
PCO #67 8/29/18	Lowering one fire alarm pull station per RFI 92 at the Carnegie West Branch.	124.23
PCO #68 8/29/18	Lighting controls for lighting zones per RFI 31 for the Carnegie West Branch	778.44
PCO #69 8/29/18	Modify and re-route the return air duct through the bathroom at the Addison Branch per RFI 97	992.12
PCO #72 08/31/18	Furnish and install new soffit in front of existing window to allow for installation of ceiling at 8'6" at the Carnegie West Branch per RFI 106	388.85
PCO #73 08/31/18	Shift new toilet 3" east to accommodate location of floor joists at the Carnegie West Branch per RFI 111. Patching of floor at original location of the toilet and adjusting wall type "C" to maintain 5'0" turning radius	515.10
PCO #74 08/31/18	Lowering of fire alarm pull stations at the Addison Branch per RFI 92	1,440.60
PCO #58 09/04/18	Cost to seal roof seams at the Carnegie West Branch	17,574.00
PCO #71 09/12/18	Remove and replace (9) existing smoke detectors, (1) pull station, and (1) horn strobe that were not shown in the drawings at Carnegie West per RFI 104	7,113.13
PCO #75 09/19/18	Installation of window film to the window in the new restroom at Carnegie West per RFI 100. Window film to be installed as "3M Fasara Glass Finish" and the pattern is to be "Frost and Mat Milky White"	570.65
PCO #76 09/19/18	Credit for 2 roof strainers at the Lorain Branch	(101.00)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #77 09/19/18	Resupporting existing to remain ceiling lights that were attached to the roof and not properly installed at the Fulton Branch per RFI 122	3,429.70
PCO #78 09/19/18	Installation of one wall hydrant in the men's room per RFI 121	353.50
PCO #79 09/19/18	Final Rockport mechanical credit including mechanical items that were able to be returned.	(81,100.98)
PCO #80 09/19/18	Salvaging and rehanging the women's restroom door at the Addison Branch per RFI 116	161.79
PCO #81 09/19/18	Addition of (1) 2" wye strainer before the heating water pumps at the Jefferson Branch per punchlist request.	1,551.36
PCO #82 09/19/18	Installation of new ceiling tile and grid in the Men's Restroom and Women's Restroom at the Fulton Branch	1,919.00
PCO #83 09/26/18	Cleaning quote for Carnegie West requested by Eric Herman. This includes washing the interior and exterior windows and frames of the skylight, vacuuming all carpet, sweeping and mopping floors and cleaning the restroom area	2,020.00
PCO #84 09/25/18	Replacement of damaged storm clean out pipe and fittings at the Fulton Branch per RFI 117	895.87
PCO #85 09/25/18	Roof maintenance reconciliation allowance completed at the Glenville Branch. Roofing work includes the following: strip in all seams and roof curb flashings, clean roof drains, strip in all vent pipes and conduit penetrations, infill all pitch pockets with pourable sealer and install walk pads for a total of \$14,480 of the the \$15,000	(525.20)
PCO #62 08/28/18	Fabrication and installation of 4 pipe reducers at Carnegie West per RFI 80.	526.21
PCO #65 08/28/18	Credit for door 17CW at Carnegie West per RFI 86. RFI 86 called for the installation of a new frame, door and hardware for opening 17CW to be removed from the scope of work. Door, frame and hardware material was turned over the library.	(383.77)
PCO #70 10/03/18	Removal and reconstruction of an existing pier at the Addison Branch per RFI 98. This price includes the removal and reinstallation of 3 light fixtures in the pier.	5,476.65
PCO #86 10/03/18	Additional striping requested by Eric Herman at the handicap ramp at the Jefferson Branch	505.00
PCO #87 10/03/18	Additional work and material needed for updated asphalt amount needed per RFI 119. Price includes additional 246 square feet of full depth pavement replacement	3,076.46
PCO #88 10/03/18	Addition of single circuit and 3 wires for a direct tie in for a future door opener at ADA entrance at Carnegie West per RFI 105. Price includes painting of conduit to match existing wall color.	850.37
PCO #89 10/03/18	Fabrication and installation of 3 LED wall packs to the exterior back wall of the Addison Branch per RFI 114 and Eric Herman's request.	2,542.14
PCO #90 10/03/18	Providing power to the circulating pumps at Carnegie West per RFI 129	7,387.54
PCO #93 10/10/18	Exit and Emergency lights needed for the restrooms at the Fulton Branch.	4,552.03
PCO #95 10/22/18	Additional concrete work requested at the Collinwood Branch including removal and replacement of concrete and steel reinforcements.	12,870.43
PCO #96 10/24/18	Provide and install light fixtures for the restroom at Fulton requested in the RFI 125	1,782.69
PCO #98 10/24/18	Removal of TruSpun pip and fittings with cast iron pipe and fittings for the chase vent at the restrooms. Patch and repair walls and ceilings will come out of the interiors patching allowance. A 10 day time extension to the substantial completion date is requested due to discovery, pricing, approval and work completion of this piping. This extension is based on a 10/23/18 approval	3,620.85
PCO #94 10/29/18	Additional terracotta repair at Carnegie West. Repairs are recommended due to cracks, failed/missing mortar and displacement of terracotta. Not to exceed price.	9,288.97

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #63 10/31/18	Cost for a 3.5'x7'x4" section of concrete pavement at the Glenville branch	488.35
PCO #92R 10/31/18	Additional contractors and switching per the lighting zones provided in RFI 31 for the Collinwood branch. This pricing has been revised to exclude tax that was accidentally included in PCO 92.	3,585.40
PCO #99 10/31/18	Additional asphalt work requested by the Cleveland Public Library for the alleyway next to the Collinwood Branch.	13,020.13
PCO #100 10/31/18	Credit for the deleted light pole work at the Addison branch per RFI 114	(390.73)
PCO #101 10/31/18	Removal and replacement of the air separator, air vent and expansion tank at Collinwood per RFI 144	2,232.00
PCO #102 10/31/18	Demolition of old conduit and wire and replacement with new feeder to AHU-1 at Collinwood per RFI 135	1,363.01
PCO #103 10/31/18	Price to demolish tile and drywall and replace tile in the restroom at FL due to mold and RFI 117. This price also includes the removal of ACT ceiling in the restrooms at Fulton.	697.81
PCO #104 10/31/18	Price to replace 200 amp disconnect for CU-1 at Collinwood per RFI 136	858.91
PCO #105 10/31/18	Labor and scaffolding costs to change 38 light bulbs at Carnegie West per CPL request	924.27
PCO #106 11/09/18	Touch up painting of the door at Fulton per RFI 131 and Eric Herman request. Pricing also includes labor credit for installation of door that was deleted.	(39.13)
PCO #107 11/09/18	Replacing the N20s for motor power disconnect at Carnegie West per RFI 130	136.04
PCO #109 11/09/18	Mold removal needed in the mechanical room at Fulton.	675.92
PCO #110 11/09/18	Scraping and painting the exterior railings on the west side of Collinwood per RFI 137 and 139.	1,262.50
PCO #112 11/09/18	Installation of a backflow for the new boiler feed at Carnegie West per RFI 134.	1,085.75
PCO #108 11/14/18	Additional heater and wiring and replacement of the motor starter for the air handling unit at Fulton per RFI 143.	710.02
PCO #111 11/14/18	Labor credit for installing (2) exterior railings on the west side of Collinwood per RFI 137 and 139. Railings were ordered previously and will be turned over to the library.	(1,756.36)
PCO #113 11/14/18	Labor credit for the installation of the heater that was not needed at Langston Hughes per RFI 120.	(707.00)
PCO #114 11/14/18	Installation of backflow preventer on the water main at Carnegie West per RFI 134.	1,633.17
PCO #115 11/14/18	Removal and reinstallation of new fuses at Langston Hughes needed per city inspector.	293.95
PCO #116 11/14/18	Rework of the restrooms at Collinwood due to the discovery of tru spun piping and RFI 149. Price includes demolition of existing restroom features.	6,453.10
PCO #117 11/14/18	Replacement of 5 horn strobe devices to sync with fire alarm system and painting patching required at Fulton per RFI 142.	1,506.47
PCO #118 11/14/18	Budget reconciliation for electrical wire protection at Collinwood that was not needed.	(5,050.00)
PCO #120 11/26/18	Replace TruSpun Pipe and Fittings with cast iron in the staff bathroom, to the drinking fountain air admittance valve and the front sink pipe in the basement.	3,847.09
PCO #122 11/26/18	Replacement of the fiberglass reinforced panel behind the drinking fountain at Collinwood.	368.64
PCO #97 11/28/18	Demolition required as described in RFI 93 for the unforeseen floor grout infill that was discovered after tile demolition in the restroom at Carnegie West that took place on 8/1 and 8/3.	3,765.28

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #119 11/28/18	Additional conduit and motor starters needed for pumps 3 and 4 at Collinwood per RFI 153.	3,398.72
PCO #123 11/28/18	Budget reconciliation for ground penetrating radar allowance that was not needed.	(3,030.00)
PCO #124 11/28/18	Replacement of the water heater at Collinwood due to poor condition of the existing water heater.	557.52
PCO #125 11/28/18	Additional abatement that took place on 8/28 in the basement at Carnegie West due to the shift of toilet per RFI 111	1,761.65
PCO #127 12/20/18	Inspection of VAVs and reconnection of VAVs 3 and 7 at Collinwood. Inspection of VAVs took place per Eric Herman's approval.	629.31
PCO #128 12/20/18	Demolition of (2) exhaust drops, installation of (2) new exhaust ducts and (3) exhaust grills in the restroom at Collinwood	1,510.54
PCO #138 12/21/18	Repair of an additional lintel on the east elevation that was approved to be done on time and material basis at Collinwood	2,265.28
PCO #139 12/26/18	Credit for not installing the door operator at Lorain that was unable to be installed due to existing condition space limitations. Door operator was turned over to CPL	(204.50)
PCO #130 12/27/18	Fixing the hanging light that was damaged at Fulton due to the previous improper connection of the light fixture	144.23
PCO #131 12/27/18	Credit for the tuckpointing of the west elevation of Collinwood that was deleted from the scope per RFI 138	(4,490.46)
PCO #132 12/27/18	Credit for the deletion of the replacement of the west entrance stair/platform at Collinwood per RFI 137	(2,038.18)
PCO #133 12/27/18	Credit for the elimination of clear coat application to (21) Terra Cotta Columns at Carnegie West per owner and architect direction	(1,939.20)
PCO #134 12/27/18	Fixing and maintaining the existing frost slab at Fulton in lieu of replacing it per RFI 124	(1,010.00)
PCO #137 12/27/18	Caulking to fill voids in the concrete steps and landing at the west entry and the joint between the asphalt and concrete at the west basement stair at Collinwood per RFIs 137 and 139	901.93
PCO #129 01/08/19	Budget reconciliation for the door closer allowance that was not needed.	(1,313.00)
PCO #136 01/03/19	Caulking at the exterior of the restroom at Fulton to stop and prevent further water leakage into the building.	556.50
PCO #140 01/03/19	Additional electrical work required by the electrical inspector at Collinwood	558.61
PCO #141 01/08/19	Reconciliation of drywall patching allowances that was included in the Interiors package. Allowance will be reconciled as follows: Carnegie West (\$1,896.00), Fulton (\$1,468.65) and Jefferson (\$1,896.00).	(5,313.26)
PCO #135 01/28/19	Addition of a guardrail to the ramp at Collinwood and painting the guardrail per Andy Cygan's bulletin. A temporary guardrail has been installed while the permanent guardrail is being fabricated.	3,880.82
PCO #144 01/25/19	Reconciliation of the temporary HVAC allowance	(4,385.68)
PCO #142 01/25/19	Reconciliation of the art protection allowance	(1,443.83)
PCO #142 01/25/19	Reconciliation of the door rework allowance	(11,417.01)
PCO #145R 02/11/19	Collinwood tile work and reconciliation of window patching allowance. The remainder of tile reconciliation for Fulton is included.	(623.17)
PCO #146R 02/26/19	(2) additional automatic air vents requested by the owner during the training session at Carnegie West	953.44



<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
Change Order Number: 010		
05/29/19	Reconciliation of the contingency	(18,911.58)
Total Change Orders to date		\$ (171,768.84)
<b>Updated Guaranteed Maximum Price (GMP):</b>		<b>\$ 4,254,062.47</b>

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
February 20, 2020

## South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending January 31, 2020

				Owner's Contingency and Permit Fund		\$255,090.11
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
9/3/2019	Scherba Industries Inc.	191317	46" X 158" Banner W/TS23 Frame System	1,425.00		
12/6/2019	Action Door	191717	ADA Compliant Door Installation	9,095.00		
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161895	Change Order # 005			(14,476.37)
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 006			17,745.27
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 007			(38,246.10)
				\$ 10,520.00	\$ 57,188.87	\$ 71,950.08
Owner's Contingency and Permit Fund Available Balance						\$115,431.16
				South Branch Renovation Project Budget		\$ 4,500,000.00
				Encumbered	Expended	
HBM Architects, LLC - Architectural Design Services				\$ 6,510.00	\$ 317,500.00	
The Albert M. Higley Co., LLC - Construction Manager at Risk				-	3,876,950.71	
Furniture, Fixtures, Equipment and Technology				-	115,654.26	
Direct Expenditures paid from Contingency Fund				10,520.00	57,188.87	
				\$ 17,030.00	\$ 4,367,293.84	
Available Budget as of 01/31/2020						\$ 115,676.16

## Change Order Details

## Change Order # 001

PCO #00001	Added abatement	\$ 4,469.22
PCO #00002	Deducted wall protection	(1,342.46)
PCO #00003	Deduct fountain drain pipe	(1,536.00)
PCO #00004	Added drain to water heater	2,177.46
		\$ 3,768.22

## Change Order # 002

PCO #00005	Office steel support	\$ 7,976.96
PCO #00006	Add walk and stairs	10,639.80
PCO #00007	Lintel exploration	21,733.50
		\$ 40,350.26

## Change Order # 003

PCO #00008	Computer desk inset panel	\$ 1,720.32
PCO #00009	Split cost of items	1,221.59
PCO #00010	Book cart credit	(1,396.69)
PCO #00012	Remove pipes at skylight	1,045.30
PCO #00013	Landscaping contract	3,928.84
PCO #00014	Lintel replacement	25,239.48
		\$ 31,758.84

## Change Order # 004

PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Ceiling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Ceiling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96

## Change Order # 005

PCO #00026	Ceiling plaster repair Teen, Adult	\$ 2,401.26
PCO #00027	Deduct Clark Street scope	(10,582.02)
PCO #00028	Electrical field ticket work	11,181.98
PCO #00029	Electrical security wiring install	7,167.48
PCO #00030	Window film cost add change	3,221.30
PCO #00031	Temporary handrail install	8,672.26
PCO #00032	GMP contract deduct	(36,538.63)
		\$ (14,476.37)

## Change Order # 006

PCO #00033	GMP Increased Fee	\$ 21,984.00
PCO #00034	AMH Temp Handrail Cost	(4,234.50)
PCO #00037	Additional Millwork Deduct	(4.23)
		\$ 17,745.27

## Change Order # 007

Final Owner Savings		\$ (38,246.10)
		\$ (38,246.10)

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
February 20, 2020

## Eastman Reading Garden Improvements

In accordance with the Board resolution adopted on June 18, 2019, a report to the Board of Trustees on expenditures and contracts entered into, to cover the cost of unforeseen conditions or Library requested changes resulting in change orders, is hereby submitted:

For the Period Ending January 31, 2020				Owner's Contingency and Permit Fund		\$22,000.00
Date	Vendor	PO	Description	Encumbered	Expended	PO Increase
7/31/2019	Stuart Dean Co. Inc.	191188	Clean Ornate Bronze Entrance Gates and Bronze Figurines	\$ -	\$ 14,793.15	
8/5/2019	GOCHARGE, LLC.	191200	Solar Charging Locker (returned-PO closed)	-		
12/18/2019	Brookside Construction Services	191140	Relocation of tree that was already planted per the drawings			\$ 589.00
12/18/2019	Brookside Construction Services	191140	Owner requested Brookside to remove planted shrubs from beds where inflatables were to go in, and for Brookside to store plants off site and maintain and replant once inflatables were removed.			\$ 3,687.07
				\$ -	\$ 14,793.15	\$ 4,276.07
<b>Owner's Contingency and Permit Fund Available Balance</b>						<b>\$2,930.78</b>

			Eastman Reading Garden Improvements Budget		\$ 526,106.00
			Encumbered	Expended	
CT Consultants, Inc. - Landscape Architecture Services for the design of improvements			\$ 1,888.64	\$ 47,111.36	
Brookside Construction Services, Inc. - Contractor			69,783.99	154,191.08	
Furniture, plantings and other items			5,030.00	16,073.32	
Direct Expenditures paid from Contingency Fund			-	14,793.15	
			\$ 76,702.63	\$ 232,168.91	
<b>Available Budget as of 01/31/2020</b>					<b>\$ 217,234.46</b>

**CLEVELAND PUBLIC LIBRARY**  
**Regular Employment Report**  
**1/01/2020 TO 1/31/2020**

**EXHIBIT 21**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
<b>RESIGNATIONS</b>			
BAO, XIAOLE	Foreign Literarure	LIBRARY ASSISTANT (SUBJ DEPT)	01/22/2020
LOUIS, CINDY R	Shelf Pages	PAGE	01/14/2020
UTER, ROBERT P	Shelf Pages	PAGE	01/15/2020
WHEATLEY, AMIA C	Cleveland Digital Publi	METADATA ARCHIVIST	01/28/2020
WILLIAMS, CHLOE	Harvard Lee	LIBRARY ASST-COMP EMPH	01/04/2020
<b>OTHER TERMINATIONS</b>			
BRIDGES, CRYSTAL L	Youth Services	LIBRARY ASSISTANT-YOUTH	01/21/2020

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 01/01/2020 TO 01/31/2020**

EMPLOYEE: AUSTIN, LOREALA      CURRENT GRADE: F EFFECTIVE DATE  
JOB TITLE: LIBRARY ASST-COMP EMPH      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	10.46	24.27	PROMOTION

EMPLOYEE: CROMPTON, EMILY B      CURRENT GRADE: F EFFECTIVE DATE  
JOB TITLE: LIBRARY ASST-COMP EMPH      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
TRANSFER	24.27	24.27	TRANSFER

EMPLOYEE: DIAWARA, DEMBA      CURRENT GRADE: H EFFECTIVE DATE  
JOB TITLE: INTERIM SHELF DIVISION MAN      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	50,233.56	56,584.11	PROMOTION

EMPLOYEE: DOBRANSKY, SARAH M      CURRENT GRADE: K EFFECTIVE DATE  
JOB TITLE: SUBJECT DEPARTMENT MGR (      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	63,107.88	74,985.91	PROMOTION

EMPLOYEE: JOHNSON, DAKARI W      CURRENT GRADE: E EFFECTIVE DATE  
JOB TITLE: PAINTER      CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	48,172.28	45,103.24	RETURN TO REGULAR FORMER POSIT



EMPLOYEE: SMITH, DESIREE K      CURRENT GRADE: F EFFECTIVE DATE  
 JOB TITLE: LIBRARY ASST-COMP EMPH      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	24.03	24.27	PROMOTION

EMPLOYEE: STEPHENS, MARQUESA D      CURRENT GRADE: C EFFECTIVE DATE  
 JOB TITLE: SAFETY&PROTECTIVE SVC OF      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	28254.98	RECLASSIFICATION
Annual Pay	40364.22	28254.98	TRANSFER

EMPLOYEE: THOMAS, FELTON      CURRENT GRADE: X EFFECTIVE DATE  
 JOB TITLE: EXECUTIVE DIRECTOR,CEO      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
----------------	----------------	---------------	-------------------

**CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 1/01/2020 TO 1/31/2020**

<b>EMPLOYEE:</b>	BERARDI, MARK B	<b>CURRENT GRADE:</b>	S	<b>HIRE DATE:</b>	1/12/2020
<b>JOB TITLE:</b>	PUBLIC SERVICE SUB	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	20.00
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	29,120.00		
<b>EMPLOYEE:</b>	CAMACHO, ZULEIKA	<b>CURRENT GRADE:</b>	B	<b>HIRE DATE:</b>	1/19/2020
<b>JOB TITLE:</b>	CUSTODIAN II (DAYS/BRANCHES)	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	17.77
<b>LOCATION:</b>	CUSTODIAL A	<b>SALARY:</b>	34,648.12		
<b>EMPLOYEE:</b>	FREED, KELLI J	<b>CURRENT GRADE:</b>	S	<b>HIRE DATE:</b>	1/12/2020
<b>JOB TITLE:</b>	PUBLIC SERVICE SUB	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	20.00
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	29,120.00		
<b>EMPLOYEE:</b>	HARU, LANEA A	<b>CURRENT GRADE:</b>	S	<b>HIRE DATE:</b>	1/12/2020
<b>JOB TITLE:</b>	PUBLIC SERVICE SUB	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	20.00
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	29,120.00		
<b>EMPLOYEE:</b>	MESKUNAS, BRENDA L	<b>CURRENT GRADE:</b>	S	<b>HIRE DATE:</b>	1/12/2020
<b>JOB TITLE:</b>	PUBLIC SERVICE SUB	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	20.00
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	29,120.00		
<b>EMPLOYEE:</b>	SANTIAGO, MERLENE	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	1/17/2020
<b>JOB TITLE:</b>	ASST COORD, BEST BUY TEEN TECH	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	24.03
<b>LOCATION:</b>	ROCKPORT	<b>SALARY:</b>	46,859.54		
<b>EMPLOYEE:</b>	SYED, AYAZ	<b>CURRENT GRADE:</b>	S	<b>HIRE DATE:</b>	1/12/2020
<b>JOB TITLE:</b>	PUBLIC SERVICE SUB	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	20.00
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	29,120.00		
<b>EMPLOYEE:</b>	WILLIAMS, STACY	<b>CURRENT GRADE:</b>	S	<b>HIRE DATE:</b>	1/12/2020
<b>JOB TITLE:</b>	PUBLIC SERVICE SUB	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	20.00
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	29,120.00		

## CLEVELAND PUBLIC LIBRARY

REPORT G

## Human Resources Committee Report

Meeting Date:

Report Period: Jan 2020

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

<b>MONTH</b>	<b>2019 SICK LEAVE HOURS USED</b>	<b>2020 SICK LEAVE HOURS USED</b>	<b>2020 TOTAL HOURS</b>
January	3251.75	2,760.84	95,763.81
February	3853.94		
March	4016.19		
April	3867.74		
May	6050.12*		
June	3239.28		
July	2975.39		
August	3682.01		
September	4069.11		
October	4051.19		
November	5729.44*		
December	3992.39		

\*Covers three pay dates

# CLEVELAND PUBLIC LIBRARY

REV EEO-4 1995

## REPORT H

CLEVELAND PUBLIC LIBRARY  
STATE AND LOCAL GOVERNMENT INFORMATION  
2020 EEO-4 REPORT

CLEVELAND PUBLIC LIBRARY  
LYNN SARGI  
325 Superior Avenue  
Cleveland, OH 44114

CONTROL NUMBER 12345

FUNCTION JURISDICTION TOTALS: FULL/PART-TIME EMPLOYEES

JOB CATEGORY	HISPANIC / LATINO		*****MALE*****					*****FEMALE*****					TOTAL
	M	F	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+	
OFFICIALS/ADM	2	3	23	14		1		26	14			1	84
PROFESSIONALS		7	19	1	1			31	11	4		1	75
TECHNICIANS	1	1	13	2				2	2				21
PROTECT/SERV	3	1	7	15				1	5				32
PARA-PROFESS	3	6	25	26	1		1	43	29	1	1		136
ADMIN SUPPORT	3	10	28	42	3		1	37	83	4			211
SKILLED CRAFT	1		6	3				1	1				12
SERV/MAINT	1	2	7	29				2	4				45
GRAND TOTAL	14	30	128	132	5	1	2	143	149	9	1	2	616

# Insurance Report for the Month of January 2020

Human Resources Committee Report

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>MMO - National Network</b>	226	129	355
<b>MMO - CleCare Network</b>	80	23	103
<b>Cobra</b>		1	1
<b>Total MMO</b>			459
<b>Dental Insurance</b>	298	173	471
<b>Vision Employee</b>			272
<b>Vision Children</b>			40
<b>Vision Spouse</b>			53
<b>Vision Family</b>			72
<b>Total Vision</b>			437
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JANUARY 2020**

CIRCULATION ACTIVITY*	Monthly Total		Average Hourly		Year-to-Date		YTD
	2020	2019	2020	2019	2020	2019	Gain/Loss
Main Library	142,077	137,854	710	689	142,077	137,854	3.1%
Branches	260,262	242,019	1,228	1,151	260,262	242,019	7.5%
Mobile Units	386	2,936			386	2,936	-86.9%
Library for the Blind	39,726	40,207			39,726	40,207	-1.2%
OLBPD BARD	15,449	13,500			15,449	13,500	14.4%
eMedia	60,519	45,639			60,519	45,639	32.6%
<b>TOTAL CIRCULATION</b>	<b>518,419</b>	<b>482,155</b>			<b>518,419</b>	<b>482,155</b>	<b>8%</b>

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
eBook	30,194	24,940	30,194	24,940	21.1%
eAudiobook	21,600	17,635	21,600	17,635	22.5%
eMusic	4,547	330	4,547	330	1277.9%
eVideo	2,651	691	2,651	691	283.6%
eMagazines	1,527	2,043	1,527	2,043	-25.3%
<b>TOTAL eCIRCULATION</b>	<b>60,519</b>	<b>45,639</b>	<b>60,519</b>	<b>45,639</b>	<b>32.6%</b> Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD
			2020	2019	2020	2019	Gain/Loss
Main Library	107	56 minutes	5894	6888	8132	6476	25.6%
Branches	591	42 minutes	46388	54744	42573	38704	10.0%
<b>TOTAL USAGE</b>	<b>698</b>		<b>52282</b>	<b>61632</b>	<b>50705</b>	<b>45180</b>	<b>12.2%</b>

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

WiFi Hotspot Checkouts	Monthly Total		Year-to-Date	
	2020	2019	2020	2019
	739	728	739	728

WALK-IN COUNT*	Monthly Total		Average Hourly		Year-to-Date		YTD
	2020	2019	2020	2019	2020	2019	Gain/Loss
Main Library	28065	26988	140	135	28065	26988	4.0%
Branches	155602	136279	734	648	155602	136279	14.2%
<b>TOTAL VISITS</b>	<b>183667</b>	<b>163267</b>			<b>183667</b>	<b>163267</b>	<b>12.5%</b>

**REPORT J**



**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR JANUARY 2020**

<b>BRANCH</b>	<b>a</b> <b>Branch</b> <b>Circulation</b>	<b>b</b> <b>Sent from</b> <b>Other</b> <b>Branches</b>	<b>c</b> <b>Sent from</b> <b>Main</b>	<b>d</b> <b>Sent from</b> <b>Other</b> <b>CLEVNET</b> <b>Systems</b>	<b>e</b> <b>Total Direct</b> <b>Circulation</b> <b>(a+b+c+d)</b>	<b>f</b> <b>Sent to Other</b> <b>CLEVNET</b> <b>Systems</b>	<b>g</b> <b>Total</b> <b>Circulation</b> <b>(e+f)</b>
Addison	4,359	1,880	1,050	1,435	8,724	568	9,292
Brooklyn	3,665	1,186	562	782	6,195	399	6,594
Carnegie West	5,424	1,946	1,905	1,637	10,912	1,259	12,171
Collinwood	3,853	1,331	462	1,831	7,477	752	8,229
East 131st	2,485	1,077	220	507	4,289	403	4,692
Eastman	8,550	2,636	1,426	1,961	14,573	1,875	16,448
Fleet	5,757	2,064	794	1,329	9,944	736	10,680
Fulton	5,959	1,784	588	749	9,080	698	9,778
Garden Valley	2,197	590	318	257	3,362	243	3,605
Glenville	3,900	1,712	582	1,431	7,625	584	8,209
Harvard-Lee	3,386	1,023	658	1,151	6,218	839	7,057
Hough	4,108	1,131	305	751	6,295	579	6,874
Jefferson	2,717	1,097	858	1,298	5,970	621	6,591
Langston Hughes	3,144	1,594	598	1,270	6,606	659	7,265
Lorain	4,340	1,359	641	846	7,186	679	7,865
Martin Luther King, Jr.	2,553	782	621	1,376	5,332	786	6,118
Memorial-Nottingham	6,203	866	1,055	2,566	10,690	1,401	12,091
Mt. Pleasant	1,469	1,411	379	787	4,046	305	4,351
Rice	6,388	1,861	811	1,592	10,652	991	11,643
Rockport	11,427	2,288	1,659	2,122	17,496	1,782	19,278
South	7,301	1,481	679	738	10,199	1,468	11,667
South Brooklyn	10,011	1,633	1,780	2,831	16,255	1,677	17,932
Sterling	4,103	852	564	718	6,237	493	6,730
Union	3,024	923	390	780	5,117	442	5,559
Walz	6,877	1,635	930	1,746	11,188	994	12,182
West Park	7,271	1,879	2,804	4,475	16,429	1,883	18,312
Woodland	5,671	1,611	538	728	8,548	501	9,049
<b>TOTAL</b>	<b>136,142</b>	<b>39,632</b>	<b>23,177</b>	<b>37,694</b>	<b>236,645</b>	<b>23,617</b>	<b>260,262</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JANUARY 2020**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2020	2019	2020	2019		
Addison	9,292	8,111	9,292	8,111	1,181	15%
Brooklyn	6,594	4,993	6,594	4,993	1,601	32%
Carnegie West	12,171	11,149	12,171	11,149	1,022	9%
Collinwood	8,229	5,593	8,229	5,593	2,636	47%
East 131st	4,692	4,108	4,692	4,108	584	14%
Eastman	16,448	16,827	16,448	16,827	-379	-2%
Fleet	10,680	10,232	10,680	10,232	448	4%
Fulton	9,778	7,901	9,778	7,901	1,877	24%
Garden Valley	3,605	3,819	3,605	3,819	-214	-6%
Glenville	8,209	7,833	8,209	7,833	376	5%
Harvard-Lee	7,057	6,289	7,057	6,289	768	12%
Hough	6,874	6,430	6,874	6,430	444	7%
Jefferson	6,591	6,400	6,591	6,400	191	3%
Langston Hughes	7,265	7,293	7,265	7,293	-28	0%
Lorain	7,865	6,490	7,865	6,490	1,375	21%
Martin Luther King, Jr.	6,118	5,845	6,118	5,845	273	5%
Memorial-Nottingham	12,091	12,103	12,091	12,103	-12	0%
Mt. Pleasant	4,351	4,171	4,351	4,171	180	4%
Rice	11,643	12,108	11,643	12,108	-465	-4%
Rockport	19,278	17,264	19,278	17,264	2,014	12%
South	11,667	10,170	11,667	10,170	1,497	15%
South Brooklyn	17,932	15,893	17,932	15,893	2,039	13%
Sterling	6,730	5,557	6,730	5,557	1,173	21%
Union	5,559	5,303	5,559	5,303	256	5%
Walz	12,182	12,967	12,182	12,967	-785	-6%
West Park	18,312	18,686	18,312	18,686	-374	-2%
Woodland	9,049	8,484	9,049	8,484	565	7%
<b>TOTAL</b>	<b>260,262</b>	<b>242,019</b>	<b>260,262</b>	<b>242,019</b>	<b>18,243</b>	<b>8%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE JANUARY 2020**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2020	2019	2020	2019	Gain/Loss	%G/L
Addison	4,355	3,264	4,355	3,264	1,091	33%
Brooklyn	2,962	2,903	2,962	2,903	59	2%
Carnegie West	5,650	7,237	5,650	7,237	-1,587	-22%
Collinwood	3,996	2,950	3,996	2,950	1,046	35%
East 131st	7,516	4,994	7,516	4,994	2,522	51%
Eastman	7,871	7,683	7,871	7,683	188	2%
Fleet	6,488	7,218	6,488	7,218	-730	-10%
Fulton	5,402	4,633	5,402	4,633	769	17%
Garden Valley	3,228	3,190	3,228	3,190	38	1%
Glenville	4,224	4,015	4,224	4,015	209	5%
Harvard-Lee	6,669	5,099	6,669	5,099	1,570	31%
Hough	5,967	5,071	5,967	5,071	896	18%
Jefferson	4,898	3,837	4,898	3,837	1,061	28%
Langston Hughes	4,397	4,812	4,397	4,812	-415	-9%
Lorain	5,087	4,060	5,087	4,060	1,027	25%
Martin Luther King, Jr.	5,494	4,006	5,494	4,006	1,488	37%
Memorial-Nottingham	4,434	4,298	4,434	4,298	136	3%
Mt. Pleasant	2,991	2,383	2,991	2,383	608	26%
Rice	10,007	8,431	10,007	8,431	1,576	19%
Rockport	8,504	6,339	8,504	6,339	2,165	34%
South	5,785	0*	5,785	0*	#VALUE!	-
South Brooklyn	9,740	9,396	9,740	9,396	344	4%
Sterling	7,122	7,129	7,122	7,129	-7	0%
Union	4,845	4,522	4,845	4,522	323	7%
Walz	5,392	5,497	5,392	5,497	-105	-2%
West Park	6,722	7,149	6,722	7,149	-427	-6%
Woodland	5,856	6,163	5,856	6,163	-307	-5%
<b>TOTAL</b>	<b>155,602</b>	<b>136,279</b>	<b>155,602</b>	<b>136,279</b>	<b>19,323</b>	<b>14%</b>

\*People-counter equipment not reinstalled post-construction.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS JANUARY 2020**

Branch	Total Circulation
1 <b>Rockport</b>	19,278
2 <b>West Park</b>	18,312
3 <b>South Brooklyn</b>	17,932
4 <b>Eastman</b>	16,448
5 <b>Walz</b>	12,182
6 <b>Carnegie West</b>	12,171
7 <b>Memorial-Nottingham</b>	12,091
8 <b>South</b>	11,667
9 <b>Rice</b>	11,643
10 <b>Fleet</b>	10,680
11 <b>Fulton</b>	9,778
12 <b>Addison</b>	9,292
13 <b>Woodland</b>	9,049
14 <b>Collinwood</b>	8,229
15 <b>Glenville</b>	8,209
16 <b>Lorain</b>	7,865
17 <b>Langston Hughes</b>	7,265
18 <b>Harvard-Lee</b>	7,057
19 <b>Hough</b>	6,874
20 <b>Sterling</b>	6,730
21 <b>Brooklyn</b>	6,594
22 <b>Jefferson</b>	6,591
23 <b>Martin Luther King, Jr.</b>	6,118
24 <b>Union</b>	5,559
25 <b>East 131st</b>	4,692
26 <b>Mt. Pleasant</b>	4,351
27 <b>Garden Valley</b>	3,605
	<b>260,262</b>

Branch	Attendance
1 <b>Rice</b>	10,007
2 <b>South Brooklyn</b>	9,740
3 <b>Rockport</b>	8,504
4 <b>Eastman</b>	7,871
5 <b>East 131st</b>	7,516
6 <b>Sterling</b>	7,122
7 <b>West Park</b>	6,722
8 <b>Harvard-Lee</b>	6,669
9 <b>Fleet</b>	6,488
10 <b>Hough</b>	5,967
11 <b>Woodland</b>	5,856
12 <b>South</b>	5,785
13 <b>Carnegie West</b>	5,650
14 <b>Martin Luther King, Jr.</b>	5,494
15 <b>Fulton</b>	5,402
16 <b>Walz</b>	5,392
17 <b>Lorain</b>	5,087
18 <b>Jefferson</b>	4,898
19 <b>Union</b>	4,845
20 <b>Memorial-Nottingham</b>	4,434
21 <b>Langston Hughes</b>	4,397
22 <b>Addison</b>	4,355
23 <b>Glenville</b>	4,224
24 <b>Collinwood</b>	3,996
25 <b>Garden Valley</b>	3,228
26 <b>Mt. Pleasant</b>	2,991
27 <b>Brooklyn</b>	2,962
	<b>155,602</b>

Branch	Population	
	2010	2000
1 <b>South Brooklyn</b>	32,043	34,217
2 <b>West Park</b>	27,814	29,398
3 <b>Fleet*</b>	26,727	34,598
4 <b>Eastman</b>	23,674	25,873
5 <b>Rockport</b>	19,896	21,467
6 <b>Fulton</b>	19,647	22,575
7 <b>Rice</b>	19,462	25,893
8 <b>Memorial-Nottingham</b>	19,271	22,598
9 <b>Harvard-Lee</b>	17,655	21,246
10 <b>Walz</b>	16,063	18,497
11 <b>Collinwood</b>	14,769	19,377
12 <b>Langston Hughes</b>	14,439	21,224
13 <b>Glenville</b>	14,006	20,302
14 <b>Addison</b>	13,603	19,263
15 <b>East 131st</b>	13,025	18,001
16 <b>Mt. Pleasant</b>	12,792	17,155
17 <b>Lorain</b>	12,588	14,589
18 <b>Martin Luther King, Jr.</b>	12,392	15,483
19 <b>Carnegie West</b>	10,487	11,716
20 <b>Union</b>	8,416	12,603
21 <b>Sterling</b>	8,267	8,712
22 <b>Woodland</b>	7,946	7,213
23 <b>South</b>	6,325	7,729
24 <b>Hough</b>	5,667	7,845
25 <b>Brooklyn</b>	5,524	6,430
26 <b>Jefferson</b>	3,515	3,987
27 <b>Garden Valley</b>	2,310	3,220
28 <b>Broadway*</b>		1,966
	<b>388,323</b>	<b>473,177</b>

\*Broadway and Fleet service areas merged

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

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JANUARY 2020**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
CLEVNET	72,627	73,951	72,627	73,951	-2%
Other Libraries	401	579	401	579	-31%
	<b>73,028</b>	<b>74,530</b>	<b>73,028</b>	<b>74,530</b>	<b>-2%</b>

\*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Projected	11,083	13,249	11,083	13,249	-16%
Mail and Email Reference	104	94	104	94	11%
Interlibrary Loan Requests	1,360	924	1,360	924	47%
	<b>12,547</b>	<b>14,267</b>	<b>12,547</b>	<b>14,267</b>	<b>-12%</b>

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
New Titles Added	5,120	4,940	5,120	4,940	4%
Total Items Added	40,172	17,005	40,172	17,005	136%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Main Library	200	200	200	200	0%
Branches	5,723	5,679	5,723	5,679	1%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Downloads	15,449	13,500	15,449	13,500	14%
Users	702	667	702	667	5%

Included in circulation activity

STREAMING MEDIA	Monthly Total		Year-to-Date	
	Songs	Users	Songs	Users
	19365	282	19365	282