

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
December 20, 2018
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Mr. Seifullah, Mr. Corrigan, Ms. Rodriguez,
Mr. Hairston

Absent: Ms. Butts, Ms. Washington, Mr. Parker

Ms. Rodriguez called the meeting to order at 12:33 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the Regular Board Meeting of 11/15/18. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Presentation: CPL150 Brand Update (Tana Peckham, Chief Marketing & Communications Officer)

Ms. Peckham updated that Board on the CPL150 Brand and reviewed the following objectives:

- Elevate Cleveland Public Library (CPL)'s reputation by positioning it as a valued civic asset on par with The Cleveland Museum of Art and The Cleveland Orchestra
- Leverage CPL's 150th Anniversary to:
 - o Increase awareness of CPL's mission and programs
 - o Drive attendance to key anniversary events
 - o Launch the CPL Foundation as a legacy gift to the community

Ms. Peckham informed the Board of the following CPL150 events:

Feb. 2-4	Beijing Dance Theater
Feb. 16	Staff Gala
Feb. 27	State of the Library Address
March 23 - Dec 31	Puppetry Exhibit
July 27	CPL150 Street Festival
Fall 2019	Writers & Readers Event

REGULAR BOARD
MEETING OF
11/15/18
Approved

November	Book Ball Gala
Jan. 2020	Annual MLK Day Celebration

Ms. Peckham indicated that CPL150 events and activities would be advertised through TV partnerships and targeted spots, print, and on social media including, but not limited to Instagram, Twitter and FaceBook.

Ms. Peckham stated that the assignment is to create a compelling logo and tagline to mark CPL's 150th Anniversary.

Ms. Peckham stated that an anniversary logo/tagline combination that was chosen meets the following criteria:

- Is mission-based
- Marks our rich history, but also looks forward
- Uses design and language to help us envision the next 150 years
- Is flexible
- Must work with The People's University
- Be able to highlight an event, program, or department
- Is inspiring

Ms. Peckham revealed the anniversary logo and announced that it was created in-house by CPL Graphic Designer Ryan Jaenke. The tagline: CPL Open for Discovery.

After some discussion, Ms. Rodriguez and Director Thomas thanked Ms. Peckham for her presentation.

COMMUNICATIONS

Director Thomas acknowledged the following communications: a letter from Nimish V. Patgaonkar, Mumbai, India, announcing the publication of his first book in Marathi language titled "F1" and expressing his appreciation for the Library when he first arrived in Cleveland; a letter from Janet Ingraham Dwyer, Library Consultant, State Library of Ohio, acknowledging Director's support of Maria Estrella and Erica Marks as they participated in the Ohio Ready To Read Digital Media Literacy Training workshop.

LTRS. FROM:
NIMISH V.
PATGAONKAR,
MUMBAI, INDIA;
JANET INGRAHAM
DWYER, STATE
LIBRARY OF OHIO
Acknowledged

Aaron Mason, Director of Outreach and Programming Services, stated that Youth Outreach & Programming Coordinator, Erica Marks and Director of Outreach & Programming Services, Aaron Mason participated in an eight-day workshop in Beit She`an, Israel, December 3-10. The visit to Israel and its associated costs were underwritten by the Jewish Federation of Cleveland. Through training and observation, Mr. Mason and Mrs. Marks learned about a youth development program created by Beit She`an library staff. Mrs. Marks and Mr. Mason presented to Israeli library and education professionals on early-childhood literacy, and digital literacy.

Director Thomas stated that Ms. Marks and Mr. Mason will provide an overview on their trip at an upcoming Board Meeting.

Mr. Seifullah acknowledged Reverend Pamela Pinkney Butts who expressed holiday greetings to the Board; announced the recent publication of her new book "Rags to Riches"; and shared her insights on some personal issues as well as the importance of reading and financial literacy.

Mr. Seifullah thanked Reverend Pinkney Butts for her remarks.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of November

(See pages 1632-1635)

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

WHEREAS, The Board receives gifts of moneys, library service materials and technology resources 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 November of 2018; now therefore be it

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF NOVEMBER
2018
Approved

RESOLVED, That the gifts described in the Gift Report for November of 2018 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Ninth Amendment to the Year 2018 Appropriation

(See pages 1636-1640)

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 2018 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources requested from the Cuyahoga County Budget Commission on December 11, 2018; 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 Ninth Amendment to the Year 2018 Appropriation Schedule be approved.

Year 2019 Annual Appropriation Measure

(See pages 1641-1645)

Mr. Corrigan moved to amend the following resolution to reflect the following correction: "in the detailed attached schedules". Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

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

WHEREAS, On December 14, 2018, the Cleveland Public Library requested a Certificate of Estimated Resources for the Year 2019 from the Cuyahoga County Budget

NINTH
AMENDMENT TO
THE YEAR 2018
APPROPRIATION
Approved

YEAR 2019
ANNUAL
APPROPRIATION
MEASURE
Approved

Commission, which was received on December 17, 2018. On December 19, 2018, the Library requested an update to include additional revenue that will be received in 2019; and

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

WHEREAS, The appropriation totals on the attached schedules do not exceed the estimated resources requested on the December 19, 2018 Certificate; now therefore be it

RESOLVED, That the Year 2019 Appropriation Measure in the amount of \$59,142,181.79 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

Ms. Krenicky, Chief Financial Officer, stated that the version the Finance Committee approved has been amended.

Mr. Corrigan stated that the Resolved clause has not changed.

Ms. Krenicky stated that the resolution and the Resolved clause has not changed; the listed amounts for other funds to be approved as detailed in the attached schedules has. Appropriation for the Early Literacy fund has been added as we will be receiving revenue in 2019 and not 2018.

Resolution to Authorize Payment of Fees to the CLEVNET Special Revenue Fund Covering the Period February 1, 2019 through December 31, 2019

(See pages 1646-1647)

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

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

RESOLUTION TO
AUTHORIZE
PAYMENT OF
FEES TO THE
CLEVNET
SPECIAL
REVENUE FUND
COVERING THE
PERIOD
FEBRUARY 1,
2019 THROUGH
DECEMBER 31,
2019
Approved

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

WHEREAS, On October 26, 2018, the 2019 CLEVNET Fees were presented at the CLEVNET Directors' Meeting. The Cleveland Public Library's monthly contract cost is \$137,337.51, which includes Ohio Library for the Blind and Physically Disabled, for eleven months from February 1, 2019 through December 31, 2019, for a total annual cost of \$1,510,712.61; now therefore be it

RESOLVED, That the Board of Trustees authorizes the payment of \$1,510,712.61 to the CLEVNET Special Revenue Fund effective January 1, 2019, with the expenditure being charged to General Fund account 13010053-53900 (Other Purchased Services).

Resolution to Renew Maintenance Contracts with
Integrated Precision Systems for Video Surveillance,
Access Control, Security, and Fire Protection

(See pages 1648-1649)

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

WHEREAS, On October 17, 2013, this Board authorized the Library to enter into an agreement with Integrated Precision Systems Inc. ("IPS") for the purchase and of installation security cameras, software, and servers from IPS for various Library facilities; and

WHEREAS, On December 21, 2017, this Board authorized the Library to enter into an agreement for maintenance of the Library's security camera system from January 1, 2018 through December 31, 2018 at a total cost of \$60,000; and

WHEREAS, IPS has proposed to provide maintenance of the security camera systems for the period of January 1, 2019 through December 31, 2019 at a total cost of \$61,436.69, which was increased to include three additional cameras; and

RESOLUTION TO
RENEW
MAINTENANCE
CONTRACTS
WITH
INTEGRATED
PRECISION
SYSTEMS FOR
VIDEO
SURVEILLANCE,
ACCESS
CONTROL,
SECURITY, AND
FIRE
PROTECTION

Approved

WHEREAS, On September 20, 2012, this Board authorized the Library to enter into an agreement with IPS for the purchase and installation of access control systems for various Library facilities. In 2013, this Board approved four subsequent amendments to the agreement to install access controls in additional facilities; and

WHEREAS, This Board has authorized the Library to enter into annual agreements with IPS for maintenance of the access control, security, and fire alarms for every year beginning with calendar year 2015, and the cost of the most recent maintenance agreement as approved by this Board on November 16, 2017 was \$43,934.27; and

WHEREAS, IPS has proposed to provide maintenance of the access control, security, and fire alarms for the period of January 1, 2019 through December 31, 2019 at a total cost of \$47,204.29, which was increased to include the addition of nine access control systems and five fire alarm systems; 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 agreements with Integrated Precision Systems, Inc. for maintenance services for the Library's video surveillance system in the amount of \$61,436.69 for the period commencing January 1, 2019 through December 31, 2019, and for maintenance of the Library's access control, security, and fire protection systems in the amount \$47,204.29 for the period commencing January 1, 2019 through December 31, 2019, subject to approval of the Chief Legal Officer, with the expenditure being charged to the 12930053-53340 Building Maintenance.

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

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

RESOLUTION
AUTHORIZING
AGREEMENT
WITH SQUIRE
PATTON BOGGS
LLP FOR AGENT
AND LOBBYIST
SERVICES
Approved

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, 2019 through December 31, 2019 in an amount not-to-exceed \$4,000 per month and \$48,000 per year, which expenditure shall be charged to General fund account 11020053-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

Resolution to Enter into Agreements with Unique Management Services, Inc. for Cleveland Public Library

(See page 1650)

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

WHEREAS, From 2011 through 2018, the Cleveland Public Library Board of Trustees has annually authorized the Cleveland Public Library ("Library") to enter into agreements with Unique Management Services, Inc. ("Unique") for services related to the recovery of overdue fines and materials; and

WHEREAS, The Library Administration believes that based upon Unique's successful history of collecting fines and materials on behalf of the Library, it is in the

RESOLUTION
TO ENTER
INTO
AGREEMENTS
WITH UNIQUE
MANAGEMENT
SERVICES,
INC. FOR
CLEVELAND
PUBLIC
LIBRARY
Approved

Library's best interests to continue to contract with Unique and refer overdue accounts for collection; and

WHEREAS, Unique has proposed to continue the budget neutrality guarantee whereby the Library will not be charged for more than the amount of money recovered plus amounts waived, at the cost of \$8.95 per account referred, for an estimated total amount not-to-exceed \$60,000.00 in payments from fees recovered plus amounts waived; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to enter into a new agreement between the Cleveland Public Library and Unique Management Services, Inc. for material and cash recovery services from January 1, 2019 through December 31, 2019, incorporating a budget neutral guarantee, at the cost of \$8.95 per account referred, in an amount not-to-exceed \$60,000.00, from fees recovered plus amounts waived, which expenditure shall be charged to General Fund Account 11100053-53710 (Professional Services), and which agreement shall be subject to review and approval of the Chief Legal Officer.

Resolution to Enter into Agreement with Spindrift Management, LLC for Services for the "Party For The People"

(See page 1651)

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

WHEREAS, On February 17, 2019, the Cleveland Public Library will begin a year of celebration commemorating 150 years of service to the people of Cleveland; and

WHEREAS, The Library desires to host a day-long outdoor event for the public called "Party for the People" in July 2019 as part of its 150th anniversary celebration; and

WHEREAS, Spindrift Management, LLC ("Spindrift") is an event planning and management firm that provides services including event logistics and staffing and event production. Spindrift is Cleveland-based and

RESOLUTION TO
ENTER INTO
AGREEMENT
WITH SPINDRIFT
MANAGEMENT,
LLC FOR
SERVICES FOR
THE "PARTY
FOR THE
PEOPLE"
Approved

assisted with the production of such events as the 2016 Cleveland Cavaliers Championship Rally and the InCuya Music Festival; and

WHEREAS, Spindrift has proposed to provide event production services for the "Party for the People" including planning and coordinating the event, sourcing and booking entertainment, and sourcing and managing vendors and subcontractors, for a total fee of \$17,500 plus the cost of entertainment, vendors, and subcontractors for which Spindrift has provided approximate estimates in the amount of \$53,450, for a total contract price to \$70,950; and

WHEREAS, The Library Administration finds Spindrift's proposal to be fair and reasonable and hereby requests that the Board of Library Trustees authorize the Executive Director to enter into a contract with Spindrift for event management services for the "Party for the People" for a total contract price not-to-exceed \$80,000 which includes additional funds in the event that the cost of entertainment, vendors, and subcontractors may be higher than estimated; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Spindrift Management, LLC, for event production services for the "Party for the People" for a total cost not-to-exceed \$80,000 which shall be charged to the Founders Fund Account 20380103-53710 (Professional Services) and which agreement shall be subject to the review and approval of the Chief Legal Officer.

Resolution Amending Budget Allocation for the South Branch Renovation Project and Rescinding Amendment to Guaranteed Maximum Price Agreement with Albert M. Higley Co.

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

WHEREAS, On September 20, 2018, the Board of Trustees of the Cleveland Public Library approved a Resolution to

RESOLUTION
AMENDING
BUDGET
ALLOCATION
FOR THE SOUTH
BRANCH
RENOVATION
PROJECT AND
RESCINDING
AMENDMENT TO
GUARANTEED
MAXIMUM PRICE
AGREEMENT
WITH ALBERT M.
HIGLEY
Approved

reduce the Guaranteed Maximum Price ("GMP") agreement with Albert M. Higley Co., LLC ("Higley") by \$20,000.00 by removing that amount from the low voltage wiring and equipment allowance and allocating the \$20,000.00 to the Owner's Contingency fund; and

WHEREAS, The Library decided that in lieu of transferring the \$20,000.00 from the wiring allowance in the GMP to the Owner's Contingency fund, it would be best to transfer the \$20,000.00 from the budget allocation for Furniture, Fixtures & Equipment (FF&E) to the Owner's Contingency fund, which would not reduce the GMP since the FF&E is not included in the GMP. This transfer has already occurred; and

WHEREAS, The Library would also like to transfer the remaining unused funds in the FF&E budget and the Equipment & Computer Hardware budget as follows: 1) \$78,553.60 to the Owner's Contingency to cover unanticipated costs, and 2) \$6,510.00 to the Design Services budget to cover the amendment the HBM Architect agreement; and

WHEREAS, Approval of these budget reallocations and transfers will not result in an increase to the budget for the South Renovation Project of \$4.5 Million Dollars which the Board approved on January 18, 2018; now therefore be it

RESOLVED, That the Resolution adopted by the Board of Trustees of the Cleveland Public Library on September 20, 2018 decreasing the Guaranteed Maximum Price agreement Albert M. Higley, Co. LLC by \$20,000.00 and authorizing an amendment is hereby rescinded; and be it further

RESOLVED, That this Board ratifies the previous transfer of the \$20,000 from the FF&E budget to the Owner's Contingency, and further authorizes the transfer from the FF&E and the Technology, Equipment & Computer Hardware budgets of \$78,553.60 to the Owner's Contingency fund, and \$6,510 to the Design Fees budget.

RESOLUTION
AUTHORIZING
AMENDMENT
TO
AGREEMENT
WITH HBM
ARCHITECTS,
LLC FOR
ADDITIONAL
DESIGN
SERVICES
FOR THE
SOUTH
BRANCH
RENOVATION
PROJECT
Approved

Resolution Authorizing Amendment to Agreement with HBM Architects, LLC for Additional Design Services for the South Branch Renovation Project

(See page 1652)

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

WHEREAS, In 2016, this Board authorized the Library to enter into an agreement with HBM Architects, Inc. ("HBM") in an amount not-to-exceed \$317,500.00, for the provision of professional architectural services for the South Branch Renovation project; and

WHEREAS, Drawings, plans, and specifications were completed, and in 2018 the building renovations were completed with the exception of the creation of one handicapped parking space on Clark Avenue adjacent to the South Branch; and

WHEREAS, The City of Cleveland has proposed to undertake the rehabilitation of Clark Avenue in the next year, and as a result, it is necessary for HBM to revise the drawings and reconfigure the handicapped parking space in order to accommodate proposed improvements being planned by the City of Cleveland to Clark Avenue; and

WHEREAS, HBM has proposed to make the revisions to the drawings for the sum of \$6,510.00. Approval of this amendment will not result in an increase to the budget for the South Renovation Project of \$4.5 Million Dollars which the Board approved on January 18, 2018; now therefore be it

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees, to execute an amendment to the agreement with HBM Architects, Inc, for additional design services, increasing the amount of the agreement by \$6,510.00, and bringing the total cost of the agreement between the Library and HBM to \$324,010.00. This amendment of \$6,510.00 shall be charged to the South Renovation Project in the Building and Repair fund account 40178305-55300-10783, and shall be subject to approval of the Chief Legal Officer.

In response to Mr. Corrigan's inquiry, Jeremiah Swetel, Chief Operating Officer, confirmed that change orders for this project did not exceed 6%.

Resolution to Purchase Vehicles from Middletown Ford Fleet Department

(See page 1653)

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

WHEREAS, The Library has determined that it is necessary to purchase four additional vehicles and that the vehicle that would best meet the Library's needs is the 2019 Ford Fusion S; and

WHEREAS, On October 26, 2018, Middletown Ford issued a quote to the Library to provide four 2019 Ford Fusion S sedans at a cost of \$18,286 per vehicle plus delivery and registration fees, bringing the total cost for all four vehicles to \$73,974; and

WHEREAS, The October 26, 2018 quote from Middletown Ford was offered through the State of Ohio Cooperative Purchasing program and was subject to terms of a contract negotiated by the State of Ohio; and

WHEREAS, The contract negotiated by the State of Ohio with Middletown Ford expired on October 31, 2018, and the pricing, terms, and conditions included in the October 26, 2018 quote are no longer available through the State of Ohio Cooperative Purchasing Program; and

WHEREAS, Middletown Ford has agreed to offer the four Ford Fusion S sedans to the Library under the same prices, terms, and conditions as it had offered through the Cooperative Purchasing program as long as the Library places its order before December 31, 2018; and

WHEREAS, Library Administration finds Middletown Ford's price to be fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to execute such agreements and documents as may be necessary to effectuate the purchase

RESOLUTION TO
PURCHASE
VEHICLES FROM
MIDDLETOWN
FORD FLEET
DEPARTMENT
Approved

FISCAL
OFFICER'S
REPORT

Submitted

1576

REPORT ON
INVESTMENTS

Submitted

of four Ford Fusion S sedans from Middletown Ford through the Ohio Cooperative Purchasing program for a total purchase price not to exceed \$73,974.00, subject to approval of the Chief Legal Officer, with the expenditure being charged to the General Fund account 12240057-55700 (Vehicles).

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES

Submitted

Fiscal Officer's Report

(See pages 1654-1663)

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

Submitted

Report on Investments

(See page 1664)

Report on Conference and Travel Expenditures

(See pages 1665-1668)

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

(See pages 1669-1674)

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 South Branch Renovation Project

(See page 1675)

Report on Expenditures Made from the Owner's Contingency Fund for Lakeshore Facility Roof Replacement Project

(See page 1676)

REPORT ON
EXPENDITURES
MADE FROM
THE OWNER'S
CONTINGENCY
FUND FOR
LAKESHORE
FACILITY ROOF
REPLACEMENT
PROJECT

Submitted

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 1677-1681)

REGULAR
EMPLOYMENT
REPORT

Approved

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

Retirement Recognition Citation

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

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

Victoria Beggiani (26 years of service; Children's
Librarian; Grade H -West Park; retires 12/22/2018

George McLemore (20 years of service); Telecom
Technician; Grade G - IT / Systems' retires 12/22/2018

Eugene Dycks (18 years of service); Safety & Protective
Services Officer; Grade C -Security; retires 12/21/2018

Jean Collins (27 years of service); Senior Subject Dept
Librarian; Grade I -Literature; retires 12/22/2018

Norman Fadil (13 years of service); Safety & Protective
Services Officer; Grade C -Security; retires 12/21/2018

Sandra Hughley (40 years of service); Subject Department
Clerk; Grade B -Business, Economics, & Labor; retires
12/21/2018

Patricia Fanning (46 years of service); Branch Clerk
Grade B -Rice; retires 12/22/2018

Kevin Flowers (41 years of service); Custodian IV; Grade
D -Property Management; retired 11/30/2018

Toni Parker (32 years of service); District Managers;
Grade K -Martin Luther King, Jr.; retires 12/22/2018

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

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

After Ms. Fanning and Mr. Fadil, who were in attendance, expressed their appreciation for the opportunity to serve the community through their work at Cleveland Public Library, Director Thomas and various Trustees thanked them for their commitment, dedication and years of service.

Resolution Authorizing New Employment Agreement with the Director of the Cleveland Public Library

(See pages 1682-1691)

Mr. Hairston 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 unanimously and proudly selected Felton Thomas Jr. as its choice for Executive Director, CEO of the Cleveland Public Library on December 18, 2008, and approved a three year employment agreement on January 22, 2009; and

WHEREAS, On February 16, 2012, this Board renewed the initial agreement for an additional three (3) year term, with annual renewal options; and

WHEREAS, On January 15, 2015, this Board renewed the Director's Agreement for an additional four (4) year term, which is set to expire on January 18, 2019; and

WHEREAS, The Board is enthused and looking forward to the continued leadership and energy that Felton Thomas, Jr. has brought to the Cleveland Public Library as its Executive Director. The Board notes that since the beginning of his tenure, the Director has successfully stewarded the Library through two tax levy campaigns, and the Library has been the recipient of a "Five Star" rating from the Library Journal seven times. As the Library prepares to celebrate its 150th year anniversary in 2019, and as it works through the facilities Master Planning process, this Board wishes to retain the leadership and talent that Felton Thomas, Jr. brings to this institution and provide him the support and assistance necessary so that he can implement his vision for the CPL of the future; and

RESOLUTION
AUTHORIZING NEW
EMPLOYMENT
AGREEMENT WITH
THE DIRECTOR OF
THE CLEVELAND
PUBLIC LIBRARY
Approved

WHEREAS, Based upon all the foregoing, the proposed increased salary for the Executive Director, pursuant to this Resolution, will place the Director's salary in accord with the scale of similar professional salaries in the library profession in Ohio; and now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library directs and authorizes the President of the Board of Trustees to execute a new employment agreement with Felton Thomas, Jr. in substantially the form of the agreement included as an exhibit to this Resolution to continue to be the Executive Director of the Cleveland Public Library for a five (5) year term; and be it further

RESOLVED, That the Board hereby authorizes the annual salary of Two Hundred Twenty Thousand Dollars (\$220,000.00) for the Executive Director, effective the pay period that includes January 1, 2019, with raises of Five Percent (5%) per year commencing in January of 2020, effective the pay period that includes January 1st of each year, and a payout of 100% of vacation time and 50% of sick time upon expiration or termination of the agreement; and be it further

RESOLVED, That the Board further authorizes that the Director be paid a one-time merit bonus of Ten Thousand Dollars (\$10,000.00) in recognition of his service over the past 10 years and in recognition of the years during which he did not receive raises between 2010 and 2013 to be paid in the first pay period following the beginning term of the contract, January 1, 2019; and be it further

RESOLVED, That the Board authorizes and directs the President of the Board to execute the Agreement in substantially the same form as has been provided to the Board with this Resolution.

Various Trustees saluted Director Thomas for his leadership during his tenure at Cleveland Public Library expressed their appreciation for his commitment, dedication and hard work and indicated their wholehearted support of this resolution.

RESOLUTION
FOR SPECIAL
CLOSING AND
HOLIDAYS IN
2019

Approved

Resolution for Special Closing and Holidays in 2019

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

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

WHEREAS, The Cleveland Public Library will be closed in
2019 in observance of the following holidays and special
closings as listed below.

New Year's Day	January 1, 2019
Martin Luther King Day	January 21, 2019
Presidents' Day	February 18, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Columbus Day	October 14, 2019
Veterans' Day	November 11, 2019
Thanksgiving	November 28, 2019
Christmas Eve	December 24, 2019
Christmas Day	December 25, 2019

WHEREAS, December 31, 2019 hours of operations will be
10:00 a.m. to 6:00 p.m.

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

REPORT ON PAID
SICK TIME
Submitted

Report on Paid Sick Time Used by the Month

(See page 1692)

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

Employee Demographics(EEO-4)Report

(See page 1693)

INSURANCE
SUMMARY REPORT
Submitted

Insurance Summary Report

(See page 1694)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Resolution to Revise and Rename Library Circulation Policy

(See page 1695)

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

WHEREAS, The Board of Library Trustees adopted a Circulation Policy on December 15, 2011, with revisions on June 19, 2014, and October 15, 2015, with the intent to better communicate the policies and procedures surrounding the circulation of library materials to the public; and

WHEREAS, In the interest of providing better service to the public, the Leadership Team now in place would like to draw a clearer distinction between policies and procedures, keeping the former within the purview of the Board of Library Trustees, and making the latter the responsibility of the Leadership Team; now therefore be it

RESOLVED, That the Board of Trustees amends the Circulation Policy, as attached, to be effective January 2, 2019, and renames it Policy on Library Cards.

Monthly Activity Report

(See pages 1696-1701)

Mr. Corrigan stated that this report reflects that year to date, the total circulation is at 5%; electronic media circulation continues to decline; and computer has declined and is related to attendance and walk-in count.

Mr. Corrigan stated that as the economy improves, the Library is less critical to daily life and attendance has decreased.

Finally, Mr. Corrigan explained that although we do add new titles, the year-to-date gain/loss in the overall collection is a reflection of a transfer from book

RESOLUTION
TO REVISE AND
RENAME
LIBRARY
CIRCULATION
POLICY

Approved

MONTHLY
ACTIVITY
REPORT

Submitted

formats to electronic format versions. Therefore, we do not have the same additions to the collection.

**BUILDING
STATUS
UPDATE**

Presented

Building Status Update

Jeremiah Swetel, Chief Operating Officer, reported that the South Branch opening on December 1 was a success. The Lakeshore Roof Project is complete.

**SAFE, WARM &
DRY UPDATE**

Presented

Safe, Warm and Dry Update

Jeremiah Swetel, Chief Operating Officer, stated that we are 98% complete with the Safe, Warm and Dry project. Collinwood Branch, which is the last branch in the project, will open on December 29.

**ADVOCACY
TASKFORCE
UPDATE**

Presented

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that congratulatory letters from Director Thomas were sent to all election winners within the CPL footprint.

Ms. Johnson Thomas stated that Ohio public libraries will be asking consideration for an increase of PLF funding to 2.22% of the state budget.

**FOUNDATION
UPDATE**

Presented

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that we will kick off with our anniversary host committee breakfast on February 20th at 8 a.m. at the Union Club. A CPL Foundation board member is a member of the Union Club and aided us in securing the space. Invitations for our honorary chairs have been extended to Mayor Jackson, and County Executive Budish to attend and give brief remarks.

Ms. Johnson Thomas asked the Trustees to contact her if they have host committee recommendations.

NEW BUSINESS

Ms. Rodriguez presented the following items of New Business.

Resolution to Enter into CLEVNET Systems Agreement with
The Cleveland Law Library Association

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

passed unanimously by roll call vote.

WHEREAS, On February 1, 2012, the Board of Trustees of the Cleveland Public Library ("CPL") and the Cuyahoga County Law Library Resources Board entered into an agreement ("Agreement") for the membership of the Cleveland Law Library ("Law Library") in the CLEVNET system of member libraries; and

WHEREAS, The Agreement, which was for a term of one-year with the option to renew for four additional one-year periods, will expire on January 31, 2019; and

WHEREAS, The Cleveland Law Library Association, which is one of the two Boards which comprise the Law Library, has requested to enter into a new agreement for participation in the CLEVNET system, commencing on February 1, 2019 through December 31, 2019, with automatic annual renewals unless terminated pursuant to the standard CLEVNET agreement language; and

WHEREAS, The Cleveland Law Library Association ("Association") has adopted a resolution authorizing the Association to enter into the new CLEVNET member agreement; now therefore be it

RESOLVED, That the President of the Board of Trustees of the Cleveland Public Library is hereby authorized to execute a CLEVNET Systems Agreement between the Board of Trustees of the Cleveland Public Library and the Cleveland Law Library Association, for the initial term commencing February 1, 2019 through December 31, 2019 subject to annual renewals and other terms and conditions in accordance with the standard CLEVNET agreement language, as approved by the Chief Legal Officer.

RESOLUTION TO
ENTER INTO
CLEVNET
SYSTEMS
AGREEMENT
WITH THE
CLEVELAND
LAW LIBRARY
ASSOCIATION
Approved

ELECTION OF
NOMINATING
COMMITTEE
FOR 2019
LIBRARY
OFFICERS
Approved

Election of Nominating Committee for 2019 Library
Officers

Ms. Rodriguez made a motion to select a Nominating Committee for 2019 Library Officers and designated Mr. Hairston as chair with Mr. Parker and Ms. Butts to serve on the Committee. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

DIRECTOR'S
REPORT
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked the Board for their confidence in him as Executive Director/CEO of Cleveland Public Library, and stated that he looked forward to continuing in this role.

Finally, Director Thomas stated that the Library will host the CMSD Board Work Session on Tuesday, January 8, 2019, in the LSW Learning Commons. The Director has been asked to give a presentation on CPL150 and invited the Library Board to attend if their schedules should permit.

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

GRANTS & DEVELOPMENT

Highlights of work through the month of November include:

- Submitted request to the Chuck and Char Fowler Family Foundation for support of out-of-school time and after-school programming

- Hosted Grand Opening of the Best Buy Teen Tech Center at Rockport Branch
- Managed process for CPL Foundation appeal letter to vendors
- Began work on CPL Foundation year end appeal letter
- Continued with planning of CPL Foundation Annual Meeting, secured author Laura DeMarco to speak
- Assisted in soliciting donations of in-kind gifts for CPL150

PUBLIC SERVICES

Programs and Services

Winterfest

Youth Services staff celebrated Winterfest with fun activities and crafts for children and families. Participants cut snowflakes out of coffee filters, made ornaments out of construction paper in the shape of mittens, made picture frames, and illustrated coloring pages. About 100 participants on November 24 came to Youth Services for the event.

Women Heroes of World War I

Staff throughout the library coordinated a program for 130 students from four schools on November 9. Center for Local and Global History Olivia Hoge worked with Outreach and Programming staff Erica Marks and Leslie Barret to arrange the visit. With help from International Languages Manager Milos Markovic, Children's Librarian Julie Gabb, Metadata Archivist Amia Wheatley, Cleveland Digital Public Library Coordinator Rachel Senese, and Rice Branch Library Assistant Mark Tidrick, students were given a tour of Main Library, attended a presentation about women in World War I by author Kathryn Atwood, and had lunch. After lunch, students were split into groups to view and discuss World War I & II posters from the Photograph Collection. Discussion ranged from women's role at home and in war, propaganda and messaging, to how the posters might be different if they were produced today.

NEOMED-CSU Health Screenings

General Research Collections Manager Don Boozer assisted staff from the NEOMED-CSU Partnership for Urban Health

in re-locating their free health screenings from the Science and Technology department to the Indoor Reading Garden. The health screenings were much more visible and utilized by patrons on November 5. Mr. Boozer also provided free brochures and booklets from various agencies on health-related topics, made available by Government Documents Supervisor Sarah Dobransky.

Center for Local and Global History Programming

The Center for Local & Global History hosted a research day to help students with research for their History Day projects. General Research Collections Manager Don Boozer and Government Documents Supervisor Sarah Dobransky helped CLGH Manager Olivia Hoge coordinate the event. Over 30 students attended the event where they received one-on-one help from CPL librarians and Mary Manning of the Western Reserve Historical Society. Photograph Collection Librarian Brian Meggitt prepared photographs from the Collection, and links to other digital collections, to assist with students' research topics.

Library Assistant Lisa Sanchez hosted a *Palestine Story Time* in Youth Services on November 10th.

CLGH hosted the *Genealogy and Family History Research Clinics* on November 10th.

G.E.D. ASPIRE

Business, Economics & Labor Librarian Susan Mullee tutored GED/Aspire students reviewing consonants and reading comprehension on November 5th & 19th. The two being tutored are at a different level than the other students and need one-on-one tutoring.

Music at Main

Saxophone musician Ernie Krivda played a selection of jazz tunes on November 10th. Forty-seven patrons attended the performance.

GIS Workshop

Center for Local and Global History Manager Oliva Hoge and Web Administrator Will Skora hosted *Introduction to Open Source GIS Workshop*. Robert Booth, GIS Consultant and Instructor, conducted a workshop for patrons on how to use QGIS.

International Languages Programming

Library Assistant Catherine Bao hosted 14 programs at CPL and directed nine off-site events which were attended by 239 participants. The programming was geared to promote Chinese language learning and cultural understanding. Victoria Kabo, Subject Librarian, hosted two Russian language events at Memorial-Nottingham Branch and one large Polish language event at Main Library which attracted 140 attendees.

Knitting at PAL

Popular Library Manager Sarah Flinn and Public Administration Library Assistant Monica Musser hosted a knitting class for City Hall employees on November 7th. Patrons are knitting items for homeless shelters and discussed future projects.

CPL Puppetry Initiatives

The National Marionette Theatre performed "Peter and the Wolf" in LSW auditorium during Winterfest on November 24th. Over 300 people attended this show. Senior Librarian Lan Gao and Library Assistant, Substitute J.J. Lendl also collected email addresses of those who are interested in future puppetry programs and shows at the library.

On November 25th, Senior Librarian Lan Gao attended Puppetry Guild Northeastern Ohio meeting. During the meeting, news about the upcoming major puppetry exhibit at CPL and 2019 World Day of Puppetry were shared among members.

Main Library Tours and School Visits

Youth Services Senior Librarian Lan Gao and Library Assistant, Substitute J.J. Lendl conducted a Main Library tour for 25 Federal Reserve Bank stakeholders. Then Assistant Director of Public Services Robin Wood also met this VIP group. Ms. Wood talked about Main Library services and programs to this group. She also prepared some trivia questions for this group in order to present amazing facts and stats about the Main Library.

Youth Services conducted several tours for classes of local schoolchildren. During many of these tours, library cards were provided with assistance of the Lending staff. Lending Assistant Supervisor Tracy Isaac also talked hundreds with students about the power and

responsibility of using a library card with CPL. In total, Youth Services hosted over 340 students from schools including Shaker Heights High School, Almira Academy, Adlai Stevenson, Louis Agassiz Elementary School, Charles Dickens, Cleveland Entrepreneurship Preparatory, Hudson Middle School, North Royalton High School, FDR, and Dike School of the Arts.

Cleveland Public Library Foundation organized a tour following an authors' talk by David Ford and Brad Schwartz, about their book, *Birth of Downtown Cleveland: A Vision Interrupted*. Twenty people including the authors toured the Map Collection and Photograph Collection.

Main Library Book Clubs

Public Administration Librarian David Furies held a book discussion in collaboration with the Cleveland Law Library Association and author Peter Kirsanow. For the author's second visit to PAL, his book *Second Strike: A Mike Garin Thriller*, was discussed.

Award Winning Book Club

Literature Library Assistant Michael Haverman hosted his monthly book club on November 6th. He led a discussion of *Delicious Foods* by James Hannaham.

Brew Pub Book Clubs

CLGH Manager Olivia Hoge hosted the Broad, Books, and Beer book discussion at Masthead Brewery. *Glory in Their Spirit* by Sandra M. Bolzenius was discussed on November 14th.

General Research Collections Manager Don Boozer hosted the final Books on Tap book discussion for the year at Masthead Brewing Company. Next year, the Brew Pub Book Club will be partnering with Noble Beast Brewing Co. to highlight another downtown establishment.

Brown Bag Book and Movie Club

Subject Department Librarian Terry Metter discussed *Unbroken* by Laura Hillenbrand with patrons and screened the film based on the book after the discussion on November 19th.

Get Graphic! With Ohio Center for the Book

Literature Library Assistant Nick Durda hosted his bi-weekly Get Graphic! Book Club on November 1st and

November 15th. The two titles discussed were *Birthright Volume 1* by Joshua Williamson and *Sandman Volume 1* by Neil Gaiman.

Literary Frolic Fridays

Literature Librarian Timothy Phillips conducted programs on H. Rider Haggard's *King Solomon's Mines* on November 9th for eight patrons and Saint Sir Thomas More's *Utopia* on November 30th for nine patrons.

Main Library Outreach

Business, Economics, & Labor Librarian Susan Mullee represented CPL at the Ohio City Resource Fair, Carnegie West Branch, showcasing our business and career research databases to assist job searching and career exploration. Ms. Mullee also sent career books and brochures to Carnegie West for the Resource Fair display.

Literature Librarian Timothy Phillips promoted the Letters About Literature program by mailing promotional material to principals of public & private schools and youth specialists throughout the state. Sixty-eight entries have been submitted online.

Literature Librarian Evone Jeffries planned and hosted writing meet-ups for those taking the 30-day writing challenge at Cleveland Public Library Martin Luther King, Jr. Branch. The branch provided dedicated writing space each Saturday. Four attended to write, get feedback, and learn about submitting their work.

Literature Library Assistant Nick Durda worked a table at the small press, zine, and art festival Genghis Con at the Screw Factory in Lakewood, Ohio. Mr. Durda promoted upcoming library programming and services such as: Get Graphic, Poetry Out Loud, mobile hotspots, TechCentral classes, etc.

Popular Library Assistant April Lancaster delivered items to the satellite collection at Case Western Reserve University. Popular Manager Sarah Flinn delivered items to the Cleveland State University satellite collection.

CLGH Manager Olivia Hoge attended a teacher professional development opportunity at the Western Reserve Historical Society, Smithsonian Learning Lab on November

16th. Ms. Hoge had a table about Library resources for teachers.

Fine Arts & Special Collections Manager Pam Eyerdam met with the Schweinfurth Committee on November 9th for the last quarterly meeting. The members selected architectural trade catalogs and two 19th century architectural books.

Children's Librarian Eric Hanshaw conducted story time at Rainbow Babies and Children's Hospital to children, parents, and caregivers.

Library Assistant Alea Lytle sent out the Office of Minority Health Resource Guide to each branch, OPS, and SciTech from the Department of Health and Human Services. She also sent Spanish versions of children's coloring books from the U.S. Fire Administration in the Federal Emergency Management Agency to the South and Fulton branches.

General Research Collections Manager Don Boozer and TechCentral Coordinators Suzi Perez and Melissa Canan initiated a weekly visit to the Ohio Means Jobs office on Carnegie Avenue. The group shared information on applicable services, classes, and resources available through Cleveland Public Library. The information has been enthusiastically received by each new class and the instructor. Visits will continue through December 13, and there are efforts to continue to provide information both in-person and virtually.

Main Library Displays

The 1942 Cleveland Roll of Honor which recognizes those who served in World War II was on view in Special Collections during the week of Veterans' Day. Also, a table display featuring Cleveland-related items was put out for patron tours that include historic Cleveland restaurant menus and the mug shot collection of Cleveland gangsters.

Literature Senior Librarian Jean Collins created and maintained the lobby table-top theater display with works related to the Cleveland Play House production of *A Christmas Story*, in production November 23rd to December 23rd. Mr. Collins maintained the Great American Read display in the Main Library Lending Department. Also in the Literature Department, staff maintained

displays relating to their respective book clubs, readings, and events.

The Public Administration Library showcased titles on Native American heritage, Cleveland food week, biographies of Supreme Court Justices, and blogging. Popular continues to share selections with PAL.

Collection Development

Special Collections staff discovered a 1575 astronomy book, *La Comographia de Pedro Apiano* that has moveable paper charts known as volvelles. This subject heading was added to the bibliographic record and a profile sheet was created. Books that have volvelles are rare and considered a way to chart the stars, sun and moon. The Director of Cleveland State University Library made a special trip to view this copy.

Various projects in the Center for Local and Global History continued. Library Assistant Danilo Milich scanned items from the City of Cleveland Historical Park Plan collection and uploaded 10 to ContentDM. Library Assistant Lisa Sanchez continues to assign item descriptions and unique identifiers to the post cards in the Photograph Collection and Ms. Sanchez is adding metadata for images in the Longwood Collection. Library Assistant Adam Jaenke digitized images from the Cleveland Picture Collection photos (CP0). Photograph Collection Librarian Brian Meggitt continued the item-level inventory of the Cleveland City Hall Collection. Mr. Meggitt added unique identifying number, re-housed items, and created initial metadata for 2,300 photographs. Map Collection Librarian Tom Edwards added Sanborn Fire Insurance Maps of Cleveland, Vol. 12, 1913 to the Digital Gallery.

A 2018 limited edition of *1001 Nights* [Arabian Nights] was published depicting the beautiful 1919 watercolors by Dutch illustrator Kay Rasmus Nielsen. The *John G. White Orientalia Collection* features editions of *Arabian Nights* in over 57 languages and dialects. The endowment supports the purchase of these editions. The copy was on view in Special Collections and a profile sheet created.

Gifts:

A gentleman from Florida inherited his grandfather's collection of chess sets (over 300 sets). Fine Arts & Special Collections Manager Pam Eyerdam selected 14 sets

and worked with Legal Counsel to prepare a Deed of Gift. Five chess books were donated by the Czech chess researcher and publisher of the Quarterly for Chess History. Six books on Armenian & Caucasian history and culture were donated by a PhD Candidate of History from Ohio State University.

Mr. Lawrence Ho, an engineer for the city of Cleveland, donated five items to PAL's collection:

- *ECTP (Euclid Corridor Transportation Project) Goals* prepared by Dames & Moore Group - July 2001
- *Streetscape Urban Design Guidelines* prepared by Dames & Moore Group March 8, 1999
- *Streetscape Urban Design Maintenance Manual* prepared by Dames & Moore Group - November 2000
- *Streetscape Urban Design Phase III Design Submittal Illustrative Drawings* prepared by Dames & Moore Group November 2000
- *Transit-Supportive Principles and Development Guidelines* prepared by BRW, Inc Dames & Moore Group - December 2000

Research that's Possible Only at Main Library

- A patron requested over 30 books on grammar from the 1930s through the 1960s, and is working through December on her project. Most of the titles were only available at CPL Main.
- An employee for Playhouse Square visited the Literature Department twice during the month of November. The Playhouse employee asked to see old theater programs so they could scan some images.
- Staff assisted in compiling a profile of Cleveland city councilmen Tyrone Bolden who passed away. Information was pulled from a who's who file (only found at PAL) as well as the Plain Dealer and Call and Post online databases.
- Staff filled a request for an article on OSHA lead regulations in 1979.
- Staff assisted a researcher and writer with obtaining historic images of a former Millionaire's Row mansion, the Sons of Italy Club, and the Colosseum Party Center.
- Staff assisted a researcher with locating and obtaining an image of the Fulton Fish Market on

Woodland Avenue. The market was once owned and operated by the patron's family.

- Staff assisted a researcher with obtaining images for the Eliza Bryant Home (also known as the Cleveland Home for Aged Colored People) at two of its three former locations (Cedar Avenue and East 39th Street). The East 39th image, part of the Longwood Project Collection, had not been previously identified as the Eliza Bryant Home.
- A patron requested an article by Dick Feagler that appeared in the *Cleveland Press* in 1968. The patron did not have a specific date of publication, but a staff member was able to use the Plain Dealer (1991-Present) database to find a reference to the article's subject matter, which led to a book in the CLGH collection that provided the date of publication.
- Staff helped a patron find articles about her father who had played sports for John Hay High School. They were able to find Plain Dealer articles which detailed games that he had won for the team.
- Staff helped a local newspaper writer locate an article about a Jewish concentration camp survivor that she had written about in 2005. It was a special gift for the survivor.
- Staff helped a researcher find city directory information about Chinese restaurants in Cleveland during the early part of the 20th century. Using the Cleveland City Directories, staff was able to find the locations of several Chinese restaurants; King Joy Lo, Mandarin, and Gold Dragon located on Public Square between 1911 and 1924. This information will appear in a forthcoming publication.
- A professor from Austin Texas University requested permission to use an image of the title page from an 1882 Jane Austen publication entitled *Lady Susan and the Watsons* for her new book. This title is very rare since it was featured in a short run American literary newspaper called *The Seaside Library*.
- Assisted Shaker Hts. Archivist in locating a park plan for Shaker Lakes plantings from the early 20th century.

- Staff assisted a Mayan Scholar from Guatemala with research involving the facsimiles of Mexican codices (pre-Columbian) held in Special Collections.
- Home owner from Newark, Ohio requested scans from the Howell & Thomas architectural plans, Folder 161.
- Student research request from the Derrydale collection.
- Researcher requested 13 books on Indonesian puppetry in Special Collections.
- Local researcher requested the journal *Ohio Architect, Engineer and Builder* (1917)
- Patron requested 2 boxes from the *Marshall Chess archives*.
- Chess researcher from Switzerland requested scans of pages from the periodical *Italia Scacchistica* covering a 1911 women's chess tournament in San Remo, Italy.
- Patron requested the 1904 and 1907 editions of *The Cleveland Blue Book*.
- Patron requested scans from the 1878 issue of *The American Chess Journal*.
- Staff assisted a news anchor from WGN-TV Chicago with locating Elliot Ness resources here at Cleveland Public Library and at other local sources.
- A patron was doing in-depth research on the health of the Great Lakes. From the library's collection, he made extensive use of volumes of the *Proceedings of the second Federal Conference on the Great Lakes, March 25-27, 1975*, and *Great Lakes Water Quality Report (Annual Reports)*. CPL is one of only a handful of libraries to own these volumes in Ohio.
- A patron phoned to find out about a certain railroad car produced during World War II. The 1943 edition of *Car Builders' Cyclopedia of American Practice* provided helpful information. CPL is the only Ohio library which owns this book.

Staff Development

The title of Director of Public Services was changed to Director of Main Library & Research during the month. Mr. Skrtic oversees the Main Library Management Team, the collections of Main Library, the art holdings for the library system, Ohio Library for the Blind and Physically Disabled and the Substitutes for the system.

Robin Wood was transferred from Assistant Director of Public Services, Main Library to the Human Resources Department. Ms. Wood's new title is Director of Talent Acquisition.

An Open Data meeting was held at the Public Administration Library on November 19th. PAL and Main Library staff discussed programming ideas that would involve Cleveland's civic leaders and everyday citizens, including connecting patrons with CPL resources and teaching them how to access outside resources.

CLGH Librarian Terry Metter received a tour of the Cuyahoga County Archives from County Archivist Dr. Judith Cetina in order to learn more about the Archive's holdings.

Fine Arts & Special Collections Manager Pam Eyerdam had her essay about the contributions of John G. White to the city was published in the book, *Celebrating the Soul of Cleveland* (2018). The book is edited by arts advocate Nina Freeland Gibans.

Government Documents Supervisor Sarah Dobransky attended the 2018 Fall Ohio GODORT meeting. As the current president, Ms. Dobransky arranged for speakers from the Department of Housing and Urban Development (Columbus district office), the Small Business Association (Columbus field office) and the Government Publishing Office Procurement Center in Columbus.

Ron Antonucci became the Social Sciences Supervisor, working with General Research Collections Manager Don Boozer to oversee the department and the Sports Research Center.

Librarian Zachary Hay joined the Business, Economics, & Labor department. Mr. Hay was previously at Harvard-Lee Branch.

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons

Cleveland Digital Public Library regularly hosts classes. During November, we hosted the CPL Fit Yoga series on Wednesdays and Fridays, and the Meditation Monday series. We hosted a well-attended papermaking workshop as part of MakerFaire. We regularly host CPL Chess Club and ran a chess tournament this month. ClevDPL has also developed new curricular offerings related to digitization, including classes on Google apps, and Digital Photography for seniors (with graphics and TechCentral). Future programs will continue to include classes on digitization by appointment, and we have video classes in development.

Programs

We held four meetings of the CPL Chess Club with a total of 17 attendees. Coordinating with CPL FIT, we host Yoga and Meditation offerings MWF at 1:00 and have 12 or more regular attenders, about half of whom are from downtown offices. Collaborating with Morgan Paper Conservatory, we hosted a very successful papermaking workshop with well over 200 participants during the course of the day on November 4th. The CPL Wikipedians met on Nov. 15^h in the classroom. On Nov. 18th, collaborating with Special Collections we hosted a talk on the Great Lakes Exposition with over 50 attendees. We also hosted a chess tournament, and delivered an art of the book program.

Exhibits

ClevDPL continues to assist with Superman exhibits including providing support for the registration of incoming items, support maintaining the three multimedia displays and the Magic Box in Brett Hall, supporting the media content in the John G. White Gallery, and advising on both media conservation & environmental monitoring.

- *Magic Box*

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in Brett Hall. We developed and now maintain digital content for the Magic Box for Superman exhibit, including a video done by and for children, a video on the significance of Action #1, and a facsimile of Action #1 that customers can flip through.

- *Kiosk*

During June ClevDPL obtained display kiosk as a loan from CCS. The kiosk has been placed in a central position in the John G. White Gallery. Content now on display was produced by ClevDPL as a complement to the Antiquities exhibit. ClevDPL has previously created content for the kiosk, and has refreshed content several times, focusing, as appropriate, on chess, Dr. Zelma George, and general special collections. Feedback on the kiosk has been generally positive - the special collections staff feels it adds new interactive experiences to their exhibits. Because of usage statistics and positive feedback, we will be purchasing the kiosk for future use.

- *Digital Exhibition Tools*

ClevDPL continues to investigate using augmented reality and/or QR codes for the upcoming exhibits. Multimedia might be provided through the Magic Box, the kiosk, and more traditional means.

Videography and Photography

ClevDPL has continued collaborating with Sports Research Center by creating interview videos. After working to update rights clearances on forms, these videos are being loaded onto Internet Archive, and Sports Research Center staff are in the process of providing time-indexed tables of contents to enhance the ContentDM records pointing to the interviews.

During the three week reporting period for this November ClevDPL produced the following multimedia: Director's Message about Levy (video), Director's Message about 131 (Video), E 131 Quinn (video), Mini Maker Faire (video), Mini Maker Faire (photos), Storytelling at Lee (22 videos), Author talk (video), Great Lakes Expo (photos), Lee C. (photos). We will be doing media for Winterfest (video), Winterfest (photos)

Scanning Assistance

Cleveland Digital Public Library staff assisted 6 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S

oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Patron Visits: Between November 1 and November 21 the Cleveland Digital Public Library had 1113 patron interactions. There were 97 KIC Scanner sessions resulting in 3,994 images / 13,917.8 or somewhat more than 13 GB of scan volume. We had a total of 105 attendees at programs. Several hundred patrons came through the department during MakerFaire.

Digital Gallery: For the partial month reported from November 1, 2017-November 21, 2017, Google Analytics (GA) reports 3,361 sessions for 2025 users and 57,608 page views. Per **GA**, our user base skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers, which have remained stable for some time, are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, German, Croatian, and Chinese speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, India, Brazil, Spain, France, and Switzerland. Finally, **GA** shows that we have a diverse group of channels that deliver users to CPL's ContentDM:

- *Organic Search* channels 37% of our accesses, and Google accounts for 36% of those.
- *Direct Access* through CDM search accounted for 42% of our accesses.
- *Referrals* through other websites are about 13% of our access volume (around 17% of all referrals are from Wikipedia, up 1% from last month. Referrals from our library website, cpl.org, only account for less than 1% (.61%) of our referral total. This number is decreasing. The current version of the library website is not effectively referring patrons to the digital gallery from the library website.
- *Social Media* accounted for 7.42% of our accesses (of that Facebook accounts 31% and Twitter the remaining 61% -- our absolute numbers for Twitter

are increasing and our absolute numbers from Facebook remain the same).

- *Platform:* A little more than a third of our sessions in November occurred on Mobile devices (more than half of these on iPhones and iPads). Our switch to the responsive design website is borne out by the increasing numbers of mobile users accessing the digital gallery.
- *Browser Use:* This month, 50% of our users use Chrome, 25% Safari, 9% Firefox, and 9% Explorer, and 3% Edge.

Outreach

Working with our Special Collections Dept., Cleveland Digital Public Library did a trunk exhibit of civil war materials at Shaker High School in connection with National History Day research projects. Special Collections Librarian Raymond Rozman and Digital Library Strategist Chatham Ewing shared original civil war letters with over 200 students on Nov. 6th. Students and teachers wrote nice letters of appreciation.

ClevDPL has completed work with Duraspace on a hosted Hyku project. Right now Hyku will not meet our needs, and so we will continue with Duraspace. Staff have also enhanced demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society.

Through e-mail and on the phone, we have continued meeting Karamu House regarding strengthening our partnership for collections management, arrangement, description, preservation, display, and programming. CPL, through ClevDPL, is now a partner with the Cleveland Museum of Art and Karamu on the arrangement, description, and digitization of Karamu archives. As a start, we have placed digital surrogates of several hundred Karamu programs online in a new "Cleveland Theater" collection, and we anticipate a rich partnership with Karamu and the Cleveland Museum of Art with regard to digitization.

Working with CPL's legal department, ClevDPL has clarified legalities with Dito, a vendor who can assist us with using Google Cloud Storage. Dec. 15th is the target date for beginning with Dito. ClevDPL has

returned the loan from Western Reserve Historical Society of four books to be scanned for the City of Westlake library in early November. ClevDPL continues to scan the *Old Brooklyn News* for the Old Brooklyn Historical Society.

Dr. Ewing presented at the Internet Archive in San Francisco on CPL's participation as a lead library in the NEH funded Community Webs project.

Twitter continues to be a successful tool for promoting the Digital Gallery. ClevDPL did 13 tweets, and has 23 new followers and now has 581 followers. There were 508 profile visits. Our top Tweet with 3591 impressions was: Taken on this day in 1939, the Euclid and East 55th Street Safety zone [#thiswascle](https://twitter.com/whiYDdBYf5) <http://ow.ly/gNEW30gjGob>
pic.twitter.com/whiYDdBYf5

Collection Development

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 349 items (3,927 files), did post-processing for 418 items (4,467 files), and uploaded 313 items (393 files) into the Digital Gallery. We touched 69,978 while doing metadata revision for DPLA

Interlibrary Loan

The ILL/Photo Duplication staff have been integrated into ClevDPL, and we can report that there has been no drop off in service volume, and a slight improvement in service delivery. ClevDPL staff have been trained to support and back-up ILL and Photoduplication functions.

Staff Development

Chatham Ewing gave a talk and participated in a workshop at the Internet Archive in early November. ClevDPL staff all took the online workshop "Hazard Communication and GHS - What Employees Need to Know." Catherine Young took the "Bookends" customer service training. Metadata Archivist Amia Wheatley took a linked data workshop, "Newton's Third Law: An Action-and-Reaction Approach to Setting Linked Data in Motion." Digital Library Coordinator Rachel Senese and Ms. Wheatley participated in an online DocWorks user-group webinar.

Preservation

Preservation staff did the following:

Paper treatments: 19 sheets simple repair, 1 item (15 simple treatments, 4 complex)

Book treatments: 3 simple regular, 27 complex repairs,

Digicovers: 40

Enclosures: 6

Labels printed: 22

Books received: 39

Books returned: 23

Exhibits Monitoring and Install

ClevDPL has been using Arten devices to monitor light, temperature and humidity levels in Brett Hall, and the John G. White Gallery where materials that might need to be monitored have been installed. These readings are being recorded and maintained for future reference. Brett Hall is also being monitored with a PEM II device which are concealed within the exhibit hall.

Metadata Revision

By the end of November, ClevDPL will have completed the process of implementing our plan for revising and updating records from the Digital Gallery to make our metadata ready for inclusion in DPLA. With the exception of the photograph collection, we are ready to contribute data from most of our collections to DPLA and OCLC's Digital Collection Gateway. All that remains for the Digital Collection Gateway is to do field mapping. Working with OCLC, we are migrating and consolidating collections in the Digital Gallery to improve ease of access to our digital materials.

TechCentral**Cleveland Mini Maker Faire**

TechCentral participated in the 2018 Cleveland Mini Maker Faire on November 3. Amount the activities offered to attendees were four Virtual Reality Station, tours and demonstrations in the TechCentral MakerSpace, building construction kits, 3D printing demonstrations, button making, and Makey Makey piano and drum exhibits.

Rockport Teen Tech Center Grand Opening

TechCentral Manager, CJ Lynce and Public Services Technology staff members helped to prepare last-minute equipment and services for the Rockport Best Buy Teen Tech Center grand opening on November 14.

Community Outreach & Tours

TechCentral Manager, CJ Lynce, and TechCentral Coordinator, Melissa Canan, met with a program coordinator at Catholic Charities Migration and Refugee Services on November 13 to discuss a partnership in offering long-term computer instruction at the nearby Walz Branch Library.

Library Assistants, Computer Emphasis, Cortney Gatewood and Alison Guerin provided 3D printer tutorials and instruction for the Girls Make IT Better program sponsored by the Federal Reserve Bank of Cleveland on November 15.

TechCentral staff attended Ohio Library Council's RightClick 2018 conference at the State Library of Ohio on November 16 and provided demonstrations with the TechCentral Mobile MakerSpace. Additionally, TechCentral Manager, CJ Lynce, gave a presentation on the development and purpose of the Mobile MakerSpace.

Library Assistant, Computer Emphasis, Cortney Gatewood participated in the CPL eSports event on November 24.

Mr. Lynce and TechCentral Coordinator, Suzi Perez, attended a partnership meeting on November 27th with Case Western Reserve University's IP Venture Clinic and think[box].

Professional Development & Meetings

TechCentral Manager, CJ Lynce, and TechCentral Coordinator, Melissa Canan attended a HotSPot Grant Program meeting on November 7.

Library Assistant, Computer Emphasis, Michael Credico attended Book Ends training on Operations 101 and Circulation on November 15 and 29, respectively.

Library Assistant, Computer Emphasis, Alison Guerin attended the Sirsi Bookends Training on November 20.

Mr. Credico attended a workshop "A Guide to Creative Chaos" at the Center for Arts-Inspired Learning on November 30.

OLBPD

For November 2018, OLBPD circulated 36,754 books and magazines directly to patrons. Additionally, OLBPD circulated 13,158 patron newsletters in November. OLBPD registered 123 new readers to the service. Approximately 625 BARD patrons among 1,525 active users downloaded 13,141 items.

On November 3rd, OLBPD Manager Will Reed spoke at the 72nd annual National Federation of the Blind of Ohio state convention. Mr. Reed provided updates on OLBPD activities as well as service initiatives in the near future as announced by the National Library Service. OLBPD also staffed an information table as part of the conference exhibits, promoting and speaking to attendees about services - many of whom are patrons.

On November 4th, OLBPD Manager Will Reed and OLBPD Library Assistant Ken Redd participated in the first Tactile Carnival held at the Cleveland Museum of Art. The Tactile carnival featured a variety of accessible carnival games that provided a "hands on experience" for children and adults to do real life activities as experienced by those who have hearing or vision loss. OLBPD hosted a 'braille name game' where participants were given a braille alphabet card and challenged to create their name in braille. OLBPD also provided attendees with a customized braille label of their name as a souvenir.

OLBPD is working with CPL's Knowledge Office to offer a patron satisfaction survey. The Standards and Guidelines of service recommend network libraries to complete an evaluation of patron satisfaction every three years. Tentatively, plans are to announce the survey's availability to readers in the spring of 2019, and results will be used to review and improve services.

On November 13th, OLBPD Librarian Michelle Makkos participated in the Cleveland Sight Center book discussion of "The Crocodile on the Sand Bank" by Elizabeth Peters held at the Cleveland Museum of Art.

The OLBPD adult book club met on November 9th to discuss "One Second After" by William R. Forstchen.

BRANCHES**DISTRICT ONE**

Eastman - On November 5, 2018, Branch Manager Ken Knappe attended a Westtown Community Development Corporation Board Meeting at Cafe Rome. The Board watched a presentation on Oak Street Health at the Westtown Shopping Center. The center provides health care for people who are in underserved neighborhoods. There will also be a Holiday Window Display Contest. Businesses located in the Lorain Station Historic District that decorate their storefront windows in the holiday spirit will be entered into a contest to win Home Depot Gift Cards.

Lorain - During the month of November, Tech Central hosted CPL & Your Device, Resume, and Job Searching Online Workshops at the Lorain Branch. Programs for youth were themed around Karaoke, Thanksgiving, Make Some Noise Musical Instruments, a Tongue Twister Contest, and Make Your Own Holiday Stamp. Children's Librarian Adela Santana presented story time to Willard Head Start on Tuesdays and Thursdays; Library Assistant Youth Emphasis Todd Fagan presented story time to Stockyard Elementary School. Branch Manager Crystal Tancak taught Book Ends:Customer Service and Book Ends: Circulation courses as well as a Book Ends Refresher session at the Main Managers meeting. Tancak attended the Rockport Teen Tech Center's Grand Opening. Tancak and Library Assistant Computer Emphasis Peter Roth also attended the Project Red Cord Night Out outreach event in which they shared library programs and services with the community along Lorain Avenue.

Rockport - The big news at Rockport this month was the grand opening of the Best Buy Teen Tech Center. Over 200 community members and VIPs attended the opening ceremony on November 14, 2018 to discover the new space. Demonstrations and tours were performed, refreshments were served, and the library received a Resolution of Recognition from the City of Cleveland! The teen tech center is fully operational and has been having an average daily attendance of over 20 teens! Additionally, our Kid's Cafe has been feeding about 35 children each school day. A class of 25 children visited from Garfield Elementary to read about spiders and complete a craft on November 7, 2018. Librarian Kendra Proctor went to

Chicago for a conference about how to effectively facilitate a book club. Manager Forrest Lykins attended the MyCom Fall Meeting at Bellaire-Puritas Development Corporation. Also, thanks to Property Management, areas of the branch were freshly painted and the carpet was cleaned, looking amazing.

Walz - A staff member at our Walz Branch donated a brand new slow cooker for a Thanksgiving giveaway. Patrons that checked out a cookbook were eligible to enter a raffle. (limit of 10 entries per individual). The desk featured displays of healthy cookbooks which encouraged patrons to check out materials. In addition to our regular programming- Walz also hosted two sessions of Seniors 101 presented by Cleveland Department of Aging.

West Park - On November 26, 2018, West Park Branch welcomed back Ms. Libby Hampton, a former Page, as our new Children's Librarian! We have been without our popular VR station due to roof leaks but we have managed to get it up and running again in a different location! Our "No Shave November" contest and photo booth are back by popular demand. Updates have been made to our exterior lighting to improve the safety and security in our courtyard and parking lot. The popular Art Therapy program ended this month. Our Holiday display of materials out that has been quite popular with patrons.

DISTRICT TWO

Brooklyn - The Brooklyn Branch hosts Aspire ESOL and Citizenship classes twice a week. The Cuyahoga County JFS, and TechCentral (button making program)utilized our meeting room. Youth staff LAYE Cathy Hankins and Children's Librarian Laura McShane visited HSA Denison for a Harvest story time and craft. Ms. McShane represented the Library at the Metrohealth Patient Family Advisory committee meeting. Staff bid farewell to Fulton staff temporarily stationed at the branch due to SWD, and Branch Manager Ron Antonucci, who returned to CPL Main. Staff welcomed new Clerk to the team: Felicia File, who transferred from Fulton Branch.

Carnegie West - Carnegie West hosted the facilities Master Plan meeting on November 19, 2018, in which sixteen residents attended to hear Kristen Zeiber from the Cleveland Urban Design Collaborative give a presentation and deliver feedback received at the re-opening celebration held on October 27, 2018. Residents' comments were related to the closed auditorium, Novak Park, and the entrance plaza that is part of the park. Case Western Reserve University staff resumed the Mean Green Math Machine partnership for the 2018/2019 school year. Fourteen children from Mi Casita daycare attended the newest after-school session. In partnership with Ohio City Inc., the branch held its first Workforce Development Fair on November 15th: thirteen agencies were represented including College Now, El Barrio, May Dugan Center, Ohio Means Jobs, West Side Catholic Center, and Youth Opportunities Unlimited, and twenty-five patrons spoke with agency representatives to learn about job training and educational opportunities.

Fulton - On November 8, 2018, the branch reopened to the public, and celebrated with a party for 53 patrons, who were treated to sandwiches, jazz music, and balloon twists. With the reopening came the return of the Saturday mediation class, and ESOL classes. Children Librarian Beverly Austin continued her outreach to 7 locations with 194 participants, and resumed after school programs, which included crafts, word games, and cooking classes. A community meeting was conducted by Kristen Zeiber from the Cleveland Urban Design Collaborative. LACE Justin, LACE from South Brooklyn joined the branch staff, Clerk Felicia File transferred to Brooklyn Branch, and Branch Manager Cheryl Diamond has officially retired.

Jefferson - Activities at the Jefferson Branch continued at a brisk pace. Children decorated sugar skulls to celebrate the Day of the Dead, and then spent two days creating Diya Lamps for Diwali. The Anime Club continued to meet on a weekly basis and Club Create conducted twice-weekly sessions combining art and language in

creative ways with the youth. Leftover icing from the sugar skulls were used to decorate sugar cookies and Wii Sports and Games filled afternoons when the schools were not in session. Branch Clerks Lillian Conway and Linda Veres attended the NEO-RLS seminar "Don't Eat the Red Frog" at Vermillion Public Library. Children's Librarian Karen Kelly Grasso participated in the "Fight the Power" training session sponsored by the Rock & Roll Hall of Fame in conjunction with Youth Services. Assistant Branch Manager Steve Capuzzo had a good turnout at the Tremont Think and Drink on Veteran's Day where the group discussed Ordinary Light by Poet Laureate Tracy K. Smith. The Branch created its annual Thanksgiving Turkey, composed with the hands of patrons of all ages and sizes. And finally, the Branch noted the passing of the great Stan Lee with a book display honoring his career.

South - The month of November brought many changes for the South Branch. The Branch is finally moving back to the Historic South Branch. The last day at the Clark location was Monday, November 19th, 2018. The rededication of the Historic Branch will take place on Saturday, December 1, 2018. There has been a lot of packing going on throughout the branch. The Children's Staff spent quite some time informing all of the schools and teachers about the move. The children enjoyed decorating sugar skulls in honor of the Day of the Dead holiday. The South Branch is also preparing for the Jolly Storytime Trolley that will take place on December 6, and the Children Librarian Jennifer Moncayo and LAYE Joel Lefkowitz attended a meeting about the events that will take place that day. Branch Clerk Dennice Graves attended the NEO-RLS seminar, "Don't Eat the Red Frog." The Youth Services meeting was held at the Rock and Roll Hall of Fame for the month of November, and staff were trained for a "Fight the Power" programming for grades 7-12 that will eventually be held at a school or a branch location.

South Brooklyn - For the month of November, South Brooklyn Branch's had meeting room was utilized by many organizations: Board of Elections training; MetroHealth provided free health screening; Ward 13 Democratic Club; church group; Old Brooklyn CDC; and art therapy. Cleveland Department of Public Health provided the branch with an Air Quality display. Assistant Manager Tammy Houghton performed story time at Young Achievers Day Care, attended Ward 13 Democratic Club, trained for and conducted Knitting Maker Lab, began CPL's Onboarding Development Program, and held a program with the Collaborative to End Human Trafficking (15 attendees). LAYE Raymond Cruz visited Loving Cups Academy for story time, hosted a computer gaming tournament, Thanksgiving crafts & Gamer's Guild (video game club). District Manager Luigi Russo participated in the following: board meeting, Fulton & Carnegie West's reopening parties and community meetings. South Brooklyn Branch said good-bye to FUL staff, and LACE Justin Smith who transferred to FUL.

DISTRICT THREE

Garden Valley - In honor of all the men and woman who serve in our arm forces, Library Assistant - Youth Emphasis Leonard Burks conducted a Veteran's Day Program. Young library patrons had an opportunity to meet a Garden Valley community veteran, who was drafted into the Korean War. Burks and Youth Service Librarian Andrea Csia also attended the Harvest Festival at the Anton Grdina School, and Ms. Csia conducted story time at Anton Grdina. Leonard Burks also facilitated the Garden Valley Branch Sports Review Program, where several adults and teens discussed the latest and most current sports events.

Assistant Branch Manager Donald Smith conducted the S.T.R.E.A.M. Team Program and a weekly branch story time, with Harvest Daycare. In addition, Mr. Smith initiated the Positive Paths Outreach Program with the Positive Education Program. Positive Paths is geared towards helping young adults achieve their career goals.

Library Assistant - Computer Emphasis Alicia Woodman and Latoya Barnes continue to facilitate the Cleveland Food Bank Kids Café, the Mini Green House Program, and the weekly LEGO Club.

Branch Manager Maria Estrella created a "Fall into Reading" display where the branch promoted titles on the following subjects: self-help, motivational, religion, cookbooks, health, knitting, crocheting.

Mrs. Estrella and Mr. Smith also attended Councilwoman's Phyllis Cleveland Ward 5 Club Meeting, and Mrs. Estrella also attended the Anton Grdina Partner Meeting.

Hough - Youth Services Librarian Manisha Spivey has continued her Teen Advisory Group and assists with Art Therapy weekly. Library Assistant- Youth Emphasis Joanna Rivera held a "Make Your Own Caramel Apples" program and "Skittles STEM" activity that the children really enjoyed and learned from. Library Assistant- Computer Emphasis Romael Young brought in his Xbox so the children could do a dance program along with Makerkit Mania. It really is a team effort at the branch to offer education and literacy for the youth in the area.

Branch Manager Lexy Kmiecik attended a local morning fundraiser *Books and Breakfast* at the Lexington-Bell Community Center where Mr. Felton Thomas Jr. gave the keynote speech. Mrs. Kmiecik also attended the monthly stakeholders meeting to see how the library could continue to support the community and its organizations.

Martin Luther King, Jr. - Impact the 216 concluded its fall session of ACT/SAT prep. Parents, guardians and staff were invited to the finale to hear closing presentations from participants. Tech Central Maker Space was held throughout the month of November; classes included Mobile Makerspace Demo where participants used a laser machine and made dog tags, Tinker card basics, Laser Cut Puzzle and Make a statement buttons. Club Create continued its workshops with juvenile patrons practicing on their creative writing skills.

Outreach to the community continued with Youth Services Librarian Angela Pope Margerum visiting St. Philip Neri for story time and to distribute and register library cards to staff and students. Ms. Pope Margerum also completed a mini display collage for our 'new' books

area with the theme: "READ". The collage shows people of all ethnicities and ages reading a variety of materials.

Library Assistant - Youth Emphasis Eric Eubanks visited PNC to conduct story time for local day care centers; Mr. Eubanks also facilitated line dance instruction. Library Assistant - Computer Emphasis Prince Foster held weekly game nights for teens which included play stations games, board and card games. Assistant Branch Manager Shanell Jones conducted the monthly book club with Fenway Manor residents; the book, "Man on the Run by Carl Weber" was discussed.

Branch Manager Toni Parker attended a fundraiser "Books and Breakfast" at Lexington-Bell featuring Director Felton Thomas as the keynote speaker.

Sterling - Sara Lawrence-Sucato, Dancing Wheels Company, presented a six week dance residency at Sterling. In addition to learning basic moves, the children experienced dancing in an adaptive wheelchair and wearing toe shoes. Andrea Belser McCormick presented a six week theater/movement residency. Both instructors are teacher artists with the Center for Arts Inspired Learning.

James Peake is presenting a four week origami workshop for children. Invited guests include paper artists, Laura Martin and Bette Bonder. Sterling is grateful to the Center for Arts Inspired Learning and the Morgan Paper Conservatory for their continued support of arts programming for the Central Neighborhood youth.

Woodland - In honor of all the men and woman who serve in our arm forces, Library Assistant - Youth Emphasis Whitney Johnson conducted a Veteran's Day Program. Young Library patrons created cards, drawings, and letters to send to active duty soldiers while watching real life soldiers on iPads that were displayed around the meeting room. Ms. Johnson also completed the Peer Inspired Learning training modules. Early literacy practices, research, and techniques were taught.

Branch Manager Maria Estrella facilitated the "Book Was Better! Book-to-Movie Club." The title library patrons viewed and discussed was *Wonder* by R.J. Palacio. The

Care Alliance Organization conducted an HIV Workshop and provided testing services through their mobile lab. Ms. Estrella also met with representatives from Aspire Basic Skills to discuss future Adult Basic Skills/Literacy classes at the Woodland Branch.

Library Assistant - Computer Emphasis Stacy Young conducted story time outreach for the Dike School of the Arts, the King Kennedy Head Start, and the Friendly Inn Daycare. Ms. Estrella attended the Cleveland Central Promise Advisory/Community Meeting and the Lexington-Bell Community Center Breakfast and Books Literacy Breakfast.

DISTRICT FOUR

East 131st Street - Branch Manager, Caroline Peak who temporarily transferred from Collinwood to East 131st Street Branch while Collinwood undergoes repairs for the Safe, Warm, and Dry project continues her leadership of the E 131 team.

Thanks to the partnership with the Greater Cleveland Food Bank, East 131st branch served 900 free and nutritious bagged lunches daily through November for Kid's Café and Students from Cleveland State University tutored East 131's youth through the fall.

Rainey Institute offered "Rockin' with Rainey" twice weekly, after-school programming for five weeks through mid-December. Students explored visual art techniques, Physical Health and International Training (PHIT), dance and bucket drumming. East 131 staff did a terrarium activity for the out of school youth for their Thanksgiving table decor.

Youth Librarian, Kelli Minter attended the Youth Services Meeting at the Rock and Roll Hall of Fame for the "Fight the Power" training. Library Assistant, Rosa Simone attended the Mycom meeting at The Mount Pleasant Branch.

Fleet - The Fleet team happily entered November by winning the United Way/Community Shares Halloween Costume Contest. The United Way/Community Shares Committee will reward the staff with a pizza party in December. Branch Clerks, R-Riana Spivey and Eugene Callier, District Branch Clerk, Heather Hardy, Children's Librarian, Tracie Forfia, and Library

Assistant-Youth Emphasis, Anna Fullmer and St. Martin de Pores student Z'Nya Drake created adult and youth displays to celebrate thankfulness, cooking, and No-Shave November. Branch Manager, Pasha Moncrief Robinson attended a NEO-RLS training entitled, "Managing Staff Remotely." Mrs. Robinson also attended My-Com/P-16/Slavic Village Monthly meetings with R-Riana Spivey and the Murtis Taylor Community meeting with Mount Pleasant colleague Lori Scurka. Mrs. Robinson also attended Lexington-Bell's Annual Breakfast and Books Event where Director Thomas gave a keynote address about literacy programming at CPL and in Cleveland's communities.

Ms. Fullmer and Ms. Forfia developed a partnership with Wiggles and Giggles Child Care. The group will be coming on a monthly basis for story time and a craft. On November 7th, Check out a Chair program was launched. This program allows youth to "check out" a chair in 15 minute increments for reading. Books are placed in boxes by the chairs and youth have a cozy chair to sit and read. Ms. Forfia attended Mound STEM's annual literacy night on where she spoke with parents about the library's programs and distributed CPL swag. She also submitted her first blog post for ALSC's Managing Children's Services Committee. The Kids Café, America Reads, and Ohio Means Jobs Services and CPL Foundation Book Sale cart continues to flourish at Fleet.

Fleet Branch ended the month of November with two new partnerships. Carla Williams, Benefits Outreach Counselor at Cleveland Food Bank Food will be a Fleet weekly to inform and assist patrons who are in need of food. Patricia Gray, Adult Wellness Advocate for University Settlement, will begin teaching Wellness Classes to patrons 55 and up beginning January 2019.

Harvard-Lee - November brought a variety of events, meetings and trainings to the Harvard-Lee branch and staff. Mr. Hay conducted a program using what he learned about Little Bits Synthesizer on November 13, 2018. Ms. Olivia kicked off National Novel Writing Month with a writing program for NaNoWriMo for teens, which had seven attendees. Harvard Lee hosted local author, Ms. Davis, who provided free copies of her two books and signed them for patrons, with over ten people in attendance. Other programs included computer classes on

resumes, Job Searching Online, and CPL & Your Device. Harvard-Lee also hosted a movie night on November 19, 2018 featuring *Fantastic Beasts*. Manager, Lisa Krok is scheduled for onboarding training sessions for new leaders.

Ms. Krok followed up with a representative from Cleveland Clinic's South Pointe hospital regarding our community partnership on wellness. A wellness program has been scheduled with them at the branch for March 2, 2019. Ms. Krok also met with Patrice Carley of US Bank to discuss their offerings on financial literacy for both youth and adults. Harvard Lee is in the process of setting up programming, one for children on counting money, saving in a piggy bank, etc. and one for older teens and adults about maintaining credit. Lastly, Harvard Lee LACE, Mr. Hay, has been promoted to a full-time librarian at Main library-Business Department.

Mount Pleasant - During the month of November, the Mt. Pleasant Branch youth staff performed outreach with the local daycares of Brightside, Kidz R Kidz, Kidz Corner, Bella's Babies, Greater Achievement 2 Academy. Story time and Play N' Learn programming were taken to and A. J. Rickoff Middle School based upon the theme of "Fall and Thanksgiving." The Mt. Pleasant Branch hosted a Thanksgiving program entitled, *What do you Know*, it was all about what do we really know about the Thanksgiving holiday. Mrs. Scurka attended the *MyCom* and *Murtis Taylor* Community meetings.

Rice - Outreach & Programming Services, with the Mandel Jewish Community Center (JCC), hosted author Steven Hartok on November 6, 2018, to a crowd of over 60 attendees in a lunch and learn format in the Rice Branch meeting room. Great Lakes Science Center (GLSC) continued to provide weekly STEM programming for the branch's youth patrons with assistance by the Rice staff. Mark Tidrick (Library Assistant-- Youth Emphasis) attended the Chat-n-Chew offered at Harvey Rice School to connect with our neighboring parents and educators. He also assisted with the Women in World War I program with the Center for Local and Global History department at Main Library. Due to increasing demand, Rice Branch increased our offerings of Greater Food Bank meals for Kids Cafe from 35 to 40 meals per day. Kristen Schmidt (Assistant Manager) accepted a thank you for the

Cleveland Public Library -- as recipient of Donald Black Jr's Free Speech mural on the front of our very own Rice Branch -- from the City Club at their Annual Meeting. District manager Amiya Hutson led her vision for a new floor plan and shelving layout, which was made a reality by Rice staff and Property Management this month. Ms. Hutson attended Lexington-Bell's Annual Breakfast and Books Event where Director Thomas gave a keynote address about literacy programming at CPL and in Cleveland's communities. She also attended Cleveland State University's Leadership Training on Leadership Styles.

Union - For the month of November, Children's Librarian Tamara Steward and Library Assistant- Youth Emphasis Greg Parker continue to provide story times at the neighborhood schools and daycares. Tutors from Cleveland State University assisted children with homework and other literacy skills. Club Create met with the youth patrons twice per week to provide creative expressions. Teen Time and Know Your History are teen programs that will allow teens to voice their opinions in a safe place. Students enjoyed creating paper wallets in the Maker lab session: Making a Tough Wallet. NACA presented a home buying seminar. Legal Aid Service offered a free legal advice clinic to the community. Ms. Williams attended an NEORLS sponsored workshop: Managing Staff Remotely. Ms. Williams attended this month's True2U mentor session at Luis Munoz Marin.

DISTRICT FIVE

Addison - The month of November for Addison branch was highlighted by programming and outreach for youth which included a special Day of the Dead program conducted by Adam Tully with assistance from Ron Clark. Staff also conducted pop-up art programs celebrating the art of Kerry James Marshall, who's work focus of persons of color. Mr. Clark and Ms. Landskroener increased their number of outreach hours as well. In addition, Ms. Landskroener is working on literacy bundles to make available for patrons and outreach.

Ms. Briggs continued to meet and discuss with various community partners plans on programming for library patrons, youth in particular. This included meeting with Bob McFeeley, a Seeds of Literacy community outreach

coordinator and participating in a webinar, Girls Who Code, with plans for an afterschool coding program.

Collinwood - While continuing to serve in other library locations, Collinwood staff continues to perform outreach activities at our schools and in the community. During November, nine class visits, three branch programs and one outreach activity were completed.

Manager, Caroline Peak participated in outreach activities by volunteering at the Big City Boo City of Cleveland and Ward 10 Halloween party and activities for children. In addition, she attended a program at Collinwood High School entitled, 'Taking the Stigma out of Mental Health' dealing with youth suffering from this illness and shared information on library programming.

Glenville - Glenville Branch's non-profit community partners distributed mittens to children while serving hot cocoa.

Glenville Branch maintained staff transition. The branch welcomed Zykia King, District Branch Clerk to our location. Marlie Hooper, LACE transferred to the Fleet Branch.

Ms. Jefferson, the branch manager attended Building a Civically Engaged Team and the Customer Service refresher meeting.

Langston Hughes - For the month of November, Langston Hughes established a new community outreach site with Glenville Learning Center that was visited by Youth librarian Christopher Busta Peck.

Branch and District manager, Mr. Bradford participated in a community engagement session for branch managers which highlighted developing and strengthening community relations. Community partnership was the theme in a meeting attended by Assistant Branch Manager, Ron Roberts regarding a CMA program for youth which the branch will host in 2019.

Mr. Roberts was asked to assist OLBPH in developing ways to increase the awareness and use of OLBPH resources, locally and statewide. Also, branch clerk Valerie Johnson continued in her community engagement work with True2U at Michael R. White school.

Memorial Nottingham - Staff from Rainey Institute concluded their youth arts program this month. The branch staff received instructions and supplies from OPS in preparation for next month's Lolly Story-time Trolley.

Library Assistant Giovanni Gravino, coordinated an OPERS Benefits Update "lunch and learn" for CPL retirees. Youth Librarian, Libby Hampton transferred to the West Park Branch as their Youth Librarian.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

In the month of December the Library hosted approximately 131 programs ranging from the puppet performances for families and children to the Library's annual Maker Faire. The Library offered 118 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, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library. K-3 reading instruction was offered at 4 neighborhood branches.

EARLY CHILDHOOD

The Starting Point grant cycle, for the funding of Kindergarten Clubs at two CPL locations, came to an end on November 30. The Kindergarten Clubs held at Union and Hough were facilitated by Early Childhood Literacy Coordinator, Rhonda Pai, Family Engagement Specialist, Sandra Nosse and a contracted support staff Ms. Keesha Tolliver-Funches. Ms. Nosse attended the Books and Breakfast Benefit, as a guest of the Literacy Cooperative.

Phase II of the Bruening grant began on November 1st with two days of site visits to various CPL locations. On November 13th, Ms. Pai attended a sharing session at Cuyahoga County Public Library (CCPL) at the request of the Bruening Foundation. The meeting's purpose was to exchange best practices learned through their respective Bruening Foundation grants.

YOUTH

College Now, an ACT/SAT prep program continued classes at Main Library through the month of November. Currently, College Now retains an average of 10 students at the Louis Stokes Wing of the Main Library campus. On Tuesday, November 20, College Now students and instructors participated in an interactive tour of Tech Central. The College Now ACT/SAT course is scheduled to conclude fall classes on December 15.

Club Create, an after-school creative writing program, facilitated by Lake Erie Ink, is held at four Cleveland Public Library locations; Martin Luther King Jr. Branch, Youth Services, Union Branch and Jefferson Branch. All of the Club Create sessions will conclude in the second half of December. The 2018 Club Create sessions were funded by the Cleveland Foundation. The Foundation grant for out-of-school time programming will expire on December 30st. The Outreach & Programming Services Department has decided to directly fund Lake Erie Ink services at two locations beginning in February of 2019. The justification for the continuation of services is based on student retention, family engagement, a demonstrated proficiency in key areas identified in the course curriculum, as well as positive feedback from CPL staff.

Art Therapy Studio and CPL continue to provide collaborative (e.g. ATS and CPL staff co-facilitating each session) after-school art-therapy workshops in four neighborhood branches: Sterling, West Park, South Brooklyn, and Hough. Art Therapy sessions are also covered under the Cleveland Foundation out-of-school-time grant that concludes on December 30.

The Rainey Institute, a local nonprofit that provides arts education programming for school age children, is currently piloting its PHIT (Physical, health and International Training) program that explores visual art techniques and dance. Classes are currently being held at the East 131 Branch, with the five-week program (10 sessions) scheduled to conclude on December 13. Average attendance for the semiweekly program is 15 students per session.

As a part of the Library's partnership with the Rock and Roll Hall of Fame the monthly Youth Services meeting was

held on Wednesday, November 28 at the Rock and Roll Hall for staff training. The training focused on how to present *Fight The Power*; a music and civil rights history curriculum, developed by Rock Hall and modified for use in a library setting. Cleveland Public Library staff will begin to offer *Fight the Power* programs at their branch locations and Main Library, beginning January 2019.

ADULT

On Tuesday, November 6, the Rice Branch hosted Steve Hartov as part of the Mandel JCC's Cleveland Jewish Book Festival. Steve Hartov began with a reading from his newest book, *The Soul of a Thief*, and then spoke about his inspiration, research, and writing process. This book was based on one of his Austrian Jewish great-uncles served who served in the German military in World War I, but then was hunted by the Nazis in World War II. It is based on the 150,000 Germans of Jewish lineage who served in the military during WWII as a way of hiding but were eventually fired or deported when they complained about maltreatment of their families. Mr. Hartov also gave a brief autobiography of his own life, having been raised in America but served in the Israeli army and now the New York Guard. He presented to 60 attendees as they enjoyed a kosher lunch.

The Library Book author and native Clevelander Susan Orlean spoke to an eager and packed audience (approximately 400 people) on November 10. Through a collaboration with Literary Cleveland, Ms. Orleans first presented to aspiring writers about her own writing techniques. Then, she had a public conversation with local author Christopher Johnston about the 1986 burning of the Los Angeles Public Library and burning libraries and books in general, the topic of her most recent book. Ms. Orlean's emotional connection to libraries, nurtured by her regular visits to the Bertram Woods branch of the Shaker Heights Public Library as a child, is what drove her to write the story. Her visit was the last of the 2018 Writers and Readers author series.

On November 19 at the Legal Aid's 113th Annual Luncheon the Library was presented with the *Legacy of Justice Award*. The award is an acknowledgment of the Library's responsiveness to community need and its longstanding

partnership with the Legal Aid Society of Greater Cleveland.

On November 29, a Cleveland State University occupational therapy graduate class celebrated the "graduation" of nearly 30 newcomers affiliated with the U.S. Committee for Refugees and Immigrants. Throughout the fall semester, approximately 10 graduate students and Associate Professor John Blazyk taught the refugee group how to navigate daily life in America, from American norms for hygiene and health, to using public transportation, applying for jobs, and learning about money and benefits.

ALL AGES

The 6th annual Cleveland Mini Maker Faire welcomed nearly 3,000 visitors of all ages to the Main Library campus on Saturday, Nov. 3, 2018. The return of the 30-foot long, fire-breathing Heavy Meta Dragon East 6th Street drew attention to the event and made sure everyone knew that this was not just another Saturday at the library. Over 100 Maker exhibits provided hands-on exploration, learning and fun for all, with everything from NASA Glenn Research Center to the Cleveland Museum of Art, soldering lessons, local filmmakers, artists, engineers, inventors, and over a dozen game designers sharing their independently designed board games, card games, role-playing games, and video games. A special favorite returning again this year was the full-size R2-D2 robot built by an 18 year old young man from the Akron area. Visitors also had the opportunity to attend over two dozen performances and demonstrations including live music, dance, projection art, acrobatics, blacksmithing and ironwork, and medieval weapons and armor presentations. More than a dozen hands-on workshops offered papermaking, building and programming LED/computer-controlled light displays, drawing robots, and balloon twisting. Student groups demonstrated robots and human-machine interfaces built by junior high and high school students, but the most impressive student project of all was the FactoryFive GTM Supercar built in five weeks from the ground up by Cleveland Metropolitan School District students through a partnership with Experience Aviation.

Main Library wrapped up the month of November by helping to ring in the holiday season in downtown Cleveland as a

part of Winterfest on Saturday, Nov. 24, 2018. More than a thousand visitors enjoyed interactive model train displays, live reindeer in Eastman Reading Garden, an ice sculpting demonstration, and a puppetry performance by the National Marionette Theater.

STAFF

On Thursday, November 29, Aaron Mason, Director of Outreach and Programming Services, along with members of the Library's Executive and Leadership teams, visited the Free Library of Philadelphia. The purpose of the visit was learn about their comprehensive capital project that is intended to realign library services with the changing needs of the community.

FACILITY USE

During the month of December the total number of requests for Louis Stokes Wing, Learning Commons was 212 with an estimated total attendance of 6,564; 113 reservations were placed for the Louis Stokes Wing Learning Commons meeting rooms.

Lake Shore Facility meeting rooms were requested 27 times. Branch reservations totaled 813 with an estimated total attendance of 3,220.

ADVOCACY & COMMUNITY AND GOVERNMENT RELATIONS

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- **November Election:** Congratulatory letters from Director Thomas was sent to all election winners within the CPL footprint. Below is a 2018 election summary relative to CPL's footprint.

Governor

Securing a little more than half of the vote, Ohio's Attorney General Mike DeWine and Secretary of State Jon Husted defeated Richard Cordray and his running mate, former Congresswoman Betty Sutton. Cordray/Sutton received 46.44 percent of the vote.

Ohio Senate and House of Representatives

Senate: Republicans kept control of the Senate. The following are new Senate seats within CPL's footprint:

- Nickie Antonio: Now representing Eastman, Lorain, Rockport, South Brooklyn, Walz, and West Park branches

House of Representatives: Republicans also kept control of the Ohio House of Representatives. The following are new House seats within CPL's footprint:

- Terrence Upchurch: Now representing Brooklyn, Carnegie West, Collinwood, Fulton, Glenville, Jefferson, Langston Hughes, MLK, Jr., Mem-Not, South and Main branches
- Juanita Brent: Now representing Harvard-Lee branch
- Michael Skindell: Now representing Eastman, Lorain and Walz branches
- Bride Rose Sweeney: Now representing Rockport and West Park branches
- Jeffrey Crossman: Now representing South Brooklyn

***Representatives from both chambers will be invited to Director Thomas' State of the Library in February.

DEVELOPMENT AND FOUNDATION UPDATES:

- ***CPL Development Updates:***
 - Funding request was submitted to the Chuck and Char Fowler Family Foundation for support of out-of-school time and after-school programming
 - Staff hosted the Grand Opening of the Best Buy Teen Tech Center at Rockport Branch

- **CPL Foundation Updates:**
 - **Fundraising:**
 - **CPL150 Anniversary Fundraising:**
 - CPL Foundation board's development committee meeting was held re: 2019 fundraising goals and CPL150 fundraising efforts
 - **Annual Fund:** Work began on the end of year appeal that is scheduled to go out early December, 2018
 - **Books & Beers:**
 - The CPL Foundation Book-Beer Matchup was held at the Happy Dog in Lakewood Ohio. A percentage of the proceeds will benefit the Foundation.

TECHNICAL SERVICES

Technical Services staff took a temporary hiatus from their regular work assignments to assist with expediting the handling of the new materials that were ordered for the opening day collection at the South Branch to ensure that all new materials would be available on the shelves by the December 1st opening.

Director of Collection Services Jean Duncan McFarren presented a CPL150 update for all Technical Services staff. The Technical Services Managers and Supervisor attended two sessions of New Leader Assimilation led by ERC's Director of Consulting Lisa Codispoti.

Ms. McFarren, Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell, and Collections Manager Pam Matthews attended a meeting to discuss the library's collection along with Chief Knowledge Officer Timothy Diamond, Knowledge Manager Nancy Mocsiran, Director of Public Services Harriette Parks, and Director of Main Library and Research John Skrtic. Ms. McFarren, Ms. Jelar Elwell, and Ms. Matthews also attended a separate

meeting with Mrs. Parks and Mr. Skrtic to discuss the 2019 materials budget allocations.

Ms. McFarren and Ms. Jelar Elwell attended the Grand Opening of the Best Buy Teen Tech Center at Rockport Branch on November 14th.

Acquisitions: The Acquisitions Department ordered 9,823 titles and 44,509 items (including periodical subscriptions and serial standing orders); received 20,839 items, 1,043 periodicals, and 113 serials; added 537 periodical items, 31 serial items, 833 paperbacks, and 323 comics; and processed 1,961 invoices and 2 gift items.

Technical Services Librarian Lisa Kowalczyk attended the Northern Ohio Technical Services Librarians (NOTSL) Fall 2018 meeting "Acquiring Minds Want to Know."

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

Catalog: Librarians cataloged 4,452 titles and added 5,616 items for Cleveland Public Library and added 1,689 titles for the CLEVNET libraries.

Based on staff dissatisfaction with editing the date on non-book label templates, Catalog Manager Andrea Johnson proposed saving time by using the month and year instead of the exact date. The Collection Services management team approved the change, and Ms. Johnson edited the templates. Technical Services Librarian Amei Hu began working on the problem truck for non-book material from Materials Processing.

Technical Services Librarian Barbara Satow attended the Ohio Library Council (OLC) Leadership Conference on November 7th. A member of the OLC Technical Services Action Council, Ms. Satow will retain her position as Secretary through 2020 and will serve as Nominations Chairperson in 2019. Ms. Satow co-presented a program entitled, "The Mysteries of Publishing Revealed: Looking

Behind the Curtain at the Wonderful World of Publishing" at the Northern Ohio Technical Services Librarians (NOTSL) Fall 2018 meeting "Acquiring Minds Want to Know." Ms. Satow's part of the presentation dealt with the world of self-publishing. Ms. Johnson and Technical Services Librarian Erin Valentine also attended the meeting.

Technical Services Librarian Celia Halkovich attended a day long training session for all Labor Management Committee members on November 8th conducted by the Federal Mediation and Conciliation Service (FMCS) at their offices in Independence.

Collection Management: Collection Management selected 1,967 titles and 9,904 copies, and spent \$203,327 in November.

A major portion of the month was spent on assisting staff members at the South Branch with the preparation for the branch's grand re-opening. Both Collections Manager Pam Matthews and Collection Management Librarian Laura Mommers spent several days at the Branch sorting and shelving new materials.

Ms. Matthews, Ms. Mommers, and Director of Collection Services Jean McFarren met with representatives from Baker & Taylor, one of CPL's main book vendors.

Ms. Matthews presented at the Northern Ohio Technical Services Librarians (NOTSL) Fall 2018 meeting "Acquiring Minds Want to Know" on the topic "The Mysteries of Publishing Revealed: Looking Behind the Curtain at the Wonderful World of Publishing." Ms. Mommers attended a webinar on "Go-To Graphic Novels" that discussed ALA's new Graphic Novels and Comics Round Table and how it would be supporting these types of collections.

High Demand: The High Demand Department ordered 583 titles and 7,631 items; received and added 11,005 items; and processed 1,194 invoices.

High Demand staff completed the ordering of the materials selected for the opening day collection at the South Branch and continued to remain responsible for the receiving and cataloging of these materials. High Demand Librarian Dale Dickerson handled the receiving and processing of video games in the formats of

Microsoft Xbox One, Nintendo 3DS and Switch, and Sony PlayStation 4 that were ordered to pilot at the South Branch.

Materials Processing: The Technical Services Associates cataloged 731 new titles for the Cleveland Public Library and added 1,078 new records for the CLEVNET libraries. The Technical Services Associates and Senior Clerks added 4,427 items. The Materials Processing Technicians processed 25,510 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 81 items to the Main Library for requests and 105 items to fill holds. Main Library received 188 telescopes, the Branches received 406 telescopes, CLEVNET received 44 telescopes, CASE received 2 telescopes, CSU received 6 telescopes, and Tri-C received 1 telescope. A total of 682 telescopes were shipped out. The Receiving/Distribution Technicians sent out 745 items of foreign material and in total 14,351 new items were sent to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor and Interim Materials Handling Supervisor James Clardy participated in the first session of CPL's Onboarding development program for new managers.

MARKETING & COMMUNICATIONS

On November 12, Tana Peckham became CPL's first Chief Marketing and Communications Officer (CMCO). With over 15 years of experience, Ms. Peckham started her career in the non-profit sector, working in development with local organizations including MOCA Cleveland, United Way Services of Greater Cleveland, and ideastream before shifting her career towards marketing and eventually joining the private sector in 2005.

Before joining the Library, Ms. Peckham most recently worked as part of Nestlé USA's Center of Marketing Excellence. As part of the Brand Strategy Communications Center of Excellence, she advised Nestlé brands on brand strategy and the development of multi-channel communications campaigns.

Since Ms. Peckham's arrival, Timothy Diamond, Chief Knowledge Officer, has been working closely with her in the transfer of responsibilities for the supervision and management of the department. Mr. Diamond assumed charge of the department in May 2016 when Cathy Poilpré, one of his direct reports, resigned as Director of Marketing and Communications to take a position with the Cleveland Metroparks.

The next monthly Marketing and Communications report will be submitted by Ms. Peckham.

Activity

Media coverage for the month of October included 14 print publications and 14 online, TV and radio stories. The full report, available in the Marketing & Communications Department, shows the top print publications and non-print platforms by reach. Headlines include "Cleveland Public Library's Rockport Branch is home to the state-of-the-art learning center for youth" and "City Club honors free speech locally through art" (a project that includes an installation at Rice Branch).

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,022 times on average per day, with an average of 147 clicks to the website per day resulting in a 14.4% click-through rate for the month. Nearly 77% of the click-through's were from some combination of the keywords *library, libraries, public, and cleveland oh*.

Facebook

	2018	2017	YoY
Net Page Likes	55	182	-70%
Avg Post Reach	16,269	4,063	300%
Avg Total Reach	17,127	5,628	204%
Average engagement	100	82	22%

Twitter

	2018	2017	YoY
Top Tweet (Impressions)	11,900	5,996	98%
Top Mention (Engagements)	2,384	8,339	-71%
	8,376	4,618	81%

Top Media Tweet
(Impressions)

Summary

Tweets	31	80	-61%
New Followers	74	137	-46%

Graphics

Graphic Designer Ryan Jaenke, writer Laura Walter, and Debbie Hajzak from Outreach and Programming Services worked together to produce the winter edition of *UpNext* which features the cover story "Historic South Branch Reopens." Graphics staff also filled the regular requisitions for design, printing, and distribution, in addition to designing graphics for ads; the library website; digital signage; social media; staff newsletters; *Off the Shelf* e-newsletter; and weekly postings to the website home page.

PROPERTY MANAGEMENT

Painters

- Mt. Pleasant- painted interior of branch.
- Union- painted areas inside of branch.
- South- continued working on outside of Old South.
- E.131- cleaned basement due to severe flooding.

Carpenters

- Addison- finished with relocation of furniture.
- Garden Valley- removed damage carpet and installed new carpet squares.
- Rice- relocated shelving throughout branch.

Mechanic

- Serviced vehicles 8, 12, 17 and 25.

Maintenance Mechanics

- Addison - worked with contractors on troubleshooting/resolving heating issues.
 - Setup temporary lighting in main area, started LED lighting upgrade project.

- Lakeshore - drained chiller and cooling tower.
 - Winterized air handlers/cooling coils.
 - Stacks area mold remediation touch-ups completed/Delta Industrial.
- Carnegie West - replaced bulbs and globes on light fixtures above circulation desk/front entry.
 - Worked with contractors on troubleshooting heating issues.
- E.131 - setup temporary sump pumps around the basement to help remove/manage water intrusion.
 - Worked with carpenters and painters on removing and cleaning up water damaged supplies and stored materials from basement.
 - Difranco Plumbing investigating water source, checking for blocked/collapsed sewer lines.
- LSW/Main - winterized air handlers/coils, replaced belts and filters.
 - Continued with the Auditorium access point project.
 - Continued with Property Management office project.
 - Continued repairing light fixtures/re-lamping in shipping department.
- South - started removal of equipment and fixtures in preparation for Carnegie South's grand re-opening.
- Branches - continued with boiler/heating equipment PM and winterization.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS Officer Reed facilitated an Active Shooter training class at Calfee, Halter, and Griswold Law firm. Twenty seven managers and supervisors participated in the class.
- SPS participated in the University Circle Police Action Committee Meeting November 27th.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Ave per day	Total Alarms	Branch Emergency	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Nov 2018	3669	153	42	51	583	41	76	51
Oct 2018	4128	159	25	46	722	77	77	74
Sept 2018	3463	146	30	53	535	68	37	63
Aug 2018	3788	159	61	65	637	95	87	71
July 2018	4594	177	51	62	696	81	35	106
June 2018	3785	159	68	54	710	69	22	42
May 2018	5913	227	44	60	701	73	29	33
April 2018	4172	160	55	56	679	93	80	53
March 2018	4271	171	55	66	692	147	78	79
Feb 2018	4109	152	79	75	655	34	78	63
Jan 2018	3386	154	41	67	537	71	56	98
Dec 2017	4098	164	41	55	588	93	85	44
Nov 2017	3743	156	61	77	704	109	73	34

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: Makers Faire, Friends of Andrew Yang event, Cleveland Councilman event at Rice branch, Fleet branch daily, and Winter Fest.
- SPS branch patrol officers are regularly patrolling closed branches.
- An SPS officer will open Fleet branch each morning with branch staff. This was requested by the branch manager and Fourth District manager.

Protective and Fire Systems

- Main branch, Mt. Pleasant, Rice, and Walz had camera issues resolved by IPS.
- Fourth quarter fire drills complete at branches.
- Harvard Lee has been experiencing issues with their burglar alarm keypad. IPS is troubleshooting the problem.

Contract Security

- Royce guards unarmed Fulton, Collinwood, and Langston Hughes branches for construction crews.
- The Addison branch guard was removed from the CPL account for making inappropriate comments.

- Fourth quarter meeting with Royce Security scheduled for December 4, 2018.
- Eastman guard was replaced per branch manager request.

Administration

- SPS is using the Verizon Network Fleet to keep track of branch patrol vehicles.
- Video search request completed for staff vehicle damage at Rice branch.
- Questions and answers were completed and submitted to Human Resources for the upcoming SPS full time interviews.
- Finalized a contract between Calfee, Halter, Griswold Law Firm and CPL to have an SPS officer facilitate an active shooter class.
- SPS management participated in the arbitration hearing for terminated officer Anthony Green.

INFORMATION TECHNOLOGY & CLEVNET

There were no CLEVNET meetings in November. The next Executive Panel meeting will be held on December 12, 2018, at the Medina Library of the Medina County District Library.

After distributing the CLEVNET member costs for 2019—based on the new pricing model—at the annual meeting in October, only a few questions were received by CPL's Chief Financial Officer and CPL's Chief Knowledge Officer/Liaison to CLEVNET. In the spirit of transparency, the questions and answers were shared with all the CLEVNET directors by email and also posted on the CLEVNET members site.

CLEVNET is working closely with OPLIN (Ohio Public Library Information Network) to provide anti-phishing email training for staff at all CLEVNET member libraries. Staff are learning to identify phishing attempts through simulated attacks.

Megan Trifiletti, Library Systems and Applications Specialist, attended a weeklong SirsiDynix API training session in Washington D.C. This training is required to use the API and associated command line tools with SirisDynix products.

Hilary Prisbylla, Director of CLEVNET, and Brian Leszcz, Database Administrator, met with the technology director from SOLUS, the company that partnered with SirsiDynix to provide the CLEVNET mobile app. SOLUS is looking for sites to pilot a new hand-held mobile circulation device. CLEVNET plans to begin testing with them in the first quarter of 2019.

Ms. Trifiletti and John Pas, Library Systems and Applications Analyst, conducted two additional SirsiDynix Analytics Station training sessions in November for staff from CLEVNET member libraries. The sessions were held at Ritter Public Library in Vermilion and at Geauga County Public Library's administrative center. A separate training environment was procured from SirsiDynix to allow students to run a larger number of simultaneous reports improving the overall quality of the training session.

On the Network/Telecommunications side, it was all hands-on-deck for four days to get computers and equipment moved, installed, and up and running for the re-opening of South Branch. A total of 34 public and eight staff PCs were installed. Staff also installed ten new wifi access points in the Louis Stokes Wing auditorium.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:13 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR NOVEMBER 2018

	Quantity	
	Month	Year to date
LIBRARY SERVICE MATERIALS		
Books	787	6,504
Periodicals	125	388
Publishers Gifts	0	8
Non-Print Materials	15	1,165
Total Library Service Materials	927	8,065

TECHNOLOGY RESOURCES		
Tech Gifts*	152	152
Total Technology Resources	152	152

MONEY GIFTS				
Fund	Purpose	Amount		
		Month	Year to date	
General Fund	Unrestricted	\$ 50,100	\$ 86,752	
Library Fund	Restricted	1,000	7,409	
Young Fund	Restricted	0	39,131	
Founders Fund	Restricted	0	261,998	
Ohio Center for the Book	Restricted	0	2,100	
Judd Fund	Restricted	0	177,615	
Lockwood Thompson Fund	Restricted	92,214	184,428	
Learning Centers	Restricted	0	82,500	
Total Money Gifts		\$ 143,314	\$ 841,933	

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	8	231	927	8,065
Technology Resources	2	2	152	152
Money Gifts	5	66	5	68
TOTAL GIFTS	15	299	1,084	8,285

*see attached list

QTY	Name	DESCRIPTION
25	Bose Quiet Comfort 35 II Noise Cancelling Headphones	HEADPHONES
1	EF 24-105mm f/4L IS USM	CAMERA LENS
1	EF 50mm f/1.4 USM	CAMERA LENS
2	EF 50mm f/1.8 STM	CAMERA LENS
1	EF 70-200mm f/2.8L USM	CAMERA LENS
2	EF 70-300mm f/4-5.6 IS USM	CAMERA LENS
1	EF16-35mm f/2.8 L III USM	CAMERA LENS
2	EF-S 10-18mm f/4.5-5.6 IS STM	CAMERA LENS
2	EF-S 55-250 f/4-5.6 IS STM	CAMERA LENS
2	EOS 5D Mark IV	CAMERA
2	EOS 6D	CAMERA
3	EOS 80D EF-S 18-135 IS USM Kit	CAMERA
1	EOS Rebel T6i EF-S 18-135mm IS STM Kit	CAMERA
1	Epson Workforce ET-4550	ALL IN ONE PRINTER
1	GOPRO - HERO 4	PORTABLE VIDEO CAMERA
1	GOPRO - HERO 5	PORTABLE VIDEO CAMERA
10	Insignia 8" FLEX Tablet for Android	TABLET
2	Manfrotto Tripod with 3-Way Head	CAMERA TRIPOD
1	Powershot G1 X MARK II	CAMERA
1	Powershot G5 X	CAMERA

QTY	Name	DESCRIPTION
2	Powershot G7 X Mark II	CAMERA
1	Rocketfish 19-39" TV Wall Mount	TV WALL MOUNT
1	Sony Bravia 49" X720E	TV
1	Speedlite 430EX III-RT	CAMERA FLASH
1	Speedlite 600EX II-RT	CAMERA FLASH
1	Sphero BB-8 App-Enabled Dröid	STAR WARS BB-8
2	Vivitar 360 Degree View Action Cam	VIDEO CAMERA
2	WD 3TB My BOOK	PORTABLE DATA STORAGE
1	WD My Cloud 2TB	PORTABLE DATA STORAGE
1	EOS Rebel T6i EF-S 18-135mm IS STM Kit	CAMERA
2	EOS REBEL T7i EF-S 18-55mm IS STM Kit	CAMERA
1	GoPro 3-Way Grip/Arm/Tripod	GO-PRO ACCESSORIES
3	Microsoft Surface Book	LAPTOP
7	Microsoft Surface Pro 4	LAPTOP
1	Insignia NS-15T8LTE	TABLET
9	Insignia NS-P10A7100	TABLET

QTY	Name	DESCRIPTION
5	Acer N16P1	LAPTOP
1	Acer ZRF	LAPTOP
1	Acer N16P1	LAPTOP
3	Surface Book	LAPTOP
7	Surface Pro 4	LAPTOP
1	NS-15T8LTE	TABLET
6	NS-P08A7100	TABLET
3	NS-P10A7100	TABLET
6	N16P1	TABLET
1	ZRF	TABLET
1	BOSE SOUNDTOUCH 30 WIRELESS MUSIC SYSTEM	SPEAKER
2	EFS 18-135 MM, 3.5-5.6 IS STM	CAMERA LENS
1	EFS 18-135 MM, 4-5.6 IS STM	CAMERA LENS
3	EFS 18-135 MM, 5-5.6 IS USM	CAMERA LENS
1	EFS 18-55 MM, 4-5.6 IS STM	CAMERA LENS
1	SAVAGE 500W DAYLIGHT LED STUDIO LIGHT KIT W/REMOTE	PHOTOGRAPHY LIGHTS
1	Rocketfish 19-39" TV Wall Mount	TV WALL MOUNT
10	PBS KIDS 7" HD KID SAFE TABLE	TABLET
152		

Cleveland Public Library
2018

December 11, 2018

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-18	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 19,023,254.07	\$ 27,314,507.45	\$ 29,359,382.41	\$ 1,597,918.87	\$ 2,243,215.21	\$ 3,039,659.37
			\$ 22,020,469.12	\$ 22,369,957.19			
Special Revenue Funds							
201	Anderson	\$ 325,589.18			\$ 20,000.00	\$ 13,730.00	\$ (6,270.00)
202	Endowment for the Blind	\$ 2,532,943.39			\$ 170,000.00	\$ 74,840.00	\$ (95,160.00)
203	Founders	\$ 6,838,452.10			\$ 673,951.90	\$ 542,901.90	\$ (131,050.00)
204	Kaiser	\$ 69,460.47			\$ 4,500.00	\$ 2,260.00	\$ (2,240.00)
205	Kralley	\$ 196,944.48			\$ 11,000.00	\$ 7,270.00	\$ (3,730.00)
206	Library	\$ 167,563.38			\$ 19,275.00	\$ 19,995.00	\$ 720.00
207	Pepke	\$ 148,118.99			\$ 8,000.00	\$ 6,850.00	\$ (1,150.00)
208	Wickwire	\$ 1,554,863.99			\$ 109,000.00	\$ 52,840.00	\$ (56,160.00)
209	Wittke	\$ 102,130.38			\$ 6,000.00	\$ 5,440.00	\$ (560.00)
210	Young	\$ 4,724,548.65			\$ 370,000.00	\$ 189,235.24	\$ (180,764.76)
225	Friends	\$ -			\$ 57,000.00	\$ 28,500.00	\$ (28,500.00)
226	Judd	\$ -			\$ 236,316.00	\$ 236,316.00	\$ -
228	Lockwood Thompson	\$ 44,368.84			\$ 184,428.00	\$ 184,428.00	\$ -
229	Ohio Center for the Book	\$ 25.00			\$ 2,100.00	\$ 2,100.00	\$ -
230	Schweinfurth	\$ 121,674.75			\$ 50,000.00	\$ 72,576.00	\$ 22,576.00
231	CLEVNET	\$ 375,851.74			\$ 5,264,913.67	\$ 5,264,913.67	\$ -
251	OLBPD	\$ 6,347.99			\$ 1,524,003.00	\$ 1,524,003.00	\$ -
254	MyCom	\$ (68,950.00)			\$ 218,607.75	\$ 162,952.75	\$ (55,655.00)
256	Learning Centers	\$ 82,500.00			\$ 82,500.00	\$ 82,500.00	\$ -
257	Tech Centers	\$ -			\$ 410,000.00	\$ 390,000.00	\$ (20,000.00)
258	Early Literacy	\$ 148,827.50			\$ -	\$ -	\$ -
		\$ 17,371,260.83			\$ 9,011,595.32	\$ 8,863,651.56	\$ (557,943.76)
Capital Projects Funds							
401	Building and Repair	\$ 5,529,927.24			\$ 2,050,000.00	\$ 2,050,000.00	\$ -
Permanent Funds							
501	Abel	\$ 248,034.08			\$ 17,000.00	\$ 7,200.00	\$ (9,800.00)
502	Ambler	\$ 2,415.85			\$ 175.00	\$ 75.00	\$ (100.00)
503	Beard	\$ 137,945.62			\$ 5,000.00	\$ 16,920.00	\$ 11,920.00
504	Klein	\$ 5,687.98			\$ 420.00	\$ 200.00	\$ (220.00)
505	Malon/Schroeder	\$ 205,793.75			\$ 19,000.00	\$ 10,820.00	\$ (8,180.00)
506	McDonald	\$ 206,056.35			\$ 13,000.00	\$ 9,080.00	\$ (3,920.00)
507	Ratner	\$ 100,560.62			\$ 6,000.00	\$ 4,560.00	\$ (1,440.00)
508	Root	\$ 39,288.56			\$ 3,000.00	\$ 1,450.00	\$ (1,550.00)
509	Sugarman	\$ 69,475.98			\$ 12,000.00	\$ 7,620.00	\$ (4,380.00)
510	Thompson	\$ 129,107.03			\$ 11,000.00	\$ 7,300.00	\$ (3,700.00)
511	Weidental	\$ 7,168.86			\$ 520.00	\$ 240.00	\$ (280.00)
512	White	\$ 2,017,277.05			\$ 150,000.00	\$ 98,780.00	\$ (51,220.00)
513	Beard Anna Young	\$ 24,788.92			\$ 5,000.00	\$ 2,300.00	\$ (2,700.00)
		\$ 3,193,600.65			\$ 242,115.00	\$ 166,545.00	\$ (75,570.00)
Agency Funds							
901	Unclaimed Funds	\$ 6,372.39			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 9,395.76			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

General fund: An increase in Taxes/PLF by \$2,394,363.03 and Other Sources by \$645,296.34.

Special Revenue funds: A total net decrease in Other Sources by \$557,943.76 consisting of a decrease of \$482,540 in endowment income, an increase of \$8,751.24 in restricted gifts, a decrease of \$55,655 in Local Aid and a decrease of \$28,500 for the return of the advance in the Friends fund.

Permanent funds: A total net decrease in Other Sources by \$75,570 in endowment income.

Thank You,

Carric Krenicky

Treasurer/CFO

Cleveland Public Library

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: NINTH AMENDMENT
DECEMBER 20, 2018**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	19,023,254.07	0.00	19,023,254.07 (3)
Taxes - General Property	24,914,507.45	2,033,287.03	26,947,794.48
Public Library Fund (PLF)	22,020,469.12	349,488.07	22,369,957.19
State Rollbacks/CAT	2,400,000.00	11,587.93	2,411,587.93
Fines and Fees	381,033.86	(62,456.60)	318,577.26
Earned Interest	524,913.00	141,694.71	666,607.71
Restricted Gifts	85,000.00	0.00	85,000.00
Unrestricted Gifts	0.00	1,752.10	1,752.10
Miscellaneous	890,487.01	535,806.13	1,426,293.14
Return of Advances/(Advances Out)	(283,515.00)	28,500.00	(255,015.00)
TOTAL RESOURCES	69,956,149.51	3,039,659.37	72,995,808.88

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	36,631,162.50	(300,000.00)	36,331,162.50
Supplies	1,001,537.75	(200,000.00)	801,537.75
Purchased/Contracted Services	11,752,186.41	(1,000,000.00)	10,752,186.41
Library Materials/ Information	6,819,347.09	0.00	6,819,347.09
Capital Outlay	1,090,467.00	(300,000.00)	790,467.00
Other Objects	155,408.01	0.00	155,408.01
SUBTOTAL OPERATING	57,450,108.76	(1,800,000.00)	55,650,108.76
Transfers	2,050,000.00	0.00	2,050,000.00
TOTAL APPROPRIATION	59,500,108.76	(1,800,000.00)	57,700,108.76

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: NINTH AMENDMENT
DECEMBER 20, 2018**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	26,792,856.15	(557,943.76)	26,234,912.39
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	325,446.67	(6,270.00)	319,176.67
Endowment for the Blind	2,702,943.39	(95,160.00)	2,607,783.39
Founders	5,037,741.64	(131,050.00)	4,906,691.64
Kaiser	73,960.47	(2,240.00)	71,720.47
Kraley	207,944.48	(3,730.00)	204,214.48
Library	186,838.38	720.00	187,558.38
Pepke	156,118.99	(1,150.00)	154,968.99
Wickwire	1,656,611.36	(56,160.00)	1,600,451.36
Wittke	108,130.38	(560.00)	107,570.38
Young	5,094,548.65	(180,764.76)	4,913,783.89
Friends	28,500.00	0.00	28,500.00
Judd	236,316.00	0.00	236,316.00
Lockwood Thompson	228,796.84	0.00	228,796.84
Ohio Center for the Book	2,125.00	0.00	2,125.00
Schweinfurth	171,674.75	22,576.00	194,250.75
CLEVNET	5,640,765.41	0.00	5,640,765.41
LSTA-OLBPD	1,530,350.99	0.00	1,530,350.99
MyCom	74,642.75	0.00	74,642.75
Learning Centers	165,000.00	0.00	165,000.00
Tech Centers	230,000.00	(10,000.00)	220,000.00
Early Literacy	148,827.50	0.00	148,827.50
TOTAL APPROPRIATION	24,007,283.65	(463,788.76)	23,543,494.89 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	7,579,927.24	0.00	7,579,927.24
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	7,579,927.24	0.00	7,579,927.24

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: NINTH AMENDMENT
DECEMBER 20, 2018**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,435,715.65	(75,570.00)	3,360,145.65
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	265,034.08	(9,800.00)	255,234.08
Ambler	2,590.85	(100.00)	2,490.85
Beard	142,945.62	11,920.00	154,865.62
Klein	6,107.98	(220.00)	5,887.98
Malon/Schroeder	224,793.75	(8,180.00)	216,613.75
McDonald	219,056.35	(3,920.00)	215,136.35
Ratner	106,560.62	(1,440.00)	105,120.62
Root	42,288.56	(1,550.00)	40,738.56
Sugarman	81,475.98	(4,380.00)	77,095.98
Thompson	140,107.03	(3,700.00)	136,407.03
Weidental	7,688.86	(280.00)	7,408.86
White	2,167,277.05	(51,220.00)	2,116,057.05
Beard Anna Young	29,788.92	(2,700.00)	27,088.92
TOTAL APPROPRIATION	3,435,715.65	(75,570.00)	3,360,145.65 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,768.15	0.00	15,768.15
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds	6,372.39	0.00	6,372.39
CLEVNET Fines & Fees	9,395.76	0.00	9,395.76
TOTAL APPROPRIATION	15,768.15	0.00	15,768.15

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: NINTH AMENDMENT
DECEMBER 20, 2018**

- (1) Certificate dated November 7, 2018
- (2) Certificate requested December 11, 2018
- (3) \$18,948,254.07 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,000 to produce the carryover balance available for appropriation in 2018 (plus \$6,023,344.28 encumbered cash).
- (4) \$17,446,260.83 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 less non-expendable principal amounts of \$2,492,057.50 to produce the carryover balance available for appropriation in 2018 (plus \$652,342.87 encumbered cash). \$8,664,291.56 additional revenue to appropriate. (Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.)
 $(\$17,446,260.83 - \$75,000 - \$2,492,057.50 + \$8,664,291.56 = \$23,543,494.89)$
- (5) \$5,529,927.24 unencumbered cash carried forward to produce the carryover balance available for appropriation in 2018 (plus \$5,119,525.82 encumbered cash). \$2,000,000.00 transfer from General Fund. \$50,000 additional revenue.
 $(\$5,529,927.24 + \$2,000,000 + \$50,000 = \$7,579,927.24)$
- (6) \$3,977,917.01 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 to produce the carryover balance available for appropriation in 2018 (plus \$12,790.52 encumbered cash). \$166,545 additional revenue. (Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.)
 $(\$3,977,917.01 - \$784,316.36 + \$166,545 = \$3,360,145.65)$

Cleveland Public Library
2019

December 14, 2018

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

Dear Bryan,

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

Fund Number	Fund Description	Estimated Unencumbered Balance as of 1-Jan-19	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	15,550,715.12		\$ 36,035,180.00		\$ 1,983,650.96	\$ 60,631,240.41
				\$ 22,612,409.45			
Special Revenue Funds							
201	Anderson	\$ 329,042.51				\$ 18,000.00	\$ 18,000.00
202	Endowment for the Blind	\$ 2,519,100.00				\$ 150,000.00	\$ 150,000.00
203	Founders	\$ 5,989,662.36				\$ 395,000.00	\$ 395,000.00
204	Kaiser	\$ 69,400.00				\$ 4,000.00	\$ 4,000.00
205	Kraley	\$ 193,900.00				\$ 10,000.00	\$ 10,000.00
206	Library	\$ 165,000.00				\$ 14,000.00	\$ 14,000.00
207	Pepke	\$ 150,400.00				\$ 8,000.00	\$ 8,000.00
208	Wickwire	\$ 1,523,552.63				\$ 100,000.00	\$ 100,000.00
209	Wittke	\$ 94,400.00				\$ 6,000.00	\$ 6,000.00
210	Young	\$ 4,744,200.00				\$ 320,000.00	\$ 320,000.00
225	Friends	\$ -				\$ -	\$ -
226	Judd	\$ -				\$ -	\$ -
228	Lockwood Thompson	\$ -				\$ 230,000.00	\$ 230,000.00
229	Ohio Center for the Book	\$ 64.50				\$ 180,000.00	\$ 180,000.00
230	Schweinfurth	\$ 144,200.00				\$ 2,300.00	\$ 2,300.00
231	CLEVNET	\$ -				\$ 50,000.00	\$ 50,000.00
251	OLBPD	\$ -				\$ 5,443,364.00	\$ 5,443,364.00
254	MyCom	\$ (55,655.00)				\$ 1,508,194.00	\$ 1,508,194.00
256	Learning Centers	\$ -				\$ 55,655.00	\$ 55,655.00
257	Tech Centers	\$ (10,000.00)				\$ -	\$ -
258	Early Literacy	\$ -				\$ 10,000.00	\$ 10,000.00
		\$ 15,857,267.00			\$ -	\$ 8,504,613.00	\$ 8,504,613.00
Capital Projects Funds							
401	Building and Repair	\$ 2,514,400.00			\$ -	\$ -	\$ -
Permanent Funds							
501	Abel	\$ 247,000.00				\$ 15,000.00	\$ 15,000.00
502	Ambler	\$ 2,400.00				\$ 150.00	\$ 150.00
503	Beard	\$ 142,800.00				\$ 8,000.00	\$ 8,000.00
504	Klein	\$ 5,600.00				\$ 300.00	\$ 300.00
505	Malon/Schroeder	\$ 198,800.00				\$ 18,000.00	\$ 18,000.00
506	McDonald	\$ 202,800.00				\$ 12,000.00	\$ 12,000.00
507	Ratner	\$ 100,200.00				\$ 5,000.00	\$ 5,000.00
508	Root	\$ 39,200.00				\$ 2,500.00	\$ 2,500.00
509	Sugarman	\$ 57,400.00				\$ 11,000.00	\$ 11,000.00
510	Thompson	\$ 122,100.00				\$ 10,000.00	\$ 10,000.00
511	Weidental	\$ 7,100.00				\$ 400.00	\$ 400.00
512	White	\$ 2,005,900.00				\$ 150,000.00	\$ 150,000.00
513	Beard Anna Young	\$ 24,500.00				\$ 4,000.00	\$ 4,000.00
		\$ 3,155,800.00			\$ -	\$ 236,350.00	\$ 236,350.00
Agency Funds							
901	Unclaimed Funds	\$ 5,200.00			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

Please reflect the current estimated Unencumbered Balances for January 1, 2019 and estimated Other Sources as above for a Certificate of Estimated Revenues for 2019.

Thank You,
Cavie Krenicky
Treasurer/CFO
Cleveland Public Library

CLEVELAND PUBLIC LIBRARY

<u>GENERAL FUND</u>		<u>APPROPRIATION 2019</u>
Salaries/Benefits 66.0%		
	TOTAL	\$ 39,024,369.88
Supplies 1.4%		
	TOTAL	839,467.00
Purchased/Contracted Services 17.0%		
	TOTAL	10,054,074.82
Library Materials/Information 12.7%		
	TOTAL	7,540,000.00
Capital Outlay 2.6%		
	TOTAL	1,510,270.09
Other 0.3%		
	TOTAL	<u>174,000.00</u>
SUBTOTAL GENERAL OPERATING EXPENDITURES 100.0%		
		\$ 59,142,181.79
Transfers/Advances Out		
	TOTAL	<u>\$ -</u>
TOTAL GENERAL FUND		\$ 59,142,181.79

Note: Percentages based on total appropriation, not certified revenue

CLEVELAND PUBLIC LIBRARY

<u>SPECIAL REVENUE FUNDS</u>	<u>FUND NO.</u>		<u>APPROPRIATION 2019</u>
Anderson	201	\$	326,900.00
Endowment for the Blind	202	\$	2,669,100.00
Founders	203	\$	3,920,000.00
Kaiser	204	\$	73,400.00
Kraley	205	\$	203,900.00
Library	206	\$	179,000.00
Pepke	207	\$	158,400.00
Wickwire	208	\$	1,616,300.00
Wittke	209	\$	100,400.00
Young	210	\$	5,064,200.00
Friends	225	\$	-
Judd	226	\$	230,000.00
Lockwood Thompson	228	\$	180,000.00
Ohio Center for the Book	229	\$	2,364.50
Schweinfurth	230	\$	194,200.00
CLEVNET	231	\$	5,443,364.00
LSTA-OLBPD	251	\$	1,508,194.00
MyCom	254	\$	-
Learning Centers	256	\$	-
Tech Centers	257	\$	-
Early Literacy	258	\$	-
TOTAL SPECIAL REVENUE FUNDS		\$	21,869,722.50

CLEVELAND PUBLIC LIBRARY

<u>CAPITAL FUNDS</u>	<u>FUND NO.</u>	<u>APPROPRIATION 2019</u>
Building and Repair Fund	401	\$ 2,514,400.00
TOTAL CAPITAL FUNDS		\$ 2,514,400.00

<u>PERMANENT FUNDS</u>	<u>FUND NO.</u>	<u>APPROPRIATION 2019</u>
Abel	501	\$ 262,000.00
Ambler	502	\$ 2,550.00
Beard	503	\$ 150,800.00
Klein	504	\$ 5,900.00
Malon/Schroeder	505	\$ 216,800.00
McDonald	506	\$ 214,800.00
Ratner	507	\$ 105,200.00
Root	508	\$ 41,700.00
Sugarman	509	\$ 68,400.00
Thompson	510	\$ 132,100.00
Weidenthal	511	\$ 7,500.00
White	512	\$ 2,155,900.00
Beard Anna Young	513	\$ 28,500.00
TOTAL PERMANENT FUNDS		\$ 3,392,150.00

CLEVELAND PUBLIC LIBRARY

<u>AGENCY FUNDS</u>	<u>FUND NO.</u>	<u>APPROPRIATION 2019</u>
Unclaimed Funds	901	\$ 5,200.00
CLEVNET Fines & Fees	905	\$ <u> -</u>
TOTAL AGENCY FUNDS		\$ <u> 5,200.00</u>
	Total Other Funds	\$ <u> 27,781,472.50</u>
	Total ALL Funds	\$ <u> 86,923,654.29</u>

CLEVNET - 2019

Costs Effective February - December 2019

Report 3

Contract Library	2019	Monthly Feb 19-Dec 19 (11 months)	2018		2019-2018		Annual % Change
	Total Cost		Total Cost	Difference	% Change		
Andover	16,648.46	1,387.37	15,265.83	1,382.63		9.06%	
Barberton	70,108.82	5,842.40	61,534.35	8,574.47		13.93%	
Bellevue	35,306.71	2,942.23	27,683.08	7,623.63		27.54%	
Birchard	90,309.38	7,525.78	67,663.23	22,646.15		33.47%	
Bristol	21,443.56	1,786.96	22,568.29	(1,124.73)		-4.98%	
Burton	36,209.64	3,017.47	36,304.19	(94.55)		-0.26%	
Cleveland Heights	270,668.60	22,555.72	264,219.12	6,449.48		2.44%	
Clyde	22,248.89	1,854.07	21,055.11	1,193.78		5.67%	
Conneaut	29,944.37	2,495.36	26,379.06	3,565.31		13.52%	
East Cleveland	45,054.93	3,754.58	68,126.26	(23,071.33)		-33.87%	
Elyria	156,052.82	13,004.40	139,259.61	16,793.21		12.06%	
Euclid	147,152.39	12,262.70	157,628.71	(10,476.32)		-6.65%	
Fairport	15,062.48	1,255.21	13,823.77	1,238.71		8.96%	
Geauga	334,139.49	27,844.96	334,457.23	(317.74)		-0.10%	
Girard	32,612.82	2,717.74	28,709.54	3,903.28		13.60%	
Harbor-Topky	23,737.60	1,978.13	25,601.93	(1,864.33)		-7.28%	
Henderson	27,510.26	2,292.52	24,900.92	2,609.34		10.48%	
Hubbard	34,836.21	2,903.02	36,236.63	(1,400.42)		-3.86%	
Hudson	140,835.58	11,736.30	149,821.17	(8,985.59)		-6.00%	
Huron	43,695.29	3,641.27	33,470.96	10,224.33		30.55%	
Kingsville	16,838.01	1,403.17	15,705.39	1,132.62		7.21%	
Kinsman	26,290.23	2,190.85	27,347.84	(1,057.61)		-3.87%	
Kirtland	27,158.00	2,263.17	23,421.94	3,736.06		15.95%	
Lorain	279,666.18	23,305.51	287,400.97	(7,734.79)		-2.69%	
Madison	62,440.53	5,203.38	53,390.00	9,050.53		16.95%	
McKinley	45,300.23	3,775.02	35,986.84	9,313.39		25.88%	
Medina	379,616.78	31,634.73	326,609.62	53,007.16		16.23%	

CLEVNET - 2019

Costs Effective February - December 2019

Report 3

Contract Library	2019		Monthly Feb 19-Dec 19 (11 months)	2018		2019-2018		Annual % Change
	Total Cost	Total Cost		Total Cost	Difference			
Mentor	111,002.41	12,333.60			111,002.41		0.00%	
Milan	33,336.79	2,778.07		32,030.56	1,306.23		4.08%	
Morley	102,354.65	8,529.55		97,818.18	4,536.47		4.64%	
Newton Falls	29,915.85	2,492.99		25,457.80	4,458.05		17.51%	
Norwalk	30,757.05	2,563.09		31,895.30	(1,138.25)		-3.57%	
Orrville	60,381.36	5,031.78		53,034.62	7,346.74		13.85%	
Peninsula	18,639.22	1,553.27		18,264.87	374.35		2.05%	
Perry	33,154.66	2,762.89		30,760.88	2,393.78		7.78%	
Ritter	57,312.41	4,776.03		45,959.27	11,353.14		24.70%	
Rock Creek	9,944.43	828.70		11,274.95	(1,330.52)		-11.80%	
Rocky River	123,134.16	10,261.18		137,051.51	(13,917.35)		-10.15%	
Sandusky	100,333.52	8,361.13		88,795.68	11,537.84		12.99%	
Shaker Heights	152,974.42	12,747.87		150,990.85	1,983.57		1.31%	
Twinsburg	141,949.04	11,829.09		131,494.69	10,454.35		7.95%	
Wayne County	250,999.43	20,916.62		251,131.26	(131.83)		-0.05%	
Wickliffe	53,491.64	4,457.64		46,522.49	6,969.15		14.98%	
Willoughby Eastlake	175,281.28	14,606.77		170,119.98	5,161.30		3.03%	
Cleveland Law Library	23,294.87	1,941.24		18,881.27	4,413.60		23.38%	
Cleveland Public Library	1,648,050.09	137,337.51		1,658,657.47	(10,607.38)		-0.64%	
Total*	5,587,195.56	468,683.03		5,324,713.22	262,482.34		4.93%	
(1) Mentor joining in April, 2019 (Cost based on 9 months)								
(2) Morely joined in October, 2018 and is included in the 2018 total.								

\$137,337.51 x 11 months = \$1,510,712.61

Project name	Maintenance				
	Coverage Start	coverage amount	Months of coverage	Monthly Rate	2019 Coverage Amount
Base contract (as of 12/31/2017)	1/1/2019				\$ 60,000.00
Walz Camera 10416 - 964	10/25/2018	1,145.56	12	1%	\$ 137.47
Rockport Tech Center 12558 -747	9/19/2019	955.00	3	1%	\$ 28.65
Rockport Tech Center 12598 -744	9/24/2019	352.28	3	1%	\$ 10.57
2018 Inflation (Core inflation @ 2.1%)					\$ 1,260.00
					\$ 61,436.69

Project name	Maintenance				
	Coverage Start	coverage amount	Months of coverage	Monthly Rate	2019 Coverage Amount
Base contract (as of 12/31/2017)	1/1/2019		12	1%	\$ 43,934.27
Hough access 10542	12/21/2018	2,237.56	12	1%	\$ 268.51
Sterling Access 10541	12/21/2018	2,166.80	12	1%	\$ 260.02
CPL Lakeshore Electrical Room Door 11668	1/31/2019	560.68	11	1%	\$ 61.67
Mt Pleasant 10544	10/20/2018	2,249.10	12	1%	\$ 269.89
Lakeshore 12265	9/19/2019	2,356.91	3	1%	\$ 70.71
Glenville 10543	12/21/2018	2,010.68	12	1%	\$ 241.28
E 131st St 10545	12/21/2018	2,357.54	12	1%	\$ 282.90
CPL Main 5th Floor Room 521 - 10861	10/20/2018	2,376.03	12	1%	\$ 285.12
CPL 4th Floor Superman Room 10860	10/20/2018	2,183.44	12	1%	\$ 262.01
Carnegie West Fire System 11794	9/28/2019	10,022.46	3	1%	\$ 300.67
Carnegie West - 12552 - Fire system RFI 104	9/28/2018	1,220.36	3	1%	\$ 36.61
Langston Hughes Fire System 11801	12/15/2019	59.98	0.5	1%	\$ 0.30
Fulton Fire System 11799	11/15/2019	179.94	1.5	1%	\$ 2.70
Jefferson Fire System 11800	7/31/2019	99.97	5	1%	\$ 5.00
2018 Inflation (Core inflation @ 2.1%)					\$ 922.62
					\$ 47,204.29



**AGREEMENT
MATERIAL RECOVERY SYSTEM**

Library: Cleveland Public Library
 Address: 325 Superior Avenue
 City Cleveland State OH Zip 44114
 Telephone: (216) 623-2800 Fax: (216) 623-7015

INITIAL PLACEMENT AND SECONDARY PLACEMENT

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

PRICING

We understand that we will be billed once per month for the previous month's total submissions at the rate of \$8.95 per each account, ("All Materials (New Accounts) inclusive of Tablet/Tech Central Accounts"), in a total amount not to exceed Sixty Thousand (\$60,000). The services UMS will provide for this fee includes the 120+ day series of letters, calls, skip tracing, and credit reporting (as allowed by credit reporting agencies) for all materials. UMS will provide an expedited process for this fee that includes a 35 day series of letters, calls, skip tracing and credit reporting (as allowed by credit reporting agencies) for all Tablet/Tech Central Accounts. Prices will be protected from any additional increases with the sole exception of any U.S. postal price increase, which Library agrees to pay.

BUDGET NEUTRALITY GUARANTEE

Budget Neutrality: UMS guarantees not to charge, in collection fees, more than the amount of money recovered plus amounts waived. This will be based on (1) 2019 billings to date, (2) cumulative 2019 cash received recovery, and (3) cumulative 2019 amounts waived. The Library understands that UMS will make adjustments to invoices for the difference between collection fees and the total money received plus amounts waived on accounts submitted to keep the service budget neutral. If not budget neutral at the end of the contract, amounts still to be invoiced would be carried forward to the next contract. In the event a new contract is not entered into, We agree to allow UMS to continue efforts to collect on accounts submitted in 2019 for sixty (60) days after the expiration of the current agreement. After sixty (60) days, any amounts still to be invoiced shall be waived.

TERM

This Agreement shall commence on the Effective Date of January 1, 2019. This Agreement shall expire on December 31, 2019 unless canceled by either party upon 10 days written notice. Payment terms are net 30 days from receipt of invoice.

LIABILITY

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

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

**Board of Trustees of the
Cleveland Public Library**

Unique Management Services, Inc.

By: _____
Library Representative

Unique Management Services Representative

Title: _____

Title: President/CEO

Date

Date

EXHIBIT "A"**PROPOSAL FOR EVENT CONSULTING SERVICES****I. *Scope of Services:***

- a. General organizational planning: November, 2018-July 2019
 - i. Plan and lead regular conference calls, beginning monthly, then biweekly, then weekly, with all relevant stakeholders
 - ii. Oversee, update and distribute overall timeline for event, ensuring benchmarks are being hit by all stakeholders
- b. Act as organizational and operational lead for event coordinating the following activities:
 - i. Entertainment
 1. Advancing managing entertainment selected by CPL
 2. Assist with the sourcing and booking of ancillary programming / entertainment, in keeping with theme of event
 - ii. Vendors
 1. Intake vendor inquiries if applicable, coordinate and manage load-in/load-out. This includes coordinating with any sponsors activating at the event and transacting and contracting with vendors on behalf of CPL.
 - iii. Operations vendor sourcing and management for the following
 1. Power
 2. Tents/structures
 3. Restrooms
 4. Fencing/barricade
 5. ATMs
 6. Stage/sound/lights
 7. Site lighting
 8. Heavy equipment, as necessary
 9. Signage (directional and sponsor/partner)
 10. Operations staffing
- c. Plan and oversee food and beverage operation i. food vendors
- ii. food trucks
- d. Safety/security
 - i. Work alongside CPL to ensure all necessary LEP + security guards are scheduled and deployed per event and CPD requirements

II. *Compensation:* Client agrees to compensate Contractor based on the following:

- i. \$5,000 for event/organizational management, creative consulting, etc
 - ii. \$7,500 for Event operations/vendor sourcing/coordination, signage coordination, permitting, F?B coordination, etc
 - iii. \$5,000 for event staffing, including event lead, operations staff, stage manager iv. Additional fees invoices as agreed upon, in an amount not-to-exceed Two Thousand Five Hundred Dollars (\$2,500).
- b. Client shall issue Contractor payments based on the following schedule
 - i. \$8,000 on or before January 22, 2018
 - ii. \$3,000 on or before April 1, 2018
 - iii. \$5,000 on or before July 1, 2018
 - iv. \$6,500 on or before August 1, upon completion of event



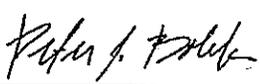
HBM Architects, LLC | 1382 W. Ninth Street, Suite 300 | Cleveland, Ohio 44113 | PH: 216.241.1100

Cleveland Public Library

<p>OWNER: Board of Trustees of the Cleveland Public Library 325 Superior Avenue Cleveland OH 44114</p> <p>Felton Thomas, Director</p>	<p>HBM Architects, LLC Principal: Peter J. Bolek, A.I.A.</p> <p>Project Manager: Kevin Kennedy</p>
--	--

<p>Scope of Work:</p> <ul style="list-style-type: none"> Revise Civil drawings to accommodate proposed rehabilitation improvements to Clark Avenue.

Fee Basis:	
<input type="checkbox"/>	Percentage of Construction Cost _____ %
<input checked="" type="checkbox"/>	Lump Sum \$ <u>4,500</u> (Thorson Baker – Civil Engineer Fee)
	\$ <u>450</u> (10% Consultant Markup)
	\$ <u>1,560</u> (HBM – 8 hours @ 195/hr.)
	\$ <u>6,510</u> TOTAL
<input type="checkbox"/>	Hourly Budget \$ _____
<input type="checkbox"/>	Hourly not to exceed \$ _____

<p>HBM ARCHITECTS , LLC</p> <p>Peter J. Bolek, A.I.A. Principal</p> <p>BY  TITLE</p> <p>SIGNATURE</p> <p>11-16-2018</p> <p>DATE OF SIGNATURE</p>	<p>OWNER (AUTHORIZED REPRESENTATIVE)</p> <p>BY _____ TITLE</p> <p>SIGNATURE</p> <p>DATE OF SIGNATURE</p>
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<p>Work to be performed under the Conditions of:</p> <p><input checked="" type="checkbox"/> Existing AIA Document B133 Standard form of Agreement Between Owner and Architect, Construction Manager as Constructor dated: May 13, 2016</p>

Middletown Ford Fleet Department
 1750 N. Verity Parkway
 Middletown, OH 45042
 (513) 420-8700
ashley.hillis@middletownford.com
darco.murphy@middletownford.com

To whom it may concern,

Thank you for allowing Middletown Ford to bid on your:

Vehicle Information							Date: 10/26/2018
Item #	Year	Make	Model	Trim	Body Style	Color	No. of Units
2AA	2019	FORD	FUSION	S	SEDAN	BLACK/GREY	4

Buyer Information					
Name	Address	City	State	Zip Code	Phone Number
CLEVELAND PUBLIC LIBRARY	325 SUPERIOR AVE	CLEVELAND	OH		216-623-2851

Vehicle Bid (Per Unit)			Amount Due At Inception:	
Item ID No.	Description	Selling Price	[Down Payment:]	\$0.00
	2019 FUSION	\$18,286.00		
		\$0.00		
		\$0.00		
		\$0.00	N/A	
		\$0.00		
		\$0.00	[Trade(s):]	
		\$0.00	Trade 1	\$0.00
		\$0.00	Trade 2	\$0.00
	Delivery	\$189.00	Trade 3	\$0.00
	Title Fee	\$0.00		
	Reg. Fee (45-Day Tag)	\$18.50		
	Other Fees	\$0.00		
	Total Due	\$73,974.00	Total Credits	\$0.00

We would also like to announce that we participate in the state's Minority Business Enterprise (MBE) Program.

We greatly appreciate you giving Middletown Ford the opportunity to earn your business! The above quote is good for 30 days unless otherwise specified. Quotes given on vehicles on the State bid are good until the dates specified on the state bid. **PLEASE NOTE: Any upfits such as Dump Bodies, Utility Bodies, Snow Plows etc. May add up to 6-8 weeks onto vehicle delivery time on state bid.**

WE ALSO ACCEPT TRADE-INS!

Sincerely,
 Ashley Hillis, Fleet Manager
 Darco Murphy, Fleet Director

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD NOVEMBER 1 – NOVEMBER 30, 2018

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending November 30, 2018

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	26,947,794.48	0.00	0.00	0.00	\$ 0.00	26,947,794.48
42 Intergovernmental	22,788,285.32	1,486,257.75	50,000.00	0.00	\$ 0.00	24,324,543.07
43 Fines & Fees	297,677.26	0.00	0.00	0.00	\$ 0.00	297,677.26
44 Investment Earnings	603,521.38	96,209.83	0.00	45,177.38	\$ 0.00	744,908.59
45 Charges for Services	0.00	4,938,519.17	0.00	0.00	\$ 0.00	4,938,519.17
46 Contributions & Donations	86,752.10	755,180.98	0.00	0.00	\$ 0.00	841,933.08
48 Miscellaneous Revenue	1,372,121.95	56,664.10	0.00	0.00	\$ 96,567.95	1,525,354.00
Total Revenues	\$ 52,096,152.49	\$ 7,332,831.83	\$ 50,000.00	\$ 45,177.38	\$ 96,567.95	\$ 59,620,729.65
51 Salaries/Benefits	33,122,444.30	3,002,305.06	0.00	0.00	\$ 0.00	36,124,749.36
52 Supplies	696,706.65	154,670.23	0.00	4,686.63	\$ 0.00	856,063.51
53 Purchased/Contracted Services	9,228,641.05	2,159,266.56	161,919.64	26,409.31	\$ 0.00	11,576,236.56
54 Library Materials	5,997,289.33	849,087.63	0.00	28,502.01	\$ 0.00	6,874,878.97
55 Capital Outlay	511,023.59	663,472.71	6,170,776.99	0.00	\$ 0.00	7,345,273.29
57 Miscellaneous Expenses	152,048.41	461,466.90	0.00	0.00	\$ 99,393.39	712,908.70
Total Expenditures	\$ 49,708,153.33	\$ 7,290,269.09	\$ 6,332,696.63	\$ 59,597.95	\$ 99,393.39	\$ 63,490,110.39
Revenue Over/(Under) Expenditures	\$ 2,387,999.16	\$ 42,562.74	\$(6,282,696.63)	\$(14,420.57)	\$(2,825.44)	\$(3,869,380.74)
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(208,515.00)	208,515.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(2,050,000.00)	50,000.00	2,000,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(2,258,515.00)	\$ 258,515.00	\$ 2,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 129,484.16	\$ 301,077.74	\$(4,282,696.63)	\$(14,420.57)	\$(2,825.44)	\$(3,869,380.74)
Beginning Year Cash Balance	\$ 24,971,598.35	\$ 18,098,603.70	\$ 10,649,453.06	\$ 3,990,707.53	\$ 15,768.15	\$ 57,726,130.79
Current Cash Balance	\$ 25,101,082.51	\$ 18,399,681.44	\$ 6,366,756.43	\$ 3,976,286.96	\$ 12,942.71	\$ 53,856,750.05

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending November 30, 2018

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	22,020,469	20,376,697	1,643,772	93%	92%
General Property Tax	24,914,507	26,947,794	(2,033,287)	108%	100%
Rollback, Homestead	2,400,000	2,411,588	(11,588)	100%	100%
Fines & Fees	381,034	297,677	83,357	78%	89%
Investment Earnings	524,913	603,521	(78,608)	115%	91%
Contributions	85,000	86,752	(1,752)	100%	100%
Miscellaneous	890,487	1,372,122	(481,635)	154%	96%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	\$ 51,216,410	\$ 52,171,152	\$ (954,742)	102%	96%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	36,777,430	33,279,119	3,498,311	90%	86%
Supplies	1,140,652	816,074	324,578	72%	85%
Purchased Services	13,215,264	11,479,718	1,735,545	87%	92%
Library Materials	10,710,923	9,231,148	1,479,775	86%	82%
Capital Outlay	1,459,422	939,769	519,653	64%	68%
Other	169,764	157,887	11,876	93%	75%
Sub Total	\$ 63,473,453	\$ 55,903,715	\$ 7,569,738	88%	86%
Advances Out	0	283,515	(283,515)		
Transfers Out	2,050,000	2,050,000	0	100%	100%
Total	\$ 65,523,453	\$ 58,237,230	\$ 7,286,223	89%	87%

Note (1): Certificate from Cuyahoga County Budget Commission dated November 7, 2018 (includes Advances Out).

Note (2): Amended Appropriation of \$59,500,109 plus carried forward encumbrance of \$6,023,344.

Note (3): Subtotal includes 78% expended and 10% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,852,312.86	10,842,712.86	9,918,262.90	0.00	924,449.96
51120 Clerical Salaries	10,562,757.75	10,562,757.75	9,510,731.04	0.00	1,052,026.71
51130 Non-Clerical Salaries	1,181,064.81	1,181,064.81	1,008,701.14	0.00	172,363.67
51140 Buildings Salaries	4,382,653.86	4,382,653.86	3,798,012.27	0.00	584,641.59
51150 Other Salaries	616,852.08	616,852.08	515,477.57	0.00	101,374.51
51180 Severance Pay	0.00	125,681.06	308,041.80	0.00	(182,360.74)
51190 Non-Base Pay	210,581.61	210,581.61	379,215.14	0.00	(168,633.53)
51400 OPERS	3,931,874.91	3,931,874.91	3,529,889.65	0.00	401,985.26
51610 Health Insurance	4,000,682.88	4,000,682.88	3,546,813.47	0.00	453,869.41
51611 Dental Insurance	212,132.16	212,132.16	190,721.56	0.00	21,410.60
51612 Vision Insurance	15,736.44	15,736.44	14,351.62	0.00	1,384.82
51620 Life Insurance	12,852.00	12,852.00	12,627.36	0.00	224.64
51625 Short Term Disability Insurance	27,952.56	27,952.56	25,732.57	0.00	2,219.99
51630 Workers Compensation	198,828.78	198,828.78	(14,627.10)	129,319.96	84,135.92
51640 Unemployment Compensation	10,000.00	28,613.57	6,628.03	13,702.66	8,282.88
51650 Medicare - ER	377,834.60	379,807.23	341,532.87	278.40	37,995.96
51900 Other Benefits	37,045.20	46,645.20	30,332.41	13,373.48	2,939.31
Salaries/Benefits	\$36,631,162.50	\$ 36,777,429.76	\$ 33,122,444.30	\$ 156,674.50	\$ 3,498,310.96
52110 Office Supplies	53,220.00	53,423.80	34,101.72	3,285.93	16,036.15
52120 Stationery	35,022.75	40,509.19	23,827.01	674.65	16,007.53
52130 Duplication Supplies	34,950.00	32,576.32	15,683.16	4,780.85	12,112.31
52140 Hand Tools	7,100.00	7,684.99	1,173.73	91.40	6,419.86
52150 Book Repair Supplies	71,000.00	71,015.99	53,427.65	495.36	17,092.98
52210 Janitorial Supplies	94,500.00	108,496.03	100,961.07	3,423.44	4,111.52

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,909.00	72,362.56	58,016.38	7,437.16	6,909.02
52230	401,336.00	421,565.12	199,961.89	69,880.15	151,723.08
52240	26,000.00	26,746.12	4,600.28	1,164.14	20,981.70
52300	5,200.00	54,116.92	41,575.37	11,010.90	1,530.65
52900	209,300.00	252,154.66	163,378.39	17,123.45	71,652.82
Supplies	\$1,001,537.75	\$ 1,140,651.70	\$ 696,706.65	\$ 119,367.43	\$ 324,577.62
53100	100,000.00	86,847.62	74,556.20	16,135.26	(3,843.84)
53210	271,836.00	286,838.52	229,313.89	46,550.69	10,973.94
53230	79,500.00	97,179.68	67,113.08	19,961.02	10,105.58
53240	222,000.00	251,324.92	135,104.36	64,666.44	51,554.12
53310	93,000.00	206,169.78	143,051.50	21,622.52	41,495.76
53320	10,000.00	21,637.34	14,044.64	5,658.62	1,934.08
53340	679,918.00	783,778.64	266,239.25	40,293.47	477,245.92
53350	382,861.80	477,185.10	160,300.61	152,582.41	164,302.08
53360	305,759.79	312,332.99	267,094.71	3,170.04	42,068.24
53370	13,000.00	33,093.10	24,781.26	6,418.66	1,893.18
53380	1,045,000.00	1,093,085.72	940,200.62	149,552.82	3,332.28
53390	87,200.00	90,042.00	43,653.00	2,050.00	44,339.00
53400	475,299.00	403,199.00	402,192.00	0.00	1,007.00
53510	183,008.68	195,004.09	165,778.80	21,177.42	8,047.87
53520	54,022.12	66,888.12	23,234.04	5,994.24	37,659.84
53610	1,903,400.00	2,018,008.61	1,738,501.19	259,909.78	19,597.64
53620	130,500.00	168,175.34	127,106.89	33,775.75	7,292.70
53630	845,000.00	881,231.08	727,758.93	127,966.42	25,505.73

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	126,000.00	137,313.12	101,714.69	27,542.75	8,055.68
53710 Professional Services	1,135,755.00	2,675,190.59	957,268.76	999,085.68	718,836.15
53720 Auditors Fees	622,046.87	769,179.20	713,825.70	55,353.50	0.00
53730 Bank Service Charges	11,000.00	11,000.00	9,557.80	0.00	1,442.20
53800 Library Material Control	265,000.00	408,426.14	208,131.70	191,255.16	9,039.28
53900 Other Purchased Services	1,711,079.15	1,742,132.90	1,688,117.43	354.50	53,660.97
Purchased/Contracted Services	\$10,752,186.41	\$ 13,215,263.60	\$ 9,228,641.05	\$ 2,251,077.15	\$ 1,735,545.40
54110 Books	2,084,000.00	2,892,976.25	1,793,535.73	463,753.98	635,686.54
54120 Continuations	316,584.01	584,708.44	360,032.91	128,069.51	96,606.02
54210 Periodicals	785,013.08	1,688,015.32	709,891.72	851,772.45	126,351.15
54220 Microforms	30,625.00	218,768.26	41,132.90	109,965.00	67,670.36
54310 Video Media	1,585,000.00	2,003,703.47	1,294,109.61	470,349.56	239,244.30
54320 Audio Media - Spoken	125,625.00	170,607.03	87,467.70	34,149.74	48,989.59
54325 Audio Media - Music	280,500.00	488,266.53	170,337.40	238,702.40	79,226.73
54350 Computer Media	0.00	4,500.00	0.00	4,531.97	(31.97)
54500 Database Services	570,000.00	1,186,415.04	620,988.20	432,551.32	132,875.52
54530 eMedia	851,000.00	1,214,981.32	878,872.83	334,974.39	1,134.10
54600 Interlibrary Loan	5,000.00	7,079.00	2,472.00	1,643.00	2,964.00
54710 Bookbinding	20,000.00	51,422.00	15,982.55	27,060.19	8,379.26
54720 Preservation Services	45,000.00	43,200.00	8,025.17	10,598.45	24,576.38
54730 Preservation Boxing	6,000.00	12,829.45	3,211.21	2,316.32	7,301.92
54790 Preservation Reformatting	30,000.00	41,537.00	7,701.40	25,515.20	8,320.40
54905 Other LM-Hotspots	0.00	97,413.40	3,528.00	93,865.40	0.00
54910 Other LM-Tablets & Devices	0.00	4,500.00	0.00	4,019.70	480.30

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
Library Materials	\$6,734,347.09	\$ 10,710,922.51	\$ 5,997,289.33	\$ 3,233,858.58	\$ 1,479,774.60
55300 Construction/Improvements	24,512.00	30,994.01	4,849.49	26,144.12	0.40
55510 Furniture	307,075.00	310,760.38	45,409.67	30,031.52	235,319.19
55520 Equipment	222,880.00	275,431.84	135,000.61	79,886.62	60,544.61
55530 Computer Hardware	392,000.00	663,369.18	318,338.94	253,084.73	91,945.51
55540 Software	144,000.00	178,866.18	7,424.88	39,598.25	131,843.05
Capital Outlay	\$1,090,467.00	\$ 1,459,421.59	\$ 511,023.59	\$ 428,745.24	\$ 519,652.76
57100 Memberships	84,974.70	85,464.70	79,275.50	3,300.20	2,889.00
57200 Taxes	15,000.00	15,286.43	12,068.27	1,441.73	1,776.43
57500 Refunds/Reimbursements	55,433.31	69,012.75	60,704.64	1,097.07	7,211.04
Miscellaneous Expenses	\$155,408.01	\$ 169,763.88	\$ 152,048.41	\$ 5,839.00	\$ 11,876.47
59810 Advances Out	0.00	0.00	283,515.00	0.00	(283,515.00)
Advances	\$0.00	\$ 0.00	\$ 283,515.00	\$ 0.00	\$(283,515.00)
59900 Transfers Out	0.00	2,050,000.00	2,050,000.00	0.00	0.00
Transfers	\$0.00	\$ 2,050,000.00	\$ 2,050,000.00	\$ 0.00	\$ 0.00
TOTAL	\$56,365,108.76	\$ 65,523,453.04	\$ 52,041,668.33	\$ 6,195,561.90	\$ 7,286,222.81

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2018

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	24,971,598.35	52,171,152.49	52,041,668.33	6,195,561.90	18,905,520.61
Total General Fund	\$ 24,971,598.35	\$ 52,171,152.49	\$ 52,041,668.33	\$ 6,195,561.90	\$ 18,905,520.61
201 Anderson	325,589.18	3,547.40	72.00	0.00	329,064.58
202 Endowment for the Blind	2,532,943.39	(3,776.13)	10,000.00	0.00	2,519,167.26
203 Founders	7,008,252.77	352,887.65	509,871.54	89,183.01	6,762,085.87
204 Kaiser	69,460.47	0.00	0.00	0.00	69,460.47
205 Kralej	197,874.90	2,016.47	2,083.84	239.05	197,568.48
206 Library	167,680.20	11,976.65	9,545.34	4,619.00	165,492.51
207 Pepke	148,118.99	2,316.97	0.00	0.00	150,435.96
208 Wickwire	1,554,880.44	3,754.59	12,571.65	0.00	1,546,063.38
209 Wittke	102,130.38	2,368.33	8,150.00	1,850.00	94,498.71
210 Young	4,724,548.65	29,656.38	10,000.00	0.00	4,744,205.03
225 Friends	4,269.44	28,500.00	24,528.91	3,849.66	4,390.87
226 Judd	13,363.98	177,614.50	125,944.02	33,440.52	31,593.94
228 Lockwood Thompson Memorial	157,078.11	184,428.00	149,755.90	159,950.65	31,799.56
229 Ohio Center for the Book	25.00	2,100.00	2,060.50	0.00	64.50
230 Schweinfurth	141,254.75	0.00	57,088.63	8,160.00	76,006.12
231 CLEVNET	695,202.80	4,995,183.27	4,596,758.83	555,658.60	537,968.64
251 OLBPD-Library for the Blind	14,843.90	1,398,320.00	1,340,601.99	7,470.64	65,091.27
254 MyCom	6,050.00	162,952.75	131,608.82	3,461.76	33,932.17
256 Learning Centers	86,208.85	82,500.00	119,444.25	22,730.25	26,534.35
257 Tech Centers	0.00	230,000.00	205,672.44	18,428.66	5,898.90
258 Early Literacy	148,827.50	0.00	49,510.43	72,786.00	26,531.07
Total Special Revenue Funds	\$ 18,098,603.70	\$ 7,666,346.83	\$ 7,365,269.09	\$ 981,827.80	\$ 17,417,853.64

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2018

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
401 Building & Repair	10,649,453.06	2,050,000.00	6,332,696.63	3,517,300.49	2,849,455.94
Total Capital Project Funds	\$ 10,649,453.06	\$ 2,050,000.00	\$ 6,332,696.63	\$ 3,517,300.49	\$ 2,849,455.94
501 Abel	258,034.08	(971.53)	0.00	0.00	257,062.55
502 Ambler	2,615.85	0.00	0.00	0.00	2,615.85
503 Beard	150,457.55	13,611.14	5,358.52	4,655.48	154,054.69
504 Klein	6,187.98	0.00	0.00	0.00	6,187.98
505 Malon/Schroeder	316,064.52	1,681.14	8,893.42	0.00	308,852.24
506 McDonald	214,987.95	2,351.61	0.00	5,538.55	211,801.01
507 Ratner	105,560.62	1,221.57	1,536.85	3,463.15	101,782.19
508 Root	45,288.56	0.00	0.00	0.00	45,288.56
509 Sugarman	217,853.42	1,695.26	10,470.75	3,216.44	205,861.49
510 Thompson	175,569.78	2,129.23	7,150.39	2,018.85	168,529.77
511 Weidenthal	7,668.86	0.00	0.00	0.00	7,668.86
512 White	2,398,348.43	23,683.30	26,127.02	2,345.69	2,393,559.02
513 Beard Anna Young	92,069.93	(224.34)	61.00	0.00	91,784.59
Total Permanent Funds	\$ 3,990,707.53	\$ 45,177.38	\$ 59,597.95	\$ 21,238.16	\$ 3,955,048.80
901 Unclaimed Funds	6,372.39	1,959.88	1,798.90	0.00	6,533.37
905 CLEVNET Fines & Fees	9,395.76	94,608.07	97,594.49	0.00	6,409.34
Others	\$ 15,768.15	\$ 96,567.95	\$ 99,393.39	\$ 0.00	\$ 12,942.71
Total All Funds	\$ 57,726,130.79	\$ 62,029,244.65	\$ 65,898,625.39	\$ 10,715,928.35	\$ 43,140,821.70

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending November 30, 2018

Balance of All Funds	<u><u>\$ 53,856,750.05</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	(1,470,217.55)
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$(1,462,814.84)</u></u>
PNC - Money Market	10,139.33
U.S. Bank - Investments	33,196,357.78
U.S. Bank - Inv - Money Market	3,157,829.23
STAR Ohio Investment	3,333.84
STAR Plus Program	0.00
Investments	<u><u>\$ 36,367,660.18</u></u>
PNC- Endowment Account	18,951,904.71
Endowment Account	<u><u>\$ 18,951,904.71</u></u>
Cash in Banks and On Hand	<u><u>\$ 53,856,750.05</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – November 2018

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period November 1, 2018 through November 30, 2018.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
11/01/18 - 11/30/18	30	Various	STAR Ohio	Various	219.91	Investment Pool
11/01/18 - 11/30/18	30	Various	STAR Plus	Various	3,330.66	Bank Deposit Program
11/01/18 - 11/30/18	30	Various	U.S. Bank	Various	214.62	Sweep Money Market
11/01/18 - 11/30/18	30	Various	PNC	Various	9.16	Money Market
10/29/18 - 11/26/18	29	250,000	Federal Home Loan Bank	1.050%	1,724.38	Federal Agency
05/07/18 - 11/07/18	185	1,000,000	Federal Farm Credit Bank	1.300%	6,500.00	Federal Agency
05/21/18 - 11/21/18	185	500,000	Federal Home Loan Bank	1.000%	2,500.00	Federal Agency
11/21/18 - 11/26/18	6	500,000	Federal Home Loan Bank	1.000%	4,316.94	Federal Agency
05/25/18 - 11/25/18	185	540,000	Federal Home Loan Mortgage Corp.	1.500%	4,050.00	Federal Agency
05/30/18 - 11/30/18	185	500,000	Federal National Mortgage Assn.	1.270%	3,175.00	Federal Agency
05/29/18 - 11/29/18	185	2,000,000	Federal National Mortgage Assn.	1.500%	15,000.00	Federal Agency
05/06/18 - 11/06/18	185	500,000	Federal National Mortgage Assn.	1.250%	3,125.00	Federal Agency
05/15/18 - 11/15/18	185	550,000	Federal Home Loan Bank	1.375%	3,781.25	Federal Agency
05/06/18 - 11/06/18	185	1,000,000	Federal National Mortgage Assn.	1.250%	6,250.00	Federal Agency
05/24/18 - 11/24/18	185	1,425,000	Federal Farm Credit Bank	1.670%	11,898.75	Federal Agency
05/28/18 - 11/28/18	185	125,000	Federal Home Loan Mortgage Corp.	1.950%	1,218.75	Federal Agency
03/02/18 - 11/23/18	267	1,050,000	NATIXIS NY Branch	2.270%	17,611.42	Commercial Paper
05/22/18 - 11/22/18	185	425,000	Federal Home Loan Bank	1.250%	2,656.25	Federal Agency
05/14/18 - 11/28/18	199	500,000	JP Morgan Securities LLC	2.530%	6,746.66	Commercial Paper
05/25/18 - 11/28/18	188	500,000	NATIXIS NY Branch	2.570%	6,473.13	Commercial Paper
07/10/18 - 11/09/18	123	500,000	Federal Farm Credit Bank	1.500%	2,479.17	Federal Agency
07/11/18 - 11/28/18	141	250,000	Toyota Motor Credit Corp.	2.540%	2,220.55	Commercial Paper
08/07/18 - 11/28/18	112	500,000	Federal National Mortgage Assn.	2.000%	3,042.78	Federal Agency
09/24/18 - 11/28/18	66	550,000	JP Morgan Securities LLC	2.680%	1,519.53	Commercial Paper
					Earned Interest November 2018	\$ 110,063.91
					Earned Interest Year To Date	\$ 603,521.38

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting
December 20, 2018

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 2018

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
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/1/2018	Laura Armstrong	135.00
Ohio Library Council Convention and Expo Sandusky, Ohio	10/3/2018 - 10/4/2018	Donald Boozer	305.12
Ohio State University Libraries Wiki Conference North America Columbus, Ohio	10/20/2018	Donald Boozer	152.06
Northeast Ohio Regional Library System Back to the Book XVIII Twinsburg, Ohio	10/25/2018	Steven Capuozzo	25.00
Cleveland State University Leadership Academy Cleveland, Ohio	10/18/2018 - 5/17/2019	Michael Dalby	3,100.00
Northeast Ohio Regional Library System Back to the Book XVIII Twinsburg, Ohio	10/25/2018	Judy Daniels	25.00
Kent State University Virginia Hamilton Conference Kent, Ohio	10/11/2018 - 10/12/2018	Jaime Declat	94.50
Northeast Ohio Regional Library System Back to the Book XVIII Twinsburg, Ohio	10/25/2018	Jaime Declat	56.44
Cleveland State University Leadership Academy Cleveland, Ohio	10/18/2018 - 5/17/2019	David Dial	3,100.00
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Timothy Diamond	349.61
Federal Depository Library Program Annual Conference Arlington, Virginia	10/22/2018 - 10/24/2018	Sarah Dobransky	725.33
Cleveland Metropolitan Bar Association Professional Conduct Seminar Cleveland, Ohio	10/31/2018	Joyce Dodrill	90.00
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Joyce Dodrill	174.80
Internet Archive Community Webs Cohort Meeting Columbus, Ohio	11/1/2018 - 11/2/2018	Chatham Ewing	294.93

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Online Computer Library Center America's Regional Council Meeting Chicago, Illinois	10/23/2018 - 10/26/2018	Chatham Ewing	816.53
USA Toy Library Association Play More...Stress Less Parma, Ohio	10/6/2018	Cassandra Feliciano	60.00
Federal Depository Library Program Annual Conference Arlington, Virginia	10/22/2018 - 10/24/2018	David Furies	1,200.00
Cleveland Society for Human Resource Management Human Centered Design Workshop Independence, Ohio	10/5/2018	Melinda Graves	40.00
Cleveland State University Leadership Academy Cleveland, Ohio	10/18/2018 - 5/17/2019	Amiya Hutson	3,100.00
Cleveland State University Leadership Academy Cleveland, Ohio	10/18/2018 - 5/17/2019	Cedric Johns	3,100.00
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Shenise Johnson-Thomas	174.80
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/1/2018	Carrie Krenicky	135.00
Kent State University Virginia Hamilton Conference Kent, Ohio	10/11/2018 - 10/12/2018	Joel Lefkowitz	39.46
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Lisa Malone	349.61
Cleveland State University Leadership Academy Cleveland, Ohio	10/18/2018 - 5/17/2019	Sherrill Marino	3,100.00
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Aaron Mason	349.61
American Payroll Association Chapter Meeting Independence, Ohio	10/19/2018	Ronelle Miller-Hood	100.00
Kent State University Virginia Hamilton Conference Kent, Ohio	10/11/2018 - 10/12/2018	Laura Mommers	169.38
National Family Support Network Together for Families National Conference Cleveland, Ohio	10/15/2018 - 10/17/2018	Sandra Nosse	414.18
USA Toy Library Association Play More...Stress Less Parma, Ohio	10/6/2018	Rhonda Pai	70.00
Ohio Bureau of Workers' Compensation Hazardous Waste Operations and Emergency Response Refresher Pickerington, Ohio	10/23/2018	Sherry Parker	160.23

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
User Experience Professionals Association World Usability Day Cleveland, Ohio	11/8/2018	John Pas	165.00
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Tana Peckham	174.80
Philomatheon Society of the Blind Vision Awareness Fair Canton, Ohio	10/9/2018	Kenneth Redd	66.27
State Library of Ohio Consumer Advisory Meeting Columbus, Ohio	10/25/2018	William Reed	137.34
Cleveland State University Leadership Academy Cleveland, Ohio	10/18/2018 - 5/17/2019	Oliver Reyes	3,100.00
Kent State University Virginia Hamilton Conference Kent, Ohio	10/11/2018 - 10/12/2018	Joanna Rivera	42.13
Ohio Library Council Convention and Expo Sandusky, Ohio	10/3/2018 - 10/5/2018	Barbara Satow	541.92
Ohio Library Council Leadership Conference Columbus, Ohio	11/7/2018	Barbara Satow	174.52
Northeast Ohio Regional Library System Managing Staff Remotely Twinsburg, Ohio	11/2/2018	Lori Scurka	13.30
Northeast Ohio Regional Library System Back to the Book XVIII Twinsburg, Ohio	10/25/2018	Rosa Simone	53.61
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	John Skrtic	315.16
Kent State University Virginia Hamilton Conference Kent, Ohio	10/11/2018 - 10/12/2018	Manisha Spivey	34.44
Kent State University Virginia Hamilton Conference Kent, Ohio	10/11/2018 - 10/12/2018	Alexander Story	32.97
Library Journal Building Sustainable Coding Programs Cleveland, Ohio	9/19/2018 - 10/3/2018	Matthew Sucre	188.94
Ohio Public Facilities Maintenance Association Annual Conference and Trade Show Columbus, Ohio	10/21/2018 - 10/23/2018	Jeremiah Swetel	499.26
Cleveland Metropolitan Bar Association Professional Conduct Seminar Cleveland, Ohio	10/31/2018	Bryan Szalewski	140.00
Northeast Ohio Regional Library System Back to the Book XVIII Twinsburg, Ohio	10/25/2018	Lakitha Tolbert	25.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Back to the Book XVIII Twinsburg, Ohio	10/25/2018	Helena Travka	25.00
USA Toy Library Association Play More...Stress Less Parma, Ohio	10/6/2018	Adam Tully	60.00
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Erick Walker	349.61
Northeast Ohio Regional Library System Managing Staff Remotely Twinsburg, Ohio	11/2/2018	Marcie Williams	28.01
Kent State University Virginia Hamilton Conference Kent, Ohio	10/11/2018 - 10/12/2018	Helen Zaluckyj	40.44
TOTAL			\$28,214.31

SUMMARY

FUND	NOVEMBER	YEAR TO DATE
General	\$12,477.73	\$74,556.20
Library for the Blind and Physically Disabled	203.61	2,715.37
Lockwood Thompson	14,186.51	23,699.77
CLEVNET	165.00	11,974.70
Founders	1,111.46	3,819.41
Early Literacy	70.00	70.00
Tech Centers	0.00	3,283.34
Ratner	0.00	1,536.85
Thompson	0.00	4,775.40
TOTAL	\$28,214.31	\$126,431.04

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 20, 2018

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 November 30, 2018

			Safe, Warm and Dry Construction Initiative Budget	\$5,000,000.00
			Encumbered	Expended
URS Corporation - Asbestos Survey and Testing			\$ -	\$ 33,728.21
Osborn Engineering Company - Professional Architectural and Engineering Services			33,002.33	416,927.67
Regency Construction Services, Inc. - Construction Manager at Risk			1,605,114.71	2,673,763.64
Direct Expenditures paid from Contingency Fund			9,990.00	41,288.50
			\$ 1,648,107.04	\$ 3,165,708.02
Available Budget from Owner's Contingency and Permit Fund				\$186,184.94

			Owner's Contingency and Permit Fund	\$381,871.15	
Direct Expenditures					
Date	Vendor	PO	Description	Encumbered	Expended
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 Rockport	-	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	
			\$ 9,990.00	\$ 41,288.50	

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18:			\$ 4,425,831.31
Change Orders	Description	Amount	
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)
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

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
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 CPL	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 intel 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)
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

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
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)
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)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #80 09/19/18	Salvaging and rehangng 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 an 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 wores 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
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

Change Oder 6 starts-

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
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
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

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
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
Total Change Orders to date \$		(146,952.96)
Updated Guaranteed Maximum Price (GMP):		\$ 4,278,878.35

CLEVELAND PUBLIC LIBRARY

Board Meeting

December 20, 2018

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 November 30, 2018

				Owner's Contingency and Permit Fund		\$176,131.37
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	
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
				\$ -	\$ 48,822.92	\$ 106,927.28
				Owner's Contingency and Permit Fund Available Balance		\$20,381.17

			South Branch Renovation Project Budget		\$ 4,500,000.00
			Encumbered	Expended	
HBM Architects, LLC - Architectural Design Services			\$ 16,177.80	\$ 301,322.20	
The Albert M. Higley Co., LLC - Construction Manager at Risk			1,411,229.48	2,500,698.43	
Furniture, Fixtures, Equipment and Technology			89,632.07	11,838.00	
Direct Expenditures paid from Contingency Fund			-	48,822.92	
			\$ 1,517,039.35	\$ 2,862,681.55	
			Available Budget as of 11/30/2018*		\$ 120,279.10

*Note: As of 11/30/18, we do not have an executed amendment to the agreement the Board authorized on September 20, 2018 reducing the GMP by \$20,000, but the Owner's Contingency and Permit Fund has been increased by \$20,000.

Change Order DetailsChange 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

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 20, 2018

Lakeshore Facility Roof Replacement Project

In accordance with the Board resolution adopted on May 22, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to cover the cost of Owner-requested changes and unforeseeable conditions uncovered during the removal and replacement of the Lakeshore Facility roof, and if needed, to cover the costs of permitting and inspection fees, is hereby submitted:

For the Period Ending November 30, 2018

				Owner's Contingency and Permit Fund		\$64,550.00
Date	Vendor	PO	Description	Encumbered	Expended	
7/16/2018	Warren Roofing & Insulating Co.	181234	City permit	\$ -	\$ 10,151.30	
				\$ -	\$ 10,151.30	
Owner's Contingency and Permit Fund Available Balance						\$54,398.70
				South Branch Renovation Project Budget		\$ 1,000,000.00
				Encumbered	Expended	
Construction Resources, Inc. - Prepare Specifications/Construction Administration				\$ 8,360.00	\$ 41,540.00	
Warren Roofing & Insulating Co. - Contractor				215,997.50	429,502.50	
Direct Expenditures paid from Contingency Fund				-	10,151.30	
				\$ 224,357.50	\$ 481,193.80	
Available Budget as of 11/30/2018						\$ 294,448.70

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
11/01/2018 TO 11/30/2018**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
ALLEN, KIMBERLIE S	Human Resources	ADMINISTRATIVE ASSISTANT	11/07/2018
VAUGHN, CHARLES K	Lorain	LIBRARY ASST-COMP EMPH	11/21/2018
RETIREMENTS			
DIAMOND, CHERYLA	Fulton	BRANCH MANAGER (MEDIUM)	11/14/2018
FLOWERS, KEVIN E	Custodial A	CUSTODIAN IV	11/30/2018
OTHER TERMINATIONS			
RUCKER, TOM	Custodial A	CUSTODIAN II (DAYS/BRANCHES)	11/14/2018

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 11/01/2018 TO 11/30/2018**

EMPLOYEE:	KING, ZYKIA L	CURRENT GRADE:	B	HIRE DATE:	11/11/2018
JOB TITLE:	BRANCH CLERK	CURRENT STEP:	1		
LOCATION:	GLENVILLE	SALARY:	33,803.12	HOURLY RATE:	17.33
EMPLOYEE:	PEACOCK, TARA G	CURRENT GRADE:	B	HIRE DATE:	11/25/2018
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1		
LOCATION:	CUSTODIAL A	SALARY:	33,803.12	HOURLY RATE:	17.33
EMPLOYEE:	PECKHAM, TANA K	CURRENT GRADE:	O	HIRE DATE:	11/11/2018
JOB TITLE:	CHIEF COMMUN OFFICER	CURRENT STEP:	3		
LOCATION:	PUBLIC RELATIONS	SALARY:	134,711.47	HOURLY RATE:	69.08
EMPLOYEE:	SMITH, DONTE D	CURRENT GRADE:	B	HIRE DATE:	11/11/2018
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1		
LOCATION:	CUSTODIAL A	SALARY:	33,803.12	HOURLY RATE:	17.33
EMPLOYEE:	SMITH, STEVEN H	CURRENT GRADE:	B	HIRE DATE:	11/11/2018
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1		
LOCATION:	ADDISON	SALARY:	18,848.70	HOURLY RATE:	17.33
EMPLOYEE:	STACHNIK, ANTHONY T	CURRENT GRADE:	E	HIRE DATE:	11/25/2018
JOB TITLE:	CAPITAL PROJECT ASSISTANT	CURRENT STEP:	1		
LOCATION:	FACILITIES	SALARY:	41,892.76	HOURLY RATE:	21.48
EMPLOYEE:	WHEELIS, SETH	CURRENT GRADE:	B	HIRE DATE:	11/25/2018
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1		
LOCATION:	CUSTODIAL A	SALARY:	33,803.12	HOURLY RATE:	17.33

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 11/01/2018 TO 11/30/2018**

EMPLOYEE: ABDULLAH, RAIHANNAH Y **CURRENT GRADE:** Z **EFFECTIVE DATE**
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	10.20	10.20	TRANSFER

EMPLOYEE: BEAVERS, YARIMILKA **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: ADMINISTRATIVE ASSISTANT **CURRENT STEP:** 4 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	49447.32	51424.88	CORRECTING PAY RECORDS
Annual Pay	49447.32	51424.88	PROMOTION
Annual Pay	49447.32	51424.88	STEP INCREASE
Annual Pay	49447.32	51424.88	TRANSFER

EMPLOYEE: CAMPBELL, TAWANA S **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	34475.48	46172.62	TRANSFER

EMPLOYEE: EARLEY, MICHAEL D **CURRENT GRADE:** B **EFFECTIVE DATE**
JOB TITLE: BRANCH CLERK SUBSTITUTE **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	10.20	17.16	PROMOTION

EMPLOYEE: SMITH, STEVEN H CURRENT GRADE: B EFFECTIVE DATE
 JOB TITLE: CUSTODIAN II (DAYS/BRANCHE CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	17.16	17.33	PROMOTION

EMPLOYEE: ZHU, AILIN CURRENT GRADE: Z EFFECTIVE DATE
 JOB TITLE: PAGE CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	10.20	10.20	TRANSFER

CLEVELAND PUBLIC LIBRARY
EMPLOYMENT AGREEMENT

THIS AGREEMENT made as of and effective January 1, 2019, by and between **TRUSTEES** of the CLEVELAND PUBLIC LIBRARY, hereinafter referred to as the "Board" and **FELTON THOMAS, JR.**, hereinafter referred to as "Director".

WITNESSETH:

WHEREAS, the Board of Trustees of the Library has determined that Felton Thomas Jr. has served as an outstanding Director of the Cleveland Public Library over the last 10 years, having lead the Library through two successful tax levy campaigns, guided the Library to the status of a "Five Star" library 7 times in the past 10 years, and having garnered national and global recognition as a leader of innovation in public libraries.

WHEREAS, The Board of Trustees of the Library desires to renew Mr. Thomas' contract, and adopted a resolution on December 20, 2018 authorizing the Board President to work with legal counsel to finalize a contract with Mr. Thomas to continue to serve as Director of the Cleveland Public Library.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the Board and Felton Thomas do hereby agree as follows:

1. EMPLOYMENT.

The Board hereby employs Director, and Director hereby accepts employment upon the terms and conditions hereinafter set forth.

2. TERM.

The term of employment of Director shall be for a period of five (5) years beginning on January 1, 2019 and ending December 31, 2023.

3. EXTENSION AND MODIFICATION.

The parties hereto may extend the term hereof, the compensation payable hereunder, and any other provisions hereof by mutual agreement. This agreement shall automatically be extended for additional periods of one year, as it is written or may be hereafter modified, unless either party gives to the other party written notice to renegotiate or terminate this agreement at least ninety (90) days prior to its expiration.

4. SCOPE OF EMPLOYMENT.

The Board and Director agree that he will devote his full time to the position, that he will perform to the best of his ability, and that the Board will give him its full support in the execution of his responsibilities and directives in compliance with the philosophy, objectives, and policies established by the Board. As a description of his position and certain of its duties and obligations, the parties agree, and hereby adopt and incorporate by reference the "Position Description" utilized by the Board in the search process and published by the Board's consultants, Library Associates Companies and Miriam Pollack + Associates, to all the candidates for the Director position; a copy of the Position Description is attached hereto as Exhibit "A." During the period of employment hereunder, Director agrees to perform the functions and duties of Director of Library according to applicable laws and rules and policies established by the Board, and to act as the agent of the Board in managing the Library and in communicating between Library staff and Board. Director shall report faithfully and regularly to the Board on the affairs of

the Library. No policy of the Board shall be circumvented by Director, nor shall the Board invoke any changes in policy or procedures without consultation with Director. Amendments to or changes in Library policy shall be effective only upon formal vote of the Board.

5. COMPENSATION.

5.1 As compensation for the services to be rendered by Director hereunder, the Board shall pay Director, so long as he shall be employed hereunder, a salary at the rate of Two Hundred Twenty Thousand Dollars (\$220,000) per annum, effective January 1, 2019, subject to applicable withholding, payable not less frequently than twice monthly, plus all fringe benefits available to other Library employees, except as otherwise provided herein. Director will be eligible for additional compensation as the Board may authorize from time to time during the term hereof, based on those factors which the Board may deem to be pertinent. Director shall also receive a 5% (five percent) increase in each year of the Term after the first year, effective in the pay period that includes January 1 of each year.

5.2 Director shall also be paid a one-time merit bonus of Ten Thousand Dollars (\$10,000.00) in recognition of his service over the past 10 years, and for foregoing raises for the years 2010 through 2013, payable in the first pay period following execution of this Agreement.

6. BENEFITS.

Except as otherwise provided, the Board shall provide the benefits described in this Section 6, as well as such other benefits that are provided generally to non-bargaining unit employees of the Library.

- (a) Public Employees Retirement System. During the term hereof, the Board shall pay Director's periodic employee contribution to the Public Employees Retirement System (P.E.R.S.), pursuant to a "pick up" plan, without reducing Director's salary. The Board shall also pay to P.E.R.S. the amount required to be paid by the Library to P.E.R.S. as an employer contribution with respect to Director without a reduction of Director's salary.
- (b) Automobile. In order to facilitate Director's performance of his responsibilities as Director, the Board shall continue to provide to Director an automobile designated by the Board. The Board shall satisfy all reasonable expenses related to the vehicle, including, but not limited to, the costs of maintenance, gasoline, repair, and insurance.
- (c) Vacation and Sick Leave. During each year of this Agreement, the Director shall be entitled to vacation and sick leave in amounts equivalent to those available to non-bargaining unit employees of the Library.
- (d) Conferences. In addition to vacation and sick leave, the Director shall be entitled to devote a reasonable period of time in each year of this Agreement, to attend professional conferences within the library field, to enhance the position of the Library and to continue the professional growth of the Director and all reasonable expenses associated with such professional conferences shall be satisfied by the Board.

7. ASSOCIATED PROFESSIONAL ACTIVITIES.

The Board recognizes that the Director may be asked from time to time to serve on professional and governmental panels and advisory groups. The Board agrees that

the Director has the Board's encouragement to become actively involved with the various professional associations and activities of the Library and information science community. The Director agrees to avoid involvement or activities that represent a conflict of interest with his position or that appear to conflict with his responsibilities to the Board and the Library. Any speaking, writing, or other activities for which a fee or honorarium are awarded will be performed on the Director's time off from his full-time position.

In addition, the Director shall not serve on the Board of Directors for a non-profit corporation or other for-profit entity without the prior consent of the Board, or without notice to the Board of service on the Board of Directors (or Board of Trustees) of any non-profit corporation or other entity.

8. CONSULTATION.

Upon prior consent, the Board agrees to permit Director to provide professional consultation advisory services to other library entities during annual vacation leave, or during such other periods as may be previously agreed to by the Board, so long as such consultative services do not conflict with or otherwise impede Director's performance hereunder.

9. CONFIDENTIAL INFORMATION.

During the term of this Agreement and thereafter, the Director shall not disclose to any third party, entity or person, other than personnel of the Library, any confidential or proprietary information, data, know-how, processes, or trade secrets of the Library, without prior written consent of the Board.

10. NOTICE OF TERMINATION.

During the term of this Agreement, Director may only be terminated by the Board for cause. In the event the Board determines to terminate Director for cause, it shall provide Director with a written notice setting forth the charges supporting the cause determination and give Director a hearing before the Board within thirty (30) days of such notice. Until a final decision is rendered by the Board, Director may be suspended with or without pay.

At the conclusion of the five-year term, either party may, without cause, terminate this Agreement by giving ninety (90) days written notice to the other party. In such event, Director shall, unless otherwise directed by the Board, continue to render his services until the expiration of the ninety (90) day period. So long as the Director complies with the foregoing, he shall be paid his regular compensation through such period of ninety (90) days.

Upon termination, the Director shall be paid out 100% of his accrued vacation time and 50% of his accumulated sick time.

11. NOTICE.

Any notice required pursuant to this Agreement shall be made by hand-delivery, facsimile, or certified mail, postage prepaid, to the following addresses:

To the Board:
Cleveland Public Library
Attention: President of Board of Trustees
325 Superior Avenue
Cleveland, Ohio 44114-1271

To the Director:
Felton Thomas
c/o Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114-1271

The Board or Director may change the address to which notice is sent by giving notice of the new address to the other party in the manner provided in this Section.

12. DEATH OR DISABILITY.

In the event of the disability of the Director which renders him incapable of performing his duties hereunder or the death of the Director prior to the completion of the term of this Agreement, the Board shall pay compensation and benefits to the Director (or his heirs, executors, administrators as the case may be) through the end of the month in which such disability or death may occur. Thereafter, the Board shall have no further obligation to the Director or his heirs, executors or administrators, but the foregoing is not intended to limit or restrict Director's heirs from benefits to which they may be entitled from PERS, Social Security, or other similar program of insurance.

13. ENTIRE AGREEMENT.

This Agreement constitutes the entire understanding and agreement between the Board and Director with respect to all matters herein. There are no other agreements, conditions or representations, oral or written, express or implied, with regard thereto. This Agreement may be amended only in writing, signed by both parties.

14. GOVERNING LAW.

This Agreement shall be governed by and construed according to the laws of the State of Ohio. The validity of any provision of this Agreement shall not invalidate any other provision hereof.

15. DISPUTE RESOLUTION.

Any dispute between the parties relating to the terms of this Agreement, including but not limited to the termination of employment of Director, shall be resolved solely through arbitration, to be conducted in the City of Cleveland under the rules of the American Arbitration Association ("AAA"). Either party may invoke arbitration by giving notice to the other and to the AAA.

Both the Board and Director shall have all applicable remedies at law, including but not limited to remedies available under Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the Ohio Civil Rights Laws.

The fees and expenses of the arbitrator and AAA will be borne equally by the parties.

IN WITNESS WHEREOF, and in accordance with the applicable sections of Ohio Revised Code, Chapter 3375, the parties hereto have duly executed this agreement as of the day and year first written above.

[Signatures follow on the next page]

IN THE PRESENCE OF:

**THE BOARD OF TRUSTEES OF THE
CLEVELAND PUBLIC LIBRARY**

**MARITZA RODRIGUEZ, President of the
Board of Trustees**

**FELTON THOMAS, JR.
Executive Director, CEO**

EXHIBIT "A"

Position Description from Brochure for Director (published by Library Associates Cos. And Miriam Pollack + Associates) To be reviewed and updated as the Board deems necessary.

CLEVELAND PUBLIC LIBRARY

Dynamic vision of world-class library services
 Ability to promote collaboration and communication within and without the library
 Ability to advocate on the local, statewide, and national levels
 Experience in a union environment
 Ability to build upon the legacy of public libraries while implementing new services and technology
 Ability to work proactively with community leaders and the media
 Demonstrated success as an active part of the local community
 MLS from an ALA accredited library education program
 10 years professional public library experience
 Demonstrated management ability in administration, budgeting, and planning in a large system with multiple branches
 Political-savvy leadership and ability to foster diversity in the workplace

Our Vision: Cleveland Public Library will be the driving force behind a powerful culture of learning that will inspire Clevelanders from all walks of life to continually learn, share, and seek out new knowledge in ways that are beneficial to themselves, their community, and the world.

Our Mission: We are the People's University, the center of learning for a diverse and inclusive community.

(2017 Annual Report)

CLEVELAND PUBLIC LIBRARY

REPORT G

Human Resources Committee Report
 Meeting Date: December 20, 2018
 Report Period: November 2018

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

MONTH	2017 SICK LEAVE HOURS USED	2018 SICK LEAVE HOURS USED	2018 TOTAL HOURS
January	3694.16	3931.18	98438.20
February	4134.06	4368.48	94464.23
March	3876.96	3941.66	92222.37
April	3739.41	3899.74	91873.73
May	3819.00	3768.36	92124.50
June *	5529.04*	5135.95	138055.80
July	3388.19	3360.54	92275.14
August	3775.11	3710.82	91986.26
September	3806.95	3940.78	91549.92
October	3946.00	4268.98	90900.13
November*	3767.85	5562.59	137908.82
December	6026.33*		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
October 1, 2018 - October 31, 2018
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT H**Human Resources Committee Report**

December 20, 2018

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	85	24	14	2			28	14	3				
Professionals	72	13	1			1	34	13	6	4			
Technicians	21	13	2	1			3	1	1				
Protective Service	27	8	12	2			1	4					
Para-Professionals	135	31	27	3	1		38	26	7	2			
Administrative Support	232	27	54	3	2		40	93	10	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	47	8	33	1			1	3	1				
Grand Total	632	131	147	13	4	0	145	155	28	8	0	1	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

Insurance Report for the Month of November 2018

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	5	3	8
Essential	45	9	54
Standard	238	144	382
Cobra	1		1
Total MMO			445
Dental Insurance	290	184	474
Vision Employee			256
Vision Children			39
Vision Spouse			55
Vision Family			83
Total Vision			433
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

CLEVELAND PUBLIC LIBRARY
POLICY ON LIBRARY CARDS

ELIGIBILITY

Permanent residents of Ohio are eligible for a free library card. Persons who go to school in Ohio, work on a permanent basis in Ohio, and those who own property in Ohio are also eligible for a free library card.

RESPONSIBILITY

Patrons are responsible for all materials checked out on their card. Patrons should immediately report to the Library the loss of a card, change in name, or change in address.

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR NOV 2018**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	2018	2017	
Main Library	136,296	101,041	710	526	1,343,615	1,179,907	13.9%
Branches*	234,174	203,336	1,211	997	2,419,591	2,393,530	1.1%
Mobile Units	2,832	4,416			39,334	33,626	17.0%
Library for the Blind	49,920	40,223			455,069	483,991	-6.0%
OLBPD BARD	13,141	11,109			138,141	132,344	4.4%
eMedia	44,195	34,781			440,492	368,439	19.6%
TOTAL CIRCULATION	480,558	394,906			4,836,242	4,591,837	5%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
eBook	21,936	20,226	244,996	216,417	13.2%
eAudiobook	15,263	12,529	160,912	126,909	26.8%
eMusic	3,889	359	7,137	5,391	32.4%
eVideo	1,432	532	8,863	6,259	41.6%
eMagazines	1,675	1,135	18,584	13,463	38.0%
TOTAL eCIRCULATION	44,195	34,781	440,492	368,439	19.6%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2018	2017	2018	2017	
Main Library	107	55 minutes	88,508	107,586	77,395	83,176	-7.0%
Branches	591	41 minutes	640,418	756,687	437,092	508,958	-14.1%
TOTAL USAGE	698		728,926	864,273	514,487	592,134	-13.1%

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

WIRELESS SESSIONS

New wifi session tracking program implemented in August 2018. Complete datasets unavailable at time of reporting.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	2018	2017	
Main Library	30,830	37,378	161	195	373,502	414,739	-10%
Branches*	140,012	161,537	724	792	1,768,567	2,062,065	-14%
TOTAL VISITS	170,842	198,915			2,142,069	2,476,804	-13.5%

*Branch closures due to Revitalization Project: Glenville 2/5-4/16/18; Lorain 2/5-4/14/18; Harvard Lee 4/15-6/14/18; Jefferson 4/18-8/6/18; Addison 6/14-9/24/18; Carnegie West 8/20-10/14; Fulton 9/4-11/7; Langston Hughes 9/17-10/19; Collinwood beginning 9/21, South closed 11/20-11/30.

REPORT J

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR NOV 2018**

Branch	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	4,250	1,676	783	1,753	8,462	489	8,951
Brooklyn	3,778	994	434	879	6,085	514	6,599
Carnegie West	4,817	1,593	1,408	1,764	9,582	856	10,438
Collinwood*	291	1,335	322	1,657	3,605	66	3,671
East 131st	2,208	802	336	616	3,962	324	4,286
Eastman	9,127	1,915	1,194	2,053	14,289	2,103	16,392
Fleet	5,767	1,479	832	1,649	9,727	674	10,401
Fulton*	2,742	1,879	311	622	5,554	387	5,941
Garden Valley	2,027	349	165	209	2,750	279	3,029
Glenville	3,869	1,168	484	2,096	7,617	616	8,233
Harvard-Lee	3,605	962	597	1,363	6,527	775	7,302
Hough	3,616	913	408	937	5,874	420	6,294
Jefferson	2,877	902	718	1,096	5,593	705	6,298
Langston Hughes	3,362	1,299	427	1,369	6,457	491	6,948
Lorain	3,682	1,192	477	1,014	6,365	621	6,986
Martin Luther King, Jr.	2,084	822	784	1,204	4,894	697	5,591
Memorial-Nottingham	5,752	996	1,034	3,254	11,036	1,236	12,272
Mt. Pleasant	1,508	873	448	889	3,718	299	4,017
Rice	6,192	1,210	810	2,309	10,521	854	11,375
Rockport	10,129	1,609	1,241	2,783	15,762	1,740	17,502
South*	3,957	1,150	393	819	6,319	124	6,443
South Brooklyn	8,746	1,209	1,247	2,613	13,815	1,582	15,397
Sterling	2,884	961	367	828	5,040	380	5,420
Union	2,935	901	305	739	4,880	409	5,289
Walz	7,185	1,628	1,129	2,006	11,948	1,018	12,966
West Park	7,786	1,544	2,391	3,941	15,662	2,217	17,879
Woodland	4,761	1,438	580	906	7,685	569	8,254
TOTAL	119,937	32,799	19,625	41,368	213,729	20,445	234,174

*Branch closures due to Revitalization Project: Glenville 2/5-4/16/18; Lorain 2/5-4/14/18; Harvard Lee 4/15-6/14/18; Jefferson 4/18-8/6/18; Addison 6/14-9/24/18; Carnegie West 8/20-10/14; Fulton 9/4-11/7; Langston Hughes 9/17-10/19; Collinwood beginning 9/21, South closed 11/20-11/30.

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR NOV 2018

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2018	2017	2018	2017		
Addison	8,951	7,226	71,649	79,597	-7,948	-10%
Brooklyn	6,599	4,508	55,276	48,789	6,487	13%
Carnegie West	10,438	10,053	107,200	126,424	-19,224	-15%
Collinwood*	3,671	4,579	62,978	57,654	5,324	9%
East 131st	4,286	3,955	48,432	41,215	7,217	18%
Eastman	16,392	13,074	178,267	167,532	10,735	6%
Fleet	10,401	9,525	117,231	106,151	11,080	10%
Fulton*	5,941	10,175	84,199	115,865	-31,666	-27%
Garden Valley	3,029	2,828	35,867	34,614	1,253	4%
Glenville	8,233	4,984	54,449	57,825	-3,376	-6%
Harvard-Lee	7,302	6,873	64,659	81,968	-17,309	-21%
Hough	6,294	4,651	61,787	46,728	15,059	32%
Jefferson	6,298	5,760	49,392	69,285	-19,893	-29%
Langston Hughes	6,948	6,170	74,390	67,446	6,944	10%
Lorain	6,986	7,007	59,011	75,697	-16,686	-22%
Martin Luther King, Jr.	5,591	4,588	60,638	59,378	1,260	2%
Memorial-Nottingham	12,272	10,187	130,992	118,205	12,787	11%
Mt. Pleasant	4,017	3,073	44,188	36,254	7,934	22%
Rice	11,375	8,456	112,050	101,152	10,898	11%
Rockport	17,502	13,131	182,802	167,957	14,845	9%
South*	6,443	6,536	86,504	78,780	7,724	10%
South Brooklyn	15,397	13,726	169,411	163,834	5,577	3%
Sterling	5,420	3,902	52,056	45,471	6,585	14%
Union	5,289	3,266	48,633	44,160	4,473	10%
Walz	12,966	12,895	136,262	137,761	-1,499	-1%
West Park	17,879	15,273	191,711	184,876	6,835	4%
Woodland	8,254	6,935	79,557	78,732	825	1%
TOTAL	234,174	203,336	2,419,591	2,393,350	26,241	1%

*Branch closures due to Revitalization Project: Glenville 2/5-4/16/18; Lorain 2/5-4/14/18; Harvard Lee 4/15-6/14/18; Jefferson 4/18-8/6/18; Addison 6/14-9/24/18; Carnegie West 8/20-10/14; Fulton 9/4-11/7; Langston Hughes 9/17-10/19; Collinwood beginning 9/21, South closed 11/20-11/30.

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE NOV 2018**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2018	2017	2018	2017			
Addison**	1,783	4,324	26,224	55,887	-29,663	-53%	
Brooklyn	3,186	3,114	35,645	40,049	-4,404	-11%	
Carnegie West	5,833	8,517	73,819	98,942	-25,123	-25%	
Collinwood*	0	4,420	43,995	62,476	-18,481	-30%	
East 131st	6,373	7,556	79,279	78,997	282	0%	
Eastman	8,361	8,469	100,517	109,873	-9,356	-9%	
Fleet	6,868	7,421	90,525	98,066	-7,541	-8%	
Fulton*	3,048	6,404	59,616	79,853	-20,237	-25%	
Garden Valley	3,485	3,167	46,400	40,087	6,313	16%	
Glenville	4,409	4,727	39,452	55,247	-15,795	-29%	
Harvard-Lee	5,177	7,121	52,449	85,032	-32,583	-38%	
Hough	5,491	6,830	73,617	78,600	-4,983	-6%	
Jefferson	4,164	4,303	31,999	53,508	-21,509	-40%	
Langston Hughes	4,284	6,477	61,959	76,563	-14,604	-19%	
Lorain	4,873	6,027	48,466	71,331	-22,865	-32%	
Martin Luther King, Jr.	4,085	5,200	52,025	67,402	-15,377	-23%	
Memorial-Nottingham	4,504	3,891	59,355	61,712	-2,357	-4%	
Mt. Pleasant	2,934	3,407	38,278	44,919	-6,641	-15%	
Rice	7,919	9,188	102,219	118,109	-15,890	-13%	
Rockport	7,219	6,764	81,210	89,596	-8,386	-9%	
South*	4,608	4,214	56,611	62,430	-5,819	-9%	
South Brooklyn	10,159	5,427	121,557	114,714	6,843	6%	
Sterling	6,768	7,471	81,489	94,690	-13,201	-14%	
Union	4,981	5,019	62,212	58,137	4,075	7%	
Walz	5,631	7,271	79,068	89,286	-10,218	-11%	
West Park	7,104	6,478	85,514	80,366	5,148	6%	
Woodland	6,765	8,330	85,067	96,193	-11,126	-12%	
TOTAL	140,012	161,537	1,768,567	2,062,065	-293,498	-14%	

*Branch closures due to Revitalization Project: Glenville 2/5-4/16/18; Lorain 2/5-4/14/18; Harvard Lee 4/15-6/14/18; Jefferson 4/18-8/6/18; Addison 6/14-9/24/18; Carnegie West 8/20-10/14; Fulton 9/4-1/7; Langston Hughes 9/17-10/19; Collinwood beginning 9/21, South closed 11/20-11/30.

**Equipment malfunction

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS NOV 2018**

Branch	Total Circulation	Branch	Attendance	Branch	Population 2010	Population 2000
1 West Park	17,879	South Brooklyn	10,159	1 South Brooklyn	32,043	34,217
2 Rockport	17,502	Eastman	8,361	2 West Park	27,814	29,398
3 Eastman	16,392	Rice	7,919	3 Fleet*	26,727	34,598
4 South Brooklyn	15,397	Rockport	7,219	4 Eastman	23,674	25,873
5 Walz	12,966	West Park	7,104	5 Rockport	19,896	21,467
6 Memorial-Nottingham	12,272	Fleet	6,868	6 Fulton	19,647	22,575
7 Rice	11,375	Sterling	6,768	7 Rice	19,462	25,893
8 Carnegie West	10,438	Woodland	6,765	8 Memorial-Nottingham	19,271	22,598
9 Fleet	10,401	East 131st	6,373	9 Harvard-Lee	17,655	21,246
10 Addison	8,951	Carnegie West	5,833	10 Walz	16,063	18,497
11 Woodland	8,254	Walz	5,631	11 Collinwood	14,769	19,377
12 Glenville	8,233	Hough	5,491	12 Langston Hughes	14,439	21,224
13 Harvard-Lee	7,302	Harvard-Lee	5,177	13 Glenville	14,006	20,302
14 Lorain	6,986	Union	4,981	14 Addison	13,603	19,263
15 Langston Hughes	6,948	Lorain	4,873	15 East 131st	13,025	18,001
16 Brooklyn	6,599	South*	4,608	16 Mt. Pleasant	12,792	17,155
17 South*	6,443	Memorial-Nottingham	4,504	17 Lorain	12,588	14,589
18 Jefferson	6,298	Glenville	4,409	18 Martin Luther King, Jr.	12,392	15,483
19 Hough	6,294	Langston Hughes	4,284	19 Carnegie West	10,487	11,716
20 Fulton*	5,941	Jefferson	4,164	20 Union	8,416	12,603
21 Martin Luther King, Jr.	5,591	Martin Luther King, Jr.	4,085	21 Sterling	8,267	8,712
22 Sterling	5,420	Garden Valley	3,485	22 Woodland	7,946	7,213
23 Union	5,289	Brooklyn	3,186	23 South	6,325	7,729
24 East 131st	4,286	Fulton*	3,048	24 Hough	5,667	7,845
25 Mt. Pleasant	4,017	Mt. Pleasant	2,934	25 Brooklyn	5,524	6,430
26 Collinwood*	3,671	Addison**	1,783	26 Jefferson	3,515	3,987
27 Garden Valley	3,029	Collinwood*	0	27 Garden Valley	2,310	3,220
	234,174		140,012	28 Broadway*	388,323	473,177

*Branch closures due to Revitalization Project: Glenville 2/5-4/16/18; Lorain 2/5-4/14/18; Harvard Lee 4/15-6/14/18; Jefferson 4/18-8/6/18; Addison 6/14-9/24/18; Carnegie West 8/20-10/14; Fulton 9/4-11/7; Langston Hughes 9/17-10/19; Collinwood beginning 9/21, South closed 11/20-11/30.

**Equipment malfunction

*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 NOV 2018**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
CLEVNET	69,890	54,496	658,108	675,424	-3%
Other Libraries	443	433	4,941	5,020	-2%
TOTAL	70,333	54,929	663,049	680,444	-3%

*Totals included in Main Library and Branch circulation counts

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Projected	13,488	11,184	176,420	174,531	1%
Mail and Email Reference	385	353	3,961	4,282	-7%
Interlibrary Loan Requests	780	1,066	10,416	10,801	-4%
TOTAL	14,653	12,603	190,797	189,614	1%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
New Titles Added	3,847	4,302	45,054	49,200	-8%
Total Items Added	24,156	22,515	213,130	232,086	-8%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Main Library	192	192	2,232	2,224	0%
Branches	5,221	5,508	59,367	63,659	-7%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Downloads	13,141	11,109	138,141	132,344	4%
Users	625	616	7,106	7,026	1%

Included in circulation activity