CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
December 21, 2017
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan, Ms. Rodriguez, Mr. Hairston, Ms. Washington, Mr. Parker

Absent: None

Ms. Rodriguez called the meeting to order at 12:14 p.m.

Approval of the Minutes

REGULAR BOARD MEETING OF 11/16/17 Approved

Mr. Corrigan moved approval of the minutes for the Regular Board Meeting of 11/16/17. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

Presentation: Kaz Rael, Artist

Director Thomas introduced County Councilwoman Yvonne Conwell.

Councilwoman Conwell stated that the mission of the National Congress of Black Women is to strengthen black families especially women. Last October, the National Congress of Black Women planned to host a fundraiser and solicited individuals to donate items for their silent auction. An artist, who was originally given a painting of Congressman Louis Stokes and Congresswoman Stephanie Tubbs Jones by local artist Kaz Rael, donated the painting for the auction.

Because the painting was so dynamic, it was decided not to make the painting available for the auction to be bid for a low price, but rather host a private auction making the painting available at that time. The Library was consulted and made aware of the opportunity to purchase the painting. The Library saw the value in the painting and purchased it from the National Congress of Black Women for permanent display at the Library.

Councilwoman Conwell introduced Ruth Gray, South Euclid Councilwoman and President, National Congress of Black

Women, who thanked the Board and expressed her appreciation to highlight Congressman Louis Stokes and Congresswoman Stephanie Tubbs Jones for their significant contributions to Cuyahoga County, the State of Ohio, as well as the United States.

Ms. Gray stated that it was befitting that this portrait be housed in a historic organization of learning in Cleveland, Ohio.

Before officially unveiling the painting, artist Kaz Rael, Artist, stated that he was humbled to be here and share his inspiration for the painting and explained the journey of how the painting reached the Councilwoman Conwell, the National Congress of Black Women and eventually the Library.

Kaz Rael stated that he began art at a young age. Although he enjoys working with pencils, colored pencils and oil painting, this particular piece is done in air brush.

After the unveiling, Director Thomas stated that this portrait will be on display at the Library and the image will be on the next library card.

John Skrtic, Director of Public Services, expressed appreciation to Councilwoman Conwell for making this opportunity available for the Library and thanked Kaz Rael for his work.

Director Thomas thanked Mr. Skrtic for his work this project and invited the Board and visitors to join in for photos.

FINANCE COMMITTEE REPORT

Before Mr. Seifullah presented the following report, he asked that the record reflect that because of the lengthy Board Meeting agenda, he will read portions of each resolution. Mr. Siefullah noted that each item was discussed at length at the Finance Committee Meeting. Resolutions can be found in their entirety in the Board Meeting Minutes.

RESOLUTION TO ACCEPT GIFTS FOR THE MONTH OF NOVEMBER 2017
Approved

Resolution to Accept Gifts for November

(See page 1601)

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 and library services materials from generous citizens from time to time; and

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the month of November of 2017; now therefore be it

RESOLVED, That the gifts described in the Gift Report for November of 2017 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

TENTH AMENDMENT TO THE YEAR 2017 APPROPRIATION
Approved

Tenth Amendment to the Year 2017 Appropriation

(See pages 1602-1607)

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 2017 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated December 8, 2017; 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 Tenth Amendment to the Year 2017 Appropriation Schedule be approved.

YEAR 2018 ANNUAL APPROPRIATION MEASURE
Approved

Year 2018 Annual Appropriation Measure

(See pages 1608-1611)

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

WHEREAS, On December 8, 2017, the Cleveland Public Library requested a Certificate of Estimated Resources for the Year 2018 from the Cuyahoga County Budget Commission; and

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

WHEREAS, The appropriation totals on the attached schedules do not exceed the estimated resources requested on the December 8, 2017 Certificate; now therefore be it

RESOLVED, That the Year 2018 Appropriation Measure in the amount of $56,365,108.76 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

RESOLUTION TO AUTHORIZE PAYMENT OF FEES TO THE CLEVNET SPECIAL REVENUE FUND COVERING THE PERIORD FEBRUARY 1, 2018 THROUGH JANUARY 31, 2019
Approved

Resolution to Authorize Payment of Fees to the CLEVNET Special Revenue Fund Covering the Period February 1, 2018 through January 31, 2019

(See pages 1612-1615)

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

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

WHEREAS, The CLEVNET Special Revenue Fund will start the year with a small carryforward fund balance and expenditures occurring immediately, making it necessary for Cleveland Public Library to make its contract cost payment of $1,650,412.15 up-front to cover expenditures until revenues from the CLEVNET contract libraries come in steadily; now therefore be it

RESOLVED, That the Board of Trustees authorizes the payment of $1,650,412.15 to the CLEVNET Special Revenue Fund effective January 1, 2018, with the expenditure being charged to General Fund account 13010053-53900 (Other Purchased Services).

RESOLUTION TO ACCEPT THE STATE LIBRARY OF OHIO LSTA COMPETITIVE GRANT TO CREATE A NEW BOOK BOX TO INCREASE THE OUTREACH AND VISIBILITY OF THE CLEVELAND PUBLIC LIBRARY
Approved

Resolution to Accept the State Library of Ohio LSTA Competitive Grant to Create a New Book Box to Increase the Outreach and Visibility of the Cleveland Public Library in the Community

(See page 1616)

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

WHEREAS, The State Library of Ohio administers the LSTA (Library Services and Technology Act) program, funded through the independent federal agency IMLS (Institute of Museum and Library Services) and offers annual granting opportunities; and

WHEREAS, The Cleveland Public Library applied for a grant within the Outreach and Partnerships category: to assist libraries in providing new and innovative ways of providing services to users and potential users and in reaching individuals at a range of locations and through a variety of methods; and

WHEREAS, The LSTA agreed to grant the Library $50,000 to build a new Book Box, to be stationed at the Edgewater Live Summer Concert Series, with a goal to increase visibility and awareness of the Library while offering families convenient access to their favorite library materials; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from the State

Library of Ohio, in the amount of $50,000 for the grant period January 1 through December 31, 2018; and be it further

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

RESOLUTION TO ACCEPT CLEVELAND FOUNDATION GRANT FOR LITERACY RELATED PROGRAMMING AT THE LEARNING CENTERS
Approved

Resolution to Accept Cleveland Foundation Grant for Literacy Related Programming at the Learning Centers

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

WHEREAS, The Cleveland Foundation, established in 1914, has a mission to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together to address community needs through grantmaking, and provide leadership on key community issues; and

WHEREAS, The Cleveland Public Library applied for a grant to continue the Learning Centers and the After School Arts, educational and Literacy Enrichment programming they provide; and

WHEREAS, The Cleveland Foundation agreed to grant the Library $165,000 to continue After School Homework Help (tutoring), to pilot a new math tutoring program, to implement a Creative Writing Club and to expand art therapy programming; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from the Cleveland Foundation, in the amount of $165,000 for the grant period December 1 through November 30, 2018; and be it further

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

appropriate, including those in excess of $25,000.00, to effectuate the terms and conditions of the Grant and this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

In response to Ms. Butts' inquiry, Aaron Mason, Assistant Director, Outreach & Programming Services, stated that the Creative Writing Clubs are currently held at the Martin Luther King, Jr. and Harvard-Lee branches and will expand to three additional sites to be determined. The art therapy program locations are also being determined.

RESOLUTION TO PURCHASE COMPUTER HARDWARE FROM BUSINESS SMARTS
Approved

Resolution to Purchase Computer Hardware from Business Smarts

(See pages 1617-1628)

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

WHEREAS, Innovating for efficient and sustainable operations is a strategic priority and due to the age, compute power and storage capacity of Cleveland Public Library's main Data Center, expanding server virtualization with 3PAR storage and currently owned server blade technology will enable a superior, more reliable and robust computing infrastructure; and

WHEREAS, For the operations of the Library to perform efficiently, staff workstations have to be replaced and upgraded in a timely manner. Computers have a usable life span of 4 to 6 years for acceptable performance and reliable operation. These new desktops and laptops are to replace units that are underperforming, out of warranty and are at or past end of life; and

WHEREAS, The IT/CLEVNET Department sought proposals from three vendors and received the following:

For 30 Staff Desktop Computers and 80 Staff Notebooks

Business Smarts	$105,776.80
CDW-G	$107,545.10
HP Public Sector Online Store	$120,419.10

For 3PAR Storage

Business Smarts	$ 67,594.26
Neobits, Inc.	$ 88,928.84
Hewlett Packard Enterprise	$ 133,899.37

WHEREAS, The desktop computers come with a 3-year manufacturer warranty and the notebooks come with a 1-year manufacturer warranty and the Library wishes to purchase HP Care Pack 3-year extended service for "Accidental Damage Protection" so cracked screens, spilled liquid, etc., that are not covered under the normal warranty will be covered; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to purchase from Business Smarts (30) HP ProOne 400 G3 All-in-One computers for the staff at a cost of $830.00 each, and (80) HP ProBook 450 G3 LCD Notebooks for the staff at a cost of $1,010.96 each, including HP Care Pack 3-year extended service, for a total cost of $105,776.80, with the expenditure being charged to General Fund Account 13010055-55530 Computer Hardware; and be it further

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to purchase from Business Smarts HPE 3PAR Storage, including network connectivity switches, installation and startup services, for a total cost of $67,594.26, with the expenditure being charged to General Fund Account 13010055-55530/55540 Computer Hardware/Software.

RESOLUTION AUTHORIZING AMENDMENT TO AGREEMENT WITH REPUBLIC SERVICES FOR WASTE MATERIALS SERVICES
Approved

Resolution Authorizing Amendment to Agreement with Republic Services for Waste Materials Services

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

WHEREAS, On December 15, 2016, the Board of Trustees of the Cleveland Public Library authorized the Executive Director to enter into three three-year Customer Service Agreements with Republic Services, Inc. ("Republic") to provide waste material and recycling services for the Main Library, the Lakeshore Facility and the Woodland Garage, in the amount of $1,263 per month, plus additional costs for extra pick-ups as needed, at a cost

of $96 per recycling pick-up and $80 for waste pick-up and additional charges of approximately $700 per month, for a period of 36 months, in an amount not to exceed $25,000 for each of the first two years and $25,750 for the third year, for a total contract amount of $75,750; and

WHEREAS, On November 16, 2017, this Board approved an increase of $8,000 to the 2017 annual expenditure for waste material services by Republic in order to cover additional fees and to ensure that Republic would continue to provide services while the Library disputed and sought credit for certain additional fees, including extra yardage fees, charged for the waste containers at the Main Library and Woodland Garage; and

WHEREAS, The Library negotiated a credit from Republic in the amount of $414 for refresh fees and $3,450 for extra yardage fees, and Republic has also agreed to reduce the extra yardage fee from $30 to $15 per yard; and

WHEREAS, Republic has also proposed to replace the three-yard container at Woodland that is emptied five times per week with a six-yard container emptied three times per week at a new monthly rate of $240 per month, and to add two two-yard containers at Main, bringing the total to five two-yard containers for a new monthly rate of $725 per month; and

WHEREAS, Under Republic’s new proposal, the total monthly cost for waste services, exclusive of additional charges, will increase by $262 from $1,263 per month to $1,525 per month for waste material and recycling services at the Main Library, Lakeshore Facility, and Woodland Garage, but will ultimately save the Library money as the additional containers should significantly reduce or eliminate the extra yardage fees; now therefore be it

RESOLVED, The Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into an amendment effective December 1, 2017, subject to the approval of the Chief Legal Officer, to the Customer Service Agreements for waste materials and recycling services for the Main Library, Lakeshore Facility, and Woodland Garage for a new monthly charge of $1,525 per month, plus additional

charges as needed, at a cost of $96 per additional recycling pick-up, $80 per additional garbage pick-up, and $15 for each additional yard for a total of approximately $550 in additional charges per month for the remaining one month of 2017 and two years of the contract, in an amount not to exceed $25,000.00 for 2018 and $25,750.00 for 2019, with the expenditures being charged to General Fund Account 12100053-53340 Building Maintenance.

RESOLUTION AUTHORIZING AGREEMENT WITH INTEGRATED PRECISION SOLUTIONS, INC. FOR MAINTENANCE OF SECURITY CAMERA SYSTEM
Approved

Resolution Authorizing Agreement with Integrated Precision Solutions, Inc. for Maintenance of Security Camera System

(See page 1629-1635)

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, the Board of Trustees of the Cleveland Public Library authorized the Executive Director of the Cleveland Public Library to enter into an agreement with Integrated Precision Systems, Inc. (“IPS”) for the purchase of security cameras, software, and servers for various facilities owned by the Library; and

WHEREAS, Security cameras have been installed and functioning at all 27 neighborhood branches, the Main library, Louis Stokes Wing, and the Lakeshore facility, and the warranty covering the cameras expires on December 31, 2017; and

WHEREAS, IPS has submitted a proposal to provide maintenance to the security camera system at all of the Library’s locations for the period beginning on January 1, 2018 and ending on December 31, 2018 for a total cost of $60,000.00, and the Director of Property Management recommends that the Library engage IPS to provide such maintenance; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an agreement with Integrated Precision Systems, Inc. for maintenance services for the Library’s security camera system, in the amount of $60,000.00 for the period commencing

January 1, 2018 through December 31, 2018, subject to approval of the Chief Legal Officer, with the expenditure being charged to the 12930053-53340 Building Maintenance.

RESOLUTION TO AUTHORIZE DIRECTOR TO NEGOTIATE AND ENTER INTO ELECTRIC CONTRACT TO TAKE EFFECT AFTER EXPIRATAION OF CURRENT CONTRACT
Approved

Resolution to Authorize Director to Negotiate and Enter Into Electric Contract to Take Effect After Expiration of Current Contract

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

WHEREAS, The Cleveland Public Library currently has a contract with Dynegy Energy Services, LLC for the supply of electricity through August 2018 at the rate of $5.540 per kWh. This rate was increased in June 2016, from $5.270 per kWh, due to the regulatory change, known as Capacity Performance, because of the polar vortex of 2014; and

WHEREAS, The cost of electricity is at historic lows and is currently below $4.900 kWh for 12 to 36 month contracts, which could potentially save the Library $93,669 annually based on our 12-month historical usage of 14,635,837 kWh annually; and

WHEREAS, The Library Administration has been meeting with energy brokers and consultants who have been watching the market fluctuations and have recommended that the Library enter into an electric contract soon to be effective after the Library's current contract expires in order to lock in rates before they increase; and

WHEREAS, The Library Administration is therefore requesting advanced authority from this Board to enter into an electric contract prior to the termination of the current contract, since the rates change daily and the Library needs to have the flexibility to enter into a contract at a moment's notice, provided the rates do not exceed the rates the Library is currently paying under its existing electric contract; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to enter into a contract for electricity either through a broker or directly, as the Library Administration deems appropriate, with suppliers that have the best fixed rates for periods of time up to and including 36 months, provided the rates do not exceed the rates currently being paid by the Library for electric, as described in this Resolution, and subject to the approval of the Chief Legal Officer; be it further

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

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

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

(See page 1636-1647)

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

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, 2018 through December 31, 2018 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 APPROVING INCREASED CONSTRUCTION BUDGET AND GUARANTEED MAXIMUM PRICE AMENDMENT TO AGREEMENT WITH ALBERT M. HIGLEY CO. FOR SOUTH BRANCH RENOVATION PROJECT
Tabled

Resolution Approving Increased Construction Budget and Guaranteed Maximum Price Amendment to Agreement with Albert M. Higley Co. for South Branch Renovation Project

(See page 1648-1682)

Ms. Rodriguez moved to table the following resolution until the next Board Meeting. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On October 20, 2016, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement with Albert M. Higley Co., LLC ("Higley") in the amount of $368,353.75 to perform construction management services for the South Branch Renovation Project (the "Project"), and the Library executed the agreement on November 11, 2016 ("Agreement"); and

WHEREAS, On February 19, 2017, this Board approved a Project budget of $3.5 million dollars; and

WHEREAS, On December 15, 2016 and September 21, 2017, this Board authorized amendments to the Agreement for the performance of additional work in the amount of $3,700 for assessing the large central skylight and $79,066.54 for asbestos abatement and utility pole relocation, respectively, increasing the total contract price to $372,053.75; and

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

WHEREAS, The subcontractors selected by Higley include 16.44% Minority Business Enterprise firms, 35.96% Female Business Enterprise firms, and 18.38% Small Business Enterprise firms, and will cost the Library a premium of $22,337.88 over the cost of using non-MBE, FBE, and SBE subcontractors; and

WHEREAS, The Guaranteed Maximum Price ("GMP") for the cost of the work ($3,271,240.76), construction manager's fee ($111,439.85), general conditions ($48,244.00), the construction contingency ($95,765.23), and other costs ($267,038.00) totals **$3,793,727.84**. The GMP also includes the costs of asbestos abatement and utility pole and wire relocation which totaled $79,066.54 and which this Board approved on September 19, 2017, and

WHEREAS, The GMP exceeds the original estimated construction budget upon which this Board based its approval of the $3.5 million Project budget. The difference between the original construction budget and the GMP is $1,086,384.84 due to subcontractor bids being higher than anticipated, despite Higley bidding the subcontractor packages on two different occasions. The Library is hereby requesting approval from the Board to increase the construction budget by $1,000,000 (with the $86,384.84 to be taken from the Owner's Contingency and the Design Contingency) and to authorize an Owner's Contingency and Permit Fund in the amount of $130,804.16, for a total Project budget increase of $1,000,000 from $3,500,000 to $4,500,000 to cover the increase in construction costs and funds being allocated to an Owner's Contingency and Permit Fund; and

WHEREAS, The GMP does not include certain expenses which were in the original estimated construction budget that the Library has now decided to pay for directly, including permitting, pre-construction costs, FF&E, owner's contingency, design fees, and technology in the estimated amount of $706,272.16; now therefore be it

RESOLVED, That The Board of Trustees of the Cleveland Public Library approves a $1,000,000 increase to the Project budget, bringing the total Project budget to $4,500,000, which includes all construction costs, design fees, FF&E, technology, Owner's Contingency, and construction contingencies; be it further

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees to accept the Guaranteed Maximum Price proposal and enter into and execute an amendment to the Agreement between the Cleveland Public Library and The Albert M. Higley Co., LLC approving the subcontract packages and increasing the contract amount from $372,053.75 to $3,793,727.84, which shall be paid from the Building and Repair fund account 40178305-55300-10783 (Construction/Improvements); be it further

RESOLVED, That the Executive Director, CEO or his designees, is authorized to make expenditures and enter into contracts in excess of $25,000 for the purchase of FF&E, technology, and other expenses as budgeted for the Project; and is further authorized to establish an Owner's Contingency and Permit Fund in the amount of $130,804.16 and to make expenditures and enter into contracts 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. The Library shall report monthly to the Board on expenditures from the Owner's Contingency and Permitting Fund.

RESOLUTION APPROVING GUARANTEED MAXIMUM PRICE AMENDMENT TO AGREEMENT WITH REGENCY CONSTRUCTION SEVICES, INC. FOR SAFE, WARM AND DRY CONSTRUCTION PROJECT
Approved

Resolution Approving Guaranteed Maximum Price Amendment to Agreement with Regency Construction Services, Inc. for Safe, Warm and Dry Construction Project

(See pages 1683-1689)

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

WHEREAS, On June 13, 2017, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement with Regency Construction Services, Inc. ("Regency") in the amount of $458,800.00 to perform construction management services for the Safe, Warm and Dry Construction Project (the "Project"), and the Library executed the agreement on July 20, 2017 ("Agreement"); and

WHEREAS, As contemplated by the Agreement, following the finalization Regency's procurement of subcontractor construction bids for the work, Regency has prepared a

Guaranteed Maximum Price Proposal which sets forth a maximum construction budget; and

WHEREAS, The Guaranteed Maximum Price ("GMP") for the cost of the work ($3,968,229.00), construction manager's fee ($86,468.46) , the general conditions costs ($71,428.12), the construction contingency ($99,205.73) and other costs ($184,560.00), totals **$4,425,831.31**; and

WHEREAS, The GMP does not include the costs of professional design services, permitting, and the Library will purchase certain materials and services directly and outside of the GMP, including architecture and design services, permits, environmental assessment services, and Owner's Contingency which total $574,168.69; and

WHEREAS, The GMP and direct purchases are well within the original estimated project budget, (including Owner's contingency, design costs, and other costs) of $5,000,000 approved by this Board for the Project in the Resolution adopted by this Board on March 19, 2015; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designees to accept the Guaranteed Maximum Price proposal and enter into and execute an amendment to the agreement between the Cleveland Public Library and Regency Construction Services, Inc. approving the subcontract packages and increasing the contract amount from $458,800.00 to $4,425,831.31, which shall be paid from the funds budgeted for the project as approved by this Board; and be it further

RESOLVED, That the agreement with Osborn Engineering Company in the amount of $474,930, approved by this Board on September 15, 2016, be reduced by the amount of $25,000 to be taken from allowances for Landmark and City Planning Commission Review, Project Oversight for Abatement Services, and ADA Variance, for a new total of $449,930, and reallocated to the construction budget; and be it further

RESOLVED, That the Executive Director, CEO or his designees, is authorized to make direct expenditures and enter into contracts in excess of $25,000 for the materials and services as budgeted for the Project and

not covered by the GMP; and is further authorized to establish an Owner's Contingency and Permit Fund in the amount of $76,288.69 and to make expenditures and enter into contracts in excess of $25,000 to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP. The Library shall report monthly to the Board on expenditures from the Owner's Contingency Fund.

Joyce Dodrill, Chief Legal Officer, introduced Regency Construction representatives Tari Rivera, Founder & President and Janelle Heinle, Project Manager, who were present to answer any questions the Board may have had.

Ms. Rivera thanked Director Thomas and the Board for the opportunity to work on this important project for Cleveland Public Library.

Mr. Thomas stated that we have been pleased with Regency's past work with the Library and look forward to the continuing the relationship.

Mr. Corrigan asked how close we were to being ADA compliant.

Eric Herman, Capital Projects Manager, stated that regarding these Safe, Warm and Dry libraries, we will have access from parking to paths of travel to the entrances into the buildings; restrooms and service desks.

RESOLUTION RATIFYING CONTRACT WITH MEDICAL MUTUAL OF OHIO FOR EMPLOYEE HEALTHCARE BENEFITS
Approved

Resolution Ratifying Contract with Medical Mutual of Ohio for Employee Healthcare Benefits

(See pages 1690-1702)

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

WHEREAS, The Cleveland Public Library has purchased employee health insurance from Medical Mutual of Ohio Since October 2012; and

WHEREAS, The Library's current contract with Medical Mutual provides for employee healthcare coverage from January 1, 2017 through December 31, 2017; and

WHEREAS, Medical Mutual has proposed to offer employee health insurance to the Library at the same rate for 2018 as for 2017 as outlined in the attached renewal; and

WHEREAS, The Library's Director executed the contract with Medical Mutual of Ohio at the same rate for 2018 as for 2017 effective from January 1, 2018 through December 31, 2018; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies the agreement entered into by the Library on October 31, 2017 with Medical Mutual of Ohio for employee health insurance benefits at the same rate for 2018 as for 2017 for a 12 month term from January 1, 2018 through December 31, 2018.

RESOLUTION AUTHORIZING AGREEMENT WITH CLEVELAND NEIGHBORHOOD PROGRESS INC. FOR FINANCIAL CONSULTING SERVICES THROUGH ITS COMMUNITY FINANCIAL CENTERS PROGRAM
Approved

Resolution Authorizing Agreement with Cleveland Neighborhood Progress Inc. for Financial Consulting Services through its Community Financial Centers Program

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

WHEREAS, Cleveland Neighborhood Progress, Inc. ("CNP") offers services to CPL employees and patrons through its Community Financial Centers Program, whereby professionals provide advice and guidance regarding financial planning and management; and

WHEREAS, On October 16, 2014, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a one (1) year contract with CNP to provide its Community Financial Center Program, and on January 21, 2016 and November 17, 2016, this Board authorized subsequent one year agreements with CNP for calendar years 2016 and 2017, respectively; and

WHEREAS, The Executive Director would like to continue to offer financial planning services through Community Financial Centers to Cleveland Public Library employees at no cost to them as a part of the Library's employee assistance program, and would also like to continue the availability of the services to Cleveland Public Library patrons as well at no cost; and

WHEREAS, CNP has proposed to provide these services again for a period of one (1) year and to provide the services for up to 250 employees and patrons at the cost of Forty Thousand Dollars ($40,000); now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee to enter into an agreement with Cleveland Neighborhood Progress, Inc. for financial planning and management services for the employees and patrons of the Cleveland Public Library through its Community Financial Centers for a period of one year from January 5, 2018 to January 4, 2019, at the cost of Forty Thousand Dollars ($40,000), with the expenditure being charged to General Fund Account 11510053-53710 (Professional Services). The Agreement shall be subject to the review and approval of the Chief Legal Officer.

Ms. Washington stated that she continues to be excited about the work of the Community Financial Centers Program and how the services have benefitted library staff and patrons.

Mr. Corrigan stated that these services have made a difference for Library staff and patrons and we are grateful for their work.

Director Thomas noted the newsletter that was distributed to the Board that highlighted the accomplishments, statistics and interesting stories related to the impact of their work.

RESOLUTION AUTHORIZING PURCHASE OF CARPET AND VINYL FLOORING
Approved

Resolution Authorizing Purchase of Carpet and Vinyl Flooring for South Brooklyn and Walz Branches

(See pages 1703-1710)

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

WHEREAS, The Cleveland Public Library has determined that it is necessary to purchase new carpeting for the Walz branch and to purchase both new carpeting and vinyl flooring for the South Brooklyn branch as soon as possible; and

WHEREAS, The purchase of this new carpeting and vinyl is not a purchase that is required to be competitively bid pursuant to Ohio Revised Code Section 3375.41; and

WHEREAS, The Library's Department of Property Management has sought pricing proposals from at least three (3) different vendors; and

WHEREAS, The proposals received are as follows:

	Pleasant Global Solutions, LLC	Emerald Finishing Group, LLC	Northern Flooring Specialists, Inc.
Walz	$25,867.00	$34,789.00	$27,510.91
South Brooklyn	$49,735.00	$56,280.00	$52,500.00

WHEREAS, The Library's Department of Property Management has reviewed the pricing proposals and recommends Pleasant Global Solutions, LLC as the lowest, responsible proposal for flooring at the South Brooklyn and Walz branches; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO or his designee, to enter into and execute agreements and such other documents, which documents and agreements shall be subject to approval by the Chief Legal Officer, as may be necessary for the purchase of carpeting for the Walz branch in the amount of $25,867.00 with the expenditure being charged to the General fund account 17940053-53310 (Building Repair), and for the purchase of carpeting and vinyl flooring for the South Brooklyn branch in the amount of $49,735.00, with the expenditure being charged to the General fund account 17850053-53310 (Building Repair).

FISCAL OFFICER'S REPORT Submitted

Fiscal Officer's Report

(See pages 1711-1720)

REPORT ON INVESTMENTS Submitted

Report on Investments

(See page 1721)

REPORT ON CONFER. & TRAVEL EXPENDITURES
Submitted

Report on Conference and Travel Expenditures

(See pages 1722-1723)

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR MAIN LIBRARY PHASE 2 CONSTRUCTION PROJECT
Submitted

Report on Expenditures Made from the Owner's Contingency Fund For Main Library Phase 2 Construction Project

(See pages 1724-1725)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

REGULAR EMPLOYMENT REPORT
Approved

Regular Employee Report

(See pages 1726-1729)

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

RETIREMENT RECOGNITION CITATION
Approved

Retirement Recognition Citation

Mr. Hairston moved approval of the following resolution. Mr. 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:

Cynthia Lombardo (10 years of service); Deputy Director Grade O – Deputy Director; retires 01/12/2018

Kevin Finohr (7 years of service); Page; Grade Z – Eastman Branch; retires 01/03/2018

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 Director Thomas, Trustees, members of the Leadership Team and staff shared their congratulations and well-wishes, Ms. Lombardo expressed her gratitude for the opportunity to serve at Cleveland Public Library.

RESOLUTION FOR SPECIAL CLOSINGS AND HOLIDAYS IN 2018
Approved

Resolution for Special Closings and Holidays in 2018

Mr. Hairston moved approval of the following resolution. Ms. Washington 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 2018 in observance of the following holidays and special closings as listed below.

New Year's Day	January 1, 2018
Martin Luther King Day	January 15, 2018
Presidents' Day	February 19, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Columbus Day	October 8, 2018
Veterans' Day	November 12, 2018
Thanksgiving	November 22, 2018
Christmas Eve	December 24, 2018
Christmas Day	December 25, 2018

WHEREAS, December 31, 2018 hours of operations will be 10:00 am to 6:00 pm.

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

Resolution Acknowledging Terms of Agreement with District 1199 SEIU

Mr. Hairston stated that this item would be considered after Executive Session.

REPORT ON PAID SICK TIME
Submitted

Report on Paid Sick Time Used by the Month

(See page 1730)

Employee Demographics(EEO-4)Report

(See page 1731)

EMPLOYEE DEMOGRAPHICS (EEO-4) REPORT Submitted

Insurance Summary Report

(See page 1732)

INSURANCE SUMMARY REPORT Submitted

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Resolution to Revise Policies on Facility Use

(See pages 1733-1736)

RESOLUTION TO REVISE POLICIES ON FACILITY USE Approved

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

WHEREAS, At their regular meeting on October 16, 2012, the Board of Trustees of the Cleveland Public Library approved and adopted a Policy on Meeting Room Use to codify the procedures and practices the Library had had in place for the use of its facilities for a number of years; and

WHEREAS, At their regular meeting on February 19, 2015, the Board of Trustees approved a revision to the Policy on Meeting Room Use to make the Library available to a broader spectrum of civic activities, and to create a separate policy for off-hour rentals of the Library's meeting rooms and other spaces; and

WHEREAS, To provide better service to our patrons, the two policies on facilities use should be combined into one, further clarification regarding fees and cancellations should be given, and other minor edits should be made; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby approves the revised Policy on Facility Use, as attached, to be effective December 22, 2017.

Mr. Corrigan stated that this item was discussed at length at Community Services Committee Meeting.

RESOLUTION ADOPTING POLICY ON 3D PRINTING SERVICES
Approved

Resolution Adopting Policy on 3D Printing Services

(See pages 1737-1739)

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

WHEREAS, The Cleveland Public Library strives to offer patrons access to innovative technology and a variety of computer and technology related services; and

WHEREAS, The Library offers 3D printing at the Lorain branch, in TechCentral in the Louis Stokes Wing, and at various locations throughout the City of Cleveland through the TechCentral Mobile MakerSpace; and

WHEREAS, The Library maintains guidelines for the use of its 3D printers, but it has not yet adopted a formal 3D printing policy; and

WHEREAS, In order to standardize the procedures and rules for use of the Library's 3D printers, and to address legal and practical concerns arising from creating 3D models for patrons, the Library Administration has crafted a Policy on 3D Printing Services for consideration by the Board of Library Trustees, which is attached as an exhibit to this Resolution; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby approves the Policy on 3D Printing Services, as attached, to be effective December 22, 2017.

Mr. Corrigan stated that this item was discussed at length at Community Services Committee Meeting and formalizes those things that we have already been doing. Weapons and parts are not made with 3D printer. More importantly, it addresses intellectual property issues associated with 3D printing.

MONTHLY ACTIVITY REPORT
Submitted

Monthly Activity Report

(See pages 1740-1745)

Mr. Corrigan stated that this report reflects circulation, electronic media circulation, computer

usage, and wireless sessions data in various branches. Trends appear to continue as they have all year.

Building Status Update

BUIDLING STATUS UPDATE Presented

Tim Murdock, Director of Property Management, stated that there have been no problems with heat during this winter season,

Recent water leak damaged the fire alarm system at South Brooklyn. Until the appropriate parts come in, there will be a 24/7 security fire watch during this time.

Safe, Warm and Dry Update

SAFE, WARM & DRY UPDATE Presented

Mr. Corrigan stated that this update was accomplished largely by the adoption of the Resolution Approving Guaranteed Maximum Price Amendment to Agreement with Regency Construction Services, Inc. for Safe, Warm and Dry Construction Project.

Eric Herman, Capital Projects Manager, stated that shortly, he will have the official current master schedule for construction.

Advocacy Taskforce Update

ADVOCACY TASKFORCE UPDATE Presented

Shenise Johnson Thomas, Director of Community Relations, stated that she and Director Thomas met with Ms. Washington to discuss the future work of the Advocacy Taskforce after the successful passage of the levy. Recommendations for the future work of the Taskforce will be forwarded to Ms. Washington for her review and consideration.

Foundation Update

FOUNDATION UPDATE Presented

In Gretchen Faro’s absence, Mr. Corrigan stated that he attended the Annual Meeting of the Foundation and thanked them for the support for the levy and noted that we recognize as a Board must now meet the needs and expectations of citizens who supported the levy. The Foundation should begin to assemble those things necessary to build an endowment and a foundation that this institution deserves.

In response to Mr. Hairston's inquiry, Director Thomas stated that the cost for the levy was less than $100,000.

Mr. Corrigan stated that it is a great responsibility to be the best tax supported city library system in the country and we need to maintain the standard that has been set for us.

New Business

Ms. Rodriguez presented the following items of New Business.

RESOLUTION TO EXPLORE USE OF RENOVATED SCOFIELD MANSION FOR BLACK HERITAGE CULTURAL CENTER
Approved

Resolution to Explore Use of Renovated Scofield Mansion for Black Heritage Cultural Center

(See pages 1369-1374)

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

WHEREAS, Since May 2017, the Cleveland Public Library has been in discussions with BRIDGES Black Heritage Cultural Center, Inc. ("BRIDGES"), a non-profit Cleveland-based organization focused on the historical and contemporary events and achievements of African Americans in Cleveland, regarding the possibility of the Library hosting an African American heritage cultural center; and

WHEREAS, BRIDGES has been in discussions with Cleveland Neighborhood Progress, a local community development funding intermediary with experience financing and carrying out renovation projects, about renovating the Levi Scofield Mansion located at 2437 Baldwin Road in Cleveland for use as a museum and cultural center; and

WHEREAS, BRIDGES and Cleveland Neighborhood Progress believe that the Scofield Mansion is capable of renovation and, once complete, could house the cultural center and potentially other uses; and

WHEREAS, The Board of Trustees of the Cleveland Public Library has authority under Section 3375.402 of the Ohio Revised Code to establish and maintain a museum in

connection with and as an adjunct to the Cleveland Public Library; and

WHEREAS, The Library requests authority to explore issues relating to operating an African American heritage cultural center and museum at the Levi Scofield Mansion including, but not limited to, participating in the renovation of the building, purchasing or leasing space in the renovated building, costs, logistics, staffing, and feasibility; now therefore be it

RESOLVED, The Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, and the Chief Legal Officer, to explore the issues related to operating an African American heritage cultural center and museum in the renovated Scofield Mansion as described in this Resolution.

Director Thomas stated that he was contacted by representatives from BRIDGES Black Heritage Cultural Center, Inc. who were looking for a permanent facility for the Center. During this same time, Cleveland Neighborhood Progress was working on the Scofield Mansion and asked the Library if there might be any interest in the space. Although this was not a current match for the Library, it might be a match for BRIDGES.

Director Thomas stated that preliminary discussions were held and Cleveland Neighborhood Progress expressed an interest in a possible capital project.

Director Thomas stated that although he is unsure if the Library wanted to have any type of financial commitment; there may be an opportunity for the Library to be involved as it may have value to the community and organization. This resolution will authorize the Library to explore options for the Library should we decide to move forward.

Ms. Washington stated that it is fine to move forward while considering if this adds value to the core of what the Library’s mission. In addition, it is wise to remain cautious as we do not want to incur expenses as the Library has recently incurred with the Glenville Parking Lot Project.

Ms. Washington stated that there is a concern about the clarity of the Library’s role as a partner to consult or

eventually becoming responsible for operations and other obligations.

Ms. Butts stated that many of these ventures have had such great ideas but have not had the funding.

Director Thomas stated that there is a place where our children need to go see their history. However, once we get involved, we do not want to be the more responsible of both parties unless that is what we decide that we choose to do.

Mr. Seifullah asked how this would be completely separate or a compliment with what we want to do at the Martin Luther King, Jr. branch.

Director Thomas stated that there are parts of our collection going through the Martin Luther King, Jr. branch and there are also other pieces that we have here that we cannot house there.

Mr. Corrigan stated that the character of the Scofield Mansion has significant architectural value and recommended asking the Schweinfurths if they had interest in the project.

Ms. Rodriguez stated that the following items would be considered following Executive Session:

Resolution Amending Resolution for Staff Not Covered by Collective Bargaining Agreements (EXHIBIT 24)

Resolution Approving Wage Increases for Laborers International Union of North America, Local 860(EXHIBIT 25)

ELECTION OF NOMINATING COMMITTEE FOR 2018 LIBRARY OFFICERS
Approved

Election of Nominating Committee for 2018 Library Officers

Ms. Rodriguez made a motion to select a Nominating Committee for 2018 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

Director Thomas presented the following report.

CELEBRATING A GLOBAL PERSPECTIVE

International Languages staff planned and conducted a total of 33 programs and outreach events in November reaching 348 patrons. Senior Librarian Caroline Han oversaw partnerships with the Confucius Institute, Jubilee Academy and Global Ambassador Learning Academy. Librarian Victoria Kabo focused multi-generation efforts serving both children and seniors interested in preserving their Russian language skills with two programs at Memorial-Nottingham Branch.

South
The month of November began with the closing of the last Hispanic Heritage event. The celebration of El Día de los Muertos is a tradition at the South Branch, which is now on its ninth year. The patrons learned all about "The Day of the Dead," and decorated traditional sugar skulls with icing, feathers, sequins, and much more. The Youth Staff read books that taught them the traditional customs celebrated during this traditional Mexican celebration. The Branch also had a number of different displays celebrating fall as well as Native Americans, which was enhanced by a kit from the Natural History Museum.

FORMING COMMUNITIES OF LEARNING

Cleveland Mini Maker Faire
On November 4th the library hosted its 5th annual Mini Maker Faire. In an effort to accommodate a growing interest in maker themed programming, the Faire was expanded to include 2 additional days of programming that catered specifically to student groups from area schools. On November 3rd, students from the University School, a private boys school in Shaker Heights attending a half-day seminar and equipment demonstration facilitated by Deborah Hajzak, Library Assistant, Outreach & Programming Services and C.J. Lynce, Manager, TechCentral.

On November 4th from 10 AM – 6 PM over 60 makers (e.g. engineers, artists, scientists, crafters etc.) demonstrated their skills and inventions with

approximately 3000 attendees. Activities included workshops on soldering circuits, game developing, and robotics.

With the need for additional space that could accommodate larger outdoor installations, the Library closed off Rockwell between East 6th and East 3rd and East 6th Street in between Superior and Rockwell.
On Rockwell NASA Glen Research Center’s, Journey to Tomorrow travelling exhibit, a 75-foot trailer that featured a genuine moon rock artifact returned to Earth by the crew of the Apollo 17 lunar landing mission, photographs of NASA Glenn Research Center’s early years as well as interactive exhibits that demonstrated the science behind space travel; what it’s like to live and work in space; and how the planets orbit the sun. Current NASA missions were also on display such as advanced aeronautics research and their efforts to send future human explorers to the moon and to Mars.
Also on Rockwell, local resident Michael Smith demonstrated his self-made trebuchet by launching pumpkins and water balloons in street. Smith also explained how trebuchets work and their uses as siege machines during medieval times.

On East 6th Street the Heavy Meta Collective, a group of makers from Toronto, Canada who range from high school students, professional metalworkers and marine engineers displayed their 30 foot-long mobile metal fire-breathing dragon. The dragon is made of hand-cut, hand-welded sheet metal panels that are applied to modified school bus.

Some of the more noteworthy indoor demonstrations and workshops are as follows:

Tesla Orchestra, a group of makers from Case Western University demonstrated their symphony of Tesla coils in the Louis Stokes Wing Auditorium. The coils are three-foot bolts of artificial lighting that are modulated to generate musical notes. An individual coil can play one or two notes; the orchestra is comprised of four coils that together can play complex harmonies. Throughout the day Tesla Orchestra a selection of songs, and for their final performance they performed John Williams’ Start Wars theme while Kody Green’s (see below) R2D2 robot moved about the stage.

Hathaway Brown Science Research & Engineering Program students (in partnership with NASA) displayed their work, and shared information about robotics, Raspberry Pi, Arduino, and augmented reality.

The Cleveland Museum of Natural History's ornithology collections manager Courtney Brennan prepared new research specimens from salvaged birds from the Cleveland area. Following the event the specimens will be housed at the museum to further their research on birds in the region.

Kody Green a 17 year old cancer survivor with an interest in Star Wars Droids and Robotics demonstrated his homemade robotic R2D2, BB-8, and Mouse Droid. Ron Dear and Kevin Pospichel of Zero Point Makers displayed various projects that involved laser cutting, homemade PCBs, RGB LEDs, arduinos, guitar pedals, and night lights controlled by Wi-Fi and cellular networks.

Designing the Great Lakes Exposition of 1936-37
The Special Collections Department partnered with the Western Reserve Architectural Historians to host a presentation for over 70 patrons on the Great Lakes Exhibitions on November 18th. Kent State Professor Steven Rugare shared details surrounding the design of the facility which was located on the shores of Lake Erie from the Cleveland Stadium up to East 20th. The fair featured the Billy Rose Aquacade, a water show featuring swimmers. In addition, Special Collections staff curated a tabletop exhibit featuring books, programs, souvenir programs, sheet music, and memorabilia about the Great Lakes Exposition of 1936-37. Cleveland Public Library is the sole owner of several books including Great Lakes Exposition: General Conditions and Rules and Regulations for Concessionaires (1936) and Your Garden and Home: Official Guide Book Edition: Horticultural Exhibit, Great Lakes Exposition (1936).

Exhibits, Tours and Displays

***Superman: From Cleveland to Krypton* an Exhibit -**

Main Library staff members conducted tours and coordinated visits during the month of November for the following groups: 550 Cleveland Municipal School District students visiting the Superman Exhibit, 15

students from Mexico, 15 students from Lincoln West High School, 7 members of the Society of Baseball Researchers, a group from Cleveland School of Architecture and Design at John Hay, and members of the Baseball Heritage Museum. Science and Technology Senior Librarian Jim Bettinger taught a patent searching class to fifteen Case Western Reserve University faculty, staff, and third year law students on November 13th. Mr. Bettinger showcased material from the US Patent and Trademark Office website and expertise gained from his Patent and Trademark Resource Center fellowship training.

Research that's Possible Only at Main Library

- Staff assisted a teacher from the Cleveland Metropolitan School District with acquiring a Plain Dealer story on The Olympias, a Greek ship replica that was built and sailed in 1990.

- A ten-year-old patron has been working on genealogical research on his family. Staff instructed him on how to use the Cleveland Necrology File, microfilm readers, the Plain Dealer Historical database, and death certificates

- Staff helped a patron find information about Reverend Maurice Joblin, author of Cleveland Past and Present, and it's Representative Men.

- Staff helped a patron find information about Oliver B. Butler and his death during World War II. By using the Local History section of the department, they found Mr. Butler's name listed in "Roll of Honor Cleveland War Memorial Fountain" (Call number F492.C64X).

- Staff assisted an out of state researcher find articles in the Plain Dealer about Cleveland Indians baseball player Jonah Goldman.

- Staff assisted with a patron request for images of chess players from Frank Leslie's Illustrated Newspaper dated October 31 1857.

- The Cleveland Metroparks was looking for 1880s newspaper articles on Washington Park in Newburgh Hts.

- Staff assisted a chess researcher looking for information on Mexican chess champion Jose Torres from the early 20th century. Staff found a photograph of Torres from the American Chess Bulletin, 1926 and the British Chess Magazine.

- Staff assisted a patron with a research request from Yellowstone National Park pertaining to a fleet of vehicles sold the park system from the Cleveland White Motor Company from the 1920’s. Staff found some articles from the journal The Albatross.

- The World Chess Hall of Fame requested images of women chess players for an exhibit.

- Staff assisted a graduate student from Kent State University to use the Rubaiyat collection for research.

- A professor from Cleveland State University is studying the architectural records from the Robert C. Gaede Papers collection.

- A professor from Bowdoin College in Maine inquired about the text by Charles Chesnutt entitled The Marrow of Tradition [1901] proof pages. These are hand-corrected proof pages in Special Collections.

- Scans from the Jacobus Cessolis chess manuscripts were sent to an Italian chess researcher.

- Staff assisted a patron who requested to confirm if the collection had blueprint drawings for a home in Cleveland Hts. that was part of the B.R. Deming lot and possibly a Howell & Thomas designed home.

- A student from the University of Cincinnati came in to do research with the Puskas miniature book collection; non-traditional book bindings, early illustrated medical books and books on magic for a class.

- A researcher from Humboldt University in Berlin, Germany, visited the Social Sciences Department to view and scan a rare item about housing for industrial workers.

- A researcher from the University of Sydney in Australia visited the Social Sciences' Sports Research Center to view materials related to Cleveland Municipal Stadium.

- A patent lawyer looking for the history of a socket wrench visited The Science and Technology Department. Staff were able to supply The Who, What, Where, and When of Ohio Toolmakers and Their Tools and American Wrench Makers 1830-1930.

- A patron requested a Science and Technology reference book from off-site storage entitled Terrain Analysis: A Guide to Site Selection Using Aerial Photographic Interpretation by Douglas S. Way (1973) for a class.

- Staff assisted with a request for an interlibrary for The European Porcelain Tobacco Pipe: Illustrated History for Collectors (2014). Cleveland Public Library is one of only 8 libraries worldwide to own this volume.

- Staff assisted patrons who were looking for schematics for old radios, specifically a 1942 Philco and a 1939 True Tone.

- Staff assisted the City Archives with a search for an original photograph of Mayor Jane Campbell.

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

CLEVNET
CPL has over 12,000 followers on Twitter and the Facebook page currently has over 8,000 fans.

GRANTS & DEVELOPMENT

Awarded grant from the **Cleveland Foundation** for $165,000 to support after school programming at branches including Homework Help (tutoring), arts programming, a creative writing club and to pilot a new math corps (tutoring) program.

Continued work toward the opening of the **Best Buy Teen Tech Center**, including posting the Tech Center Supervisor job description, discussing the equipment list for the space and continuing to gather construction budget estimates. Representatives from Best Buy came to Rockport Branch on Nov. 16 to review plans for the space and to facilitate a new partnership with a local company, Regency Technologies, who can assist with volunteering and mentoring as well as a career path opportunities.

Discussed new programming ideas around puppet theater, senior citizens and a partnership with Dance Cleveland.

Attended Annual Meeting of the Legal Aid Society of Cleveland.

Submitted final report to Mozilla Foundation for the Web Literacy for Library Staff project. CPL will continue work on this project through the spring of 2018.

Letter of support sent to Kent State University for their proposal to the National Science Foundation for Engaging Families of English Language Learners in STEM Education symposium.

Completed training on Exposure to Bloodborne Pathogens.

Completed training on Hazard Communications.

PUBLIC SERVICES

Programs and Services

In the month of November the Library hosted approximately 182 programs and 31 story times at neighborhood branches and Main library. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library. The library's after-school food program occurred Monday-Friday at 28 locations with 6 branches taking advantage of the Greater Cleveland FoodBank's produce program. As a part of the library's ongoing partnership with College Now Greater Cleveland, daily ACT preparation courses are offered in the Learning Commons of the Louis Stokes Wing. Attendance for this program averages 23 students from the city of Cleveland and inner ring suburbs.

Cleveland Mini Maker Faire

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Ron Dear and Kevin Pospichel of Zero Point Makers displayed various projects that involved laser cutting, homemade PCBs, RGB LEDs, arduinos, guitar pedals, and night lights controlled by Wi-Fi and cellular networks.

Services to Children
In the first week of November Club Create, the library's 32-week creative writing program moved from the Rice Branch to its new location, Martin Luther King Jr., Branch. On the first day at its new location 15 CMSD students surveyed various styles of poetry with the program facilitator Mrs. Weizer, of Lake Erie Ink.

The Big Read, a community-wide read sponsored by the National Endowment for the Humanities and the Center for Arts-Inspired Learning, concluded this month. Creative writing, upcycling/maker, and graphic novel workshops based on the book Station Eleven by Emily St. John Mandel, were hosted for youth patrons at Walz, Rice, MLK, and Rockport Branches. CPL collaborated with CAL, Lake Erie Ink, and Literary Cleveland to offer these programs.

Services to Adults
The Diversity Dialogue conversation series also concluded at Fleet Branch on November 14th. Twelve participants (including community leaders and Fleet Branch manager, Mrs. Pasha Moncrief-Robinson) discussed program proposals that could celebrate the neighborhood's diversity and support literacy for all-ages.

The Outreach & Programming Services department formalized the ASPIRE Greater Cleveland partnership with Cuyahoga County Public Library. The two organizations agreed to work together to provide CPL spaces and statistical reporting for adult education and ESOL classes.

Speaking for League Park and the House of Baseball Symposium
Social Sciences Library Assistant Pete Elwell coordinated the November 9th symposium which was produced by the Baseball Heritage Museum and included a

"baseball-centric tour" of the library and departments, a presentation on baseball research titled, *League Park in Images*, and an interview with the pioneering baseball history researcher Dorothy Seymour Mills.

Photographic Record: Through the Lens of Cleveland Masters
Located in the Photograph Collection the program, *Photographic Record: Through the Lens of Cleveland Masters*, focused on notable photographers who documented Cleveland in unique and groundbreaking ways. Thirty-four patrons attend the event on November 18th which was coordinated by Center for Local and Global History Library Assistant Adam Jaenke.

National Novel Writing Month
Literature Department Librarian Evone Jeffries hosted meet-ups for National Novel Writing Month on November 2nd. Library Assistant Lisa Quinn helped organized the programs which were held at CPL East 131st Street Branch on November 2nd, 9th, 16th, and 30th.

National History Day
Cleveland Public Library hosted a Library Research Day for the National History Day competition on November 18th. Thirty students from area schools participated in the event hosted by the Center for Local and Global History Manager Olivia Hoge. National History Day activities included a presentation on using the library catalog, a presentation on using data bases, and a presentation on government documents.

Designing the Great Lakes Exposition of 1936-37
The Special Collections Department partnered with the Western Reserve Architectural Historians to host a presentation for over 70 patrons on the Great Lakes Exhibitions on November 18th. Kent State Professor Steven Rugare shared details surrounding the design of the facility which was located on the shores of Lake Erie from the Cleveland Stadium up to East 20th. The fair featured the *Billy Rose Aquacade,* a water show featuring swimmers. In addition, Special Collections staff curated a tabletop exhibit featuring books, programs, souvenir programs, sheet music, and memorabilia about the *Great Lakes Exposition of 1936-37*. Cleveland Public Library is the sole owner of several books including *Great Lakes Exposition: General Conditions and Rules and Regulations for Concessionaires* (1936) and *Your Garden and Home:*

Official Guide Book Edition: Horticultural Exhibit, Great Lakes Exposition (1936).

Wikipedian Support Group
General Research Collections Manager Don Boozer hosted a meeting of the CPL Wikipedian Support Group in the CDPL on November 16th. The group continues to update Wikipedia articles with links to the digital resources available in the library's Digital Gallery and to contribute to articles of significance to the library and northeast Ohio in general. Currently, around 17% of all traffic to Cleveland Public Library's Digital Gallery are from Wikipedia, up 1% from last month.

Knitting at PAL
Popular Library Manager Sarah Flinn and Public Administration Library Assistant Monica Musser hosted two knitting classes for City Hall employees. The participants have been knitting baby blanket squares which are being sewn together for donations. The group will have 5 blankets to donate in December.

Main Library Book Clubs
Local and Global History Department Manager Olivia Hoge hosted a Brown Bag Book Discussion on *The Hello Girls: America's First Women Soldiers* by Elizabeth Cobbs on November 20th. Social Sciences Library Assistant Lakeisha Winstead and Librarian Helena Travka hosted the Social Sciences Non-Fiction book club on November 9th to discuss *The Silencing: How the Left Is Killing Free Speech* by Kirsten Powers. Kristen Schmidt, Branch Manager of the East 131st Street Branch, was the guest moderator for the discussion and Literature Department Library Assistant Nick Durda hosted the *Get Graphic!* book club with Jean Collins on November 2nd on the title *Baddawi* by Leila Abdelrazaq.

Main Library Tours and School Visits
Main Library staff members conducted tours and coordinated visits during the month of November for the following groups: 550 Cleveland Municipal School District students visiting the Superman Exhibit, 15 students from Mexico, 15 students from Lincoln West High School, 7 members of the Society of Baseball Researchers, a group from Cleveland School of Architecture and Design at John Hay, and members of the Baseball Heritage Museum. Science and Technology Senior Librarian Jim Bettinger taught a patent searching class

to fifteen Case Western Reserve University faculty, staff, and third year law students on November 13th. Mr. Bettinger showcased material from the US Patent and Trademark Office website and expertise gained from his Patent and Trademark Resource Center fellowship training.

International Languages Programming
International Languages staff planned and conducted a total of 33 programs and outreach events in November reaching 348 patrons. Senior Librarian Caroline Han oversaw partnerships with the Confucius Institute, Jubilee Academy and Global Ambassador Learning Academy. Librarian Victoria Kabo focused multi-generation efforts serving both children and seniors interested in preserving their Russian language skills with two programs at Memorial-Nottingham Branch.

Main Library Blogs and Social Media
A November blog about the *Cleveland Roll of Honor* was posted to commemorate Veterans Day. The *Roll of Honor* is 4 large volumes sectioned alphabetically that lists Clevelanders who served in various branches of the military during WWII. The volumes were donated to the Library in 1942 by Louis Seltzer, Editor of the Cleveland Press.

Literature Librarian Evone Jeffries posted three articles and 24 biographies for the Ohio Authors page during the month of November. Ms. Jeffries also monitors the Ohio Center for the Book Facebook page and makes posts promoting programs, events and topics of interest regarding libraries, poets/poetry, literacy/reading and books. Over 20 posts were submitted. Ms. Jeffries also added stories to the blog, including a posting about staff picks.

Main Library Displays
Fine Arts Staff members created several displays including a book display created by Library Assistant Mark Fox Morgan for Maker Faire which consisted of “how to” books related to art and music and Music Librarian Andy Kaplan and Mark Fox Morgan organized a book display of Native American music and artists for *Native American Heritage Month.*

Social Sciences Senior Librarian Mark Moore prepared two book displays during the month of November. One included materials written by Russ Schneider, the well-known Cleveland sportswriter who passed away in late October and the other included materials featuring League Park to complement the *Speaking for League Park and the House of Baseball* symposium on November 9th. Literature Department Library Assistant Nick Durda created a table display of *Justice League* and *The Punisher* graphic novels for the recent release of the movie and TV series and all staff members of the Literature Department and Ohio Center for the Book contributed to the department wide *Staff Picks* display in the Brett Hall Lending Department.

Main Library Outreach

Special Collections Librarian Ray Rozman and Cleveland Digital Public Library Manager Chatham Ewing presented on the Civil War at Shaker Heights High School on November 6th. They displayed primary resources of the Civil War and talked about the importance of such items. The students used the experience to complete a project for a grade as part of their curriculum. The items were also digitized so the students can refer to the primary resource.

Fine Arts Librarian Bruce Biddle continues to stock the Superior and East 14th Little Free Library several times per week and Fine Arts Librarian Andy Kaplan conducted a library instruction class for 12 students from Case Western Reserve University. Mr. Kaplan featured the music score collection in Fine Arts and the Eyman Dance music collection in Special Collections.

Government Documents Supervisor Sarah Dobransky presented *Using Government Documents to enhance your National History Day Search* at the fall meeting of GODORT on November 3rd. Ms. Dobransky is the Program Chair/President-Elect of the Ohio GODORT for 2017-18 and will be serving as President for 2018-19.

General Research Collections Manager Don Boozer participated in the Second Annual Cuyahoga Metropolitan Housing Authority’s Annual Mini Health Fair for its employees on November 3rd. Mr. Boozer spoke with 150 attendees about the library’s health and wellness materials and authoritative health-related databases, and other reliable online resources.

Business, Economics and Labor Library Assistant Joseph Parnell's Superman memorabilia exhibit at the Cuyahoga County Maple Heights Regional Branch closed on November 20th. The library stated that "their patrons really enjoyed the display, and some plan on visiting the Superman Exhibit at Main Library as a result.”
Senior Literature Librarian Jean Collins finalized and distributed the bookmarks for Cleveland Play House’s latest production of *A Christmas Story*, on stage November 24th through December 23rd. Ms. Collins mounted an exhibit on *A Christmas Story* including the leg lamp featured in the film.

Popular Library Assistant April Lancaster visited the satellite collection at Case Western Reserve University to weed the collection and add new titles.

Youth Services Manager Annisha Jeffries and Senior Librarian Lan Gao visited KinderCare Daycare to conduct story time for preschoolers.

Collection Development
The staff of the Center for Local and Global History conducted several collection development projects. Photograph Collection Librarian Brian Meggitt processed about 100 portrait photographs from the files of the *Cleveland Plain Dealer,* continued work on the Charles S. Hackett Collection of 13,868 images, completed the arrangement for the years 1959-1963, and arranged and dated about half of the undated photographs in the Collection. Library Assistant Lisa Sanchez added more than 300 item descriptions to the Photograph Collection’s Unique Item ID project and has now completed categorizations for all the images in the Subject Cleveland Collection including the quartos and folio sized images. Map Librarian Tom Edwards sent the G.M. Hopkins Plat Book of Cleveland, OH, Vol. 3, 1950, to the Cleveland Digital Public Library to be digitized and sent 250 folded maps to Catalog to be itemized for easier circulation

The Heights Chamber Ensemble donated a music score to Fine Arts and a local patron donated a 1938 copy of *The Rubaiyat of Omar Khayyam: Rendered into English Verse by Edward Fitzgerald First and Last Versions; [illustrated by Hamzeh Abd=Ullah Kar]* which was published by the World Publishing Company in Cleveland.

A *Deed of Gift* was signed for the donation of a second painting created by Moses Pearl and donated by his son entitled *Monumental Glyphics.* It depicts elements of the *Soldiers & Sailors Monument* on Public Square. The Government Documents Department is working with the Cleveland Digital Public Library to become an official Preservation Partner with the Government Publishing Office and Federal Depository Library Program.

Government Documents Supervisor Sarah Dobransky and Cleveland Digital Public Library Coordinator Rachel Senese have identified a World War II collection from the United States War Department to be scanned and made available to the public through the Digital Gallery and the Catalog of U.S. Government Publications. This is a unique opportunity for Cleveland Public Library to become the first public library to partner with Government Publishing Office as a preservation steward. All other partnering libraries are either academic or state libraries.

Youth Services Senior Librarian Lan Gao and Subject Department Children’s Librarian Rebecca Donahue began compiling books for the Enticing Titles for Teens and Youth Services Manager Annisha Jeffries and Senior Librarian Lan Gao continue to compile books for the 2017 Celebrate with Books sections: Babies and Toddlers.

Fine Arts & Special Collections Manager met with the Schweinfurth Committee on November 17th. The Committee selected architectural trade catalogs and books from rare book dealers and discussed issues of collection development.

Special Collections Librarian Ray Rozman retrieved the Larry Evans Chess collection from Lake Shore that was purchased from a private collector. Larry Evans was a chess master who is known to have trained with Bobby Fischer for the infamous 1971 match against Boris Spassky. The family of Charles K. Rath who donated a dozen or so chess sets in 1991 to the collection made a visit from Indiana in November. We were able to give them a copy of the chess catalog entitled *Enchanted Chessman: A World of Fantasy* that were on display in 1996 that featured some of Mr. Rath’s chess sets.

Social Sciences Senior Librarian Mark Moore prepared and uploaded an OhioLINK EAD Finding Aid for the Chuck

Heaton archive which was donated to the library by his wife. Mr. Moore continues to process the collection for inclusion in the Sports Research Center.

Research that's Possible Only at Main Library

- Staff assisted a teacher from the Cleveland Metropolitan School District with acquiring a Plain Dealer story on The Olympias, a Greek ship replica that was built and sailed in 1990.
- A ten-year-old patron has been working on genealogical research on his family. Staff instructed him on how to use the Cleveland Necrology File, microfilm readers, the Plain Dealer Historical database, and death certificates
- Staff helped a patron find information about Reverend Maurice Joblin, author of *Cleveland Past and Present, and it's Representative Men.*
- Staff helped a patron find information about Oliver B. Butler and his death during World War II. By using the Local History section of the department, they found Mr. Butler's name listed in "Roll of Honor Cleveland War Memorial Fountain" (Call number F492.C64X).
- Staff assisted an out of state researcher find articles in the Plain Dealer about Cleveland Indians baseball player Jonah Goldman.
- Staff assisted with a patron request for images of chess players from *Frank Leslie's Illustrated Newspaper* dated October 31 1857.
- The Cleveland Metroparks was looking for 1880s newspaper articles on Washington Park in Newburgh Hts.
- Staff assisted a chess researcher looking for information on Mexican chess champion Jose Torres from the early 20th century. Staff found a photograph of Torres from the *American Chess Bulletin,* 1926 and the *British Chess Magazine.*
- Staff assisted a patron with a research request from Yellowstone National Park pertaining to a fleet of vehicles sold the park system from the Cleveland White Motor Company from the 1920's. Staff found some articles from the journal *The Albatross.*
- The World Chess Hall of Fame requested images of women chess players for an exhibit.

- Staff assisted a graduate student from Kent State University to use the Rubaiyat collection for research.
- A professor from Cleveland State University is studying the architectural records from the *Robert C. Gaede Papers collection.*
- A professor from Bowdoin College in Maine inquired about the text by Charles Chesnutt entitled *The Marrow of Tradition* [1901] proof pages. These are hand-corrected proof pages in Special Collections.
- Scans from the Jacobus Cessolis chess manuscripts were sent to an Italian chess researcher.
- Staff assisted a patron who requested to confirm if the collection had blueprint drawings for a home in Cleveland Hts. that was part of the B.R. Deming lot and possibly a Howell & Thomas designed home.
- A student from the University of Cincinnati came in to do research with the Puskas miniature book collection; non-traditional book bindings, early illustrated medical books and books on magic for a class.
- A researcher from Humboldt University in Berlin, Germany, visited the Social Sciences Department to view and scan a rare item about housing for industrial workers.
- A researcher from the University of Sydney in Australia visited the Social Sciences' Sports Research Center to view materials related to Cleveland Municipal Stadium.
- A patent lawyer looking for the history of a socket wrench visited The Science and Technology Department. Staff were able to supply *The Who, What, Where, and When of Ohio Toolmakers* and *Their Tools and American Wrench Makers 1830-1930*.
- A patron requested a Science and Technology reference book from off-site storage entitled *Terrain Analysis: A Guide to Site Selection Using Aerial Photographic Interpretation* by Douglas S. Way (1973) for a class.
- Staff assisted with a request for an interlibrary for *The European Porcelain Tobacco Pipe: Illustrated History for Collectors* (2014). Cleveland Public Library is one of only 8 libraries worldwide to own this volume.

- Staff assisted patrons who were looking for schematics for old radios, specifically a 1942 Philco and a 1939 True Tone.
- Staff assisted the City Archives with a search for an original photograph of Mayor Jane Campbell.

Other Library News

Special Collections and the John G. White Collection were acknowledged in the two publications: an article by Ohio State University PhD student Pietro Shakarian entitled *Russia's Relations with the Kurds: Origins and Current Events in Historical Perspective;* 2017 publication of the 2017 book entitled *American Libraries 1730-1950* acknowledged the Cleveland Public Library and the John G. White Collection on pages 187-189.

Fine Arts & Special Collections Manager Pam Eyerdam prepared a short essay about the contributions of John G. White to the City of Cleveland in the upcoming publication entitled
A Sustainable City: The Soul of Cleveland edited by Nina Freedlander Gibans (to be published later in 2018).

The Seed Library is officially closed for the season. A representative from the Cleveland Seed Bank asked Science and Technology Department Librarian Rose Mary Hoge (who coordinates the program for Cleveland Public Library) to return all remaining seeds to the Cleveland Seed Bank. A fresh "crop" will be arriving in the spring, most likely around March.

An article in the November 15th issue of the *Wall Street Journal* by James R. Hagerty entitled *Google, Shmoogle; Reference Librarians Are Busier than Ever* included mention of Cleveland Public Library. General Research Collections Manager Don Boozer had spoken with Mr. Hagerty in late October and this mention was the result.
Assistant Director of Public Services Robin Wood was invited by the City of Philadelphia to serve as an interview/oral exam panel member for an internal recruitment for Administrative Librarians at the Free Library of Philadelphia on November 21st and November 22nd.
Local and Global History Department Library Assistant Adam Jaenke is working on a digital photography course that is part of a larger program in conjunction with Cleveland Museum of Art. He will teach two classes, the first being in January in a distance-learning format.

Staff from across main library completed a series of entries of names of individuals who immigrated to the United States and made a notable impact for the FRONT Art Project.

The cable show called *The Dead Files* used the Special Collections Reading Room to film a segment on November 17th.

BRANCHES

DISTRICT 1

Eastman - Branch Manager Ken Knape attended the Board Meeting of the Westown Community Development Corporation at Cafe Rome on November 6th. The Board discussed the Westown end of the year financial statement and various community projects that have been completed during the year. The Board also discussed the annual Christmas party called the Winter Frolic being held at Halloran Skating Park on December 8th. This will be the 8th year that Westown has sponsored this community event.

Lorain - The Lorain Branch partnered with The Big Read and Literary Cleveland to host an adult book discussion of Station Eleven, creative writing workshops, and a culminating panel discussion as part of Lit Cleveland's Between the Lines series. On November 15th, Towards Employment held an information session for thirty adult patrons at the branch in order to prepare them for employment at MetroHealth. The Upcycle Parts Shop visited the branch on November 9th and helped over ten children create vinyl flowers using recycled materials as part of the Liven Up Lorain initiative. The branch also partnered with the Greater Cleveland Food Bank to provide twenty-five healthy, nutritious bagged meals to children after school.

Rockport - Rockport started the month with a special creative writing/graphic novel workshop. Patrons of all ages wrote graphic prose and learned to draw in the Manga style. The month was full with Chess Club, Lego Club, Wii gaming, and K'Nex. In between all of the programming 3 classes came to Rockport for story time and tours. Youth staff performed outreach at 11 area schools and daycare's. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. America Reads Tutoring, courtesy of Cleveland State University

started with multiple youth daily taking advantage of the service.

Walz - Walz hosted a series of mini maker labs which was well received especially among the Tweens. Peter completed a week of shadowing in Youth services. Outreach and class visits suffered some due to number of school closings but Walz did team up with a charter school to hold a family day at the library.

West Park - During the month of November patrons at West Park enjoyed weekly story times, open VR and PS4 play, Little Bits workshops, drop-in crafts, and a program about Ohio’s First Peoples. Library Assistant - Computer Emphasis Katie Power staffed Cleveland's Mini Maker Faire at the Main Library. Manager Michael Dalby attended the Lakewood Area Collaborative Leadership Team meeting. Outreach continued at area schools as well as Gunning's Rose Center for Aging Well's book club.

DISTRICT 2

Brooklyn - Branch Manager Ron Antonucci interviewed for a Clerk position at the .Children's Librarian Laura McShane participated in weekly True2U Mentoring and training Sessions at Denison Elementary School. Numerous class visits at the branch from Denison, and Little Bit of Loving Care DayCare Center. The meeting room stayed busy and included a group from Case Western Reserve Nursing School.

Carnegie West - A special education class from Orchard S.T.E.M. School (CMSD) visited for the first time this November. The teachers were so pleased with the experience and atmosphere that they scheduled a return visit for the following week. The three smaller meeting rooms have become increasingly popular with individuals and organizations; Map Room was used by a patron to study for the GRE, and the Rookwood Room was used by ASPIRE for English classes, Project Learn for adult tutoring, CPL's Dublin Committee, a state-led school improvement diagnostic review team and two writing groups in just the first few weeks of November. The 3D printer was a hit with staff; the computer aides and branch clerks have embraced it, and will be able to fully assist patrons with their creations once it becomes available for public use.

Fulton - Fulton Branch experienced the wrap up of the branch's fifth fall season of Mean Green Science Machine. CWRU continues to thrill and educate the children with the Mean Green Machine; the children loved the lasers, the lamb brains and the robots! The branch meeting room has a continuation of the English as a Second Language class, in which many refugees seem to be coming to our city and the classes to learn English.

Jefferson - The Jefferson Branch once again celebrated El Día de los Muertos; patrons of all ages decorated their own traditional sugar skull with icing, sequins and feathers. This popular annual tradition kept twenty-two children enthralled for two whole hours! Anime Club is back with a bang; an average of fifteen tweens met every Friday to watch, play, and discuss all things Anime. The Branch celebrated Thanksgiving by making a giant handprint turkey, and doing Native American inspired crafts. Staff has begun planning and decorating for the Jolly Storytime Trolley program coming up in December, and more than 150 people have already registered to participate at Jefferson Branch. Adults participated in the monthly Tremont Think and Drink book club and were treated to a visit by local author Laurel Salupo. Calise Allen and Kathy Abouseh al were welcomed to the Staff as the new Branch Pages; both new staff members were regular Library patrons before they became Library employees.

South - The month of November began with the closing of the last Hispanic Heritage event. The celebration of El Día de los Muertos is a tradition at the South Branch, which is now on its ninth year. The patrons learned all about "The Day of the Dead," and decorated traditional sugar skulls with icing, feathers, sequins, and much more. The Youth Staff read books that taught them the traditional customs celebrated during this traditional Mexican celebration. The Branch also had a number of different displays celebrating fall as well as Native Americans, which was enhanced by a kit from the Natural History Museum.

South Brooklyn - Old Brooklyn CDC/Dollar Bank held a home buyer's seminar, and MetroHealth held a job information session in the meeting room. Children Librarian Tammy Houghton provided outreach to Mary Queen of Peace (40 youth) and William C. Bryant Pre-K (20 youth); attended the Youth Services Meeting to present

Adaptive Storytime Support with Joslyn Blackwell from OLBPD, NEO workshop pertaining to adaptive storytime; hosted SBN Toshokan (anime club), SBN Gamer’s Guild with over 30 youth, Turke Craft, and SBN Family Game Night, and young adult book club: *The Hate U* by Angie Thomas.

Adult Library Assistant Anna Kaufman Ford had her monthly book club, which discussed J. D. Vance’s *Hillbilly Elegy*, and worked with off-site Senior Resources Book Club. LACE Cheryl Williamson attended Organizing Files Training offered by TechCentral.

DISTRICT 3

Garden Valley - Harvest Day Care also visited the branch for story time. Mr. Burks’ storytime themed was Thanksgiving. He allowed each child to share why they were so thankful for during the program. Marla McConnell (Branch Clerk) worked on a special magazine project.
Kevin Ray began his new position as the Assistant Branch Manager of the Garden Valley Branch on October 25, 2017. During the one-on-one meeting, Mr. Ray, stated that he will like to work on developing branch relationships with the Garden Valley Branch neighborhood partners as well as reconnect with the Detention Center.

Hough - The highlight at Hough during the month of November was the mobile MakerSpace held weekly for all ages. There were 30 people in attendance. Children's Librarian Manisha Spivey started a weekly teen club that has been successful and much needed. She is taking the time to give the teens a safe place to learn and grow along with light refreshments. Library Assistant- Youth Emphasis Joanna Rivera held a Caramel Apple Making program for the fall season that the youth enjoyed, as well as learning about different types of apples. Ms. Rivera visited the Juvenile Justice center to drop off materials and interact with the youth at the center. Branch Manager Lexy Kmiecik taught two BookEnds classes: Customer Service and Circulation. She has continued to improve and enhance the circulation module after the pilot in preparation for Public Services staff.

Martin Luther King, Jr. - November was a month of continued outreach, special branch programming, collection maintenance activities, and planning for targeted events for branch patrons. In addition, staff

continued with various training, internal and external along with usual branch activities and services. Outreach to community partner PNC Fairfax Connection continued for their weekly Building Blocks program along with outreach to Daycare for Future Scholars on Carnegie Avenue with story times being done by Mr. Roberts

Sterling - Sterling's youth programs continue to be popular. Andrea Csia (Children's Librarian) presented the Sweet Readings Program which provides individual reading sessions with children. At the end of each session participants may choose a sweet treat or gift book. Difranco Barnes (LACE) continued his popular Tech Tuesday series with children ages 8-12. Using the large screen TV and Sterling Learning Center laptops the young students learned to import and format pictures in Word documents.

Woodland - Whitney Johnson (LAYE) continues to work on developing the branch relationship and connecting with the Dike school of the Arts. Ms. Johnson facilitated a Cycle-Up afterschool program, where children created their own DIY Mason jar aquariums complete with glitter, sea shells and aqua plants.Ayesha Drake El (Children's Librarian), hosted the Picture Book Day Program, with Special guest and local author, Mrs. LaDosha Wright. She read her picture book entitled, "Curly Hair Adventures". Ms. Drake El also visited the Beech Brook Family Drop-In Center to provide information about the services and materials the Woodland Branch offers the community as well as inform families of the upcoming system wide Jolly Storytime Trolley Program scheduled for on Thursday, December 7, 2017.

DISTRICT 4

East 131st - The branch had an exciting, eventful month. Deputy Director Cindy Lombardo and Director of Public Services John Skrtic visited our location after the Branch Managers' meeting. Approximately 60 children attended a Thanksgiving activity hosted by Kelli Minter, Children's Librarian and Rosa Simone, Library Assistant--Youth Emphasis where everyone enjoyed how to make a holiday dessert. Also during this month, teens were celebrated in a red-carpet, art show finale (with the help of OPS) for Ms. Cheryl's Art Therapy Studio sessions. Lisa Quinn, LACE and Karie Felder, Branch Clerk worked with a twelve children on card making for

the Adopt-A-Soldier donation campaign. Marketing and Communications, along with Catherine Young created a video that featured our very own Lisa Quinn and the East 131st St. Branch.

Fleet - Fleet Branch hosted a variety of programs this month. Fleet Branch partnered with the Diversity Center of Northeast Ohio to host a program about diversity in branch programming. Community partners and faithful patrons shared many ideas that will enhance adult programming at Fleet. Ms. Forfia and Ms. Fullmer, Fleet's Youth Services team, hosted a Wonder movie celebration program where children discussed bullying and how to counteract act bullying with kindness and the "choosekind movement." A Wonder movie display that featured the book "Wonder" and books about bullying and promoting kindness accompanied the program. Ms. Spivey and Mrs. Robinson started a Movie Night program for families to enjoy free movies and light refreshments at the library this winter season. Mrs. Robinson created a National Sleep Month display that featured materials about the benefits of sleep. Ms. Fullmer created an interactive display where patrons can write things they are thankful for.

Mount Pleasant - During the month of November, the Mt. Pleasant Branch hosted an Under the Sea program in which children learned about what goes on in the great waters of America. MTP held a Thanksgiving Rock Art program where the children painted rocks to decorate their tables at home for the holiday. The last day for the America Reads Tutors was Tuesday, November 21, 2017. Mrs. Scurka was interviewed by Kenneth Redd from the OLBPH Dept. Mr. Redd is in Library School and did a project on The Day in the Life of a Librarian.

Harvard-Lee - The Harvard-Lee team continues to press forward in the absence of a manager. Club Create continues to be a successful program with a regular group of 8 children in attendance weekly. The youth have made costumes and have written a plays to display their progression. Mr. Moore and Olivia Geaghan visited Adlai Stevenson School on November 9th to show a class of third grade students how to use our databases for youth. JFK faculty and students visited the Harvard-Lee branch for instruction on databases, college prep and scholarship information. A total of four classes have

visited the branch thus far, to the credit of the Youth team building effective relationships.

Rice - November was a month of transition for the staff at the Rice Branch, as we began life without a Branch Manager. Many thanks to Mrs. Parks, who assisted staff with scheduling and call-offs; Ms. Schmidt, who represented the staff at the monthly Network Night gathering. The Meeting Room and Learning Center were once again used extensively throughout the month, holding several meetings from Voter Education, to Youth Civic Engineers, to the Keeping It Together Street Club, to the Shaker Alliance. The branch also hosted its long-standing programs such as Knitting, Poetic Power, Meditation, Line Dancing, Yoga, and Qi Gong.

Union - On November 4th, The Legal Aid Society of Cleveland offered free legal advice to the community on a first come first serve basis. Over forty people came to the branch seeking legal advice. Children's Librarian Tamara Steward and LA Youth Emphasis Gregory Parker provided outreach story times to Oakfield, CEOCG, Katai Daycares. Three Kindergarten classes from E-Prep Woodland Hills visited the Union Branch for story time sessions with the Youth Staff. On November 8th, Manager Marcie Williams attended TRU2U Mentor training in preparation for the second in-school session. Ms. Williams presented the second in-school session to 8th graders at Nathan Hale on Thursday, November 16th. This session focused on narrowing down possible career choices to help prepare the students to choose which high school to attend for the next school year.

DISTRICT 5

Addison - Property Management continues to place repairs on the branch heating system. Champion Fire Equipment conducted a service check for our fire extinguishers. ASPIRE Greater Cleveland; *Barbara Watson* conducted a three day orientation session for new clients interested in taking part in the adult education classes. OMJ, Employment Specialist, *Maria Ramos* has been absent due to illness. New Ward 7 Councilperson, *Basheer Jones*, sent his warm regards to Addison Branch for its service to the community.

Collinwood - The branch experienced the relocation of LACE, Kristin Galewood to the Eastman Branch and

congratulated LACE, Geneva Gibbs on her success in finding a full time position externally. Collinwood Branch continues our partnership with CMA. The CCYA (Collinwood Community Youth Academy) will have art work posted from Collinwood New Tech Academy students in our Learning Center. Manager, Ms. Peak attended several community and civic events this month and has engaged several new community partners in the use of the Learning Center.

Glenville - This month the branch hosted a Metrohealth representative here to discuss their Dawn Program which talked about the use of opoids and Narcane. They were given a kit with the Narcane. On November 20th, the branch hosted a pre-Thanksgiving meal and program for families in the neighborhood. On November 29th, representatives from the Cleveland Rape Crisis Center will be in attendance to talk to parents about how to talk to their children about sexual abuse. Branch Manager Sharon Jefferson volunteered for the Issue 60. Glenville hosted the Senior Forum ook club and received books for the next several months.

Langston Hughes - This month the branch hosted CMA in your Neighborhood, (Cleveland Museum of Art) who continues to offer various neighborhood programs about art, crafts and sculpture to the branchThe Langston Hughes chess club meets every Tuesday and Thursday. Our YS staff visited Mary Bethune on November 1st and 8th and starting next month our YS staff will visit Citizen's Academy every other Friday.

Memorial Nottingham - The branch has continued their community outreach by visiting local schools and daycare centers in their service area for fun-filled story times. In addition to the regularly scheduled after school tutoring and Kid's Café, the branch hosted a Thanksgiving party for patrons. As part of our mission to be a good community partner, the branch has participated in the "Adopt a Soldier" program by providing many needed items for our soldiers stationed around the world. Memorial-Nottingham continues to press forward in the absence of a manager.

TechCentral

TechCentral Participated in the 5th Annual Cleveland Mini Maker Faire on November 4th. TechCentral’s exhibited

activities included two virtual reality stations, button making, 3D printing pen art, Mobile MakerSpace demonstrations, a photo booth, and tours of the TechCentral MakerSpace. TechCentral Manager CJ Lynce participated in the event as part of the event production team. TechCentral and Outreach and Programming staff collaborated to present the first monthly *Maker Monday* evening event at Main Library on November 6th. Many activities were available to attendees, including the mobile laser engraver and 3D printer, photo button making, adult coloring books, duct-tape wallets, sewing, and trinket box making.

The *Maker Monday* evening events were part of a Shark-Tank Innovation grant proposal from 2017, and will run through December of 2018, alternating between a different branch library and Main Library each month.

Staffing Changes: TechCentral Coordinator Forrest Lykins was promoted to Assistant Branch Manager, South Brooklyn Branch effective November 5th.

Community Engagement: TechCentral staff presented Mobile MakerSpace demonstrations to approximately 70 students from University School as part of *Field Trip Friday* on November 3rd.
TechCentral hosted a group of eight students from Lincoln West High School to a tour and demonstration of the TechCentral MakerSpace on November 8th.

TechCentral Manager CJ Lynce, hosted a tour of the TechCentral MakerSpace, followed by a brief Q&A session, for a group of ten people from the Knox County Area Development Foundation.

Public Services Technology

Service Ticket and Project Detail

- Installed new laser tube in MakerSpace laser engraver.
- Replaced broken cables in charging stations at Rice, Fleet, Langston Hughes.
- Repaired broken fan bracket in Carnegie West’s 3D Printer.
- Investigated possible X-motor error on MakerSpace laser engraver.
- Reimaged two TechCentral computer class laptop cases.

- Corrected password expiration issue on several TechCentral computer class case computers.
- Replaced keyboard on MakerSpace patron PC causing USB-bus issues.
- Investigated application issue on LSW Conference Room E computers.
- Repaired sensor connection issue with MakerSpace vinyl printer/cutter.
- Upgraded CorelDRAW on TechCentral staff PC.
- Upgraded Pallet multi-filament 3D printing device.
- Updated 130 iPads that are part of the OPS Learning Center and Food Program initiatives.
- Installed software for Patent and Trademark Resource Center on LSW2 Smartboard and MondoPads.
- Obtained quotes for mobile devices for OPS and The People’s University.
- Installed USB-C charging cables in 13 branch cell phone charging stations.

Cleveland Digital Public Library

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.

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.

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.

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 1st and November 21th 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.

Cleveland Digital Public Library continues curating web-content as part of a 35,000 dollar IMLS grant working with the Internet Archives ArchiveIT project to document local web-content and local digital resources.

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.

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. ILL numbers are as follows for October [November unavailable]):

Borrower Activity Overview Report:
CPL Patron Requests Initiated: 66
CPL Requests Filled: 43
Lender Activity Overview Report
ILL Loans requested of CPL: 1673
ILL Loans filled by CPL: 423
    Loans: 400
    Copies: 23

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.

1:30
Environmental Monitoring
Working with buildings including Property Management Supervisor Tim Murdock and Oliver Reyes, Dr. Ewing continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices. We have added an additional five placements at the Lakeshore Facility and have begun monitoring all five of them. We are also monitoring the collections processing room at Lakeshore. We are regularly collecting and uploading data into E-Climate Notebook for sharing and analysis. We have now licensed an additional 10 slots in E-Climate Notebook and have placed them in galleries to gather and share information from exhibit areas monitored by our portable monitors (Artens, Hobos, and PEMIIs).

Stacks and Collections
ClevDPL has completed its work on studying potential stack options for storing oversized maps from the maps collection. We have ordered appropriate conservation housings and ordered appropriate storage racks to be placed on the seventh floor of the Louis Stokes Wing in stack areas currently used for general storage. We will be working with buildings to clear the area and store the maps.

IPM monitoring
ClevDPL has placed insect traps appropriate for establishing the detection portion of an integrated pest management (IPM) program in Main, LSW, and Lakeshore Facility. We are currently monitoring LSW, Main, and Lakeshore.

Superman Exhibits
ClevDPL was involved in repairing, prepping, and preparing items for display for the Superman opening. ClevDPL is coordinating with the Intermuseum Conservation Association to overseeing boxing of selected items from the collections. The department has been taking part in the planning discussions regarding the exhibit being curated by the library.

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.

Ohio Library for the Blind and Physically Disabled

For November 2017, OLBPD circulated 40,223 books and magazines directly to patrons. OLBPD registered 125 new readers to the service. Approximately 616 BARD patrons among 1,787 active users downloaded 11,109 items.

Clovernook Center for the Blind and Visually Impaired, in collaboration with the Braille Institute of America, will be hosting the Ohio Regional Braille Challenge on Friday, March 2, 2018. The Braille Challenge, now in its 17th year, is open to students of all abilities to test their braille skills in five categories: reading, comprehension, braille spelling, chart and graph reading, proofreading and braille speed and accuracy. Student contests are organized by grade level, and all test formats are UEB. The theme for the Ohio State Braille Challenge will be "Braille Masters," and will include fun activities for the entire family and teachers. For further information, including registration and to request a permission form, email Jackie Conner at jconner@clovernook.org or direct Ohio Braille Challenge inquiries by email to braillechallenge@clovernook.org or by phoning 1-800-866-6723 or 513-522-3860. Students and teachers are also encouraged to visit www.braillechallenge.org and

www.clovernook.org for more information and practice tests.

OLBPD completed and submitted its IMLS annual narrative and statistical report for the 2017 Federal Fiscal Year (October 1, 2016 – September 30, 2017) to the State Library of Ohio.

The American Council of the Blind of Ohio hosted their annual conference in Sandusky October 20th-22nd. OLBPD Library Assistant Ken Redd spoke during their general session, and provided a report and updates on OLBPD library services.

OLBPD made plans to host its annual Family Fun and Learning Day in 2018 in Cleveland at the Library for the Blind and Lakeshore Facility on Tuesday, July 10th. OLBPD will be working to schedule our keynote speaker and plan the day's programs.

OLBPD Library Assistant Ken Redd provided information and talks about the service at the East-West Eye Conference November 2nd-4th at the Cleveland Global Center for Health Innovation and Convention Center.

The OLBPD adult book club met on November 10th to discuss "My (Part-time) Paris Life: How Running Away Brought Me Home" by Lisa Anselmo.

EDUCATION AND LEARNING

Aspire Greater Cleveland

Along with Director Thomas, Denise Crudup, and John Skrtic, Marina Marquez attended a meeting at CCPL Maple Heights Branch Library with the Aspire Greater Cleveland service providers.

Director Thomas, Densie Crudup, CJ Lynce and Marina Marquez met with at the Cleveland Foundation with the Cuyahoga County Aspire Providers and Leon Wilson, Chief of Digital Innovation & Chief Information Officer at the Cleveland Foundation, Dale Anglin Robinson, Program Director for Youth & Social Services at the Cleveland Foundation, and Rennae Coe, Program Assistant at the Cleveland Foundation.

Marina Marquez and John Skrtic attended a meeting at Mr. Ratner's office with the Aspire Greater Cleveland service providers and Cynthia C. Dungey, Director of the Ohio Department of Job and Family Services. The Cuyahoga County Aspire Providers Fact Sheet including the eight priorities was presented to Director Dungey.

Best Buy Teen Tech Center Grant

Marina Marquez along with Amiya Hutson, Tracy Martin and Eric Herman met with William Woodworth and the Best Buy team for the standing bi-weekly telephone conference calls. We discussed updates on the Tech Center Supervisor position and construction plans and budget for the Best Buy Teen Tech Center at the Rockport Branch. Eric Herman is working on the construction budget and timeline for the Teen Tech Center.

Along with Amiya Hutson, Harriette Parks and Tracy Martin, Marina Marquez met with the Best Buy Team: William Woodworth, Andrea Wood, and Andrea Riehl, who introduced us to Jim Levine, President of Regency Industries, and Anthony Magistrelli, National Business Development and Marketing Manager at Regency Technologies. Regency Technologies is interested in being corporate sponsors of the Best Buy Teen Tech Center. We provided a tour of the Rockport Branch to our guests from Best Buy and Regency Industries. The Tech Center Supervisor position has been posted on the CPL website and on Indeed.com. The job posting was also shared with faculty at Case Western Reserve University, Cleveland State University and Cuyahoga Community College.

Book Box – LSTA Competitive Grant

LSTA Review Committee recommended funding the CPL proposal. On December 12th Marina Marquez and Tracy Martin are scheduled to present the project proposal to the State Library of Ohio Board who has the final authority for making grant awards.

Marina Marquez met at Cleveland State University Physics Department with Dr. Petru Fodor, Chair of the Physics Department, Dr. Jearl Walker, Professor, Dr. Kiril Streletzky, Associate Professor, Tara Peppard, Laboratory Operations Manager, and Peggy Irwin, Grant Writer/Administrator for the College of Science. The Physics Department at Cleveland State University will participate in the outreach activities related to the

LSTA Competitive Grant Proposal. Tara Peppard and Marina Marquez will be the coordinators of the outreach activities at the Book Box at Edgewater Live events during summer 2018. Using the “Flying Circus of Physics” book by Dr. Jearl Walker, we will engage families to look at the world around us to uncover the fascinating feats of everyday physics. We will provide demonstrations of practical and everyday aspects of physics concepts such as kitchen physics, mechanics of sports, electricity, waves, optics, and modern physics. Demonstrations provide an opportunity to illustrate the scientific method and to teach the families to relate experimental observation to scientific theory. The use of demonstrations makes the learning of physics much more enjoyable.

Bruening Grant

Project Manager Denise Crudup

- Denise Crudup had a phone meeting with Jeanine Gergel. Mrs. Gergel wanted to share information about the other early childhood literacy indicatives that the Bruening Foundation is funding in Cleveland.
- Selected a consulting team to begin the implementation process. Sent proposal to Legal for a draft of an engagement agreement.
- Met with Madeline Corchado regarding to finalize the Learning and Impact Specialist job description.

Cleveland Mini Maker Faire

Marina Marquez assisted with the 5th Annual Cleveland Mini Maker Faire, escorted vendors to their tables, and greeted and registered patrons who attended the event.

Digital Photography Learning Path

Marina Marquez followed up with Chatham Ewing, CJ Lynce, Shayna Mukerheide, Adam Jaenke, Bryan Swaleski, and Will Skora regarding updates and changes to the digital photography learning path for TPU|CMA.

Marina Marquez and Shayna Muckerheide discussed using Project Outcome to create pre and post assessments for each digital photography class.

Community Wellness Programs Initiative

Marina Marquez and Shayna Muckerheide met with Lisa Eulinberg, HomeHEALTH Manager at NEOMED-CSU Partnership for Urban Health. Along with MetroHealth, this partnership will begin leading education sessions,

medication reviews, and blood pressure screenings at the branches. Between March and May, med-students, under doctor supervision, will lead the one-on-one sessions. Five branches expressed an interest to host the sessions. Marina Marquez is coordinating with Mrs. Parks and the branch managers the best dates to schedule the health screenings. The program will be re-assessed in May for changes.

Dance Cleveland

Along with Director Thomas and Tracy Martin, Marina Marquez met with Pam Young, Executive Director of Dance Cleveland, and Katie Gnagy Crosby, Community Engagement & Education Coordinator of Dance Cleveland. We provided a tour of the Library and discussed offering the early childhood program *Read to Learn, Dance to Move* in the branches.

CWRU-IP Venture Clinic (IPVC)

Along with Don Boozer, Jim Bettinger and Sarah Dobransky, Marina Marquez met with Theodore Theofrastous, Managing Attorney, IP Venture Clinic, Zahra Smith, IPVC Director, and Scarlet White, Client Coordinator of the IPVC and the Ohio Patent Pro Bono Programs. We discussed creating educational training for entrepreneurs, inventors, law students and lawyers to take classes around using CPL’s Patent Trademark Center.

Learning Land Lab – Carnegie West

Along with Angela Guinther and Bryan Szalewski, Marina Marquez met with Cathi Lehn, Sustainable Cleveland Coordinator, and Jessica Gift, Manager of Parks and Recreation, Research and Planning to finalize the City land agreement.

Cathi Lehn, Sustainable Cleveland Coordinator, and Marina Marquez facilitated an informal agreement for Ann Cicarella, Founder of Cleveland Pollinator and Native Plant Symposium, and Garrett Ormiston, Cleveland Museum of Natural History, to voluntarily co-create a landscape design for Carnegie West’s pollinator garden.

Mayor’s Office of Sustainability

Marina Marquez has been working with the Mayor's Office of Sustainability, Mrs. Parks, and several branch managers to help coordinate the best locations for neighborhood workshops on health, community and climate action. The workshops will provide learning

opportunities about how climate action can improve health, quality of life and community. A majority of time will be dedicated for residents to provide input on the Cleveland Action Plan by working together to turn issues into ideas and opportunities. From this residents will develop climate action projects that have a positive impact on their lives and their community. There are funds available through ioby and the Cleveland Climate Action Fund to help the residents turn their project ideas into action. The Mayor's Office of Sustainability will lead the workshops, provide refreshments and welcome children.

Starting Point/MyCom: Out-Of-School Database
Marina Marquez updated the Out-of-School Time (OST) youth referral database with all the CPL youth programming for December 2017 and January 2018. Starting Point and MyCom are partnering to help Cleveland children, youth and their families access quality after-school, holiday and summer activities that supplement and enhance school learning; nurture talents and interests; develop leadership skills and foster 21st century abilities that help young people become productive citizens and future leaders of our community.

Project Outcome
Marina Marquez completed PLA's webinar, Using Data to Understand Your Community & Measure Impact. Using Project Outcome, surveys will be created for pre and post assessment of the Digital Photography classes in 2018.

Pollinator Plan of North East Ohio
Marina Marquez attended the Pollinator Plan of NEO Committee Meeting. Cleveland Public Library's Carnegie West Branch will be hosting the Education sub-committee meeting on December 18, 2017 from 10am to 12pm.

Warm Up Cleveland
Warm Up Cleveland collected 22-hat/scarf sets, 9-hats and 4-scarves for the Adopt-A-Soldier donation drive. Tai-Renee King and Marina Marquez attached the Warm Up Cleveland laser engraved wood labels to each item.

Professional Development

- Marina Marquez completed PLA's webinar, Using Data to Understand Your Community & Measure Impact.

- Marina Marquez completed Demco's webinar, 5 Ways to Transform How Your Library Works With Your Community.

Miscellaneous

- Marina Marquez attended bi-weekly CPL-FIT meetings.
- Marina Marquez attended bi-weekly Best Buy Teen Tech Center meetings.
- Along with Director Thomas, Denise Crudup attended a Say Yes to Education Planning Session at the Cleveland Foundation.
- Denise Crudup attended the inaugural meeting of the Cuyahoga County Word Gap Task Force.
- Denise Crudup met with Joanne Federman regarding the status of Woodland Wonderland.

ADVOCACY & COMMUNITY AND GOVERNMENT RELATIONS

ADVOCACY TASK FORCE:
Recommendations have been drafted for the future work of the Advocacy Task Force. This information will be shared with Trustee and Advocacy Task Force Chair, Alesha Washington, for review and feedback.

COMMUNITY AND GOVERNMENT RELATIONS:

I. Sustain and Increase Public Support:

Targeted Communications to Cleveland Residents on CPL Programs, Services, and Events via City Council Newsletters

The Office of Community and Government Relations is working with Cleveland City Council to provide information on CPL programs, services, and events in one or more of the following areas to Cleveland residents via City Council persons' newsletters:

- Education & Literacy
- Digital Literacy
- Job Skills and Workforce Development
- Seniors
- Enrichment

This initiative, along with existing marketing and communications efforts, offers another way to inform Cleveland residents on CPL programming demonstrating the organizations value to its community members.

II. *Garner External Resources to Advance CPL Priorities*

CPL Individual and Corporate Engagement
The Office of Community and Government Relations will be working with the CPL Foundation to cultivate relationships with individuals and corporations raising awareness on CPL's value to the community. The long-term goal is to garner support, financial resources, and other commitments from this audience to support organizational goals.

III. *Increase CPL's Community Relations Capacity*

The Office of Community and Government Relations' first phase of this effort is in progress. Surveys have been administered and retrieved from the first internal audience. This information is being culminated for analysis and feedback.

TECHNICAL SERVICES

Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell met with Assistant Public Services Director of Branches Harriette Parks at the Fleet Branch to discuss adding additional new juvenile materials to Fleet's collection and withdrawing older items that were not circulating.

Ms. Jelar Elwell and Collections Manager Pam Matthews met with the representative from the book vendor Baker & Taylor. Ms. Jelar Elwell, Technical Services Associate Nathaniel Infante, and Technical Services Senior Clerk Paula Stout met with the representative from the periodical vendor EBSCO.

Ms. Jelar Elwell attended the Book Ends Customer Service Training. Technical Services staff completed the online training module of Hazard Communication and GHS - What Employees Need to Know.

Acquisitions: The Acquisitions Department ordered 8,214 titles and 12,594 items (including periodical subscriptions and serial standing orders); received 17,117 items, 1,280 periodicals, and 243 serials; added 600 periodical items, 75 serial items, 1,053 paperbacks, and 1,559 comics; and processed 2,210 invoices.

Acquisitions Coordinator Alicia Naab worked with Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell to coordinate the purchase of materials from eBay for a Special Collections display about the Great Lakes Exposition of 1936-1937. The vendor Midwest Library Service informed the Acquisitions Department that it will no longer be able to handle the purchasing of rare materials and materials from third parties for the Cleveland Public Library. These purchases will now be handled and overseen by Ms. Naab.

Technical Services Librarian Tonya Jenkins returned from a leave of absence on November 8th. Technical Services Associate Glennis Blair retired from CPL on November 30th after 31 years of service.

Catalog: Catalogers added 2,618 titles and 3,789 items for Cleveland Public Library.

Librarians Perry Huang and Barbara Satow created their first original sheet map records, applying what they learned after attending a recent map cataloging workshop. Catalog Manager Andrea Johnson reminded the staff about how Blu-ray combo packs are ordered and should be processed.

With the help of Senior Catalog Librarian Dawn Grattino, Technical Services Librarian Erin Valentine began cataloging classical music scores with instrumental parts intended for larger ensembles. Ms. Valentine also created original records for two collections of papers related to the railroad sidetracks for the Cuyahoga County Courthouse and Cleveland City Hall using special MARC tagging to link them to corresponding blueprints already in the collection.

Ms. Satow attended the Ohio Library Council (OLC) Leadership Conference on November 9th, where she acted as secretary for the OLC Technical Services Division, a role she will officially assume in January 2018. Ms. Satow was also made co-chair of the Wow! Employee Recognition Committee. During a WorldCat Public Library Advisory Board on Data Quality WebEx meeting on November 28th, Technical Services Librarian Amei Hu viewed a demonstration of Record Manager, the cataloging software which OCLC is developing to replace the Connexion Client.

Collection Management: Collection Management selected 1,855 titles, 15,984 copies, and spent $272,984 in November. 34 telescopes of materials were relocated.

Department staff continued to select and process branch discretionary selections for Children’s and Young Adult materials and select eBooks, Large Print, and Spanish titles, covering the duties of the retired Children’s and Youth Selector and Technical Services Director.

Technical Services Assistant Eric Hanshaw continued his service on the United Way/Community Shares committee, which wrapped up its fundraiser featuring hoodies with the People's University logo this month.

Collections Manager Pam Matthews attended the Ohio Library Council (OLC) Leadership Conference as part of her membership on the OLC Technical Services Division Action Council. Collection Management Librarian Laura Mommers virtually attended the “Scholastic Spring 2018 Online Preview: A First Look at New Books for All Ages”.

High Demand: The High Demand Department ordered 1,206 titles and 15,004 items; received and added 11,612 items; and processed 570 invoices.

Materials Processing: The Technical Services Associates cataloged 859 new titles for the Cleveland Public Library and added 1,211 records for the CLEVNET libraries. The Technical Services Associates and Senior Clerks added 5,629 items. The Materials Processing Technicians worked on 23,007 items.

Materials Processing Technician Michael Reynolds attended the Book Ends Customer Service Training. Technical Services Associate Christon Hicks joined the Wow! Employee Recognition Committee. Materials Processing Manager Elizabeth Hegstrom met with Mr. Hicks and Technical Services Associate Dwayne Jones to discuss call numbers for DVDs and audiobooks.

Shelf/Shipping: The Lake Shore Shelf/Shipping Department staff sent 128 items to the Main Library for requests and 110 items to fill holds. Main Library received 285 telescopes, the Branches received 628 telescopes, CLEVNET received 76 telescopes, CASE received 6 telescopes, CSU received 6 telescopes, and Tri-C received 3 telescopes. A total of 1,005

telescopes were shipped out. The Receiving/Distribution Technicians sent out 242 items of foreign material and in total 16,650 new items were sent to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS

Media coverage for the month of November included 56 print and online publications as well as TV and radio.

The full report, available in the Marketing Department, shows ad values of $60,650.00. During the month, the online media outlets that featured CPL events and programs received 57,825,446 unique visitors. The media stories varied, with the three most prominent story lines focused on the Library's levy, internet access for low-income Clevelanders, and the upcoming FRONT exhibit in Brett Hall.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,045 times on average per day, with an average of 134 clicks to the website per day resulting in a 12.9% click-through rate for the month. Over 66% of the click-through's were from some combination of the keywords *library, libraries, public, and cleveland oh*. No special ads were run on cleveland.com.

Facebook

	2017	**2016**	**YoY**
Net Page Likes	182	67	172%
Avg Post Reach	4,063	2,214	84%
Avg Total Reach	5,628	3,627	55%
Average engagement	82	33	148%
Reactions	75	31	142%
Comments	7	2	250%
Shares	8	5	60%

Twitter

	2017	**2016**	**YoY**
Top Tweet (Impressions)	5,996	7,936	-24%
Top Mention (Engagements)	8,339	605	1278%

Top Media Tweet (Impressions)	4,618	7,660	-40%
Summary			
Tweets	80	86	-7%
New Followers	137	65	111%

The number of Facebook followers reached a new milestone with 10,000 followers. The Library continues to be more active on Instagram with 7 posts and 170 points of engagement, attracting 73 new followers.

Graphics

Graphics staff 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; *UpNext* monthly program guide and MyBranch branch activity fliers; and weekly postings to the website home page.

PROPERTY MANAGEMENT

Painters

Delivered rock salt and snow blowers to branches.
Finished painting at P.A.L.
Helped clean out Old South and delivered furniture to Carnegie West storage.
Picked lawn care equipment up from branches.

Carpenters

- Finished hanging all wall mounts for Digital Signage.
- Cut and removed tree branches from Collinwood.
- Assisted with the cleaning of Old South.
- Started on the making of book carts for the Foundation Office
- South Brooklyn- raised cabinet remount and repaired drywall and paint.

Mechanic

- Serviced vehicles 8, 17, 25 and 27.
- Repaired door to Mobile Services reading van
- Finished vehicle E-Checks.

Maintenance Mechanics

- Addison – repaired leaking heating coil for the meeting room air handler, provided space heaters (timer operated).
- LSW – switched Automation server room Lieberts from Cleveland Thermal chilled water to Dry Coolers.
- Lakeshore - replaced bad pneumatic pressure transducers (pxp's) for AHU#1 zones
- Jefferson – completed emergency and exit lighting retrofit to LED fixtures.
- MLK – installed replacement draft diverter for 1st stage boiler.
- Harvard Lee – replaced broken outdoor light fixtures.
- Branches – time change/mechanical and lighting time clock adjustment.
- MLK – replaced mechanical equipment time clock.
- Brooklyn – re-mounted sink on wall, repaired/replaced piping.
- Union – replaced bad heating valve actuator.
- Rice – secured electrical floor boxes, repaired drinking fountain, replaced leaking vacuum breakers, repaired outdoor lighting.
- Woodland – calibrated heating valve actuators on AHU's 1-4.
- Hough – installed low water cut-offs on both boilers.
- Carnegie west – restored power and lighting in meeting room.
- MLK – replaced bad ballasts and re-lamped 2nd floor meeting room.
- Lakeshore – converted outdoor lighting system from mechanical timers to dusk to dawn photocell sensor.
- Westpark – replaced broken outdoor light fixtures.
- LSW – ran three dedicated circuits behind existing laser engraver for new equipment.
- Langston Hughes – replaced bad domestic hot water tank in mechanical room.

- E.131 – replaced broken faucet for staff lunchroom sink.
- Lakeshore – finished draining and winterizing AHU coils.
- Union/Glenville – continued with hand dryer installation projects.
- Branches – continued Digital Signage project.

*Justin Samsa and Joe Bulejski in Lincoln Electric Welding School from 11/27/17 to 12/1/17.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS staff completed Pepper Gel training at Lake Shore November 26th. There will be a makeup class for 3 officers that were unable to attend.
- SPS is now closing the LSW inner lobby doors. The doors should be shut to ensure the lockdown button can be used effectively. Eric Herman was consulted to ensure LSW bldg would remain ADA compliant.

Protective Services

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emer-gencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Nov 2017	3929	163	68	78	706	93	70	119
Oct 2017	4092	157	62	65	676	66	65	68
Sept 2017	3900	156	79	55	742	56	65	54
Aug 2017	4173	155	91	59	827	55	58	46
July 2017	3498	140	49	57	679	75	138	53
June 2017	4126	159	111	45	877	107	72	60
May 2017	3772	145	85	70	600	83	89	51
April 2017	3609	144	73	63	646	120	57	47
March 2017	4084	151	102	85	728	174	68	48
Feb 2017	3574	155	65	109	586	164	80	40
Jan 2017	2920	127	44	112	470	115	80	93
Dec 2016	3087	123	34	108	372	160	68	29
Nov 2016	3404	155	52	113	568	116	74	40

Special Attention, Special Events, and Significant Incidents

- 11/1, a CPL employee encountered a male during her bus ride home from the Main bldg. The male saw her work ID and sought her out at work, later. He approached her at work and handed her a card with his picture and phone number on it. He attempted to get her phone number, but she declined. SPS was notified and spoke to the male in person to advise him, his advances were unwelcomed.
- 11/2, at West Park a male patron was observed sitting in his vehicle in the branch parking lot. He was completely nude with a newspaper on his lap. The Royce guard observed this and then notified SPS. The male then entered the branch clothed, and sat down to read the newspaper. SPS arrived and notified the male that he would have to leave for the day. The male then started yelling and was told he was suspended for 30 days.
- 11/9, at Carnegie West a property management staff member reported that his assigned truck (#6) was broken into. The lock was removed and access to the truck was gained. There is no video and no suspects. Two drill sets were taken with an estimated total value of $800.
- 11/13, A female employee notified the Mt. Pleasant branch manager by phone that she was sitting in her car, in the branch parking lot experiencing numbness in her leg. She phoned again and stated she was having the same difficulty in her arm. EMS was notified and responded. The employee was transported to an unknown hospital.
- 11/14 a male patron entered the branch and confronted an employee. The patron was described as an older, white male. He made racial remarks and threats to a black, male employee. The patron left prior to the arrival of officers. The employee's versions of events were confirmed by another patron. The offending male is known to staff, but has not been in the branch for a year.
- 11/13, A stack of nine DVDs were found by staff on the floor by the East Public Elevator. Four of the cases were empty. Video will be checked.
- 11/15, A juvenile male was crossing the street in front of Carnegie West when he was struck by a passing vehicle causing the juvenile to strike the

back of a parked SPS patrol vehicle. The juvenile was bleeding from his nose and mouth. Officers retrieved the first aid kit and AED. EMS and CPD were notified. First aid was applied until EMS arrived and he was transported to Metro Hospital. Witnesses stated the juvenile ran into traffic without looking.

- 11/17, A female patron at Rice pushed a stack of DVDs from the counter and toward an employee. The patron raised her voice and threatened to throw the DVDs at the employee. The patron had reached her check out limit and was angry that she could not get the items she wanted.
- 11/17, a group of 3 male juveniles were engaged in a fight outside of Harvard Lee branch. Staff was alerted by patrons entering the branch. Officers secured the branch and called for assistance. Once confronted by branch management the fight stopped and those gathered to watch left.
- 11/27, SPS officers responded for a fight in progress at Rice. Upon arrival a female patron could be heard yelling and verbally assaulting the officers stating, "I'm not fucking scared of yall, fuck yall and this library." She was suspended for 30 days.

Protective and Fire Systems

- Fourth quarter fire drills have started.
- SPS branch patrol officers will act as safety ambassador’s and start checking emergency lights at branches as well as fire extinguishers. The locations will be noted on a branch map before Dec.31st. Sherry Parker will keep track of and correct any issues noted.
- IPS will start installing card readers on E. 131, Glenville, Hough, and Sterling branches.

Contract Security

- The Hough branch Royce officer has been reassigned for disciplinary reasons per the branch manager.

Administration

- Officer Erin Chapman earned the department’s first employee of the month.

- SPS branch patrol officers are still escorting Douglas Huston to EASE meetings when needed.
- SPS part time officers working at branches affected by Safe, Warm, and Dry will be reassigned. Royce has also been notified of impending closings.

INFORMATION TECHNOLOGY & CLEVNET

At their regular meeting on December 9, 2016, the Board of Trustees of the Ohio Public Library Information Network (OPLIN) approved a project would provide equipment rack space in the State of Ohio Computer Center (SOCC) free of charge for servers that provide services to more than one library. This allowed consortia such as CLEVNET to place their servers in an extremely stable, protected and secure building at the heart of the OPLIN network in an area dedicated to public libraries. SOCC charges are calculated by the rack, with a set monthly lease cost plus the cost of power used. CLEVNET had budgeted for the costs of leasing SOCC rack space and power usage in its 2017 budget; this decision by the OPLIN Board has had a major positive impact on the CLEVNET budget. The CLEVNET member libraries recognize and appreciate OPLIN’s continued support and genuine partnership. CLEVNET’s connection to OPLIN at the SOCC is now up and running.

As part of the work to move CLEVNET’s data center to the SOCC, AT&T IP Flexible Reach was installed with maintenance access configured and tested. This is a converged network solution with voice and data traffic riding over the same transport providing greater bandwidth utilization and cost savings.

Other CLEVNET Projects

- Traps™ Advanced Endpoint Protection has been installed throughout 40% of CLEVNET. This product replaces legacy antivirus protection and secures endpoints with a multi-method prevention approach that blocks malware and exploits, both known and unknown, before they compromise endpoints, such as laptops, desktops and servers.
- Rubrik, the new solution for backing up CLEVNET’s SirsiDynix data, has been installed and is working. With this product, staff no longer have to deal

with lengthy backup setup times, broken job scheduling, and uncertain recoveries.
- Voicent, the new notification platform, is set and ready to expand the types of notices it delivers to include overdues and courtesy messages.
- Cleveland Heights-University Heights was cut over to a Time Warner connection.

CPL Projects
- Installed the new licensing server for Windows 10 and Office 2013 keys.
- Completed Microsoft One Drive set-ups at Garden Valley Branch, Woodland Branch, Mobile Services, and Public Administration Library, with the retiring of Drive G.
- Assisted in the interior digital signage rollout at Lorain, Langston Hughes, Eastman, Brooklyn, Fulton, Jefferson, and Walz branches, by making the necessary data connections to the centralized software solution in the Marketing and Communications Department.

The next quarterly of the CLEVNET Directors will be held on Friday, January 26, 2018 at 9:30 a.m., Geauga County Public Library Administrative Center, 12701 Ravenwood Dr., Chardon, OH 44024.

EXECUTIVE SESSION

Mr. Corrigan moved to adjourn into Executive Session to discuss the collective bargaining situation and a personnel matter. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:30 p.m.

Mr. Corrigan moved to return to the Regular Board Meeting. Mr. Parker second the motion, which passed unanimously by roll call vote

The Regular Board Meeting resumed at 2:07 p.m.

RESOLUTION ACKNOWLEDGING TERMS OF AGREEMENT WITH DISTRICT 1199 SEIU
Approved

Resolution Acknowledging Terms of Agreement with District 1199 SEIU

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

WHEREAS, The Cleveland Public Library (CPL) and the Service Employees International Union (SEIU), District 1199, are parties to a collective bargaining agreement which expired on December 31, 2016; and

WHEREAS, CPL and SEIU District 1199 engaged in collective bargaining negotiations from September 2016 through September 2017 and were able to reach tentative agreements on some issues except the issue of Wages and Benefits, Hours of Work, Drug Free Workplace, and duration of the Collective Bargaining Agreement; and

WHEREAS, SEIU District 1199 requested a fact-finding hearing in order to resolve the unresolved issues. A Fact Finder was appointed by the State Employment Relations Board and a fact-finding hearing was held on November 20, 2017; and

WHEREAS, The Fact Finder issued her Findings and Recommendations on December 19, 2017. In accordance with Ohio Administrative Code Section 4117-9-05(N), these Findings and Recommendations were made available to this Board for review; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, having reviewed the Findings and Recommendations of the Fact Finder issued December 19, 2017 in the matter of Service Employees International Union, District 1199 and the Cleveland Public Library, hereby accepts the Findings and Recommendations of the Fact Finder in their entirety, clarifying that the wage increases and bonuses shall apply to active employees only, and with the exception that the effective date of the wage increase for 2017 shall be December 25, 2016 instead of December 29, 2016; be it further

RESOLVED, That the Executive Director, CEO and the President of the Board of Trustees is authorized to execute such instruments and documents as are necessary and appropriate to memorialize the intent of this Resolution; be it further

RESOLVED, That verification of this Resolution be provided to the State Employment Relations Board as required by Ohio Administrative Code Section 4117-9-05(N) within twenty-four hours of the vote count.

Mr. Hairston introduced the resolution and moved for passage;

Mr. Corrigan seconded the motion and, after discussion a roll call vote was taken and the results were

Ayes: 7

Nays: 0

RESOLUTION AMENDING RESOLUTION FOR STAFF NOT COVERED BY COLLECTIVE BARGAINING AGREEMENTS
Approved

Resolution Amending Resolution for Staff Not Covered by Collective Bargaining Agreements

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

WHEREAS, On June 13, 2017, the Board of Trustees of the Cleveland Public Library adopted a Resolution approving wage increases for non-bargaining unit employees in the amount of 2% for 2017, 2018, and 2019, consistent with wage increases contained in the Laborers International Union of North America, Local 860, Collective Bargaining Agreement commencing January 1, 2017 and terminating December 31, 2019; and

WHEREAS, On December 19, 2017, a Fact Finder appointed by the State Employment Relations Board to hear and decide unresolved issues in collective bargaining negotiations between the Library and the Service Employees International Union (SEIU) District 1199, issued a Report and Recommendations recommending the following:

a. Wage increases in the amount of 2% for 2017, 2½ % for 2018, and 2½% for 2019 for SEIU members;
b. A $500 ratification bonus for full-time SEIU members and a $250 ratification bonus for part-time SEIU members, to be paid in the first pay period following ratification;
c. That paid holiday hours and paid vacation hours be counted as hours worked for the purposes of computing overtime pay.

WHEREAS, This Board has accepted and approved the Fact Finders Report and Recommendations by separate Resolution on this 21st day of December, 2017; now therefore be it

RESOLVED, That subject to and on condition that the Service Employees International Union District 1199 ratifies or otherwise fails to reject the Fact Finder's Report and Recommendations issued December 19, 2017 in accordance with applicable law, the Resolution adopted by this Board on June 13, 2017 shall be amended to provide that the wage increases consistent with the recommendations regarding wage increases, bonuses, and calculation of overtime pay (for non-exempt employees only) contained in the Report and Recommendations of the Fact Finder for SEIU District 1199, as set forth in this Resolution. Bonuses shall be implemented for all non-bargaining unit employees as follows:

$500 bonus full-time employees;
$250 bonus for part-time regular employees;
$125 bonus for substitutes and part-time employees; and
$85 bonus for pages; be it further

RESOLVED, That the Executive Director, CEO, the Chief Financial Officer, and the Director of Human Resources are authorized to implement the wage increases set forth in this Resolution for all non-bargaining unit employees; be it further

RESOLVED, That all other provisions of the Resolution adopted by this Board on June 13, 2017 shall remain the same and in full force and effect.

Resolution Approving Wage Increases for Laborers International Union of North America, Local 860

RESOLUTION APPROVING WAGE INCREASES FOR LABORERS INTERNATIONAL UNION OF NORTH AMERICA, LOCAL 860
Approved

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

WHEREAS, On June 13, 2017 the Board of Trustees of the Cleveland Public Library approved and accepted the Collective Bargaining Agreement (Contract) ratified by Local 860 of the Laborers International Union of North America, covering the time period

commencing January 1, 2017 through December 31, 2019; and

WHEREAS, The Contract provides for a two percent (2%) salary increase for 2017 retroactive to December 25, 2016, and two percent (2%) annual salary increases for years 2018 and 2019; and

WHEREAS, On December 19, 2017, a Fact Finder issued a Report and Recommendations with regard to collective bargaining negotiations between the Cleveland Public Library and the Service Employees International Union (SEIU), District 1199, which included wage increases in the amount of 2% for 2017, 2½ % for 2018, and 2½% for 2019 for SEIU union members; and

WHEREAS, In addition, the Fact Finder recommended a $500 ratification bonus for full-time SEIU members and a $250 ratification bonus for part-time SEIU members, to be paid in the first pay period following ratification; and

WHEREAS, This Board has accepted and approved the Fact Finders Report and Recommendations by separate Resolution on this 21st day of December, 2017; and

WHEREAS, In recognition of the valuable contributions that Local 860 members make to the Library, and as matter of equity, Library Administration would like to extend the 2 ½% wage increases in 2018 and 2019 to Local 860 members, as well as the one-time $500 bonus to full-time Local 860 members, and the one-time $250 bonus to part-time Local 860 members; now be it

RESOLVED, That subject to and on condition that the Service Employees International Union District 1199 ratifies or otherwise fails to reject the Fact Finder's Report and Recommendations issued December 19, 2017, in accordance with applicable law, this Board authorizes the Executive Director, CEO, to enter into an agreement, Memorandum of Understanding, or such other documents as may be necessary or appropriate, to provide that the members of Local 860 receive 2 ½% wage increases in 2018 and in 2019, and that full-time Local 860 members receive a one-time $500 bonus and part-time Local 860 members receive a one-time $250 bonus, to be paid in the first pay period following ratification of the SEIU Fact Finding Report and Recommendations.

Ms. Rodriguez adjourned the Regular Board Meeting at 2:13 p.m.

Maritza Rodriguez President	Thomas D. Corrigan Secretary

GIFT REPORT FOR NOVEMBER 2017

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	790	8,875
Periodicals	28	1,317
Publishers Gifts	0	8
Non-Print Materials	8	1,394
TOTAL LIBRARY SERVICE MATERIALS	826	11,594

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	$ 5	$ 2,515
Library Fund	Restricted	25	2,770
Young Fund	Restricted	0	36,465
Schweinfurth Fund	Restricted	0	2,485
Founders Fund	Restricted	0	93,584
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	176,431
Lockwood Thompson Fund	Restricted	0	91,768
Early Literacy	Restricted	0	150,000
TOTAL MONEY GIFTS		$ 30	$ 556,919

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	11	172	826	11,594
Money Gifts	3	73	3	73
TOTAL GIFTS	14	245	829	11,667

Cleveland Public Library
2017

December 8, 2017

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-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
101	General Fund	$ 21,352,450.41	$ 28,840,441.02 $ 21,464,342.85	$ 28,840,441.02 $ 21,464,342.85	$ 2,097,748.36	$ 2,124,248.36	$ 26,500.00
Special Revenue Funds							
201	Anderson	$ 298,256.67			$ 19,000.00	$ 19,000.00	$ -
202	Endowment for the Blind	$ 2,315,138.10			$ 145,000.00	$ 145,000.00	$ -
203	Founders	$ 6,519,469.54			$ 575,406.12	$ 575,406.12	$ -
204	Kaiser	$ 63,388.19			$ 4,000.00	$ 4,000.00	$ -
205	Kraley	$ 186,152.65			$ 11,000.00	$ 11,000.00	$ -
206	Library	$ 165,285.26			$ 12,000.00	$ 12,000.00	$ -
207	Pepke	$ 136,083.10			$ 9,000.00	$ 9,000.00	$ -
208	Wickwire	$ 1,441,278.03			$ 95,000.00	$ 95,000.00	$ -
209	Wittke	$ 93,248.13			$ 6,000.00	$ 6,000.00	$ -
210	Young	$ 4,284,457.50			$ 300,000.00	$ 300,000.00	$ -
225	Friends	$ 5,000.00			$ 53,000.00	$ 26,500.00	$ (26,500.00)
226	Judd	$ -			$ 234,733.00	$ 234,733.00	$ -
228	Lockwood Thompson	$ 17,630.70			$ 183,536.00	$ 183,536.00	$ -
229	Ohio Center for the Book	$ -			$ 900.00	$ 900.00	$ -
230	Schweinfurth	$ 105,500.75			$ 50,000.00	$ 70,508.00	$ 20,508.00
231	CLEVNET	$ 355,090.36			$ 5,227,437.05	$ 5,227,437.05	$ -
251	OLBPD	$ (7,291.61)			$ 1,508,194.00	$ 1,508,194.00	$ -
252	LSTA-Know It Now	$ -			$ 35,062.62	$ 35,062.62	$ -
254	MyCom	$ (35,658.92)			$ 150,000.00	$ 75,000.00	$ (75,000.00)
256	Learning Centers	$ -			$ -	$ -	$ -
257	Tech Centers	$ -			$ 40,000.00	$ -	$ (40,000.00)
258	Early Literacy	$ -			$ 150,000.00	$ 150,000.00	$ -
		$ 15,943,028.46			$ 8,809,268.79	$ 8,688,276.79	$ (120,992.00)
Capital Projects Funds							
401	Building and Repair	$ 8,876,395.08			$ 1,330,000.00	$ 1,330,000.00	$ -
Pennanent Funds							
501	Abel	$ 226,173.04			$ 15,500.00	$ 15,500.00	$ -
502	Ambler	$ 2,193.48			$ 150.00	$ 150.00	$ -
503	Beard	$ 128,479.79			$ 9,200.00	$ 9,200.00	$ -
504	Klein	$ 5,163.48			$ 350.00	$ 350.00	$ -
505	Malon/Schroeder	$ 184,284.84			$ 17,500.00	$ 17,500.00	$ -
506	McDonald	$ 188,343.08			$ 12,000.00	$ 12,000.00	$ -
507	Ratner	$ 91,907.78			$ 6,500.00	$ 6,500.00	$ -
508	Root	$ 35,410.29			$ 2,500.00	$ 2,500.00	$ -
509	Sugarman	$ 52,295.93			$ 12,000.00	$ 12,000.00	$ -
510	Thompson	$ 117,350.04			$ 11,000.00	$ 11,000.00	$ -
511	Weidenthal	$ 6,522.12			$ 430.00	$ 430.00	$ -
512	White	$ 1,830,468.94			$ 145,000.00	$ 145,000.00	$ -
513	Beard Anna Young	$ 18,417.34			$ 4,400.00	$ 4,400.00	$ -
		$ 2,887,010.15			$ 236,530.00	$ 236,530.00	$ -
Agency Funds							
901	Unclaimed Funds	$ 7,601.54			$ -	$ -	$ -
905	CLEVNET Fines & Fees	$ -			$ -	$ -	$ -
		$ 7,601.54			$ -	$ -	$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-General Fund by $26,500 for return of the advance the Board approved on January 17, 2017 from the Friends fund and a net decrease in Other Sources-Special Revenue by $120,992 for: ***Tech Centers fund*** - decrease by $40,000 as funding will be received in 2018; ***MyCom fund*** - decrease by $75,000 as reimbursement will be received in 2018; and ***Schweinfurth fund*** - increase by $20,508 to reflect an additional 2017 distribution.

Thank You,

Carrie Krenicky
Treasurer/CFO
Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 87.24% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)
Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio December 8, 2017

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

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2017, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	$21,352,450.41	$28,840,441.02	$21,464,342.85	$2,124,248.36	$73,781,482.64
Special Revenue	$15,943,028.45			$8,688,276.79	$24,631,305.24
Capital	$8,876,395.08			$1,330,000.00	$10,206,395.08
Permanent	$2,887,010.15			$236,530.00	$3,123,540.15
Agency	$7,601.54			$0.00	$7,601.54
Totals/Subtotals	$49,066,485.63	$28,840,441.02	$21,464,342.85	$12,379,055.15	$111,750,324.65

Budget

Commission

CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: TENTH AMENDMENT
DECEMBER 21, 2017

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)	
Cash January 1	21,352,450.41	0.00	21,352,450.41	(3)
Taxes - General Property	26,414,754.97	0.00	26,414,754.97	
Public Library Fund (PLF)	21,464,342.85	0.00	21,464,342.85	
State Rollbacks/CAT	2,438,175.59	0.00	2,438,175.59	
Fines and Fees	381,033.86	0.00	381,033.86	
Earned Interest	580,601.36	0.00	580,601.36	
Services	0.00	0.00	0.00	
Unrestricted Gifts	2,446.53	0.00	2,446.53	
Miscellaneous	1,222,677.07	0.00	1,222,677.07	
Return of Advances/(Advances Out)	(101,500.00)	26,500.00	(75,000.00)	
TOTAL RESOURCES	**73,754,982.64**	**26,500.00**	**73,781,482.64**	

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	36,095,163.28	0.00	36,095,163.28
Supplies	1,076,042.00	0.00	1,076,042.00
Purchased/Contracted Services	10,114,403.43	0.00	10,114,403.43
Library Materials/ Information	6,749,723.65	0.00	6,749,723.65
Capital Outlay	1,123,707.87	0.00	1,123,707.87
Other Objects	145,762.38	0.00	145,762.38
SUBTOTAL OPERATING	55,304,802.61	0.00	55,304,802.61
Transfers	1,300,000.00	0.00	1,300,000.00
TOTAL APPROPRIATION	**56,604,802.61**	**0.00**	**56,604,802.61**

CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: TENTH AMENDMENT
DECEMBER 21, 2017

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	24,752,297.24	(120,992.00)	24,631,305.24

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	297,114.16	0.00	297,114.16
Endowment for the Blind	2,460,138.10	0.00	2,460,138.10
Founders	4,630,213.30	0.00	4,630,213.30
Kaiser	67,388.19	0.00	67,388.19
Kraley	197,152.65	0.00	197,152.65
Library	177,285.26	0.00	177,285.26
Pepke	145,083.10	0.00	145,083.10
Wickwire	1,529,025.40	0.00	1,529,025.40
Wittke	99,248.13	0.00	99,248.13
Young	4,584,457.50	0.00	4,584,457.50
Friends	31,500.00	0.00	31,500.00
Judd	234,733.00	0.00	234,733.00
Lockwood Thompson	201,166.70	0.00	201,166.70
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	155,500.75	20,508.00	176,008.75
CLEVNET	5,582,527.41	0.00	5,582,527.41
LSTA-OLBPD	1,500,902.39	0.00	1,500,902.39
MyCom	74,403.70	0.00	74,403.70
Learning Centers	0.00	0.00	0.00
Tech Centers	40,000.00	(40,000.00)	0.00
Early Literacy	150,000.00	0.00	150,000.00
TOTAL APPROPRIATION	22,158,739.74	(19,492.00)	22,139,247.74 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,206,395.08	0.00	10,206,395.08

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	10,206,395.08	0.00	10,206,395.08 (5)

CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: TENTH AMENDMENT
DECEMBER 21, 2017

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,123,540.15	0.00	3,123,540.15

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	241,673.04	0.00	241,673.04
Ambler	2,343.48	0.00	2,343.48
Beard	137,679.79	0.00	137,679.79
Klein	5,513.48	0.00	5,513.48
Malon/Schroeder	201,784.84	0.00	201,784.84
McDonald	200,343.08	0.00	200,343.08
Ratner	98,407.78	0.00	98,407.78
Root	37,910.29	0.00	37,910.29
Sugarman	64,295.93	0.00	64,295.93
Thompson	128,350.04	0.00	128,350.04
Weidenthal	6,952.12	0.00	6,952.12
White	1,975,468.94	0.00	1,975,468.94
Beard Anna Young	22,817.34	0.00	22,817.34
TOTAL APPROPRIATION	3,123,540.15	0.00	3,123,540.15 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	7,601.54	0.00	7,601.54

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds	7,601.54	0.00	7,601.54
CLEVNET Fines & Fees	0.00	0.00	0.00
TOTAL APPROPRIATION	7,601.54	0.00	7,601.54

CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: TENTH AMENDMENT
DECEMBER 21, 2017

(1) Certificate dated November 6, 2017

(2) Certificate dated December 8, 2017

(3) $21,311,700.41 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of $25,000 and $15,750 to produce the carryover balance available for appropriation in 2017; plus $5,702,168.24 encumbered cash.

(4) $15,983,778.45 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of $25,000 and $15,750 to produce the carryover balance available for appropriation in 2017; plus $848,312.41 encumbered cash. $8,688,276.79 additional revenue. 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. ($15,943,028.45 + $8,688,276.79 - $2,492,057.50 = $22,139,247.74)

(5) $8,876,395.08 unencumbered cash carried forward; plus $1,615,639.76 encumbered cash. $1,300,000.00 transfer from General Fund. $30,000 additional revenue. ($8,876,395.08 + $1,300,000 + $30,000 = $10,206,395.08)

(6) $3,671,326.51 unencumbered cash carried forward; plus $13,352.22 encumbered cash. $236,530 additional revenue. Non-expendable principal amounts of $784,316.36 are not included in either the certified fund balances or the appropriated amounts. ($3,671,326.51 + $236,530.00 - $784,316.36 = $3,123,540.15)

CLEVELAND PUBLIC LIBRARY

GENERAL FUND			APPROPRIATION 2018
Salaries/Benefits			
65.0%			
	TOTAL	$	36,631,162.50
Supplies			
1.8%			
	TOTAL		1,001,537.75
Purchased/Contracted Services			
19.1%			
	TOTAL		10,752,186.41
Library Materials/Information			
11.9%			
	TOTAL		6,734,347.09
Capital Outlay			
1.9%			
	TOTAL		1,090,467.00
Other			
0.3%			
	TOTAL		155,408.01
SUBTOTAL GENERAL OPERATING EXPENDITURES		$	**56,365,108.76**
100.0%			
Transfers/Advances Out			
	TOTAL	$	-
TOTAL GENERAL FUND		$	**56,365,108.76**

Note: Percentages based on total appropriation, not certified revenue

CLEVELAND PUBLIC LIBRARY

SPECIAL REVENUE FUNDS	FUND NO.		APPROPRIATION 2018
Anderson	201	$	297,100.00
Endowment for the Blind	202	$	2,444,000.00
Founders	203	$	3,348,000.00
Kaiser	204	$	67,800.00
Kraley	205	$	191,600.00
Library	206	$	142,500.00
Pepke	207	$	143,300.00
Wickwire	208	$	1,514,900.00
Wittke	209	$	99,200.00
Young	210	$	4,635,600.00
Friends	225	$	12,000.00
Judd	226	$	230,000.00
Lockwood Thompson	228	$	180,000.00
Ohio Center for the Book	229	$	2,125.00
Schweinfurth	230	$	166,000.00
CLEVNET	231	$	5,208,249.57
LSTA-OLBPD	251	$	1,508,194.00
MyCom	254	$	-
Learning Centers	256	$	165,000.00
Tech Centers	257	$	40,000.00
Early Literacy	258	$	-
TOTAL SPECIAL REVENUE FUNDS		**$**	**20,395,568.57**

CLEVELAND PUBLIC LIBRARY

CAPITAL FUNDS	FUND NO.		APPROPRIATION 2018
Building and Repair Fund	401	$	1,807,200.00
TOTAL CAPITAL FUNDS		**$**	**1,807,200.00**

PERMANENT FUNDS	FUND NO.		APPROPRIATION 2018
Abel	501	$	242,300.00
Ambler	502	$	2,275.00
Beard	503	$	129,400.00
Klein	504	$	5,520.00
Malon/Schroeder	505	$	199,200.00
McDonald	506	$	200,300.00
Ratner	507	$	97,200.00
Root	508	$	38,400.00
Sugarman	509	$	64,200.00
Thompson	510	$	125,000.00
Weidenthal	511	$	7,020.00
White	512	$	1,958,600.00
Beard Anna Young	513	$	20,500.00
TOTAL PERMANENT FUNDS		**$**	**3,089,915.00**

CLEVELAND PUBLIC LIBRARY

AGENCY FUNDS	FUND NO.		APPROPRIATION 2018
Unclaimed Funds	901	$	6,100.00
CLEVNET Fines & Fees	905	$	-
TOTAL AGENCY FUNDS		**$**	**6,100.00**
	Total Other Funds	**$**	**25,298,783.57**
	Total ALL Funds	**$**	**81,663,892.33**

Cleveland Public Library - 2018 Costs Effective February 2018-January 2019

Report 1

Contract Library	2018 Total Cost	Monthly Feb 18-Jan 19	Contract Costs	Station Count	Electronic Resources
Andover	15,265.83	1,272.15	12,060.70	18	3,205.13
Barberton	61,534.35	5,127.86	49,248.03	69	12,286.32
Bellevue	27,683.08	2,306.92	23,053.45	26	4,629.63
Birchard	67,663.23	5,638.60	60,184.60	42	7,478.63
Bristol	22,568.29	1,880.69	19,185.10	19	3,383.19
Burton	36,304.19	3,025.35	30,962.31	30	5,341.88
Cleveland Hts	264,219.12	22,018.26	208,841.63	311	55,377.49
Clyde	21,055.11	1,754.59	16,781.61	24	4,273.50
Conneaut	26,379.06	2,198.25	21,215.24	29	5,163.82
East Cleveland	68,126.26	5,677.19	46,402.61	122	21,723.65
Elyria	139,259.61	11,604.97	116,111.46	130	23,148.15
Euclid	157,628.71	13,135.73	127,892.24	167	29,736.47
Fairport	13,823.77	1,151.98	11,508.96	13	2,314.81
Geauga	334,457.23	27,871.44	274,806.23	335	59,651.00
Girard	28,709.54	2,392.46	23,011.53	32	5,698.01
Harbor-Topky	25,601.93	2,133.49	20,972.30	26	4,629.63
Henderson	24,900.92	2,075.08	20,449.35	25	4,451.57
Hubbard	36,236.63	3,019.72	27,511.56	49	8,725.07
Hudson	149,821.17	12,485.10	121,509.21	159	28,311.97
Huron	33,470.96	2,789.25	27,238.76	35	6,232.19
Kingsville	15,705.39	1,308.78	12,500.26	18	3,205.13
Kinsman	27,347.84	2,278.99	23,074.33	24	4,273.50
Kirtland	23,421.94	1,951.83	19,860.69	20	3,561.25
Lorain	287,400.97	23,950.08	231,489.29	314	55,911.68
Madison	53,390.00	4,449.17	46,267.49	40	7,122.51
McKinley	35,986.84	2,998.90	30,466.90	31	5,519.94
Medina	326,609.62	27,217.47	270,697.94	314	55,911.68
Milan	32,030.56	2,669.21	25,798.37	35	6,232.19
Newton Falls	25,457.80	2,121.48	21,362.35	23	4,095.44
Norwalk	31,895.30	2,657.94	24,416.67	42	7,478.63
Orrville	53,034.62	4,419.55	45,555.99	42	7,478.63

Cleveland Public Library - 2018 Costs Effective February 2018-January 2019

Report 1

Contract Library	2018 Total Cost	Monthly Feb 18-Jan 19	Contract Costs	Station Count	Electronic Resources
Peninsula	**18,264.87**	**1,522.07**	15,237.80	17	3,027.07
Perry	**30,760.88**	**2,563.41**	25,953.19	27	4,807.69
Ritter	**45,959.27**	**3,829.94**	36,343.89	54	9,615.38
Rock Creek	**11,274.95**	**939.58**	9,316.26	11	1,958.69
Rocky River	**137,051.51**	**11,420.96**	106,068.61	174	30,982.91
Sandusky	**88,795.68**	**7,399.64**	68,852.66	112	19,943.02
Shaker Hts	**150,990.85**	**12,582.57**	121,432.45	166	29,558.40
Twinsburg	**131,494.69**	**10,957.89**	111,017.48	115	20,477.21
Wayne	**251,131.26**	**20,927.61**	208,574.28	239	42,556.98
Wickliffe	**46,522.49**	**3,876.87**	40,646.42	33	5,876.07
Willoughby	**170,119.98**	**14,176.67**	142,520.27	155	27,599.72
Law Library	**18,881.27**	**1,573.44**	17,100.65	10	1,780.63
Cleveland	**1,650,412.15**	**137,534.35**	1,308,531.81	1,920	341,880.34
OLBPD	**8,245.32**	**687.11**	4,862.13	19	3,383.19
Total	**5,226,895.04**	**435,574.59**	**4,226,895.04**	**5,616**	1,000,000.00

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Cleveland Public Library - 2018 Costs Effective February 2018-January 2019

Report 1

Contract Library	2018 Total Cost	2017 Total Cost	2018-2017 Difference	Annual % Change
Andover	**15,265.83**	14,971.02	294.80	1.97%
Barberton	**61,534.35**	54,914.43	6,619.92	12.05%
Bellevue	**27,683.08**	28,219.21	(536.13)	-1.90%
Birchard	**67,663.23**	68,932.84	(1,269.61)	-1.84%
Bristol	**22,568.29**	22,711.68	(143.39)	-0.63%
Burton	**36,304.19**	35,812.25	491.94	1.37%
Cleveland Hts	**264,219.12**	241,670.05	22,549.07	9.33%
Clyde	**21,055.11**	21,698.64	(643.53)	-2.97%
Conneaut	**26,379.06**	24,869.88	1,509.18	6.07%
East Cleveland	**68,126.26**	70,893.96	(2,767.70)	-3.90%
Elyria	**139,259.61**	142,086.57	(2,826.96)	-1.99%
Euclid	**157,628.71**	159,293.51	(1,664.80)	-1.05%
Fairport	**13,823.77**	14,104.35	(280.58)	-1.99%
Geauga	**334,457.23**	325,091.40	9,365.83	2.88%
Girard	**28,709.54**	29,582.93	(873.39)	-2.95%
Harbor-Topky	**25,601.93**	25,473.65	128.27	0.50%
Henderson	**24,900.92**	25,527.43	(626.51)	-2.45%
Hubbard	**36,236.63**	37,573.73	(1,337.09)	-3.56%
Hudson	**149,821.17**	135,481.73	14,339.44	10.58%
Huron	**33,470.96**	33,964.37	(493.41)	-1.45%
Kingsville	**15,705.39**	15,754.41	(49.02)	-0.31%
Kinsman	**27,347.84**	26,898.74	449.10	1.67%
Kirtland	**23,421.94**	23,716.78	(294.84)	-1.24%
Lorain	**287,400.97**	289,162.58	(1,761.61)	-0.61%
Madison	**53,390.00**	55,906.07	(2,516.07)	-4.50%
McKinley	**35,986.84**	36,873.52	(886.68)	-2.40%
Medina	**326,609.62**	331,855.95	(5,246.32)	-1.58%
Milan	**32,030.56**	32,600.23	(569.67)	-1.75%
Newton Falls	**25,457.80**	25,924.88	(467.09)	-1.80%
Norwalk	**31,895.30**	32,752.87	(857.57)	-2.62%
Orrville	**53,034.62**	52,592.61	442.01	0.84%

Cleveland Public Library - 2018 Costs Effective February 2018-January 2019

Report 1

Contract Library	2018 Total Cost	2017 Total Cost	2018-2017 Difference	Annual % Change
Peninsula	**18,264.87**	18,298.18	(33.31)	-0.18%
Perry	**30,760.88**	30,201.11	559.77	1.85%
Ritter	**45,959.27**	46,406.68	(447.41)	-0.96%
Rock Creek	**11,274.95**	11,568.32	(293.37)	-2.54%
Rocky River	**137,051.51**	0.00	137,051.51	0.00%
Sandusky	**88,795.68**	90,239.49	(1,443.82)	-1.60%
Shaker Hts	**150,990.85**	161,765.89	(10,775.04)	-6.66%
Twinsburg	**131,494.69**	128,460.81	3,033.88	2.36%
Wayne	**251,131.26**	252,624.40	(1,493.13)	-0.59%
Wickliffe	**46,522.49**	47,827.60	(1,305.11)	-2.73%
Willoughby	**170,119.98**	166,103.50	4,016.48	2.42%
Law Library	**18,881.27**	19,134.84	(253.56)	-1.33%
Cleveland	**1,650,412.15**	1,701,276.85	(50,864.70)	-2.99%
OLBPD	**8,245.32**	10,066.99	(1,821.67)	-18.10%
Total	**5,226,895.04**	**5,120,886.93**	**106,008.11**	**2.07%**

274 East First Avenue · Columbus, OH 43201

614-644-7061 · library.ohio.gov

November 27, 2017

John Skrtic
Director of Public Services
Cleveland Public Library
325 Superior Ave.
Cleveland, Ohio 44114

Dear Mr. Skrtic,

The LSTA Review Committees have reviewed the LSTA Competitive Grant Proposal. I am pleased to inform you that the Committee has recommended funding your proposal at the requested amount of $50,000.

The State Library of Ohio Board has the final authority for making grant awards. Your proposal will be presented at the December 12, 2017 Board meeting for funding. This meeting will be held at the State Library of Ohio. Your presence or that of someone closely associated with the proposal is required at the Board meeting to give a brief (3-5 minute) overview of the project. The Board meeting will begin at 10:00 a.m. Please contact the LSTA offices via lsta@library.ohio.gov or 800-686-1532 to indicate who will be attending the meeting.

Once the State Library Board acts upon the proposals, you will receive a contract, and other various documents requiring signatures, via email which will outline all requirements associated with the project. Your project will not begin until January 1, 2018. **Please remember you cannot encumber any funds, local or federal, associated with the project until after the start of the grant.** Within the first month of the project, I will be contacting you about reporting procedures. All reporting materials can be found on the State Library of Ohio's website via: http://library.ohio.gov/lpd/full-grant-report-manual. Feel free to return all documents to me via email at cboyden@library.ohio.gov.

Per IMLS requirements, the State Library must have your **DUNS** number in order to receive funds from IMLS for your library. Please email your **DUNS** number to me at cboyden@library.ohio.gov prior to the State Library Board meeting.

If you have any questions, please contact me via 800-686-1532, 614-644-6863 or cboyden@library.ohio.gov.

Sincerely,

Cindy Boyden
LSTA Coordinator

Cc: Carrie Krenicky
Project # VIII-1-18

business smarts
INTEGRATING KNOWLEDGE & TECHNOLOGY

QUOTE

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	Line	Qty	Part	Description	Unit Price	Ext. Price
Tag→	1	30	*1UF40UT#ABA*	HP Business Desktop ProOne 400 G3 All-in-One Computer - Intel Core i5 (7th Gen) i5-7500T 2.70 GHz - 8 GB DDR4 SDRAM - 1 TB HDD - 20" 1600 x 900 - Windows 10 Pro 64-bit - Desktop - DVD-Writer - Intel HD Graphics 630 Graphics - Wireless LAN - Bluetooth - 6 x Total USB Port(s)	$830.00	$24,900.00
Tag→	2	80	*1LF93UT#ABA*	HP ProBook 450 G3 15.6" LCD Notebook - Intel Core i5 (6th Gen) i5-6200U Dual-core (2 Core) 2.30 GHz - 8 GB DDR4 SDRAM - 256 GB SSD - Windows 7 Professional 64-bit (English) upgradable to Windows 10 Pro - 1920 x 1080 - Gravity Black - DVD-Reader - Intel HD Graphics 520 DDR4 SDRAM - Bluetooth - English Keyboard - Front Camera/Webcam - IEEE 802.11a/b/g/n/ac - Gigabit Ethernet - Network (RJ-45) - HDMI - 2 x USB 3.0 Ports	$810.00	$64,800.00
Add Value	3	80	*UK726E*	HP Care Pack - 3 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	$200.96	$16,076.80
	4	110	*BS-ASSET-01*	Asset taging and recording	$0.00	$0.00

CPL "Hardware"
Replacement Desktops
for training rooms

Replacement Laptops for
aging OPS & some CPL staff laptops
All out of warranty/maint.

SubTotal	$105,776.80
Tax	$0.00
Shipping	$0.00
Total	**$105,776.80**

(Lowest)

#2207

ONLINE PRICE QUOTATION

Quote Number: 11945710 **Quote Name: 30 aio**
Today's Date : 11/14/2017 3:31:44 PM Quote Created Date : 11/13/2017 9:36:47 PM
Created By: bill.hood@cpl.org Contract: OH - STATE OF OHIO (NASPO VP PC) (OA1067-13)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Use the File - Print option to print this form for your future reference.

Items/description	Part no	Unit price	Qty	Ext price
CTO - HP ProOne 400 G3 AiO Non-Touch 20 Y7B82AV	Base	$1,180.77	30	$35,423.10
HP ProOne 400 G3 AiO Non-Touch 20	Y7B82AV			
Windows 10 Pro 64 - HP recommends Windows 10 Pro	Z0E36AV#ABA			
ENERGY STAR Certified Label	W6N52AV			
Chipset				
Intel Q270				
Intel Core i5-7500T 2.7G 6M 2400 4C	Z8X99AV			
8GB (1x8GB) DDR4-2400 SODIMM	1KF30AV			
Media reader				
HP SD Media Card Reader Included				
Internal PCIE Storage				
If Internal Storage is not selected then a selection from Internal Turbo Drive is required				
Internal PCIE Storage 2				
Only available with a selection from Internal Turbo Drive				
HDD 1TB 7200RPM SATA 2.5	Y8R82AV			
Ultraslim DVD-Writer	Y8S45AV			
Integrated Network				
Realtek RTL8111 HSH GbE LOM Network Connection				
HP USB Business Slim Keyboard	Z0E27AV#ABA			
HP Optical USB Mouse	Y8S05AV			
Webcam				
1 MP Webcam with Dual Microphone Array				
3/3/3 AiO 21.5 Non Touch Warranty	Z0E15AV#ABA			
HP ProOne 400 G3 AiO Country Kit - Non-Touch	Z0E44AV#ABA			
HP Adjustable Height Stand	1QE73AV			
Certified for Skype for Business Label	1AR38AV			
Intel 7th Generation Core i5 Label	1CP81AV			
- Smart buy - HP ProBook 450 G3 1LF93UT#ABA	Base	$850.41	80	$68,032.80
HP ProBook 450 G3	1LF93UT#ABA			
Operating system				
Windows 7 Professional 64 Bit with Windows 10 Pro License				
Energy Efficiency				
ENERGY STAR qualified				

highest (2nd page)

Processor
Intel® Core i5-6200U (2.3GHz, up to 2.8GHz, 3MB Cache) with Intel HD Graphics 520
Out-of-Band Management
Intel® vPro processor technology Not enabled
Chipset
Chipset integrated in processor
Display
15.6-inch diagonal LED-backlit HD anti-glare (1366 x 768)
Integrated camera
720p HD Webcam
Graphics
Intel® HD Graphics 520
Memory
8 GB 2133 DDR4 SDRAM (1D)
Internal Storage
256 GB m.2 SATA SSD
Optical Drive Bay
DVD/CD-RW Combo Drive
Pointing Device
Touchpad
Wireless LAN
Intel 8260NGW 802.11 a/b/g/n/ac (2x2) +Bluetooth 4.2
Form Factor
Notebook
HP Mobile Broadband
Built in HP Mobile Broadband not included
Bluetooth
Bluetooth Wireless Technology 4.2
Security
TPM
Battery
HP 4-cell 44 WHr Battery
Warranty
Limited 1 year standard parts and labor warranty

HP 3 year Next business day onsite HW Support UC282E w/Accidental Damage Protection-G2 for Notebooks	$212.04	80	$16,963.20

Subtotal: $120,419.10

The terms and conditions of the OH - STATE OF OHIO (NASPO VP PC) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to: http://gem.compaq.com/gemstore/entry.asp?SiteID=14455

* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.
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Bill Hood

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Sent: Monday, November 13, 2017 4:46 PM
To: Bill Hood
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CDW-G CART FOR REVIEW

CDW-G PEOPLE WHO GET IT

Account Message:
This email was sent to you from: **VALUED CUSTOMER**
Sender Comments:

CART DETAILS

ITEM	QTY	PART #	UNIT PRICE	EXT. PRICE
HP ProBook 450 G3 - 15.6" - Core i5 6200U - 8 GB RAM - 256 GB SSD - US Part#: 1LF93UT#ABA UNSPSC: 43211503 Go to Site	80	4489705	$812.84	$65,027.20
HP ProOne 400 G3 - all-in-one - Core i5 7500T 2.7 GHz - 8 GB - 1 TB - LED 2 Part#: 1UF40UT#ABA UNSPSC: 43211508 Go to Site	30	4714254	$832.09	$24,962.70
Care Pack **Electronic HP Care Pack Next Business Day Hardware Support with Accidental** Part#: UK726E UNSPSC: 81111812 Go to Site	80	1540554	$219.44	$17,555.20

middle (2nd page

Sub Total:	$107,545.10
GRAND TOTAL:	**$107,545.10**

View the Cart

Pricing is reflective of items only. Shipping, tax, and any related fees will be calculated at checkout.

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This email was sent to bill.hood@cpl.org.
Please add cdwsales@cdwemail.com to your address book.

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business smarts
INTEGRATING KNOWLEDGE & TECHNOLOGY

QUOTE

Number AAAQ6364
Date Nov 2, 2017
Expires

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Salesperson	E-Mail	Ship Via	Terms
Jerry Short	jerry.short@busmarts.com		

	Line	Qty	Part	Description	Unit Price	Ext. Price
	1	1			$0.00	$0.00
Tab →	2	1	K2Q36B	HPE 3PAR 8200 2N+SW Storage Field Base	$6,487.35	$6,487.35
Drives →	3	32	K2P98B	HPE 3PAR 8000 600GB+SW 15K SFF HDD	$584.71	$18,710.72
Tab →	4	1	E7Y71A	HPE 3PAR 8000 SFF(2.5in) Fld Int Dr Encl	$1,799.41	$1,799.41
Tab →	5	1	K2R29A	HPE 3PAR StoreServ RPS Service Processor	$1,609.45	$1,609.45
Tab →	6	2	QW937A	HPE SN3000B 24/12 FC Switch	$5,561.18	$11,122.36
not tab →	7	2	QW937A 05Y	2.4m Jumper (IEC320 C13/C14, M/F CEE 22)	$0.00	$0.00
Emedia →	8	1	L7F20AAE	HPE 3PAR All-in S-sys SW Current E-Media	$65.88	$65.88
Cable —	9	4	QK734A	HPE Premier Flex LC/LC OM4 2f 5m Cbl	$77.79	$311.16
Cable —	10	8	QK735A	HPE Premier Flex LC/LC OM4 2f 15m Cbl	$110.54	$884.32
SFP — adapter	11	24	QK724A	HPE B-series 16Gb SFP+SW XCVR	$276.35	$6,632.40
	12			SubTotal $33025.95		$47,623.05
	13					
	14	1	HA114A1	HP Installation and Startup Service	$0.00	$0.00
→	15	1	HA114A1 5XU	HPE Startup 3PAR 8200 2N Fld Int Bas SVC	$2,388.24	$2,388.24
→	16	1	HA114A1 5XZ	HPE Startup 3PAR 8000 Fld Int Dr Enc SVC	$328.21	$328.21

install & Start up Services.

#2198

11/02/17 18:01:53

(2nd page)

install

Line	Qty	Part		Description	Unit Price	Ext. Price
17	1	*HA124A1*		HP Technical Installation Startup SVC	$0.00	$0.00
18	3	*HA124A1*	*5Y0*	HPE Startup 3PAR 8K Fld Drv-Drv Enc SVC	$328.21	$984.63
19	1	*HA124A1*	*56W*	HPE Startup 3PAR 8K All Inc Sngl Sys SVC	$4,776.47	$4,776.47
20	1	*HA113A1*		HPE Installation Service	$0.00	$0.00
21	2	*HA113A1*	*5GA*	HPE LowEnd SAN/Edge Switch/HAFM Inst SVC	$381.44	$762.88
22				SubTotal		$9,240.43
23						
24	1	*H1K92A3*		HPE 3Y Proactive Care 24x7 Service	$0.00	$0.00
25	2	*H1K92A3*	*9LJ*	HPE B-Series 8/8 and 8/24 Switch Support	$762.35	$1,524.70
26	1	*H1K92A3*	*W3G*	HPE 3PAR 8200 2N+SW Storage Base Support	$2,265.41	$2,265.41
27	1	*H1K92A3*	*WSF*	HPE 3PAR Internal Entitlement Supp	$0.00	$0.00
28	32	*H1K92A3*	*X7Z*	HPE 3PAR 8000 600 GB+SW 15K SFF HDD Supp	$208.94	$6,686.08
29	1	*H1K92A3*	*YNW*	HPE 3PAR StoreServ RPS Service Proc Supp	$41.41	$41.41
30	1	*H1K92A3*	*YTJ*	HPE 3PAR 8000 Drive Encl Support	$213.18	$213.18
					SubTotal	$67,594.26
					Tax	$0.00
					Shipping	$0.00
					Total	**$67,594.26**

support

Lowest

Toll Free 1.866.636.2487

ITEMS IN CART: 13 TOTAL: $58,928.64 VIEW CART>>

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#	Items in Your Cart	Quantity	Unit Price	Total Price	Remove
1	Hewlett Packard (HP) - HA113A1=5GA - HP Care Pack - Service - On-site - Installation (Item= 7175557, Call For Stock)	2	$454.25	$908.50	☐
2	Hewlett Packard (HP) - HA124A1=56W - HPE Installation & Startup Service - Installation / configuration - on-site (Item= 10105674, Call For Stock)	1	$4,672.98	$4,672.98	☐
3	Hewlett Packard (HP) - HA124A1=5Y0 - HP Care Pack - Service - On-site - Installation/Configuration (Item= 6581691, Call For Stock)	8	$327.94	$983.82	☐
4	Hewlett Packard (HP) - HA114A1=5XZ - HP Care Pack - Service - On-site - Installation/Configuration (Item= 6581693, Call For Stock)	1	$327.94	$327.94	☐
5	Hewlett Packard (HP) - HA114A1=5XU - HP Care Pack - Service - On-site - Installation/Configuration (Item= 6581697, Call For Stock)	2	$2,339.98	$2,339.98	☐
6	Hewlett Packard (HP) - QK724A - HP SFP+ Module - 1 x 10GBase-X16 (Item= 1397453, **In Stock**)	24	$303.55	$7,285.20	☐
7	Hewlett Packard (HP) - QK735A - HP Premier Flex Fiber Optic Cable - Fiber Optic for Network Device - 49.21 ft - LC Male Network - LC Male Network (Item= 1397460, **In Stock**)	8	$159.95	$1,279.60	☐
8	Hewlett Packard (HP) - QK734A - HP Premier Flex Fiber Optic Cable - Fiber Optic for Network Device - LC Male Network - LC Male Network (Item= 1397459, **In Stock**)	8	$92.95	$371.80	☐
9	Hewlett Packard (HP) - QW937A - HP SN3000B 16Gb 24-port/12-port Active Fibre Channel Switch - 16 Gbit/s - 24 Fiber Channel Ports - Rack-mountable - 1U (Item= 4020239, Call For Stock)	2	$7,876.64	$15,753.28	☐
10	Hewlett Packard (HP) - E7Y71A - HP Drive Enclosure Rack-mountable - 24 x Total Bay - 24 x 2.5" Bay - SAS (Item= 3590291, Call For Stock)	1	$3,510.92	$3,510.92	☐
11	Hewlett Packard (HP) - K2P98B - HP 600 GB 2.5" Internal Hard Drive - SAS - 15000rpm - 1 Pack (Item= 10104457, **Call For Stock**)	32	$1,147.86	$36,731.52	☐

(2nd Page)

12	Hewlett Packard (HP) - K2Q36B - HP 3PAR StoreServ 8000 Storage - 2 Nodes - 2 Hexa-core (6 Core) 2.20 GHz - 24 x HDD Supported - 2 x Serial Attached SCSI (SAS) Controller - RAID Supported 0, 1, 5, 6 - 24 x Total Bays - 24 x 2.5" Bay - 2 x Total Slot(s) - (Item= 10104460, **Call For Stock**)	1	$12,589.02	$12,589.02	☐
13	Hewlett Packard (HP) - H1K92A3#9LJ - HP Care Pack Proactive Care Service - 3 Year Extended Service - Service - 24 x 7 x 4 Hour - On-site - Maintenance - Physical Service (Item= 3683339, Call For Stock)	2	$1,087.14	$2,174.28	☐

Update Cart

Merchandise SubTotal **$88,928.84**

middle

Hewlett Packard Enterprise

Quotation

To: **Cleveland Public Library**

Attn: Bill Hood
Phone:
Fax:

In reply to your request:

Quote# 102417A52 **Created** 10/24/2017

Your Sales Contact:
Jim Bodie,
Phone:
Fax:

Payment Terms:

Submit Purchase Order To:

Phone:
Fax:

Solution	Net Price
Hardware Total: *CPU* *Memory* *Disc Drives* *Network*	$97,750.00
Software Total:	$140.00
Support Total: *System Support* *Training/Consulting*	$22,263.00
Shipping and Handling	$0.00
Other Total:	$13,542.00
Grand Total:	$133,899.37
Estimated delivery upon PO receipt (in business days): 10 days	

highest

Print Date: 11/2/2017 3:23:21PM

Quotation

Quote Number Page

1

No.	Qty	Product	Description	Net Price	Extended Item Net Price	Estimated Delivery upon order entry
0100	1	K2Q36B	HPE 3PAR 8200 2N+SW Storage Field Base	$15,755.00	$15,755.00	10 days
0200	16	K2P98B	HPE 3PAR 8000 600GB+SW 15K SFF HDD	$1,420.00	$22,720.00	10 days
0300	1	E7Y71A	HPE 3PAR 8000 SFF(2.5in) Fld Int Dr Encl	$4,370.00	$4,370.00	10 days
0400	1	HA114A1	HP Installation and Startup Service			
	1	Opt.5XU	HPE Startup 3PAR 8200 2N Fld Int Bas SVC	$3,500.00	$3,500.00	
	1	Opt.5XZ	HPE Startup 3PAR 8000 Fld Int Dr Enc SVC	$481.00	$481.00	
0500	16	K2P98B	HPE 3PAR 8000 600GB+SW 15K SFF HDD	$1,420.00	$22,720.00	10 days
0600	1	K2R29A	HPE 3PAR StoreServ RPS Service Processor	$4,413.00	$4,413.00	10 days
0700	2	QW937A	HPE SN3000B 24/12 FC Switch	$8,150.00	$16,300.00	10 days
	2	Opt.05Y	2.4m Jumper (IEC320 C13/C14, M/F CEE 22)			
0800	1	HA113A1	HPE Installation Service			
	2	Opt.5GA	HPE LowEnd SAN/Edge Switch/HAFM Inst SVC	$559.00	$1,118.00	
0900	1	L7F20AAE	HPE 3PAR All-in S-sys SW Current E-Media	$140.00	$140.00	10 days
1000	1	H1K92A3	HPE 3Y Proactive Care 24x7 Service			
	2	Opt.9LJ	HPE B-Series 8/8 and 8/24 Switch Support	$1,350.00	$2,700.00	
	1	Opt.W3G	HPE 3PAR 8200 2N+SW Storage Base Support	$4,814.00	$4,814.00	
	1	Opt.WSF	HPE 3PAR Internal Entitlement Supp			
	32	Opt.X7Z	HPE 3PAR 8000 600GB+SW 15K SFF HDD Supp	$444.00	$14,208.00	
	1	Opt.YNW	HPE 3PAR StoreServ RPS Service Proc Supp	$88.00	$88.00	
	1	Opt.YTJ	HPE 3PAR 8000 Drive Encl Support	$453.00	$453.00	
1100	4	QK734A	HPE Premier Flex LC/LC OM4 2f 5m Cbl	$114.00	$456.00	10 days
1200	8	QK735A	HPE Premier Flex LC/LC OM4 2f 15m Cbl	$162.00	$1,296.00	10 days
1300	24	QK724A	HPE B-series 16Gb SFP+SW XCVR	$405.00	$9,720.00	10 days
1400	1	HA124A1	HP Technical Installation Startup SVC			
	3	Opt.5Y0	HPE Startup 3PAR 8K Fld Drv-Drv Enc SVC	$481.00	$1,443.00	
	1	Opt.56W	HPE Startup 3PAR 8K All Inc Sngl Sys SVC	$7,000.00	$7,000.00	
				Grand Total:		$133,899.37

Print Date: 11/2/2017 3:23:21PM

Quotation

Title Passes At: At Delivery, Named Place of Destination
The information set forth herein is for budgetary purposes only. Superdome requires a detailed design to be completed before an orderable quote can be generated. This quote has been generated in advance of the completion of the detailed design and is therefore for preliminary pricing purposes only.

Notice:

The information contained in this quote is subject to change without advance notice from Hewlett-Packard.
These list prices are valid as of: 1/1/2999
Country: U.S.A.
Currency: UDUS

Integrated
Precision
Systems, Inc.

MAINTENANCE AGREEMENT

CUSTOMER: **CLEVELAND PUBLIC LIBRARY**

CUSTOMER CONTACT: **CLEVELAND PUBLIC LIBRARY IP VIDEO SURVEILLANCE MAINTENANCE**

LOCATIONS: **Addison, Brooklyn, Carnegie West, Collinwood, East 131st, Eastman, Fleet, Fulton, Garden Valley, Glenville, Harvard Lee, Hough, Jefferson, Lakeshore, Langston H, Lorain, MLK, Mem Nott, Mt Pleasant, Rice, Rockport, South Brooklyn, Sterling, Union, Walz, Westpark, Woodland Garage, Main/LSWMain.**

CONTRACT TYPE: **GOLD #TBD**

ANNUAL PAYMENT TERMS: **$60,000.00[B] + Attachment C[C]**

CONTRACT EFFECTIVE DATES: **Commencement Date 1/1/18**
Expiration Date 12/31/18

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

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

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

AGREED TO AND ACCEPTED BY:

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

IPS Maintenance Agreement

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

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

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

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

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

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

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

1. **Standard Software Maintenance.** During the Service Coverage Period, IPS shall provide:

   a. On-Line/system support during the Service Coverage Period to an IPS Customer Support Center for problem reporting.
   b. Scheduled Preventive Maintenance during the Service Coverage Period, as defined below.
   c. Remedial maintenance performed at Customer's site during the Service Coverage Period following telephone notification by Customer to the IPS Customer Support Center that the Equipment is inoperative; please consult attached Service Fee Structure for attributable charges.
   d. WEB Access to iSolve™, installation specific knowledge base and training center.
   e. Hardware, Software and Firmware revision upgrades.
   f. WEB based/on-site training library.
   g. "On-site in 60 seconds" WEB based remote diagnostics support sessions and meeting center.
   h. Standard Software version upgrades and enhancements per the rates defined in the attached Service Fee Structure.

2. **Standard/Custom Software Exclusions.** Services required for application program and conversions from products or software not supplied by IPS;

Initial _____

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

1. **Term of Agreement.** This Agreement shall be in effect as described by the service coverage period. Following the end of this agreement, this agreement shall automatically renew for an additional Twelve (12) month term on the anniversary date of its commencement, *unless either party notifies the other in writing (30) days prior to that anniversary renewal date.*

2. **Service Coverage Period and IPS Response Time.** IPS agrees to provide the maintenance services described in the Agreement between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday excluding IPS holidays (hereafter "Service Coverage Period"). For maintenance required under this Agreement, IPS agrees to provide an average response time not to exceed eight (8) business hours, for sites within a 150 mile radius of a IPS Customer Support Center. For sites outside the 150-mile radius, IPS agrees to respond within a reasonable time following notification, not to exceed two (2) IPS business days.

3. **Payment.** Customer shall pay annual maintenance charges in advance, at least thirty (30) days after the Commencement Date of the initial or any renewal term. Customer shall pay applicable Zone Charges, and Service Fee Structure upon receipt of invoice. IPS shall be solely responsible for any sales or other taxes imposed upon the transaction which is the subject of this Agreement. Customer shall provide IPS with an appropriate certification of Customer's sales tax exemption upon request.

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

4. **Addition of Equipment, Standard/Custom Software.** Customer may request that equipment, Standard Software and/or Custom Software other than those specified on the face of this Agreement be added to this Agreement. If IPS agrees to any such addition, Customer agrees to pay the prorated charges for such addition, and any such addition shall be automatically renewed as provided in this Agreement.

5. **Maintenance Exclusions.** Maintenance service does NOT include repair of damaged or replacement of spare parts resulting from:

   a. Any cause external to the Equipment, or Standard/Custom Software, including, but not limited to, electrical work, fire, flood, water, wind, lightning, and transportation, or any act of God;
   b. Customer's failure to continually provide a suitable installation environment including, but not limited to, adequate electrical power;
   c. Customer's improper use, relocation, refinishing, management or supervision of the Equipment or Standard/Custom Software or other failure to use the Equipment, or Standard/Custom Software in accordance with IPS' Specifications;
   d. Customer's repair, attempted repair or modification of the Equipment or Standard/Custom Software without prior authorization from IPS;
   e. Customer's use of the Equipment or Standard/Custom Software for purposes other than those for which they are designed or the use of accessories or supplies not approved by IPS; or,
   f. Customer's personal computer malfunctions.

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

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

Initial _____

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

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

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

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

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

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

Initial _____

ATTACHMENT B

Qty	Model/Part #	Description
312	ANX-473191	AXIS P3354 6MM DAY/NIGHT FIXED DOME WITH LIGHTFINDER TECH
86	ANX-395985	Drop Ceiling Kit Smoked AXIS P3343/4 5502-371
213	ANX-5502-351	AXIS P33 Series Pendant Kit
213	ANX-395265	Wall Bracket 5017-611
114	ANX-473703	AXIS P3364-VE 6MM VANDAL RES OUTDOOR, LIGHTFINDER, 720P/1MP H.264, POE, WDR
114	ANX-395265	Wall Bracket 5017-611
114	ANX-395977	AXIS P33VE SERIES PENDANT KITTO MOUNT P3343/44-VE ON STNDRD 5502-321
8	Z4-0515-001	Vandal resistant ultra discreet fixed mini-dome - 360° or 180° panoramic surveillance
8	ANX-395265	Wall Bracket 5017-611
8	AD-Z4-5503881	AXIS T94F01D Pendant Kit with Network Cable Coupler Indoor
10	ANX-0445-004	AXIS Q6035-E
10	5017-641	AXIS T91A64 Corner Bracket
10	ANX-395265	Wall Bracket 5017-611
3	ANX-416409	AXIS T8311 Joystick 5020-101
23	S2-NETVR-4TB-16	S2 NetVR Unit4TB Licensed for 16 IP cameras
2	S2-NETVR100-8TB-8-0	S2 NetVR 100 IP Server – 8 IP channel licenses (expandable to 64 IP licenses), 8 TB onboard storage.
1	S2-NETVR100-12TB-8-0	S2 NetVR 100 IP Server – 8 IP channel licenses (expandable to 64IP licenses), 12 TB onboard storage.
3	S2-NETVR100-16TB-8-0	S2 NetVR 100 IP Server – 8 IP channel licenses (expandable to 64 IP licenses), 16 TB onboard storage.
4	S2-NETVR-1C	Single IP Camera add-on License
3	S2-NETVR-8C	8 IP Camera add-on Licenses
2	S2-NETVR-16C	16 IP Camera add-on Licenses
3	S2-NETVR-32C	32 IP Camera add-on Licenses

Initial _____

IPS Maintenance Agreement

	Interior Cameras	Exterior Cameras	360/180 Cameras	PTZ Exterior Cameras	Cameras	S2 Video Server
Branches	AXIS P3354	AXIS P3364-VE	M3007-PV	AXIS Q603S-E	Cameras	S2 Video Server
Addison	5	4			9	S2-NETVR-4TB-16
Brooklyn	4	2			6	S2-NETVR-4TB-16
Carnegie West	11	7			18	S2-NETVR100-8TB-8-0 1-S2-NETVR-8C 2-S2-NETVR-1C
Collinwood	7	4			11	S2-NETVR-4TB-16
East 131st	7	3			10	S2-NETVR-4TB-16
Eastman	8	4			12	S2-NETVR-4TB-16
Fleet	7	4			11	S2-NETVR-4TB-16
Fulton	8	2			10	S2-NETVR-4TB-16
Garden Valley	6	3			9	S2-NETVR-4TB-16
Glenville	8	4			12	S2-NETVR-4TB-16
Harvard Lee	8	4			12	S2-NETVR-4TB-16
Hough	6	4			10	S2-NETVR-4TB-16
Jefferson	4	4			8	S2-NETVR-4TB-16
Lakeshore/ Mem Nott	18	11			29	S2-NETVR100-12TB-8-0 S2-NETVR-16C S2-NETVR-8C
Langston H	6	3			9	S2-NETVR-4TB-16
Lorain	8	5			13	S2-NETVR-4TB-16
MLK	11	4			15	S2-NETVR-4TB-16
Mt Pleasant	8	3			11	S2-NETVR-4TB-16
Rice	8	4			12	S2-NETVR-4TB-16
Rockport	6	6			12	S2-NETVR-4TB-16
South Brooklyn	8	3			11	S2-NETVR-4TB-16
Sterling	7	3			10	S2-NETVR-4TB-16
Union	6	3			9	S2-NETVR-4TB-16
Walz	6	4			10	S2-NETVR-4TB-16
Westpark	8	4			12	S2-NETVR-4TB-16
Woodland Garage	14	9			23	S2-NETVR100-8TB-8-0 S2-NETVR-16C

Initial _____

IPS Maintenance Agreement

Main/LSW	109	3	8	10	130	3-S2-NETVR100-16TB-8-0 3-S2-NETVR-32C 1-S2-NETVR-8C2 S2-NETVR-1C
	312	114	8	10	444	
	Interior Cameras	Exterior Cameras	360/180 Cameras	PTZ Exterior Cameras	Cameras	S2 Video Server

Additional equipment maintenance cost

ATTACHMENT C

Additional Equipment to be added per customers request

Option #1

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

Additional equipment maintenance cost

Option #2

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

Additional equipment maintenance cost

Initial _____

SQUIRE
PATTON BOGGS

Squire Patton Boggs (US) LLP
2000 Huntington Center
41 South High Street
Columbus, Ohio 43215

Timothy J. Cosgrove
T +1 216 479 8562
timothy.cosgrove@squirepb.com

December 11, 2017

VIA EMAIL

Mr. Felton Thomas
Director
Cleveland Public Library
325 Superior Avenue, N.E.
Cleveland, OH 44114

Dear Director Thomas:

We thank you for the opportunity to represent the Cleveland Public Library with respect to providing advocacy services and in positioning your organization with various government and legislative decision makers.

A written engagement agreement is required or recommended by the law of professional ethics in the jurisdictions in which Squire Patton Boggs (US) LLP (the "Firm") practices law. The engagement agreement between us consists of this letter and the enclosed Standard Terms and Conditions of Engagement ("Standard Terms"). The engagement agreement is designed to address our responsibilities to each other and to outline for you certain important matters that are best established early as we form an attorney-client relationship with you in this matter.

The engagement agreement responds to requirements in the rules of professional ethics and is intended to achieve a better understanding between us. It is governed by the jurisdiction from which I received my license to practice law. We request that you review this agreement carefully. By proceeding with this engagement you will be indicating to us that you have done so. It is important that you review and understand the terms of our relationship, such as the section on "Conflicts of Interest."

The Cleveland Public Library and the Firm are aware that the federal government, states and certain local jurisdictions have lobby registration and reporting requirements that may be applicable to the Firm's activities under this Agreement. The Firm shall become familiar and comply with any and all applicable lobbying registration and reporting requirements as well as any other requirements imposed upon lobbyists. The Firm shall also immediately inform the Cleveland Public Library if the Firm's activities trigger any such registration or reporting requirements. The Firm shall also cooperate with the Cleveland Public Library to the extent necessary for the Cleveland Public Library to comply with any applicable lobby registration and reporting requirements.

Our fees will be in the form of a monthly retainer of $4,000 per month. Please note that, under our Standard Terms, invoices for our fees are payable within thirty days of the date of our statement. The term of our retention will be for 12 months, effective January 1, 2018.

46 Offices in 20 Countries
Squire Patton Boggs (US) LLP is part of the international legal practice Squire Patton Boggs, which operates worldwide through a number of separate legal entities.

Please visit squirepattonboggs.com for more information.

Any of the following alternative methods for acceptance of this engagement agreement will be effective: (i) signing and returning the copy of this letter that is enclosed for that purpose, or (ii) assigning us work, including continuing any previous assignment of work, or (iii) sending us a letter or e-mail clearly referencing this engagement agreement and agreeing to it. However, even if you accept this engagement agreement by methods (ii) or (iii), I would appreciate it if you would confirm your acceptance by countersigning the enclosed copy of this letter and returning it to me. If you do not agree with one or more of the provisions of the engagement agreement, please contact me so that we can try to address your concerns. If we do not receive a written objection within two weeks, you will be bound by this engagement agreement (although, as explained in the attached Standard Terms, you can terminate our services at any time). Of course, if you have any questions or concerns regarding the foregoing, please call me.

You should also feel free to consult with independent counsel before signing. Throughout our relationship, we want you to be satisfied with the professional services that we perform on your behalf. Accordingly, we encourage you to contact us just as soon as you have any questions or concerns regarding our services or our fees.

Very truly yours,

Sincerely,

T

Letter and Standard Terms Accepted,
including section on "Conflicts of Interest"

CLEVELAND PUBLIC LIBRARY

By:
Felton Thomas
Director

Date: _____, 201__

SQUIRE
PATTON BOGGS

Standard Terms and Conditions of Engagement Applicable Worldwide 3

The Engagement Agreement between us consists of the accompanying cover letter and, as applicable, any separate Matter Acknowledgment Letter (collectively and individually "Engagement Letter"). It also consists of Terms and Conditions of Engagement applicable worldwide and any Terms and Conditions of Engagement applicable for particular jurisdictions (collectively and individually "Standard Terms and Conditions of Engagement" or "Standard Terms"). The Engagement Agreement is the means by which you are retaining the Firm (as defined in these Standard Terms and also referred to as "us" or "we" or "SPB") to provide legal services. "You" and "yours" refers to our client(s) defined more fully below in the section entitled WHO IS OUR CLIENT. For your convenience, set forth below are the topics covered in these Standard Terms:

The Firm 1
What Professionals Will Provide the Legal Services? 2
Our Services to You 2
Who Is Our Client? 3
Conflicts of Interest 3
Public Policy Practice 4
Termination of Representation 4
How We Set Our Fees 6
Other Charges 6
Billing Arrangements and Payment Terms 7
Revenue and Expense Sharing in Networks and Other Relationships with Independent Law Firms 8
Taxes 8
Data Protection and Privacy 8
Client and Firm Documents 8
Equality and Diversity 9
Disclosure of Your Name 9
Firm Attorney Client Privilege 9
Severability 9
Primacy 9
Entire Agreement 10
Governing Law 10
In Conclusion 10

THE FIRM

The "Firm" or "SPB" means, as the case may be, either Squire Patton Boggs (US) LLP[1] or Squire Patton Boggs (UK) LLP,[2] or Squire Patton Boggs (AU) LLP,[3] or when necessary or appropriate under the law of a particular jurisdiction, an affiliate lawfully permitted to practice law in that jurisdiction. "Squire Patton Boggs" is the collective trade name for an international legal practice of which those entities are the practising entities. Your engagement in this instance is with the entity[4] which sent you the cover letter accompanying these Standard Terms. Still, Squire Patton Boggs attorneys worldwide are available to meet your needs and thus Squire Patton Boggs personnel from other Squire Patton Boggs entities may be selected to serve you whatever Squire Patton Boggs entity you contract with. The

[1] Squire Patton Boggs (US) LLP is a limited liability partnership organized under the laws of the State of Ohio, USA.
[2] Squire Patton Boggs (UK) LLP (trading as Squire Patton Boggs) is a Limited Liability Partnership registered in England and Wales with number OC 335584 authorised and regulated by the Solicitors Regulation Authority. A list of the members and their professional qualifications is open to inspection at 7 Devonshire Square, London, EC2M 4YH.
[3] Squire Patton Boggs (AU) is a general partnership established under the laws of Western Australia.
[4] Squire Patton Boggs includes partnerships or other entities in a number of different nations. Due to local laws on regulation of the legal profession, the formal legal name may differ in some nations.

use of "Squire Patton Boggs" as a trade or business name or brand by all or any of such entities shall not imply that the international legal practice is itself engaged in the provision of legal or other services. For further information please see www.squirepattonboggs.com and then select the option to visit the legacy Squire Sanders site www.squiresanders.com.

This agreement shall apply to all matters for which you might now or in the future request our assistance, unless of course you and we agree in the future to an updated version of this engagement agreement or to a new or revised engagement agreement expressly referring to and superseding this agreement in whole or in part. We encourage you to retain this agreement.

WHAT PROFESSIONALS WILL PROVIDE THE LEGAL SERVICES?

In most cases one SPB attorney will be your principal contact. From time to time that attorney may delegate parts of your work to other lawyers or to legal assistants or nonlegal personnel in the Firm or to outside "contract" personnel.

OUR SERVICES TO YOU

In our letter that presents these Standard Terms to you, or in a separate Matter Acknowledgement Letter, we will specify the matter or case in which we will be representing you. Unless we agree in writing to expand the scope of our representation, an important part of our agreement is that we are not your counsel in other matters, and you will not rely upon us to provide legal services for matters other than that described in the relevant letter. For example, unless specified in the relevant letter, our representation of you does not include any responsibility for: review of your insurance policies to determine the possibility of coverage relating to this matter; for notification of your insurance carriers about the matter; advice to you about your disclosure obligations under U.S. securities laws or any other laws or regulations; or advice on tax consequences. If at any time you do not have a clear understanding of the legal services to be provided or if you have questions regarding the scope of our services, we are relying on you to communicate with us.

We will apply our professional skill, experience and judgment to achieve your objectives in accordance with the honored standards of our profession that all attorneys are required to uphold. However, we cannot guarantee the outcome of any matter. Any expression of our professional judgment regarding your matter or the potential outcome is, of course, limited by our knowledge of the facts and based on the law at the time of expression. It is also subject to any unknown or uncertain factors or conditions beyond our control, including the unpredictable human element in the decisions of those with whom we deal in undertaking your representation.

The confidentiality of protected client information (known as "confidences" and "secrets" in some jurisdictions and as "information relating to the representation of a client" in others) will be preserved in accordance with the applicable law of professional ethics, except to the extent necessary to further your interests or as authorized by applicable law.

Your responsibilities to us in each representation that you ask us to undertake include providing full, complete and accurate instructions and other information to us in sufficient time to enable us to provide our services effectively.

WHO IS OUR CLIENT?

An essential condition of our representation is that our only client is the person or entity identified in the accompanying letter. In the absence of an express identification of our client in the text of the letter, our client is the person or entity to whom the letter is

addressed, even though in certain instances the payment of our fees may be the responsibility of others. In situations in which our client is an entity, we have addressed the letter to an authorized representative of the client. Throughout these standard terms, "you" refers to the entity that is our client, not the individual addressed.

Unless specifically stated in our letter, our representation of you does not extend to any of your affiliates and we do not assume any duties with respect to your affiliates. For example, if you are a corporation, our representation does not include any of your direct or indirect parents, subsidiaries, sister corporations, partnerships, partners, joint ventures, joint venture partners, any entities in which you own an interest, or, for you or your affiliates, any employees, officers, directors, or shareholders. If you are a partnership or limited liability company, our representation does not extend to the individual partners of the partnership or members of the limited liability company. If you are a joint venture, our representation does not extend to the participants. If you are a trade association, our representation excludes members of the trade association. If you are a governmental entity, our representation does not include other governmental entities, including other agencies, departments, bureaus, boards or other parts of the same government. If you are an individual, our representation does not include your spouse, siblings, or other family members. If you are a trust, you are our only client. The beneficiaries are not our clients, nor is the trustee in any capacity other than as the fiduciary for the particular trust in our representation. It would be necessary for related parties, including all those listed above, to enter into a written engagement agreement with us much like this one before they would become clients and we would assume duties towards them. You should know that our engagement agreements with a number of other clients have a similar provision.

If you provide us with any confidential information of your related parties or any other entities or individuals during our representation of you, we will treat it as your information and maintain its confidentiality in accordance with our duties to you as our client, but you are the exclusive party to whom we owe duties regarding such information.

Except as specifically agreed by both of us, the advice and communications that we render on your behalf are not to be disseminated to or relied upon by any other parties without our written consent.

CONFLICTS OF INTEREST

Since legal practice first began under the name Squire Sanders & Dempsey over 100 years ago, thousands of corporations, other businesses, individuals, governmental bodies, trusts, estates, and other clients have asked Squire Patton Boggs attorneys to represent them. Information on the nature of the Firm's clients and practice is available upon request and at www.squirepattonboggs.com, where you should select the options to visit the legacy Squire Sanders site www.squiresanders.com and the legacy Patton Boggs site www.pattonboggs.com. Because of the broad base of clients that Squire Patton Boggs represents on a variety of legal matters, it is possible that you may find yourself in a position adverse to another Squire Patton Boggs client in counseling, litigation, business negotiations, or some other legal matter in which we do not represent you. Accordingly, following an insurer's recommendation we adopted the following model language recommended:

You agree that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our work for you even if the interests of such clients in those other matters are directly adverse to your interests or might be deemed to create a material limitation on

our representation of you. We agree, however, that your prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage. In similar engagement agreements with a number of our other clients, we have asked for similar agreements to preserve our ability to represent you.

PUBLIC POLICY PRACTICE

Among the wide array of legal services that we provide to clients around the world are representations with respect to the legislative, executive, administrative and other functions of governments (herein "public policy" representations). We have a public policy practice in business regulation, defense, energy, resources and environmental matters, financial services, food and drug, domestic and international trade, health care, taxation, transportation, and numerous other areas affected by government action. Information on the extensive scope of our public policy practice, the other areas in which we offer legal services, and the large number and diversity of our clients is available on our website or on request. Given the breadth of our public policy practice, in agreeing to our representation of you, you should not discount the possibility that our representation of other clients in public policy matters at present or in the future might adversely affect your interests, directly or indirectly, or might be deemed to create a material limitation on our representation of you. A precondition to our forming an attorney/client relationship with you and undertaking your representation is your agreement that so long as such public policy representations are not substantially related to our representation of you and do not involve the use of material ethically protected client information to your disadvantage, the scope of the public policy representations that we can provide to existing or new clients will not be diminished in any respect by our undertaking our representation of you even if there would otherwise be a conflict. Agreement by our other clients to an analogous waiver may protect the scope of legal services that we can provide for you.

TERMINATION OF REPRESENTATION

You may terminate our representation at any time, with or without cause, upon written notice to us. After receiving such notice, we will cease to render services to you as soon as allowed by applicable law and ethical and/or court rules, which may include court approval of our withdrawal from litigation. Your termination of our services will not affect your responsibility for payment of legal services rendered and other charges incurred both before termination and afterwards in connection with an orderly transition of the matter, including fees and other charges arising in connection with any transfer of files to you or to other counsel, and you agree to pay all such amounts in advance upon request.

You agree that the Firm has the right to withdraw from its representation of you if continuing the representation might preclude its continuing representation of existing clients on matters adverse to you or if there are any circumstances even arguably raising a question implicating professional ethics, for example, because a question arises about the effectiveness or enforceability of this engagement agreement, or a question arises about conduct addressed by it, or an apparent conflict is thrust upon Squire Patton Boggs by circumstances beyond its reasonable control, such as by a corporate merger or a decision to seek to join litigation that is already in progress, or there is an attempt to withdraw consent.

In any of these circumstances, you agree that Squire Patton Boggs would have the right to withdraw from the representation. Regardless of whether you or we terminate the representation, we would (with your agreement) assist in the transition to replacement counsel by taking reasonable steps in accordance with applicable ethical rules designed to avoid foreseeable prejudice to your interests as a consequence of the termination. You agree that regardless of whether you or we terminate the representation (A) we would be paid by you for the work performed prior to termination; (B) our representation of you prior to any termination would not preclude Squire Patton Boggs from undertaking or continuing any representation of another party; and (C) as a result of Squire Patton Boggs' representation of another party you would not argue or otherwise use our representation of you prior to any termination to contend that Squire Patton Boggs should be disqualified.

When we complete the specific services you have retained us to perform, our attorney-client relationship for that matter will be terminated at that time regardless of any later billing period. To eliminate uncertainty, our representation of you ends in any event whenever there is no outstanding request from you for our legal services that requires our immediate action and more than six (6) months (180 days) have passed since our last recorded time for you in the representation, unless there is clear and convincing evidence of our mutual understanding that the representation has not come to an end. After termination, if we choose to perform administrative or limited filing services on your behalf, including but not limited to receiving and advising you of a notice under a contract, lease, consent order, or other document with continuing effect, or filing routine or repeated submissions or renewals in intellectual property or other matters, or advising you to take action, our representation of you lasts only for the brief period in which our task is performed, unless you retain us in writing at that time to perform further or additional services. After termination, if you later retain us to perform further or additional services, our attorney-client relationship will commence again subject to these terms of engagement unless we both change the terms in writing at that time. Following termination of our representation, changes may occur in applicable laws that could impact your future rights and liabilities. Unless you actually engage us in writing to provide additional advice on issues arising from the matter after its completion, the Firm has no continuing obligation to advise you with respect to future legal developments.

During or following our representation of you, we will be entitled to recover from you fees for any time spent and other charges, calculated at the then applicable rates if we are asked to testify or provide information in writing as a result of our representation of you or any legal requirements, or if our records from our representation of you are demanded, or if any claim is brought against the Firm or any of its personnel based on your actions or omissions (in addition to any other costs involving the claim), or if we must defend the confidentiality of your communications under the attorney-client or any other legal professional privilege (in which case we will to the extent that circumstances permit make reasonable efforts to inform you of the requirement made upon us and give you the opportunity to waive privilege).

HOW WE SET OUR FEES

Unless another basis for billing is established in this engagement agreement, we will bill you monthly for the professional fees of attorneys, paralegals, and other personnel incurred on your behalf based on their applicable rates and the number of hours they devote to your representation. Overall fees will be in accord with the factors in the applicable rules governing professional responsibility. The billing rates of the personnel initially assigned to your

representation are generally specified in the accompanying engagement letter. The billing rates of our attorneys and paralegals vary, depending generally upon the experience and capabilities of the attorney or paralegal involved. Unless otherwise agreed in writing, we will charge you for their services at their applicable rates. Our hourly billing rates are adjusted from time to time, usually at the beginning of each year, both on a selected and firm wide basis. In addition, as personnel gain experience and demonstrate improved skills over time, they may advance into categories that generally have higher hourly billing rates. Advancements to a higher category are typically made annually. Upon any adjustment in the applicable rates, we will charge you the adjusted rates.

At times clients ask us to estimate the total fees and other charges that they are likely to incur in connection with a particular matter. Whenever possible, we are pleased to respond to such requests with an estimate or proposed budget. Still, it must be recognized that our fees are often influenced by factors that are both beyond our control and unforeseeable. This is particularly true in litigation and other advocacy contexts in which much of the activity is controlled by the opposing parties and the Judge, Arbitrator or other decision-maker. Accordingly, such an estimate or proposal carries the understanding that, unless we agree otherwise in writing, it does not represent a maximum, minimum, or fixed fee quotation. The ultimate cost frequently is more or less than the amount estimated. Accordingly, we have made no commitment to you concerning the maximum fees and costs that will be necessary to resolve or complete this matter. We will not be obliged to continue work if the fees or other charges accrued on a matter reach an estimate previously given and a revised estimate cannot be agreed. It is also expressly understood that payment of our fees and charges is in no way contingent on the ultimate outcome of the matter.

OTHER CHARGES

As an adjunct to providing legal services, we may incur and pay a variety of charges on your behalf or charge for certain ancillary support services. Whenever we incur such charges on your behalf or charge for such ancillary support services, we bill them to you separately or arrange for them to be billed to you directly. We may also require an advance payment from you for such charges. These charges typically relate to long-distance telephone calls; messenger, courier, and express delivery services; facsimile and similar communications; document printing, reproduction, scanning, imaging and related expenses; translations and related charges; filing fees; depositions and transcripts; witness fees; travel expenses; computer research; and charges made by third parties (such as outside experts and consultants, printers, appraisers, local and foreign counsel, government agencies, airlines, hotels and the like). Other charges will generally be itemized on your bill, and will also be subject to VAT where applicable. Any bank charges which we incur when making check payments or telegraphic transfers of money will be charged to you inclusive of a handling fee. Our charges for these ancillary support services generally reflect our direct and indirect costs, but charges for certain items exceed our actual costs. For some services, particularly those that involve significant technology and/or support services provided by the Firm (such as imaging documents and computer research), we attempt from time to time to reduce costs by contracting with vendors to purchase a minimum volume of service that is beyond the needs of any single client. In those cases, we may bill you at a per unit rate that may not reflect the quantity discounts we obtain. In many cases the total quantity that will be used by all clients of the Firm over a year or other period of time is not certain. Our charge for fax services is typically based on a charge per page rather than the cost of the telephone usage. In the event any of our statements

for such services are not paid by their due dates, you agree that we have the right not to advance any further amounts on your behalf.

When you send us a letter at the request of your auditors asking us for a response on any loss contingencies, we will charge you a fixed fee for our response that varies with the level of difficulty of the response.

Letter Type	Description	Rate
Clean	No litigation reported	US $550
Normal	1-3 cases	US $850
Extraordinary	>3 cases	US $1,350
Update	Update of prior response	US $400
No-Services	Verifying no work for client during fiscal year	US $75

Where we engage others to act on your behalf we do so as your agent and we will not be responsible for any act or omission of those parties. Notwithstanding our advance payments of any charges, you will be solely responsible for all invoices issued by third parties. It is our policy to arrange for outside providers of services involving relatively substantial charges (such as the fees of outside consultants, expert witnesses, appraisers, and court reporters) to bill you directly.

Prompt payment by you of invoices generated by third-party vendors is often essential to our ability to deliver legal services to you. Accordingly, you agree that we have the right to treat any failure by you to pay such invoices in a timely manner to be a material breach of your obligation to cooperate with us.

BILLING ARRANGEMENTS AND PAYMENT TERMS

We will bill you on a regular basis – normally, each month – for both fees and other charges. You agree to make payment within 30 days of the date of our statement, unless a different period of time is specified in the Engagement Letter. If you have any issue with our statement, you agree to raise it specifically before 30 days from the date of our statement or any other due date established in an Engagement Letter. If the issue is not immediately resolved, you agree to pay all fees and other charges not directly affected by the issue before 30 days from the original bill or any other due date established in an Engagement Letter and all amounts affected by the issue within 10 days of its resolution. If we have rendered a final bill and we become liable for other charges incurred on your behalf, we will be entitled to render a further bill or bills to recover those amounts. In the event that a statement is not paid in full before 30 days from the date of our statement or any other due date established in an Engagement Letter, interest and/or late charges will be imposed on any unpaid fees and/or costs at the combined rate of eight percent (8%) per annum or at any lower rate legally required by a particular jurisdiction. If the cover letter accompanying these Standard Terms of engagement specifies an event or an alternate date upon which payment is due, interest and/or late charges will be imposed on any unpaid fees and/or costs 30 days after the specified event or date or any other period specified in an Engagement Letter. The purpose of the late payment charge is to encourage prompt payment, thus reducing our billing and collection costs.

In addition, if your account becomes delinquent and satisfactory payment terms are not arranged, we may postpone or defer providing additional services or withdraw, or seek to withdraw, from the representation consistent with applicable rules. You will remain responsible for payment of our legal fees rendered and charges incurred prior to such withdrawal.

If our representation of you results in a monetary recovery by litigation or arbitration award, judgment, or settlement, or by other

realization of proceeds, then (when permitted by applicable law) you hereby grant us an attorneys' lien on those funds in the amount of any sums due us.

We look to you, the client, for payment regardless of whether you are insured to cover the particular risk. From time to time, we assist clients in pursuing third parties for recovery of attorneys' fees and other costs arising from our services. These situations include payments under contracts, statutes or insurance policies. However, it remains your obligation to pay all amounts due to us before expiration of 30 days from the date of our statement unless a different period is established in an Engagement Letter.

REVENUE AND EXPENSE SHARING IN NETWORKS AND OTHER RELATIONSHIPS WITH INDEPENDENT LAW FIRMS

We have relationships with selected other independent law firms with offices in locations outside the United States where we do not have a Squire Patton Boggs office. These include the Squire Patton Boggs Legal Counsel Worldwide Network, a network of independent firms that share resources and work together to serve clients. Unless we actually form an attorney-client relationship with a client of such a selected independent law firm, such a party is not our client for any purpose, including conflicts of interests. In many cases we share revenues and expenses with such firms in a mutual relationship designed for multiple matters on a continuing basis over a substantial period of time. For example, each member of the Squire Patton Boggs Legal Counsel Worldwide Network pays a base membership fee, with additional membership fees payable based on the cumulative amount of business referred to each member firm from members of the network. These fee and expense arrangements are intended to cover expenses of the network and encourage its use. We will not increase our fee to you for the purpose of recovering any amounts paid to the network or shared with another law firm. Other law firms with which we have relationships, whether or not part of the network, are required to observe the same restriction.

TAXES

You will be responsible for any applicable VAT or other sales tax that any jurisdiction may impose on our fees and other charges for this representation.

DATA PROTECTION AND PRIVACY

We will comply with applicable data protection laws and regulations for any personal data which you provide to us; and we will assume that you have complied with your own similar obligations. We may process your personal data to enable us to provide you with legal and related services, for administrative purposes, and to comply with laws and regulations.

We may share the personal data you provide to us with some or all of our offices around the world and with other third parties who provide services to us or on our behalf, provided that on each occasion we take steps to ensure that the data is reasonably safeguarded.

CLIENT AND FIRM DOCUMENTS

We will maintain any documents you furnish to us in our client files for this matter. At the conclusion of the matter (or earlier, if appropriate), it is your obligation to advise us promptly as to which, if any, of the documents in our files you wish us to turn over to you. At your request, your papers and property will be returned to you promptly upon receipt of payment for outstanding fees and other charges. Your documents will be turned over to you in accordance with ethical requirements and subject to any lien that may be created by law for payment of any outstanding fees and costs. We may keep a copy of your files,

made at your expense, if you ask us to return or transfer your files. We will retain our own documents and files, including our drafts, notes, internal memos, administrative records, time and expense reports, billing and financial information, accounting records, conflict checks, personnel materials, and work product, such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, and other materials prepared by or for the internal use of our lawyers. All such documents retained by the Firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage charges, we have the right to destroy or otherwise dispose of any such documents or other materials retained by us seven years after the termination of the engagement, unless applicable law permits a shorter period for preservation of documents or requires a longer period, or unless a different period is specified in a special written agreement signed by both of us.

EQUALITY AND DIVERSITY

We have a written Equality and Diversity policy to which we seek to adhere at all times in the performance of our services. A copy will be provided to you upon your written request and is available on the Firm's website.

DISCLOSURE OF YOUR NAME

We are proud to serve you as legal counsel and hope to share that information with other clients and prospective clients. On occasion, we provide names of current clients in marketing materials and on our Web site. We may include your name on a list of representative clients. We may also prepare lists of representative transactions or other representations, excluding of course any we believe are sensitive. If you prefer that we refrain from using your name and representation in this manner, please advise us in writing.

FIRM ATTORNEY/CLIENT PRIVILEGE

If we determine during the course of the representation that it is either necessary or appropriate to consult with the Firm's Ethics Attorneys, other specially designated Firm attorneys or outside counsel, we have your consent to do so and that our representation of you shall not diminish the attorney-client privilege that Squire Patton Boggs entities have to protect the confidentiality of our communications with such counsel.

SEVERABILITY

In the event that any provision or part of this agreement, including any letters expressly stated to be part of the agreement, should be unenforceable under the law of the controlling jurisdiction, the remainder of this agreement shall remain in force and shall be enforced in accordance with its terms.

PRIMACY

Unless expressly superseded by explicit reference the sections "Who is our Client," "Conflicts of Interest," and/or "Public Policy Practice" are fully effective notwithstanding another provision in case of any duplication and to the fullest extent possible in case of inconsistency.

ENTIRE AGREEMENT

This agreement supersedes all other prior and contemporaneous written and oral agreements and understandings between us and contains the entire agreement between us. This agreement may be modified only by a signed written agreement by you and by us. You acknowledge that no promises have been made to you other than those stated in the agreement.

GOVERNING LAW

Unless otherwise specified in the letter accompanying these Standard Terms, all questions arising under or involving this engagement or concerning rights and duties between us will be governed by the law of the jurisdiction in which the lawyer sending you this agreement has his or her principal office, excluding choice of law provisions that might select the law of a different jurisdiction. When another jurisdiction provides that its law will govern notwithstanding any agreement, that other law may of course control, at least on certain questions.

IN CONCLUSION

We look forward to a mutually satisfying relationship with you. If you have any questions about, or if you do not agree with one or more of these terms and conditions, please communicate with your principal contact at the Firm so that we can try to address your concerns. Your principal contact can recommend changes that will be effective once you receive written notice of approval of any revisions, which, depending on the nature of the request, will be made by a Partner in Firm Management and/or an Ethics Partner. Thank you.

AMENDMENT NO. 3 TO CONSTRUCTION MANAGEMENT AGREEMENT BETWEEN THE ALBERT M. HIGLEY CO. AND THE CLEVELAND PUBLIC LIBRARY

Pursuant to the terms of the AIA A133-2009 Construction Management Agreement (the "Agreement") dated as of November 9, 2016, by and between **BOARD OF TRUSTEES OF THE CLEVELAND PUBLIC LIBRARY** ("Owner") and **THE ALBERT M. HIGLEY CO.** ("Construction Manager"), the Owner and the Construction Manager desire to enter into this Amendment to Construction Management Agreement (this "Amendment") to establish a GMP for a portion of the Work described in the Agreement. Therefore, the Owner and the Construction Manager agree as follows:

1. Construction Manager's guaranteed maximum price for a portion of the Work described in the Agreement and as more fully described in the Exhibits attached hereto and incorporated herein by reference (the "GMP"), including the Cost of the Work, Construction Manager's Fee, the General Conditions Costs Compensation, and the Construction Contingency is Three Million Seven Hundred Fourteen Thousand Six Hundred Sixty-One Dollars and Thirty Cents ($3,714,661.30).

2. Construction Manager's Fee shall be One Hundred Eleven Thousand Four Hundred Thirty-Nine Dollars and Eighty-Five Cents ($111,439.85).

3. The Construction Manager as Adviser Fee (if applicable) shall be __NA_____ Dollars ($_____).

4. The Construction Contingency shall be Ninety-Five Thousand Seven Hundred Sixty-Five Dollars and Twenty-Three Cents ($95,765.23).

5. The attached Exhibits are a part of the Agreement as if each were physically incorporated therein.

EXHIBIT 1 Schedule of Values, dated 12/12/17, 1 page.

EXHIBIT 2 Allowance items, dated 12/12/17, 1 page.

EXHIBIT 3 Drawings and Specifications upon which the GMP is based, dated 12/12/17, 10 pages.

EXHIBIT 4 Construction Schedule, dated 10/20/17, 5 pages.

EXHIBIT 5 Unit Prices, dated 12/12/17, 9 pages.

EXHIBIT 6 Assumptions and Clarifications, dated 12/12/17, 5 page.

EXHIBIT 7 Identified Claims, dated ___NA___, _____0_____ pages.

EXHIBIT 8 Deduct Alternates Schedule, dated 12/12/17, 1 pages.

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

7. This Amendment may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute but one and the same instrument.

8. Except as specifically amended herein, all of the provisions of the Agreement remain in full force and effect and all terms and conditions of the Agreement shall apply. In the event of an irreconcilable conflict between the terms of the Agreement and those of this Amendment, the terms of this Amendment shall control.

9. By execution of this Amendment, the Construction Manager acknowledges that, as of the date of this Amendment, the Construction Manager is not aware of, and has not reserved, any claim against the Owner except as otherwise identified on **EXHIBIT** 7 (if any).

This Amendment is entered as of December 15, 2017.

CLEVELAND PUBLIC LIBRARY	**THE ALBERT M. HIGLEY CO.**
By: _____	By: _____
Name: _____	Name: _____
Its: _____	Its: _____

The Cleveland Public Library
South Branch

Cleveland, Ohio

12/12/2017

Summary Cost Estimate

ITEM	TRADE SUMMARY	South Branch
	Demolition	$ 41,100.00
	Site Work	$ 40,645.25
	Landscaping	In Allowances
	Concrete	$ 307,500.00
	Masonry	$ 234,815.00
	Steel	$ 129,655.00
	General Trades	$ 184,850.00
	Metal Studs and Drywall	$ 203,000.00
	Millwork	$ 155,717.10
	Roofing	$ 55,000.00
	Glass	$ 201,600.00
	Tile	$ 40,750.00
	Carpet	$ 71,150.00
	Paint	$ 55,800.00
	Signage	$ 33,000.00
	Fire Protection	$ 9,850.00
	Plumbing	$ 158,600.00
	Mechanical	$ 593,700.00
	Electrical	$ 446,590.00
	Construction Allowances	$ 191,000.00
	Subcontractor Default Insurance	$ 37,851.87
	Trade Subtotal	**$ 3,192,174.22**
	Construction Contingency - 3%	$ 95,765.23
	General Conditions	$ 48,244.00
	General Requirements	$ 68,800.00
	Staff & Staff Support	$ 134,025.00
	AMH CM Bond	$ 24,576.00
	Building Permit (By Owner)	$ -
	Taxes & Insurance	$ 39,637.00
	Subtotal	**$ 3,603,221.45**
	Construction Manager's Fee - 3%	$ 111,439.85
	TOTAL ESTIMATED CONSTRUCTION COST	**$ 3,714,661.30**

PREVIOUSLY APPROVED GMP AMENDMENTS		
Precon	**$**	**32,900.00**
Abatement and AT&T	**$**	**79,066.54**
TOTAL ESTIMATED PPROJECT COST	**$**	**3,826,627.84**

The Cleveland Public Library
South Branch

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12/12/2017

2.3 Diversity Analysis

TRADE	SUBCONTRACTOR	SUBCONTRACTOR/SUPPLIER	CURRENT CONTRACT AMOUNT	MBE	FBE	SBE
Demo	M. Rivera		$41,100.00	$41,100.00		
Abatement	American Abatement		$44,680.00			$44,680.00
Site Work	Diggers.		$40,645.25			
Landscaping	0 bidders		$0.00			
Concrete	North Coast Concrete	Tech Ready Mix	$307,500.00	$57,000.00	$10,000.00	$240,500.00
Masonry	Mid State Restoration	Contractor Connection	$234,815.00	$11,740.00		$223,075.00
Steel	Mull Iron		$129,655.00	$129,655.00		
General Trades	Patriot	Mustang Building Services	$184,850.00		$18,500.00	
Metal Studs and Drywall	Western Reserve Interiors	Both FBE and SBE/ MBE Supplier	$203,000.00	$35,000.00	$168,000.00	
Millwork	Royal Cabinet		$155,717.10			
Roofing	Willham	Contractor Connection	$55,000.00	$9,000.00		
Glass	Glass Inc.		$201,600.00			
Tile	Corcoran		$40,750.00			$44,750.00
Carpet	Messina/Corporate		$71,150.00			
Paint	Summit Painting	Both FBE and SBE	$55,800.00		$55,800.00	
Signage	5 bidders		$33,000.00			
Fire Protection	Lorig		$9,850.00			
Plumbing	Gallagher		$158,600.00			
Mechanical	Imperial	MBE Supplier TBD	$593,700.00	$90,000.00	$503,700.00	
Electrical	Signature Electric	Both FBE and SBE/ MBE Supplier-Safeguard Associates	$446,590.00	$120,993.00	$325,597.00	
		Total Subcontractor Value	$3,008,002.35	$494,488.00	$1,081,597.00	$553,005.00
		% of Subcontractor Value as MBE/FBE/SBE		16.44%	35.96%	18.38%
		Total GMP Value	$3,714,661.58	$494,488.00	$1,081,597.00	$553,005.00
		% of Subcontractor Value as MBE/FBE/SBE		13.31%	29.12%	14.89%

Exhibit 2- Allowance Items

The GMP includes the following allowances:

• Added Abatement Allowance	$ 15,000.00
• Misc. Patch and Repair Allowance	$ 15,000.00
• Sand and Stain Existing Shelves Allowance	$ 15,000.00
• Special Testing and Inspection	$ 5,000.00
• Poor Soils Allowance	$ 10,000.00
• Paint Touch Up Allowance	$ 10,000.00
• Building Pictures/Video allowance	$ 10,000.00
• Landscape Contract Allowance	$ 20,000.00
• Electrical Work for Network Allowance	$ 75,000.00
• Floor Opening Reinstall Allowance	$ 5,000.00
• Floor Prep at Abatement Allowance	$ 3,500.00
• Crawl Space Masonry Holes Allowance	$ 7,500.00
Total	$191,000.00

Cleveland Public Library- South Branch

The Cleveland Public Library

Date: 12/12/17

Cleveland Public Library- South Branch

The Cleveland Public Library

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CPL South Branch SPECIFICATIONS

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CLEVELAND PUBLIC LIBRARY - SOUTH BRANCH

Activity ID	Activity Name	Orig Dur	Start	Finish	Predecessors	Successors	Total Float
PRECONSTRUCTION							
PRE-100	CPP - NEW ELECTRICAL SERVICE	10	Mar-20-17 A	Jun-16-17 A		ADD-110	
PRE-110	100% CD'S	15	Apr-03-17 A	Jun-13-17 A	PRE-170	PRE-150, PRE-160	
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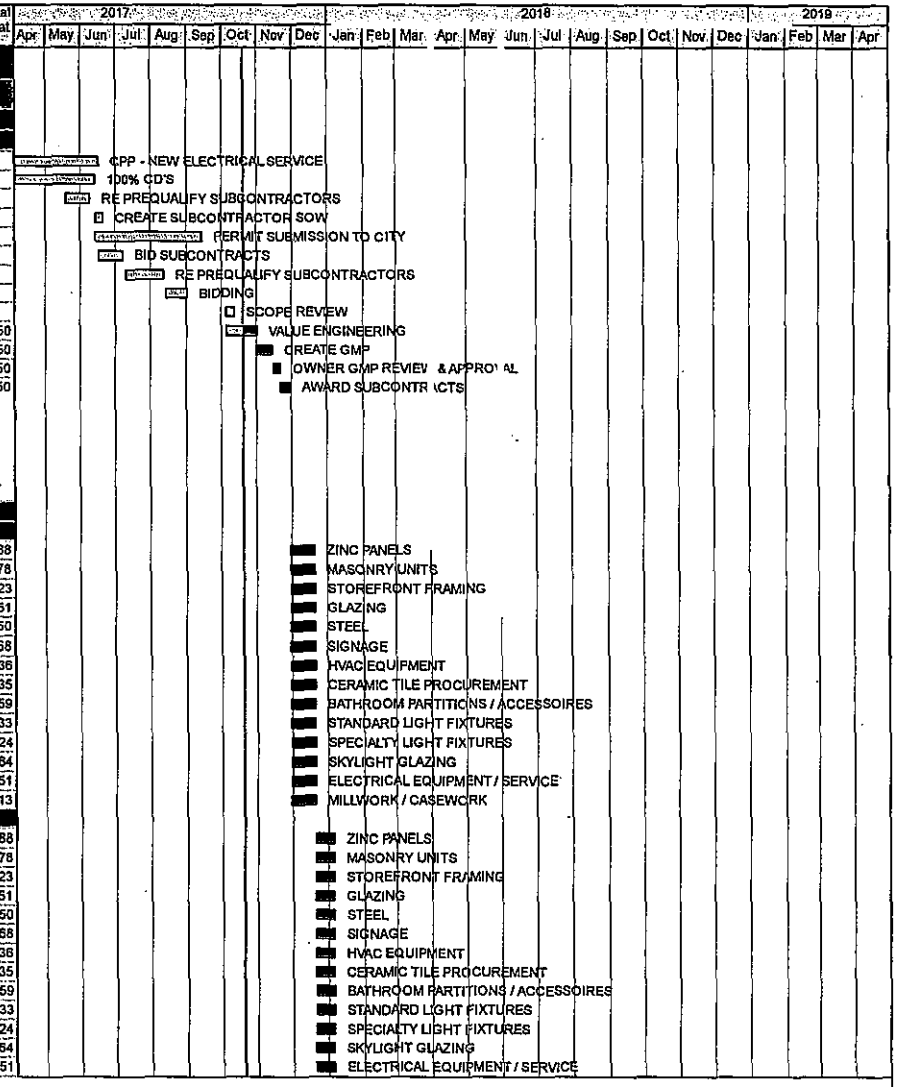
PRE-150	CREATE SUBCONTRACTOR SOW	5	Jun-14-17 A	Jun-20-17 A	PRE-110	PRE-180	
PRE-160	PERMIT SUBMISSION TO CITY	20	Jun-14-17 A	Sep-14-17 A	PRE-110		
PRE-180	BID SUBCONTRACTS	15	Jun-16-17 A	Jul-07-17 A	PRE-150	PRE-190	
PRE-240	RE PREQUALIFY SUBCONTRACTORS	25	Jul-10-17 A	Aug-11-17 A		PRE-260	
PRE-260	BIDDING	15	Aug-14-17 A	Sep-01-17 A	PRE-240	PRE-190	
PRE-190	SCOPE REVIEW	5	Oct-05-17 A	Oct-12-17 A	PRE-180, PRE-260	PRE-200, PRE-270	
PRE-270	VALUE ENGINEERING	15	Oct-05-17 A	Oct-31-17	PRE-190	PRE-200	50
PRE-200	CREATE GMP	10	Nov-01-17	Nov-14-17	PRE-190, PRE-270	PRE-210	50
PRE-210	OWNER GMP REVIEW & APPROVAL	5	Nov-15-17	Nov-21-17	PRE-200	PRE-220, CON-100	50
PRE-220	AWARD SUBCONTRACTS	5	Nov-22-17	Nov-29-17	PRE-210	SUB-100, SUB-110, SUB-120, SUB-230, SUB-140, SUB-150, SUB-160, SUB-170, SUB-180, SUB-190, SUB-200, SUB-210, SUB-220, REN-180, SUB-130	50
PROCUREMENT							
SUBMITTAL							
SUB-100	ZINC PANELS	15	Nov-30-17	Dec-20-17	PRE-220	APP-100	88
SUB-110	MASONRY UNITS	15	Nov-30-17	Dec-20-17	PRE-220	APP-110	78
SUB-120	STOREFRONT FRAMING	15	Nov-30-17	Dec-20-17	PRE-220	APP-120	123
SUB-230	GLAZING	15	Nov-30-17	Dec-20-17	PRE-220	APP-230	151
SUB-130	STEEL	15	Nov-30-17	Dec-20-17	PRE-220	APP-130	50
SUB-140	SIGNAGE	15	Nov-30-17	Dec-20-17	PRE-220	APP-140	168
SUB-150	HVAC EQUIPMENT	15	Nov-30-17	Dec-20-17	PRE-220	APP-150	136
SUB-160	CERAMIC TILE PROCUREMENT	15	Nov-30-17	Dec-20-17	PRE-220	APP-160	135
SUB-170	BATHROOM PARTITIONS / ACCESSOIRES	15	Nov-30-17	Dec-20-17	PRE-220	APP-170	159
SUB-180	STANDARD LIGHT FIXTURES	15	Nov-30-17	Dec-20-17	PRE-220	APP-180	133
SUB-190	SPECIALTY LIGHT FIXTURES	15	Nov-30-17	Dec-20-17	PRE-220	APP-190	124
SUB-200	SKYLIGHT GLAZING	15	Nov-30-17	Dec-20-17	PRE-220	APP-200	164
SUB-210	ELECTRICAL EQUIPMENT / SERVICE	15	Nov-30-17	Dec-20-17	PRE-220	APP-210	151
SUB-220	MILLWORK / CASEWORK	15	Nov-30-17	Dec-20-17	PRE-220	APP-220	113
APPROVAL							
APP-100	ZINC PANELS	10	Dec-21-17	Jan-05-18	SUB-100	LEAD-100	88
APP-110	MASONRY UNITS	10	Dec-21-17	Jan-05-18	SUB-110	LEAD-110	78
APP-120	STOREFRONT FRAMING	10	Dec-21-17	Jan-05-18	SUB-120	LEAD-120	123
APP-230	GLAZING	10	Dec-21-17	Jan-05-18	SUB-230	LEAD-230	151
APP-130	STEEL	10	Dec-21-17	Jan-05-18	SUB-130	LEAD-130	50
APP-140	SIGNAGE	10	Dec-21-17	Jan-05-18	SUB-140	LEAD-140	168
APP-150	HVAC EQUIPMENT	10	Dec-21-17	Jan-05-18	SUB-150	LEAD-150	136
APP-160	CERAMIC TILE PROCUREMENT	10	Dec-21-17	Jan-05-18	SUB-160	LEAD-160	135
APP-170	BATHROOM PARTITIONS / ACCESSOIRES	10	Dec-21-17	Jan-05-18	SUB-170	LEAD-170	159
APP-180	STANDARD LIGHT FIXTURES	10	Dec-21-17	Jan-05-18	SUB-180	LEAD-180	133
APP-190	SPECIALTY LIGHT FIXTURES	10	Dec-21-17	Jan-05-18	SUB-190	LEAD-190	124
APP-200	SKYLIGHT GLAZING	10	Dec-21-17	Jan-05-18	SUB-200	LEAD-200	164
APP-210	ELECTRICAL EQUIPMENT / SERVICE	10	Dec-21-17	Jan-05-18	SUB-210	LEAD-210	151



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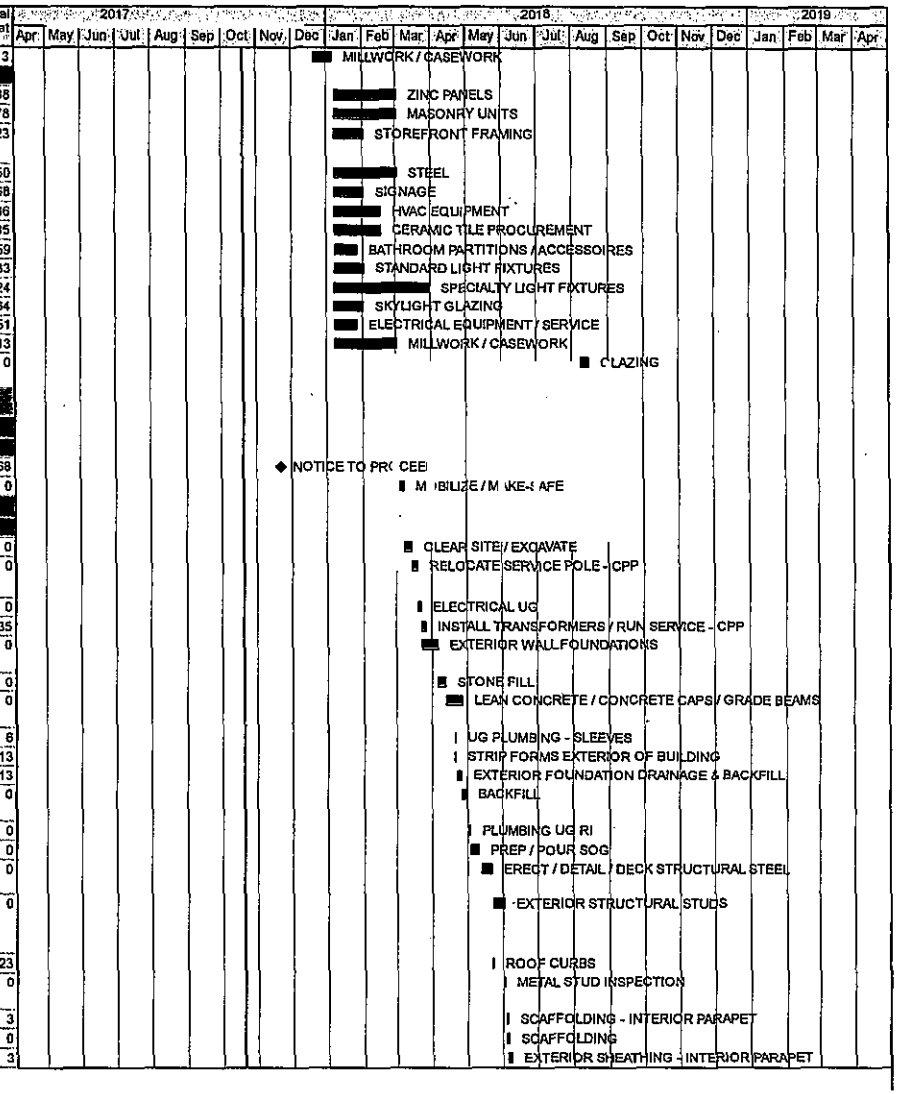
Activity ID	Activity Name	Orig Dur	Start	Finish	Predecessors	Successors	Total Float
APP-220	MILLWORK / CASEWORK	10	Dec-21-17	Jan-05-18	SUB-220	LEAD-220	113
LEAD TIMES							
LEAD-100	ZINC PANELS	40	Jan-08-18	Mar-02-18	APP-100	ADD-340	88
LEAD-110	MASONRY UNITS	40	Jan-08-18	Mar-02-18	APP-110	ADD-310	78
LEAD-120	STOREFRONT FRAMING	20	Jan-08-18	Feb-02-18	APP-120	ADD-360, ADD-390, ADD-440	123
LEAD-130	STEEL	40	Jan-08-18	Mar-02-18	APP-130	ADD-180	50
LEAD-140	SIGNAGE	20	Jan-08-18	Feb-02-18	APP-140	ADD-470	168
LEAD-150	HVAC EQUIPMENT	30	Jan-08-18	Feb-16-18	APP-150	ADD-240, REN-270	136
LEAD-160	CERAMIC TILE PROCUREMENT	30	Jan-08-18	Feb-16-18	APP-160	ADD-450	135
LEAD-170	BATHROOM PARTITIONS / ACCESSOIRES	15	Jan-08-18	Jan-26-18	APP-170	ADD-520	159
LEAD-180	STANDARD LIGHT FIXTURES	20	Jan-08-18	Feb-02-18	APP-180	ADD-400, REN-340	133
LEAD-190	SPECIALTY LIGHT FIXTURES	60	Jan-08-18	Mar-30-18	APP-190	REN-350	124
LEAD-200	SKYLIGHT GLAZING	20	Jan-08-18	Feb-02-18	APP-200	REN-220	164
LEAD-210	ELECTRICAL EQUIPMENT / SERVICE	15	Jan-08-18	Jan-26-18	APP-210	REN-270	151
LEAD-220	MILLWORK / CASEWORK	40	Jan-08-18	Mar-02-18	APP-220	REN-460	113
LEAD-230	GLAZING	5	Aug-09-18	Aug-15-18	ADD-360, ADD-390, APP-230	ADD-430, ADD-440	0
CONSTRUCTION							
CON-100	NOTICE TO PROCEED	0		Nov-21-17	PRE-210	CON-110	68
CON-110	MOBILIZE / MAKE-SAFE	5	Mar-01-18*	Mar-07-18	CON-100	REN-120, ADD-100, REN-5	0
ADDITION							
SHELL & CORE							
ADD-100	CLEAR SITE / EXCAVATE	5	Mar-08-18	Mar-14-18	CON-110	ADD-110	0
ADD-110	RELOCATE SERVICE POLE - CPP	3	Mar-15-18	Mar-19-18	PRE-100, ADD-100	ADD-130, ADD-120, SITE-130	0
ADD-120	ELECTRICAL UG	3	Mar-20-18	Mar-22-18	ADD-110	ADD-130, ADD-140	0
ADD-130	INSTALL TRANSFORMERS / RUN SERVICE - C	2	Mar-23-18	Mar-26-18	ADD-110, ADD-120		135
ADD-140	EXTERIOR WALL FOUNDATIONS	10	Mar-23-18	Apr-05-18	ADD-120	ADD-150, ADD-530, ADD-560	0
ADD-530	STONE FILL	5	Apr-06-18	Apr-12-18	ADD-140	ADD-540	0
ADD-540	LEAN CONCRETE / CONCRETE CAPS / GRADE BEAMS	10	Apr-13-18	Apr-26-18	ADD-530	ADD-150, ADD-550	0
ADD-550	UG PLUMBING - SLEEVES	1	Apr-20-18	Apr-20-18	ADD-540	ADD-160	6
ADD-560	STRIP FORMS EXTERIOR OF BUILDING	1	Apr-20-18	Apr-20-18	ADD-140	ADD-570	113
ADD-570	EXTERIOR FOUNDATION DRAINAGE & BACKF	3	Apr-23-18	Apr-25-18	ADD-560		113
ADD-150	BACKFILL	2	Apr-27-18	Apr-30-18	ADD-140, ADD-540	ADD-180, ADD-170, ADD-160	0
ADD-160	PLUMBING UG RI	3	May-01-18	May-03-18	ADD-150, ADD-550	ADD-170	0
ADD-170	PREP / POUR SOG	5	May-04-18	May-10-18	ADD-150, ADD-160	ADD-180	0
ADD-180	ERECT / DETAIL / DECK STRUCTURAL STEEL	7	May-14-18	May-22-18	ADD-150, ADD-170, LEAD-130 .	ADD-190, ADD-200, ADD-230	0
ADD-190	EXTERIOR STRUCTURAL STUDS	7	May-23-18	Jun-01-18	ADD-180	ADD-210, ADD-220, ADD-230, ADD-580, ADD-590	0
ADD-200	ROOF CURBS	1	May-23-18	May-23-18	ADD-180	ADD-210	23
ADD-590	METAL STUD INSPECTION	1	Jun-01-18	Jun-01-18	ADD-190	ADD-620, ADD-220, ADD-660	0
ADD-620	SCAFFOLDING - INTERIOR PARAPET	1	Jun-04-18	Jun-04-18	ADD-590	ADD-600	3
ADD-660	SCAFFOLDING	2	Jun-04-18	Jun-05-18	ADD-590	ADD-220	0
ADD-600	EXTERIOR SHEATHING - INTERIOR PARAPET	3	Jun-05-18	Jun-07-18	ADD-620	ADD-610	3



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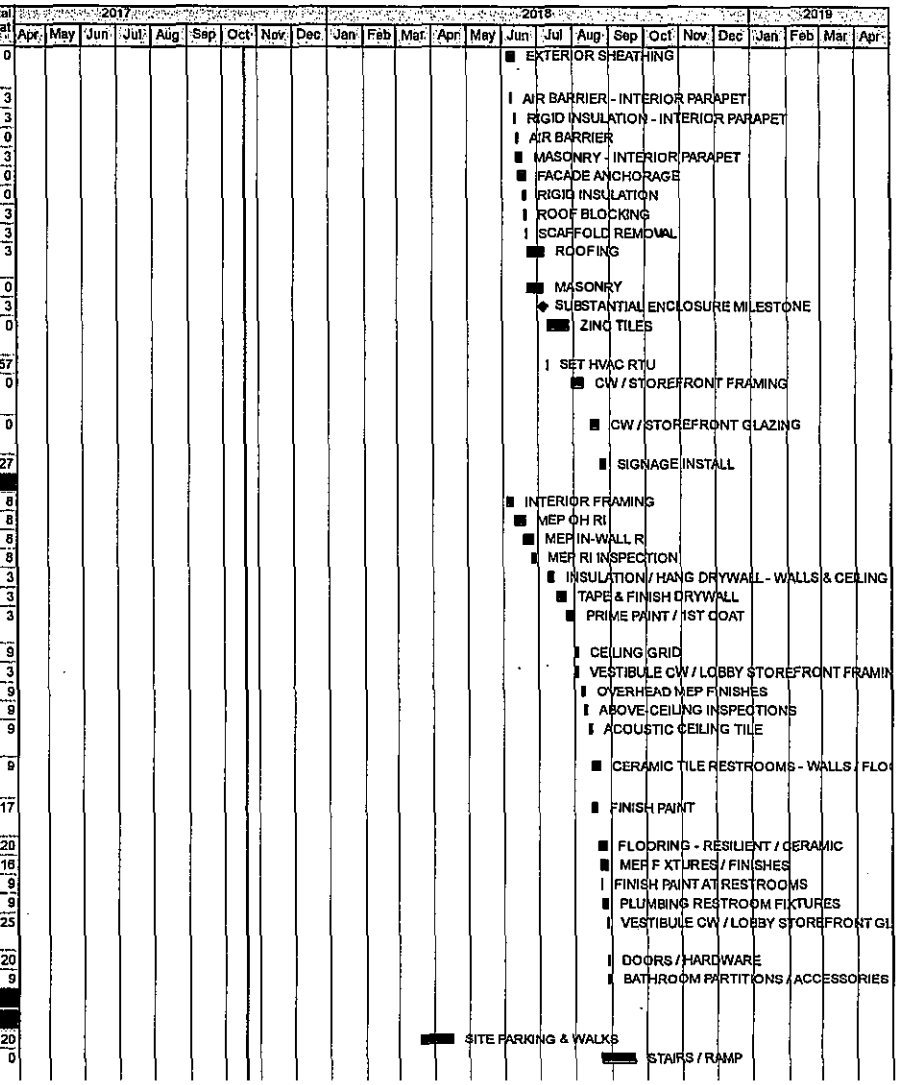
ADD-220	EXTERIOR SHEATHING	5	Jun-06-18	Jun-12-18	ADD-190, ADD-590, ADD-660	ADD-260, ADD-250	0
ADD-610	AIR BARRIER - INTERIOR PARAPET	1	Jun-08-18	Jun-08-18	ADD-600	ADD-630	3
ADD-630	RIGID INSULATION - INTERIOR PARAPET	2	Jun-11-18	Jun-12-18	ADD-610	ADD-640	3
ADD-260	AIR BARRIER	2	Jun-13-18	Jun-14-18	ADD-220	ADD-300, ADD-280	0
ADD-640	MASONRY - INTERIOR PARAPET	4	Jun-13-18	Jun-18-18	ADD-630	ADD-580	3
ADD-280	FACADE ANCHORAGE	5	Jun-15-18	Jun-21-18	ADD-260	ADD-300	0
ADD-300	RIGID INSULATION	3	Jun-19-18	Jun-21-18	ADD-260, ADD-280	ADD-340, ADD-310	0
ADD-580	ROOF BLOCKING	2	Jun-19-18	Jun-20-18	ADD-190, ADD-640	ADD-210, ADD-650	3
ADD-650	SCAFFOLD REMOVAL	1	Jun-21-18	Jun-21-18	ADD-580	ADD-210	3
ADD-210	ROOFING	10	Jun-22-18	Jul-06-18	ADD-190, ADD-200, ADD-580, ADD-650	ADD-240, ADD-250	3
ADD-310	MASONRY	10	Jun-22-18	Jul-06-18	ADD-300, LEAD-110	ADD-340, ADD-360	0
ADD-250	SUBSTANTIAL ENCLOSURE MILESTONE	0		Jul-06-18	ADD-210, ADD-220	ADD-330	3
ADD-340	ZINC TILES	15	Jul-09-18	Jul-27-18	ADD-300, ADD-310, LEAD-100	ADD-360	0
ADD-240	SET HVAC RTU	1	Jul-09-18	Jul-09-18	ADD-210, LEAD-150	COMP-100	57
ADD-360	CW / STOREFRONT FRAMING	8	Jul-30-18	Aug-08-18	ADD-310, ADD-340, LEAD-120	ADD-430, LEAD-230	0
ADD-430	CW / STOREFRONT GLAZING	5	Aug-16-18	Aug-22-18	ADD-360, LEAD-230	ADD-470, COMP-100, SITE-110	0
ADD-470	SIGNAGE INSTALL	3	Aug-23-18	Aug-27-18	ADD-430, LEAD-140		27
INTERIORS							
ADD-230	INTERIOR FRAMING	5	Jun-04-18	Jun-08-18	ADD-190, ADD-180	ADD-270	8
ADD-270	MEP OH RI	7	Jun-11-18	Jun-19-18	ADD-230	ADD-290	8
ADD-290	MEP IN-WALL RI	7	Jun-18-18	Jun-26-18	ADD-270	ADD-320	8
ADD-320	MEP RI INSPECTION	3	Jun-26-18	Jun-28-18	ADD-290	ADD-330	8
ADD-330	INSULATION / HANG DRYWALL - WALLS & CEI	5	Jul-09-18	Jul-13-18	ADD-320, ADD-250	ADD-350	3
ADD-350	TAPE & FINISH DRYWALL	7	Jul-16-18	Jul-24-18	ADD-330	ADD-370	3
ADD-370	PRIME PAINT / 1ST COAT	5	Jul-25-18	Jul-31-18	ADD-350	ADD-380, ADD-390, ADD-450	3
ADD-380	CEILING GRID	3	Aug-01-18	Aug-03-18	ADD-370	ADD-400	9
ADD-390	VESTIBULE CW / LOBBY STOREFRONT FRAM	3	Aug-01-18	Aug-03-18	ADD-370, LEAD-120	LEAD-230, ADD-440	3
ADD-400	OVERHEAD MEP FINISHES	3	Aug-06-18	Aug-08-18	ADD-380, LEAD-180	ADD-410, COMP-100	9
ADD-410	ABOVE-CEILING INSPECTIONS	2	Aug-09-18	Aug-10-18	ADD-400	ADD-420	9
ADD-420	ACOUSTIC CEILING TILE	3	Aug-13-18	Aug-15-18	ADD-410	ADD-450, ADD-460, COMP-100, ADD-500	9
ADD-450	CERAMIC TILE RESTROOMS - WALLS / FLOORING	5	Aug-16-18	Aug-22-18	LEAD-160, ADD-370, ADD-420	ADD-490, ADD-670	9
ADD-500	FINISH PAINT	3	Aug-16-18	Aug-20-18	ADD-420	ADD-510, COMP-110, ADD-460	17
ADD-460	FLOORING - RESILIENT / CERAMIC	5	Aug-21-18	Aug-27-18	ADD-420, ADD-500	ADD-480, ADD-440	20
ADD-510	MEP FIXTURES / FINISHES	5	Aug-22-18	Aug-28-18	ADD-500, ADD-670	COMP-120	16
ADD-670	FINISH PAINT ATRESTROOMS	1	Aug-23-18	Aug-23-18	ADD-450	ADD-510, ADD-490	9
ADD-490	PLUMBING RESTROOM FIXTURES	3	Aug-24-18	Aug-28-18	ADD-450, ADD-670	ADD-520	9
ADD-440	VESTIBULE CW / LOBBY STOREFRONT GLAZING	2	Aug-28-18	Aug-29-18	LEAD-230, ADD-390, LEAD-120, ADD-460		25
ADD-480	DOORS / HARDWARE	2	Aug-28-18	Aug-29-18	ADD-460	COMP-100	20
ADD-520	BATHROOM PARTITIONS / ACC ESSORIES	2	Aug-29-18	Aug-30-18	ADD-490, LEAD-170	COMP-130, COMP-110	9
SITEWORK							
SITE-130	SITE PARKING & WALKS	20	Mar-20-18	Apr-16-18	ADD-110		120
SITE-110	STAIRS / RAMP	20	Aug-23-18	Sep-20-18	ADD-430	COMP-130, SITE-120, SITE-100	0



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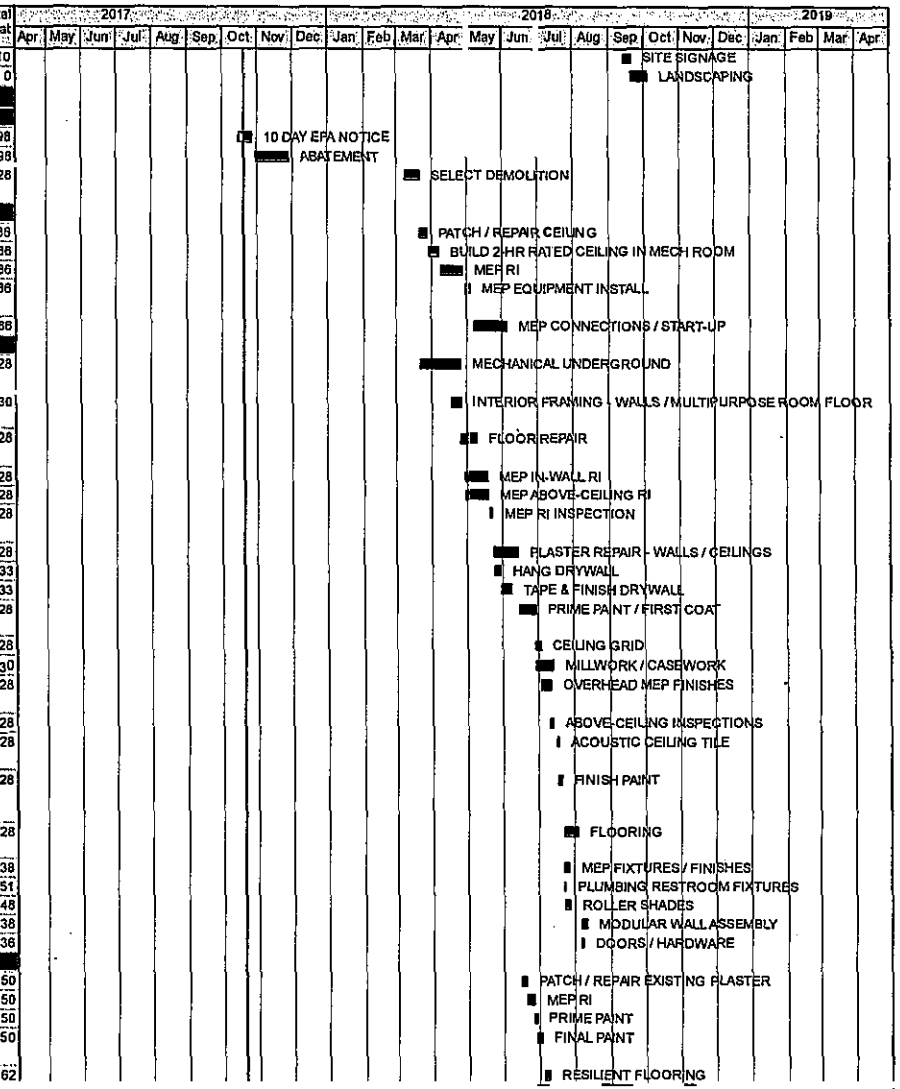
Activity ID	Activity Name	Orig Dur	Start	Finish	Predecessors	Successors	Total Float
SITE-100	SITE SIGNAGE	5	Sep-14-18	Sep-20-18	SITE-110		10
SITE-120	LANDSCAPING	10	Sep-21-18*	Oct-04-18	SITE-110		0
EXISTING BUILDING RENOVATION							
REN-100	10 DAY EPA NOTICE	10	Oct-16-17 A	Oct-27-17		REN-110	98
REN-110	ABATEMENT	20	Oct-30-17	Nov-27-17	REN-100	REN-120	98
REN-120	SELECT DEMOLITION	10	Mar-08-18	Mar-21-18	CON-110, REN-110	REN-170, REN-130, REN-140	28
BASEMENT							
REN-130	PATCH / REPAIR CEILING	5	Mar-22-18	Mar-28-18	REN-120	REN-150	86
REN-150	BUILD 2-HR RATED CEILING IN MECH ROOM	7	Mar-29-18	Apr-06-18	REN-130	REN-160	86
REN-160	MEP RI	15	Apr-09-18	Apr-27-18	REN-150	REN-270	86
REN-270	MEP EQUIPMENT INSTALL	5	Apr-30-18	May-04-18	REN-160, LEAD-150, LEAD-210	REN-290, COMP-100	86
REN-290	MEP CONNECTIONS / START-UP	20	May-07-18	Jun-04-18	REN-270, REN-140		86
GROUND FLOOR							
REN-140	MECHANICALUNDERGROUND	25	Mar-22-18	Apr-25-18	REN-120	REN-170, REN-290, REN-190	28
REN-170	INTERIOR FRAMING - WALLS / MULTIPURPOSE ROOM FLOOR	7	Apr-17-18	Apr-25-18	REN-120, REN-140	REN-200, REN-210	30
REN-190	FLOOR REPAIR	10	Apr-26-18	May-09-18	REN-140	REN-250, REN-200, REN-210, REN-240	28
REN-200	MEP IN-WALL RI	15	Apr-30-18	May-18-18	REN-170, REN-190	REN-230	28
REN-210	MEP ABOVE-CEILING RI	15	Apr-30-18	May-18-18	REN-170, REN-190	REN-230	28
REN-230	MEP RI INSPECTION	3	May-21-18	May-23-18	REN-200, REN-210	REN-250, REN-260, REN-350	28
REN-250	PLASTER REPAIR - WALLS / CEILINGS	15	May-24-18	Jun-14-18	REN-230, REN-190	REN-300, REN-310	28
REN-260	HANG DRYWALL	3	May-24-18	May-29-18	REN-230	REN-280	33
REN-280	TAPE & FINISH DRYWALL	7	May-30-18	Jun-07-18	REN-260	REN-300	33
REN-300	PRIME PAINT / FIRST COAT	10	Jun-15-18	Jun-28-18	REN-280, REN-250	REN-330, REN-340, REN-460	28
REN-330	CEILING GRID	2	Jun-29-18	Jul-02-18	REN-300	REN-340	28
REN-460	MILLWORK / CASEWORK	10	Jun-29-18	Jul-13-18	LEAD-220, REN-300	REN-470	30
REN-340	OVERHEAD MEP FINISHES	6	Jul-03-18	Jul-11-18	REN-330, LEAD-180, REN-300	REN-360, COMP-100	28
REN-360	ABOVE-CEILING INSPEC IONS	3	Jul-11-18	Jul-13-18	REN-340	REN-420	28
REN-420	ACOUSTIC CEILING TILE	2	Jul-16-18	Jul-17-18	REN-380	REN-430, COMP-100, REN-470	28
REN-470	FINISH PAINT	3	Jul-18-18	Jul-20-18	REN-460, REN-420	REN-480, REN-490, COMP-110, REN-430, REN-500	28
REN-430	FLOORING	10	Jul-23-18	Aug-03-18	REN-420, REN-470	REN-450, REN-440, COMP-110	28
REN-480	MEP FIXTURES / FINISHES	5	Jul-23-18	Jul-27-18	REN-470	COMP-120	38
REN-490	PLUMBING RESTROOM FIXTURES	2	Jul-23-18	Jul-24-18	REN-470		51
REN-500	ROLLER SHADES	5	Jul-23-18	Jul-27-18	REN-470		48
REN-440	MODULAR WALL ASSEMBLY	5	Aug-06-18	Aug-10-18	REN-430		38
REN-450	DOORS / HARDWARE	2	Aug-06-18	Aug-07-18	REN-430	COMP-100	36
2ND FLOOR							
REN-310	PATCH / REPAIR EXISTING PLASTER	3	Jun-15-18	Jun-19-18	REN-250	REN-360, REN-320	50
REN-320	MEP RI	5	Jun-20-18	Jun-26-18	REN-310	REN-400, REN-360	50
REN-380	PRIME PAINT	2	Jun-27-18	Jun-28-18	REN-310, REN-320	REN-370, REN-390	50
REN-390	FINAL PAINT	3	Jun-29-18	Jul-03-18	REN-360	REN-410, REN-400, COMP-110, REN-370	50
REN-370	RESILIENT FLOORING	3	Jul-05-18	Jul-09-18	REN-360, REN-390		62



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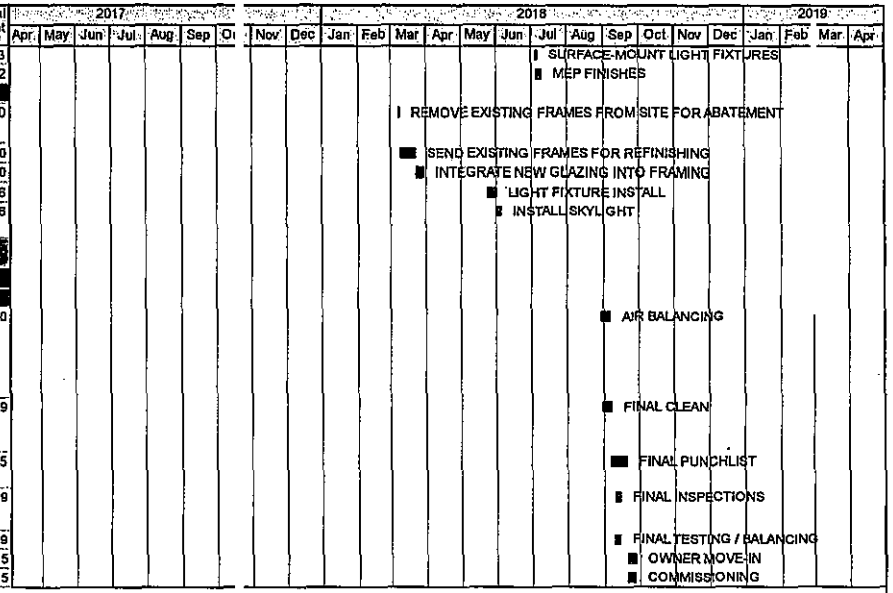
Activity ID	Activity Name	Orig Dur	Start	Finish	Predecessors	Successors	Total Float
REN-400	SURFACE-MOUNT LIGHT FIXTURES	2	Jul-05-18	Jul-06-18	REN-320, REN-390		63
REN-410	MEP FINISHES	3	Jul-05-18	Jul-09-18	REN-390	COMP-120	52
SKYLIGHT							
REN-510	REMOVE EXISTING FRAMES FROM SITE FOR ABATEMENT	1	Mar-08-18*	Mar-08-18	CON-110	REN-180	130
REN-180	SEND EXISTING FRAMES FOR REFINISHING	10	Mar-09-18	Mar-22-18	PRE-220, REN-510	REN-220	130
REN-220	INTEGRATE NEW GLAZING INTO FRAMING	5	Mar-23-18	Mar-29-18	REN-180, LEAD-200	REN-240	130
REN-350	LIGHT FIXTURE INSTALL	5	May-24-18	May-31-18	REN-230, LEAD-190	REN-240	86
REN-240	INSTALL SKYLIGHT	2	Jun-01-18	Jun-04-18	REN-220, REN-190, REN-350		86
PROJECT COMPLETION							
COMP-100	AIR BALANCING	5	Aug-30-18	Sep-06-18	ADD-400, REN-340, REN-270, ADD-240, ADD-420, REN-420, ADD-460, REN-450, ADD-430		20
COMP-110	FINAL CLEAN	5	Aug-31-18	Sep-07-18	ADD-500, REN-470, REN-390, REN-430, ADD-520	COMP-120, COMP-130	9
COMP-130	FINAL PUNCHLIST	10	Sep-07-18	Sep-20-18	ADD-520, SITE-110, COMP-110	COMP-150	5
COMP-120	FINAL INSPECTIONS	5	Sep-10-18	Sep-14-18	COMP-110, ADD-510, REN-480, REN-410	COMP-140, COMP-150	9
COMP-140	FINAL TESTING / BALANCING	5	Sep-10-18	Sep-14-18	COMP-120	COMP-150	9
COMP-150	OWNER MOVE-IN	5	Sep-21-18	Sep-27-18	COMP-140, COMP-130,	COMP-160	5
COMP-160	COMMISSIONING	5	Sep-21-18	Sep-27-18	COMP-150		5



Run Date: Oct-20-17
Data Date: Oct-20-17
Baseline: CPL-SOUTH - 073117
Sheet 5 of 5

The Cleveland Public Library
South Branch
Cleveland, Ohio

12/12/2017

Exhibit 5 GMP Unit Pricing

ITEM	Value Regular	Value Overtime	Value Double Time
General Labor Foreman	$67.17	$100.76	$134.34
Laborer Foreman	$65.66	$98.49	$131.32
Laborer	$61.98	$92.97	$123.96
Carpenter	$68.84	$103.26	$137.68
Carpetry Foreman	$72.70	$109.05	$145.40
General Carpentry Foreman	$75.53	$113.30	$151.06
CSG Gen. Carpentry Foreman	$86.05	$129.08	$172.10
Cement Finisher Foreman	$71.17	$106.76	$142.34
Cement Finisher	$68.82	$103.23	$137.64

AM Higley Equipment Rentals

Item Description	Type	Ext. Price	OTC Ext.
Miscellaneous Equipment			
Ardex Tools - drum,spreader,smoother,han	R	150	
Banding Tools:			
Banding Cart (dispenser)	R	20	
Tensioner	R	20	
Crimper	R	20	
Bottle Jacks (all sizes)	R	10	
Rolling Magnet	R	20	
Two Ton Floor Jack	R	25	
Water Jug w/cup dispenser	OTC		20
Waterstop Splice Iron	R	15	
Weed Burner w/15' hose	R	10	
Skid Steer Loader			
Mustang Loader2060 w/bucket	R	1450	
Mustang Pallet Forks	R	75	
Mustang Gradall Bucket	R	75	
Mustang Street Sweeper	R	150	
Mustang Grappler Bucket	R	100	
Hepa Filter Machines			
Hepa Filter Machines - 3 microns	R	200	
Diesel Compressors			
185 C.F.M. Diesel Compressor	R	500	
Air Hose 3/4" x 50' w/chicago ftg.	R	15	
Air Hose "Y" 3/4"	OTC		5
Signage			
Danger Signs - 18 x 30 w/logo	OTC	25	
AMH Logo Signs - 10 x 14	OTC	20	
Air Tools			
Breaker Hammers			
Breaker Hammer 35lb.	R	170	
Breaker Hammer 60lb.	R	200	
Breaker Hammer 90lb.	R	210	
Breaker Hammer Bits (60-90lb.)			
Points & Chisels	OTC		8
WideChisels	OTC		15
Asphalt Cutter	OTC		20
Rock Drills			
Rock Drill MRD9 - 17lb.	R	80	
Rock Drill 35lb. (7/8" x 3 1/4" shank)	R	220	
Rock Drill 60lb. (1" x 4 1/4" shank)	R	240	
Rock Drill Steels			
Short 7/8" x 3 1/4" (12"-18")	OTC		10

Long 7/8"x 3 1/4" (24"-36)	OTC		20
Short 1" x 4 1/4" (12"-18")	OTC		15
Long 1" x 4 1/4" (24"-36")	OTC		30
Air Chipping Hammer			
Chipping Hammer 18lb.	R	90	
Chipping Hammer Bits			
Points & Chisels	OTC		5
Wide Chisel	OTC		10
Bushing Tool	OTC		20
Rivet Busters	R	180	
Rivet Buster Bits			
Points & Chisels	OTC		5
Miscellaneous			
Air Scraper (floor scraper)	R	50	
Air Spade	R	100	
Blow Pipe	R	10	
Impact Wrench (pneumatic)	R	40	
Oiler (in line, 3/4")	R	20	
Tanner De-Icer 3/4"	R	30	
Electric Chipping & Rotary Hammers			
Electric Rotary Hammer (Milwaukee)	R	75	
Electric Chipping/Rotary Hammer (DeWalt)	R	90	
Hilti Chipping/Rotary Hammer (TE55)	R	150	
Electric Chipping Hammer Bits			
Points & Chisels	OTC		5
Wide Chisels	OTC		15
Bushing Tools	OTC		20
Hilti TE70ATC Combination Hammer	R		330
Hilti Points & Chisels	OTC		10
Hilti Wide Chisels	OTC		18
Hilti SDS Max Bit	OTC		Call for pricing
Hilti Electric Breaker Hammer60lb.	R		360
Hilti Points & Chisels	OTC		15
Hilti Wide Chisels	OTC		20
Pressure Washers			
Pressure Washer w/3000-3500 psi	R	550	
Steam Cleaner w/2100 psi, 250 deg.	R	500	
Weather Protection Equipment			
Tarps 16' x 20'	R	45	
Cutting Torches			
Cutting Torch Set includes:	R	150	
cart, gauges, hose, torch, tip,			
striker, glasses, wrench			
Cutting Torch - 4' (acetylene)	R	65	
Electric Power Tools			
Adjustable Clutch Screwguns	R	35	
Autofeed Screwgun	R	40	
Belt Sander 4" x 24"	R	40	
Circular Saw 7 1/4"	R	40	
Close Quarters Drill - 1/2"	R	30	
Cordless Drill Kit w/2 batteries	R	50	
Cordless Impact Only Kit	R	40	
Detail Sander	R	20	
Drill Motor 3/8" (electric)	R	35	
Drywall Cut-Out Tool	R	30	
Drywall Sander - P/C	R	90	
Drywall Screwguns	R	30	
Dustless Grinder Vac - Sawtec, 4 1/2"	R	85	
Grinder 4 1/2"	R	10	
Grinder 4 1/2" Metabo Dustless w/shroud	R	65	
Grinder 5" Hilti w/cutting shroud	R	85	
Grinder 5" Hilti w/grinding Shroud	R	65	
Grinder 6"	R	40	
Grinder 7"- 9"	R	35	

Grinder 7" Metabo Dustless w/shroud	R	75	
Hammer Drill 1/2"	R	40	
Heat Gun	R	20	
Hole Hawg Drill	R	60	
Hole Hawg Drill Paddle Bit	OTC		10
Impact Wrench (electric, 1/2")	R	50	
Impact Wrench (electric, 3/4")	R	60	
Jigsaw / Bayonet Saw	R	35	
Laminate Trimmer	R	30	
Metal Shear	R	50	
Palm Sander 1/4" (sheet sander)	R	35	
Pneumatic Ratchet 3/8"	OTC		25
QuickDrive Screwgun	R	60	
Random Orbit Sander 5"	R	30	
Right Angle Drill	R	40	
RotoZip Tool	R	15	45
Router w/1 1/2 h.p.	R	35	
Routerw/3 h.p.	R	45	
Sander/Grinder 7"-9"	R	30	
Sawzall	R	50	
Surface Planer - Hand Held, Makita	R	10	
Tap Guns (metal)	R	40	
Worm Drive Skil Saw	R	40	
Finish Trowel Machines			
Combination Blades - 36" (8' x 14")	OTC	40	
Combination Blades - 48" (8" x 18")	R	50	
Finish Blades 36"	R		
Finish Blades 48"	R		
Float Shoes New 36"	R	60	
Float Shoes New 48"	R	60	
Float Shoes Used 36"	R	20	
Float Shoes Used 48"	R	20	
Trowel Machine 36"	R	330	
Trowel Machine 48"	R	350	
Trowel Machine Float Pan - 36"	R	50	
Fans and Lights			
Box Fans 48" (large)	R	80	
Circular Floor Fans 36"	R	60	
Floor Carpet Fan/Dryer	R	35	
Pedestal Fans	R	60	
Double 500wt. w/tripod	R	5	30
Single 500wt. Quartz (no stand)	OTC		20
Heaters			
Propane Salamander (torpedo)			
200,000 b.t.u. - no fan	R	50	
Universal Propane			
100,000 - 120,000 b.t.u. w/fan	R	65	
Tank Mount Radiant Heater	OTC		30
Office Heater (750 / 1500 wt.)	OTC		25
Standard Cycle Generators			
L.C. 4500	R	300	
H.P. 4500 - Pow'r Gard 6000	R	400	
H.P. 9500 - key start	R	500	
Full Power Cord Box	R	10	
Hi-Cycle Generators			
Generator (runs 2 vibrators)	R	350	
Hi-Cycle Cords 50'	R	20	
Electrical Cords & Boxes - 12/3 - P/S			
Cords 50'	OTC		30
Cords 100'	OTC		55
G.F.C.I. Box	OTC		30
Power Buggies			
Power Buggy 16 cu. ft.	R	600	
Power Buggy 16 cu. ft. (with scrubber)	R	680	

Nailing Equipment			
Bostitch Crown Stapler	R	20	
Extra Air Holding Tank (120 gal)	R	20	
Gas Operated Comp. (2-3 guns)	R	100	
LS1 Pinner(18ga 1/2, 3/4, 1")	R	30	
M II Stapler	R	50	
Micro Pinner FP10 (23 ga., 1/2" - 1" pins)	R	25	
Micro Pinner FP11 (23 ga., 1" - 2" pins)	R	25	
Nail Gun Air Hose "T" (3/8")	OTC		5
Nail Gun Air Hoses 3/8" x 50'	R	5	
Nail Gun Compressor	R	75	
Paslode Finish Nailgun (18ga., air)	R	60	
Senco Micro Pinner	R	25	
SFN 40 Nailgun (same as SFNI & IIB)	R	40	
SFN, I, II-B Finish Nailgun	R	40	
SKS Finish Staple Gun	R	50	
SLP-20 Brad Nailgun	R	35	
SN IV Spiker	R	60	
SNII Nailgun or 325	R	60	
Shoring, Scaffolding & Accessories			
Man Scaffold			
Aluminum Stages, Pics (per foot)	R	2	
Baseplates	R	1	
Casters	R	5	
Guard Rail Posts	R	2	
Guard Rails 5'	R	1	
Guard Rails 7'	R	1	
Outriggers	R	3	
Plank 16' (OSHA)	R	5	
Plank 8' (OSHA)	R	3	
Scaffold Frames 5' step type	R	4	
Scaffold Frames 6'-6" walk thru	R	4	
Scaffold Pins (2" L-Pins)	R	0.50	
Screwjacks	R	2	
Side Arm Brackets	R	2	
Stair Sections w/rails	R	25	
Wood/Aluminum Pics 7'	R	10	
X-Braces	R	1	
Baker Scaffolding: set includes: 2 frames w	R	50	
Baker Guard Rail (hinged set)	R	12	
Guard Rail Stanchions (slab mount)	R	4	
Stair Tower			
Steps w/ in & outside rails	R	40	
Platfonn	R	40	
Hi-Load Scaffolding			
Beam Clamps	OTC	0.75	1.50
Bottom Plates (base plates)	R	1	
Braces, 2 hole, X-Type	R	1	
C-Clamps 6"-8"	R	1	
Connectors	R	0.50	
I-Beams (jr. beams 6' - 12')	R	3	
J-Heads (top plates)	R	1	
Scaffold Frames 3' & 4' x 4'	R	6	
Scaffold Frames 5' & 6' x 4'	R	7	
Scaffold Pins (and t-lock)	R	0.50	
Screwjacks	R	2	
Post Shores			
Long 6'-13', Short 6'-11' staff w/base	R	6	
Trash Chutes			
Steel Lined Hopper	R	40	
Center Chute (unlined)	R	30	
Center Chute (lined)	R	35	
Bottom Chute (steel lined)	R	35	
Outriggers Set (slab or parapet mt.)	R	20	
Ladders			
Extension Ladder 16'	R	35	

Extension Ladder 24'	R	40	
Extension Ladder 32'	R	50	
Extension Ladder 36'	R	55	
Extension Ladder 40'	R	60	
Fiberglass Stepladder 4'	R	15	
Fiberglass Stepladder 6'	R	18	
Fiberglass Stepladder 8'	R	20	
Fiberglass Stepladder 10'	R	25	
Fiberglass Stepladder 12'	R	30	
Ladder Extension Safety System	R	30	
Portable Radios			
Radio	R	50	
Charger (single)	R	5	
Multi Charger	R	25	
Organizers (TK360 & HT750)	R	25	
Microphones	R	5	
Gas Water Pumps			
Gas Water Pump 1 1/2" to 2"	R	250	
Gas Water Pump 3"	R	350	
Electric Pumps			
Garden Hose Pump (zero clearance)	R	25	
Handy Pump 2" (submersible)	R	50	
Plug in Float Switch	R	20	
Submersible 2"w/built in float	R	70	
Hoses			
Garden Hose 5/8" x 50'	OTC		15
Discharge Hose 2" x 50'	R	20	
Discharge Hose 3" x 50'	R	30	
Strainers 2"-3"	R	4	
Suction Hose 2"x 10'	R	15	
Suction Hose 3"x 10'	R	25	
Concrete Floor Saws			
Electric Floor Saw Cable 10-3x50'	R	30	
Electric Walk Behind 14" (norton clipper)	R	350	
Gas Walk Behind 14"	R	300	
Gas Walk Behind 16"	R	400	
Microcon Mini Soft Cut 8"	R	225	
Gas Demo & Chain Saws			
Electric Demo Saw 14" (Husquvarna)	R	350	
Gas Demo Saw 14"	R	300	
Chain Saws 16" - 18"	R	130	
Air Demo Saw - 14" (sawtec)	R	300	
Concrete Chain Saw (ics)	R	200	
Surveying Equipment			
Additional Target/Receiver	R	50	
Auto Levels (Topcon Wild)	R	50	
Column Clamps - beam/post mount	R	10	
Hilti Laser Range Finder PD4	R	40	
Laser Level w/ target/receiver	R	400	
Laser Line Level (Bosch, DeWalt)	R	35	
Philadelphia Rods (extra)	R	10	
Pipe Laserw/receiver	R	575	
Rotary Level (cabinets)	R	80	
Total Station - Trimmel	R	6000	
Total Station Tribrack - #NH0183	R	0	
Transits	R	325	
Tripods (extra)	R	15	
Security System			
Tattletale Alarm System	R		700
Motion Detector	R		150
Warning Signs	OTC		4
Trailers			
Guard Shack 8' x 8'	R	125	
Laborer's Trailer 8' x 36' (w/storage)	R	100	

Office Trailer 10' x 50'	R	240	
Office Trailer 12' x 50'	R	270	
Office Trailer 12' x 60'	R	310	
Office Trailer Steps	R	30	200
Steel Storage Container 8' x 20'	R	100	
Trailer Auger Tie Downs w/bolts	OTC		5
Trailer Jackstands	OTC		5
Vacuum Cleaners			
Single Upright Vacuum	R	40	140
Dustless Hepa Shop Vac - Matabo, Fein	R	100	
Wet/Dry Shop Vac w/accessories - Ridgid	R	30	100
Standard Cycle Vibrators			
Backpack Vibrator	R	100	
Vibrator 3 h.p., 2" head, 110vl.	R	220	
Vibrator 2 h.p., 1 3/8" head, flex shaft	R	190	
Pencil Head Vibrator 1 h.p.	R	170	
Hi-Cycle Vibrators			
Hi-Cycle Vibrator	R	240	
Hi-Cycle Vibrator w/no spring - 1 7/8" head	R	200	
Hi-Cycle Cord 50'	R	20	
Welders			
Gas Welder w/leads	R	400	
Additional Cable (25')	R	15	
Welding Hood	R	10	
Welding Hood - speedglas, automatic	R	40	
Mig Welder - Millermatic 130XP	R	100	
Diamond Blades			
Diamond Blade - 8" (SD5+, barracuda)	R	20	
Diamond Blade - 12" & 14"	R	35	
Confined Space Ventilator			
Blower Motor	R	75	
Additional Hose - 35'.	R	30	
Carts			
Drum Stand	R	8	
Drywall Cart	R	50	
Flat Cart w/handle	R	40	
Furniture Mover	R	10	
Pallet Jack	R	80	
Rubbermaid Dumpster 1 1/2 yard	R	80	
Rubbermaid Dumpster 1 yard	R	60	
Rubbermaid Dumpster 1/2 yard	R	50	
Steel Tilt Dumpster 2 yard	R	100	
Two Wheel Dolly	R	15	
Two Wheel Dolly - convertible	R	30	
Wheelbarrow	R	25	
Wheelbarrow Sling	R	45	
Mortar Mixers			
Electric Mortar Mixer	R	300	
Mortar Mixer (8 cu/ft. for stone)	R	300	
Cable	R	20	
Office Furniture			
Blueprint Rack w/sticks (mobile)	OTC		200
Blueprint Rack w/sticks (wall mt.)	OTC		150
Blueprint Rack Sticks (included with rack)	OTC		nc
Blueprint Rack Sticks (in addition to 12)	OTC		30
Bookshelf (4')	OTC		40
Chairs (metal folding)	OTC		10
Chairs (stackable w/arms)	OTC		20
Desk Top 3' x 5' w/file cabinets	OTC		225
Desk Chair (on casters)	OTC		125
File Cabinet (2 drawer)	OTC		90
File Cabinet (4 drawer)	OTC		120
Folding Table (6')	OTC		25

Folding Table (8')	OTC		40
Moisture Meter			
Delmhorst BD2100	R	65	
Digital Gram Scale			
Ohaus CL5000	R	25	
Safety Equipment			
Beam Straps	R	5	
Full Body Harness	R	20	
Positioning Hookw/chain assembly	R	8	
Retractable Lifelines 11' (miller-minilite)	R	25	
Retractable Lifelines 20' & 30'	R	60	
Retractable Lifelines 50'	R	75	
Roof Anchors	OTC		20
Rope Grabs	OTC		15
Shock Absorb Lanyards 6'	R	10	
Plate/Jumping Jack Tampers			
Jumping Jack Tamper	R	275	
Plate Tamper	R	250	
Traffic Barrels & Barricades			
A-Frame Barricades w/8' cross bar	R	10	
Traffic Barrels w/bases	R	5	
Concrete Road Barricades 8' - 10'	R	10	
Cones	R	5	
Gang Boxes			
Large Cabinet Style Boxes (upright)	R	80	
Medium Gang Boxes	R	45	
Small Gang Boxes	R	35	
Front Opening - for trailers	R	30	
Electrical Office Equipment			
Fax Machine	OTC		140
Telephones (2 lines)	OTC		50
Cleaning Equipment & Supplies			
Mop Bucket & Wringer Set	OTC		30
Floor Squeegees 24"	OTC		15
Fuel Cans			
Fuel Cans (5 gallon)	OTC		10
Fuel Cans (1-2 gallon)	OTC		5
Glass Suction Cups			
Glass Suction Cups (Phipps)	R	80	
Fire Hose & Hydrant Accessories			
Fire Hose - 1 1/2" x 50'	R	25	75
Hydrant Adapter	OTC		10
Hydrant Wrench	OTC		15
Hoisting Equipment			
Cable Come Along (2 ton, 20')		20	
Well Wheels	OTC		10
Chain Hoist (2 - 3 ton)	R	15	
Chain Hoist - 2 ton (electric)	R	200	
Cable Clamps (wire rope 3/8"-1/2"-5/8"-3/4	OTC		1.5
Concrete Forms & Accessories			
Nail Stakes 18" - 24"	OTC		1.50
Nail Stakes 30" - 36"	OTC		2
Nail Stakes 42" - 48"	OTC		2.50
Nail Stake Puller	OTC		25
Pipe Wrench 24"	OTC		10
Pipe Wrench 36"	OTC		15
Pipe Wrench 48"	OTC		20
Curb Forms			

All 10' straight or flex. 15"-18"	R	15	
Curb Form Spreader	R	5	
Connector Pins (radius forms)	R	1	
Saws - Mitre, Table, & Radial Arm			
Compound Mitre Box Saw 12"	R	50	
Cut-Off Saw 14" (chop saw)	R	35	
Festool Plunge Panel Saw (w/long & short	R	100	
Mitre Box Saw 10"	R	30	
Porta-Band Saw	R	40	
Portable Table Saw (Ridgid)	R	90	
Portable Table Saw (table top)	R	15	
Radial Arm Saw 10"	R	110	
Radial Arm Saw 16"	R	200	
Slide Compound Mitre Box 8"-10"	R	50	
Table Saw 10"	R	100	
Fire Extinguishers			
All Sizes	OTC		40
Extra FE Brackets	OTC		3
Spray Cans			
Chapin Spray Can (3/5 gal. #1949)	R	20	
Trombone Sprayer	R	15	
Powder Actuated Tools			
Autofeed Hilti DX460MX	R	108	
Heavy Duty (Hilti or HD Ramset)	R	80	
Ramset Trakfast Gun - TF1100, TF1200	R	80	
Standard (Ramset AS270)	R	60	
Carpentry Tools			
Aluminum Straight Edge	R	10	
Door Buck-Ups	R	5	
Hinge Butt Template Kit	R	30	
Plate Joiner	R	35	
Porta-Plane	R	35	
Leaf Blowers			
Back Pack Leaf Blower	R	70	
Snow Blower			
Snow Blower	R	130	
Concrete Tools / Wood Forming Acc.			
Bolt Cutters 18" - 24"	R	5	
Bolt Cutters 36"	R	10	
Bolt Cutters 48"	R	15	
Bull Float Handles 6'	R	5	
Bull Float Hustler Head	R	0	
Bull Floats (all sizes)	R	10	
Cat Head Puller (set screw)	OTC		25
Cat Head Puller (spring type)	OTC		50
Cat Heads	OTC		1.50
Coil Rod Extenders	OTC		1
Column Clamp Set (2pc. any size)	R	10	
Concrete Come-Along	OTC		16
Concrete Finish Broom - 36", fine	R	15	
Ellis Shore Brackets	OTC		0.80
Ellis Shore Jack	OTC		20
Fresno Floats (all sizes)	R	10	
Hairpins (5 gal bucket = 110)	OTC		0.80
Jahn Clamps	OTC		0.40
Jahn Scaffold Brackets	R	4	
Plate Washers	OTC		0.30
Rebar Caps (flat plate type)	OTC		0.70
Tie Extenders (long & Short)	OTC		0.25
Turnbuckles	OTC		3
Concrete Chutes			
All Aluminum 10' - 16'	R	40	
Concrete Hopper 6" (orange)	R	50	

Concrete Hopper 8" (orange)	R	45	
Concrete Hopper Collar 6"w/chain	R	10	
Concrete Hopper Collar 8" w/chain	R	8	
Concrete Buckets			
Up to 1 Yard	R	125	
1 Yard to 1 1/2 Yards	R	175	
Over 1 1/2 Yards	R	250	
Straight Edges			
Straight Edge 8', 10', 12'	R	20	
Straight Edge 14' - 16'	R	25	
Straight Edge Bump Cutter	R	50	
Yard Trucking & Labor			
Trucking (Pick-Up Truck per/hr inc driver)	R	65	
Trucking (Flatbed Truck per/hr inc driver)	R	75	
Mechanic's Labor (price per hour)	R	80	
One Time Charge Items ONLY			
Digging Tools			
Digger Tamper Bars	OTC		30
Drain Spade	OTC		30
Mortar Hoe	OTC		20
Pick/Mattock	OTC		20
Pinch Bar 1 1/4" x 60"	OTC		20
Post Hole Digger	OTC		40
Railroad Pick	OTC		15
Scoop Shovels	OTC		20
Shovels (long handle, coal)	OTC		25
Shovels (round point)	OTC		10
Shovels (square point)	OTC		10
Rakes and Scrapers			
Landscape Rake (aluminum)	OTC		27
Road & Stone Rake	OTC		30
Sidewalk Scraper	OTC		20
Sledge Hammers			
Sledge Hammers (8lb., 10lb., 12lb.)	OTC		6
Wrecking Bars			
Higley Bars 36" x 1"	OTC		40
Small Ripping Bars	OTC		10
Miscellaneous			
Caulk Guns (large)	OTC		5
Caulk Guns (small)	OTC		10
Epoxy Gun (2 part, Rawl)	OTC		8
Fence Post Driver	OTC		10
Fence Posts (all sizes)	OTC		1
Propane Pigtails & "T's"	OTC		5
Saw Horses	OTC		35
Squeegees 24"	OTC		15

Exhibit 6- Assumptions and Clarifications

Description

The GMP includes the following:

All work shall be done during normal working hours (1st Shift).

Interior Demolition

- Demolish all flooring, walls and ceilings per demolition drawings. This includes providing the required dumpsters.
- The work includes the demolition of the existing front desk

Excavation

- Perform complete excavation for site.
- Includes excavating and waterproofing SE corner of building

Concrete

- Furnish and install a complete concrete scope of work.
- Shall undercut footers 6' below for building
- Shall fill addition's empty area under slab with stone.
- The walk that runs parallel to ramp is excluded
- The exterior steps at ramp are excluded

Masonry

- Furnish and install all new masonry that includes masonry units, cast stone, dimensional stone.
- Perform cleaning of exterior wall at project completion.
- Repair damaged clay tile block in basement
- Includes 60% tuckpointing of building exterior masonry
- Includes alternate approved mortar.

Steel

- Furnish and install complete steel package per drawings and specifications
- Furnish and install rear entry sign
- Furnish and install steel for teen glazing system

Carpentry

- Furnish and install wood blocking and plywood backing as required.

- Install of millwork, shelves, solid surface and laminate tops.
- Furnish and install of all H.M. frames, wood doors, and hardware as required.
- Install refurnished skylight panels
- Furnish and install bath accessories and toilet partitions as described on the contract documents
- Furnish and install extendable ladder safety posts
- Furnish and install employee lockers
- Coordinate all keying
- Furnish and install all fire extinguishers and cabinets
- Install owner provided book drop

Metal Studs, Drywall and Ceilings

- New walls consisting of metals studs, drywall, and finishing of all drywall walls
- New exterior walls including metal studs, rigid insulation, furring, and fluid applied vapor barrier
- Furnish and install exterior metal panels.
- Furnish and install cement board at tile walls
- Opening and closing existing wood floor for MEP access
- Sleepers and 2x4 and subfloor at multipurpose room

Millwork

- Furnish all millwork, countertops, supports as described in contract documents.
- Replace entire computer desk with only "dog legs" with the center removed
- Revised Corian specification from group D color to group A color for service desk and computer desk

Roofing

- Furnish and install a complete roofing system
- Furnish and install walkway pads at rooftop unit
- Shall reinforce coping at ladder areas
- The ½" coverboard is excluded

Glass & Glazing

- Replacing skylight glazing
- $8,000 allowance in contract for window film
- Interior storefront system at teen area.
- All mirrors
- Replacing broken glass at existing exterior windows
- Recording studio glass system
- Specified door hardware

Cleveland Public Library- South Branch

The Cleveland Public Library Date: 12/12/17

Tile

- Furnish and install ceramic tile as outlined on the finish plan including all transitions.
- Furnish and install all wall tile as outlined on the contract documents
- CT-2 material shall be Anatolia Encore in lieu of specified CT-2

Carpet

- Furnish and install carpet specification per the finish plans.
- Forbo MCT tile shall be provided in lieu of sheet linoleum for the 2nd floor.
- Field carpet shall be installed in lieu of accent carpet.

Paint & Wallcovering

- Paint walls and ceilings per the finish schedule
- Sand and refinish all frames and doors that are to remain

Window Treatments

- Window treatments are not included

Fire Suppression

- Provide a fully functional fire suppression system as required.
- All permits and engineered drawings

Plumbing

- Furnish and install a complete plumbing system as required
- Furnish and install fixtures at Restrooms
- Furnish and install PVC piping for sanitary and storm below grade
- Storm and water lines will be located in addition instead of in crawl space
- Bathroom fixtures shall be manual flush

Mechanical

- Furnish, install, & relocate HVAC ductwork as required
- Refrigeration lines will be run in new addition as much as possible
- Revised flues from stainless steel to PVC
- Pipe insulation will not have pvc jacket

Electrical

- Furnish and install a complete electrical system for this space (this includes power, tele/data rough in, lighting, lighting control systems, fire alarm, exit signs etc. as shown on contract documents
- Feeders shall be aluminum instead of copper
- Furnish and install hand dryers
- Furnish and install empty conduit from machine room to rooftop for future control wirin

The GMP is based on a target completion date of September 27th.

Exclusions / Clarifications

This GMP does not include for the following, unless specifically noted herein:

- A/V, IT, and security work with the exception of rough in.
- All involvement with asbestos, lead paint, or any other hazardous material not specifically detailed in the contract documents.
- Work associated with – MEP obstructions to specified ceiling heights
  - AMH is carrying the construction of soffits and ceilings as specified
- Removal or demolition of any loose furniture or wall mounted items.
- Emergency response communication system
- Exterior walkway next to ramp
- The exterior steps
- All window treatments
- Copper feeders. Feeders are now aluminum
- All underground storm and sanitary will be PVC
- Sheet linoleum on 2nd floors. Forbo MCT shall replace it.
- Accent carpet tile. Field carpet to replace them.
- Roof ½" coverboard
- All refrigeration and plumbing lines will be run in addition (as best as possible)
- All flues to be PVC and not stainless steel
- Pipe insulation PVCjacket
- Specified mortar spec. Alternate mortar has been accepted
- Specified CT-2 tile. The alternate Anatolia Encore has been approved
- Specified Corian group D color to group A color.
- Desk shall be removed and a new desk shall be fabricated. The new desk will only include the "dog leg" sections. Center section is excluded.
- Any owner furnished items such as computers, phone, etc

The Cleveland Public Library
South Branch
Cleveland, Ohio

12/12/2017

Exhibit 8- Deduct Alternate Not Included in GMP

ITEM	TRADE SUMMARY		Approximate Values
1	Remove both quiet rooms	$	(30,000)
2	Remove quiet room 108A	$	(10,500)
3	Different glazing hardware (TBD)	$	(10,000)
4	Alternate light fixtures	$	(14,473)
	Total VE Potential	$	(64,973)
	SDI	$	(780)
	AMHCM Bond	$	(637)
	Taxes & Insurance	$	(780)
	Subtotal	$	(67,169)
	Construction Manager's Fee - 3%	$	(2,077.40)
	TOTAL ESTIMATED VE SAVINGS	$	(69,247)

CLEVELAND PUBLIC LIBRARY

CLEVELAND PUBLIC LIBRARY

WARM SAFE & DRY UPGRADES TO ADDISON, COLLINWOOD, CARNEGIE WEST, FULTON, GLENVILLE, HARVARD LEE, JEFFERSON, LANGSTON HUGHES, LORAIN, ROCKPORT

GMP ESTIMATE

REGENCY CONSTRUCTION SERVICES

	DESIGNER:	DATE:	
CLEVELAND PUBLIC LIBRARY	Osborn Engineering	December 12, 2017	REGENCY CONSTRUCTION SERVICES, INC.

PROBABLE COST SUMMARY

BID PACKAGE	BID PACKAGE DESCRIPTION	[illegible]	[illegible]	TOTAL COST
BP-01	SELECTIVE DEMOLITION	$0.00	$59,290.00	$59,290.00
BP-02	CONCRETE	$0.00	$135,098.00	$135,098.00
BP-03	MASONRY RESTORATION	$0.00	$283,000.00	$283,000.00
BP-04	ROOFING	$0.00	$569,800.00	$569,800.00
BP-05	DOORS, FRAMES, & HARDWARE MATERIAL	$0.00	$95,243.00	$95,243.00
BP-06	INTERIORS	$0.00	$144,350.00	$144,350.00
BP-07	MISC. CARPENTRY	$0.00	$357,870.00	$357,870.00
BP-08	PAINTING	$0.00	$88,100.00	$88,100.00
BP-09	TILE/FLOORING	$0.00	$181,200.00	$181,200.00
BP-10	PLUMBING	$0.00	$288,015.00	$288,015.00
BP-11	MECHANICAL	$0.00	$1,271,300.00	$1,271,300.00
BP-12	ELECTRICAL	$0.00	$268,913.00	$268,913.00
BP-13	ASPHALT	$0.00	$128,000.00	$128,000.00
BP-14	ABATEMENT PRICING	$0.00	$58,500.00	$58,500.00
	ALTERNATE 2 - CARNEGIE WEST RESTROOM	$0.00	$5,250.00	$5,250.00
	ALLOWANCES	$0.00	$34,300.00	$34,300.00
SUBTOTAL; ALL TRADES WORK, NET		**$0.00**	**$3,968,229.00**	**$3,968,229.00**
SALES TAX EXEMPTION			*No Tax Included*	*No Tax Included*
ESTIMATING & DESIGN CONTINGENCY-0%			$0.00	$0.00
CMR GENERAL CONDITIONS 1.80% COW (Includes Bond)			$71,428.12	$71,428.12
CONSTRUCTION STAGE PERSONNEL COSTS			$184,560.00	$184,560.00
CMR CONTINGENCY (2.5% COW)			$99,205.73	$99,205.73
CMR FEE: 2% COW			$86,468.46	$86,468.46
TOTAL PROBABLE CONSTRUCTION COSTS:		**$0.00**	**$4,409,891.30**	**$4,409,891.30**
Preconstruction Costs			$15,940.00	$15,940.00
TOTAL PROBABLE COSTS:		**$0.00**	**$4,425,831.30**	**$4,425,831.30**

CLEVELAND PUBLIC LIBRARY

CLEVELAND PUBLIC LIBRARY

WARM SAFE & DRY UPGRADES TO ADDISON, COLLINWOOD, CARNEGIE WEST, FULTON, GLENVILLE, HARVARD LEE, JEFFERSON, LANGSTON HUGHES, LORAIN, ROCKPORT

GMP ESTIMATE

REGENCY CONSTRUCTION SERVICES

CLEVELAND PUBLIC LIBRARY	Designed By: Osborn Engineering	DATE: December 12, 2017	REGENCY CONSTRUCTION SERVICES, INC.

ALTERNATE PROBABLE COST SUMMARY

ALT #	ALTERNATES	TOTAL NET COSTS	MARKUPS	TOTAL
1	Remove and replace existing window and storefront door system at the Addison branch as indicated in notes 2 and 3 on sheet A-101-AD	not priced	not priced	$0
2	Carnegie West restroom alternate on page A-102-CW and associated plumbing, mechanical, and electrical.	in base bid	in base bid	in base bid
3	Carnegie West fire alarm upgrade including notes 3 and 4 on E-101-CW	in base bid	in base bid	in base bid
4	Glenville reroofing per A-102-GL	$176,200	$7,718.81	$183,919
5	Harvard Lee new AHU's per alternates 1 and 2 on M-1010HL and associated plumbing and electrical scope.	$54,039	$2,367.29	$56,406
6	Lorain basement light fixtures as indicated on E-101-LR.	$5,200	$227.80	$5,428
7	Harvard Lee HVAC Control Upgrades. Base bid is to retain existing controls.	$27,200	$1,191.55	$28,392
8	Replace existing emergency exit signs and emergency exit lights with new LED signs and lights. Base bid is to leave existing emergency exit signs and lights and only install new signs where there are no existing signs.	by CPL	by CPL	$0
9	Harvard Lee reroofing per A-102-HL	$177,000	$7,753.86	$184,754
	SUBTOTAL; ALL TRADES WORK	$439,639	$19,259	$458,898
	TOTAL PROBABLE CONSTRUCTION COSTS		$0.00	$458,898

12/12/17

CLEVELAND PUBLIC LIBRARY

WARM, SAFE, AND DRY UPGRADES

Branch Locations: Addison, Collinwood, Carnegie West, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain, Rockport

ASSUMPTIONS AND CLARIFICATIONS

GENERAL

All This pricing proposal is coordinated with and based on the project schedule included. The schedule is based on normal 40-hour work weeks, with limited off-hours or overtime associated with shut-downs, schedule sensitive work, or to expedite certain trades as directed by Regency.

All The following general scope items are **included**:

All CMr Services

All General Liability Insurance

All Payment & performance bond

All Builders risk insurance (property insurance)

All The following general scope items are **not included**:

All Security personnel during construction or off hours

All Utility service charges, tap fees, capacity charges, etc. - Water, Sewer, Gas, Electrical, Telephone, Cable, Internet, etc. for renovations to the existing facility

All LEED Certified Project

All Owner Contingency - for scope changes after bid and unforeseen conditions

All Permits (Based on City of Cleveland)

All Murals & Artwork Insurance

All Air clearance and construction testing.

All The project is sales tax exempt, and has been estimated accordingly.

All The GMP assumes the warranty period will be one year from receipt of the Certificate of Occupancy.

All The GMP assumes manufacturer's standard finishes unless otherwise noted.

All Undercutting and replacement of unsuitable or hazardous soil or soil stabilization is not anticipated, nor included in the cost proposal.

All Furniture and shelving moving and reinstallation required to perform the work of this contract shall be performed by the Cleveland Public Library.

Nomenclature: (AD) Addison; (CO) Collinwood; (CW) Carnegie West; (FL) Fulton; (GL) Glenville; (HL) Harvard Lee; (JF) Jefferson; (LH) Langston Hughes; (LR) Lorain; (RK) Rockport; (All) All Branches

Division 2-Existing Conditions

AD Gypsum Board Ceiling removal is included at Men's 11 and Women's 12 restrooms to allow for installation of steel supports required for the mechanical equipment.

AD The removal of existing chase walls between the Men's 11 and Women's 12 restroom is included to allow for the installation of the required plumbing fixture carriers.

All Existing steel railings scheduled to be removed will be cut flush and patched with similar adjacent materials.

All All walls scheduled to be removed are assumed to be non-bearing.

All Where existing fixtures and equipment (i.e. Cabinet Unit Heaters, Drinking Fountains, etc....) are removed, Regency will make every attempt to infill with materials to closely resemble adjacent materials. At locations where this cannot be achieved. we will provide metal closure panels.

All No rework of unforeseen existing utilities have been included.

The following abatement scope has been included:

AD 100 lf light gray exterior caulk

CW Five days of spot abatement for mechanical and electrical items to be installed in plaster walls/ceilings.

CW Abatement and demolition of restroom walls.

12/12/17

CLEVELAND PUBLIC LIBRARY

WARM, SAFE, AND DRY UPGRADES

Branch Locations: Addison, Collinwood, Carnegie West, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain, Rockport

ASSUMPTIONS AND CLARIFICATIONS

CW	20 sf of duct caulk/mastic.
CO	Removal of 1 fire door.
CO	18 Windows of caulk removal.
CO	10 sf of caulk removal at the building entrance.
CO	One day of spot abatement for flooring around the restroom areas.
CO	3 days of spot removal of plaster walls/ceilings.
FL	One day of spot abatement for flooring in the mechanical room.
GL	100 sf of exterior caulk.
HL	None
JF	One day for spot abatement of plaster ceilings or walls in the basement.
JF	One day of glove bagging for basement pipe insulation.
LH	None
LR	Abatement of restroom floor and wall tile where walls are indicated to be demolished.
LR	One day of spot abatement for plaster ceilings.
RK	One day of spot of abatement of plaster ceilings and walls.

Division 3-Concrete

CO	Patching of the front walk at the entrance has not been included as work has been recently been completed by others.

Division 4-Masonry

CO	Step crack repair per notes 4 and 8 on A102-CO is based on a total of 200 lf.
CO	Per the A202-CO, Note 1 tuckpointing language is to be localized to the note area (not entire wall)
ALL	Provisions for hand chiseling mortar is excluded from our GMP.
CW	Regency has included painting of the existing columns at Partial South Wall Elevation 1/A-202-CW.

Division 6-Wood and Plastics

All	Wood blocking is included for cabinetry and toilet room accessory work where accessible. No provisions are included to open existing walls to install blocking.
All	AWI QCP Certification Requirements for the Architectural Woodwork is not included in the GMP. If AWI Certification is required, add $5,000.

Division 7-Thermal & Moisture Protection

All	No roof decking repair or replacement is included in the GMP.
GL	Regency has included the removal & disposal of the existing mechanical screen structure, along the South Elevation at the roof level, to allow for the installation of the masonry scope of work.
FL	No substrate board has been included at the roof.
GL	A new custom sized skylight system manufactured by Wasco has been included in lieu of a new roof at the existing skylight area.

Division 8-Doors & Windows

Division 9-Finishes

AD	New Acoustic Ceilings will be installed at Men's 11 and Women's 12 restrooms due to the removal of existing gypsum board ceilings.
AD	New chase gwb partitions (Type C), between the Men's 11 & Women's 12 restroom, are included due to the removal of existing partitions to allow for the installation of the required plumbing fixture carriers.
All	All gypsum board partitions are figured to 12' above finished floor unless otherwise noted.
All	Floor crack repair is excluded from our GMP.

12/12/17

CLEVELAND PUBLIC LIBRARY

WARM, SAFE, AND DRY UPGRADES

Branch Locations: Addison, Collinwood, Carnegie West, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain, Rockport

ASSUMPTIONS AND CLARIFICATIONS

All	Removal and replacement of existing sanitary cove base, where tile walls are to remain, is excluded. New sanitary cove base will be installed at new wall tile locations only.
JF, LR	Partial repairs to existing chase walls are included where new plumbing fixture carriers are to be installed.
All	Ceramic tile patching to be performed with materials closely matching existing tiles.
All	Ceiling tile patching will be performed with new materials to closely resemble existing tile material and texture.
All	It is assumed that new signage can be installed where existing signage is removed without the need for patching or painting of existing walls.
All	Painting of walls has been assumed to be corner to corner. No patching of existing to remain walls has been included.

Division 11-Equipment

JF	The proposed book drop is based on a Kingsley Series 60 return with the duraLight ergoHeight™ Cart, drip rail, cart cover, and braille tags

Division 22-Plumbing

All	Lavatory faucets are included as spring loaded faucets Chicago 802-665ABCP in lieu of battery operated faucets.
All	Water coolers will be provided by the Cleveland Public Library and installed by Regency Construction in accordance with Regency's schedule dated December 4, 2017.
All	Flushing of domestic plumbing lines is included. No lab testing of water samples has been included.

Division 23-Heating Ventilating and Air Conditioning

All	The Cleveland Public Library shall provide containers to Regency for storing removed refrigerant that will be turned over to the Cleveland Public Library.
CO	Regency has assumed removal of the existing mechanical unit, within the existing mezzanine space, can be performed through the existing louver opening on the north elevation.
HL	The base bid DDC controls is based on retaining existing controls.
All	No work has been included to rework or remediate any issues with the existing mechanical or plumbing lines.

Division 26-Electrical

All	It is assumed that emergency exit sign and light work has been previously completed by the Cleveland Public Library.

Division 27-Communications

Division 28-Electronic Safety and Security

Fire Alarm work is included as the following:

AD	A new fire alarm system is included as indicated on the documents. The existing burglar system will remain and will be tied into the new fire alarm system.
CW	A new fire alarm system as described in alternate #3 is included.
CO, GL, HL, LO, RK	No work is included.
FL, JF, LH	It is assumed that devices can be added to the existing system as indicated. No new panels, booster panel, etc. are included to support new devices.

Division 32-Exterior Improvements

12/12/17

CLEVELAND PUBLIC LIBRARY

WARM, SAFE, AND DRY UPGRADES

Branch Locations: Addison, Collinwood, Carnegie West, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain, Rockport

ASSUMPTIONS AND CLARIFICATIONS

CW Tree trimming/removal necessary to perform the building restoration work is to be performed by the Cleveland Public Library.

12/12/17

CLEVELAND PUBLIC LIBRARY

WARM, SAFE, AND DRY UPGRADES

Branch Locations: Addison, Collinwood, Carnegie West, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain, Rockport

SCHEDULE OF ALLOWANCES

The following allowances have been included in the GMP:

1	All	$5,000 for art protection as directed by the Cleveland Public Library.
2	All	$15,000 for rework of existing doors scheduled to receive new hardware.
3	All	$1,300 for 4 additional door closers to be installed as directed by the Cleveland Public Library
4	All	$5,000 for temporary HVAC for use during equipment switch over.
5	CO	$5,000 for electrical wire protection.
6	AD	$600 for two ceiling fans is included in the electrical package.
7	CW	$10,000 has been included in the electrical package for scaffolding and finish repair for the new fire alarm system.
8	GL, HL	$30,000 for roof repair is included in the roofing package.
9	CO	$4,000 for repairing drywall around windows is included in the interiors package.
10	CO	$1,000 for painting of repaired drywall around windows is included in the painting package.
11	AD, FL, GL, RK	$3,000 for Ground Penetrating to radar slabs on grade prior to plumbing trenching.

Prepared For:

CLEVELAND PUBLIC LIBRARY

Effective Date: 1/1/2018
End Date: 12/31/2018
County: Cuyahoga
State: Ohio

Quote ID: 0054364-02

Monday, October9, 2017
3:30 PM

MEDICAL MUTUAL

As part of the Affordable Care Act, health insurance issuers and group health plans are required to provide a Summary of Benefits and Coverage (SBC) to all participants (and their dependents if they reside at a different address).

The SBC(s) applicable to your current plan(s) will be available on EmployerLink or from your sales representative or broker. As the plan sponsor, you are responsible for distributing SBCs to your participants with other written application materials during open enrollment. An SBC must be provided for each benefit package in which a participant or dependent is eligible. If you do not require a written application from your participants to renew, you must provide each participant with the SBC specific to the plan in which he or she is enrolled no later than 30 days prior to the first day of the new plan or policy year.

Please review your applicable SBC(s) carefully. If you make a change that affects the information in your SBC, please contact your sales representative or broker to initiate the change and ensure new SBCs are available for your open enrollment period.

MEDICAL MUTUAL

Federal Definitions

Full-Time Employee – Section 4980H provides that full-time employee status is determined on a monthly basis. Under § 4980H, a full-time employee with respect to any month is an employee (including a seasonal employee) who is employed, on average, at least 30 hours of service per week (or, under the rules contemplated to be included in proposed regulations, at least 130 hours of service in the calendar month). An employee who is not a full-time employee under this standard (including a seasonal employee) for a given month is taken into account in the FTE calculation. Section 4980H(c)(2)(E).

Full-Time Equivalent Employee – In determining whether an employer is an applicable large employer for the current calendar year, § 4980H provides that the employer is required to calculate the number of FTEs it employed during the preceding calendar year and count each such FTE as one FT employee for that year. All employees (including seasonal employees) who were not full-time employees for any month in the preceding calendar year are included in calculating the employer's FTEs for that month. The number of FTEs for each calendar month in the preceding calendar year would be determined using the following steps:

(1) Calculate the aggregate number of hours of service (but not more than 120 hours of service for any employee) for all employees who were not full-time employees for that month.

(2) Divide the total hours of service in step (1) by 120. This is the number of FTEs for the calendar month.

In determining the number of FTEs for each calendar month, fractions would be taken into account. For example, if in a calendar month employees who are not full-time employees work 1,260 hours, there would be 10.5 FTEs for that month. However, after adding the 12 monthly full-time employee and FTE totals, and dividing by 12 (the amount in Section IV.E. step (4) below), all fractions would be disregarded. For example, 49.9 FT employees for the preceding calendar year would be rounded down to 49 FT employees (and thus the employer would not be an applicable large employer in the current calendar year).

Seasonal Employee - Section 4980H provides that seasonal employees are employees who perform labor or services on a seasonal basis as defined by the Secretary of Labor, including seasonal workers covered by 29 C.F.R. § 500.20(s)(1) and retail workers employed exclusively during holiday seasons. Section 4980H(c)(2)(B)(ii). If an employer's workforce exceeds 50 FT employees for 120 days or fewer during a calendar year, and the employees in excess of 50 who were employed during that period of no more than 120 days were seasonal employees, the employer would not be an applicable large employer. It is contemplated that, for this purpose only, four calendar months would be treated as the equivalent of 120 days.

MEDICAL MUTUAL

CLEVELAND PUBLIC LIBRARY
ALL SECTIONS
INSURED RENEWAL DEVELOPMENT

Effective January 1, 2018, through December 31, 2018

Experience Period: July 1, 2016, through June 30, 2017		MEDICAL	DRUG	TOTAL
ESTIMATED INCURRED CLAIMS		$2,760,067	$918,874	$3,678,941
POOLING ADJUSTMENT	$150,000	$174,028	N/A	$174,028
CLAIMS TO ANNUALIZE		N/A	N/A	N/A
BENEFIT/ENROLLMENT CHANGES		($7,922)	$9,189	$1,267
CREDIBILITY & RISK ADJUSTMENTS		$44,667	($6,971)	$37,696
APPLICABLE TREND		1.1499	1.2172	1.1658
	#months	18.0	18.0	
	Annual	9.76%	14.00%	10.76%
PROJECTED INCURRED CLAIMS		$3,416,169	$1,121,153	$4,537,322
ADMINISTRATION & COMMISSION		$433,201	$51,601	$484,802
PREMIUM TAX		$0	$0	$0
FEDERALLY MANDATED FEES*		$136,115	$0	$136,115
RENEWAL PREMIUM		$3,985,485	$1,172,754	$5,158,239
REVISED RENEWAL PREMIUM		$4,193,477	$817,323	$5,010,800
PREMIUM AT CURRENT RATES		$4,193,477	$817,323	$5,010,800
CHANGE IN PREMIUM		-4.96%	43.49%	2.94%
REVISED CHANGE IN PREMIUM		0.00%	0.00%	0.00%
Based on Average Enrollment of:	Single	282	277	
	Family	161	160	

Rates reflect the federally mandated fees as listed below. All fees are subject to state premium tax. Fees are subject to change. When a contract period spans more than one calendar year, the fees are averaged over the length of the period. See notes for rate details.

Federally Mandated Fees	
PCORI:	$2,001
Reinsurance:	$0
Market Share:	$134,114
Total:	$136,115

Quote ID: 005-435-1-02 Client Ref #: 039320000001

MEDICAL MUTUAL

CLEVELAND PUBLIC LIBRARY
ALL SECTIONS
INSURED RENEWAL RATES

Effective January 1, 2018, through December 31, 2018

# 227377			Monthly Enrollment	Current Rates	Minimum Rates	Maximum Rates	Billed Rates
CONTINGENT PREMIUM %					95%	100%	100%
CMM I	$300 Ded / 80% Coins / $1,800 MOOP	Single	248	$497.96	$473.06	$497.96	$497.96
		Family	149	$1,303.94	$1,238.74	$1,303.94	$1,303.94
CMM II	$300 Ded / 80% Coins / $1,800 MOOP	Family	2	$1,503.12	$1,427.96	$1,503.12	$1,503.12
CMM III	$3000 ded HSA_OAC	Family	0	$1,470.36	$1,396.84	$1,470.36	$1,470.36
CMM IV	$600 SMP_OAC	Family	0	$1,489.89	$1,352.94	$1,424.15	$1,424.15
CMM V	$600 Ded / 80% Coins / $3,600 MOOP	Single	29	$492.58	$467.95	$492.58	$492.58
		Family	9	$1,289.86	$1,225.37	$1,289.86	$1,289.86
CMM VI	$3,000 Ded / 0% Coins / $3,000 MOOP	Single	5	$490.52	$465.99	$490.52	$490.52
		Family	1	$1,276.14	$1,212.33	$1,276.14	$1,276.14
DRUG I	Retail Copays: $10 / $20 / $40/ $70	Single	248	$101.58	$96.50	$101.58	$101.58
		Family	149	$253.94	$241.24	$253.94	$253.94
DRUG II	Retail Copays: $10 / $20 / $40 /$70	Family	2	$294.58	$279.85	$294.58	$294.58

Rates include PCORI, Reinsurance and Market Share fees, when applicable, which are federally mandated. All fees are subject to premium tax. When a contract spans more than one calendar year, the fees are averaged over the length of the period.

CLEVELAND PUBLIC LIBRARY
ALL SECTIONS
INSURED RENEWAL RATES

Effective January 1, 2018, through December 31, 2018

# 227377			Monthly Enrollment	Current Rates	Minimum Rates	Maximum Rates	Billed Rates
DRUG III	Retail Copays: $10 / $35 / $70/$100	Single	0	$91.82	$87.23	$91.82	$91.82
		Family	0	$266.27	$252.96	$266.27	$266.27
DRUG IV	Retail Copays: $10 / $35/ $70 /$100	Single	29	$91.82	$87.23	$91.82	$91.82
		Family	9	$229.54	$218.06	$229.54	$229.54

Rates include PCORI, Reinsurance and Market Share fees, when applicable, which are federally mandated. All fees are subject to premium tax. When a contract spans more than one calendar year, the fees are averaged over the length of the period.

Rate Acceptance

Group Official Initial: X FT *Please initial next to the benefits that have been selected by the group.*

Group Official Signature: X [signature]

Title: Director

Date: 10/31/17

MEDICAL MUTUAL

Renewal Form

Outside Vendor Information

1. Health Savings Account (HSA)
   - A. ✓ Not applicable
   - B. Name of administrator
   - C. $ / % _____ Employer contribution toward single coverage
   - D. $ / % _____ Employer contribution toward family coverage
2. Health Reimbursement Account (HRA)
   - A. ✓ Not applicable
   - B. Name of administrator
   - C. $_____ Employer contribution toward single coverage
   - D. $ Employer contribution toward family coverage
   - E. Who pays first? ☐ Employee ☐ Employer ☐ Other
3. Name of Pharmacy Benefit Manager (PBM): _____
4. Name of Stop Loss Carrier: _____

Employer Contribution

1. Employer contribution toward employee coverage: $ BASED ON Wellness
2. Employer contribution toward family/dependent coverage: $ "
3. Has your company decreased its level of contributions toward health premium by more than 5 percent below the contribution rate on March 23, 2010, for any tier of coverage and any class of similarly situated individuals?
   Yes ☐ No ☑

Renewal Acceptance

Group Official/Broker/Consultant/Medical Mutual Rep signature: X [signature]

Title: Director

Date: 10/31/17

This form must be returned no later than five business days before the effective date of the group's renewal

1696

MEDICAL MUTUAL

Renewal Form

To comply with various new components of healthcare reform, Medical Mutual needs to gather the following information in order to correctly process your group's renewal. Please review the definitions section before completing the form.

Please complete the following information for the renewing group policy:

Group Information

Group Name: CLEVELAND PUBLIC LIBRARY

Group Number: # 227377

Group Certification

1. Total number of people employed by your company (exclude COBRA/retirees):
   a. 462 # of full-time
   b. 80 # of part-time
   c. _____ # of FTEs (full-time equivalent employees)

2. Total number of covered persons:
   a. 1 # electing COBRA
   b. — #who are retired

3. Minimum work hours per week:
   a. 538 # of employees working 25 or more hours per week
   b. 20 # of hours an employee must work to be eligible for coverage under this renewing group policy
   c. 2 # of employees working the minimum number of hours disclosed in statement 3-b

4. Total number of eligible employees residing outside of Ohio: 0

5. Total number of eligible waivers (ie: employees not applying for coverage): 84
   - Examples of waivers include employees covered:
     - in a spouse's employer sponsored health plan
     - as an active eligible employee or retiree in another health plan sponsored by a second employer
     - covered under a parent's plan
     - covered by Medicare and/or a Madicare Supplement plan
     - in a government-sponsored plan such as: TRICARE, Medicaid or Veteran's Administration (VA) coverage
     - in subsidy-eligible individual coverage

6. Do you offer spousal coverage:
   - [x] a. Yes
   - [ ] b. Yes, only if no other coverage is available
   - [ ] c. No

CLEVELAND PUBLIC LIBRARY
ALL SECTIONS
DISCLAIMERS AND NOTES

Effective January 1, 2018, through December 31, 2018

1 - All rates are subject to the terms and conditions specified in the Group Contract.
2 - Change in total enrollment or in any one plan of more than 10% or the elimination of a plan may require rates to be adjusted.
3 - Medical rates include Essential Wellness plan. Add $1 to all medical rates for the Impact Wellness plan.
4 - In accordance with respective state laws, coverage for dependents beyond the federal limiting age of 26 may necessitate additional premium on insured plans.
5 - Employers must disclose any funding of deductibles or coinsurance provided to employees. If funding is not disclosed, Medical Mutual reserves the right to adjust rates at any time during the contract period. This may result in higher than anticipated rate adjustments.
6 - As required by the Affordable Care Act, employees must be notified at least 60 days before the effective date of a material modification (made other than in conjunction with a renewal) if it impacts the contents of the Summary of Benefits and Coverage (SBC). Please be aware of this requirement when considering an off-renewal plan change or a change in carrier.
7 - Quote includes Medical Mutual's comprehensive suite of population health programs, which are designed to promote healthy lifestyle behaviors and encourage your employees to get well and stay well. Our programs help your employees understand their health, identify risk factors for disease, manage their conditions and make positive changes to improve their well-being. Covered employees will automatically have access to Medical Mutual's health and wellness initiatives, which may include, but not be limited to, online health resources and Health Assessment, Disease Management programs, 24/7 Nurse Line , tobacco QuitLine, Maternity program, fitness center discounts, and Weight Watchers® discounts.

8 - Use of a third party Pharmacy Benefits Manager (PBM) will require additional fees and additional lead time to implement. Please contact your Medical Mutual representative for further details and explanation.
9 - The addition of a specialty drug copay of 25% up to a maximum of $250 to any Rx Card that does not have a specialty drug copay currently would reduce fully-insured rates up to 3.50% for the drug line of business.

CLEVELAND PUBLIC LIBRARY
ALL SECTIONS
LEGISLATIVE UPDATES

Effective January 1, 2018, through December 31, 2018

- Your rates may be adjusted to account for coverage mandated by federal or state law.
- Pursuant to Ohio House Bill 463, based on your current Autism Spectrum Disorder benefits, your renewal (effective 1/1/18 or later) has been adjusted for compliance with the law, where applicable.
- In order to comply with the United State Preventive Task Force final recommendations effective with plan years beginning 12/1/2017, your renewal has been adjusted to reflect changes to your non-grandfathered plan benefits effective with your next plan year on or after 12/1/2017.
- The rates in this proposal may include Patient-Centered Outcomes Research Institute Fee (PCORI), Reinsurance Fee, Exchange Fee, and Market Share Fee when applicable which are federally mandated. Additionally, this policy, Medical Mutual, or you as a Plan Sponsor may become subject to taxes, fees or other charges imposed by State, Local, or Federal governments (collectively, "fees"). Medical Mutual reserves the right to adjust your premium or funding rate (or add the fees to the invoice) consistent with the effective date of the new fees imposed by the government. Adjustments may or may not be noted in a line item on monthly invoices. All fees are subject to change during the contract period.
- Rates and premiums for periods beginning January 1, 2020 do not include potential or actual exposure due to section 4980I of the Internal Revenue Code – Excise Tax on High Cost Employer-Sponsored Health Coverage under the Affordable Care Act. Any Excise tax determined to be payable on your plan(s) will be billed separately from health plan premium rates.

Medical Mutual of Ohio
Illustration of Contingent Premium Funding Arrangement

MEDICAL MUTUAL®

For illustration purposes only

A Contingent Premium arrangement is a fully insured funding arrangement that sets Discounted Premium and Contingent Premium rates in addition to the typical Fully Insured Premium rates. The usual Fully Insured premium rates are paid to Medical Mutual during the contract year. A settlement is performed after the Contract Period is over to reconcile the final premium amount. The final premium that the group is responsible for is based on actual claims incurred plus retention charges.

The Discounted Premium and Contingent Premium amounts act as lower and upper limits of the group liability. The settlement is based on the observed claims plus retention compared to the premium paid by the group during the contract period. The Discounted and Contingent Premium rates are expressed as a percentage of the Fully Insured rates.

Below are definitions relevant to the Contingent Premium arrangement:
DEFINITIONS:

Discounted Premium: The minimum amount for which the Group may be liable at Annual Settlement. The Discounted Premium will be determined by multiplying the number of months in the contract period by the number of contract-types in effect for each of those months times the Discounted Premium rates.

Contingent Premium: The maximum amount for which the Group may be liable at Annual Settlement. The Contingent Premium will be determined by multiplying the number of months in the Contract Period by the number of contract-types in effect for each of those months times the Contingent Premium rates.

Fully Insured Premium: 100% of the premium for which the Group would be liable under a conventional Fully Insured program. The Fully Insured premium amounts are intended to fund the Group's Incurred Claims, including reserve requirements for Incurred Claims not reported until after the end of the Contract Period, administrative fees and other insurance expenses. The Discounted and Contingent Premium rate(s) are minimum and maximum percentages of the Fully Insured Premium.

Billing Premium: The rates for which the Group will be billed each month during the Contract Period.

Incurred Claim: A claim for Covered Services, as defined in the applicable Certificate(s), that has beginning service dates on or after the e ective date of the Contract and prior to termination of the Contract. For purposes of this Contingent Premium arrangement, Incurred Claims may also include Medical Mutual's best estimate of Incurred Claims not reported until after the end of the Contract Period.

Retention: Administrative expenses, including premium tax and commission, if applicable. Retention for the Contract Period is shown on Exhibit A.

Medical Mutual of Ohio
Illustration of Contingent Premium Funding Arrangement
(continued)

MEDICAL MUTUAL®

For Illustration Purposes Only

ANNUAL SETTLEMENT:

If the Billing Premium paid for the Contract Period is greater than the Group's Incurred Claims and retention, a refund will be made to the Group for the difference only to the level of the Discounted Premium amount.

If the Billing Premium paid for the Contract Period is less than the Group's Incurred Claims and retention the Group will be liable for the excess up to the Contingent Premium amount. The Group will be invoiced for any amount due.

Sample Settlement:		Medical	Drug	Total
(1)	Incurred 1/1/13-12/31/13, Paid thru 3/31/14	$5,100,000	$1,425,000	
(2)	Estimated runout claims	$255,000	$42,750	
(3)	Incurred Claims	$5,355,000	$1,467,750	
(4) Retention, Commission, Tax		$595,000	$77,250	
(5) INCURRED CLAIMS + RETENTION		$5,950,000	$1,545,000	**$7,495,000**
(6) BILLED PREMIUM				**$8,462,087**
(7) DISCOUNTED PREMIUM (95%)				**$8,038,983**
(8) CONTINGENT PREMIUM (105%)				**$8,885,191**
TOTAL AMOUNT DUE THE GROUP				**$423,104**
	If (5) < (6) but > (7), then (6) - (5)			
	If (5) < (6) and < (7), then (6) - (7)			
	If (5) > (6), then $0			
SETTLEMENT AMOUNT DUE MEDICAL MUTUAL				**$0**
	If (5) > (6), but < (8), then (5) - (6)			
	If (5) > (6), but >= (8), then (8)- (6)			
	If (5) < (6), then $0			

Medical Mutual of Ohio
Illustration of Contingent Premium Funding Arrangement
(continued)

MEDICAL MUTUAL®

For illustration purposes only

This rate guarantee does not include and does not apply to fees, taxes or other charges imposed on Medical Mutual by state or federal government laws, statutes or regulations. To the extent permitted by law, Medical Mutual will include such charges in the fees (premium) charged to the Group or may include them as separate line item on the Group's invoice.

This arrangement does not include and does not apply to fees, taxes or other charges imposed on Medical Mutual by state or federal government laws, statutes or regulations. To the extent permitted by law, Medical Mutual will include such charges in the fees (premium) charged to the Group or may include them as separate line item on the Group's invoice.

Based on current guidance about Healthcare Reform, the following federally mandated fees are in effect:

- Patient Centered Outcomes Research Institute Fee
- Health Insurer Fee
- Reinsurance Fee

To the extent permitted by law, we reserve the right to adjust the Group's premium during the contract period and/or add these fees as a line item in the Group's invoice to fully disclose the new costs and to comply as necessary.

1703

PLEASANT GLOBAL SOLUTIONS

P. O. Box 391502
Solon, OH 44139

Herb Pleasant
(216) 509-0097

Proposal Submitted To	Attention	Phone	Fax	Date
Cleveland Public Libraries	Mr. Tim Murdock	(216) 623-2845	( ) -	12/18/17

Proposal Name	Job Name	Job:
CLE Libraries_S Brooklyn Branch	CLE Libraries_S Brooklyn Branch	CLELIBRARY SBROOKLYN_121917

Job Street	Proposal ID
3706 Pearl Road	CLELIBRARY SBROOKLYN 121917

Architect	Date of Plans	Add #	Job City, State and Zip	Customer Job #	Customer PO
			Cleveland, Ohio 44109		

We hereby submit specifications and estimates for:

Item Description **Extended Price**

Cleveland Public Libraries

- replace the existing carpet with carpet tile on the first floor, sheet vinyl in first floor Cafe, carpet tile on the stairs with nosing, carpet tile on the 2nd fl landing and LVT in 2nd floor Multi Purpose, Kitchen + Employee Lounge Area.
- stairs shall be replaced with field carpet tile and stair nosing. The Main Entry Vestibule's Tile and Tile in front of the CircDesk shall remain. The Children's Reading Area shall receive new accent carpet tile - 3 colors in a Checkerboard pattern.
- In the Youth Area, field carpet tile with be sprinkled with the 3 accent carpet tile colors - one box of each color. New carpet base shall be installed adj to carpet tile installation. New vinyl base shall be installed in area adj to sheet vinyl areas. All Transitions shall be. Carpet tile for High Stacks shall be cut around the stacks. Low stacks shall be moved by flooring contractor. Furniture move, carpet disposal/dumpster fees are included in this proposal.
- Installation shall occur Evenings and Weekends - M,Tu, TH - 7 pm - 9 am - W,F,Sat - 6pm - 9am. Installation to take place in Q1 2018. Will confirm SY, carpet base height, LF for carpet base prior to placing order.

Materials/Labor/Installation **Base Bid Total: $49,735***

Company contact: Herb Pleasant (216) 509-4596

Proposal Inclusions and Exclusions:

1. *** Base Bid Total excludes freight/shipping costs; excludes taxes**
2. Exclusions: attic stock, major floor prep, furniture moving unless specified in proposal, disconnecting and moving of computers and electronic equipment, vacuuming and protection of finished products.
3. Price is based on a consecutive installation period without delays and is based on the customer allowing installation crews access to work a minimum of 8 consecutive hours a day until completion. Delays other than "acts of God" will result in charges for down-time.
4. Proposal does not include removal of any materials containing asbestos.
5. Price includes work as specifically stated in the above description for the quantities stated. Any circumstances that require additional labor will be handled through the change order process.
6. Extensive floor prep is not included in the price but may be necessary due to unforeseen conditions of the sub-floor. This work may include, but is not limited to, leveling or grinding, encapsulation or sealing, or extensive scraping of the sub-floor. Should extensive floor prep be required, you will be notified and a price estimate for the completion of the additional work will be prepared.
7. Material title and risk of loss passes to the purchaser at the time of material delivery to the jobsite.

Customer: Cleveland Public Libraries_____ **Signed:**_____ **Date:** _____

P. O. Box 391502 Solon, OH 44139
Proposal ID: CLE_LIBRARYSBROOKLYN_121917

PLEASANT GLOBAL SOLUTIONS

Herb Pleasant
(216) 509-4596

We PROPOSE to perform the work complete in accordance with the specifications and as described above for the SUM of:

Signature: = WSZg5VcQeZB ZQOb CEO **$49,735 ***

Conditions of Proposal:

1. This proposal may be withdrawn if not accepted within 30 days of its issuance. PGS will consider reasonable requests to engage in negotiations for revisions to this Proposal, including signing a subcontract that incorporates the terms of this Proposal.
2. This proposal is subject to credit review and approval. Payment terms are net 15. Past due invoices are subject to service charges of 1.5% per month (18% per annum). In the case of any default, Customer shall pay PGS' reasonable attorney fees and costs, including those on any appeal, even if no suit or action is filed.
3. All work shall be performed in a workmanlike manner according to industry standards. Areas to receive flooring shall be free and clear of debris. Any changes to the work shall be performed only after execution of a written change order.
4. Prior to commencement of PGS' work: (a) Customer shall test all concrete sub floors receiving flooring for vapor emission levels and alkalinity per ASTM F-1869 and provide written results to PGS, including a list of any sealers applied to the concrete sub floor; (b) If Customer does not provide such reports at least 10 days prior to commencement of Shaw's work, then Customer shall provide PGS with access to all concrete sub floors for appropriate testing and Customer shall be responsible for the costs of such testing; and (c) Any concrete sub floors not meeting manufacturers' requirements for installation will require correction or the execution of a separate waiver agreement.
5. All work is contingent upon strikes, accidents or delays beyond PGS' control. Customer shall carry insurance for all hazards, including fire. PGS' workers are fully covered by Worker's Compensation and Liability Insurance.
6. Customer represents and warrants that: (a) the project site contains no hazardous or other dangerous substances, either exposed or concealed; or (b) Customer has given written notice to Shaw of all such substances and their location(s). To the fullest extent permitted by law, Customer shall indemnify, defend and hold Shaw harmless from any damage, claim, loss, expense and attorney fees related to Shaw's liability, if any, including any federal or state statute related to hazardous or other dangerous substances.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.

Customer: Cleveland Public Libraries_____ **Signed:**_____ **Date:** _____

PLEASANT GLOBAL SOLUTIONS

P. O. Box 391502
Solon, OH 44139

Herb Pleasant
(216) 509-4596

Proposal Submitted To	Attention	Phone	Fax	Date
Cleveland Public Libraries	Mr. Tim Murdock	(216) 623-2845	( ) -	12/18/17

Proposal Name	Job Name	Job:
CLE Libraries_Walz Branch	CLE Libraries_Walz Branch	CLELIBRARY WALZ_121917

Job Street	Proposal ID
7910 Detroit Avenue	CLELIBRARY WALZ 121917

Architect	Date of Plans	Add #	Job City, State and Zip	Customer Job #	Customer PO
			Cleveland, Ohio		

We hereby submit specifications and estimates for:

Item Description **Extended Price**

Cleveland Public Libraries - Walz Branch

- This project shall replace the existing carpet with carpet tile on the first floor. The Main Entry Vestibule tile and tile in front of the Circ Desk shall remain. The Workroom, which is currently VAT, shall receive new field carpet tile. The Children's Reading Area shall receive new accent carpet tile - 3 colors in a Checkerboard pattern. This area was discussed yesterday in our meeting as well. Existing vinyl base shall be replaced with carpet base. All Transitions shall be replaced and part of this scope by flooring contractor. Carpet tile for Library Stacks shall be cut around the Stacks. Furniture Move, carpet disposal/ dumpster fees included in this proposal.
- Installation shall occur Evenings and Weekends - M,Tu, TH - 7 pm - 9 am - W,F,Sat - 6pm - 9am. Installation to take place in Q1 2018. Will confirm SY, carpet base height, LF for carpet base prior to placing order.

Materials/Labor/Installation **Base Bid Total: $25,867***

Company contact: Herb Pleasant (216) 509-4596

Proposal Inclusions and Exclusions:

1. *** Base Bid Total excludes freight/shipping costs; excludes taxes**
2. Exclusions: attic stock, major floor prep, furniture moving unless specified in proposal, disconnecting and moving of computers and electronic equipment, vacuuming and protection of finished products.
3. Price is based on a consecutive installation period without delays and is based on the customer allowing installation crews access to work a minimum of 8 consecutive hours a day until completion. Delays other than "acts of God" will result in charges for down-time.
4. Proposal does not include removal of any materials containing asbestos.
5. Price includes work as specifically stated in the above description for the quantities stated. Any circumstances that require additional labor will be handled through the change order process.
6. Extensive floor prep is not included in the price but may be necessary due to unforeseen conditions of the sub-floor. This work may include, but is not limited to, leveling or grinding, encapsulation or sealing, or extensive scraping of the sub-floor. Should extensive floor prep be required, you will be notified and a price estimate for the completion of the additional work will be prepared.
7. Material title and risk of loss passes to the purchaser at the time of material delivery to the jobsite.

Customer: Cleveland Public Libraries Walz Branch **Signed:** _____ **Date:** _____

P. O. Box 391502 Solon, OH 44139
Proposal ID: CLE_LIBRARYWALZ_121917

PLEASANT GLOBAL SOLUTIONS

Herb Pleasant
(216) 509-4596

We PROPOSE to perform the work complete in accordance with the specifications and as described above for the SUM of:

Signature: = WBZg5VC QeZB ZGQb CEO **$25,867 ***

Conditions of Proposal:

1. This proposal may be withdrawn if not accepted within 30 days of its issuance. PGS will consider reasonable requests to engage in negotiations for revisions to this Proposal, including signing a subcontract that incorporates the terms of this Proposal.
2. This proposal is subject to credit review and approval. Payment terms are net 15. Past due invoices are subject to service charges of 1.5% per month (18% per annum). In the case of any default, Customer shall pay PGS' reasonable attorney fees and costs, including those on any appeal, even if no suit or action is filed.
3. All work shall be performed in a workmanlike manner according to industry standards. Areas to receive flooring shall be free and clear of debris. Any changes to the work shall be performed only after execution of a written change order.
4. Prior to commencement of PGS' work: (a) Customer shall test all concrete sub floors receiving flooring for vapor emission levels and alkalinity per ASTM F-1869 and provide written results to PGS, including a list of any sealers applied to the concrete sub floor; (b) If Customer does not provide such reports at least 10 days prior to commencement of Shaw's work, then Customer shall provide PGS with access to all concrete sub floors for appropriate testing and Customer shall be responsible for the costs of such testing; and (c) Any concrete sub floors not meeting manufacturers' requirements for installation will require correction or the execution of a separate waiver agreement.
5. All work is contingent upon strikes, accidents or delays beyond PGS' control. Customer shall carry insurance for all hazards, including fire. PGS' workers are fully covered by Worker's Compensation and Liability Insurance.
6. Customer represents and warrants that: (a) the project site contains no hazardous or other dangerous substances, either exposed or concealed; or (b) Customer has given written notice to Shaw of all such substances and their location(s). To the fullest extent permitted by law, Customer shall indemnify, defend and hold Shaw harmless from any damage, claim, loss, expense and attorney fees related to Shaw's liability, if any, including any federal or state statute related to hazardous or other dangerous substances.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.

Customer: Cleveland Public Libraries Walz_____ Signed _____

N RTHERN

PROPOSAL

December 15, 2107

Cleveland Public Library
Attn: Timothy Murdock
325 Superior Avenue, NE
Cleveland, OH 44114

PROJECT: SOUTH BROOKLYN BRANCH – FLOORING REPLACEMENT

PER PLANS AND SPECIFICATIONS SUBMITTED BY LINDA CHIERA AT SHAW CONTRACT GROUP ON DECEMBER 14, 2017 VIA EMAIL.

TOTAL PRICE (TAX EXEMPT) **$ 52,500.00**

Payment Terms: Net Amount at Completion

PLEASE NOTE:

Minor floor preparation is included. Major floor preparation, if necessary, will be additional and billed separately via Authorized Change Order on a Time and Material basis. Northern Flooring will NOT take up or dispose of any asbestos containing material or adhesives.

Signature of Acceptance Date

Northern Flooring Specialists
6111 Carey Dr. Suite 2
Valley View, OH 44125

QUOTE STILL GOOD 12/15/17

N RTHERN

August 29, 2017

Cleveland Public Library
Attn: Tim Murdock
325 Superior Avenue, NE
Cleveland, OH 44114

OHIO STATE TERM SCHEDULE PROPOSAL: NORTHERN FLOORING SPECIALISTS
OAKS ID NUMBER: 800483-2

PROJECT: WALZ BRANCH
CARPET REPLACEMENT

Northern Flooring Specialists proposes to furnish and install the following products in areas as specified. All pricing for material and labor is per the Ohio State Term Schedule.

Material:	Shaw Contract Group "Vibrant" Tile/Color: TBS 586 sy	@ $ 21.64/sy	$ 12,681.04
Material:	Shaw Contract Group "Tru Colors" 64 sy	@ $ 23.65/sy	$ 1,513.60
Adhesive:	Shaw 5100 Pressure Sensitive Adhesive 7 Pails	@ $ 69.39/Pail	$ 485.73
Material/Labor:	Shaw Contract Group – 4" Bound Carpet Base (Product TBS) 700 lf	@ $ 3.00/lf	$ 2,100.00
Labor:	Install Carpet Tile – 2nd Shift 650 sy	@ $ 8.50/sy	$ 5,525.00
Labor:	Demo/Dispose Existing Carpet 650 sy	@ $ 3.50/sy	$ 2,275.00
Material/Labor:	Minor Floor Preparation 5,850 sf	@ $ .25/sf	$ 1,462.50
Project Management Fee @ 10% of Material Costs			$ 1,468.04
Total Project Price (Tax Exempt)			**$ 27,510.91**

Payment Terms: Net at Completion

Please Note: All work will be completed during 2nd shift working hours. Minor floor preparation is included. Major floor preparation, if necessary, will be additional and completed on a time and material basis with approved written Change Order from Cleveland Public Library. Attic Stock Material is not included. Abatement of asbestos containing materials/adhesives is not included and will not be perfonned by Northern Flooring Specialists.

Signature of Proposal Acceptance **Date** **PO #**

Northern Flooring Specialists
5281 W. 161st Street
Brook Park, OH 44142

Emerald Finishing Group, LLC

P.O Box 915
Medina, Ohio 44258
330-952-1046
www.emeraldfinishinggroup.com
emeraldfinishinggroup@gmail.com

Date	Estimate No.
12/14/17	E-687

Customer / Address South Brooklyn
Cleveland Public Library
Tim Murdock

Terms
Due on receipt

P.O. No.
No P.O

4303 Pearl Rd. Cleveland, Ohio / South Brooklyn Public Library Contracted work at the location listed above. Cost includes material, labor, sales tax. - Field Carpet Tile - Diffuse Tile, 59575 - Color Routes 75500 - Children's Area Carpet Tile - Tru Colours, 59368 Colors Clear Red 68855, Citrus 68201, Sky 68402 - Checkerboard pattern - Sheet Vinyl - Basstones, 0301V Color Mineral Score 00500 - MultiPurpose Room, Kitchen Area + Staff Lounge - Unveil 00601V Burnish 01486,Unveil 00601V Grit 01530,Unveil 00601V Tarnish 01585 - 4.5" Carpet Base - cut and bound by Shaw Contract - Gradient 5A153 - Color Mocha 34750 - 4" Resileint Cove Base - 148VS Color Slate 00580 - 5100 adhesive for carpet tile - 4 gal pail - - recieve and deliver materials on site - remove and replace any and all furniture on site - demo exsiting flooring and properly dispose - install new flooing per manufacturing - warrenty labor work for 1 year from day of completeion - project will take aproxemently 7 evening shifts, 7 days - Emerald Finishing Group, LLC is not responsible for any vapors/smells that occur from the adhesive or all flooring tile after the installation. Emerald Finishing Group,LLC is not responsible for the health and wellness of individuals who are exposed to the area after installation. - All work is to be coordinated with Tim Murdock, Clean up everyday after job, trash container provided by EFG Construction on site, storage of all material provided by EFG. Option 1 of payment: 45% of total estimate is to be paid prior to project start date and the remaining 45% balance during installation and the final 10% to be paid within 30 days of completion, Option 2 of payment: 100% total invoice payed within 14 days of completion. Alterations or deviations from the above specifications involving extra cost will be done only upon written change order. This estimate does not include additional labor or materials required should any unforeseen problems arise after the work has started. All material is guaranteed to be as specified, all work is completed to standard practices. All employees of the Emerald Finishing Group are drug tested, background checked and fully covered by workers compensation and liability insurance. Terms & conditions approximate delivery dates suggested by manufactures do not constitute a firm delivery date. All material are not subject to cancellation and require 100% deposit, this will insure orders for a suggested delivery date.	56,280.00
Thank you for this opportunity.	Total $56,280.00

Emerald Finishing Group, LLC

P.O Box915
Medina, Ohio 44258
330-952-1046
www.emeraldfinishinggroup.com
emeraldfinishinggroup@gmail.com

Date	Estimate No.
12/14/17	E-686

Customer / Address — WALZ
Cleveland Public Library
Tim Murdock

Terms
Due on receipt

P.O. No.
No P.O

7910 Detroit Ave. Cleveland, Ohio / Walz Public Library

Contracted work at the location listed above. Cost includes material, labor, sales tax. — 34,789.00

- Field Carpet Tile - Vibrant Tile, 5T001 - Color Aspect 01715
- Children's Reading Area Carpet Tile - Tru Colours, 59368 Colors Paprika 68668, Gilded 68103, Grey Metal 68530 - Checkerboard pattern - Equal blend of 3 colors.
- 2" Carpet Base - cut and bound by Shaw Contract - Highlight 60735 Tobacco 35150
- 5100 adhesive for carpet tile - 4 gal pail -
- recleve and deliver materials on site
- remove and replace any and all furniture on site
- demo exsiting flooring and properly dispose
- install new flooing per manufacturing
- warrenty labor work for 1 year from day of completeion
- project will take aproxemently 3 evening shifts, 3 days
- Emerald Finishing Group, LLC is not responsible for any vapors/smells that occur from the adhesive or all flooring tile after the installation. Emerald Finishing Group,LLC is not responsible for the health and wellness of individuals who are exposed to the area after installation.
- All work is to be coordinated with Tim Murdock, Clean up everyday after job, trash container provided by EFG Construction on site, storage of all material provided by EFG. Option 1 of payment: 45% of total estimate is to be paid prior to project start date and the remaining 45% balance during installation and the final 10% to be paid within 30 days of completion, Option 2 of payment: 100% total invoice payed within 14 days of completion. Alterations or deviations from the above specifications involving extra cost will be done only upon written change order. This estimate does not include additional labor or materials required should any unforeseen problems arise after the work has started. All material is guaranteed to be as specified, all work is completed to standard practices. All employees of the Emerald Finishing Group are drug tested, background checked and fully covered by workers compensation and liability insurance. Terms & conditions approximate delivery dates suggested by manufactures do not constitute a firm delivery date. All material are not subject to cancellation and require 100% deposit, this will insure orders for a suggested delivery date.

- SIGNATURE OF ACCEPTANCE & DATED FOR MATERIAL PURCHASE ORDER. PLEASE SEND SIGNED COPY TO EMERALDFINISHINGGROUP@GMAIL.COM

X

Thank you for this oppertunity.

Total	$34,789.00

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD NOVEMBER 1 – NOVEMBER 30, 2017

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending November 30, 2017

		General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41	Taxes	26,415,991.84	0.00	0.00	0.00	$ 0.00	26,415,991.84
42	Intergovernmental	22,103,322.14	1,467,395.48	0.00	0.00	$ 0.00	23,570,717.62
43	Fines & Fees	340,297.57	0.00	0.00	0.00	$ 0.00	340,297.57
44	Investment Earnings	528,859.72	34,188.24	0.00	6,597.59	$ 0.00	569,645.55
45	Charges for Services	0.00	4,889,268.46	0.00	0.00	$ 0.00	4,889,268.46
46	Contributions & Donations	2,514.53	554,403.97	0.00	0.00	$ 0.00	556,918.50
48	Miscellaneous Revenue	1,175,732.16	97,699.57	30,000.00	0.00	$ 126,320.77	1,429,752.50
	Total Revenues	**$ 50,566,717.96**	**$ 7,042,955.72**	**$ 30,000.00**	**$ 6,597.59**	**$ 126,320.77**	**$ 57,772,592.04**
51	Salaries/Benefits	31,084,036.73	2,722,901.30	0.00	0.00	$ 0.00	33,806,938.03
52	Supplies	832,500.17	91,304.11	0.00	2,255.83	$ 0.00	926,060.11
53	Purchased/Contracted Services	8,946,419.39	2,217,012.36	0.00	6,174.00	$ 0.00	11,169,605.75
54	Library Materials	5,355,181.57	889,101.12	0.00	28,891.54	$ 0.00	6,273,174.23
55	Capital Outlay	721,925.49	512,925.00	1,056,803.01	0.00	$ 0.00	2,291,653.50
57	Miscellaneous Expenses	113,923.03	503,462.41	0.00	0.00	$ 115,472.57	732,858.01
	Total Expenditures	**$ 47,053,986.38**	**$ 6,936,706.30**	**$ 1,056,803.01**	**$ 37,321.37**	**$ 115,472.57**	**$ 55,200,289.63**
Revenue Over/(Under) Expenditures		**$ 3,512,731.58**	**$ 106,249.42**	**$(1,026,803.01)**	**$(30,723.78)**	**$ 10,848.20**	**$ 2,572,302.41**
91	Sale of Capital Assets	0.00	0.00	0.00	0.00	$ 0.00	0.00
98	Advances	(76,500.00)	76,500.00	0.00	0.00	$ 0.00	0.00
99	Transfers	(1,300,000.00)	0.00	1,300,000.00	0.00	$ 0.00	0.00
	Total Other Sources / Uses	**$(1,376,500.00)**	**$ 76,500.00**	**$ 1,300,000.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Revenue & Other Sources Over/(Under) Expenditures & Other Uses		**$ 2,136,231.58**	**$ 182,749.42**	**$ 273,196.99**	**$(30,723.78)**	**$ 10,848.20**	**$ 2,572,302.41**
Beginning Year Cash Balance		**$ 27,013,868.65**	**$ 16,832,090.86**	**$ 10,492,034.84**	**$ 3,684,678.73**	**$ 7,601.54**	**$ 58,030,274.62**
Current Cash Balance		**$ 29,150,100.23**	**$ 17,014,840.28**	**$ 10,765,231.83**	**$ 3,653,954.95**	**$ 18,449.74**	**$ 60,602,577.03**

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending November 30, 2017

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	21,464,343	19,660,573	1,803,770	92%	90%
General Property Tax	26,414,755	26,415,992	(1,237)	100%	100%
Rollback, Homestead, CAT	2,438,176	2,442,749	(4,574)	100%	100%
Fines & Fees	381,034	340,298	40,736	89%	89%
Investment Earnings	580,601	528,860	51,742	91%	99%
Contributions	2,447	2,515	(68)	100%	100%
Miscellaneous	1,222,677	1,175,732	46,945	96%	109%
Return of Advances Out	0	25,000	(25,000)		
Total	$ 52,504,032	$ 50,591,718	$ 1,912,314	96%	96%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	36,271,193	31,255,105	5,016,087	86%	89%
Supplies	1,206,142	1,030,976	175,165	85%	74%
Purchased Services	11,589,886	10,708,784	881,102	92%	89%
Library Materials	10,194,363	8,369,216	1,825,147	82%	82%
Capital Outlay	1,580,995	1,072,112	508,883	68%	74%
Other	164,393	123,659	40,734	75%	82%
Sub Total	$ 61,006,971	$ 52,559,852	$ 8,447,119	86%	87%
Advances Out	0	101,500	(101,500)		
Transfers Out	1,300,000	1,300,000	0	100%	100%
Total	$ 62,306,971	$ 53,961,352	$ 8,345,619	87%	88%

Note (1): Certificate from Cuyahoga County Budget Commission dated November 6, 2017 (includes Advances Out).
Note (2): Total Amended Appropriation of $56,604,803 plus carried forward encumbrance of $5,702,168.
Note (3): Subtotal includes 77% expended and 9% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2017

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	10,966,049.11	10,490,049.11	9,010,971.30	0.00	1,479,077.81
51120	Clerical Salaries	10,947,183.68	10,467,183.68	9,069,492.90	0.00	1,397,690.78
51130	Non-Clerical Salaries	1,230,677.60	1,176,677.60	1,001,737.93	0.00	174,939.67
51140	Buildings Salaries	4,488,079.03	4,162,554.03	3,589,880.93	0.00	572,673.10
51150	Other Salaries	548,735.98	561,735.98	475,996.73	0.00	85,739.25
51180	Severance Pay	0.00	428,660.75	279,163.13	0.00	149,497.62
51190	Non-Base Pay	311,881.13	229,881.13	196,918.36	0.00	32,962.77
51400	OPERS	4,006,560.61	3,846,560.61	3,283,668.22	0.00	562,892.39
51610	Health Insurance	3,775,744.08	3,972,744.08	3,603,588.79	0.00	369,155.29
51611	Dental Insurance	202,006.32	236,006.32	191,243.37	0.00	44,762.95
51612	Vision Insurance	14,781.84	16,781.84	14,042.06	0.00	2,739.78
51620	Life Insurance	12,420.00	37,420.00	11,783.70	0.00	25,636.30
51625	Short Term Disability Insurace	28,563.36	52,563.36	25,876.15	0.00	26,687.21
51630	Workers Compensation	163,599.67	152,033.51	(7,152.49)	150,673.33	8,512.67
51640	Unemployment Compensation	20,200.00	27,757.87	967.36	19,253.52	7,536.99
51650	Medicare - ER	381,531.21	387,878.79	313,229.97	154.75	74,494.07
51900	Other Benefits	11,674.66	24,703.97	22,628.32	987.00	1,088.65
Salaries/Benefits		**$37,109,688.28**	**$ 36,271,192.63**	**$ 31,084,036.73**	**$ 171,068.60**	**$ 5,016,087.30**
52110	Office Supplies	51,637.75	58,361.56	42,828.09	6,384.60	9,148.87
52120	Stationery	42,700.00	52,410.28	35,346.76	2,806.98	14,256.54
52130	Duplication Supplies	39,850.00	34,207.43	16,854.51	3,995.12	13,357.80
52140	Hand Tools	3,200.00	3,082.66	388.79	315.29	2,378.58
52150	Book Repair Supplies	72,100.00	84,125.15	77,703.35	15.99	6,405.81
52210	Janitorial Supplies	118,800.00	119,166.94	100,084.31	10,719.18	8,363.45

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2017

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	63,750.00	74,278.82	48,441.02	19,375.46	6,462.34
52230	Maintenance Supplies	323,954.00	380,112.56	313,544.24	64,975.95	1,592.37
52240	Uniforms	23,000.00	23,181.87	7,313.41	3,943.41	11,925.05
52300	Motor Vehicle Supplies	78,000.00	83,786.20	40,037.82	27,546.57	16,201.81
52900	Other Supplies	259,050.25	293,428.10	149,957.87	58,397.59	85,072.64
Supplies		**$1,076,042.00**	**$ 1,206,141.57**	**$ 832,500.17**	**$ 198,476.14**	**$ 175,165.26**
53100	Travel/Meetings	125,000.00	103,470.75	58,666.81	37,824.97	6,978.97
53210	Telecommunications	288,616.00	307,648.07	240,249.74	64,806.83	2,591.50
53230	Postage/Freight	89,000.00	98,376.86	71,607.27	18,096.25	8,673.34
53240	PR/Other Communications	153,000.00	174,133.72	80,460.03	46,430.97	47,242.72
53310	Building Repairs	480,800.00	516,291.61	286,253.96	63,800.60	166,237.05
53320	Machine Repairs	21,200.00	26,098.13	13,623.16	1,150.53	11,324.44
53340	Building Maintenance	267,000.00	286,053.74	107,366.80	82,025.49	96,661.45
53350	Machine Maintenance	262,286.46	385,759.98	203,516.37	123,318.97	58,924.64
53360	Computer Maintenance	179,847.00	305,429.09	263,171.93	40,565.04	1,692.12
53370	Motor Vehicle Repairs	37,000.00	40,958.92	16,781.91	8,185.25	15,991.76
53380	Contract Security	950,000.00	1,044,487.40	900,724.89	143,762.51	0.00
53390	Landscaping	62,210.00	65,052.00	34,437.00	3,392.00	27,223.00
53400	Insurance	451,885.00	510,524.92	461,852.46	0.00	48,672.46
53510	Rent/Leases	182,632.64	200,607.34	155,984.13	33,491.20	11,132.01
53520	Equipment Rental	30,853.20	42,545.95	32,933.37	5,962.06	3,650.52
53610	Electricity	1,859,045.00	1,975,808.03	1,631,464.51	344,343.52	0.00
53620	Gas	125,750.00	127,330.21	93,353.44	33,976.77	0.00
53630	Chilled Water	787,000.00	842,839.33	766,787.86	76,051.47	0.00

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2017

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	Water/Sewer	119,621.28	126,849.68	101,706.48	25,103.22	39.98
53710	Professional Services	1,009,985.00	1,525,937.15	831,433.94	372,096.30	322,406.91
53720	Auditors Fees	653,595.00	735,799.05	654,171.74	72,924.50	8,702.81
53730	Bank Service Charges	11,000.00	11,000.00	9,029.95	0.00	1,970.05
53800	Library Material Control	255,000.00	394,370.46	221,811.04	163,895.49	8,663.93
53900	Other Purchased Services	1,712,076.85	1,742,513.35	1,709,030.60	1,160.25	32,322.50
Purchased/Contracted Services		**$10,114,403.43**	**$ 11,589,885.74**	**$ 8,946,419.39**	**$ 1,762,364.19**	**$ 881,102.16**
54110	Books	2,130,000.00	2,795,869.07	1,683,125.81	676,822.63	435,920.63
54120	Continuations	318,723.65	673,700.02	344,629.02	246,646.82	82,424.18
54210	Periodicals	760,000.00	1,076,484.24	126,809.64	851,741.92	97,932.68
54220	Microforms	31,000.00	230,878.22	42,398.84	155,687.89	32,791.49
54310	Video Media	1,765,000.00	2,293,401.76	1,582,825.43	340,745.22	369,831.11
54320	Audio Media - Spoken	136,000.00	183,737.46	122,356.93	38,550.35	22,830.18
54325	Audio Media - Music	332,000.00	535,171.67	252,146.58	209,140.53	73,884.56
54500	Database Services	570,000.00	1,212,873.41	592,069.47	81,815.88	538,988.06
54530	eMedia	602,000.00	1,030,747.12	575,897.62	330,898.97	123,950.53
54600	Interlibrary Loan	4,000.00	5,391.50	2,632.00	2,374.00	385.50
54710	Bookbinding	20,000.00	52,356.69	17,105.66	35,251.03	0.00
54720	Preservation Services	45,000.00	47,227.90	598.26	16,570.00	30,059.64
54730	Preservation Boxing	6,000.00	6,370.23	2,231.25	4,138.98	0.00
54790	Preservation Reformatting	30,000.00	50,153.33	10,355.06	23,649.81	16,148.46
Library Materials		**$6,749,723.65**	**$ 10,194,362.62**	**$ 5,355,181.57**	**$ 3,014,034.03**	**$ 1,825,147.02**
55300	Construction/Improvements	20,452.87	39,815.75	3,985.21	35,830.54	0.00
55510	Furniture	210,025.00	239,419.93	82,273.61	32,377.30	124,769.02

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2017

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520	Equipment	187,505.00	259,975.14	151,330.02	66,847.23	41,797.89
55530	Computer Hardware	568,200.00	878,492.81	439,768.87	177,282.56	261,441.38
55540	Software	123,000.00	163,291.28	44,567.78	37,848.80	80,874.70
Capital Outlay		**$1,109,182.87**	**$ 1,580,994.91**	**$ 721,925.49**	**$ 350,186.43**	**$ 508,882.99**
57100	Memberships	71,451.78	82,207.24	74,844.19	5,211.05	2,152.00
57200	Taxes	13,000.00	13,305.67	12,209.11	790.89	305.67
57500	Refunds/Reimbursements	61,310.60	68,880.47	26,869.73	3,734.18	38,276.56
Miscellaneous Expenses		**$145,762.38**	**$ 164,393.38**	**$ 113,923.03**	**$ 9,736.12**	**$ 40,734.23**
59810	Advances Out	0.00	0.00	101,500.00	0.00	(101,500.00)
Advances		**$0.00**	**$ 0.00**	**$ 101,500.00**	**$ 0.00**	**$(101,500.00)**
59900	Transfers Out	0.00	1,300,000.00	1,300,000.00	0.00	0.00
Transfers		**$0.00**	**$ 1,300,000.00**	**$ 1,300,000.00**	**$ 0.00**	**$ 0.00**
TOTAL		**$56,304,802.61**	**$ 62,306,970.85**	**$ 48,455,486.38**	**$ 5,505,865.51**	**$ 8,345,618.96**

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

		Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101	General Fund	27,013,868.65	50,591,717.96	48,455,486.38	5,505,865.51	23,644,234.72
	Total General Fund	**$ 27,013,868.65**	**$ 50,591,717.96**	**$ 48,455,486.38**	**$ 5,505,865.51**	**$ 23,644,234.72**
201	Anderson	298,256.67	(985.49)	0.00	0.00	297,271.18
202	Endowment for the Blind	2,315,138.10	9,039.89	1,037.50	0.00	2,323,140.49
203	Founders	6,708,521.05	159,201.50	399,291.72	186,538.17	6,281,892.66
204	Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205	Kraley	186,463.48	475.81	3,577.70	1,562.52	181,799.07
206	Library	168,490.28	5,554.20	18,275.85	3,394.12	152,374.51
207	Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208	Wickwire	1,442,137.22	6,885.68	26,471.79	1,667.96	1,420,883.15
209	Wittke	93,248.13	0.00	0.00	0.00	93,248.13
210	Young	4,284,704.41	37,425.77	0.00	0.00	4,322,130.18
225	Friends	13,194.64	26,500.00	29,837.10	6,361.80	3,495.74
226	Judd	4,336.84	176,430.50	168,826.16	16,713.41	(4,772.23)
228	Lockwood Thompson Memorial	157,800.92	91,768.00	177,115.33	78,582.75	(6,129.16)
229	Ohio Center for the Book	0.00	900.00	875.00	0.00	25.00
230	Schweinfurth	122,685.75	2,485.00	51,939.00	12,190.00	61,041.75
231	CLEVNET	745,447.81	4,986,968.03	4,634,125.61	724,326.76	373,963.47
251	OLBPD-Library for the Blind	5,613.04	1,382,511.00	1,285,144.04	6,579.96	96,400.04
254	MyCom	21,065.13	110,062.62	102,209.75	7,118.00	21,800.00
256	Learning Centers	65,516.10	0.00	61,807.25	3,708.85	0.00
258	Early Literacy	0.00	150,000.00	1,172.50	0.00	148,827.50
	Total Special Revenue Funds	**$ 16,832,090.86**	**$ 7,144,455.72**	**$ 6,961,706.30**	**$ 1,048,744.30**	**$ 15,966,095.98**
401	Building & Repair	10,492,034.84	1,330,000.00	1,056,803.01	958,031.58	9,807,200.25
	Total Capital Project Funds	**$ 10,492,034.84**	**$ 1,330,000.00**	**$ 1,056,803.01**	**$ 958,031.58**	**$ 9,807,200.25**

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

		Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501	Abel	236,173.04	197.71	0.00	0.00	236,370.75
502	Ambler	2,393.48	0.00	0.00	0.00	2,393.48
503	Beard	139,651.53	992.30	2,750.00	3,876.00	134,017.83
504	Klein	5,663.48	0.00	0.00	0.00	5,663.48
505	Malon/Schroeder	294,339.66	923.42	2,867.33	1,568.61	290,827.14
506	McDonald	197,274.68	(991.32)	0.00	0.00	196,283.36
507	Ratner	96,907.78	(618.62)	0.00	0.00	96,289.16
508	Root	41,410.29	0.00	0.00	0.00	41,410.29
509	Sugarman	201,173.37	0.00	0.00	500.00	200,673.37
510	Thompson	164,220.74	679.72	3,862.13	0.00	161,038.33
511	Weidenthal	7,022.12	0.00	0.00	0.00	7,022.12
512	White	2,210,080.02	5,194.62	25,064.41	4,684.75	2,185,525.48
513	Beard Anna Young	88,368.54	219.76	2,777.50	610.50	85,200.30
	Total Permanent Funds	**$ 3,684,678.73**	**$ 6,597.59**	**$ 37,321.37**	**$ 11,239.86**	**$ 3,642,715.09**
901	Unclaimed Funds	7,601.54	81.98	0.00	0.00	7,683.52
905	CLEVNET Fines & Fees	0.00	126,238.79	115,472.57	0.00	10,766.22
	Others	**$ 7,601.54**	**$ 126,320.77**	**$ 115,472.57**	**$ 0.00**	**$ 18,449.74**
	Total All Funds	**$ 58,030,274.62**	**$ 59,199,092.04**	**$ 56,626,789.63**	**$ 7,523,881.25**	**$ 53,078,695.78**

Cleveland Public Library
Depository Balance Detail
For the Period Ending November 30, 2017

Balance of All Funds	**$ 60,602,577.03**
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	1,110,683.50
KeyBank - FSAAccount	5,207.19
Petty Cash	320.00
Change Fund	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	**$ 1,118,051.21**
PNC - Money Market	10,063.62
PNC - Investments	37,599,978.30
PNC - Investments Money Market	93,183.93
STAR Ohio Investment	3,956,107.71
STAR Plus Program	0.00
Investments	**$ 41,659,333.56**
PNC- Endowment Account	17,825,192.26
Endowment Account	**$ 17,825,192.26**
Cash in Banks and On Hand	**$ 60,602,577.03**

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – November 2017

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, 2017 through November 30, 2017.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
11/01/17 - 11/30/17	30	Various	STAR Ohio	Various	5,677.47	Investment Pool
11/01/17 - 11/30/17	30	Various	STAR Plus	Various	0.00	Bank Deposit Program
11/01/17 - 11/30/17	30	Various	PNC	Various	17.91	Sweep Money Market
11/01/17 - 11/30/17	30	Various	PNC	Various	2.06	Money Market
05/07/17 - 11/07/17	185	1,000,000	Federal Farm Credit Bank	1.300%	6,500.00	Federal Agency
05/14/17 - 11/14/17	185	520,000	Federal Home Loan Mortgage Corp.	1.000%	2,600.00	Federal Agency
05/21/17 - 11/21/17	185	500,000	Federal Home Loan Bank	1.000%	2,500.00	Federal Agency
05/25/17 - 11/25/17	185	540,000	Federal Home Loan Mortgage Corp.	1.500%	4,050.00	Federal Agency
05/30/17 - 11/30/17	185	500,000	Federal National Mortgage Assn.	1.270%	3,175.00	Federal Agency
05/29/17 - 11/29/17	185	2,000,000	Federal National Mortgage Assn.	1.500%	15,000.00	Federal Agency
05/06/17 - 11/06/17	185	500,000	Federal National Mortgage Assn.	1.250%	3,125.00	Federal Agency
05/15/17 - 11/15/17	185	550,000	Federal Home Loan Bank	1.375%	3,781.25	Federal Agency
05/06/17 - 11/06/17	185	1,000,000	Federal National Mortgage Assn.	1.250%	6,250.00	Federal Agency
06/14/17 - 11/24/17	164	1,425,000	Federal Farm Credit Bank	1.670%	10,576.67	Federal Agency

Earned Interest November 2017	$	63,255.36
Earned Interest Year To Date	$	528,859.72

CLEVELAND PUBLIC LIBRARY **REPORT C**

Finance Committee
December 19, 2017

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 2017

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
Center for Public Investment Management Cleveland CPIM Academy Independence, Ohio	10/26/2017	Laura Armstrong	100.00
Art Libraries Society of North America/Ohio Valley Chapter Chapter Meeting Akron, Ohio	11/3/2017	Bruce Biddle	35.00
Cleveland Society for Human Resource Management Disability Hiring Workshop Cleveland, Ohio	10/19/2017	Crystal Brooks	40.00
Northeast Ohio Regional Library System Back to the Book Junior: Celebrating Diversity Twinsburg, Ohio	10/16/2017	Renita Carter	42.33
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Renita Carter	17.33
Government Documents Roundtable of Ohio (GODORT of Ohio) Fall Meeting Columbus, Ohio	11/3/2017	Sarah Dobransky	154.08
Art Libraries Society of North America/Ohio Valley Chapter Chapter Meeting Akron, Ohio	11/3/2017	Pamela Eyerdam	35.00
Northeast Ohio Regional Library System Back to the Book Junior: Celebrating Diversity Twinsburg, Ohio	10/16/2017	Cassandra Feliciano	37.41
Northeast Ohio Regional Library System Back to the Book Junior: Celebrating Diversity Twinsburg, Ohio	10/16/2017	Anna Fullmer	47.79
Ohio Library Council Annual Convention and Expo Dayton, Ohio	10/4/2017 - 10/6/2017	Eric Hanshaw	688.66
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Tammy Houghton	23.17
Cleveland Society for Human Resource Management Disability Hiring Workshop Cleveland, Ohio	10/19/2017	Dawntae Jackson	40.00
Center for Public Investment Management Cleveland CPIM Academy Independence, Ohio	10/26/2017	Carrie Krenicky	100.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Leadership Conference Columbus, Ohio	11/9/2017	Pamela Matthews	174.10
Northeast Ohio Regional Library System Back to the Book Junior: Celebrating Diversity Twinsburg, Ohio	10/16/2017	Kelli Minter	40.09
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Kelli Minter	15.09
Northeast Ohio Regional Library System Back to the Book Junior: Celebrating Diversity Twinsburg, Ohio	10/16/2017	Rebecca Price-Donahue	25.00
State Library of Ohio Consumer Advisory Committee Meeting Columbus, Ohio	10/26/2017	William Reed	134.82
Northeast Ohio Regional Library System Back to the Book Junior: Celebrating Diversity Twinsburg, Ohio	10/16/2017	Adela Santana	25.00
Code For America Brigade Congress Philadelphia, Pennsylvania	10/13/2017 - 10/15/2017	William Skora	465.00
TOTAL			**$2,239.87**

SUMMARY

FUND	NOVEMBER	YEAR TO DATE
General	$2,105.05	$58,666.81
Lockwood Thompson	0.00	17,152.51
Library for the Blind and Physically Disabled	134.82	2,491.71
CLEVNET	0.00	10,036.13
TOTAL	**$2,239.87**	**$88,347.16**

REPDRT D

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 19, 2017

In accordance with the Board resolution adopted on November 19, 2015 and amended on December 17, 2015, a report to the Board of Trustees on 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 (1); and change orders with Higley for Additional Work, any change order in excess of $50,000 would be submitted to the Board for approval, which increase the GMP (2), is hereby submitted:

For the Period Ending November 30, 2017

$250,000.00 (1)

Date	Vendor	PO	Decription	Encumbered	Expended
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	-	9,708.00
3/29/2016		151965-1	Add'l repairs needed that were covered on (2) smaller rugs by bookcases	-	810.00
12/31/2015	Barrie Projects, LLC	151998	To assist in the transformation of Brett Hall into a state-of-the-art gallery facility	-	20,000.00
3/1/2016	Barrie Projects, LLC	151998-1	1st Amendment-work with design and fabrication to assure timely delivery, fabrication and installation of exhibit systems in Brett Hall..	-	25,000.00
2/24/2016	The Ohio Desk Company	160447	Thread Power Distribution System	-	30,305.19
6/28/2016	Plantscaping	161103	Indoor plants	-	71,408.04
9/16/2016	Ohio Desk	161414	Recover Lending chairs	-	816.56
9/16/2016	IPS	161419	People Counting, 3 entrances at Main	-	12,474.26
9/29/2016	Ohio Desk	161465	Partitions to reconfigure OPS LSW2	-	16,730.31
9/30/2016	Karen Skunta & Company	161479	Design and installation of the Andrew J. Venable, Jr. exhibit	-	10,685.00
1/17/2017	Karen Skunta & Company	170256	LSW Self Check Out Sign	-	650.00
				-	232,210.22
				Available Balance	**$17,789.78**

$250,000.00 (2)

Date	Change Order	PO	Decription	Amount	
2/5/2016	1	151476	AV owner increase	11,789.38	
2/5/2016	2	151476	Added power in Security	741.47	
2/5/2016	3	151476	Added door hardware in Security	1,425.34	
2/5/2016	4	151476	Added millwork	1,900.47	
2/25/2016	8	151476	Roof Access Ladder	5,719.84	
2/25/2016	9	151476	Millwork and Security Desk	2,823.56	
3/3/2016	7	151476	Millwork Shops Revisions	5,096.51	
3/3/2016	11	151476	New door frame	508.32	
3/22/2016	14	151476	Added under counter organizer	988.36	
4/13/2016	15	151476	New security desk for LSW	38,650.59	
4/13/2016	16	151476	Design assist adds	66,771.46	App'd by Board 3/29/16
4/13/2016	17	151476	Electrical work for th Thread system	5,154.66	
4/22/2016	18	151476	Paint tickets	1,108.81	
4/22/2016	19	151476	Extra wall protection	7,415.25	
4/22/2016	20	151476	Water pump move	5,233.09	
4/22/2016	21	151476	Extra time for Owner adds Extend contract 30 days	-	
5/3/2016	22	151476	Power and lighting for Welcome Room	7,528.96	
6/6/2016	23	151476	Added wayfinding signs	3,990.53	
6/19/2019	24	151476	Added sink on LSW 2	7,199.80	
				Available Balance	**$75,953.60**

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 11/19/15:	**$**	**3,356,247.00**	
Change Orders paid from Contingency Fund	$	174,046.40	5.19%
Updated GMP as of June 30, 2016:	**$**	**3,530,293.40**	

Additionally, within the same resolution, the Board authorized the Executive Director, CEO or his designees, to make expenditures and enter into contracts in excess of $25,000 for the purchase of furniture for the Project (an allowance of $535,000 was granted).

$535,000.00

Date	Vendor	PO	Decription	Encumbered	Expended	
4/7/2016	Environments 4 Business, LLC	160670	For LSW2, Front Lending, LSW Entry Lobby	-	34,098.67	
4/5/2016	Contract Source, Inc.	160665	For LSW2, Security, Front Lending, LSW Entry Lobby	-	209,136.62	
4/5/2016	Ohio Desk	160658	For LSW2, Indoor Garden, LSW Conference 1	-	73,078.79	
				-	316,314.08	
				Available Balance		**$218,685.92**

In accordance with the Board resolution adopted on February 18, 2016, the Board of Trustees authorized the Executive Directo to make expenditures and enter into agreements in excess of $25,000 each in a combined amount not to exceed $300,000 for the purchase of exhibit furniture and equipment for Brett Hall from the lowest and best exhibit furniture vendors. A report of such expenditures is hereby submitted:

$300,000.00

Date	Vendor	PO	Decription	Encumbered	Expended	
4/26/2016	Benchmark Craftsman, Inc.	160768	Exhibit Furniture for Brett Hall	-	167,870.00	
3/8/2017	Benchmark Craftsman, Inc.	170506	Movable Wall Storage for Brett Hall	-	17,962.00	
				-	185,832.00	
				Available Balance		**$114,168.00**

EHIBIT 17

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
11/01/2017 TO 11/30/2017

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERM/INACT DATE
RESIGNATIONS			
LEE, JACQUELINE Y		BRANCH CLERK SUBSTITUTE	11/30/2017
PRICE-DONAHUE, REBECCA L	Youth Services	LIBRARIAN (SUBJECT DEPARTMENT)	11/25/2017
WILLOUGHBY, GINAYA D	Rice	BRANCH MANAGER (LARGE)	11/04/2017
RETIREMENTS			
BLAIR, GLENNIS A	Acquisitions	TECHNICAL SERVICES ASSOCIATE	11/30/2017
OTHER TERMINATIONS			
KERN, DELOREAN	Custodial Lakeshore	CUSTODIAN II (CLERK)	11/28/2017

CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 11/01/2017 TO 11/30/2017

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

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
TRANSFER	22.65	22.65	TRANSFER

EMPLOYEE: HARDY, HEATHER A **CURRENT GRADE:** B **EFFECTIVE DATE**
JOB TITLE: BRANCH CLERK SUBSTITUTE **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	9.76	16.75	PROMOTION

EMPLOYEE: HEARD, DAIRIAN S **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: LIBRARY ASST SUBSTITUTE **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY NON BASE WAGE	9.76	22.87	PROMOTION

EMPLOYEE: JEFFERSON, ANISE **CURRENT GRADE:** B **EFFECTIVE DATE**
JOB TITLE: BRANCH CLERK **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
TRANSFER	15,999.88	32,332.04	TRANSFER

EMPLOYEE: JONES, SHANELL V **CURRENT GRADE:** I **EFFECTIVE DATE**
JOB TITLE: ASSISTANT BRANCH MANAGEI **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	52,540.28	60,066.99	PROMOTION

EMPLOYEE: LYTLE, ALEA **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: LIBRARY ASSISTANT (SUBJ DE **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
TRANSFER	32,981.00	44,168.80	TRANSFER

EMPLOYEE: WOODMAN, ALYCIA M **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
STEP FOR COMPLETING 1.	22.65	23.55	MLIS STEP PER UNION CONTRACT

CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 11/01/2017 TO 11/30/2017

EMPLOYEE:	ABOUSERHAL, KATHERINE A	**CURRENT GRADE:**	Z	**HIRE DATE:**	11/12/2017
JOB TITLE:	PAGE	**CURRENT STEP:**	1		
LOCATION:	JEFFERSON	**SALARY:**	0.00	**HOURLY RATE:**	9.95

EMPLOYEE:	ARCE MANTILLA, WILLIAM J	**CURRENT GRADE:**	B	**HIRE DATE:**	11/26/2017
JOB TITLE:	BRANCH CLERK	**CURRENT STEP:**	1		
LOCATION:	BROOKLYN	**SALARY:**	32,332.04	**HOURLY RATE:**	16.58

CLEVELAND PUBLIC LIBRARY **REPORT E**

Human Resources Committee Report
Meeting Date: December 21, 2017
Report Period: November 2017

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

MONTH	2016 SICK LEAVE HOURS USED	2017 SICK LEAVE HOURS USED	2017 TOTAL HOURS
January	3,679.06	3,694.16	96,216.46
February	4,071.17	4,134.06	91,563.99
March	3,109.32	3,876.96	90,793.59
April	3,657.15	3,739.41	92,542.91
May	3,883.60	3,819.00	93,774.06
June *	2,939.22	5,529.04	139,682.85
July	5,035.66	3,388.19	93,946.72
August	3,271.22	3,775.11	95,341.73
September	3,728.05	3,806.95	94,438.79
October	3,447.60	3,946.00	93,472.79
November	3,861.75	3,767.85	94,154.69
December *	5,835.93		

***Covers three pay dates**

CLEVELAND PUBLIC LIBRARY

REPORT F

November 1, 2017 - November 30, 2017
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

Human Resources Committee Report

December 21, 2017

Totals	Male						Female						
Job Category	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	79	24	11	2			24	15	3				
Professionals	73	13	1		1		35	13	6	4			
Technicians	21	13	2	1			3	1	1				
Protective Service	32	10	14	3			1	4					
Para-Professionals	141	28	29	2	2		42	29	8	1			
Administrative Support	276	35	49	5	1		47	107	13	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	49	9	34	1			1	3	1				
Grand Total	**668**	**139**	**144**	**15**	**4**	**0**	**153**	**173**	**32**	**7**	**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**

REPORT G

Insurance Report for the Month of November 2017

Human Resources Committee Report
December 21, 2017

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	6	4	10
Essential	42	9	51
Standard	247	149	396
Standard with OAD		1	1
Total MMO			458
Dental Insurance	299	188	487
Vision Employee			263
Vision Children			38
Vision Spouse			51
Vision Family			82
Total Vision			434

Workers' Compensation Lost Time Report

Classification	*Dept/Location*	*Date of Injury*	*Total days missed during report month*
			0

CLEVELAND PUBLIC LIBRARY
www.cpl.org

POLICY ON FACILITY USE

The Library provides designated spaces that are available for events that are educational, cultural, religious, or civic in nature. Library facilities are not intended to function as administrative offices for organizations or individuals. If space is available after Library-related obligations have been met, library spaces are available to organizations or individuals for programs and meetings when such activities will not interfere with normal use of the Library and the use is consistent with this policy.

RULES FOR FACILITY USE

General

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

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

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

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

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

Reservations are made on a first-come, first-served basis and should be placed at least ten (10) days in advance. Groups may reserve Library meeting rooms a maximum of 15 times in a 12-month period.

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

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

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

Smoking is prohibited on Library premises.

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

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

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

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

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

Serving Food/Refreshments

At the time that a Library facility is requested, the applicant should indicate whether food or refreshments will be served. If refreshments will be served, a cleaning fee will be assessed according to **Fines and Fees Schedule C**.

Room Set up

Requests and arrangements for specific room setup are subject to availability and must be made at least **ten days** prior to the event. The Library may offer the following setup options, depending on the room:

- classroom set up (tables and chairs)
- auditorium seating (podium with chairs facing front)

AV Equipment

Audio and projection equipment is available in the Main Library only. If desired, requests and arrangements must be made at least **ten days** prior to the event and are subject to availability. If the group requires staff to operate AV equipment, an hourly fee will be charged.

USE OUTSIDE OF REGULAR LIBRARY HOURS

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

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

Contract Requirements

Any party who desires to rent Library facilities for use outside regular Library hours must enter into and adhere to the Library's facilities use agreement. The contract, among other things, requires the user to hold harmless and indemnify the Library from injuries or property damage that occurs as a result of their use of the Library facilities. A copy of the contract is available upon request and all the terms of the contract are incorporated into this policy.

Insurance and Liability

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

Serving Food and Alcohol

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

Event Promotions/Invitations

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

FEES

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

Outreach & Programming Services will approve any charges for facility use and accept payments. A nonrefundable deposit is required in advance to reserve a space. Full payment is due seven (7) days prior to the event date. If payment is not received, it will be considered late and pending reservations may be cancelled.

Cancellation Fee for Event Rentals

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

If the Library cancels the reservation due to a Library event or closure, a full refund will be issued. Refunds will not be issued if the event is cancelled by the Library due to noncompliance with the Library's Policy on Facility Use.

For consideration by the Board of Library Trustees, December 21, 2017
Effective December 22, 2017

CLEVELAND PUBLIC LIBRARY

325 Superior Avenue • Cleveland, Ohio 44114 • 216.623.2800 • www.cpl.org

POLICY ON 3D PRINTING SERVICES

Purpose

The Cleveland Public Library strives to offer access to innovative technology and a variety of computer- and technology-related services. This policy establishes guidelines for patrons' use of the Cleveland Public Library's 3D printing services.

Who Can Print 3D Models at Cleveland Public Library?

Any patron with a library card in good standing issued by a CLEVNET member library may use the Library's 3D print services. Ohio residents who do not have a library card and wish to make 3D prints should sign up for a library card. Other individuals, such as out-of-state residents, who are unable to obtain a Cleveland Public Library card but wish to print 3D models, should speak to the manager on duty. Except for the MakerSpace 3D printers which require patrons to agree to the TechCentral MakerSpace User Agreement, only designated Cleveland Public Library staff will have hands-on access to the 3D printers.

Printing or supervising the printing of a patron's 3D model or item by Cleveland Public Library staff does not relieve a patron of the indemnification obligations discussed below and shall not expose the Cleveland Public Library to liability. Printing or supervising the printing of a patron's 3D model by Cleveland Public Library staff does not constitute an acknowledgment that the patron's 3D model comports with this policy, the Policy on Patron Conduct, intellectual property laws or other laws, or that the 3D model is safe or fit for patron's specific purpose (and in fact the Cleveland Public Library expressly disclaims any knowledge thereof).

Print Queue

Cleveland Public Library staff have the sole discretion to determine the order in which 3D models are printed. Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time. If a 3D model consists of multiple separate parts, each part will constitute a single item. Because of limited staff and hardware resources, the Cleveland Public Library cannot guarantee completion times. Library staff will contact patrons when printing is complete, and patrons must pick up completed models within three weeks of completion. If models are not picked up within three weeks following completion, then the Cleveland Public Library may dispose of them in any manner it deems appropriate.

Cost of 3D Printing

The cost for 3D printing is based on the weight of plastic used and is determined after printing is complete. Library staff may estimate the price prior to printing the model, but the exact price will be given to patrons after printing is complete. All 3D models must be paid for in full before being released to patrons. The cost of 3D models not paid for and collected within three weeks following completion of the print will be charged as a fine against the patron's library card.

Unsuccessful Prints

Because of inherent limitations with equipment, the Cleveland Public Library does not guarantee that any 3D model will print successfully. If a print fails due to Library staff error or hardware failure, the Library

will attempt to reprint the object, and the patron will not be charged for the failed attempt, except as stated in the next paragraph. The Library may refuse to reprint the object after two unsuccessful attempts.

The Library may refuse to print 3D models that clearly contain errors or that are, as determined by Library staff, beyond the capabilities of the Library's equipment. The cost of failed prints due to errors within the 3D model and 3D models that are beyond the equipment's capabilities may be charged to the patron. Cleveland Public Library staff have sole discretion to make slight alterations such as adding supports to patrons' designs in an attempt to make them printable, but the Library does not guarantee that they will print successfully. Patrons are responsible for any extra cost associated with alterations to their designs regardless of whether the print is successful.

Limitations on Use

The Cleveland Public Library's 3D printing service is designed for rapid prototyping and patron enjoyment and creativity. This service is not intended for production or manufacturing, and the Library reserves the right to refuse to print large numbers of identical objects.

The Cleveland Public Library's 3D printers and scanners may be used for lawful purposes only. Patrons are not permitted to use the Library's 3D printers or scanners to produce materials that:

1. Violate local, state, or federal laws or regulations;
2. Look like, function as, or appear to function as weapons or parts thereof;
3. Appear unsafe, harmful, dangerous, or that otherwise pose a threat to the health or safety of others;
4. May be construed as obscene or otherwise inappropriate for the Library environment; or
5. Potentially violate the intellectual property rights of another.

The Cleveland Public Library reserves the right to refuse to print any 3D models, including, without limitation, those that it believes may violate this policy or the Policy on Patron Conduct or that may result in legal action against the Library or its employees.

Protection of Patron Intellectual Property

While the Cleveland Public Library encourages patrons to use its 3D printing services for innovation and invention, due to the public nature of its facilities, the Cleveland Public Library cannot guarantee the security of patrons' intellectual property rights such as copyright or trade secrets. Models may be printed within view of the public, and the Library may photograph and/or record the printing process and publish such photographs and/or recordings in any type of media now in existence or hereafter created, including, without limitation, print, social media, television, and the Internet. Patrons using the Library's 3D printing services must accept the risk that their intellectual property may be exposed to or copied by others. The Cleveland Public Library reserves the right to delete patrons' 3D model files once printing is complete. By submitting or requesting content or objects to be printed, the patron agrees to assume all responsibility for, and shall hold the Cleveland Public Library harmless in, all matters related to the printing of that item, as set forth below.

Indemnification

By using the Library's 3D printing services, you agree to release from, indemnify, and hold harmless the Cleveland Public Library, its officers, employees, board members, agents, and representatives from and against any and all suits, claims, damages, losses, expenses (including reasonable attorney's fees), settlements, and judgments arising out of or relating to your 3D model, including, without limitation, any claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent.

Disclaimer of Liability and Warranty

By using the Library's 3D printing services, you agree to assume the risk of, and acknowledge that the Cleveland Public Library disclaims all liability for, any and all injuries (including death) resulting from use of 3D models created using equipment owned by the Library. You also agree that 3D models possess certain inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. You further agree to assume the risk of, and acknowledge that the Cleveland Public Library disclaims all liability for, damages or claims for infringement of intellectual property rights arising from your use of the Library's 3D printing services.

THE CLEVELAND PUBLIC LIBRARY DISCLAIMS AND EXCLUDES ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, ASSOCIATED WITH 3D MODELS PRODUCED AND/OR DESIGNED USING ITS EQUIPMENT.

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR NOV 2017

CIRCULATION ACTIVITY	Monthly Total 2017	Monthly Total 2016	Average Hourly 2017	Average Hourly 2016	Year-to-Date 2017	Year-to-Date 2016	YTD Gain/Loss
Main Library	101,041	106,300	526	554	1,179,907	1,279,908	-7.8%
Branches	203,336	246,141	997	1,209	2,393,530	2,840,096	-15.7%
Mobile Units	4,416	2,621			33,626	20,464	64.3%
Library for the Blind	40,223	43,149			483,991	518,710	-6.7%
OLBPD BARD	11,109	10,391			132,344	127,178	4.1%
eMedia	34,781	29,769			368,439	326,622	12.8%
TOTAL CIRCULATION	394,906	438,371			4,591,837	5,112,978	-10%

ELECTRONIC MEDIA CIRCULATION	Monthly Total 2017	Monthly Total 2016	Year-to-Date 2017	Year-to-Date 2016	YTD Gain/Loss	
eBook	20,226	17,008	216,417	186,786	15.9%	
eAudiobook	12,529	8,532	126,909	99,603	27.4%	
eMusic	359	1,246	5,391	4,850	11.2%	
eVideo	532	735	6,259	3,868	61.8%	
eMagazines	1,135	2,248	13,463	31,515	-57.3%	
TOTAL eCIRCULATION	34,781	29,769	368,439	326,622	12.8%	Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions 2017	Number of Sessions 2016	Hours in Use 2017	Hours in Use 2016	YTD Gain/Loss
Main Library	107	50 minutes	107,586	116,253	83,176	90,045	-7.6%
Branches	569	40 minutes	756,687	856,831	508,958	579,683	-12.2%
TOTAL USAGE	624		864,273	973,084	592,134	669,728	-11.6%

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

WIRELESS SESSIONS	Monthly Total 2017	Monthly Total 2016	Year-to-Date 2017	Year-to-Date 2016	YTD Gain/Loss
TOTAL SESSIONS		111,532	1,682,079	969,065	73.6%

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total 2017	Monthly Total 2016	Average Hourly 2017	Average Hourly 2016	Year-to-Date 2017	Year-to-Date 2016	YTD Gain/Loss
Main Library	37,378	36,711	195	191	414,739	415,933	0%
Branches	161,537	169,413	792	832	2,062,065	2,317,567	-11%
TOTAL VISITS	198,915	206,124			2,476,804	2,733,500	-9.4%

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CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR NOV 2017

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLENVET Systems	e Todal Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	5,038	381	562	922	6,903	323	7,226
Brooklyn	3,177	276	272	455	4,180	328	4,508
Carnegie West	6,015	543	1,227	1,452	9,237	816	10,053
Collinwood	3,090	249	284	546	4,169	410	4,579
East 131st	2,674	339	303	428	3,744	211	3,955
Eastman	8,714	666	862	1,398	11,640	1,434	13,074
Fleet	6,532	503	741	1,210	8,986	539	9,525
Fulton	7,606	492	503	888	9,489	686	10,175
Garden Valley	2,110	139	149	257	2,655	173	2,828
Glenville	3,625	235	305	517	4,682	302	4,984
Harvard-Lee	4,845	302	464	658	6,269	604	6,873
Hough	3,040	564	274	551	4,429	222	4,651
Jefferson	2,653	437	1,008	1,161	5,259	501	5,760
Langston Hughes	4,543	267	431	567	5,808	362	6,170
Lorain	4,558	475	581	931	6,545	462	7,007
Martin Luther King, Jr.	2,782	315	433	599	4,129	459	4,588
Memorial-Nottingham	6,353	574	950	1,413	9,290	897	10,187
Mt. Pleasant	1,921	266	298	384	2,869	204	3,073
Rice	6,009	425	577	914	7,925	531	8,456
Rockport	8,736	621	1,154	1,540	12,051	1,080	13,131
South	4,612	387	428	661	6,088	448	6,536
South Brooklyn	8,311	700	1,450	2,058	12,519	1,207	13,726
Sterling	2,994	200	218	273	3,685	217	3,902
Union	2,381	195	144	298	3,018	248	3,266
Walz	7,816	690	1,604	1,893	12,003	892	12,895
West Park	7,606	916	2,152	3,073	13,747	1,526	15,273
Woodland	5,214	478	351	521	6,564	371	6,935
TOTAL	132,955	11,635	17,725	25,568	187,883	15,453	203,336

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR NOV 2017

BRANCH	Monthly Total 2017	Monthly Total 2016	Year-to-Date 2017	Year-to-Date 2016	YTD Gain/Loss	YTD %G/L
Addison	7,226	8,854	79,597	92,942	-13,345	-14%
Brooklyn	4,508	5,749	48,789	60,811	-12,022	-20%
Carnegie West	10,053	11,696	126,424	134,676	-8,252	-6%
Collinwood	4,579	6,239	57,654	76,873	-19,219	-25%
East 131st	3,955	4,040	41,215	44,939	-3,724	-8%
Eastman	13,074	16,610	167,532	209,782	-42,250	-20%
Fleet	9,525	11,817	106,151	129,541	-23,390	-18%
Fulton	10,175	11,299	115,865	150,487	-34,622	-23%
Garden Valley	2,828	3,794	34,614	37,974	-3,360	-9%
Glenville	4,984	5,128	57,825	66,169	-8,344	-13%
Harvard-Lee	6,873	8,436	81,968	98,884	-16,916	-17%
Hough	4,651	4,090	46,728	54,117	-7,389	-14%
Jefferson	5,760	6,807	69,285	76,041	-6,756	-9%
Langston Hughes	6,170	6,841	67,446	73,540	-6,094	-8%
Lorain	7,007	8,182	75,697	99,350	-23,653	-24%
Martin Luther King, Jr.	4,588	7,641	59,378	90,574	-31,196	-34%
Memorial-Nottingham	10,187	11,265	118,205	136,688	-18,483	-14%
Mt. Pleasant	3,073	3,444	36,254	42,310	-6,056	-14%
Rice	8,456	10,744	101,152	116,341	-15,189	-13%
Rockport	13,131	15,960	167,957	186,033	-18,076	-10%
South	6,536	8,231	78,780	92,897	-14,117	-15%
South Brooklyn	13,726	17,497	163,834	193,056	-29,222	-15%
Sterling	3,902	5,084	45,471	50,504	-5,033	-10%
Union	3,266	4,854	44,160	63,869	-19,709	-31%
Walz	12,895	13,006	137,761	149,712	-11,951	-8%
West Park	15,273	19,576	184,876	217,505	-32,629	-15%
Woodland	6,935	9,257	78,732	94,481	-15,749	-17%
TOTAL	203,336	246,141	2,393,350	2,840,096	-446,746	-16%

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE NOV 2017

BRANCH	Monthly Total 2017	Monthly Total 2016	Year-to-Date 2017	Year-to-Date 2016	YTD Gain/Loss	YTD %G/L
Addison	4,324	4,440	55,887	58,187	-2,300	-4%
Brooklyn	3,114	3,192	40,049	43,814	-3,765	-9%
Carnegie West	8,517	7,542	98,942	111,804	-12,862	-12%
Collinwood	4,420	6,481	62,476	81,223	-18,747	-23%
East 131st	7,556	5,295	78,997	79,455	-458	-1%
Eastman	8,469	8,630	109,873	116,358	-6,485	-6%
Fleet	7,421	8,079	98,066	108,757	-10,691	-10%
Fulton	6,404	7,318	79,853	92,878	-13,025	-14%
Garden Valley	3,167	3,063	40,087	46,217	-6,130	-13%
Glenville	4,727	4,375	55,247	68,250	-13,003	-19%
Harvard-Lee	7,121	5,895	85,032	83,540	1,492	2%
Hough	6,830	5,379	78,600	78,324	276	0%
Jefferson	4,303	3,916	53,508	58,608	-5,100	-9%
Langston Hughes	6,477	7,444	76,563	85,529	-8,966	-10%
Lorain	6,027	6,223	71,331	76,789	-5,458	-7%
Martin Luther King, Jr.	5,200	6,658	67,402	85,306	-17,904	-21%
Memorial-Nottingham	3,891	4,725	61,712	64,072	-2,360	-4%
Mt. Pleasant	3,407	4,030	44,919	59,009	-14,090	-24%
Rice	9,188	9,661	118,109	126,105	-7,996	-6%
Rockport	6,764	7,749	89,596	110,492	-20,896	-19%
South	4,214	5,169	62,430	68,723	-6,293	-9%
South Brooklyn	5,427	11,622	114,714	158,429	-43,715	-28%
Sterling	7,471	7,220	94,690	111,657	-16,967	-15%
Union	5,019	4,799	58,137	64,496	-6,359	-10%
Walz	7,271	6,961	89,286	95,003	-5,717	-6%
West Park	6,478	6,263	80,366	100,483	-20,117	-20%
Woodland	8,330	7,284	96,193	84,059	12,134	14%
TOTAL	161,537	169,413	2,062,065	2,317,567	-255,502	-11%

CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS NOV 2017

	Branch	Total Circulation
1	West Park	15,273
2	South Brooklyn	13,726
3	Rockport	13,131
4	Eastman	13,074
5	Walz	12,895
6	Memorial-Nottingham	10,187
7	Fulton	10,175
8	Carnegie West	10,053
9	Fleet	9,525
10	Rice	8,456
11	Addison	7,226
12	Lorain	7,007
13	Woodland	6,935
14	Harvard-Lee	6,873
15	South	6,536
16	Langston Hughes	6,170
17	Jefferson	5,760
18	Glenville	4,984
19	Hough	4,651
20	Martin Luther King, Jr.	4,588
21	Collinwood	4,579
22	Brooklyn	4,508
23	East 131st	3,955
24	Sterling	3,902
25	Union	3,266
26	Mt. Pleasant	3,073
27	Garden Valley	2,828
		203,336

Branch	Attendance
Rice	9,188
Carnegie West	8,517
Eastman	8,469
Woodland	8,330
East 131st	7,556
Sterling	7,471
Fleet	7,421
Walz	7,271
Harvard-Lee	7,121
Hough	6,830
Rockport	6,764
West Park	6,478
Langston Hughes	6,477
Fulton	6,404
Lorain	6,027
South Brooklyn	5,427
Martin Luther King, Jr.	5,200
Union	5,019
Glenville	4,727
Collinwood	4,420
Addison	4,324
Jefferson	4,303
South	4,214
Memorial-Nottingham	3,891
Mt. Pleasant	3,407
Garden Valley	3,167
Brooklyn	3,114
	161,537

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

*Broadway and Fleet service areas merged

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CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR NOV 2017

OTHER TRANSACTIONS	Monthly Total		Year-to-Date		YTD
Loans* to:	2017	2016	2017	2016	Gain/Loss
CLEVNET	54,496	62,808	675,424	791,652	-15%
MORE**	0	416	1,794	4,279	-58%
Other Libraries	433	447	5,020	5,095	-1%
TOTAL	54,929	63,671	682,238	801,026	-15%

*Totals included in Main Library and Branch circulation counts

**MORE discontinued as of 5/31/2017

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2017	2016	2017	2016	Gain/Loss
Projected	11,184	17,262	174,531	210,123	-17%
Mail and Email Reference	353	325	4,282	2,547	68%
Interlibrary Loan Requests	1,066	863	10,801	9,374	15%
TOTAL	12,603	18,450	189,614	222,044	-15%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2017	2016	2017	2016	Gain/Loss
New Titles Added	4,302	5,470	49,200	59,783	-18%
Total Items Added	22,515	24,193	232,086	251,184	-8%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2017	2016	2017	2016	Gain/Loss
Main Library	192	192	2,224	2,216	0%
Branches	5,508	5,499	63,659	63,468	0%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD	
	2017	2016	2017	2016	Gain/Loss	
Downloads	11,109	10,391	132,344	127,178	4%	Included in circulation activity
Users	616	618	7,026	7,064	-1%	