

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
November 20, 2014  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

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

Absent: Ms. Butts, Mr. Parker

Ms. Rodriguez called the meeting to order at 12:10 p.m.

**Approval of the Minutes**

Mr. Hairston moved approval of the minutes for the 10/16/14 Regular Board Meeting; 10/14/14 Joint Finance & Human Resources Committee Meeting. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

**Presentation:** An Introduction to the Friends' Planned Advocacy Program

Jason Jaffery, Executive Director, Friends of the Cleveland Public Library, stated that the Friends plan for expansion focused on the following areas: (1) Increased Philanthropy; (2) Increased visibility and volunteer opportunities; and (3) Advocacy on behalf of Cleveland Public Library.

Mr. Jaffery stated that ultimately, all high-impact organizations bridge the divide between service and advocacy . They become good at both. And the more they serve and advocate, the more they achieve impact. The Friends growth strategy is based on Friends of St. Paul Model. Advocacy is key to their success Last year, they raised three times as much for their library through advocacy efforts as they did through philanthropy. Advocacy became a top priority.

There is an opportunity to restore the Public Library Fund that could result in a potential 7 figure impact on the library's budget.

MINUTES OF  
REGULAR BOARD  
MEETING OF  
10/16/14; JOINT  
FINANCE & HUMAN  
RESOURCES  
COMMITTEE  
MEETING OF  
10/14/14  
Approved

A key success of this initiative is a new staff position: Director Of Programs & Advocacy to play a leadership role in the Restore the PLF campaign and to build an ongoing program to support the library's relationships with public officials.

Mr. Jaffrey emphasized that this position is not a lobbyist position. This Senior staff position for the Friends would direct a year round program to manage relationships with elected officials, engage library patrons throughout the region, work with grass tops and grass roots volunteers, and maintain communications with the public about the importance of the library.

Mr. Jaffrey anticipates the following outcomes: (1) More, and more secure, public funding for Cleveland Public Library; (2) Greater visibility for the Library; (3) Consistent ongoing communications with elected officials at the local, state and federal level; and (4) Opportunities for more people to get involved as volunteers, and therefore as donors.

After some discussion about the Restore Public Library Fund Campaign and the importance of immediately engaging volunteers, Mr. Corrigan thanked Mr. Jaffery for this presentation and stated he appreciated his efforts in this area. He also stated that because the Library is tax funded, there are restrictions on the Library to utilize tax payer funds for advocacy issues. The Friends can provide support in this area.

In response to Mr. Seifullah's inquiry about advertising and timing, Mr. Jaffery stated that he will advertise by posting on the Association of Fundraising Professionals website, The Friends website, LinkedIn and Community Shares. The position is expected to be filled by the beginning of the year.

#### **COMMUNICATIONS**

Director Thomas acknowledged the following communications: letters from Joseph A. Calabrese, CEO, The Greater Cleveland Regional Transit Authority, congratulating the Library on receiving a 2014 Commuter Choice Award from the Northeast Ohio Areawide Coordinating Agency (NOACA) in the Honorable Mention Category; Susie Cobbledick, expressing appreciation to

the Special Collections Department staff for their helpfulness and commending the Library for maintaining a circular print collection of unusual depth; and Beverly Cain, State Librarian, congratulating the Library on its four-star rating.

Pamela J. Eyerdam, Manager, Fine Arts & Special Collections Department, stated that since 1989, the Cleveland Public Library has been the beneficiary of the Anna M. Schweinfurth Trust, an architectural trust fund providing revenues for developing strong architectural collection focusing on modern mid-century titles, trade catalogs, rare books, drawings, and documents related to architecture.

Anna M. Schweinfurth was the widow of Charles F. Schweinfurth, one of Cleveland's finest architects. When the Trust became available, in accordance to Anna's will, a committee of 3 members of the Cleveland Chapter of the American Institute of Architects and the Special Collections Librarian selected items for the collection. The Schweinfurth Memorial Library is among the most important architectural collections in the United States.

Ms. Eyerdam introduced Anthony Hiti, Chair of the Schweinfurth Committee who discussed the awards the Schweinfurth catalog has won over the past year. Mr. Hiti also recognized a generous gift donation from architect, Pieter van Dijk of a drawing done by Schweinfurth in 1892 of the Ursuline Convent when it was located in Cleveland. This drawing was part of the exhibit which Mr. van Dijk decided to donate to Cleveland Public Library.

Gill Cody, Julia De Burgos Cultural Arts Center, attended the Board Meeting and expressed appreciation to the Library for the recent Hispanic Heritage Month partnership.

Director Thomas thanked Outreach and Programming Services staff for their help in making Hispanic Heritage Month a success.

Mr. Seifullah moved to adjourn into Executive Session to provide an update on collective bargaining negotiations. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 12:46 pm

Mr. Corrigan stated that the record should clearly reflect that in all Executive Sessions no decisions are made, only discussions held.

Ms. Rodriguez moved to adjourn into Regular Board Meeting. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 12:54 p.m.

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of October

(See page 1326)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of October 2014; now therefore be it

RESOLVED, That the gifts described in the Gift Report for October of 2014 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution Requesting Tax Advance

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

WHEREAS, **Ohio Revised Code** Section 321.34 authorizes the Board of Library Trustees to request that the Cuyahoga County Fiscal Officer advance tax funds to the Cleveland Public Library prior to regular settlement

RESOLUTION  
TO ACCEPT  
GIFTS FOR THE  
MONTH OF  
OCTOBER 2014  
Approved

RESOLUTION  
REQUESTING  
TAX ADVANCE  
Approved

dates in order for the Library to meet current expenses; now therefore be it

RESOLVED, That the Board of Library Trustees requests that the Cuyahoga County Fiscal Officer advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2015.

Resolution Authorizing Change Orders #004, #005 and #006 for the Cleveland Digital Public Library Project

(See pages 1327-1332

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

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

WHEREAS, On September 18, 2014, this Board approved change orders numbers 1, 2 and 3 for a net increase in the amount of \$13,121.90; and

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

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

<b>Contractor</b>	<b>Change</b>	<b>Amount</b>
R.L. Hill Management	#004	(\$ 3,063.50)
This change order provides a credit deletion of receptacles and data ports TEC Engineers		
R.L. Hill Management	#005	\$6,011.50
This change order is needed to remove existing drywall at existing lighting power feed locations for "B" lights. Rework of existing sub framing and wiring; install new dry wall.		
R.L. Hill	#006	\$10,970.96

RESOLUTION  
AUTHORIZIN  
G CHANGE  
ORDERS  
#004, #005  
AND #006  
FOR THE  
CLEVELAND  
DIGITAL  
PUBLIC  
LIBRARY  
PROJECT  
Approved

Management		
This change order is needed to upgrade to fiber optic cables from Jump Start Video Wall Processor and 4 HD display TV units; add 2 CAT 6 cables to Welcome Desk; upgrade paint		
<b>Total Net Increase</b>		<b>\$13,918.96</b>

Now therefore be it

RESOLVED, That the above listed change orders are hereby approved with a net total increase of \$13,918,96 to the contract with R.L Hill Management Group, with a total contract amount of \$633,040.86, which shall be charged to the Building & Repair Fund Account 40190105-55300-10419.

Resolution to Accept Grant Funds from the Child Care Resource Center of Cuyahoga County Inc. DBA Starting Point, and Enter Into An Agreement with Braxton Educational and Technology Consulting, LLC, for MyCom Out-of-School Time Transitions Program

RESOLUTION TO ACCEPT GRANT FUNDS FROM THE CHILD CARE RESOURCE CENTER OF CUYAHOGA COUNTY INC. DBA STARTING POINT, AND ENTER INTO AN AGREEMENT WITH BRAXTON EDUCATIONAL AND TECHNOLOGY CONSULTING, LLC, FOR MYCOM OUT-OF-SCHOOL TIME TRANSITIONS PROGRAMS  
Approved

Ms. Rodriguez moved approval of the following resolution. Mr. Seifullah seconded the motion, which passed with four in favor and one abstention by Mr. Werner who explained that he serves as the Deputy County Administrator for Health and Human Services: a funder of Starting Point.

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

WHEREAS, The Library entered into an agreement which expired on September 30, 2014 with Starting Point for tutoring services under MyCom/Cuyahoga County's Youth Development Initiative; and

WHEREAS, Starting Point funded the Cleveland Public Library's purchase from Braxton Educational and Technology Consulting LLC of after-school tutoring services at four Cleveland Public Library branches for approximately 100 children from October 1, 2013 through September 30, 2014; and

WHEREAS, Starting Point has offered to provide additional funding to enable the Cleveland Public

Library to continue to provide these vital after-school tutoring services; and

WHEREAS, Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$95,000.00; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute an agreement with the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) to accept grant funds in the amount of \$95,000.00, and such additional agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, including those in excess of \$25,000.00 with Braxton Educational and Technology Consulting LLC, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Resolution to Accept Gift from the Grace Brody Trust and Determine Placement of Funds

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

WHEREAS, In 2006, Grace F. Brody of Cleveland Heights, Ohio, executed a Restated Declaration of Trust ("Trust"), and designated the Cleveland Public Library and the Cleveland Heights-University Heights Public Library as equal residual beneficiaries of the Trust estate. The Trust placed no restrictions on the Library's use of this distribution; and

WHEREAS, Ms. Brody died on March 12, 2014. KeyBank, as Trustee of the Trust, notified the Cleveland Public Library in March of this year that Ms. Brody had passed away, and that the remainder of the Trust estate would be distributed to the Cleveland Public Library and the Cleveland Heights-University Heights Public Library in equal shares; and

WHEREAS, KeyBank has calculated the amount of the Library's distribution at approximately \$509,000.00, and is ready to make a partial distribution to the Cleveland Public Library in the amount of \$500,000.00. The Trustee will hold a reserve in the Trust to maintain the

RESOLUTION  
TO ACCEPT  
GIFT FROM  
THE GRACE  
BRODY TRUST  
AND  
DETERMIE  
PLACEMENT  
OF FUNDS  
Approved

Brody home until it is sold, after which it will make final distribution to the Library; and

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

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

RESOLVED That the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a gift from the Trust of Grace F. Brody, as administered by the Trustee KeyBank, in the approximate amount of \$509,000.00 for deposit into the Founders Fund Account No. 203046-46100-11110 to be used for expenditures in connection with the development and promotion of The People's University. The Executive Director, CEO, or his designee, is authorized to execute any documents, instruments, or agreements necessary to receive the gift.

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

(See pages 1333-1339)

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

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

WHEREAS, Phase I was the creation of Tech Central in the Louis Stokes Wing, which was completed in June, 2012. Phase 2, approved by this Board on July 19, 2012,

RESOLUTION TO  
AMEND DESIGN  
SERVICES  
AGREEMENT  
WITH BOSTWICK  
DESIGN  
PARTNERSHIP  
FOR MAIN  
LIBRARY  
CONSOLIDATION  
PROJECT  
REDEFINED  
PHASE 2

Approved

originally consisted of the Discovery Center for Families and Children on the second floor of the Louis Stokes Wing, for which this Board increased the Bostwick contract amount by \$25,000.00. Due to changes in Library programming priorities, this Phase was placed on hold, and only \$7,995.00 of the \$25,000 was expended, leaving a contract allowance of \$17,005.00 under the original Phase 2 amendment. Phase 3 consisted of the Cleveland Digital Public Library currently under construction on the third floor of the Main Library building. This Board approved amendments to Bostwick's Agreement to include design and construction management services for Phase 3 on December 19, 2013, January 16, 2014, and March 20, 2014; and

WHEREAS, The Library has determined that it is desirable to redefine Phase 2 by redesigning the first floor of the Main Building and Brett Hall and the first floor (and possibly the second floor) of the Louis Stokes Wing, in order to advance the destination experience for visitors by providing cultural exhibits to celebrate the diversity of Cleveland, and interactive and interpretive experiences for patrons; and

WHEREAS, Bostwick has submitted a proposal dated November 13, 2014 for pre-design services which include the preparation of conceptual planning options, infrastructure analysis and existing conditions documentation, and a branding, wayfinding, and audio video and exhibitry master plan, in an amount not-to-exceed Seventy-Four Thousand Four Hundred and Fifty Dollars (\$74,450.00). A copy of that proposal is attached to this Resolution. This proposal will replace the proposal for the Discovery Center for Families and Children approved by this Board on July 19, 2012, and the \$17,005.00 approved contract allowance for the original Phase 2 will be applied to the cost of this proposal; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Board President to enter into an amendment to the Agreement with Bostwick Design Partners for pre-design services for the redefined Phase 2 of the Main Library Consolidation Project in an amount not-to-exceed Seventy-Four Thousand Four Hundred and Fifty Dollars (\$74,450.00), for a total contract amount of Two Hundred Thirty-Seven Thousand Two Hundred and Five Dollars (\$237,205.00). Expenditures shall be charged to

Building & Repair Fund Account 40190105-55300-11901, and the amendment shall be subject to the review and approval of the Chief Legal Officer.

Mr. Corrigan stated that \$237,205.00 is the running total of the total contract amount which represents work on Phase I, the Digital Center, and the Redefine Phase II.

Mr. Rodriguez stated that Bostwick Design Partnership gave a comprehensive presentation at Finance Committee Meeting.

RESOLUTION  
AUTHORIZING  
SIXTH  
AMENDMENT  
TO A  
CONTRACT  
WITH  
STRATEGY  
DESIGN  
PARTNERS, LLC  
Approved

Resolution Authorizing Sixth Amendment to a Contract  
with Strategy Design Partners, LLC

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

WHEREAS, In January of 2011, the Board of Trustees of the Cleveland Public Library entered into an agreement with Strategy Design Partners, LLC ("Agreement") for the purpose of providing marketing and communications services and to supplement the Library's Marketing and Communications Office; and

WHEREAS, Two amendments to the Agreement were approved by this Board in 2012 at the cost of \$4,000 per month through June 30, 2013. On June 20, 2013, this Board approved a third amendment to the Agreement to extend the term through December 31, 2013 at the cost of \$8,000 per month; on December 19, 2013 this Board approved a fourth amendment to the Agreement for an additional six (6) month period commencing January 1, 2014, through June 30, 2014 at the cost of \$4,000 per month, and on June 19, 2014 this Board approved a fifth amendment extending the agreement through December 31, 2014; and

WHEREAS, The Director has recommended that the Library continue to engage Strategy Design Partners, LLC ("SDP") to assist the Library with social media communications, marketing, and on a month-to-month basis commencing January 1, 2015 at the cost of \$4,000 per month. In addition, the Library would like to include crisis management services in the scope of services provided by

SDP on an as needed basis, at the rate of \$ 150.00 per hour, at a cost not to exceed \$10,000; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into a Sixth Amendment to the Agreement with Strategy Design Partners, LLC for social media communications, marketing, and promotions services commencing on January 1, 2015 on a month-to-month basis at the rate of \$4,000 per month, and for crisis management services, at the rate of \$150.00 per hour at a cost not to exceed \$10,000. The expenditures shall be charged to the General Fund Account 11610053-53710 (Professional Services), and such Sixth Amendment shall be subject to review and approval of the Chief Legal Officer.

Joyce Dodrill, Chief Legal Officer, noted that the commencement date of this contract begins on January 1, 2015.

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

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

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

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

WHEREAS, Unique has proposed to continue to provide collection services at the cost of \$8.95 per account referred between January 1, 2015 and December 31, 2015, for a total amount not-to-exceed \$110,000; now therefore be it

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

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to enter into a new agreement between the Cleveland Public Library and Unique Management Services, Inc. for services from January 1, 2015 through December 31, 2015, in an amount not-to-exceed \$110,000, which expenditure shall be charged to General Fund Account 11100053-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

Mr. Corrigan stated that since the Library began using Unique Management Services for collecting fines and materials, it is important to note that over \$1.8 million in materials have been recovered.

Ms. Rodriguez submitted the following reports.

FISCAL  
OFFICER'S  
REPORT

Submitted

Fiscal Officer's Report

(See pages 1340-1349)

REPORT ON  
INVESTMENTS

Submitted

Report on Investments

(See page 1350)

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES

Submitted

Report on Conference and Travel Expenditures

(See page 1351-1353)

REPORT ON  
CLEVELAND  
FOUNDATION  
GRANT FOR  
LIBRARY  
LEARNING  
CENTERS

Submitted

Report on Cleveland Foundation Grant for Library Learning Centers

(See page 1354)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

REGULAR  
EMPLOYMENT  
REPORT

Approved

Regular Employee Report

(See pages 1355-1358)

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

Resolution to Enter into First Amendment with Reliastar Insurance Company (formerly known as ING Employee Benefits) For Short Term Disability Insurance

(See pages 1359-1361)

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

WHEREAS, The Cleveland Public Library has contracted with ReliaStar Life Insurance Company to provide group life insurance coverage to its employees; and

WHEREAS, The Library has received a proposal from ReliaStar Life Insurance Company to provide basic short-term disability coverage to Local 244 Safety and Protective Services members and non-bargaining unit staff effective January 1, 2015, at the cost of approximately \$11,000.00 per year; and

WHEREAS, The basic short-term disability benefit will be available to an employee once sick time is exhausted, and will provide a benefit of 50% of weekly income up to a maximum of \$1,200 per week for 11 weeks; and

WHEREAS, Eligible employees shall also have the option to purchase more disability coverage over the basic amount; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or designee, to execute an amendment to the agreement with ReliaStar Life Insurance Company for basic short-term disability coverage for Local 244 Safety and Protective Services members and non-bargaining unit employees, to be effective on or about January 1, 2015, with an estimated annual premium of approximately \$11,000.00 to be charged to the Short Term Disability Insurance Object 51625 in the General Fund. The amendment shall be subject to the Chief Legal Officer's approval.

Joyce Dodrill, Chief Legal Officer, stated that this resolution has been amended since its introduction at Finance Committee Meeting to include Local 244 Safety and Protective Services members as a part of the contract negotiations with Local 244.

RESOLUTION  
TO ENTER  
INTO FIRST  
AMENDMENT  
WITH  
RELIASTAR  
INSURANCE  
COMPANY  
(FORMERLY  
KNOWN AS  
ING  
EMPLOYEE  
BENEFITS)  
FOR SHORT  
TERM  
DISABILITY  
INSURANCE  
Approved

RESOLUTION  
ACKNOWLEDG-  
ING TERMS OF  
AGREEMENT  
WITH DISTRICT  
1199 SEIU  
Approved

Resolution Acknowledging Terms of Agreement with  
District 1199 SEIU

(See pages 1362-1407)

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

WHEREAS, CPL and SEIU District 1199 engaged in interest-based collective bargaining negotiations throughout the fall of 2013 and spring of 2014 and the parties were able to reach tentative agreements on all issues except the issue of wages and benefits; and WHEREAS, SEIU District 1199 requested a fact-finding hearing in order to resolve the matter of wages and benefits. A Fact Finder was appointed by the State Employment Relations Board, a fact-finding hearing was held on September 8, 2014, and the Fact Finder issued his Findings and Recommendations concerning wages and medical benefits on September 17, 2014; and

WHEREAS, The Board of Trustees of the Cleveland Public Library accepted the Findings and Recommendations of the Fact Finder by Resolution adopted on September 24, 2014; and

WHEREAS, All the tentative agreements the parties reached during negotiations that did not pertain to wages and medical benefits were incorporated into the Fact Finder's Findings and Recommendations by reference, and were effectively approved by this Board when it approved the Findings and Recommendations on September 24, 2014; and

WHEREAS, In order to establish a proper record, this Board wishes to formally acknowledge certain terms and conditions other than wages and medical benefits agreed to by the parties in the tentative agreements; now therefore be it

RESOLVED, The terms of all negotiated items contained in the tentative agreements attached to this Resolution shall be deemed formally acknowledged by the Cleveland Public Library Board of Trustees; and be it further

**RESOLVED,** That the Cleveland Public Library Board of Trustees commends the diligence of both parties to reach

an agreement, and directs the President of the Board and the Library's Executive Director, CEO, to sign such documents and agreements as may be necessary or appropriate to memorialize the agreements approved by, the Service Employees International Union (SEIU), District 1199 and the Cleveland Public Library.

Retirement Recognition Citation

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

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

Sandra Smith (34 years of service; Subject Department Clerk; Grade B - Lending; retires 11/28/2014

Joseph Stefanos (25 years of service; Safety & Protective Services Officer; Grade C - Safety & Protective Services; retires 11/28/2014

Diana Devore (12 years of service); Children's Librarian Grade H - Eastman; retires 11/28/2014

Deborah Simon (38 years of service); Subject Department Senior Clerk; Grade H - Science & Technology; retires 11/30/2014

Rose Andujar (25 years of service); Library Assistant - Youth; Grade F - Library for the Blind; retires 11/28/2014

Stephanie Combs (32 years of service); Library Assistant; Grade F - Library for the Blind; retires 11/30/2014

Marcia Evans (23 years of service); Subject Department Clerk; Grade B - Science & Technology; retires 11/30/2014

Margaret Baughman (14 years of service); Photo Collection Librarian; Grade I - Center for Local and Global History; retires 11/29/2014

RETIREMENT  
RECOGNITION  
CITATION  
Approved

Laura Wallencheck (12 years of service); Preservation Assistant; Grade E - Preservation; retires 11/28/2014

John D. Marshall (32 years of service); Carpenter; Grade G - Carpenters; retires 11/28/2014

Paula Taylor (16 years of service); Branch Clerk; Grade B - Walz; retires 11/28/2014

Gail Thomas-Green (30 years of service); Library Assistant - Youth; Grade F - Addison; retires 11/30/2014

Alfonzo Daniels (12 years of service); Library Assistant - Youth; Grade F - Memorial-Nottingham; retires 11/03/2014

William Woods (30 years of service); Custodian II Grade B - Collinwood; retires 11/28/2014

Sharon D. Allen (30 years of service); Human Resources Assistant - Training Coordinator; Grade J - Human Resources; retires 11/30/2014

Beverly A. White (7 years of service); Administrative Assistant; Grade F - Human Resources; retires 11/30/2014

Sharon J. Reed (8 years of service); Human Resources Information Clerk; Grade D - Human Resources; retires 11/30/2014

Veda A. Reid - Caliman (34 years of service); Subject Department Clerk; Grade B - Lending; retires 11/30/2014

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.

Mr. Corrigan and Director Thomas expressed congratulations and well wishes to the retirees.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 1408)

Affirmative Action Plan Report

(See page 1409)

Insurance Summary Report

(See page 1410)

**COMMUNITY SERVICES**

Ms. Rodriguez submitted the following report.

Monthly Activity Report

(See pages 1411-1417)

Mr. Werner thanks Ms. Diamond-Ortiz for her chart showing where Main Library collections circulate and noted that that information supports Mr. Corrigan's argument about the importance of the collections at Main Library.

In response to Mr. Werner's inquiry about how we define Main Library users, Ms. Diamond-Ortiz stated that they are those users who come to the Main Library and check out materials.

CPL150 Ad Hoc Committee Community Engagement Project Update

Timothy Diamond, Chief Knowledge Officer, gave the following update on the CPL150 Ad Hoc Committee Engagement Project.

The CPL150 community vision project is currently focused on seven neighborhoods in the city: a) three neighborhoods that are part of Group 1; and b) four neighborhoods that are part of Group 2. The Group 1 neighborhoods are Central, Slavic Village, and Clark/Scranton. The Group 2 neighborhoods are served by

REPORT ON PAID SICK TIME Submitted

AFFIRMATIVE ACTION PLAN REPORT Submitted

INSURANCE SUMMARY REPORT Submitted

MONTHLY ACTIVITY REPORT Submitted

CPL150 AD HOC COMMITTEE COMMUNITY ENGAGEMENT PROJECT UPDATE Presented

Mt Pleasant, East 131<sup>st</sup> Street, Brooklyn and South Brooklyn branches.

In each of the Group 1 neighborhoods, our consultants—Cleveland Urban Design Collaborative (CUDC) and Enlightenment Consulting Group—have been working to put together an advisory committee of residents and stakeholders. The advisory committee's role will be to shape the goals of the public meetings and drive resident participation in the process.

Because of the public interest in the future of South Branch, that advisory committee was the first to be finalized and will be the first to meet. They will be meeting this evening from 6-8pm at Esperanza, across the street from the temporary South branch location on Clark Avenue. They will plan the first public meeting about the future of South Branch that is scheduled for Wednesday, December 10, 2014, at 6:00 pm in Gruss Hall on Scranton Road. At the request of the two community development corporations that serve the area, the Library has mailed post card invitations to every household within a one-mile radius of the branch. We are hoping for good attendance of residents and good input.

#### Building Status Update

Mryon Scruggs, Director of Property Management gave an update on the following: Digital Hub furniture proposals are being reviewed; the Digital Hub carpet defect and new carpet installation schedule; and an upcoming meeting to discuss the closing of the Main Conversion project.

#### NEW BUSINESS

Mr. Hairston presented the following item of new business.

#### Resolution in Support of Restoring the Public Library Fund

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

**BUILDING  
STATUS  
UPDATE**  
Presented

**RESOLUTION  
IN SUPPORT OF  
RESTORING  
THE PUBLIC  
LIBRARY FUND**  
Approved

To urge the Governor and members of the Ohio General Assembly to restore the Public Library Fund (PLF) to 2.22% of the total General Revenue Fund (GRF).

WHEREAS, Ohio's public libraries play an essential role in the community, improve the quality of life, and give everyone a chance to succeed; and

WHEREAS, Public libraries in Ohio are open to all citizens more than 2.1 million hours a year; and

WHEREAS, 1.8 million children and 7.1 million adults are card holders at public libraries in Ohio; and

WHEREAS, Annual visits to Ohio's public libraries recently reached more than 85 million; and

WHEREAS, State funding for public libraries ensures all Ohioans have access to any library in the state regardless of where they live; and

WHEREAS, Public libraries provide public access to the Internet, computers, and the latest technology; and

WHEREAS, Public libraries help Ohioans find jobs, offer literacy and homework help centers, and provide life-long learning opportunities and programming for all ages; and

WHEREAS, State funding for public libraries has been cut by more than \$105 million since 2008 resulting in a 24% loss in funding; and

WHEREAS, Public libraries currently receive the same level of state funding they received in 1996; now therefore be it

RESOLVED, That we, the members of the Cleveland Public Library Board of Trustees, respectfully request that the Governor and members of the Ohio General Assembly restore the Public Library Fund (PLF) to 2.22% of the total General Revenue Fund (GRF).

Mr. Corrigan stated that resolution is the Library's effort to be a part of the statewide campaign to restore the Public Library Fund.

DIRECTOR'S  
REPORT  
Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas discussed the importance of the Restore the Public Library Fund campaign and thanked the Board for their support.

**Fighting Community Deficits**

During the month of October the Library hosted a total of 184 programs. Educational programming and services, not included in the above totals, accounted for approximately 121 adult education classes, and 663 hours of after-school homework help for grades K-8. After-school snacks were served M-Th. at 18 branch locations. Impact 216, the program formerly known as Rocking the 216, held 88 ACT sessions at 4 CPL locations: Eastman, South Brooklyn, Martin Luther King, Jr., and Harvard-Lee. Business Chinese classes continued at Main library and occurred on 8 occasions with an average class size of 23 adult students.

**Legal Aid @ YourLibrary**

On Saturday, October 18 the Lorain Branch hosted the Legal Aid @ Your Library clinic. Thirty-three families signed up to receive a free consultation from a volunteer attorney. Student volunteers from four law schools: Case Western University, Carnegie Mellon, Akron University, and Harvard were on hand to conduct intake interviews. Legal Aid had two volunteers providing foreign language interpretation (Spanish, Burmese) serving at least four patron groups. Thirteen lawyers from Jones Day, including the former President of the local Bar Association, met with the families over the course of the morning and into the early afternoon.

On October 14 the Library partnered with The Foundation Center to present Rising Tide: The Empowerment of Low-Income Women. Rising Tide is a series of multimedia gatherings created to demonstrate how philanthropy accelerates social change and showcases new ways of solving old problems by lifting up social innovators who are changing our region. Held in the Louis Stokes wing auditorium, the event was attended by approximately 200 representatives from foundations and nonprofit organizations.

**EVENTS**

On October 1, 2014, the Susan G. Komen organization held their annual Pink Tie event downtown at the Cleveland Public Library.

The Greater Cleveland Food Bank held their annual meeting and volunteer recognition program at the Lake Shore Facility on October 16.

America Scores community mentors and staff used the Smart Board and computers in the TechCentral computer lab for a resume-building workshop for teens on October 21.

PNC Financial Services held a private event for 75 clients on Thursday, October 23, 2014, 6 - 9 p.m., in the Louis Stokes Wing Auditorium and Lower Level Lobby. Joshua Foer, author of *Moonwalking with Einstein*, gave a presentation in the auditorium which was followed by a book signing and reception in the Lower Level Lobby.

***Celebrate Diversity***

In October the Library began offering branch programming in honor of Hispanic Heritage Month. Branch programs were offered in partnership with the Julia De Burgos Cultural Arts Center. The topics of programs ranged from Afro-Puerto Rican history and culture to Bomba drumming and the visual arts. Approximately 50 programs were held at our 27 branch locations and Main library.

Artwork by Cleveland-area Latino artists, Kevin Fernandez and Bruno Casiano, was exhibited in Main Library in honor of Hispanic Heritage Month. The exhibit took place from October 3 - November 1.

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

\* A patron requested articles from *1912 American Musician* regarding Danish ragtime composer Bodewalt Lampe aka Ribé Danmark.

- A patron request for an article from the *Cleveland Plain Dealer* regarding local architect William Trout.
- Patron wanted to know the "dime store" located next to the Downtown May Company in the 1950s. The answer (S.S.Kresge) was verified by the Cleveland directories.

- A staff member from the Ohio Tourist Center inquired about a mural purchased in 1973 for \$2.5 million.
- Patron requested to view the music vertical file on James Hodgkiss Rogers (1922) who was a Cleveland composer and music critic for the *Cleveland Plain Dealer* from 1915-32.
- Researcher requested information and photographs of Dr. Zelma Watson George, who was a prominent African American educator in Cleveland.
- Request for information on collectibles and antiques: American historical flasks; Doorstops: identification & values.
- Requests for information on The "Lancaster" iron toys, mechanical banks.
- A chess historian requested assistance to identify which edition of *The Famous Game of Chesse-Play* by Arthur Saul and edited by Joseph Barbier he owned.
- A researcher from France requested information about the edition of 1520 of the Image du Monde by Gossuin de Metz located in Special Collections.
- Researcher requested information pertaining to a former Kentucky slave owner named David Leitch (born in 1753).
- PAL assisted a student with his thesis by email. His topic concerned the deaths of Patrick Toolis and Patrick Cleary who died while helping to build the foundation of the Terminal Tower.

### **Strategic Plan**

#### **Our Mission:**

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

Our Strategic Priorities:

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

#### **Meetings and Activities**

- I gave welcome remarks to the Foundation Center's "Rising Tide Empowers Low Income Women".

- I met with Councilwoman Yvonne Conwell to discuss CPL's efforts in her service area.
- I met with Maria Campanelli, Executive Director of the Cleveland Children's Museum to discuss a possible future partnership.
- I presented a welcome at the Cleveland Foodbank's Annual Meeting.
- I met with Julianne Bedel, the director of the Barberton Public Library and the head of the CLEVNET Director's panel.
- I attended the American Library Association's Executive Board Spring meeting in Chicago.

### **CLEVNET**

CPL has over 9400 total followers on Twitter and the Facebook page currently has nearly 7,000 fans.

### **GRANTS & DEVELOPMENT**

Operational Workplace Goals - Completed for Finance Dep't. for 2015.

Alcoa Foundation - Submitted Final Report for Big Bellies.

Little Free Libraries - Continuing work toward opening five new Little Free Libraries in the Fairfax neighborhood. Planning a community celebration to announce the locations for November 6.

Northeast Ohio Media Group (NEOMG) - Hosted an open house at the Franciscan Village Senior Center bookmobile stop on October 22 to showcase new equipment purchased through this grant.

Chess Club at MLK Branch - Helping to organize the finale tournament for Nov. 7.

Friends of Cleveland Public Library - Submitted Quarterly Programming and Branch Support Reports.

Knitting Club at Rice Branch - Processed a small grant received for this group to buy knitting supplies.

**PUBLIC SERVICES**

## Programs, Services &amp; Exhibits

During the month of October the Library hosted a total of 184 programs. Educational programming and services, not included in the above totals, accounted for approximately 121 adult education classes, and 663 hours of after-school homework help for grades K-8. After-school snacks were served M-Th. at 18 branch locations. Impact 216, the program formerly known as Rocking the 216, held 88 ACT sessions at 4 CPL locations: Eastman, South Brooklyn, Martin Luther King, Jr., and Harvard-Lee. Business Chinese classes continued at Main library and occurred on 8 occasions with an average class size of 23 adult students.

In October the Library hosted *Career Literacy & Education Workshops* at 2 locations. The 3-part series workshop was presented by Career Transition Center to John F. Kennedy high school students and Tri-C's GED class. Approximately 14 students attended the sessions held at Louis Stokes Wing of the main library and 16 students attended the workshop sessions at CPL's Harvard-Lee branch. School administration and staff has requested that additional programming targeting the students be offered when possible.

On Saturday, October 18th the Lorain Branch hosted the Legal Aid @ Your Library clinic. Thirty-three families signed up to receive a free consultation from a volunteer attorney. Student volunteers from four law schools: Case Western University, Carnegie Mellon, Akron University, and Harvard were on hand to conduct intake interviews. Legal Aid had two volunteers providing foreign language interpretation (Spanish, Burmese) serving at least four patron groups. Thirteen lawyers from Jones Day, including the former President of the local Bar Association, met with the families over the course of the morning and into the early afternoon.

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#### *Miniature Book Society Exhibit and Lecture*

Literature Department Manager Amy Dawson worked with Special Collections Librarian Kelly Ross Brown to create a display of Miniature Books from the CPL Collection compliment of the *Miniature Book Travelling Exhibit*. To compliment the exhibit, a lecture by Lecture by Todd Sommerfeld was offered on Saturday, October 18<sup>th</sup>.

#### *Fine Bindings from Special Collections*

The Ohio Center for the Book and Special Collection Departments presented: *Fine Bindings from Special Collections* an exhibit: October 1-31<sup>st</sup> in the Special Collections Department (John G. White Corridor). Among the treasures to be found in the collection are finely bound books from Europe, the Middle East and Asia.

#### Get Movin' With Movable Books: Planes, Trains and Automobiles

Literature Department Manager Amy Dawson coordinated bookmaking workshops in eight CPL branches during the month of October. *Get Movin' With Movable Books: Planes, Trains and Automobiles* helped patrons create pop-up and movable books about moving by plane, or train, or automobile.

#### *Friday's Frightening Frolics*

Literature Department Librarian Tim Phillips and the Ohio Center for the Book at Cleveland Public Library hosted *Friday's Frightening Frolics*, a literary and cinematic celebration of four chilling books and spine-tingling movie adaptations to celebrate October--the scariest month of the year!

*Playhouse and Playhouse Square Partnerships*

Literature Department Librarian Jean Collins maintained table-top exhibits related to the Cleveland Play House production of *How We Got On*, October 24 - November 16<sup>th</sup> and completed bookmarks for the next Cleveland Playhouse Production, *A Christmas Story* (November 28 - December 21<sup>st</sup>), as well as the Great Lakes Theater production of *A Christmas Carol* (November 29 - December 23<sup>rd</sup>).

*Sports Icon Series Interviews*

Social Science Library Assistant Pete Elwell coordinated two Sports Icon Interviews during the month of October. Jim Sutphin was interviewed on October 1<sup>st</sup> followed by Jack Herrick on October 29<sup>th</sup>.

*Main Library Book Clubs*

Social Science Library Assistant Lakeisha Winstead hosted the Social Sciences Non-Fiction Book Club meeting led by Beverly White-Yates, Administrative Assistant in Human Resources. *Urban Bush Women: Twenty Years of African American Dance Theater, Community, Engagement, and Working it Out* by Nadine George-Graves was the October book selection.

*Story Time and Class Visits*

For the month of October, the Youth Services Department and the Popular Department collaborated on the *Haunted Hallway Fun Day* on Saturday, October 25<sup>th</sup>. Children were invited to dress up in their costumes.

*Main Library Tours and Instructional Visits*

Staff members throughout Main Library conducted tours to individuals and groups throughout the month of October. Tours were conducted for the Open Door Academy, students from John Hay High School, the Community Villa View School, a book publisher and guest, and 16 walk-in patrons and groups. In addition, Social Science Library Assistant Lakeisha Winstead conducted a library tour for a senior citizen organization on Oct 4<sup>th</sup>.

On October 15<sup>th</sup>, Special Collections Librarians Stacie Brisker, Kelly Brown and Manager Pam Eyerdam gave a presentation to the Rowfant Club about: Islam and Korans in Special Collections; historical background about John G. White as an important bibliographer of chess (and former Rowfant member); and building the contemporary visual arts collection of Lockwood

Thompson. In addition, Fine Arts Librarian Andy Kaplan gave a library instruction session for a Cleveland State University music graduate class for their "Approaches to Music Research" class.

Nine people attended the monthly Genealogy & Family History Research Clinic held on Saturday, October 9<sup>th</sup> in the Center for Local and Global History.

#### *Foreign Language Story Time*

Foreign Literature Librarian Victoria Kabo hosted a Russian speaking Children's Club program that included a story time and crafts in the ArtLab.

#### *Music at Main*

Two student groups from Cleveland Institute of Music performed for 72 patrons at the *Music at Main* series on October 4<sup>th</sup>. *The Suryana String Quartet* played Quartet in C Major, Hob.III:32, Op. 20, No. 2 (1772) by Franz Josef Haydn and Dylan Kennedy played Violin Concerto in D Major, Op. 77 (1878) by Johannes Brahms.

#### *GED Classes at CPL*

Business, Economics and Labor Librarian Susan Mullee and Social Science Librarian Tracey Overbey continued to offer support and facilitate GED classes during the month of October.

#### *Business Chinese Program*

Foreign Literature Librarian Caroline Han partnered with CSU's Confucius Institute to host sessions of "Business Chinese: Introduction to Business Culture."

#### *Big Book - Kniguru Award program*

The *Big Book - Kniguru Award*, an afternoon custom designed program for KSU Russian-language students was held in the Foreign Literature Department on October 31<sup>st</sup>. Librarian Victoria Kabo hosted the event.

#### EXPENDITURES & REVENUE

Total programming/educational services related encumbrances for October totaled \$ 14,316.88. \$5398.92 was encumbered for iPads to support data collection at the Library's after-school snack locations. In the month of October the Library generated \$2,381.25 in revenue from the rental of the LSW auditorium, and Main Library by outside organizations.

## EVENTS

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## MEETING ROOMS and SCHEDULING

The total number of requests for Main Library in the month of October was 99. There was an estimated total attendance of 3,263. The Lake Shore Facility requested meeting rooms 21 times and 331 requests originated in branch libraries; there was an estimated total attendance of 3,101. There were a total of 63 AV requisitions for the month of October; 49 of them were for Main and 17 for Branches.

## October Displays

Special Collections staff members installed a *Mail Art* postcard display in Special Collections as part of the festivities of Octavofest. Mail Art began in the 1940s and continues today, it was a way for artists to share ephemeral artwork between each other - these postcards were created by first year design students at the Cleveland Institute of Art.

The Center for Local and Global History is hosting an exhibit of old Public Square plans as well as drawings of the new proposal which was assembled by Library Assistant Dan Milich. In addition, an automobile exhibit is on display in the Photographs area.

Social Science Librarian Helena Travka prepared a mini-display of materials related to Halloween and ghosts that are available in the Social Science collection.

Youth Services Librarians, Maria Estrella and Kristen Schmidt created displays for the following subjects in the Youth Services Department: Hispanic Heritage Month, Down Syndrome Awareness Month, Bullying, Halloween, Thanksgiving and Nutrition.

#### Outreach

A presentation on Warm Up Cleveland was shared with members of the North Coast Knitting Guild on October 14 and the Busy Hands Knit and Crochet Group in South Euclid on October 29. The second session of Quilt for Cleveland was held at the Lorain Branch on October 4. At September and October's Quilt for Cleveland programs, a total of four quilt tops were sewn for Warm Up Cleveland.

On October 4<sup>th</sup> and October 25<sup>th</sup>, the Library presented two puppet shows at the Cleveland Botanical Garden.

Youth Services Manager Annisha Jeffries and Youth Services Librarian Maria Estrella visited daycares and schools and delivered the *I'm Ready to Read* campaign cards promoting the Kindergarten Sign-Up Campaign and Librarian Kristen Schmidt attended an Open House at Bard Community High School.

Literature Manager Amy Dawson was joined by Valentino Zullo and Branch Staff Member Kevin Ray at the Cleveland ComicCon on October 26<sup>th</sup> to help promote Get Graphic at the Ohio Center for the Book. In addition, Ms. Dawson hosted two poster sessions and one display book at the OLC Conference and Expo in Columbus. They included: *Get Graphic @ Your Library* and *Learn about Octavofest: A Month-Long Celebration of Book and Paper Arts*.

Literature Librarian Steve Capuozzo staffed a table for the Ohio Center for the Book at the *Books by the Banks* book festival in Cincinnati on Saturday, October 11<sup>th</sup>. Thousands attended this all day festival at the convention center in downtown Cincinnati.

Foreign Literature Librarian Victoria Kabo hosted *Big Book - Kniguru Award* after hour's program at Memorial-Nottingham Branch for the second year. This award is Russian literature most prestigious and featured three

visitors from Russian Federation. In addition, Ms. Kabo attended CMA International Community Day on October 12<sup>th</sup> and the Russian Cultural Garden Committee meeting on October 14<sup>th</sup>.

Foreign Literature Department Librarian Caroline Han hosted two ESOL and Information Literacy program for seniors at Goodrich-Gannett Community Center on October 1<sup>st</sup> and 15<sup>th</sup>.

Fine Arts Librarian Bruce Biddle volunteered at the Morgan Paper Conservatory helping them get ready for annual auction benefit on October 11<sup>th</sup> for Octavofest.

#### Collection Development

Director of Public Services, John Skrtic used Lockwood Thompson Funds to commission local artist, Amy Casey to create a piece of art for Main Library. Ms. Casey presented her work, titled, "Dissemination" to the Board of Trustees at the October Meeting.

Staff in the Center for Local and Global History are working on numerous projects including expanding the City of Cleveland Historical Park Plans, processing the Beverly Conley images and processing images for the African American Families collection.

Special Collections librarians are reviewing a potential donation of chess books to JGW from the Davenport (Iowa) Public Library, monitoring the temperature and humidity levels in the 8<sup>th</sup> LSW vault and working on sorting documents pertaining to artists Frank Wilcox, William Scheele, and Paul Travis that will be donated to Special Collections.

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

- A patron requested articles from 1912 *American Musician* regarding Danish ragtime composer Bodewalt Lampe aka Ribé Danmark.
- A patron request for an article from the *Cleveland Plain Dealer* regarding local architect William Trout.
- Patron wanted to know the "dime store" located next to the Downtown May Company in the 1950's. The answer (S.S.Kresge) was verified by the Cleveland directories.

- A staff member from the Ohio Tourist Center inquired about a mural purchased in 1973 for \$2.5 million.
- Patron requested to view the music vertical file on James Hodgkiss Rogers (1922) who was a Cleveland composer and music critic for the *Plain Dealer* from 1915-32.
- Researcher requested information and photographs of Dr. Zelma Watson George (who was prominent African American educator in Cleveland.)
- Request for information on Hans-Peter Feldmann's time-lapse photography work.
- Request for information on collectibles and antiques: *American historical flasks; Doorstops: identification & values.*
- Requests for information on *The "Lancaster" iron toys, mechanical banks.*
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- A researcher from France requested information about the edition of 1520 of the *Image du Monde* by Gossuin de Metz located in Special Collections.
- Researcher requested information pertaining to a former Kentucky slave owner named David Leitch (born in 1753).
- PAL assisted a student with his thesis by email. His topic concerned the deaths of Patrick Toolis and Patrick Cleary who died while helping to build the foundation of the Terminal Tower.
- An aerospace company was looking for a Department of Defense standard on metal. The spec is Mil S-18732D. The patron needed the 1955 standard, and he was advised to consult with a "technical library." CPL provided all the information he needed.

#### Staff Development

Assistant Shelf Supervisor Cynthia Coccaro and Shelf Division Pages Khalil Rush and George Booth attended the *Making Positive Impressions* workshop on October 8<sup>th</sup> at Cleveland Public Library.

In the month of October, Susan Mullee attended the Ohio Library Council's Immersion Workshop titled: *eGads! eGov! Helping Libraries Navigate Online Government*

*Resources*, held on October 8<sup>th</sup>. In addition, Ms. Mullee completed the 6 week Gale Course titled: *Teaching Adult Learners*.

Special Collections Librarians Stacie Brisker and Kelly Ross Brown attended the *Miniature Book talk* in Literature Department that was presented by collector Todd Summerfeld. They did this on their off day.

Fine Arts and Special Collections Manager Pam Eyerdam attended the 2 day workshop at CWRU Kelvin Smith Library entitled *Acknowledging the Past, Forging the Future of Special Collections* on Oct. 21-22<sup>nd</sup>.

Social Science Librarian Helena Travka and Literature Department Manager Amy Dawson attended the Ohio Library Council Convention and Expo from Oct 8<sup>th</sup> -10<sup>th</sup>.

Youth Services Manager, Annisha Jeffries was asked to speak on a panel at the In Search of Wonder Conference on October 17<sup>th</sup> in Perry Ohio to discuss the Common Core Standards for Educators, Public Librarians and School Media Specialists.

On Friday, October 17<sup>th</sup>, 2014 Youth Outreach & Programming Coordinator, Nichole Shabazz and Library Assistant, Youth Emphasis, Erica Marks attend the *In Search of Wonder: Common Core and More* event in Perry, Ohio. *In Search of Wonder* provided the opportunity to learn about new and classic fiction and nonfiction literature that can be used as appropriate Common Core materials in a variety of settings from a team of award-winning authors and illustrators. Keynote speakers included National Ambassador for Young People's Literature Emeritus Katherine Paterson, Steven Kellogg, Nikki Grimes, Tanya Lee Stone, and YA author Chris Crutcher. Each of the author's presentations was followed by commentary from an education/library expert who connected the author's speech and work to relevant Common Core Standards.

On Monday, October 20<sup>th</sup>, 2014 Youth Outreach & Programming Coordinator, Nichole Shabazz attended the NASA Engineering Design Challenge (EDC) professional development workshop sponsored by the Educational Programs Office at NASA's Glenn Research Center. The EDCs are the first in a new series based on authentic NASA research.

On Friday, October 24, 2014 Youth Outreach & Programming Coordinator, Nichole Shabazz attended the LAND Studio event *From the Studio to the Street*. Northeast Ohio has a growing body of talented artists interested in creating public art, but not sure how or where to enter the arena. To demystify the process, LAND studio developed a workshop that featured a keynote from distinguished Seattle-based public artist's duo, offered general education on portfolios, RFPs and RFQs, calls for artists and competitive application development as well as a behind-the-scenes look at artist presentations and selection committee deliberations. Assistant Director of Outreach & Programming, Aaron B. Mason was a member of the selection committee at this workshop.

Youth Outreach & Programming Coordinator, Nichole Shabazz attended an Early Childhood Compact Conversation with Robert Rodriguez, Special Assistant to the President for Education Policy on Tuesday, October 28, 2014. During the conversation Mr. Rodriguez highlighted the President's initiatives on early childhood learning and engaged in a discussion about strategies to build on the PRE4CLE momentum in Cleveland.

Mobile Services Manager, Rhonda Pai, attended the annual Association of Bookmobile & Outreach Services (ABOS) conference in San Diego from October 29th -31st.

#### Other Main Library News

Special Collections Librarian Kelly Ross Brown worked with CPL FIT Wellness Ambassadors to host a meeting and donation drive. In addition, she coordinated the CPL FITness Challenge and served on the Union Negotiations Team.

Social Science Librarian Tracey Overbey continued her CPL FIT committee work: presenting with Tonya Thompson a Home Remedy Lunch and Learn, speaking on fundraising at the Wellness Ambassador's meeting, assisting with the Bravo Wellness Screening program, working with the United Way committee on the Halloween costume fundraiser and working with the WOW committee.

Lending Sr. Clerk Carolyn Southerland will retire from Cleveland Public Library after 35 years of service. Mrs. Southerland's last day will be October 31, 2014

Ohio History Connection presented a Recognition Award for the exhibit catalogue - *Charles F. Schweinfurth (1856-1919): Uncompromising Architect of Cleveland's Valiant Age*. This was an exhibit co-curated by ARTneo and Cleveland Public Library's Special Collections Department.

The PLA Conference Program Subcommittee approved a program submission presented for the 2015 ALA Annual Conference in San Francisco prepared and submitted by Robin Wood and Madeline Corchado on behalf of Cleveland Public Library titled *Ultimate Community Engagement - Paid Youth Volunteers @ Your Library?*

#### BRANCHES

Addison Branch - Manager Magnolia Peters attended the Ward 7 Community Meeting at Fatima Family Center. Information was shared concerning Computer Classes; Hispanic Heritage Month Programs and DC vs. Marvel Super Hero Party.

Brooklyn - Brooklyn opened the month by hosting its final Read to the Beat program on Wednesday, October 1<sup>st</sup>. In recognition of Hispanic Heritage Month, there was a Hispanic drum program on the 8th and, on the 16th, the children made Mexican papel picado flags to take home.

Carnegie West - In celebration of Octavofest two programs hosted 30 special needs teenagers from Garrett Morgan High School and 30 2nd graders from Paul Laurence Dunbar. Each group made pop-up cards based on the theme Trains, Plains, and Automobiles. Branch Manager Angela Guinther attended a meeting of Ohio City non-profits on the 16<sup>th</sup>. Tom McNair, the new executive director of Ohio City Inc., spoke with the group about challenges and goals the organization faces and how the neighborhood non-profits will help in these endeavors.

Collinwood Branch- Youth Services kicked off its "Something to Do" kick starter on October 14 with good attendance. Branch Manager Caroline Peak attended the Cleveland Police 5<sup>th</sup> District Community Awards Program at Job Corp on October 15.

East 131<sup>st</sup> Street Branch - Manager Ginaya Willoughby along with other managers who attended the New Supervisor's Academy delivered an outstanding presentation to the Leadership Team on October 28 at the Lakeshore Facility.

Eastman Branch - The Program Rocking the 216 has changed its name to impact the 216. The program started on September 29th. This is the first time the program has

been held at Eastman Branch and they are averaging about 16 students per class. A class of 18 children from McKinley visited the branch on October 3rd. This was a class of combined kindergarten to 8th grade. Ms. DeVore included some coloring activities for the younger children and the older students were able to use the computers.

Fleet Branch - Cleveland College Preparatory School kindergarten and 1<sup>st</sup> grade students attended Personal Safety Classes at Fleet presented by Domestic Violence & Child Advocacy Center, a total of 58 students attended the presentation in two sessions. Children's Librarian, Lan Gao, visited Kindergarten Classes at Hope Academies Broadway and Washington Park Community School and hand delivered Kindergarten Library Card mailers

Fulton Branch - The highlight was our Halloween Event which we called: The Quest to Save the Halloween Candy. We had an approx. attendance of 215. We had balloon animals (Ms. Bev), face painting - Rodney; a Soothsayer - volunteer, who led the children in a craft; a volunteer led the children in bowling which we called it "vanquish the witch's minions and volunteer storytellers who read scary stories.

Garden Valley Branch - Youth Services staff hosted a program on Teen Domestic Violence on October 29. A new Graphic Novel Club began on October 8. Avid readers have also been recruited to begin writing book reviews.

Glenville Branch- The branch welcomed Michelle Miller as their new Children's Librarian this month. Ms. Miller is a former employee of Cuyahoga County Public Library.

Harvard-Lee Branch - Rock in the 2-1-6 classes are in full session with twenty five students signed up. Harvard-Lee Branch acquired 3 new daycare centers bringing the total number of daycares served by the branch to eleven.

Hough Branch - Manager Donna Willingham attended a Ward 7 Council meeting to promote branch programming; Children's Librarian Manisha Spivey conducted a Hispanic Heritage Program, "Colorcito" which introduced youth to learning colors in Spanish.

Jefferson Branch- During this month Branch staff offered many programs around Hispanic Heritage Month. The branch participated on Tremont West Healthy Trick or Treat initiative. The branch was one of the stations scattered throughout the neighborhood. The table's theme was Healthy Food Fear Factor. The children that participated had the opportunity to taste different kinds of foods

that they normally would not eat in exchange for a sticker on their passport.

Langston Hughes Branch - The branch partnered with the East 88<sup>th</sup> Street Browns Youth Organization whose mission is to foster safe environments for learning life skills. They will meet at the branch Monday through Friday from 3 - 5 p.m.

Lorain Branch - MakerLabs were held every Wednesday in October at the Lorain Branch as well as Saturday MakerLabs on October 11<sup>th</sup> and 25<sup>th</sup>. Crystal Tancak hosted a 'Mad Hatter' program on October 6<sup>th</sup> which involved 22 children participating in activities and a book discussion about 'Alice in Wonderland.'

On October 3<sup>rd</sup> and October 29<sup>th</sup> carpenters completed the carpet installation in the children's area, work room, and staff room at Lorain.

Martin Luther King Jr. Branch - The branch hosted a Job Fair on October 30, 2014 coordinated by Councilman Kevin Conwell's office.

Memorial Nottingham Branch The branch welcomed Tamiko Chisolm as their newest branch clerk. Ms. Chisolm transferred from Fleet Branch.

Mt. Pleasant Branch - Manager Cal Zunt attended the Summit on Community Violence, sponsored by Councilman Zack Reed. The Manager met with Timothy Diamond, Knowledge Officer and consultant Peter Whitt on October 23 regarding neighborhood outreach.

Rice Branch - Library Assistant Eric Eubanks participated in a visit and discussion with Author James Horvath at the Sunbeam School. Mr. Eubanks and Children's Librarian Brianna Daniels attended the Parent Teacher Conference at Harvey Rice. The 8-week Mean Green Science Machine continued in October. Story times and class visits took place five days a week.

Rockport Branch- Rockport celebrated Fire Safety Week with a themed story time. Cassandra Feliciano read a couple books to children and then attendees had the opportunity to walk through a fire truck, talk with fire fighters and touch and hold equipment. About 80 people attended the event. Construction was completed on the new teen center with the grand opening set for Tuesday November 18th. The branch meeting room was painted with a new Smart TV installed and a Smart Board added.

South Branch - The branch staff continues to do outreach visits. During these visits, they are offering story times for toddler, preschool, preschool with special needs and Kindergarten classes. The branch has continued to be visited by students from Buhner Dual

Language School and Luis Munoz. They come to the branch to check out books and much more! Afterschool programs continue to be successful and patrons are looking forward to the Day of the Dead Sugar Skulls. South Branch is participating in Trick or Treat on Clark on Wednesday, October 29 and will stay open until 7 and hand out treats in support of this event. Scranton & Clark Block Club:

South Brooklyn- The month of October brought in a little bit of cool weather, continuation of College Now's ACT prep program with free lunches for teens, and the final weeding of the Adult collection: CDs. Various displays were put up: Anna Kaufman Ford, Adult Library Assistant displayed scary books for Halloween, and books for Hispanic heritage; Tammy Houghton, Children Librarian displayed books on new African American Authors, Banned books, Halloween fiction & picture books, as well as juvenile fiction series; Clerk Raymond Cruz set up a horror DVD display.

Sterling - The Kids Cafe Snack Program served 1,255 after-school snacks during October. 9 high school students, a faculty member and Y.O.U. coordinator from Jane Addams Business Careers Center came to Sterling as part of the World of Work program. Monica Rudzinski taught an hour class "What to Expect at Work" which included a hands on experience component. Students worked in groups and with the manager performing basic page duties. The class reconvened to discuss their experience. Thanks to our new children's librarian, Tracie Forfia, it's been an exciting month at Sterling. 46 children attended the kickoff party for our "Score a Touchdown: Read" reading club.

Union Branch - Manager Marcie Williams attended mandatory meeting for Managers held at Jefferson Branch on October 16. Union Branch welcomed a new page on October 29.

Woodland Branch - Manager Rena Baker was guest speaker at the Daughters of the Nile, Inc. Installation Program for new members. Children's Librarian Adela Garcia has formed a partnership with Tri-C Trio Program; a representative will come routinely, set up a table and provide information to residents 19 and older.

West Park - October 2014 was a program filled month. West Park branch had six programs in honor of Hispanic Heritage Month as well as a music program presented by Cleveland Institute of Music graduates.

## BOOKMOBILE/ON THE ROAD TO READING

The Mobile Services Department provided uninterrupted service in October despite the Bookmobile's ongoing mechanical issues.

Wallace Carrillo completed his Bookmobile training and is able to drive the Bookmobile as a regular driver for Mobile Services.

In partnership with Northeast Ohio Media Group (NEOMG), Mobile Services hosted an open house for the new Techboxes on October 22nd at their Franciscan Village. The Techboxes were purchased with funds generously provided by NEOMG. In October the Bookmobile made 70 stops and serviced 613 patrons.

## OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

For October 2014, OLBPD circulated 52,626 books directly to patrons. OLBPD registered 153 new readers to the service. BARD statistics were not available at the time this report was written.

On October 9<sup>th</sup>, Greater Cleveland Volunteers Program Director Jan Vectirelis met with OLBPD Manager Will Reed to discuss and renew our Memorandum of Understanding for three years. Greater Cleveland Volunteers has a long history of recruiting volunteers to spend service time with OLBPD.

On October 10<sup>th</sup>, OLBPD Library Assistant Ken Redd staffed an informational table as part of the exhibits for the EastWest Eye Conference at the Global Center for Health Innovation and Convention Center. Thanks to the generosity of the EastWest Eye Conference who afforded OLBPD an exhibit spot at no cost, Mr. Redd networked with ophthalmologist, optometrists, and eye care professionals from all across Ohio, and shared information with them about OLBPD and the service we provide.

The Ohio Braille and Talking Book Program Consumer Advisory Committee meeting was held at the State Library of Ohio on October 29th. Consumers were provided updates about the service, including information about the distribution of currency readers to eligible blind and low vision U.S. citizens through the Bureau of Engraving and Printing (BEP), as well as the major revision to the

OLBPD Reader's Handbook.

OLBPD will be participating in its annual Holiday Book Chat with classes of the Ohio State School for the Blind. On Friday, December 5<sup>th</sup>, OLBPD will discuss "Candlelight for Rebecca" by Jacqueline Dember with the elementary students. On Friday, December 12<sup>th</sup>, OLBPD will discuss "Elijah's Angel" by Michael Rosen with the younger students.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the WKYC Health and Wellness Expo on September 6<sup>th</sup>; Middleburg Heights Health Fair on September 11<sup>th</sup>; Hudson Library Fair and St. Andrew Church Fair on September 13<sup>th</sup>; Tower City Expo and Arthritis Foundation Expo on September 17<sup>th</sup>.

#### TechCentral

TechCentral Coordinator, Sam Tripodis, submitted his letter of resignation on Friday, October 17. Mr. Tripodis will conclude his 11 year career with CPL on November 15, after which he will be pursuing a position with another organization related to Business Management and Human Resources.

As the timing of the departure of Mr. Tripodis and the lack of a TechCentral Coordinator overlaps with approximately 4 weeks of the leave of Mr. Lynce, various TechCentral staff members will divide up handling of the immediate logistical and operational needs of the department, including scheduling, computer class and equipment logistics, and assisting with training and final preparations for the 'official' debut of the TechCentral Satellite branches. Director of Public Services, John Skrtic will be the supervisor-in-charge of the department during this 4-week overlap.

#### *Community Engagement, Presentations, and Visits*

TechCentral Coordinator, Sam Tripodis, provided a tour of the TechCentral MakerSpace on October 21 to a student from the University of Wisconsin, who was visiting the area.

Mr. Tripodis gave a presentation on the NEOMG/Plain Dealer mobile TechToyBox kits in conjunction with Mobile Services at a stop on October 22.

On October 23, TechCentral Manager, CJ Lynce, gave a presentation at Baldwin Wallace University about the TechCentral MakerSpace.

Mr. Lynce traveled to Monterey, California, to present on TechCentral and makerspaces at the Internet Librarian 2014 conference on October 29.

*Meetings, Presentations and Professional Development*  
TechCentral Coordinator, Sam Tripodis and Library Assistant, Terry Metter, met with shark&minnow on October 9 to discuss the topic of the 'People's University'.

On October 16, TechCentral Manager, CJ Lynce, attended a web-based meeting for the INFOhio College and Career Readiness Task Force, Innovation Group.

Mr. Lynce had a phone meeting on October 22 with Eileen Petridis, Fall Communication, regarding the 2014 Annual Report.

Library Assistants, Computer Emphasis from around the system met on October 29 at the Lakeshore Facility. TechCentral Coordinator, Sam Tripodis, organized and led the training, which included training on Library card applications, unemployment benefits and resources, 3-For-Me Cards, as well as a Q&A session with IT/CLEVNET staff.

*Computer Classes, MakerLabs, and One-on-One Sessions*  
Three new MakerLabs were debuted in October by TechCentral staff:

- TechCentral Manager, CJ Lynce, presented *Making Basics: Easy Loom Knitting* at Main Library. Participants of the Lab learned how to make knit hats using round knitting looms, and nearly a dozen hats were made to be donated to the Warm Up Cleveland initiative.
- Former Lorain Branch Manager and current Center for Local and Global History Manager, Olivia Hoge, and Mr. Lynce presented *Homebrewing Basics* at the Lorain Branch Library on October 11.
- On October 31, Library Assistant, Computer Emphasis, Jorge Arganza, began presenting a 4-session, month-long MakerLab series *Making Machines: Robotics*. This series uses the LEGO®

Mindstorms® brick system to build and program robots. This session is being offered in conjunction with Youth Services and Studio 470.

Rockport Branch staff did an outstanding job promoting the October Computer and Internet Basics class series and encouraging patrons to attend at Rockport Branch. Ultimately, we had 12 students for the series, twice the normal capacity, and nearly three times the average we see throughout the system for the same series. Extra laptops were sent to Rockport Branch to accommodate the increased class size.

The following are the statistics for Computer Class and MakerLab programs for October 2014:

	Branches	Main	Total
Number of Computer Classes	33	19	<b>52</b>
Attendance in Computer Classes	168	84	<b>252</b>
Cancelled Computer Classes (in-advance, no registrations)	8	0	<b>8</b>
No-Show Computer Classes	3	0	<b>3</b>

	Branches	Main	Total
Number of MakerLabs	14	3	<b>17</b>
Attendance at MakerLabs	93	29	<b>122</b>
Cancelled MakerLabs (in-advance, no registrations)	0	0	<b>0</b>
No-Show MakerLabs	0	0	<b>0</b>

### **TECHNICAL SERVICES**

Patricia Lowrey, Director of Technical Services, spent much of the month developing and entering budget requests for 2015. Ms. Lowrey attended the Ohio Library Conference Annual Convention and Expo in Columbus. She and most Technical Services Managers met with Director of Public Services John Skrtic and Assistant Director of Public Services Carlos Latimer to discuss projects for 2015. Robin Wood, Main Library Team Manager, spent a day in Technical Services learning about all the different departments.

Preservation: Preservation staff met with Chatham Ewing, Digital Library Strategist, to discuss progress on the department's move to Main Library. The staff also visited the Main Library to see their new workspace and acquaint themselves with the Main Library and LSW buildings and staff. Karen Skunta visited Preservation this month to stage photographs for signage and way finding related to the Cleveland Digital Public Library. Staff participated by posing for and setting up typical Preservation activities. Gloria Massey, Renee Pride and Elizabeth Bardossy also conducted a second book repair workshop to Technical Services staff to accommodate additional employees wishing to learn basic book repair skills.

Alicia Naab volunteered to help with the check-in process for the Wellness screenings this month. Ms. Naab also worked with Ginaya Willoughby, E 131<sup>st</sup> Branch Manager, to have prints of historical photographs of her branch made. These will be used to decorate the meeting room and make staff more aware of the history of the branch. Ms. Naab and Margaret Baughman of the Photograph Collection discussed and deeply researched a Cleveland synagogue for a patron who found a labeling mistake in the Digital Gallery. Ms. Naab attended the manager's meeting to learn about contract changes and updates for staff to pay rates and health care for 2015.

There were 637 items added to the Digital Gallery bringing the total to 49,859. Almost 25,000 digital pages were viewed in October.

Collection Management: During October, Laura Mommers ordered 428 DVD titles and 4,225 copies for the Branches and the AV Department. She ordered 334 CD titles and 2,693 copies for the Branches and the Popular Library. Ms. Mommers also processed 25 Branch and 1 Popular Library discretionary CD lists and 26 Branch discretionary DVD lists, and 7 TV DVD bonus lists and submitted them to High Demand for ordering.

Nancy Mocsiran ordered 157 audiobook titles and 340 copies for the Branches and the Popular Library. Bonnie Bolton selected a total of 725 titles and 5,107 copies for Main Library and Branch juvenile collections this month. She also selected a total of 147 titles and 1,113 copies for Main Library and Branch Young Adult collections. Ms. Bolton processed 4 Branch discretionary

lists for Young Adult titles and 2 Branch discretionary lists for Juvenile titles and submitted them to Acquisitions or High Demand.

Pam Matthews selected a total of 1,088 titles and 6,669 Adult books in the month of October for Branch and Popular Library Adult Collections. Ms. Mocsiran processed 27 Branch discretionary lists for Adult materials and submitted them to Acquisitions or High Demand. Staff processed a total of 81 telescopes by relocating the floating materials to the branches and college collections at Case Western Reserve University (CWRU), Cleveland State University (CSU), and Cuyahoga Community College Metro Campus (CCC).

Ms. Matthews met with David Gray, owner and publisher of Gray & Company, local Cleveland publishers and representatives of library vendors Ingram and Baker & Taylor in October. Ms. Bolton also attended the meeting with Baker & Taylor, as it included representatives from its CATS (Children and Teen Services) Division. Ms. Bolton instructed Beverly Austin, the new Children's Librarian at the Fulton Branch, in the use of the iPage, Ingram's database. Ms. Mommers attended the FIT Committee 2014-15 launch meeting.

The Collection Management staff all participated in the Lake Shore United Way/Community Shares drive. They helped plan and execute two major events in October: a Pumpkin Bakeoff, which raised \$216.50, and a donut sale, which raised \$218.25.

High Demand: Staff ordered 1,383 titles and 14,483 items. They added 804 titles and 13,386 items. They received 1,319 items for the Acquisitions Department.

For the second full month, the Technical Services Associates continued to struggle with the *coredump* error that stops orders from being loaded into Sirsi. Many orders, from various vendors and for various types of material, needed to be entered by hand.

Ken Knappe, Manager of the Eastman Branch, visited Technical Services, including the High Demand Department, to learn about how we order, process and add items. Carole Brachna, High Demand Manager, attended a meeting with Public Services, in which we discussed and planned for non-holdable DVDs. She worked with Patricia

Lowrey, Director of Technical Services, and Pamela Matthews, Collection Manager, to further refine the profile for selection records received from Brodart. Dale Dickerson, High Demand Librarian, attended a CPL FIT Ambassadors meeting.

Materials Processing: Materials Processing Manager Elizabeth Hegstrom presented "OMG it's RDA: What CLEVNET Staff Need to Know" at the CLEVNET Technical Services SIG meeting at Perry Public Library. Ms. Hegstrom cataloged 10 books for Rice Local Author collection. YoLanda Lawler attended the book repair workshop offered by the Preservation Department. Karima Ward and Vivian Grayson reviewed labels and items on Extra Copy trucks. Ms. Lawler joined the committee organizing fundraisers for United Way and assisted with two fundraisers

The Associates cataloged 1,664 new titles for the Cleveland Public Library and added 1,417 records for the CLEVNET libraries. The Associates and Sr. Clerks added 6,089 items. The Technicians worked on 22,416 items.

Shelf/Shipping: Shelf/Shipping Supervisor Stephen Wohl attended the CPL-FIT Wellness Ambassador's meeting on October 8<sup>th</sup>, and a meeting about the Library's current financial outlook, health care, and the results of the recent contract negotiations with SEIU 1199 and Local 244 on October 16<sup>th</sup> at the Jefferson Branch.

The staff of the Lake Shore Shelf/Shipping Department sent 47 items to the Main Library for requests and 98 items to fill holds. Main Library received 448 telescopes, the Branches received 958 telescopes, CLEVNET received 110 telescopes, CASE received 9 telescopes CSU received 6 telescopes and Tri-C received 6 telescopes. A total of 1,537 telescopes were shipped out. The Technicians sent 25,015 new items to the Acquisitions and High Demand Departments.

Catalog: Michael Monaco identified a limitation in the Sirsi authority module that prevents certain changed authority headings from updating catalog records, and developed a workaround. Instead of making the changes manually, batches of affected records can be changed using MarcEdit. Jintao Huang spent a day working in the Foreign Literature Department at Main Library. Barbara Satow located materials from the Received with Holds

report while Amei Hu was on vacation. Catalogers added 2,963 titles and 3,246 items for Cleveland Public Library.

Catalog Manager Andrea Johnson met with a representative from Improve Consulting and Training Group to begin a process improvement project. Ms. Johnson also met with Center for Local and Global History Manager Olivia Hoge and Photograph Librarian Margaret Baughman about cataloging local collections. Ms. Johnson gave tours of Catalog to Ms. Hoge and Main Team Manager Robin Wood.

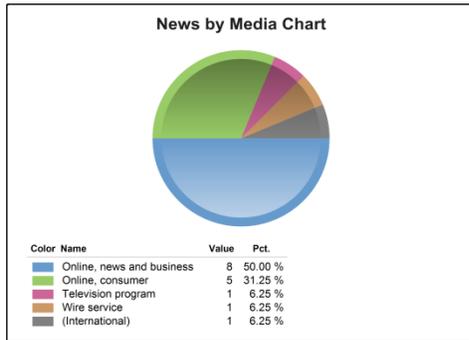
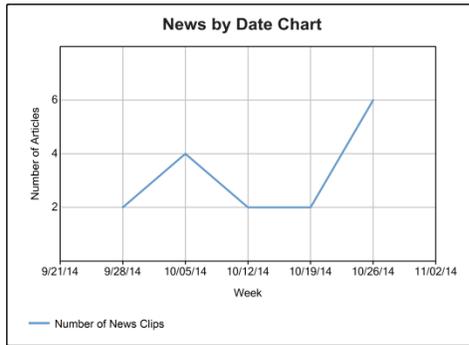
Regina Houseman, Ms. Johnson, and Ms. Satow attended the CLEVNET Technical Services Special Interest Group meeting at Perry Public Library. Ms. Houseman and Ms. Satow spoke to the group about the proper use of subfield z when adding items. Ms. Johnson suggested alternatives to searching WorldCat through FirstSearch. Mr. Monaco represented the Ohio Library Council (OLC) Technical Services Division at the 2014 OLC Convention and Expo "OLC Connects" event on October 8th. Mr. Monaco also monitored and facilitated the OLC Immersion Workshop "Lean Library Management" on October 7th.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, attended the meeting for Managers at Jefferson Branch. Members of the Library's Administrative Team provided managers with an overview of the Library's current financial outlook, health care options, and the results of the recent contract negotiations at this session. Ms. Jelar Elwell worked with periodicals vendor EBSCO to resolve problems created by the bankruptcy of another supplier; she was able to transition all of the affected 2015 subscriptions to EBSCO without any lapse in service.

Lisa Kowalczyk, Technical Services Librarian, attended a CPL-FIT meeting for all Wellness Ambassadors and she volunteered to assist with the fundraising for United Way in Technical Services. Leslie Pultorak, Acquisitions Librarian and Technical Services Associates Glennis Blair and Anarie Lanton attended the Book Repair Workshop presented by the Preservation Department at the Lake Shore facility. Ms. Pultorak also worked on locating items that were listed as missing from the inventory in the Acquisitions Department during the Library's Fixed Asset Audit.

The Acquisitions Department ordered a total of 6,986 titles and 31,242 items (including periodical subscriptions and serial standing orders); received 16,604 items, 2,058 periodicals, and 319 serials; added 687 periodical items, 123 serial items, 520 paperbacks, and 2,021 comics; and processed a total of 2,222 invoices.

**MARKETING & COMMUNICATIONS**



Media coverage for the month of October included 16 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$5,008.11 with a news circulation audience of 54,888 people. In October, the online print media outlets that featured CPL events and programs received 9,941,172 unique visitors. A retirement blog that appeared in *Bankrate.com* entitled *When an Insurer Buys your Pension* regarding the Library's pension plan, had the most media coverage with online news and business being the

most popular news media.

Ads to promote the new Cleveland Landmark Series library card featuring artist, Julia Kuo, appeared in the *Profile News, Scene Magazine, Cleveland Magazine* and *The Lotus*; Finale for Hispanic Heritage Month was promoted on La Mega 88.7 FM, *Vocero Latino, La Prensa,* and *Campus Observer online*; *Step Out, Cleveland* was promoted on *cleveland.com* and mobile and *Face Book* to encourage early registration; an ad was taken out in the program booklet for 100 Black Men of Greater Cleveland; an ad congratulating Carrie Krenicky was placed in *Crain's Cleveland Business*; an ad promoting the Library and an informational page was included in the *Crain's Giving Guide 2014*; Library ad appears in the winter sports calendars for Collinwood, East Tech and Glenville High Schools.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 6,593 times on average per week, with an average of 446 clicks to website resulting in a 15% click-through rate for the month. *Library Cleveland Oh* was the most clicked-through phrase. Free Music continues to be in the top 10 most searched for items.

#### October-SOCIAL MEDIA

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

1. October 29: Current employment opportunities at CPL:<http://ow.ly/CUWkn>
2. October 26: Calling all crafters & knitters! Let's warm-up Cleveland together! <http://ow.ly/CUVyT> #CLE
3. October 24: Watchmen graphic novelist Dave Gibbons appointed first comics laureate <http://ow.ly/D6GVr> (via @guardian)
4. October 27: What's new in movies, books & music this week:<http://ow.ly/CUX0n>
5. October 28: Check out students from Cleveland School of the Arts at Cleveland Public Poetry this Saturday. Noon, Main Library: <http://ow.ly/Dp8By>

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

1. October 27: It's time to Step Out, Cleveland! Join in a FREE community dance experience November 8 & 9. Sign-up now for workshops-space is limited! <http://ow.ly/DoNR2>
2. October 22: It's time to Step Out, Cleveland! We are excited to work with LAND studio on a two-day FREE community dance experience at the Global Center for Health Innovation. Come to a workshop, come to dance, stay for a bit, or the whole day. No dance experience is necessary. Just step out!
3. October 24: Hey Cleveland! It's time to STEP OUT! Join CPL & LAND studio November 8th & 9th for a weekend of dance, yoga, music & more. FREE & open to the community. NO dance experience necessary. Come for a workshop, or stay for the whole day. All you have to do is STEP OUT & give it a try. Details:<http://ow.ly/Dj0HZ>
4. October 6: Big smiles for Ondrariah Samara Johnson. She just got her first library card! #literacy #MyPlaceMyCard

5. October 16: Congratulations to our CFO Carrie Krenicky. Carrie is a finalist for Crain's Cleveland Business CFO of the Year. <http://ow.ly/CRwVx>

#### GRAPHICS

Graphics staff designed, printed, and distributed 123 items in October in addition to graphics for the library website, and 5 staff newsletters and UpNext monthly program guide.

Highlights included: Hispanic Heritage Month Finale; Step Out, Cleveland branding; Man Up; Bookmarks for Cleveland Playhouse-*How We Got On* and *A Christmas Story*.

WEBWARE [www.cpl.org](http://www.cpl.org) and other CPL sites

Twitter followers are up from 7,025 in 2013 to 9,441 currently. Facebook fans are up from 5,802 in 2013 to 6,986 currently. Downloads of books in an electronic format (eBooks) were up from 91,779 in 2013 to 116,216 currently.

Library News on the [cpl.org](http://cpl.org) homepage featured pages built for the following news items during the month of October: ArtLab; Warm-Up Cleveland! 2014; Step Out, Cleveland: Shake off the Rust!; Fact Sheet Regarding Ebola; and Board of Trustees meeting announcements and agendas.

During the month of October, the following events, programs, and information were promoted on pages of [cpl.org](http://cpl.org): Julia Kuo Cleveland Landmark Series Library Card; Step Out Cleveland; Hispanic Heritage Month; Exhibits; Octavofest; Learn4Life; TechCentral; Brown Bag Book Clubs; Free Tutoring; Zinio; MyTunes featured Artrist: John Legend; Warm-Up Cleveland; eBooks for Kids; TechCentral Makerspace; Hot Titles for Cool Readers; Searchasaurus; Searchasaurus; Enticing Titles; and MyPlace my eBooks are Free.

The 38th "Off the Shelf" (October 2014 edition) was sent out on October 7, 2014. Of the emails sent, an estimated 1,336 were read (not all email "opens" are reported by all email providers). This gives us a 15% open rate. We are sending the November edition out at a different time of day (2:30 p.m. as opposed to early morning or lunch

as in the past) and we have tried a new format with the subject line. The October edition featured: Celebrate Cleveland's Hispanic Heritage; For the Love of Books and Paper Arts: Octavofest 2014; Crafting for a Good Cause: Warm-Up Cleveland; and Friends of Cleveland Public Library Book Sale. The following new arrivals were featured: A Sudden Light by Garth Stein; Not My Father's Son by Alan Cumming; and Some Luck by Jane Smiley. The following news and events were promoted: New Cleveland Landmark Series Library Card; Music@Main: CIM Saturdays; Friday Frightening Frolics; Homebrewing Basics: Learn to Brew; and Legal Aid @ Your Neighborhood Library.

### **PROPERTY MANAGEMENT**

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

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Boilers were serviced and put into operation for the heating season at Brooklyn, East 131, Eastman, Fleet, Harvard-Lee Hough, Lakeshore, Lorain, MLK, Mt. Pleasant, Rice, South Brooklyn, Union, and Woodland. The outdoor condensing unit for the LSW computer room was serviced and put into operation. A new heating coil was installed on the main air handling unit at Addison. The Eastman Garden fountain was shut down for the season. The electrical terminal block was replaced on the main air handling unit at Fulton. Underground water leaks were located and repairs are underway by a contractor at Lakeshore. The main air conditioning unit was winterized and shut down for the season at Lakeshore. All of the humidity sensors were replaced with new ones and the outside air dampers on AHU's 1, 2, 3, 4, and 5 were checked for operation in LSW. The lighting and side panels were removed from the display cases on the third floor of Main to be ready for the new displays for the new Digital Hub. Two new heating circulating pumps were installed at MLK. The combustion fan blowers on the two rooftop units were replaced, and the gas valve and electronic ignition were replaced on the lower unit at Mt. Pleasant. The filters were changed on the rooftop

unit and equipment room HVAC equipment at Woodland. The outside covers for the intake louvers were installed at Union.

The Carpenters and Painters were working on completing the Teen rooms at Rockport, MLK, East 131, Woodland and Harvard-Lee. The door closers on the exterior doors were replaced at Harvard-Lee. The Main dock doors were repaired.

The Garage serviced #13, #18, and #20 and sent #11 to the repair shop to replace the transmission.

### **SAFETY & PROTECTIVE SERVICES**

#### **Safety Services**

- Quarterly fire drills for all branches were completed for the four quarters in 2014.
- LSW/Main evacuation procedures were drafted and sent for approval
- Investigatory meeting held with Officer Taylor regarding license suspension
- Lt. Duncan attended the job fair at MLK 10/30/2014

#### **Protective Services**

##### Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Generated	CPL access activities
Oct 2014	4939	198	196	25	307	182	54	48
Sept 2014	5222	208	193	23	333	157	28	77
Aug 2014	4997	192	90	29	313	153	34	83
Jul 2014*	3,137	224	71	22	206	69	52**	133**
Jun 2014	4,593	200	102	29	391	148	36	
May 2014	5,958	221	82	42	444	156	58	
Apr 2014	5,500	204	78	39	362	186	46	75
Mar 2014	5,531	213	179	36	284	201	47	70
Feb 2014	5,524	240	177	35	278	158	41	69
Jan 2014	5,426	226	199	21	260	209	45	76
Dec 2013	6,250	272	239	34	224	254	58	86
Nov 2013	6,407	267	257	44	211	229	84	425
Oct 2013	5,648	226	301	42	262	144	63	61
Sep 2013	6,371	265	270	20	251	140	36	204
Aug 2013	7,134	264	263	23	265	216	37	242

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

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

#### Special Attention, Special Events, and Significant Incidents

- Pink Tie Event 10/1/2014 Main bldg
- South branch Halloween Event 10/29/2014
- PNC Wealth Management Event 10/23/2014
- Food Bank Event at Lake Shore 10/16/2014
- Leadership Cleveland Event 10/31/2014
- Russian author at MemNott Branch 10/31/2014
- Rice Additional Security 10/15 thru 10/27

#### Protective and Fire Systems

- 26 fire drills completed in October
- Total of 105 fire drills completed in 2014
- LSW and Main buildings emergency evacuation plan drafted
- Working with Patricia Lowery on tornado/earthquake evacuation plan for Lake Shore facility

#### Contract Security

- G4S has their full time guard posted earlier due to short staffing at the branch.

#### Administration

- Job description revised to include "OPOTA preferred" and "Firearms certification preferred"
- Safety & Protective Services submitted revised policies to Human Resources for review
- SPS present at Board Meeting 10/16/2014

#### **INFORMATION TECHNOLOGY & CLEVNET**

The CLEVNET Directors held their last quarterly meeting of the year on October 31, 2014, at the Lake Shore Facility. The meeting was led by Julianne Bedel, Chair of the CLEVNET Directors' Panel and Director of Barberton Public Library.

An update on CLEVNET's strategic planning efforts was provided by Director Bedel, Timothy Diamond from CPL, and Wayne Piper, former director of professional

development for Ohio Library Council, who is working as a consultant to CLEVNET on implementing its strategic vision. Mr. Piper facilitated the Directors' Panel retreats which were held on August 6 and September 17, 2014. Summary reports from the two retreats were distributed to the members.

Mr. Diamond reported that the process had started in 2013 with a series of regional planning sessions. From the input gathered at those sessions, five areas of focus were identified: Governance, Change Management, Technology, Marketing and Training. The Directors' Panel chose to focus on Governance at the first retreat and brought in Wayne Piper to guide the group. Mr. Piper spoke about the retreat process and how the group condensed their concerns about Governance to Vision, Fiscal Transparency, Staffing and the Voice of the Directors' Panel.

The second retreat in September focused on staffing because of the pressing need to deal with staffing shortages in the IT/CLEVNET department at CPL. The retreat participants unanimously endorsed a new staffing model for CLEVNET which was distributed at the meeting for discussion. Timothy Diamond will become the Chief Information Officer (CIO) for CPL and will act as a liaison between CPL and CLEVNET. The new staffing model calls for additional staff, including a database administrator, an operations coordinator, and a project manager who would explore and evaluate new ideas and lead initiatives to design, prototype and test new services.

Along with the new staffing model, the other major action step of the second retreat was for Mr. Diamond to take the message back to CPL that the Directors' Panel would like CPL to take the necessary actions to remove CLEVNET from the General Fund and create a special revenue fund for CLEVNET. Mr. Diamond was pleased to report that he did take that message back to CPL where it was well received by Chief Financial Officer Carrie Krenicky. Soon after, Ms. Krenicky prepared a resolution for consideration by CPL's Board of Library Trustees that would authorize her to submit a request to the Auditor of State for the creation of a CLEVNET Special Revenue fund. The resolution was presented at the Finance Committee meeting on October 14, 2014, and approved at the regular Board meeting on October 16,

2014. Within minutes after the adjournment of the Board meeting, Ms. Krenicky filed her request with the Auditor of State. Their response is pending.

Another outcome of the second retreat was the decision to review and revise CLEVNET's pricing (cost allocation) model in 2015 for implementation in 2016, if a better model can be created. The current pricing model is nearly 30 years old. A salary survey and job description analysis of the IT/CLEVNET positions were also recommended for action in 2015.

At the end of the second retreat, the participants asked Julianne Bedel to meet with Director Felton Thomas to discuss the outcomes from the two retreats and the actions that are needed to stabilize CLEVNET and move it forward, including the new staffing model. Mr. Diamond reported that he and Director Thomas travelled to Barberton to meet with Director Bedel on October 17, 2014. The two directors had a collegial and productive meeting. Director Thomas promised to move the retreat initiatives forward. He also promised to include CLEVNET on the agenda of the upcoming work session of the CPL Board in November for a discussion of how the CPL Board might demonstrate its commitment to the CLEVNET model of resource sharing. This is in response to a request from the Directors' Panel at their August retreat.

Another request that came from the Directors' Panel retreat in August was for greater fiscal transparency. In response, Chief Financial Officer Carrie Krenicky gave a detailed presentation at the quarterly meeting that covered the current pricing model, shared direct costs, indirect costs, hardware purchases, costs for CPL only, CLEVNET agreements, statistical measures used to allocate costs to participating libraries, and changes since the pricing model was first developed. The CLEVNET Directors gave Ms. Krenicky an enthusiastic round of applause in gratitude for her outstanding work on behalf of CLEVNET.

The next quarterly meeting of the CLEVNET Directors will be held January 23, 2015, at 9:30am at the Lake Shore Facility.

Mr. Corrigan adjourned the Regular Board Meeting to the  
Records Commission Meeting at 1:46 p.m.

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Thomas D. Corrigan  
President

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Alan Seifullah  
Secretary

## GIFT REPORT FOR OCTOBER 2014

### LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	2,451	11,878
Periodicals	9	1,422
Publishers Gifts	0	0
Non-Print Materials	82	730
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>2,542</b>	<b>14,030</b>

### MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,225	\$ 7,108
Building & Repair Fund	Restricted	0	\$ 50,000
Library Fund	Restricted	200	\$ 5,610
Young Fund	Restricted	0	\$ 36,197
Schweinfurth Fund	Restricted	0	\$ 39,641
Founders Fund	Restricted	0	\$ 13,551
Ohio Center fo the Book	Restricted	0	\$ 900
Judd Fund	Restricted	0	\$ 155,321
Lockwood Thompson Fund	Restricted	0	\$ 81,856
Learning Centers	Restricted	114,250	\$ 228,500
<b>TOTAL MONEY GIFTS</b>		<b>\$ 115,675</b>	<b>\$ 618,685</b>

### SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	19	159	2,542	14,030
Money Gifts	<u>10</u>	<u>117</u>	<u>15</u>	<u>107</u>
<b>TOTAL GIFTS</b>	<b>29</b>	<b>276</b>	<b>2,557</b>	<b>14,137</b>



# Document G701™ – 2001

## Change Order

<b>PROJECT</b> ( <i>Name and address</i> ):	<b>CHANGE ORDER NUMBER:</b> 004	<b>OWNER:</b> <input type="checkbox"/>
Cleveland Public Library Main Branch Consolidation Phase 3: Digital Hub Cleveland Public Library Main Library 325 Superior Avenue Cleveland, Ohio 44114	<b>DATE:</b> 30 October 2014	<b>ARCHITECT:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> ( <i>Name and address</i> ):	<b>ARCHITECT'S PROJECT NUMBER:</b> 13099	<b>CONTRACTOR:</b> <input type="checkbox"/>
R.L. Hill Management, Inc. 31875 Aurora Road, Solon, Ohio 44139	<b>CONTRACT DATE:</b> 30 July 2014	<b>FIELD:</b> <input type="checkbox"/>
	<b>CONTRACT FOR:</b> General Construction	<b>OTHER:</b> <input type="checkbox"/>

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
Reduce scope of power and data per RF1 010 to address actual field conditions. Changes are indicated in revised drawings E1.01 and E1.02 dated 27 August 2014 prepared by TEC, Inc. Cost is per Contractor's proposal dated 18 September 2014, copy attached, marked by BDP.

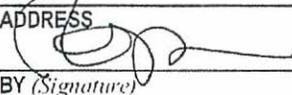
The original Contract Sum was	\$ 606,000.00
The net change by previously authorized Change Orders	\$ 13,121.90
The Contract Sum prior to this Change Order was	\$ 619,121.90
The Contract Sum will be decreased by this Change Order in the amount of	\$ 3,063.50
The new Contract Sum including this Change Order will be	\$ 616,058.40

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

The date of Substantial Completion as of the date of this Change Order therefore is 5 November 2014.

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

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

<b>Bostwick Design Partnership, Inc.</b>	<b>R.L. Hill Management, Inc.</b>	<b>Cleveland Public Library</b>
<b>ARCHITECT</b> ( <i>Firm name</i> )	<b>CONTRACTOR</b> ( <i>Firm name</i> )	<b>OWNER</b> ( <i>Firm name</i> )
2729 Prospect Avenue, Cleveland, Ohio 44115	31875 Aurora Road, Solon, Ohio 44139	325 Superior Avenue, Cleveland, Ohio 44114
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY</b> ( <i>Signature</i> )	<b>BY</b> ( <i>Signature</i> )	<b>BY</b> ( <i>Signature</i> )
Richard L. Ortmevet, AIA	Raphael Hill	Myron Scruggs
( <i>Typed name</i> )	( <i>Typed name</i> )	( <i>Typed name</i> )
10.30.14		
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>



**PROPOSAL**

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

PROJECT:	Cleveland Public Library - Digital Hub 325 Superior Ave Cleveland Ohio 44114	PROPOSAL:	#011
		DATE:	9/18/2014
		CONTRACT DATE:	7/30/2014
TO:	Board of Trustees Cleveland Public Library		

The contract is changed as follows:

REFERENCE #	COST	DESCRIPTION
26 00 10	\$ (1,695.00)	Additional cost for 4000 wiremold per Revision #2 / TEC Engineers. \$793.00. Credit for deletion of receptacles & data ports per Revision #2 / TEC Engineers. -\$2488.00. Net credit -\$1695.00
27 00 10	\$ (1,090.00)	Credit for deletion of data ports per Revision #2 / TEC Engineers. Net credit - \$1090.00
	\$ (2,785.00)	Sub Total
	\$ (278.50)	GC Fee
	\$ (3,063.50)	Total

The original Contract Sum was	\$606,000.00
Net change by previously authorized Change Orders	<del>14,358.30</del>
The Contract Sum prior to this Chage Order was	<del>\$620,358.30</del>
The Contract Sum will be increased by this Change Order in the amount of	-\$3,063.50
<b>The New Contract Sum including this Change Order will be</b>	<b><del>\$617,294.80</del></b>
Accepted By:	

\_\_\_\_\_  
R.L. HILL MANAGEMENT INC.  
Contractor  
8/1/2014  
Date

\_\_\_\_\_  
Bostwick Design Partnership  
Architect  
Date

\_\_\_\_\_  
Board of Trustees CPL  
Client  
Date



# Document G701™ – 2001

## Change Order

PROJECT (Name and address): Cleveland Public Library Main Branch Consolidation Phase 3: Digital Hub Cleveland Public Library Main Library 325 Superior Avenue Cleveland, Ohio 44114	CHANGE ORDER NUMBER: 005 DATE: 30 October 2014	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): R.L. Hill Management, Inc. 31875 Aurora Road, Solon, Ohio 44139	ARCHITECT'S PROJECT NUMBER: 13099 CONTRACT DATE: 30 July 2014 CONTRACT FOR: General Construction	

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
Revise lighting fixture power feeds and supports required to address unknown existing conditions. Changes and Cost are as described in Contractor's proposal 2 October 2014, copy attached, marked by BDP.

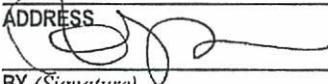
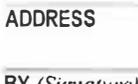
The original Contract Sum was	\$	606,000.00
The net change by previously authorized Change Orders	\$	10,058.40
The Contract Sum prior to this Change Order was	\$	616,058.40
The Contract Sum will be increased by this Change Order in the amount of	\$	6,011.50
The new Contract Sum including this Change Order will be	\$	622,069.90

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

The date of Substantial Completion as of the date of this Change Order therefore is 5 November 2014

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

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

Bostwick Design Partnership, Inc. ARCHITECT (Firm name)	R.L. Hill Management, Inc. CONTRACTOR (Firm name)	Cleveland Public Library OWNER (Firm name)
2729 Prospect Avenue, Cleveland, Ohio 44115 ADDRESS	31875 Aurora Road, Solon, Ohio 44139 ADDRESS	325 Superior Avenue, Cleveland, Ohio 44114 ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Richard L. Ortmeyer, AIA (Typed name)	Raphael Hill (Typed name)	Myron Scruggs (Typed name)
10-30-14 DATE	DATE	DATE



**PROPOSAL**

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

PROJECT: Cleveland Public Library - Digital Hub PROPOSAL: 15  
 325 Superior Ave DATE: 10/2/2014  
 Cleveland Ohio 44114 CONTRACT DATE: 7/30/2014

TO: Board of Trustees  
 Cleveland Public Library

The contract is changed as follows:

REFERENCE #	COST	DESCRIPTION
09 29 00	\$ 3,965.00	Removal of existing drywall at existing lighting power feed locations for "B" lights. Rework of existing sub framing. F&I new drywall / taping at new "B" light locations
26 27 26	\$ 1,500.00	Reworking and modifications of wiring as required for new "B" light system
	\$ 5,465.00	Sub Total
	\$ 546.50	GC Fee
	\$ 6,011.50	Total

The original Contract Sum was \$606,000.00

Net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was ~~\$606,000.00~~

The Contract Sum will be increased by this Change Order in the amount of \$6,011.50

**The New Contract Sum including this Change Order will be ~~\$612,011.50~~**

Accepted By:

R.L. HILL MANAGEMENT INC.  
 Contractor  
 8/1/2014  
 Date

Bostwick Design Partnership  
 Architect  
 Date

Board of Trustees CPL  
 Client  
 Date



# Document G701™ – 2001

## Change Order

<b>PROJECT</b> <i>(Name and address):</i> Cleveland Public Library Main Branch Consolidation Phase 3: Digital Hub Cleveland Public Library Main Library 325 Superior Avenue Cleveland, Ohio 44114	<b>CHANGE ORDER NUMBER:</b> 006 <b>DATE:</b> 30 October 2014	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> R. L. Hill Management, Inc. 31875 Aurora Road, Solon, Ohio 44139	<b>ARCHITECT'S PROJECT NUMBER:</b> 13099 <b>CONTRACT DATE:</b> 30 July 2014 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

Upgrade the Digital Media Wall System as requested by Owner. Changes and Cost are as indicated in Contractor's proposal dated 21 October 2014, copy attached, marked by BDP.

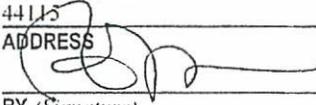
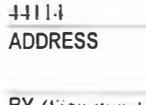
The original Contract Sum was	\$ 606,000.00
The net change by previously authorized Change Orders	\$ 16,069.90
The Contract Sum prior to this Change Order was	\$ 622,069.90
The Contract Sum will be increased by this Change Order in the amount of	\$ 10,970.96
The new Contract Sum including this Change Order will be	\$ 633,040.86

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

The date of Substantial Completion as of the date of this Change Order therefore is 5 November 2014

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

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

Bostwick Design Partnership, Inc. <b>ARCHITECT</b> <i>(Firm name)</i>	R.L. Hill Management, Inc. <b>CONTRACTOR</b> <i>(Firm name)</i>	Cleveland Public Library <b>OWNER</b> <i>(Firm name)</i>
2729 Prospect Avenue, Cleveland, Ohio 44115 <b>ADDRESS</b>	31875 Aurora Road, Solon, Ohio 44139 <b>ADDRESS</b>	325 Superior Avenue, Cleveland, Ohio 44114 <b>ADDRESS</b>
 <b>BY</b> <i>(Signature)</i>	 <b>BY</b> <i>(Signature)</i>	 <b>BY</b> <i>(Signature)</i>
Richard L. Ortmeyer, AIA <i>(Typed name)</i>	Raphael Hill <i>(Typed name)</i>	Myron Scruggs <i>(Typed name)</i>
10.30.14 <b>DATE</b>	<b>DATE</b>	<b>DATE</b>



**PROPOSAL REVISED**

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

<b>PROJECT:</b>	Cleveland Public Library - Digital Hub 325 Superior Ave Cleveland Ohio 44114	<b>PROPOSAL:</b>	AEA 015
		<b>DATE:</b>	10/21/2014
		<b>CONTRACT DATE:</b>	7/30/2014
<b>TO:</b>	Board of Trustees Cleveland Public Library		

The contract is changed as follows:

REFERENCE #	COST	DESCRIPTION
27 00 10	\$ 9,279.60	Upgrade to Fiber Optic Cables from Jump Start Video Wall Processor and 4 HD display TV units.
27 00 10	\$ 409.00	Addition of (2) CAT 6 cables to Welcome Desk
09 91 23	\$ 285.00	Upgrade cost for utilizing 18% Neutral Gray paint / Rm 302
	\$ 9,973.60	Sub Total
	\$ 997.36	GC Fee
	\$ 10,970.96	Total

The original Contract Sum was \$606,000.00

Net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was ~~\$606,000.00~~

The Contract Sum will be increased by this Change Order in the amount of \$10,970.96

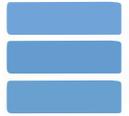
**The New Contract Sum including this Change Order will be** ~~\$616,970.96~~

Accepted By:

\_\_\_\_\_  
 R.L. HILL MANAGEMENT INC.  
 Contractor  
 8/1/2014  
 Date

\_\_\_\_\_  
 Bostwick Design Partnership  
 Architect  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Board of Trustees CPL  
 Client  
 \_\_\_\_\_  
 Date



13 November 2014

Mr. Thomas D. Corrigan  
President, Board of Trustees  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114-1271

**RE: Proposal for Design Services, Cleveland Public Library  
Main Library Consolidation Project Phase 2: Pre-Design Services**

Dear Mr. Corrigan:

This proposal outlines the process and fees proposed for Bostwick Design Partnership (BDP) to provide pre-design services for the Cleveland Public Library (CPL) Main Library Consolidation Project, Phase 2. This proposal is a redefinition of the Phase 2 work initiated in 2012 and proposed in 2013 to create a Discovery Center for Families and Children.

This Phase will now include a comprehensive Branding, Wayfinding, AV and Exhibit Master Plan, and will focus architecturally on the Main Library First Floor and Louis Stokes Wing (LSW) First Floor. We understand that LSW 2 and possibly LSW 9 may be under consideration for some space reconfiguration, however the first floors of both buildings are the primary focus

## **PROJECT UNDERSTANDING**

The Phase 2 project scope understanding outlined below is based on the following information and meetings:

- The final Main Library Consolidation recommendations presentation and report prepared by Bostwick Design Partnership, completed 14 December 2010.
- A 24 July 2014 meeting with Felton Thomas, John Skrtic, Cathy Poilpre and Karen Skunta, to introduce the topic of a campus-wide wayfinding plan.
- A 16 September 2014 meeting with you, Felton Thomas, John Skrtic, Cindy Lombardo, Tim Diamond, and Myron Scruggs to determine the possible scale of the next phase of work.
- A 17 September 2014 conversation on with Cindy Lombardo, as follow up and clarification to items discussed at the 16 September meeting.
- The 8 November 2014 board retreat presentation and discussion.
- Follow up phone call with Cindy Lombardo, Joyce Dodrill and Carrie Krenicky on 13 November 2014.

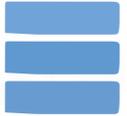
Building on the momentum of TechCentral and the Cleveland Digital Public Library projects, the next phase of development at Main will advance the destination experience for visitors, including modifications to the first floor of the Main Building and Brett Hall, and the first and second floors of the Louis Stokes Wing.

Mr. Thomas D. Corrigan

Cleveland Public Library – Main Library Consolidation Phase 2

13 November 2014

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The scope of this pre-design study will explore concepts and determine the design strategy for proposed architectural enhancements, the branding of each department and destination, comprehensive wayfinding and audio-video support throughout the site. A strategic plan will establish the specific scope of work to be implemented, define a budget and a timeline for the project.

A brief summary of the scope of architectural work to be explored follows.

A. Main Building:

1. Lower Level: modify Room 38 for either public break-out session adjacent to LSW Auditorium, or for staff use. This is not a primary focus of this phase, however this space may be under consideration as a part of the scope.
2. Main Library First Floor: modify Brett Hall to become a cultural destination, and allow this historic space to facilitate public and private events. This has been a goal of the Master Plan work, and the current discussion considers a possibility that Brett Hall may include an “International Heritage Center” that celebrates the diversity of cultures in Cleveland, supported by library resources as well as a multimedia, interactive experience. The remainder of the first floor will be plan for more efficient staff areas, to support the event space function, to relocate both AV and Popular to the wings surrounding Brett Hall. The underused space in the original catalogue room to the west of the entrance will be discussed to confirm its best future use.
3. Main Library 2<sup>nd</sup> Floor: Create a destination for the Ohio Center for the Book.

B. Louis Stokes Wing:

1. First Floor: modify both rooms that flank the entrance on Superior to be public functions, as outlined in the Master Plan. Interactive and interpretive experiences are planned for these spaces, to introduce visitors to the campus and demonstrate what the library has to offer. To achieve this, Security will be relocated to the adjacent underused circulation area, and the Friends’ store will move to the north side of the same floor plan, adjacent to an ‘indoor garden space’ – the functions and programming for which will be discussed as part of this process.
2. Second Floor: while this floor is not currently considered a priority for this phase, we understand it may play an important part in the next 18 months of planning for CPL. In addition to the fact that furniture will be removed to relocate to other spaces, leaving this floor open for ad hoc programming, it is understood that the library may consider partnering with the Cleveland Children’s Museum, providing them a temporary location on LSW 2 for a duration to be determined.
3. Sixth Floor: a combinations of moves internal to the library will co-locate resources to make this a proposed “Center for Local and Global History”.

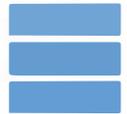
Note that the Main Building 2<sup>nd</sup> Floor and LSW 6<sup>th</sup> Floor were also discussed as destinations, and may experience moves and rearrangements, but at this point do not include any architectural scope.

**Mr. Thomas D. Corrigan**

Cleveland Public Library – Main Library Consolidation Phase 2

13 November 2014

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With the architectural goals outlined for this next phase, the Library will require a more focused brand experience. This will require a brand audit to be defined in this phase. The audit will include an examination of language used throughout the site – from voice and tone to department names, special destinations and a visual examination. It will include visual and communication presentation to be evaluated.

Expanded wayfinding project work will now include the entire CPL site and requires the following to be explored. Both exterior + interior wayfinding and signage requires pre-design activities:

A. CPL seeks an enhanced presence in the city, to make it more intuitive for visitors to find the library and better understand what experiences CPL has to offer. We need to explore a series of high-level options, both temporary and permanent to be considered for the exterior for the CPL block which will be conceptually explored in the design phase

B. CPL Destinations

A stated ambition for 10 unique experiences within CPL requires a hierarchy of naming with key messages attached to be agreed upon prior to the design phase. Navigation through the site, as well as communication to the visitor, will require definition of the 10 experiences, both present and future.

C. CPL Departments and Services

Examining departmental names and services provided by CPL will lead to a concise language to be used in wayfinding.

With both Main and LSW first floors being redesigned, it is time to assess requirements for a comprehensive Audio Video systematic approach to the CPL site. This pre-design phase will outline a recommended approach to engineering and design for all the anticipated A/V needs from interactive multimedia to conference room support and educational requirements.

As the specific extents and budget of this phase are currently not fully defined, a scope definition phase will be required to establish the final scope of design to be implemented in this phase. This will be an opportunity to engage your organization through a series of targeted work sessions.

This proposal outlines the design services and fees required to establish the scope, schedule and budget of the next phase for architectural, branding and wayfinding work. The scope of services and associated fees for Schematic Design, Design Development, Construction Documents, Bidding and Construction phases will be forwarded separately, once defined as part of this Pre-design phase.

## **SERVICES to ESTABLISH THE SCOPE OF WORK for PHASE 2**

### **1. Project Initiation and Programming:**

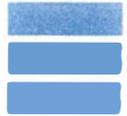
The project will begin with a meeting to coordinate the scope and establish the parameters of the project with CPL key stakeholders. This meeting will include a comprehensive overview of the possible scope and will outline in detail the methodology and proposed schedule to achieve a scope definition. This meeting will document the proposed service model for the space, establish programmatic targets, and confirm staff occupancies for support spaces.

**Mr. Thomas D. Corrigan**

Cleveland Public Library – Main Library Consolidation Phase 2

13 November 2014

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We will discuss physical and perceptual goals for the spaces involved, and collect information about all destination experiences and departments. We understand a CPL Board of Trustees retreat is being planned for late October or early November, and we are prepared to use this working session to facilitate the kick-off meeting.

For the spaces involved, we will generate a tabular Program of Requirements (POR) to document and confirm the space needs that support the programmatic goals of the project.

## **2. Conceptual Planning Options**

The design team will prepare conceptual planning options that accommodate the proposed needs. This will be a combination of graphic and narrative documentation to allow CPL to clearly confirm a preferred scope of work. We will prepare up to three options for review and approval to establish a preferred direction and scope.

While the plans will remain conceptual in nature, we will document the proposed improvements in enough detail to establish a budget.

## **3. Infrastructure Analysis and Existing Conditions Documentation**

Once a preferred plan and scope has been identified, the design team will analyze how the proposed improvements can be accommodated with the existing building infrastructure. The analysis will include Architectural, HVAC, Plumbing, Electrical, Technology, and Lighting.

We will create a 3D digital model of the existing conditions in Revit to aid in the production of our work but also in order to inform and test the design solutions as they are developed. This will require existing document coordination, and confirmation of any changes through field measurements and verification.

## **4. Branding, Wayfinding, Audio Video and Exhibitory Master Plan**

Karen Skunta & Company in collaboration with the design team will lead a process to establish the framework of the following to be approved by CPL prior to embarking on the design phase of each discipline:

- Outline a brand audit with steps to strengthen CPL's identity in both internal and external communications and all environmental applications.
- Establish a comprehensive approach to nomenclature for the 10 destinations and department names in order to design exterior and interior wayfinding in the next phase.
- Plan the exterior and interior wayfinding for visitors to understand and find the branded destinations and departments, and identify the A/V requirements to provide the multimedia experiences within the campus that enhance the visitor experience and showcase the library services at targeted destinations; and
- Provide the necessary conference and collaboration room(s) support

**Mr. Thomas D. Corrigan**

Cleveland Public Library – Main Library Consolidation Phase 2

13 November 2014

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- Define the potential exhibit(s) that support the proposed destination experiences, and outline content development required for the exhibits. The scope of this Exhibitry Master Plan will include estimated costs and schedule independent of the wayfinding, AV or architectural scopes.

The comprehensive Branding, Wayfinding, A/V and Exhibitry Master Plan will remain at a conceptual level, and will establish the framework within which the future design work will be undertaken. The proposed projects to be initiated in the near term (Brett Hall, LSW First Floor, LSW Second Floor) will be developed in more detail for review in concert with the planning work specific to these areas.

#### **5. Opinion of Probable Cost and Final Presentation**

The December 2010 Main Library Consolidation Plan established a conceptual budget range of: \$3,878,000 to \$4,270,000 for the First Floor Main Building; \$3,403,000 - \$3,740,000 for the First Floor Louis Stokes Wing; and \$1,630 - \$1,792,000 for the Second Floor Louis Stokes Wing. The Master Plan acknowledged a comprehensive wayfinding and branding project was required, but no budget was established at that time.

The Master Plan budgets were aligned with the scope known at that time, and will be validated and updated based on the work in these areas. The budget for this work will also include areas not specifically estimated in 2010. The estimating process will include a discussion with CPL about philanthropic contributions to CPL for targeted areas of the project. The design team's work in future phases will anticipate graphics, and presentations to facilitate discussions with potential funding partners.

BDP in cooperation with Karen Skunta & Company and Tec, Inc. will prepare a conceptual Opinion of Probable Cost, to allow CPL to confirm required funding and prioritize potential options within the scope of work if required. The estimate will be prepared in tabular form, and will be as detailed as the level of definition is capable of allowing at this stage. We will assist in establishing appropriate contingencies to the proposed budget.

BDP will collate the information created above into a final document, as well as a formal presentation for Board of trustee approval. This presentation will also establish a timeline around which the library can plan for implementation of this important addition to CPL. This presentation and approval will then establish the approved scope of work moving forward into future phases of design and implementation.

#### **DESIGN TEAM**

**Bostwick Design Partnership:** Architecture

Robert Bostwick AIA, President and Director of Design

Rick Ortmeyer AIA, LEED AP, Principal

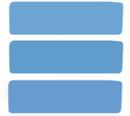
Bryan Wahl AIA, Senior Associate and Project Manager

**Mr. Thomas D. Corrigan**

Cleveland Public Library – Main Library Consolidation Phase 2

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Bob Weygandt AIA, Senior Associate and Cost Estimating

**Karen Skunta & Company:** Multimedia, Wayfinding and Signage

Karen Skunta, President & Creative Director

**Tec, Inc.:** MEPT Engineering and Lighting Design

Tim Pool, Principal

## COMPENSATION

We propose compensation based on the project understanding, scope of services, and deliverables described above. We will invoice according to the following components of project scope:

<b>1. Project Initiation and Programming</b>	<b>\$ 7,600.00</b>
<b>2. Conceptual Planning Options</b>	<b>\$ 19,050.00</b>
<b>3. Infrastructure Analysis and Existing Conditions Documentation</b>	<b>\$ 11,900.00</b>
<b>4. Branding, Wayfinding, Audio Video and Exhibitory Master Plan</b>	
<b>4a. Branding Scope Definition</b>	<b>\$ 5,900.00</b>
<b>4b. Wayfinding Scope Definition</b>	<b>\$ 7,900.00</b>
<b>4c. Audio Video Scope Definition</b>	<b>\$ 5,400.00</b>
<b>4d. Exhbitry Scope Definition</b>	<b>\$ 4,400.00</b>
<b><u>5. Opinion of Probable Cost and Final Presentation</u></b>	<b><u>\$ 9,800.00</u></b>
<b>Total Design Fees</b>	<b>\$ 71,950.00</b>
<b><u>Estimated Reimbursable Expenses (defined below)</u></b>	<b><u>\$ 2,500.00</u></b>
<b>Total Fees</b>	<b>\$ 74,450.00</b>

## ADDITIONAL SERVICES

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

- Any space program and/or study options that are other than those identified in this proposal
- Additional design work not included under the scope described herein, or redesign work required as a result of changes or subsequent information provided out of sequence by the Owner during the course of the study or after completion of the study
- Any outside consultant not specifically listed on the Design Team

## REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to our Basic Service fees and include out-of-pocket costs incurred on your behalf while performing this work. Expenses will be invoiced to you at a rate of 1.1 times our direct cost. Items that are considered as reimbursable expenses are as follows:

**Mr. Thomas D. Corrigan**

Cleveland Public Library – Main Library Consolidation Phase 2

13 November 2014

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- Plotting, printing and other reproduction of sketches and drawings and other material required for the development of the design and exchange of information
- Required mail delivery and courier services associated with the design and documentation.
- Materials required for the production and development of working models proposed and required for the description and presentation of developing design options.
- Large output copies for signage prototyping, CDs, delivery and stock photos
- Parking expenses

Any items not outlined above will require prior approval of the Owner to be considered and invoiced as a reimbursable expense.

#### **SCHEDULE**

For the Pre-Design Services outlined herein, we propose the start of these services as our preparation and inclusion in the Board of Trustees retreat on November 8 2014, with formal approval at the November 20 board of trustees meeting. Approval of final scope and budget is currently targeted for presentation and discussion the February board of trustees meeting. We will work with you to our mutual satisfaction towards an agreeable schedule for Pre-Design in the short term, and ultimately for Design, bidding and completion.

#### **CONCLUSION**

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

Sincerely,

**BOSTWICK DESIGN PARTNERSHIP**

Richard Ortmeyer AIA, LEED A.P.  
Principal

**AGREED and ACCEPTED**

\_\_\_\_\_  
Thomas D. Corrigan  
President, Board of Trustees  
Cleveland Public Library

Date

cc: Felton Thomas, CPL  
Cindy Lombardo, CPL  
Pam Neckar, BDP  
file

Attachments: Hourly Rate Schedule

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD OCTOBER 1 – OCTOBER 31, 2014

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending October 31, 2014**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	25,132,256.80	0.00	0.00	0.00	\$ 0.00	25,132,256.80
42 Intergovernmental	18,888,365.55	1,531,627.72	189,751.00	0.00	\$ 0.00	20,609,744.27
43 Fines & Fees	336,535.94	0.00	0.00	0.00	\$ 0.00	336,535.94
44 Investment Earnings	234,651.84	18,162.94	0.00	16,573.11	\$ 0.00	269,387.89
45 Charges for Services	2,861,114.96	0.00	0.00	0.00	\$ 0.00	2,861,114.96
46 Contributions & Donations	7,108.33	561,576.45	50,000.00	0.00	\$ 0.00	618,684.78
48 Miscellaneous Revenue	726,281.08	0.00	0.00	0.00	\$ 1,025.01	727,306.09
<b>Total Revenues</b>	<b>\$ 48,186,314.50</b>	<b>\$ 2,111,367.11</b>	<b>\$ 239,751.00</b>	<b>\$ 16,573.11</b>	<b>\$ 1,025.01</b>	<b>\$ 50,555,030.73</b>
51 Salaries/Benefits	28,773,765.16	1,099,207.26	0.00	0.00	\$ 0.00	29,872,972.42
52 Supplies	773,294.29	34,111.20	0.00	1,599.50	\$ 0.00	809,004.99
53 Purchased/Contracted Services	7,680,017.29	864,121.91	0.00	14,535.28	\$ 0.00	8,558,674.48
54 Library Materials	6,228,487.92	90,139.66	0.00	25,431.12	\$ 0.00	6,344,058.70
55 Capital Outlay	267,452.81	53,566.23	2,704,153.61	0.00	\$ 0.00	3,025,172.65
57 Miscellaneous Expenses	96,475.27	30,899.30	0.00	0.00	\$ 410.75	127,785.32
<b>Total Expenditures</b>	<b>\$ 43,819,492.74</b>	<b>\$ 2,172,045.56</b>	<b>\$ 2,704,153.61</b>	<b>\$ 41,565.90</b>	<b>\$ 410.75</b>	<b>\$ 48,737,668.56</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 4,366,821.76</b>	<b>\$(60,678.45)</b>	<b>\$(2,464,402.61)</b>	<b>\$(24,992.79)</b>	<b>\$ 614.26</b>	<b>\$ 1,817,362.17</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(24,500.00)	24,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(3,500,000.00)	0.00	3,500,000.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(3,524,500.00)</b>	<b>\$ 24,500.00</b>	<b>\$ 3,500,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 842,321.76</b>	<b>\$(36,178.45)</b>	<b>\$ 1,035,597.39</b>	<b>\$(24,992.79)</b>	<b>\$ 614.26</b>	<b>\$ 1,817,362.17</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 32,152,902.16</b>	<b>\$ 12,967,410.73</b>	<b>\$ 13,919,431.93</b>	<b>\$ 3,140,010.68</b>	<b>\$ 10,449.41</b>	<b>\$ 62,190,204.91</b>
<b>Current Cash Balance</b>	<b>\$ 32,995,223.92</b>	<b>\$ 12,931,232.28</b>	<b>\$ 14,955,029.32</b>	<b>\$ 3,115,017.89</b>	<b>\$ 11,063.67</b>	<b>\$ 64,007,567.08</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the period Ending October 31, 2014**

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	19,744,566	16,522,374	3,222,192	84%	84%
General Property Tax	24,140,419	25,132,257	(991,838)	104%	114%
Rollback, Homestead, CAT	4,188,380	2,365,991	1,822,389	56%	40%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	370,000	336,536	33,464	91%	109%
Investment Earnings	157,213	234,652	(77,439)	149%	77%
Services to Others-Clevnet	3,366,741	2,861,115	505,626	85%	83%
Contributions	5,000	7,108	(2,108)	142%	100%
Miscellaneous	544,352	726,281	(181,929)	133%	115%
Return of Advances Out	0	0	0	0%	0%
<b>Total</b>	<b>\$ 52,516,671</b>	<b>\$ 48,186,315</b>	<b>\$ 4,330,356</b>	<b>92%</b>	<b>94%</b>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,251,588	28,869,604	7,381,984	80%	84%
Supplies	1,299,174	881,581	417,593	68%	79%
Purchased Services	11,476,987	10,029,329	1,447,658	87%	87%
Library Materials	11,483,839	9,338,128	2,145,711	81%	83%
Capital Outlay	656,073	322,122	333,951	49%	45%
Other	113,796	110,934	2,863	97%	84%
<b>Sub Total</b>	<b>\$ 61,281,458</b>	<b>\$ 49,551,698</b>	<b>\$ 11,729,760</b>	<b>81%</b>	<b>84%</b>
Advances Out	0	24,500	(24,500)	0%	100%
Transfers Out	3,500,000	3,500,000	0	100%	0%
<b>Total</b>	<b>\$ 64,781,458</b>	<b>\$ 53,076,198</b>	<b>\$ 11,705,260</b>	<b>82%</b>	<b>84%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated September 9, 2014.

Note (2): Subtotal Amended Appropriation of \$54,307,395 plus carried forward encumbrance of \$6,974,063.

Note (3): Subtotal includes 72% expended and 9% encumbered.

**Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending October 31, 2014**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	10,515,639.73	10,902,927.43	8,411,506.87	0.00	2,491,420.56
51120	Clerical Salaries	9,690,669.34	10,065,142.68	8,056,058.81	0.00	2,009,083.87
51130	Non-Clerical Salaries	1,233,085.46	1,283,755.00	1,080,015.96	0.00	203,739.04
51140	Buildings Salaries	3,601,946.88	3,733,044.19	2,908,330.31	0.00	824,713.88
51150	Other Salaries	998,698.74	1,037,559.35	829,780.85	0.00	207,778.50
51180	Severance Pay	0.00	32,971.85	128,767.03	0.00	(95,795.18)
51190	Non-Base Pay	0.00	10,353.56	243,607.02	0.00	(233,253.46)
51400	OPERS	3,577,218.98	3,716,837.20	3,028,206.13	0.00	688,631.07
51610	Health Insurance	4,067,844.96	4,234,319.35	3,370,044.40	0.00	864,274.95
51611	Dental Insurance	210,956.08	228,224.10	168,589.20	0.00	59,634.90
51612	Vision Insurance	16,017.41	16,017.41	12,657.19	0.00	3,360.22
51620	Life Insurance	13,651.20	14,781.00	11,236.20	0.00	3,544.80
51630	Workers Compensation	263,314.07	569,325.04	227,659.66	70,440.03	271,225.35
51640	Unemployment Compensation	40,000.00	59,582.55	15,456.92	24,125.63	20,000.00
51650	Medicare - ER	319,190.15	331,665.96	273,476.34	0.00	58,189.62
51900	Other Benefits	15,000.00	15,081.50	8,372.27	1,273.30	5,435.93
	<b>Salaries/Benefits</b>	<b>\$34,563,233.00</b>	<b>\$ 36,251,588.17</b>	<b>\$ 28,773,765.16</b>	<b>\$ 95,838.96</b>	<b>\$ 7,381,984.05</b>
52110	Office Supplies	42,040.00	43,369.67	32,280.72	2,077.23	9,011.72
52120	Stationery	56,800.00	61,300.18	41,894.72	1,744.39	17,661.07
52130	Duplication Supplies	25,100.00	29,479.08	26,280.30	3,999.96	(801.18)
52140	Hand Tools	600.00	600.00	398.39	0.00	201.61
52150	Book Repair Supplies	64,200.00	111,787.58	94,324.70	3,369.07	14,093.81
52210	Janitorial Supplies	100,972.00	112,673.38	95,390.78	8,343.55	8,939.05
52220	Electrical Supplies	67,000.00	79,180.35	69,165.81	4,457.43	5,557.11

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending October 31, 2014**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
52230	Maintenance Supplies	254,835.00	344,101.20	176,227.63	29,918.84	137,954.73
52240	Uniforms	27,100.00	27,590.85	2,974.13	990.85	23,625.87
52300	Motor Vehicle Supplies	87,820.00	109,437.91	64,991.72	29,592.39	14,853.80
52900	Other Supplies	319,500.00	379,653.87	169,365.39	23,792.60	186,495.88
	<b>Supplies</b>	<b>\$1,045,967.00</b>	<b>\$ 1,299,174.07</b>	<b>\$ 773,294.29</b>	<b>\$ 108,286.31</b>	<b>\$ 417,593.47</b>
53100	Travel/Meetings	125,000.00	93,502.95	69,333.50	23,954.95	214.50
53210	Telecommunications	496,187.04	579,358.60	375,004.43	139,435.35	64,918.82
53230	Postage/Freight	104,100.00	113,189.32	85,899.30	18,380.50	8,909.52
53240	PR/Other Communications	148,300.00	199,957.16	144,472.41	35,087.60	20,397.15
53310	Building Repairs	568,400.00	559,599.50	206,641.79	111,990.59	240,967.12
53320	Machine Repairs	45,219.00	44,187.00	16,146.17	4,243.44	23,797.39
53340	Building Maintenance	190,000.00	248,603.76	176,123.94	63,552.06	8,927.76
53350	Machine Maintenance	296,650.00	396,895.97	174,799.06	85,484.45	136,612.46
53360	Computer Maintenance	1,025,383.31	1,090,399.37	884,976.52	57,113.54	148,309.31
53370	Motor Vehicle Repairs	35,000.00	44,759.93	24,183.37	4,127.04	16,449.52
53380	Contract Security	1,040,000.00	975,794.97	790,558.55	181,463.75	3,772.67
53390	Landscaping	30,000.00	30,225.75	25,242.00	775.75	4,208.00
53400	Insurance	415,817.00	473,067.00	329,425.25	127,742.75	15,899.00
53510	Rent/Leases	113,200.00	120,529.36	94,728.43	20,800.93	5,000.00
53520	Equipment Rental	60,430.76	78,420.66	45,332.60	15,177.12	17,910.94
53610	Electricity	1,757,100.17	2,034,127.37	1,587,004.12	184,386.62	262,736.63
53620	Gas	171,380.00	231,955.03	159,498.11	48,735.97	23,720.95
53630	Chilled Water	896,000.06	971,381.10	756,411.56	197,242.04	17,727.50
53640	Water/Sewer	91,828.62	107,305.54	59,604.89	37,909.64	9,791.01

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending October 31, 2014

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710	Professional Services	1,274,340.40	1,844,463.69	811,067.60	776,771.00	256,625.09
53720	Auditors Fees	819,671.64	750,716.64	649,869.24	5,829.00	95,018.40
53730	Bank Service Charges	26,800.00	26,800.00	19,726.69	0.00	7,073.31
53800	Library Material Control	265,000.00	429,249.47	165,384.88	208,233.06	55,631.53
53900	Other Purchased Services	10,000.00	32,496.75	28,582.88	874.50	3,039.37
	<b>Purchased/Contracted Services</b>	<b>\$10,005,808.00</b>	<b>\$ 11,476,986.89</b>	<b>\$ 7,680,017.29</b>	<b>\$ 2,349,311.65</b>	<b>\$ 1,447,657.95</b>
54110	Books	2,335,500.00	2,954,497.68	1,876,688.55	578,071.58	499,737.55
54120	Continuations	432,000.00	931,929.52	340,272.27	251,865.39	339,791.86
54210	Periodicals	815,000.00	1,649,523.05	720,867.22	701,875.39	226,780.44
54220	Microforms	123,000.00	195,750.18	38,237.10	63,429.88	94,083.20
54310	Video Media	1,354,237.00	1,501,654.88	1,009,673.52	283,031.17	208,950.19
54320	Audio Media - Spoken	156,000.00	175,760.32	111,814.15	35,522.39	28,423.78
54325	Audio Media - Music	393,000.00	502,331.64	285,501.32	167,973.74	48,856.58
54350	Computer Media	0.00	739.00	14.00	0.00	725.00
54500	Database Services	1,178,607.00	1,568,353.74	946,273.45	163,156.94	458,923.35
54530	eMedia	1,045,858.00	1,670,355.00	796,437.91	820,606.94	53,310.15
54600	Interlibrary Loan	0.00	1,905.00	2,344.00	761.00	(1,200.00)
54710	Bookbinding	25,000.00	52,739.47	12,047.84	15,691.63	25,000.00
54720	Preservation Services	57,000.00	87,893.55	32,666.33	3,905.14	51,322.08
54730	Preservation Boxing	8,000.00	9,001.32	853.15	160.27	7,987.90
54790	Preservation Reformatting	130,000.00	181,404.82	54,797.11	23,588.71	103,019.00
	<b>Library Materials</b>	<b>\$8,053,202.00</b>	<b>\$ 11,483,839.17</b>	<b>\$ 6,228,487.92</b>	<b>\$ 3,109,640.17</b>	<b>\$ 2,145,711.08</b>
55510	Furniture	158,277.00	212,123.63	66,391.27	42,715.92	103,016.44
55520	Equipment	161,903.00	258,532.11	113,200.03	11,822.74	133,509.34

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending October 31, 2014

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	68,000.00	100,532.38	26,577.26	0.00	73,955.12
55540 Software	29,000.00	26,047.33	2,446.25	130.95	23,470.13
55700 Motor Vehicles	0.00	58,838.00	58,838.00	0.00	0.00
<b>Capital Outlay</b>	<b>\$417,180.00</b>	<b>\$ 656,073.45</b>	<b>\$ 267,452.81</b>	<b>\$ 54,669.61</b>	<b>\$ 333,951.03</b>
57100 Memberships	70,584.00	72,824.00	67,957.62	2,766.38	2,100.00
57200 Taxes	10,956.00	11,990.74	10,545.21	1,368.84	76.69
57500 Refunds/Reimbursements	19,125.00	28,981.39	17,972.44	10,323.08	685.87
<b>Miscellaneous Expenses</b>	<b>\$100,665.00</b>	<b>\$ 113,796.13</b>	<b>\$ 96,475.27</b>	<b>\$ 14,458.30</b>	<b>\$ 2,862.56</b>
59810 Advances Out	0.00	0.00	24,500.00	0.00	(24,500.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 24,500.00</b>	<b>\$ 0.00</b>	<b>\$(24,500.00)</b>
59900 Transfers Out	0.00	3,500,000.00	3,500,000.00	0.00	0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 3,500,000.00</b>	<b>\$ 3,500,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$54,186,055.00</b>	<b>\$ 64,781,457.88</b>	<b>\$ 47,343,992.74</b>	<b>\$ 5,732,205.00</b>	<b>\$ 11,705,260.14</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending October 31, 2014**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	32,152,902.16	48,186,314.50	47,343,992.74	5,732,205.00	27,263,018.92
<b>Total General Fund</b>	<b>\$ 32,152,902.16</b>	<b>\$ 48,186,314.50</b>	<b>\$ 47,343,992.74</b>	<b>\$ 5,732,205.00</b>	<b>\$ 27,263,018.92</b>
201 Anderson	237,574.00	0.00	0.00	0.00	237,574.00
202 Endowment for the Blind	1,870,632.05	0.00	0.00	0.00	1,870,632.05
203 Founders	5,097,795.20	70,891.67	151,052.99	18,407.75	4,999,226.13
204 Kaiser	50,517.36	0.00	0.00	0.00	50,517.36
205 Kralej	169,521.71	0.00	0.00	0.00	169,521.71
206 Library	181,123.56	(3,166.17)	13,101.23	2,589.42	162,266.74
207 Pepke	109,016.85	(498.12)	0.00	0.00	108,518.73
208 Wickwire	1,208,349.14	7,903.95	12,387.81	762.00	1,203,103.28
209 Wittke	74,421.21	0.00	0.00	0.00	74,421.21
210 Young	3,478,300.48	(1,610.02)	13,362.81	1,400.11	3,461,927.54
225 Friends	1,720.09	24,500.00	7,709.73	492.20	18,018.16
226 Judd	5,939.74	155,321.00	106,104.42	12,326.17	42,830.15
228 Lockwood Thompson Memorial	232,237.47	81,856.08	148,685.63	152,972.73	12,435.19
229 Ohio Center for the Book	75.00	900.00	975.00	0.00	0.00
230 Schweinfurth	65,651.08	39,641.00	51,251.79	0.00	54,040.29
251 OLBPD-Library for the Blind	71,143.04	1,256,828.00	1,262,075.05	10,913.85	54,982.14
252 LSTA-Know It Now	59,552.75	187,699.72	212,943.39	3,131.30	31,177.78
254 MyCom	53,840.00	87,100.00	72,240.00	0.00	68,700.00
256 Learning Centers	0.00	228,500.00	120,155.71	22,188.51	86,155.78
<b>Total Special Revenue Funds</b>	<b>\$ 12,967,410.73</b>	<b>\$ 2,135,867.11</b>	<b>\$ 2,172,045.56</b>	<b>\$ 225,184.04</b>	<b>\$ 12,706,048.24</b>
401 Building & Repair	13,919,431.93	3,739,751.00	2,704,153.61	886,892.22	14,068,137.10
<b>Total Capital Project Funds</b>	<b>\$ 13,919,431.93</b>	<b>\$ 3,739,751.00</b>	<b>\$ 2,704,153.61</b>	<b>\$ 886,892.22</b>	<b>\$ 14,068,137.10</b>
501 Abel	201,652.08	0.00	0.00	0.00	201,652.08

Cleveland Public Library  
Revenue, Expenditures and Changes in Fund Balances  
For the Period Ending October 31, 2014

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
502 Ambler	1,922.16	0.00	0.00	0.00	1,922.16
503 Beard	120,547.30	1,490.16	1,895.00	2,314.00	117,828.46
504 Klein	4,551.71	0.00	0.00	0.00	4,551.71
505 Malon/Schroeder	251,977.23	(37.74)	1,175.00	0.00	250,764.49
506 McDonald	157,679.29	1,701.47	0.00	0.00	159,380.76
507 Ratner	77,265.33	(265.82)	0.00	0.00	76,999.51
508 Root	33,189.92	0.00	0.00	0.00	33,189.92
509 Sugarman	185,194.09	1,143.16	13,064.78	0.00	173,272.47
510 Thompson	140,936.71	0.00	0.00	0.00	140,936.71
511 Weidenthal	5,651.24	0.00	0.00	0.00	5,651.24
512 White	1,884,678.86	12,541.88	25,431.12	1,579.94	1,870,209.68
513 Beard Anna Young	74,764.76	0.00	0.00	0.00	74,764.76
<b>Total Permanent Funds</b>	<b>\$ 3,140,010.68</b>	<b>\$ 16,573.11</b>	<b>\$ 41,565.90</b>	<b>\$ 3,893.94</b>	<b>\$ 3,111,123.95</b>
901 Unclaimed Funds	10,449.41	1,025.01	410.75	0.00	11,063.67
<b>Others</b>	<b>\$ 10,449.41</b>	<b>\$ 1,025.01</b>	<b>\$ 410.75</b>	<b>\$ 0.00</b>	<b>\$ 11,063.67</b>
<b>Total All Funds</b>	<b>\$ 62,190,204.91</b>	<b>\$ 54,079,530.73</b>	<b>\$ 52,262,168.56</b>	<b>\$ 6,848,175.20</b>	<b>\$ 57,159,391.88</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending October 31, 2014

<b>Balance of All Funds</b>	<b>\$ 64,007,567.08</b>
Chase - Checking	6,470.76
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	755,788.11
KeyBank - Merchant Acct	58,189.53
Fifth Third - Checking	349,004.53
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b>\$ 1,174,678.45</b>
PNC - Money Market	10,040.09
PNC - Investments	34,903,544.52
PNC - Investments Money Market	25,358.61
STAR Ohio Investment	29,924.01
STAR Plus Program	12,794,844.31
<b>Investments</b>	<b>\$ 47,763,711.54</b>
PNC- Endowment Account	15,069,177.09
<b>Endowment Account</b>	<b>\$ 15,069,177.09</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 64,007,567.08</b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – October 2014

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period October 1, 2014 through October 31, 2014.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
10/01/14 - 10/31/14	31	Various	STAR Ohio	Various	1.22	Investment Pool
10/01/14 - 10/31/14	31	Various	STAR Plus	Various	2,429.40	Bank Deposit Program
10/01/14 - 10/31/14	31	Various	PNC	Various	0.53	Sweep Money Market
10/01/14 - 10/31/14	31	Various	PNC	Various	0.43	Money Market
04/29/14 - 10/29/14	184	1,000,000	Federal Home Loan Mortgage Corp.	0.500%	2,500.00	Federal Agency
05/27/14 - 10/08/14	135	1,000,000	Federal Home Loan Mortgage Corp.	0.375%	1,464.58	Federal Agency
04/20/14 - 10/20/14	184	1,000,000	Federal National Mortgage Assn.	0.750%	3,750.00	Federal Agency
04/29/14 - 10/28/14	183	1,000,000	Federal Home Loan Bank	1.000%	4,972.22	Federal Agency
10/28/14 - 10/30/14	3	500,000	Federal National Mortgage Assn.	1.150%	31.94	Federal Agency
10/28/14 - 10/30/14	3	500,000	Federal Home Loan Mortgage Corp.	1.050%	29.17	Federal Agency
					Earned Interest October 2014	\$ 15,179.49
					Earned Interest Year To Date	\$ 234,651.84

## CLEVELAND PUBLIC LIBRARY

REPORT C

## Finance Committee

November 18, 2014

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR OCTOBER 2014

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
Ohio Library Council 2014 Convention and Expo Columbus, Ohio	10/8/14 - 10/10/14	Don Boozer	694.68
Ohio Educational Library Media Association 2014 Annual Conference Columbus, Ohio	10/23/14 - 10/25/14	Don Boozer	474.13
David DeLucia Chess Collection Visit to DeLucia's Chess Collection Darren, Connecticut	9/22/14 - 9/23/14	Kelly Brown	369.95
Books by the Banks Cincinnati USA Book Festival Cincinnati, Ohio	10/10/14 - 10/11/14	Steven Capuozzo	589.98
Jackson Lewis, P.C. 2014 Akron Employment Law Conference Akron, Ohio	11/5/14	Madeline Corchado	35.00
Library Society of China 2014 China Library Annual Conference Beijing, China	10/10/14 - 10/11/14	Thomas Corrigan	1,696.90
Ohio Library Council 2014 Convention and Expo Columbus, Ohio	10/8/14 - 10/10/14	Amy Dawson	750.08
Ohio Library Council 2014 Convention and Expo Columbus, Ohio	10/8/14 - 10/10/14	Jaime Declet	712.20
Ohio Library Council 2014 Convention and Expo Columbus, Ohio	10/8/14 - 10/10/14	Anastasia Diamond-Ortiz	228.97
National Children's Book and Literary Alliance In Search of Wonder: Common Core and More Perry, Ohio	10/17/14	Maria Estrella	25.00
Ohio Library Council 2014 Convention and Expo Columbus, Ohio	10/9/14	Chatham Ewing	282.40

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
David DeLucia Chess Collection Visit to DeLucia's Chess Collection Darren, Connecticut	9/22/14 - 9/23/14	Pameia Eyerdam	618.91
American Library Association RDA for Music: Classical Audio Recordings Webinar Cleveland, Ohio	10/2/14	Dawn Grattino	162.00
National Children's Book and Literary Alliance In Search of Wonder: Common Core and More Perry, Ohio	10/17/14	Amiya Hutson	57.42
The Diversity Center of Northeast Ohio LeadDiversity Class of 2015 Cleveland, Ohio	10/22/14 - 5/20/15	Cynthia Lombardo	1,800.00
Jackson Lewis, P.C. 2014 Akron Employment Law Conference Akron, Ohio	11/5/14	Cynthia Lombardo	35.00
Ohio Library Council 2014 Convention and Expo Columbus, Ohio	10/8/14 - 10/10/14	Patricia Lowrey	729.20
American Payroll Association Ohio Conference for Payroll Professionals Columbus, Ohio	10/16/14 - 10/17/14	Ronelle Miller-Hood	317.64
Ohio Library Council 2014 Convention and Expo and Immersion Workshop Columbus, Ohio	10/7/14 - 10/8/14	Michael Monaco	511.08
National Children's Book and Literary Alliance In Search of Wonder: Common Core and More Perry, Ohio	10/17/14	Pasha Moncrief	25.00
Ohio Library Council Helping Libraries Navigate Online Government Resources Columbus, Ohio	10/7/14	Susan Mullee	390.51
Sirsi Dynix COSUGI Consortia Lehi, Utah	9/18/14 - 9/19/14	Hilary Prisbylla	1,020.03
Siemens Accelerated APOGEE/Master Operator Program Buffalo Grove, Illinois	9/15/14 - 9/26/14	Oliver Reyes	5,870.82
National Children's Book and Literary Alliance In Search of Wonder: Common Core and More Perry, Ohio	10/17/14	Lori Scurka	25.00
Waukesha County Federated Library System Lead the Revolution: Leading Change by Changing Leaders Waukesha, Wisconsin	10/6/14 - 10/9/14	Felton Thomas	1,027.55

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council 2014 Convention and Expo Columbus, Ohio	10/8/14 - 10/10/14	Helena Travka	590.60
National Children's Book and Literary Alliance In Search of Wonder: Common Core and More Perry, Ohio	10/17/14	Natasha Wells	25.00
<b>TOTAL</b>			<b>\$19,065.05</b>

## SUMMARY

FUND	OCTOBER	YEAR TO DATE
General	\$12,025.42	\$69,333.50
Lockwood Thompson	5,870.82	22,800.91
OLBPD - Library for the Blind	0.00	3,201.93
LSTA - Know it Know	1,168.81	4,849.50
<b>TOTAL</b>	<b>\$19,065.05</b>	<b>\$100,185.84</b>

**Report on Cleveland Foundation Grant  
For Library Learning Centers  
October 2014**

	<b>Budget</b>	<b>YTD Expended</b>	<b>MTD Expended</b>	<b>Encumbrances</b>	<b>Detail/Progress</b>
<b>Purchased/Contracted Services</b>					
<b>Cleveland State University</b> America Reads after-school tutoring and homework help at 13 branches for students in grades K-8.	\$ 130,000.00	\$ 68,483.25	\$ -		CSU has been paid for services from April - December. Fall tutoring will resume in September.
<b>College Now</b> College Now and CPL will develop a career readiness and exposure program from students grades 9-12.	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	Scheduled to start October 1, 2014; will run through May 14, 2015.
<b>Music School Settlement</b> Providing Read to the Beat pre-school literacy program that will take place over 10 weeks at four branches in both fall 2014 and spring 2015.	\$ 12,200.00	\$ 8,160.00		\$ 3,600.00	Balance through Fall remains encumbered.
<b>Workshop for CPL Staff to improve knowledge and skills to be able to help children at all grade and reading levels.</b>	\$ 15,000.00	\$ 5,000.00		\$ 5,750.00	Phyllis C. Hunter Consulting Workshops scheduled for November 6 and 7
<b>Total Purchased/Contracted Services</b>	<b>\$ 177,200.00</b>	<b>\$ 91,643.25</b>	<b>\$ 10,000.00</b>	<b>\$ 19,350.00</b>	
<b>Supplies</b>					
<b>Books and music instruments</b> All supplies needed for tutoring, college prep and pre-school programs.	\$ 5,400.00			\$ 1,076.61	Scholastic Classroom and Community Books for Professional Development for workshop titled "It's Not Complicated".
<b>Instruction support</b> Hand-held dry erase boards, flashcards, etc.	\$ 2,000.00	\$ 128.10	\$ 128.10	\$ -	Monoprice, Inc. (Cables)
<b>Total Supplies</b>	<b>\$ 7,400.00</b>	<b>\$ 128.10</b>	<b>\$ 128.10</b>	<b>\$ 1,076.61</b>	
<b>Capital Outlay</b>					
<b>24 iPads and 4 charging stations</b> 24 iPad 2 (16g) @ \$400 each and 4 Case Cruzer 10-pack Ipad mobile charging stations @ \$715 each.	\$ 26,650.14	\$ 22,796.40	\$ -		Purchased 60 iPad mini (16g) @ \$299.94 each and 10 Griffin Multidock stations @ \$480 each
<b>Monitors</b> 55' Samsung flat screen TV s to be used as video monitors - 4 @ \$1,499 each	\$ 7,349.86	\$ 5,587.96	\$ -	\$ 1,761.90	\$1,349.86 was added to accommodate for the purchase of three (3) additional monitors. A total of seven (7) have been ordered. These models were cheaper than the originally anticipated price.
<b>Google Nexus 7 tablets</b> 24 Google Nexus 7 tablets @ \$230 each and 4 charging stations					see iPad line item
<b>Digital Exterior Signage</b> ViewMarq LED Message Display Boards 9 @ \$1099.00 per sign	\$ 9,900.00				
<b>Total Capital Outlay</b>	<b>\$ 43,900.00</b>	<b>\$ 28,384.36</b>	<b>\$ -</b>	<b>\$ 1,761.90</b>	<b>Available Budget</b>
<b>TOTAL Cleveland Foundation Grant</b>	<b>\$ 228,500.00</b>	<b>\$ 120,155.71</b>	<b>\$ 10,128.10</b>	<b>\$ 22,188.51</b>	<b>\$ 86,155.78</b>

**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
10/01/2014 THROUGH 10/31/2014**

**EXHIBIT 9**

**Human Resources Committee Report**

November 20, 2014

**RESIGNATIONS**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASON</b>
BROOKS,LIANICIA	UNION	PAGE	10/18/2014	ANOTHER JOB
STEPHENS,SIERRA	POPULAR	PAGE	10/11/2014	RETURN TO SCHOOL
WATSON,KAIYA	YOUTH SERVICES	PAGE	10/24/2014	ANOTHER JOB
SIMMONS,KATHERINE	MEMNOT	PAGE	9/24/2014	RETURN TO SCHOOL

**RETIREMENTS**

SOUTHERLAND,CAROLYN	LENDING	SUBJ DEPT SEN CLERK	10/31/2014	RETIRED
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**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 10/01/2014 TO 10/31/2014**

**EMPLOYEE:** VASQUEZ, MONICA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 10/26/2014  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.33	NEW HIRE

**EMPLOYEE:** ROBERTS, MARLA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 10/26/2014  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.33	NEW HIRE

**EMPLOYEE:** BARNES, LATOYA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 10/26/2014  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.33	NEW HIRE

**EMPLOYEE:** BELL, SAMANTHA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 10/26/2014  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.33	NEW HIRE

**EMPLOYEE:** CASALINA, RICHARD  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 10/26/2014  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.33	NEW HIRE

**EMPLOYEE:** BEARD, ROCHELLE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 10/26/2014  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.33	NEW HIRE

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 10/01/2014 TO 10/31/2014**

**EMPLOYEE:** BROWN, ALEXANDRA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 10/26/2014  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.33	NEW HIRE

# Enrollment at a glance

## A guide to your plan basics

### Cleveland Public Library

Taking advantage of insurance offered at the workplace just makes sense.  
It's convenient and affordable.

Disability Income coverage provides benefits to replace a portion of your lost income if you have a sickness or injury and are unable to work. **Short Term (Weekly) Income Benefits** help provide you and your family with financial support when a sickness or injury prevents you from working for a period of weeks.

Basic Option - Short Term Disability (Weekly) Income Insurance Benefits	
<b>For You</b>	Basic Short Term Disability Income is provided 100% by your employer. Your employer provides a base amount of coverage to all eligible employees, which replaces up to 50% of your eligible income during disability following a waiting period. You have the opportunity to elect additional coverage.
<b>Eligibility</b>	<b>Full time Non-Union employees</b> Please note benefits will begin the greater of 15 days or after sick bank is exhausted.
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Minimum Weekly Income Benefit = \$25.00</li> <li>• Maximum Weekly Income Benefit = \$1,200</li> <li>• Benefit Waiting Period for Disability Caused by Accidental Injury= 15 days</li> <li>• Benefit Waiting Period for Disability Caused by Sickness = 15 days</li> <li>• Maximum Benefit Period = 11 weeks</li> </ul>
<b>Coverage Available without Health Questions</b>	This coverage is offered to you without having to answer questions related to your health if you elect it during the initial eligibility period.
<b>Proof of Good Health</b>	If you elect coverage more than 31 days after you are first eligible or if you increase your coverage by more than one level then you must provide evidence of insurability subject to approval by ReliaStar Life.
Refer to the additional information for Exclusions, Limitations and Offsets that apply to this coverage. Note that all benefits are subject to change.	

### Buy Up Option - Short Term Disability (Weekly) Income Insurance Benefits

<b>For You</b>	Your employer is offering eligible employees the option to enroll in the Short Term Disability Buy Up option at a competitive rate.
<b>Eligibility</b>	<b>Full time Non-Union employees and Full time 244 employees.</b>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Minimum Weekly Income Benefit = \$25.00</li> <li>• Maximum Weekly Income Benefit = \$2,300</li> <li>• Benefit Waiting Period for Disability Caused by Accidental Injury= 15 days</li> <li>• Benefit Waiting Period for Disability Caused by Sickness = 15 days</li> <li>• Maximum Benefit Period = 11 weeks or 24 weeks (Based on the Buy Up option of your choice.)</li> </ul>
<b>Coverage Available without Health Questions</b>	This coverage is offered to you without having to answer questions related to your health if you elect it during the initial eligibility period.
<b>Proof of Good Health</b>	If you elect coverage more than 31 days after you are first eligible or if you increase your coverage by more than one level then you must provide evidence of insurability subject to approval by ReliaStar Life.
Refer to the additional information for Exclusions, Limitations and Offsets that apply to this coverage. Note that all benefits are subject to change.	

### Disability Income Buy Up Rate Information

#### Short Term Disability (Weekly) Income Rates

Coverage	Your Contribution per \$10 of Benefit
70% of Basic Weekly Earnings (11 week duration)	\$0.165
70% of Basic Weekly Earnings (24 week duration)	\$0.253

Your contributions are deducted on a post-tax basis.

### Buy Up Option Short Term Disability (Weekly) Premium Calculator

Use the table below to calculate what you will pay for Short Term Disability (Weekly) Income benefits coverage.

Short Term Disability (Weekly) Income Coverage Table		
Divide your Base Yearly Earnings by 52. <i>Example: For \$50,000 of coverage enter \$961.54</i>	\$	(a)
Benefit Percentage:	70%	(b)
Multiply (a) times (b)	\$	(c)
Take the lesser of figure in (c) or the Maximum Weekly Benefit of \$2,300 and divide by 10.	\$	(d)
Enter Short Term Disability (Weekly) Income Rate (from table)		(e)
Multiply (d) times (e)	\$	
<b>The final figure will be the monthly cost.</b>		

## Offsets, Limitations and Exclusions

### Other Income Offsets

Other Income that you receive or are entitled to receive during your period of disability will be subtracted from the benefit amount you would otherwise receive. Other Income includes, but is not limited to: any type of income replacement benefits provided by your employer; unemployment benefits; earnings you receive working for your employer or another employer; Workers' Compensation benefits or benefits from similar programs; automobile liability insurance benefits; disability benefits payable under any group disability, life or accident plan through an employer, union or other organization; judgments or settlements you receive related to disability; disability or retirement benefits under Social Security or other state or federal plans; and disability or certain retirement benefits provided under your employer's retirement plan.

**Other Income does not include:** Retirement benefits attributable to employee contributions; certain retirement or disability benefits from a past employer; benefits paid by a creditor disability plan; income from profit sharing plans and similar payments; payments from an IRS defined retirement plan; certain Social Security benefits if your disability begins after age 70; and a cost of living increase to any Other Income benefit.

### Exclusions

No benefits are payable for disabilities resulting from:

- sickness or accidental injury which occurs in any armed conflict, whether declared as war or not, involving any country or government;
- sickness or injury which occurs while you are on military service for any country or government;
- intentionally self-inflicted injury or illness, whether you are sane or insane;
- injury suffered in a fight in which you are the aggressor;
- sickness or injury due to cosmetic or reconstructive surgery, except for surgery necessary to correct a deformity caused by sickness or accidental injury;
- For Weekly Disability Income, sickness or accidental injury for which you have or had a right to payment under a workers' compensation or similar law; or
- For Weekly Disability Income, sickness or accidental injury arising out of or in the course of work for pay, profit or gain.

No benefits are payable during the portion of any period of disability that you are confined in a penal or correctional institution as a result of conviction for a criminal or other public offense.

No additional benefits are payable for disability caused by both sickness and accidental injury, or by more than one sickness or accidental injury.

This is a summary of benefits only. A complete description of benefits and limitations will be provided in the [certificate of coverage, policy form HP08GP (may vary by state). Underwritten by ReliaStar Life Insurance Company, a member of the Voya™ family of companies.

(v. 04/30/2014) Group #669601, 11/07/2014

## MEMORANDUM OF UNDERSTANDING

*Between*

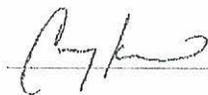
*SEIU DISTRICT 1199, WV/KY/OH THE HEALTH CARE  
AND SOCIAL SERVICE UNION, CTW, CLC  
and*

*THE CLEVELAND PUBLIC LIBRARY*

This Memorandum of Understanding (MOU) sets forth the terms and understanding between SEIU District 1199, WV/KY/OH The Health Care and Social Service Union, CTW, CLC (the "Union" or "SEIU") and The Cleveland Public Library (the "Library") to memorialize the Union and the Library's mutual desire to work collaboratively to make the summer lunch program work at all locations according to the following stipulations:

- a. The Branch Custodian may sign for the lunches in the morning and place in the refrigerator. However, Branch Custodians shall not be responsible for counting or inspecting the lunches.
- b. The Library shall make every attempt to work with the provider to narrow the delivery window to 9:30 a.m. or later.
- c. The Library shall not hold SEIU members responsible for discrepancies or liabilities involving the summer lunch program.
- d. Unless there are fewer than two Site Supervisors designated for a location, Managers will remain on the Saturday rotation schedule and work some evening shifts during the summer lunch program.
- e. In the absence of non-SEIU lunch program staff, SEIU members may sign for lunches; count them; inspect them; serve, monitor, and clean during lunch; and complete the paperwork, except as limited in paragraph a above with reference to Custodians.
- f. SEIU members will be trained before being involved in the lunch program. Multiple CPL-site trainings will be available.
- g. Site Supervisor duties stay the same as they are presently, *i.e.*, cleaning, dumping lunches, etc.
- h. The Branch Manager is always ultimately responsible for the summer lunch program at her/his branch.
- i. Whenever possible, the Branch Manager or a non-SEIU member will assume the duties of Site Supervisor.
- j. SEIU members at each location may volunteer to be the alternate Site Supervisor.
- k. Within thirty (30) days of ratification of the 2014-2017 contract, the Library and the Union shall create an evaluation group comprised of three (3) Library representatives and three (3) SEIU representatives, which will be charged with making the summer lunch program work as efficiently and equitably as possible.

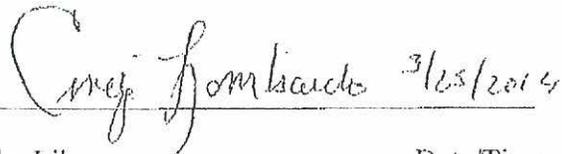
This MOU shall remain in effect for the duration of the 2014-2017 contract between the Union and the Library.



For the Union

3/25/14

Date/Time



For the Library

3/25/2014  
Date/Time

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#### ARTICLE IV: UNION AND EMPLOYEE RIGHTS

A. Personnel Files. The Human Resources Department shall maintain up to date files on all employees of the Library, and the originals or copies of forms, requests, correspondence, and other materials relating to employees shall be included in their files.

1. Employees have the right, and shall be encouraged, to add complimentary materials to their files at any time, and the receipt of such materials shall be acknowledged by the Human Resources Department.

2. Each employee shall have the right to inspect her/his personnel file at any reasonable time in the presence of the Human Resources Administrator or his/her designee in accordance with Section 1347 of the Ohio Revised Code.

3. Upon the request of the employee, the Library shall furnish the employee with copies of any materials in her/his personnel file with the exception of form letters of recommendation solicited by initial employment. The Library will provide a copy of the performance evaluation upon request by the employee at the time such evaluation is administered.

4. Written reprimands will not be considered for purposes of discipline one (1) year after entry or for promotional opportunities two (2) years after entry, if no written reprimands have been served since that incident.

The Library may issue written counseling memos to employees in its discretion to bring issues to the attention of the employee; however, counseling memos are not considered written reprimands or disciplinary actions. Counseling memos are not grievable. Employees must sign counseling memo(s) when presented. However, the employee's signature does not indicate agreement with the memo or its content. The employee's signature indicates only that the employee has been presented with a copy of the memo and is aware of its content. Counseling memos will be filed in a separate jacket in the employee's personnel file. This jacket will be removed when anyone other than the employee reviews the file.

When personnel files are requested by managers to review for the purpose of job bidding, purposes- the files will be reviewed by Human Resources and outdated disciplinary actions (as described in paragraph 4 above) and any counseling memos that which remain in the regular personnel file will be placed in the separate jacket. The jacket will be removed while the file is being reviewed for job bidding purposes only and will not be provided given to the hiring manager for job bidding purposes. Upon completion of the file review for job bidding purposes, outdated disciplinary actions will be returned to the employee's regular personnel file. Counseling memos will remain in the separate jacket in the employee's personnel file.

5. If anyone, other than the employee, supervisor, Human Resources Department or other member of management, inspects or copies the employee's personnel file, the Human Resources ~~Direct~~ Administrator or his/her designee shall notify the employee within a reasonable period of time.

#### ARTICLE X: POSITION CHANGES AND POSTING

A. Position Posting. When a position vacancy occurs or a new position is created, and the Library desires to fill that position the Library shall place a notice of the position vacancy on the Staff Center (with a link to the application process) and as an Announcement in the Employee Self Service (ESS) page, which notice shall remain for seven (7) calendar days. (A

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position vacancy includes temporary and full-time and part-time regular positions.) Notice of openings shall not appear in the Staff Newsletter; however, the Library will send a courtesy email to staff members to remind them to check ESS when jobs are posted.

1. The notice shall contain the job title, grade, salary, department, shift, interview period and closing date of the position posting. Employees may obtain copies of position descriptions, including qualifications, on the Staff Center.

2. Applications must be submitted electronically; paper applications will not be accepted or considered. Applications that are submitted electronically prior to the end of seven (7) calendar days of the posting of the notice will be reviewed in determining whether an applicant is qualified.

3. The Library will email qualified applicants notices regarding scheduling of interviews and whether or not they are selected for the position.

4. The Library will send email notice to the candidates who are deemed not qualified for the position upon determination of lack of qualification.

5. The Library will complete the selection process within forty five (45) days of the last day of the electronic posting, to the extent possible and practicable.

6. The Library will post a notice on the Staff Center of the name of the employee awarded the position, once the position has been filled.

B. Position Bidding. Bargaining unit position vacancies and new positions shall be awarded on the basis of qualifications.

1. "Qualified" shall be defined as possessing the prerequisite skills and abilities as contained in the job description to satisfactorily perform the required work. In connection with skill and ability, the position description may include academic qualifications, education, experience in the Library, experience in a comparable Library system and related experience.

2. If a bargaining unit employee applies for a posted position and is qualified, the bargaining unit employee shall be awarded the position over outside applicants. If more than one non-professional bargaining unit employee applies for a posted position and if their qualifications are relatively equal, then the employee with the most seniority shall be awarded the position. If more than one professional bargaining unit employee applies for a posted professional position, the most qualified employee as defined in Article X.B. 1, shall be awarded the position, with consideration given to seniority at the discretion of the Library.

C. An employee awarded a position under these provisions shall be allowed a trial period of up to sixty (60) days, beginning with the first day in the position.

1. If during such trial period it is determined that an employee is not satisfactorily performing the work, the employee shall be reassigned to her/his former position.

2. An employee may elect to return to his/her former position within sixty (60) days.

3. An employee who is reassigned or elects to return to her/his former position will be paid at her/his former regular rate of pay plus any regular step and/or wage increases that would have been received by such bargaining unit employee in the former position, during the time the employee was in the new or vacant position.

D. The rate of pay of an employee promoted to a position in a higher classification shall be either the minimum rate of pay of the new grade or one step above his/her present rate of pay if he/she is already paid more than the minimum of the new grade. If the promotion does not result in an increase in salary (grade and step) of at least two percent (2%) of the employee's current salary (grade and step), the employee will be moved to the next higher step in the new grade.

E. An employee who is awarded a lateral bid hereunder shall not be permitted to bid for another lateral position vacancy for a period of one (1) year from the first day in the new position, but such employee may bid for a position that would be a promotion during such one (1) year period.

An employee who is awarded a promotional position hereunder shall not be permitted to bid for another position vacancy, either promotional or lateral, for a period of one (1) year from the first day in the promotional position.

1. An employee who is awarded a bid in a temporary position shall be permitted to bid on the same position if the vacancy is posted as a permanent position. If such employee is awarded the permanent position, then the time the employee spent as a temporary in that position shall be credited towards the one (1) year waiting period described in this Section E.

F. A professional employee who is awarded a promotional position hereunder will not be restricted from bidding for a position with newly-established duties that did not exist at the time of the promotion.

#### G. Short-Term Assignments and Transfers.

1. Short-Term Assignments: The Library may re-assign an employee(s) on a short-term basis to fill public service staffing shortages, subject to the following provisions:

a. The Library will utilize substitute employees as needed and appropriate to alleviate the need for short-term assignments.

b. "Short-term" assignments are defined as assignments lasting for a period up to and including two (2) weeks' duration.

c. Short-term assignments will first be offered to employees who volunteer to be available to "float" to other departments or branches on a short-term basis, in accordance with the provisions below.

d. Volunteers will be assigned in an equitable manner subject to scheduling needs and qualifications required by the affected branches or departments.

e. In the event that no volunteers are available, the Library shall have the right to assign an employee to a short-term assignment.

f. Main Library employees willing to float to another department for up to one (1) work day (with the consent of the employee's supervisor at the time a short-term assignment is available) shall have the opportunity to volunteer for such assignments.

g. Branch employees willing to float to other branches on a short-term basis shall have the opportunity to volunteer for such assignments.

h. All short-term assignments will be re-evaluated two (2) weeks after the first day of the assignment to determine if the position needs to be posted as a temporary position. If appropriate, the short-term assignment may be extended on a week-to-week basis.

i. At the time of placement, the expected duration of the short term assignment will be designated in writing via email to the employee.

j. The Human Resources Department will provide a summary report of all short-term assignments as part of regular monthly reports to the Board of Trustees.

2. Transfers. The Library determines the staff complement for each agency. The Library shall have the right to move all or a portion of an employee's hours from one workplace to another in order to meet Library needs, subject to the following provisions:

a. If the Library decides to transfer an employee from one workplace to another, it shall first seek volunteers at agencies that are above their staff complement for that position/job title to move all or part of their hours.

b. If there are no volunteers at the sending workplace, the Library shall

transfer the least senior bargaining unit employee at the sending workplace to the receiving workplace, provided that the transferred employee is qualified to do the work.

c. Seniority shall not apply in cases where the transfer of an employee would require said employee to split his/her hours between the sending and receiving workplace when a more senior employee at the sending workplace could work all his/her existing hours at the receiving workplace.

d. Except in cases of emergency, the Library shall give the employee to be transferred a minimum of five (5) working days' notice.

e. If an employee is transferred to a position in a higher classification, the rate of pay shall be the minimum rate of pay of the new grade, or one step above his/her present rate of pay if he/she is already paid more than the minimum of the new grade.

f. The Library's right to transfer shall not extend to transferring an employee into a vacancy that would otherwise be filled by bidding or recall from layoff.

g. There shall be no transfers for disciplinary reasons.

h. The Library shall notify SEIU District 1199 Executive Board Member(s) prior to seeking volunteers for a transfer.

H. In the event of a posted vacancy, employees may bid laterally and may bid to a lower classification in the event of disability or hardship, subject to needs of the Library.

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ARTICLE V: HOURS OF WORK

A. The Work Week. The work week for full-time employees shall be a regular schedule of thirty seven and one half (37.5) hours. The work week for part-time regular employees shall be a regular schedule of twenty (20) to less than thirty seven and one half (37.5) hours. The Library will not schedule part-time regular employees for over thirty five (35) hours per week on a regular, ongoing basis.

For all timekeeping purposes, fifteen (15) minutes shall be the minimum timekeeping increment.

For timekeeping purposes, the workweek for all employees shall begin on Sunday at 4:00 a.m. and end on the following Sunday at 3:59 a.m.

1. Tardiness/Leaving Early. Employees are deemed to be on-time for their scheduled shifts if they are at their work area ready to work at their scheduled start time. If an employee is not at his/her work area ready to work at his/her scheduled start time, that employee is deemed to be tardy. Employees are, further, expected to remain at their work area ready to work until the scheduled end of their shift.

Approved emergency leave in accordance with Article XIII of this Agreement shall not be counted as an incidence of tardiness.

2. Progressive Discipline for Tardiness and/or Leaving Early starts after six (6) instances of tardiness and/or leaving prior to the end of the employee's scheduled shift within a rolling six (6) month period. Such discipline shall progress as follows:

a. A violation shall consist of an instance of tardiness or leaving prior to the end of the employee's scheduled shift.

b. After three (3) violations within a rolling six (6) month period, an employee will receive a counseling memo.

c. After six (6) violations within a rolling six (6) month period, the employee will be presented with a written first warning.

d. Another violation will result in a second written warning.

e. Another violation will result in a suspension of two (2) days.

f. Another violation will result in termination.

g. After an employee completes one (1) year without disciplinary action for tardiness, that employee's record for tardiness shall return to "zero."

3. Provisions for Docking Employees for Tardiness/Leaving Early.

a. Employees who are late/leave early by eight (8) minutes or more will be docked for a minimum of fifteen (15) minutes in fifteen (15) minute increments.

b. Employees who are late/leave early up to and including seven (7) minutes will not be docked. However, such instances of tardiness/leaving early shall be counted as violations as outlined above.

4. Work Past Scheduled End-of-Shift. Employees required to work after the end of their scheduled shift shall be paid for the additional time after working seven (7) minutes or more past the end of their shift. Time shall be paid in fifteen (15) minute increments.

B. Scheduling.

1. Staff may combine their paid evening fifteen (15) minute break with their paid thirty (30) minute supper for a total of forty-five (45) minutes.

2. Public service employees who are scheduled to open or close a Public Services agency may be scheduled to begin their shifts thirty (30) minutes before and/or end their shifts fifteen (15) minutes before and/or after public time.

3. Public service employees required to prepare programs or exhibits for the public or for other staff members at the request of the Library shall be given reasonable time off the floor to prepare the program or exhibit.

4. No employee in the bargaining unit will be required to function as "in charge" of the Main Library.

5. No employee shall be involuntarily scheduled to interrupt an approved vacation because of weekend hours. For purposes of this provision, weekend hours are Saturday and Sunday hours. An employee may decline without prejudice to interrupt a vacation schedule to cover a weekend schedule.

6. No employee shall be scheduled to work as the sole public service employee in a branch or subject department. For purposes of this section only, pages are considered public service employees. For purposes of this section only, custodians in branches are considered public service employees and shall perform their regular duties in the public service area of the branch the first half hour the branch is open, and such other times as designated by the Library.

7. Computer Networking Technicians shall be assigned to work a Tuesday through Saturday shift on a rotating basis. Such rotation shall include all employees classified as Computer Networking Technicians. An employee who works the Tuesday through Saturday shift will work that employee's normally scheduled shift time for those days. If the employee normally works an evening shift, that employee will work evenings Tuesday through Friday and the day on Saturday for a Tuesday through Saturday rotation.

8. Carpenters shall be assigned to work the following shifts on a rotating basis:

Monday - Friday 7:30 a.m. - 3:30 p.m.

9:00 a.m. - 5:00 p.m.

C. Relief and Meal Periods

1. Employees scheduled to work seven and one half (7.5) hours in a workday, which is completed before or by 6 p.m., shall be granted a thirty (30) minute or sixty (60) minute unpaid meal as scheduled by the Library during the workday.

2. Effective January 2, 2011, all staff members are entitled to a paid supper period of thirty (30) minutes if they work a seven and one-half (7.5) hour day and are scheduled to work until 7:00 p.m.

No employee shall be scheduled or required to work a split shift

3. Two fifteen (15) minute relief periods are allowed to full-time employees during each seven and one half (7.5) working day. One shall be taken in the morning and the other in the afternoon, or one in the afternoon and one in the evening. Part-time regular employees are entitled to one fifteen (15) minute relief period for every three (3) hours they work during any given day.

There will be no additional fifteen (15) minute evening relief period if that relief period is combined with the paid supper period as provided in Section V.C.2 above.

Relief periods may not be used at the beginning or end of a workday to shorten the day. Relief periods may not be used to extend dinner or lunch hour periods, except as provided in Section V.C.2 above. Relief periods are not cumulative. No employee shall leave the Library premises during relief periods, except in an emergency.

4. Engineers and maintenance employees scheduled for work in Main Library on days when the Library is closed are allowed a lunch period of one half (1/2) hour with pay. For security reasons, leaving the building during this period is prohibited.

D. Overtime and Premium Compensation.

1. Except as noted elsewhere in this Agreement, employees shall be paid one and one half (1.5) times their applicable rate of pay for all hours worked in excess of thirty seven and one half (37.5) hours in any work week.

a. Paid vacation, sick leave, or other paid time off shall not be included in the hours used as a basis for calculating overtime. Such paid time off shall be considered to be the employee's day(s) off for the week.

b. Notwithstanding the provisions of subparagraph (a) above, the Audio-Visual Equipment Specialist and employees in the Facilities and Automation Services Departments who may be called upon to work on a sixth and/or seventh day in one week shall

be paid one and one half (1.5) times their applicable rate of pay for all hours worked on the sixth and/or seventh day.

2. Compensatory time off may be provided in lieu of overtime payment in cash, at the employee's choice, as follows:

a. The parties acknowledge that an employee's use of scheduled vacation, holiday or compensatory time in a workweek may result in the employee being compensated for, but not actually working, thirty seven and one half (37.5) hours or more in a workweek. In such workweeks, the employee may elect one hour of compensatory time off for each hour over thirty seven and one half (37.5) hours for which the employee is compensated, provided that the hours actually worked by the employee in the workweek do not exceed thirty seven and one half (37.5) hours.

b. Each employee may accrue up to fifteen (15) hours of unused compensatory time, equal to fifteen (15) hours of actual work, under Section D.2.a. above, after the effective date of this Agreement. Employees who have accrued unused compensatory time up to such limit will be paid cash for additional overtime worked until the unused compensatory time balance drops below fifteen (15) hours.

c. The employee's request for use of unused compensatory time is subject to the reasonable operational needs of the Library.

d. If compensatory time is used, the employee will receive his/her regular rate of pay for time off from work. Such hours are not counted as hours worked, for purposes of eligibility of overtime in the week in which such hours are paid.

e. If the Library pays cash for accrued compensatory time, such payment will be at the employee's regular rate of pay at the time of payment.

f. Upon termination of employment, unused compensatory time shall be paid at a rate which is the higher of:

(1) The employee's average regular rate for the last three (3) years of employment; or

(2) The employee's final regular rate of pay.

g. The provisions of Section D.2. are subject to applicable provisions of the Federal Wage and Hour laws and the accompanying regulations.

3. Overtime must be authorized by the employee's supervisor. Approval must be secured in advance except in cases of emergency.

4. Overtime shall be scheduled on a rotating basis for those qualified to do the work beginning with the most senior employee in a department/agency. If an employee who is

offered overtime refuses it, the next most senior employee will be offered the overtime, and the procedure will continue through the complete list of employees in that agency. Only when that list has been exhausted will the most senior employee qualified to do the work be eligible for overtime again.

5. Time and one half of the basic hourly rate for a minimum of two (2) hours will be paid when an employee is required by a supervisor to return to work in excess of her/his regular shift or is called out. Employees who are "called out" shall receive no less than one (1) hour notice to report to work. The Library will make every effort to notify employees who are to be "called out" as soon as possible.

6. Employees shall not be required to work more than twelve (12) consecutive hours in any twenty-four (24) hour period subject to an emergency.

7. Any employee required to be on-call throughout a work week shall be paid three (3) hours at straight time. In addition, an employee who is called out shall be paid at the rate of one and one half (1.5) times the applicable rate of pay for time in which the employee is engaged in work related to the Library, in minimum fifteen (15) minute increments.

8. Premium pay is awarded to Custodians I, II and III and Computer Networking Technicians whose work shift commences on or continues after normal Main Library closing time for hours worked after closing and before 7:00 a.m. the following morning. Premium pay is five percent (5%) of an employee's regular rate of pay, or thirty (30) cents per hour, whichever is higher. Overtime shall be calculated on the premium pay rather than the base pay. Premium pay shall apply to holiday pay and vacation pay and not to sick leave or any other benefits.

9. Computer Networking Technician On-Call Time.

a. Computer Networking Technicians shall be assigned to "on-call time" for a seven (7) calendar day period to provide computer and networking support. Assignments will be made on a rotating basis. Such rotation shall include all employees classified as Computer Networking Technicians.

b. "On-call time" requires the Computer Networking Technicians to respond within one (1) hour of being notified.

c. Computer Networking Technicians shall be compensated for "on-call time" as provided in Article V.D.7. Further, if a Computer Networking Technician handles a series of calls within a fifteen (15) minute period, then the time spent handling these calls shall be accumulated for the purpose of calculating overtime pay.

d. The Library shall provide, install and maintain all equipment and cover all related costs necessary for each Computer Networking Technician to provide "on-call" service from her/his home, as determined by the Library.

e. Computer Networking Technicians shall not seek gainful employment from other libraries that are part of CLEVNET.

10. Employees required to wear uniforms will be permitted up to ten (10) minutes to change out of their uniforms at the end of their scheduled shift.

E. Change of Hours in Branches.

1. Regular branch service hours are the Fall Service Hours in effect as of January 1, 2007 and the Summer Service Hours in effect during the summer of 2006. The Director may change the days and/or hours of service year-round, only on Monday through Thursday between 9:00 a.m. and 8:30 p.m. and Friday and Saturday between 9:00 a.m. and 6:30 p.m. at a branch in accordance with the needs of the Library. In the event of such adjustments to days and/or hours of service at a branch the Library will provide the Union with written notice no later than sixty (60) calendar days in advance of such change. At the Union's request, the Library shall meet with the SEIU District 1199 Executive Board Member(s) prior to implementing such changes to review staffing and other concerns related to the implementation of the adjusted hours.

The Library may make such changes at each branch twice during the life of this Agreement. However, the Library may revert back to the prior hours of service for a branch whose hours were changed, provided the Library has given the Union written notice of such change no later than sixty (60) calendar days in advance of such changes.

If the branch service model changes in any way including, but not limited to, reducing the number of branches and/or moving to a regional service model, the Library shall provide the Union with a minimum of sixty (60) calendar days' notice. The Library and the SEIU District 1199 Executive Board Member(s) shall meet to discuss implementation and bargain over changes. As a result of the redefinition of service areas, no branch employee's hours shall be reduced but the Library may schedule branch employees at no more than two (2) designated neighboring branch locations.

2. After all assignments of branch employees have been filled, substitutes may be used to cover hours in branches as necessary in accordance with Article XV.C of this Agreement.

3. No branch employee shall be required to work more than one in two Saturdays, except at the employee's request.

4. The workweek for a branch where hours of operation have been compressed to five (5) days may include Saturdays. If the Library decides to open a branch five (5) days a week which would include a Saturday, employees who work at those respective branches will be assigned at either the employees' home branch or to another branch or branches within the employees' assigned neighborhood team. The Library will make its best effort to assign an employee to no more than three (3) branches within an employee's assigned neighborhood team.

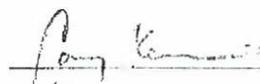
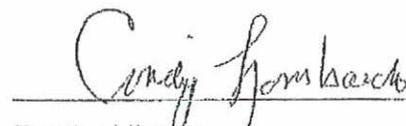
5. If the Library decides to close certain branches on Saturdays, employees who work at those respective branches may be assigned to any branch in the system on Saturdays.

F. Facilities Department Meetings.

1. The Library shall conduct a joint meeting of the Branch custodians, their Facilities Department supervisors, and the Branch Managers semi-annually. The purpose of such a meeting is to discuss problems and issues and to provide training. Any items concerning health and safety issues that arise from these meetings shall be forwarded to the Joint Health and Safety Committee.

2. The Library shall also conduct a separate joint meeting(s) of all other Facilities Department Staff (including but not limited to Custodians I, II and III on Custodial A and C Shifts, Maintenance Mechanics, Painters, Carpenters, Drivers, Custodian/Inventory Clerks, and Automotive Mechanics and their Facilities Department Supervisors) on an annual basis. The purpose of such a meeting is to discuss problems and issues and to provide training. Any items concerning health and safety issues that arise from these meetings shall be forwarded to the Joint Health and Safety Committee. Both parties acknowledge that the schedules of the Facilities Department Staff may not permit a joint meeting at which all such staff is present at one time.

3. The Library agrees that all such meetings shall be scheduled during regular working hours.

	<u>3/25/14</u>		<u>3/25/2014</u>
For the Union	Date/Time	For the Library	Date/Time

## ARTICLE VII: VACATIONS

A. Vacation time for full-time employees (and for part-time regular employees on a prorated basis) accumulates from the first day of employment. Effective January 1, 2005, the Library will accumulate all compensated hours excluding overtime for each part-time regular employee. Beginning January 1, 2006, the pro-ration of vacation for each part-time regular employee shall be based on his/her compensated hours excluding overtime worked in the prior calendar year. No vacation may be taken during the first six months of employment.

The Library shall post guidelines on the vacation bidding process on the Staff Center and train supervisors on how to implement and maintain the vacation bidding list for their department or agency.

1. Employees are entitled to take accumulated vacation at any time during the year with the approval of the agency head. Vacation time may not be taken until it is earned. The Library may not refuse to allow an employee to take her/his annual accumulated vacation within a given year. In order to facilitate vacation scheduling, the Library may use substitutes in the agencies to cover vacations.

2. a. On March 15, July 15, and November 15 of each year, each supervisor shall post a schedule for purposes of vacation bidding for the four (4) month period beginning May 1, September 1 and January 1 respectively for each agency; except that branch custodians will be deemed to be within the Facilities Department for purposes of this paragraph. The schedule shall remain posted for two (2) weeks during which time each employee may submit her/his bids for vacation time, which bids shall be subject to scheduling needs of the Library. The Library will provide an electronic vacation request form on the Staff Center and the Employee Self Service (ESS). Employees must use the electronic forms and submit them electronically to their supervisors to request vacation during the bidding periods or at other times throughout the year.

b. Vacation bidding is based on seniority and rotation. Supervisors shall be responsible for tracking the rotation for their agency. Bids shall be granted on the basis of a vacation list, which shall consist of a group of employees who cannot be on vacation concurrently. Each list shall begin with the employee next in seniority after the employee at the top of the previous list, and the most senior employee on the list shall drop to the bottom of the list. For Branch Custodians, there shall be separate East and West side lists as defined by the Public Services model. The employee at the top of the list shall have the right to select his/her vacation day or days, regardless of conflict. In each successive bid period, the highest employee on the list shall drop to the bottom of that list, and the employee next in seniority shall

move to the top and shall have the right to select his/her vacation day or days, regardless of conflict. The entire seniority list shall be exhausted before going back to the most senior employee.

New employees shall be inserted into their respective agency's vacation list by seniority date after six (6) months of employment with the Library, and are eligible for vacation bidding in that period when the six (6) months of employment are completed. An employee changing a department or agency shall be inserted into his/her new agency's vacation list by seniority date.

For purposes of this Article, seniority shall mean Library-wide seniority.

Finally, if an employee fails to submit a bid during the posted period, that employee will lose seniority rights with respect to her/his bid compared to those bids that have been granted under the bid system. Cancellation of approved scheduled vacations shall be granted if an employee has submitted such request to the employee's supervisor in writing at least thirty (30) calendar days prior to the scheduled vacation. If an employee wishes to change his/her vacation from that granted under the bid system with less than thirty (30) calendar days' notice, such changes in her/his vacation schedules may be made at the discretion of the Library consistent with the operational needs of the Library.

c. For purposes of this section, if a branch employee fails to submit bids during the posted period for all of his/her accrued vacation time, the branch employee may submit written vacation requests to her/his Branch Manager, to utilize all or any of the balance of accrued but unscheduled vacation time. The Branch Manager shall submit all employee vacation requests to their Administrator, who shall have sole discretion to determine whether such request meets the operational and staffing needs of the Library.

If the employee's vacation request is denied, the branch employee may switch days off during the same workweek with an employee located at another branch, provided that such request shall be submitted at least two (2) weeks in advance of the workweek in which the branch employee intends to use the vacation time and that the switch is approved by the Branch Manager of the initiating employee and by their Administrator.

If two (2) employees from different branches agree to switch days, the branch employee originating the switch request must complete and submit to their Administrator a switch request form, which will be available on the Staff Center. The switch request form must be electronically signed by both employees and Branch Managers before being submitted electronically to their Administrator.

The Administrator will approve or deny the switch request and email notice of the approval or denial to each of the branch employees and the Branch Managers. Switch

requests will be denied if the switch would result in the presence of less than two (2) home branch employees at the branch or if the switch request would result in one branch employee working overtime, or if the switch request would not meet the operational needs of the Library.

d. If there is a pattern of an excessive number of vacation days that are not available to a member or members of the bargaining unit, the selection of vacation relating to such days may be presented in writing to the Human Resources Administrator or designee for review. The Human Resources Administrator or designee will respond in writing within fourteen (14) calendar days of the submitted request for review, which may include granting the vacation under the review. Such review shall not be subject to the grievance-arbitration procedure under this Agreement.

3. Up to one hundred and fifty percent (150%) of the annual accumulation of vacation time may be carried forward from one year to the next. Any time in excess will be lost.

In extraordinary circumstances, employees may request that excess vacation time be carried forward, and if the agency head concurs, the Director or his/her designee may grant the request.

4. The amount of vacation time as of the previous pay period will appear on the stub of the employee's paycheck as it accrues.

B. Annual vacation allowances are granted to all full-time employees as follows.

1. Part-time regular employees shall earn pro-rated vacation time.
2. After the equivalent of twenty five (25) consecutive years of service each employee will receive twenty five (25) working days (5 weeks) vacation time annually.
3. All employees' annual vacation time shall be calculated per hour compensated, exclusive of overtime, as enumerated below. Annual vacation allowances are calculated on no more than twenty-six (26) pay periods per year.

#### Professional Librarians

22 days (165 hours) per year = 0.0846 hours earned per hour compensated

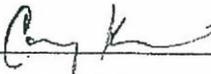
All Other Employees

Length of Service:	
up to 3 years:	10 days (75 hours) per year = 0.0385 hours earned per hour compensated
3 to 5 years:	15 days (112.5 hours) per year = 0.0577 hours earned per hour compensated
5 years or more:	22 days (165 hours) per year = 0.0846 hours earned per hour compensated
25 years or more of consecutive service:	25 days (187.5 hours) per year = 0.0962 hours earned per hour compensated

4. Employees with previous public service in the State of Ohio shall be credited with vacation time earned and not paid in other positions in determining vacation allowances, up to but not exceeding the maximum number of hours allowed to Library employees.

5. Employees may combine vacations with regular holidays with the prior approval of the agency head.

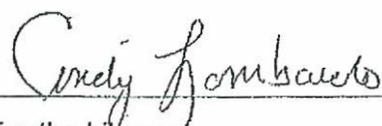
C. Issues or disputes regarding the vacation bidding process shall be submitted to and addressed by the Labor Management Committee. The Labor Management Committee shall review the new vacation bidding process during the first year of the contract and make recommendations for improvements; however, electronic vacation bidding shall remain in place for the remainder of the contract.

  
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For the Union

3/25/14

Date/Time

  
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For the Library

3/25/2014

Date/Time

ARTICLE VIIa: EDUCATION AND ADVANCEMENT

A. The Library shall make every reasonable effort to meet personnel needs by way of internal promotion and career development prior to recruiting from outside the bargaining unit. The career development system shall enable employees to increase knowledge and skill, and endeavor to advance career goals and professional status.

B. The Library agrees that whenever technological change requires new knowledge or skill on the part of employees, such employees shall be given the opportunity to acquire the necessary knowledge and skills to perform the new duties competently.

1. Computer Aides

a. The Library shall determine the content of a skills assessment for Computer Aides and shall contract with a third party provider to conduct the skills assessment.

b. The Library shall determine the frequency of conducting skills assessments of Computer Aides; however, each Computer Aide shall not be assessed more frequently than once every three years.

c. Prior to implementation of the first system-wide assessment of Computer Aides, the Library Labor Management Committee shall design and the Human Resources Department shall implement a remediation process for any Computer Aide who fails to pass the skills assessment.

C. Employees may submit a written request to the Human Resources Administrator for job-related training that has been denied at the department or branch level. The Human Resources Administrator shall respond in writing to such requests within seven (7) calendar days of the submitted request.

D. The Library shall make every reasonable effort to promote employees who have furthered their education. Thus, employees with the requisite education in conjunction with past job performance shall be considered for promotional vacancies, subject to Article X.

1. Recognition for Achieving One half (1/2) MLS or MLIS Degree: An employee in any classification, upon completing half of the required credit hours for a Masters of Library Science degree and providing to the Human Resources Department written proof of credits earned, shall be advanced to the next step in his/her pay grade, if available, and shall receive the rate of pay commensurate with that step. This will not affect the employee's anniversary date for the purposes of any future step increases.

E. On-The-Job-Training. The Library shall train all new hires and promoted employees during the probationary period and 60-day trial period respectively; provided, however, the Library reserves the right to evaluate such employees as provided in Article VIIb.

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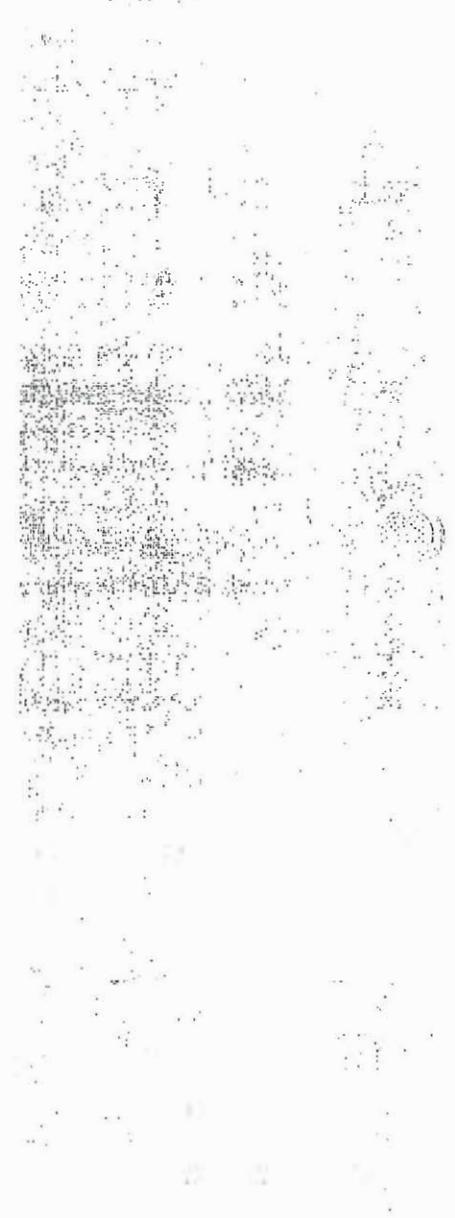
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For the Union                      Date/Time

*Candy Lombardi*                      *3/25/2014*

For the Library                      Date/Time

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ARTICLE VIIb: EVALUATIONS

Supervisors will evaluate employees during and at the end of the probationary and trial periods, on an annual basis, and at any other times at the discretion of the Library. The purposes of the evaluations are to inform the employee of his/her strengths and/or of any areas needing improvement and/or development ~~any problems she/he may have in her/his performance~~, to provide the employee with additional instruction on the improvement and/or development needed and to allow the employee to ask questions or make suggestions regarding the work of the agency. However, if problem(s) do exist, supervisors shall discuss them with an employee as they arise and not wait until the evaluation time so that the employee may attempt to correct the problem(s) before the evaluation. Employees are required to sign the evaluation form. The employee's signature does not indicate agreement; it indicates only that the employee is aware of the contents. An employee may appeal his/her evaluation to the Administrative Head, then to the Human Resources Director or his/her designee Administrator, and then to the Deputy Director/C.O.O./COO or his/her designee. After the appeal to the Deputy Director/C.O.O. is exhausted, the evaluation stands as determined by the Deputy Director/C.O.O./COO; thereafter, the evaluation is not subject to the grievance procedure.

The Library will review any proposed changes to the evaluation form(s) and process with SEIU leadership and seek input at least twenty-one (21) calendar days prior to the finalization of changes to the process and evaluation form(s).

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ARTICLE VIII: JOB TITLES AND CHANGES

A. Position Descriptions. There will be accurate position descriptions for all positions in the bargaining unit. Position descriptions are posted on the Staff Center. Any new and/or reclassified position descriptions will be provided to the Union by the Library and posted on the Staff Center when finalized. Each employee, upon request, shall be provided an accurate copy of her/his position description. The accuracy of such position descriptions shall not be subject to the grievance procedure.

If the duties and responsibilities of any position materially change, a position description shall be completed and the position examined in the manner set forth in paragraph B of this Article.

B. Reclassification Procedure. A joint reclassification committee consisting of two (2) members appointed by the Library and two (2) members appointed by the Union shall be established to review and make recommendations on reclassification requests.

1. If an employee has facts which indicate that the job content of her/his position has materially changed and may be improperly assigned, she/he may request the Reclassification Committee to review the description of the position and its assigned classification. Such request shall be submitted in writing and shall contain a statement of justification. At her/his option, the requesting employee will have an opportunity to meet in person with the Reclassification Committee to present her/his statement of justification.

2. The Committee shall consider and may investigate each request submitted to it within forty five (45) days; the investigation may include a meeting of the Committee with the employee making the request and her/his supervisor, and may include any other employee of the Library with knowledge about the position in question.

3. If it is determined by the Reclassification Committee that the duties and responsibilities of said position(s) do not properly fall within its current classification, then the Reclassification Committee may recommend to the Director of the Library that the position(s) shall be assigned to an existing class or recommend to the Director of the Library that a new position class should be established. The Director of the Library shall make the final determination on the assignment and/or allocation of position as well as the establishment of new position classes.

If the Reclassification Committee determines that the position is classified properly, the employee may request a meeting with the Reclassification Committee, at which time the Committee will explain its findings to the employee.

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4. The Committee shall use the Position Classification Plan developed by The Hay Group in 2006 or a successor plan to make its determination.

C. New Position Classes. Whenever possible, the Library shall assign work performed to position classes already in existence. Whenever the Library does create a new position class, it shall immediately notify the Union in writing and shall include a position description.

The Library and the Union shall meet and discuss the inclusion or exclusion of such position classes within the bargaining unit and the appropriate wage rate thereof. In the event the Library and the Union are unable to reach agreement on the issue, the Library shall establish a temporary wage rate and position class and will promptly notify the Union in writing.

Thereafter, the Library or the Union may invoke proceedings with SERB as the exclusive method of resolving the issue of inclusion or exclusion of a new position class in the bargaining unit. Such a unit clarification petition to SERB shall be limited to the new position class only. If SERB determines such new position class to be included in the bargaining unit, and the parties do not reach agreement on a wage rate, either party may take the matter to arbitration. The arbitrator shall have authority to establish a new wage rate.

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## ARTICLE IX: SENIORITY

A. Seniority will be measured by an employee's length of service in the bargaining unit, beginning with the date of hire in the bargaining unit. Part-time regular employees will be deemed to have seniority on a prorated basis compared to full-time employees. Compensated hours excluding overtime will accumulate toward seniority.

The seniority date of all employees shall be converted to seniority calculated by hours compensated as soon as practicable after the implementation of an integrated pay & benefits management software system.

Seniority shall be calculated according to hours compensated, exclusive of overtime and Sunday hours. Nineteen hundred and fifty (1,950) hours shall equal one (1) "year" of seniority.

B. Seniority shall be broken when an employee:

1. Resigns or quits and one (1) full year has passed;
2. Is discharged for just cause;
3. Is laid off for a period which exceeds the lesser of length of seniority or one (1) year;
4. Is absent without notice for three (3) consecutive work days;
5. Fails to report for work when recalled from layoff within three (3) work days from the date on which the Library delivers the employee notice as provided in Article XI, I.

For purposes of this subparagraph B., "work days" will be defined as the days of work on which the employee is regularly scheduled, with the exception of Sundays.

C. Probationary Period. All persons newly appointed to a bargaining unit position shall serve a probationary period of up to six (6) months. During this probationary period, an employee may be dismissed at the Library's sole discretion without any provision of this Agreement applying, and such dismissal shall not be subject to the grievance procedure set forth in this Agreement. During their six-month probationary period, newly hired bargaining unit employees are prohibited from bidding for any positions. Full-time and part-time regular status is granted upon successful completion of the probation.

D. Time spent in non-bargaining unit positions shall not be counted for layoff seniority purposes. An employee who leaves the bargaining unit for an excluded position shall, upon return to a bargaining unit position, be credited with the level of bargaining unit seniority attained through the date that she/he left the bargaining unit for an excluded position, and she/he will not accrue seniority for purposes of benefits other than O.P.E.R.S. during a period of service in a non-bargaining unit position except when an employee is filling a temporary position at the request of the Library.

E. An employee who resigns and is rehired not more than one year following the date of resignation shall retain seniority accrued prior to resignation but shall not accrue seniority between resignation and rehire.

F. If two or more employees have the same amount of seniority, then seniority shall be determined by: (a) the date the employee begins working, or, in the alternative, (b) the highest numerical equivalent of the month and day of the employees' respective dates of birth.

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ARTICLE X: POSITION CHANGES AND POSTING

A. Position Posting. When a position vacancy occurs or a new position is created, and the Library desires to fill that position the Library shall place a notice of the position vacancy on the Staff Center (with a link to the application process) and as an Announcement in the Employee Self Service (ESS) page, which notice shall remain for seven (7) calendar days. (A position vacancy includes temporary and full-time and part-time regular positions.) Notice of openings shall not appear in the Staff Newsletter; however, the Library will send a courtesy email to staff members to remind them to check ESS when jobs are posted.

1. The notice shall contain the job title, grade, salary, department, shift, interview period and closing date of the position posting. Employees may obtain copies of position descriptions, including qualifications, on the Staff Center.

2. Applications must be submitted electronically; paper applications will not be accepted or considered. Applications that are submitted electronically prior to the end of seven (7) calendar days of the posting of the notice will be reviewed in determining whether an applicant is qualified.

3. The Library will email qualified applicants notices regarding scheduling of interviews and whether or not they are selected for the position.

4. The Library will send email notice to the candidates who are deemed not qualified for the position upon determination of lack of qualification.

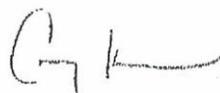
5. The Library will complete the selection process within forty five (45) days of the last day of the electronic posting, to the extent possible and practicable. The Library will notify applicants in cases when this timeline will not be met, to the extent possible and practicable.

6. The Library will post a notice on the Staff Center of the name of the employee awarded the position, once the position has been filled.

B. Position Bidding. Bargaining unit position vacancies and new positions shall be awarded on the basis of qualifications.

1. "Qualified" shall be defined as possessing the prerequisite skills and abilities as contained in the job description to satisfactorily perform the required work. In connection with skill and ability, the position description may include academic qualifications, education, experience in the Library, experience in a comparable Library system and related experience.

2. If a bargaining unit employee applies for a posted position and is qualified, the bargaining unit employee shall be awarded the position over outside applicants. If more than one non-professional bargaining unit employee applies for a posted position and if their

  
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qualifications are relatively equal, then the employee with the most seniority shall be awarded the position. If more than one professional bargaining unit employee applies for a posted professional position, the most qualified employee as defined in Article X.B.1, shall be awarded the position, with consideration given to seniority at the discretion of the Library.

C. An employee awarded a position under these provisions shall be allowed a trial period of up to sixty (60) days, beginning with the first day in the position.

1. If during such trial period it is determined that an employee is not satisfactorily performing the work, the employee shall be reassigned to her/his former position.

2. An employee may elect to return to his/her former position within sixty (60) days.

3. An employee who is reassigned or elects to return to her/his former position will be paid at her/his former regular rate of pay plus any regular step and/or wage increases that would have been received by such bargaining unit employee in the former position, during the time the employee was in the new or vacant position.

D. The rate of pay of an employee promoted to a position in a higher classification shall be either the minimum rate of pay of the new grade or one step above his/her present rate of pay if he/she is already paid more than the minimum of the new grade. If the promotion does not result in an increase in salary (grade and step) of at least two percent (2%) of the employee's current salary (grade and step), the employee will be moved to the next higher step in the new grade.

E. An employee who is awarded a lateral bid hereunder shall not be permitted to bid for another lateral position vacancy for a period of one (1) year from the first day in the new position, but such employee may bid for a position that would be a promotion during such one (1) year period.

~~A part-time employee who is awarded a lateral bid shall not be permitted to bid for a full-time position within the same administrative unit for six (6) months from the first day in the new position.~~

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An employee who is awarded a promotional position hereunder shall not be permitted to bid for another position vacancy, either promotional or lateral, for a period of one (1) year from the first day in the promotional position.

1. ~~During their six-month probationary period, newly hired bargaining unit employees are prohibited from bidding for any positions.~~

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2.4. An employee who is awarded a bid in a temporary position shall be permitted to bid on the same position if the vacancy is posted as a permanent position. If such employee is awarded the permanent position, then the time the employee spent as a temporary in that position shall be credited towards the one (1) year waiting period described in this Section E.

F. A professional employee who is awarded a promotional position hereunder will not be restricted from bidding for a position with newly-established duties that did not exist at the time of the promotion.

G. Short-Term Assignments and Transfers.

1. Short-Term Assignments: The Library may re-assign an employee(s) on a short-term basis to fill public service staffing shortages, subject to the following provisions:

a. The Library will utilize substitute employees as needed and appropriate to alleviate the need for short-term assignments.

b. "Short-term" assignments are defined as assignments lasting for a period up to and including two (2) weeks' duration.

c. Short-term assignments will first be offered to employees who volunteer to be available to "float" to other departments or branches on a short-term basis, in accordance with the provisions below.

d. Volunteers will be assigned in an equitable manner subject to scheduling needs and qualifications required by the affected branches or departments.

e. In the event that no volunteers are available, the Library shall have the right to assign an employee to a short-term assignment.

f. Main Library employees willing to float to another department for up to one (1) work day (with the consent of the employee's supervisor at the time a short-term assignment is available) shall have the opportunity to volunteer for such assignments.

g. Branch employees willing to float to other branches on a short-term basis shall have the opportunity to volunteer for such assignments.

h. All short-term assignments will be re-evaluated two (2) weeks after the first day of the assignment to determine if the position needs to be posted as a temporary position. If appropriate, the short-term assignment may be extended on a week-to-week basis.

i. At the time of placement, the expected duration of the short term assignment will be designated in writing via email to the employee.

j. The Human Resources Department will provide a summary report of all short-term assignments as part of regular monthly reports to the Board of Trustees.

2. Transfers. The Library determines the staff complement for each agency. The Library shall have the right to move all or a portion of an employee's hours from one workplace to another in order to meet Library needs, subject to the following provisions:

a. If the Library decides to transfer an employee from one workplace to another, it shall first seek volunteers at agencies that are above their staff complement for that position/job title to move all or part of their hours.

b. If there are no volunteers at the sending workplace, the Library shall transfer the least senior bargaining unit employee at the sending workplace to the receiving workplace, provided that the transferred employee is qualified to do the work.

c. Seniority shall not apply in cases where the transfer of an employee would require said employee to split his/her hours between the sending and receiving workplace when a more senior employee at the sending workplace could work all his/her existing hours at the receiving workplace.

d. Except in cases of emergency, the Library shall give the employee to be transferred a minimum of five (5) working days' notice.

e. If an employee is transferred to a position in a higher classification, the rate of pay shall be the minimum rate of pay of the new grade, or one step above his/her present rate of pay if he/she is already paid more than the minimum of the new grade.

f. The Library's right to transfer shall not extend to transferring an employee into a vacancy that would otherwise be filled by bidding or recall from layoff.

g. There shall be no transfers for disciplinary reasons.

h. The Library shall notify SEIU District 1199 Executive Board Member(s) prior to seeking volunteers for a transfer.

H. In the event of a posted vacancy, employees may bid laterally and may bid to a lower classification in the event of disability or hardship, subject to needs of the Library.

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ARTICLE X: POSITION CHANGES AND POSTING

A. Position Posting. When a position vacancy occurs or a new position is created, and the Library desires to fill that position the Library shall place a notice of the position vacancy on the Staff Center (with a link to the application process) and as an Announcement in the Employee Self Service (ESS) page, which notice shall remain for seven (7) calendar days. (A position vacancy includes temporary and full-time and part-time regular positions.) Notice of openings shall not appear in the Staff Newsletter; however, the Library will send a courtesy email to staff members to remind them to check ESS when jobs are posted.

1. The notice shall contain the job title, grade, salary, department, shift, interview period and closing date of the position posting. Employees may obtain copies of position descriptions, including qualifications, on the Staff Center.

2. Applications must be submitted electronically; paper applications will not be accepted or considered. Applications that are submitted electronically prior to the end of seven (7) calendar days of the posting of the notice will be reviewed in determining whether an applicant is qualified.

3. The Library will email qualified applicants notices regarding scheduling of interviews and whether or not they are selected for the position.

4. The Library will send email notice to the candidates who are deemed not qualified for the position upon determination of lack of qualification.

5. The Library will complete the selection process within forty five (45) days of the last day of the electronic posting, to the extent possible and practicable. The Library will notify applicants in cases when this timeline will not be met, to the extent possible and practicable.

6. The Library will post a notice on the Staff Center of the name of the employee awarded the position, once the position has been filled.

B. Position Bidding. Bargaining unit position vacancies and new positions shall be awarded on the basis of qualifications.

1. "Qualified" shall be defined as possessing the prerequisite skills and abilities as contained in the job description to satisfactorily perform the required work. In connection with skill and ability, the position description may include academic qualifications, education, experience in the Library, experience in a comparable Library system and related experience.

2. If a bargaining unit employee applies for a posted position and is qualified, the bargaining unit employee shall be awarded the position over outside applicants. If more than one non-professional bargaining unit employee applies for a posted position and if their

qualifications are relatively equal, then the employee with the most seniority shall be awarded the position. If more than one professional bargaining unit employee applies for a posted professional position, the most qualified employee as defined in Article X.B.1. shall be awarded the position, with consideration given to seniority at the discretion of the Library.

C. An employee awarded a position under these provisions shall be allowed a trial period of up to sixty (60) days, beginning with the first day in the position.

1. If during such trial period it is determined that an employee is not satisfactorily performing the work, the employee shall be reassigned to her/his former position.

2. An employee may elect to return to his/her former position within sixty (60) days.

3. An employee who is reassigned or elects to return to her/his former position will be paid at her/his former regular rate of pay plus any regular step and/or wage increases that would have been received by such bargaining unit employee in the former position, during the time the employee was in the new or vacant position.

D. The rate of pay of an employee promoted to a position in a higher classification shall be either the minimum rate of pay of the new grade or one step above his/her present rate of pay if he/she is already paid more than the minimum of the new grade. If the promotion does not result in an increase in salary (grade and step) of at least two percent (2%) of the employee's current salary (grade and step), the employee will be moved to the next higher step in the new grade.

E. An employee who is awarded a lateral bid hereunder shall not be permitted to bid for another lateral position vacancy for a period of one (1) year from the first day in the new position, but such employee may bid for a position that would be a promotion during such one (1) year period.

A part-time employee who is awarded a lateral bid shall be permitted to bid for a full-time position within the same administrative unit after six (6) months from the first day in the new position.

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An employee who is awarded a promotional position hereunder shall not be permitted to bid for another position vacancy, either promotional or lateral, for a period of one (1) year from the first day in the promotional position.

1. During their six-month probationary period, newly hired bargaining unit employees are prohibited from bidding for any positions, except as described by Section E.2. below.

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2.4. An employee who is awarded a bid in a temporary position shall be permitted to bid on the same position if the vacancy is posted as a permanent position. If such employee is awarded the permanent position, then the time the employee spent as a temporary in that position shall be credited towards the one (1) year waiting period described in this Section E.

F. A professional employee who is awarded a promotional position hereunder will not be restricted from bidding for a position with newly-established duties that did not exist at the time of the promotion.

G. Short-Term Assignments and Transfers.

1. Short-Term Assignments: The Library may re-assign an employee(s) on a short-term basis to fill public service staffing shortages, subject to the following provisions:

a. The Library will utilize substitute employees as needed and appropriate to alleviate the need for short-term assignments.

b. "Short-term" assignments are defined as assignments lasting for a period up to and including two (2) weeks' duration.

c. Short-term assignments will first be offered to employees who volunteer to be available to "float" to other departments or branches on a short-term basis, in accordance with the provisions below.

d. Volunteers will be assigned in an equitable manner subject to scheduling needs and qualifications required by the affected branches or departments.

e. In the event that no volunteers are available, the Library shall have the right to assign an employee to a short-term assignment.

f. Main Library employees willing to float to another department for up to one (1) work day (with the consent of the employee's supervisor at the time a short-term assignment is available) shall have the opportunity to volunteer for such assignments.

g. Branch employees willing to float to other branches on a short-term basis shall have the opportunity to volunteer for such assignments.

h. All short-term assignments will be re-evaluated two (2) weeks after the first day of the assignment to determine if the position needs to be posted as a temporary position. If appropriate, the short-term assignment may be extended on a week-to-week basis.

i. At the time of placement, the expected duration of the short term assignment will be designated in writing via email to the employee.

j. The Human Resources Department will provide a summary report of all short-term assignments as part of regular monthly reports to the Board of Trustees.

2. Transfers. The Library determines the staff complement for each agency. The Library shall have the right to move all or a portion of an employee's hours from one workplace to another in order to meet Library needs, subject to the following provisions:

a. If the Library decides to transfer an employee from one workplace to another, it shall first seek qualified volunteers at agencies that are above their staff complement for that position/job title to move all or part of their hours. If there are no qualified volunteers, the Library shall seek voluntary transfers from qualified employees in the same pay grade and administrative area or Public Services team (Main, East or West) from which the position is to be eliminated. If there are still no qualified volunteers, the Library shall seek volunteers among all qualified employees of the same pay grade or lower. Qualified shall be determined according to Article XI.D.1. All volunteer transfers shall be subject to the trial period defined in Article XI.D.1.

b. If there are still no qualified volunteers at the sending workplace, the Library shall transfer the least senior qualified bargaining unit employee in the over-complemented positions sending workplace to the receiving workplace, provided that the transferred employee is qualified to do the work.

c. Seniority shall not apply in cases where the transfer of an employee would require said employee to split his/her hours between the sending and receiving workplace when a more senior employee at the sending workplace could work all his/her existing hours at the receiving workplace.

d. Except in cases of emergency, the Library shall give the employee to be transferred a minimum of ten (10) working days' notice.

e. If an employee is transferred to a position in a higher classification, the rate of pay shall be the minimum rate of pay of the new grade, or one step above his/her present rate of pay if he/she is already paid more than the minimum of the new grade. If an employee is transferred to a lower classification, that employee shall maintain her/his current classification/grade and rate of pay for the purposes of pay scale, job bidding and bumping rights.

f. An employee shall not be involuntarily transferred more than once within a rolling twelve (12) month period.

g. Employees who have been involuntarily transferred within the last twelve (12) months shall be given the first opportunity for any volunteer transfer opportunity within the same pay grade for which they are qualified. Priority shall be given to the most senior volunteer.

h.f. The Library's right to transfer shall not extend to transferring an employee into a vacancy that would otherwise be filled by bidding or recall from layoff.

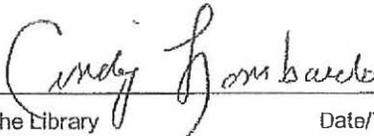
h.g. There shall be no transfers for disciplinary reasons.

h.h. The Library shall notify SEIU District 1199 Executive Board

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Member(s) prior to seeking volunteers for a transfer.

h. In the event of a posted vacancy, employees may bid laterally and may bid to a lower classification in the event of disability or hardship, subject to needs of the Library.

	3/25/14		3/25/2014
For the Union	Date/Time	For the Library	Date/Time

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

ARTICLE XII: LEAVES

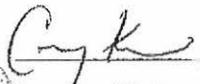
B. Jury Duty and Court Appearances. – No change

C. Funeral Leave.

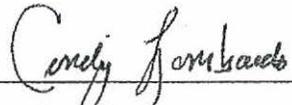
1. All full-time and part-time regular employees are entitled to a maximum of three (3) days paid leave for an absence due to the death of a spouse, parent, child, mother-in-law, father-in-law, sister, brother, **grandchild, grandparent**, or any other person who resides in the home of the employee at the time of his or her death.

Employees are entitled to one (1) day paid leave for other relatives, such as a ~~grandchild~~, uncle, aunt, ~~grandparent~~, niece, nephew, sister-in-law, brother-in-law, daughter-in-law, or son-in law.

[Remainder of C.1. unchanged]

  
For the Union

3/25/14  
Date/Time

  
For the Library

3/25/14  
Date/Time

## ARTICLE XII: LEAVES

A. Sick Leave.

1. A full-time member of the bargaining unit may accumulate sick leave of up to fifteen (15) days for a full year's employment. Part-time regular employees earn a pro rata share. All employees shall earn .0577 hours of sick leave per hour compensated (exclusive of overtime and Sunday hours). Annual sick leave allowances are calculated on no more than twenty six (26) pay periods per year.

Sick leave may be used in increments of no less than fifteen (15) minutes and may be taken in any increment up to the employee's full work day.

Sick leave may be used if needed for personal illness or injury, professional medical or dental attention, the illness of an adopted or natural child in the home up to age fourteen (14), except for a medical disability for a child up to age eighteen (18), and emergency leave. Sick leave will be shown on each employee's paycheck as of the previous pay period, and it may be taken only after it is earned.

2. Sick leave with pay shall be granted, provided the employee has reported the illness or injury to her/his immediate supervisor or agency head, where possible, not later than one hour before the start of her/his regularly scheduled shift. The supervisor may require a doctor's certificate. Supervisors shall use reasonable discretion in requesting doctors' certificates. The following guidelines shall generally apply:

a. After three (3) consecutively scheduled work days of sick leave, a doctor's excuse may be required at the supervisor's discretion.

Employees who are absent for three or more consecutively scheduled work days may also be eligible for FMLA leave (see Article XIII. A).

b. A doctor's excuse may be required, at the supervisor's discretion, if an employee is absent for more than seven days within any (rolling) six (6) month period and such absences are not medically excused or covered by FMLA or other leaves provided by this Agreement.

c. A doctor's excuse may be required, at the supervisor's discretion, if sick leave is used immediately before or after a holiday, vacation or for time which the employee was previously denied a vacation bid or request.

d. Where practicable, the Library will inform an employee of the need for a doctor's certificate prior to the employee's return to work from an illness or injury.

3. Sick leave may be claimed for accident or illness which occurs during an employee's vacation. Whenever sick leave is granted under this provision, the unused vacation time will be restored.

4. Employees with previous public service in the State of Ohio shall be credited with sick time earned in other positions that have not been used.

5. Unused sick leave up to a total of nine hundred (900) hours (120 working days) may be carried forward from one (1) calendar year to the next.

6. An emergency leave of no more than three (3) days in any one (1) calendar year may be taken and deducted from the employee's available sick leave allowance. For purposes of this paragraph, an "emergency" is defined as an incident that results from circumstances reasonably beyond the employee's control, which makes it impracticable or unsafe for the employee to report to or remain on his or her scheduled shift. It is understood that an emergency, as described above, must be of an immediate nature that cannot be resolved prior to the employee's shift or on non-working time.

Further, an employee experiencing an emergency shall use reasonable efforts to report to or return to work. It is further understood that any employee experiencing a problem with transportation shall use reasonable efforts to find other sources of transportation to work including, but not limited to, public transportation. Finally, emergency leave is not intended to and will not expand any other types of leave currently available under this Agreement.

An employee experiencing an emergency will report the need for the leave and the reasons therefore to his or her immediate supervisor or agency head as soon as practicable. Immediately upon the employee's return to work, he or she must complete an Employee Self Service (ESS) form for Leave and provide a statement of the emergency, medical or non-medical. The employee's supervisor shall approve or deny the requested emergency leave, which will be signed off on by the appropriate Administrator, and notify the requesting employee of the decision. A copy of any approved emergency leave request shall be made a part of the employee's record.

If an employee requires emergency leave, as defined above, but has exhausted all of her or his sick leave allowance, the emergency leave will be deducted and taken from the employee's accrued vacation allowance.

7. Good Attendance Incentive ("GAI"): Effective January 1, 2012, employees who use a combined total of fewer than five (5) sick days and/or emergency leave days (37.5 hours for full time employees; 20 hours for part-time regular employees) in the previous calendar year shall be awarded three (3) GAI days (taken from sick leave balance) which can

be used at any time within the calendar year in which they are awarded. Part-time employees shall earn GAI days on a prorated basis (a 4-hour shift equals a "day").

GAI days will be awarded to employees who earn them no later than the first pay date in February of each year. GAI days must be used within the calendar year in which they are awarded and do not roll over to the next calendar year if not taken. GAI days are not subject to payout upon resignation, retirement or termination.

Only employees who have completed one full year of CPL service in a position(s) earning sick time benefits shall be eligible to earn GAI days. Employees shall first be eligible for consideration regarding GAI days in the January following completion of one full year of service.

GAI days must be scheduled and bid according to the same procedures used to schedule and bid vacation time and must be scheduled subject to the needs of the Library.

For calendar year 2012 only, earning of GAI days shall be phased in as follows. (All terms and conditions concerning GAI days, as described in Article VII.A.7, above, shall apply).

Employees who use no more than a combined total of three (3) sick days and/or emergency leave days (22.5 hours for full time employees; 12 hours for part-time employees) between August 28, 2011 and Dec. 31, 2011 shall earn two (2) GAI days (taken from sick leave balance) which must be used by Dec. 31, 2012. GAI days will be awarded to employees who earn them no later than the first pay date in February 2012.

**B. Jury Duty and Court Appearances.**

1. Any employee subpoenaed as a witness to bring Library materials to court, or to appear as a witness in court in a case in which the Library is a party, or called for jury duty shall be excused from her/his regular duties each day he/she is required to appear in court and shall be paid his/her regular salary less any amount received from the Jury Commission for these days. The same shall apply if an employee is called to report for interviews or examinations for possible jury duty during her/his scheduled working hours.

2. In order to be eligible for payment in accordance with the provisions of the above section, it is necessary that the employee submit to the Human Resources Department proof confirming the days spent on jury duty, as a subpoenaed witness, or in interviews for jury duty.

**C. Funeral Leave.**

1. All full-time and part-time regular employees are entitled to a maximum of three (3) days paid leave for an absence due to the death of a spouse, parent, child, mother-in-law, father-in-law, sister, brother, or any person who resides in the home of the employee at the time of his or her death.

Employees are entitled to one (1) day paid leave for other relatives, such as a grandchild, uncle, aunt, grandparent, niece, nephew, sister-in-law, brother-in-law, daughter-in-law, or son-in-law.

In the event of a death during an employee's vacation or absence due to illness, the amounts of time outlined above may be charged against funeral leave instead of vacation time or sick leave.

2. All full-time and part-time regular employees may supplement the paid funeral leave permitted in this section by taking vacation time, subject to the provisions of Article VII of this Agreement. If an employee wishes to take vacation time to supplement his/her funeral leave, the employee should notify his/her supervisor as soon as practicable. In determining whether the employee will be permitted to utilize vacation leave, the employee's supervisor shall consider the amount of accrued vacation time that the employee has available, the staffing needs of the Library, and the special circumstances surrounding the employee's request for vacation.

If the employee has no accrued vacation time available, the employee may be granted a leave of absence without pay for the purpose of extending funeral leave, subject to the provisions of Article XIII.D.

D. Workers' Compensation. Generally, employees are eligible for workers' compensation benefits when they receive injuries in the course of and arising out of their employment at the Library and for occupational diseases they contract in the course of their employment at the Library.

Guidelines for administering workers' compensation benefits are set forth from state agencies and the Library's managed care organization, and are subject to change from time to time.

1. An injured employee has several options for compensation when a work-related injury causes lost time.

a. An employee unable to work because of an injury incurred on the job may be eligible to receive workers' compensation benefits in accordance with the regulations of the Ohio Bureau of Workers' Compensation and applicable statutes.

b. An employee may elect to take leave without pay, without exhausting accrued leave balances, pending determination of a workers' compensation claim. Such election shall be effective upon receipt by the Human Resources Department of written notice from the employee. In the alternative, employees who are injured while on duty may be permitted to use accumulated sick leave and vacation time instead of receiving workers'

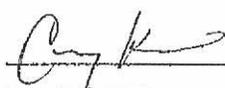
compensation benefits. If an employee is still unable to return to work after sick leave and vacation time have been exhausted, an employee can file a claim for weekly payments from workers' compensation.

2. Transitional Work Program. The Human Resources Administrator or designee shall, by April 30, 2010, develop a proposal for a Transitional Work Program (TWP) for presentation to the Labor Management Committee. The purpose of the TWP is to enable employees recovering from an on-the-job injury to return to work. The TWP is a special work program of the Ohio Bureau of Workers' Compensation (BWC), and the Library may utilize both the BWC and the Library's workers' compensation managed care organization for professional assistance in investigating and setting up a light-duty program.

Under the TWP, employees may be scheduled or assigned to return to work in a temporary position not above their pay grade, which meets their medical restrictions, for a period not to exceed ninety (90) days. The Library will assign the employee to a similar shift and location at or close to their regular position whenever possible.

The recommendations of the Labor Management Committee will be the result of consensus. The recommendations of the Committee with respect to the development of a TWP shall be brought to the Director or designee and the SEIU District 1199 Executive Board Member(s) and will be subject to approval by each party's respective approval procedures.

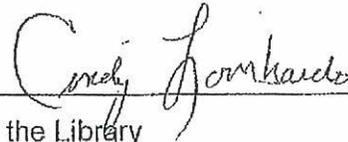
3. Information regarding Workers' Compensation is available to all employees in the Human Resources Department and on the Staff Center.



For the Union

3/25/14

Date/Time



For the Library

3/25/2014

Date/Time

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

ARTICLE XII: LEAVESA. Sick Leave.

1. No change
2. No change
3. No change
4. No change

5. Unused Sick Leave.

a. **Unused sick leave up to a total of nine hundred (900) hours (120 working days) may be carried forward from one (1) calendar year to the next.**

b. **Seventy-five percent (75%) of sick leave hours accumulated over nine hundred (900) hours shall be paid in cash to the employee during the first full pay period in January at the employees' current rate of pay.**

6. No change

~~7. Good Attendance Incentive ("GAI"): Effective January 1, 2012, employees who use a combined total of fewer than five (5) sick days and/or emergency leave days (37.5 hours for full time employees; 20 hours for part time regular employees) in the previous calendar year shall be awarded three(3) GAI days (taken from sick leave balance) which can either be used at any time within the calendar year in which they are awarded Part-time employees shall earn GAI days on a prorated basis (a 4 hour shift equals a "day").~~

~~GAI days will be awarded to employees who earn them no later than the first pay date in February of each year. GAI days must be used within the calendar year in which they are awarded and do not roll over to the next calendar year if not taken. GAI days are not subject to payout upon resignation, retirement or termination.~~

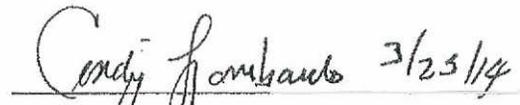
~~Only employees who have completed one full year of CPL service in a position(s) earning sick time benefits shall be eligible to earn GAI days. Employees shall first be eligible for consideration regarding GAI days in the January following completion of one full year of service.~~

~~GAI days must be scheduled and bid according to the same procedures used to schedule and bid vacation time and must be scheduled subject to the needs of the Library.~~

For calendar year 2012 only, earning of GAI days shall be phased in as follows. (All terms and conditions concerning GAI days, as described in Article VII.A.7, above, shall apply).

— Employees who use no more than a combined total of three (3) sick days and/or emergency leave days (22.5 hours for full time employees, 12 hours for part time employees) between August 28, 2011 and Dec. 31, 2011 shall earn two (2) GAI days (taken from sick leave balance) which must be used by Dec. 31, 2012. GAI days will be awarded to employees who earn them no later than the first pay date in February 2012.

  
For the Union                      3/25/14  
Date/Time

  
For the Library                      3/25/14  
Date/Time

Union Proposal  
Date: \_\_\_\_\_

ARTICLE XIV: WAGES AND BENEFITS

J. Life Insurance. The Library will continue to provide to full-time employees who have completed one year of service the Sun Life Assurance Plan including Term Life Insurance and the Accidental Death and Dismemberment Insurance as such benefits existed on February 15, 2007, or the equivalent. (i.e. \$20,000 Term Life Insurance and \$20,000 Accidental Death and Dismemberment Insurance). The Sun Life Assurance Weekly Income Accident and Sickness Insurance shall be provided in accordance with Article XII.A.7 of this Agreement. **Employees with a domestic partner can elect family Life Insurance coverage on the same terms and conditions as an employee with a spouse.**

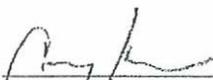
**Domestic Partner shall be defined as follows: both partners are of the same sex, are over the age of eighteen (18), unrelated by blood, not married to anyone else, cohabitating for at least one (1) year and sharing living expenses, or possess a joint marriage license from another state/country. The employee must submit to the Library a Declaration of Domestic Partnership from the City of Cleveland unless they have a marriage license from another State/Country.**

1. Employees terminating employment with the Library may, within 31 days, convert the Library's group insurance plan into a private insurance plan up to the amount of \$20,000, without medical examination.

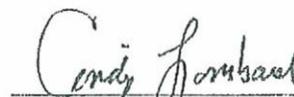
2. **No later than June 1, 2015, the Health Care Committee shall convene to review Short Term Disability Insurance options and seek bids for plans and/or carriers.**

L. K. Tax-Sheltered Annuity Programs. -- No change

M. L. Miscellaneous. -- No change

  
\_\_\_\_\_  
For the Union

3/25/14  
\_\_\_\_\_  
Date/Time

  
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For the Library

3/25/14  
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Date/Time

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

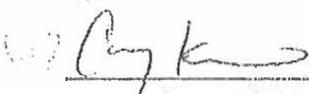
ARTICLE XIV: WAGES

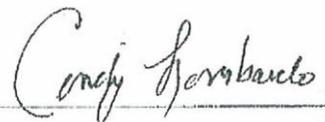
A. Wages.

- 1. No Change
- 2. No Change
- 3. No Change

4. Lead-worker incentive – Effective 30 days after ratification, branch employees designated as Lead Worker shall receive a \$1.25 premium per hour when acting as Lead Worker for a minimum of sixty (60) consecutive minutes. Lunches, breaks, and supper by the supervisor shall be exempted. Management will develop guidelines for lead worker expectations with input from The Union at least thirty (30) days prior to rollout. Rollout of guidelines for all staff for the role of the Lead Worker will occur ninety (90) days after ratification. Lead Worker hours shall be scheduled in advance whenever practicable.

- B. No Change
- C. No Change
- D. No Change
- E. No Change
- F. No Change
- G. No Change
- H. No Change
- I. No Change
- J. No Change
- K. No Change
- L. No Change

      3/25/14  
 For the Union                      Date/Time

      3/25/14  
 For the Library                      Date/Time

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

ARTICLE XV: STAFFING

Section A – No change

Section B – No change

Section C – No change

**Section D – Part-time Regular Employees Extra Hours**

Any part-time bargaining unit employee in Public Services or Property Management may place his/her name on the extra hours list. Bargaining unit work shall be filled by bargaining unit employees whenever possible. The selection and scheduling of extra hours is the responsibility of management and shall be seniority based.

1. Extra Hours List – the Library will maintain a list composed of the names of bargaining unit employees wishing to be considered for extra hours. The extra hours list will be updated twice a year, in January and July.

2. Order of the List – The order of the list shall be determined by bargaining unit seniority. Extra hours for a department/branch shall be first offered by bargaining unit seniority to the employees who are assigned to that department/branch, then to the remaining employees on the list by bargaining unit seniority system-wide. If no such employees are available, the Library may call external substitutes. Extra hours shall be assigned by the Substitute Scheduler.

3. No Part-Time employee shall work more than a total of twenty-eight (28) hours per week.

4. No travel time shall be paid by the Library to employees working extra hours.

5. No Shows – Employees who are awarded extra hours by the above referenced process and then who do not show and do not call to advise the supervisor on more than two (2) occasions within a rolling one (1) year period, will be removed from the next scheduled extra hours list for one (1) year. The Union shall be advised in advance of an employee being removed from the extra hours list for this reason.

~~Section D~~

C. K. 3/25/14  
For the Union Date/Time

Cindy Lombardo 3/25/14  
For the Library Date/Time

ARTICLE XVa: PROCESSING OF LIBRARY MATERIALS

The Cleveland Public Library is committed to maintaining the role of the Technical Services Department as a national leader in cataloging and in the provision of bibliographic and processing services. As a contributor to the OCLC database and as the host and provider to CLEVNET Libraries, the Library intends to maintain appropriate staffing levels. The Library and the Union are committed to providing materials to the public in a timely fashion. To that end, the following provisions are agreed to in regard to processing of library materials and related workforce protections:

A. MARC Records. The Library may purchase MARC records for titles released after October 1, 2004. The Library shall determine the best method of delivery of MARC records.

Technical Services staff or Public Service staff (as needed) shall create item records and spine or title labels for all materials. Technical Services staff shall inspect and edit basic cataloging records in the Library's bibliographic database. Catalogers shall inspect and edit complex cataloging records and perform original cataloging in OCLC, LC and the Library's bibliographic database

B. Processing of Library Materials. The Library may acquire items from vendors with limited processing under the following provisions:

1. Mass Market Paperbacks ordered directly through the decentralized ordering system may be delivered with barcodes (supplied by CPL), date stamps and property stamp(s). MARC records will be purchased for inventory purposes and Technical Services staff or Public Service staff (as needed) shall complete the inventory process, attaching items to the appropriate records.

2. CDs and DVDs ~~ordered from Midwest Tapes~~ may be acquired with plastic shrink wrap removed by the vendor.

3. Juvenile and Young Adult paperbacks may be acquired from vendors with property stamp(s), date stamp and barcodes (supplied by CPL). MARC records may be purchased for inventory purposes and Technical Services staff or Public Service staff (as needed) will complete the inventory process, attaching items to the appropriate records.

C. Processing of DVD Materials.

1. DVDs ~~ordered from Midwest Tapes~~ shall may be acquired with CPL identification, color stripe, barcode (supplied by CPL), index/shelf letter (first letter of title) and "donut" labels.

2. All other processing and inventory of DVDs ~~ordered from Midwest Tapes~~ shall be completed by CPL staff.

3. DVD materials ordered ~~that from any other vendors~~ are not subject to pre-processing and shall be processed and inventoried completely by CPL staff.

D. Workforce Protections. Article XV.A.4 of this Agreement provides that use of vendors or subcontracting may not result in the layoff of bargaining unit employees. The parties agree that nothing in this Article shall be construed as altering those or any other contractual provisions. Further, no employees of the Technical Services Department shall have their hours reduced as a result of the acquisition of MARC records or approved vendor processing. They shall, instead, be assigned to other duties within their classification.

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2/13/14

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2/13/14

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

ARTICLE XVI: RETIREMENT AND SEPARATION OF SERVICE

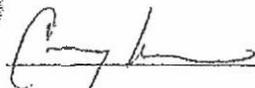
Section A – Retirement.

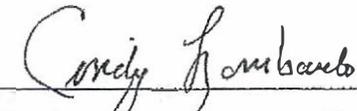
1. All full time and part-time regular employees come under the provisions of the Ohio Public Employee Retirement System (“O.P.E.R.S”). The Library and the Union agree to abide by any and all rules and regulations now in effect or subsequently enacted by O.P.E.R.S. The total compensation payable by the Library to each employee in any period shall be reduced by the amount payable by the Library to O.P.E.R.S on behalf of the employee as a pick-up amount.

The Library agrees to O.P.E.R.S pick-up during the term of this Agreement.

**2. Employees who submit the Retirement/Resignation Form 417 on or before July 31, 2014 and are eligible to retire from O.P.E.R.S will receive a five thousand dollar (\$5000) buyout upon final payout. Employees must retire on or before December 31, 2014 to receive the above buyout. No employee who submits Form 417 for this purpose may rescind his/her resignation/retirement.**

Section B – [No change]

 \_\_\_\_\_ 3/25/14  
For the Union                      Date/Time

 \_\_\_\_\_ 3/25/14  
For the Library                      Date/Time

## CLEVELAND PUBLIC LIBRARY

## REPORT E

**Human Resources Committee Report**

Meeting Date: November 20, 2014

Report Period: October, 2014

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

<b>MONTH</b>	<b>2013 SICK LEAVE HOURS USED</b>	<b>2014 SICK LEAVE HOURS USED</b>	<b>2014 TOTAL HOURS</b>
January	3,655.75	4,933.14	132,056.58
February	4,261.02	4,259.31	87,450.76
March	*5,244.17	4,679.66	87,286.69
April	3,614.65	3,675.04	89,178.00
May	3,910.47	3,338.68	87,571.20
June	2,895.01	2,579.88	87,593.47
July	3,272.87	2,623.97	86,844.13
August	*4,570.23	*4,909.95	*132,642.30
September	3,414.33	3,476.70	81,609.55
October	4,081.30	3,865.92	93,159.23
November	3,591.42		
December	4,130.37		

**\*Covers three pay dates**

**CLEVELAND PUBLIC LIBRARY  
EE0-4 REPORT  
OCTOBER 01, 2014 - OCTOBER 31, 2014  
FULL/PART-TIME EMPLOYEES**

**Human Resources Committee Report**

November 20, 2014

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	20	10	1			30	18	1		
Professionals	74	12	2			1	39	13	4	3	
Technicians	18	9	2	1			5	1			
Protective Service	20	9	10					1			
Para-Professionals	136	28	28	2	2		33	32	9	2	
Administrative Support	319	31	70	6	4		57	130	19	2	
Skilled Craft	11	6	3			1		1			
Service Maintenance	49	8	34	1			2	3	1		
<b>Grand Total</b>	<b>707</b>	<b>123</b>	<b>159</b>	<b>11</b>	<b>8</b>	<b>0</b>	<b>166</b>	<b>199</b>	<b>34</b>	<b>7</b>	<b>0</b>

**A= Total Column****B= White****C=Black****D=Hispanic****E=Asian/Pacific****G=White****H=Black****I=Hispanic****J=Asian/Pacific****F= American Indian/Alaskan Native****K=American Indian/Alaskan Native**

**INSURANCE REPORT  
FOR THE MONTH OF**

Human Resources Committee Report     **OCTOBER**  
NOVEMBER 20, 2014                             **2014**

**Staff Enrollments-Health Care/Dental**

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Med Mutual Standard</b>	25	16	41
<b>Med Mutual Premier</b>	249	140	389
<b>Delta Dental</b>	175	278	453
<b>Vision</b>	242	160	402
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injur</i>	<i>Total days missed during report</i>
<b>NO LOST TIME INJURIES</b>			

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR OCTOBER 2014**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD
	2014	2013	2014	2013	2014	2013	Gain/Loss
Main Library	132,429	149,688	720	720	1,340,232	1,451,692	-7.7%
Branches	334,203	364,440	1,660	1,653	3,159,425	3,418,193	-7.6%
Mobile Units	7,369	7,284			63,775	52,359	21.8%
Library for the Blind	53,160	56,888			531,018	543,064	-2.2%
OLBPD BARD	11,292	10,169			111,889	113,558	-1.5%
eMedia	20,050	16,290			193,470	160,784	20.3%
<b>TOTAL CIRCULATION</b>	<b>558,503</b>	<b>604,759</b>			<b>5,399,809</b>	<b>5,739,650</b>	<b>-5.9%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
eBook	13,950	12,406	138,369	122,887	12.6%
eAudioBook	5,071	3,752	45,836	36,401	25.9%
eMusic	37	62	300	590	-49.2%
eVideo	258	70	2,400	906	164.9%
Zinio	734		6,565		N/A
<b>TOTAL eCIRCULATION</b>	<b>20,050</b>	<b>16,290</b>	<b>193,470</b>	<b>160,784</b>	<b>20.3%</b> Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
Downloads	11,292	10,169	111,889	113,558	-1.5% Included in circulation activity
Users	605	638	6,497	6,115	6.2%

\*NLS was unable to provide BARD usage numbers for October 2014.

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD
			2014	2013	2014	2013	Gain/Loss
Main Library	94	45 minutes	14,118	14,127	10,299	10,538	-2.3%
Branches	541	39 minutes	92,385	100,805	60,686	67,067	-9.5%
<b>TOTAL USAGE</b>	<b>635</b>		<b>106,503</b>	<b>114,932</b>	<b>70,985</b>	<b>77,605</b>	<b>-8.5%</b>

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD
	2014	2013	2014	2013	2014	2013	Gain/Loss
Main Library*	46,299	49,808	211	226	446,140	466,033	-4.3%
Branches	258,896	266,816	1,179	1,210	2,405,170	2,556,652	-5.9%
Mobile Unit	613	719			6,039	6,255	-3.5%
<b>TOTAL VISITS</b>	<b>305,808</b>	<b>317,343</b>			<b>2,857,349</b>	<b>3,028,940</b>	<b>-5.7%</b>

**REPORT H**

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**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR OCTOBER 2014**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	7,736	791	621	1,345	10,493	776	11,269
Brooklyn	5,057	390	420	686	6,553	865	7,418
Carnegie West	9,896	1,213	1,434	2,023	14,566	1,200	15,766
Collinwood	6,744	639	670	1,030	9,083	726	9,809
East 131st	4,724	415	333	691	6,163	424	6,587
Eastman	14,881	1,598	1,496	2,721	20,696	2,360	23,056
Fleet*	10,531	883	955	1,551	13,920	1,163	15,083
Fulton	9,750	797	739	1,198	12,484	971	13,455
Garden Valley	3,565	199	142	284	4,190	313	4,503
Glenville	6,200	566	463	1,038	8,267	690	8,957
Harvard-Lee	6,558	584	758	1,281	9,181	803	9,984
Hough	4,073	406	281	604	5,364	403	5,767
Jefferson	5,051	657	886	1,154	7,748	758	8,506
Langston Hughes	6,328	729	692	1,316	9,065	673	9,738
Lorain	8,116	914	774	1,512	11,316	976	12,292
Martin Luther King, Jr.	7,733	649	853	1,239	10,474	1,024	11,498
Memorial-Nottingham	9,918	958	1,337	2,256	14,469	1,376	15,845
Mt. Pleasant	4,720	541	431	564	6,256	440	6,696
Rice	10,185	751	842	1,201	12,979	1,049	14,028
Rockport	16,061	1,308	1,394	2,397	21,160	2,165	23,325
South	7,126	843	713	1,422	10,104	728	10,832
South Brooklyn	14,738	1,372	1,902	3,376	21,388	2,373	23,761
Sterling	5,192	396	287	580	6,455	445	6,900
Union	5,357	764	520	712	7,353	632	7,985
Walz	12,119	920	1,059	1,725	15,823	1,493	17,316
West Park	11,558	1,496	2,681	3,826	19,561	2,518	22,079
Woodland	8,931	652	449	898	10,930	818	11,748
<b>TOTAL</b>	<b>222,848</b>	<b>21,431</b>	<b>23,132</b>	<b>38,630</b>	<b>306,041</b>	<b>28,162</b>	<b>334,203</b>

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

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR OCTOBER 2014**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2014	2013	2014	2013		
Addison	11,269	13,771	115,678	122,324	-6,646	-5.4%
Brooklyn	7,418	8,474	68,348	77,715	-9,367	-12.1%
Carnegie West	15,766	16,444	141,663	148,104	-6,441	-4.3%
Collinwood	9,809	11,344	90,526	103,027	-12,501	-12.1%
East 131st	6,587	5,776	56,193	55,033	1,160	2.1%
Eastman	23,056	23,982	212,929	230,214	-17,285	-7.5%
Fleet*	15,083	18,865	143,226	169,600	-26,374	-15.6%
Fulton	13,455	13,566	150,940	143,867	7,073	4.9%
Garden Valley	4,503	5,446	39,778	50,847	-11,069	-21.8%
Glenville	8,957	9,320	83,510	93,660	-10,150	-10.8%
Harvard-Lee	9,984	11,231	92,255	106,148	-13,893	-13.1%
Hough	5,767	5,773	52,764	52,977	-213	-0.4%
Jefferson	8,506	9,686	82,928	90,633	-7,705	-8.5%
Langston Hughes	9,738	8,352	79,594	84,875	-5,281	-6.2%
Lorain	12,292	13,117	117,669	131,873	-14,204	-10.8%
Martin Luther King, Jr.	11,498	11,741	117,127	97,314	19,813	20.4%
Memorial-Nottingham	15,845	16,665	152,246	160,756	-8,510	-5.3%
Mt. Pleasant	6,696	7,959	61,312	71,971	-10,659	-14.8%
Rice	14,028	15,728	127,814	144,881	-17,067	-11.8%
Rockport	23,325	23,978	213,074	228,130	-15,056	-6.6%
South	10,832	10,827	96,496	96,207	289	0.3%
South Brooklyn	23,761	24,499	220,755	236,857	-16,102	-6.8%
Sterling	6,900	8,254	61,983	74,018	-12,035	-16.3%
Union	7,985	10,022	82,229	88,991	-6,762	-7.6%
Walz	17,316	21,674	167,008	192,278	-25,270	-13.1%
West Park	22,079	24,116	224,585	239,489	-14,904	-6.2%
Woodland	11,748	13,830	106,795	126,404	-19,609	-15.5%
<b>TOTAL</b>	<b>334,203</b>	<b>364,440</b>	<b>3,159,425</b>	<b>3,418,193</b>	<b>-258,768</b>	<b>-7.6%</b>

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

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE OCTOBER 2014**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2014	2013	2014	2013		
Addison	6,065	8,433	61,722	76,469	-14,747	-19.3%
Brooklyn	4,113	4,932	42,495	50,119	-7,624	-15.2%
Carnegie West	15,898	16,666	150,897	165,213	-14,316	-8.7%
Collinwood	8,136	8,590	76,205	76,485	-280	-0.4%
East 131st	8,317	8,352	74,113	79,244	-5,131	-6.5%
Eastman	12,834	13,686	116,950	131,225	-14,275	-10.9%
Fleet	11,936	14,124	112,969	128,195	-15,226	-11.9%
Fulton	9,267	9,625	81,653	94,023	-12,370	-13.2%
Garden Valley	5,534	5,309	53,323	48,688	4,635	9.5%
Glenville	6,796	7,696	68,578	77,561	-8,983	-11.6%
Harvard-Lee	10,205	11,295	94,565	95,628	-1,063	-1.1%
Hough	14,292	12,119	117,361	110,136	7,225	6.6%
Jefferson	7,907	8,332	74,256	80,704	-6,448	-8.0%
Langston Hughes	8,982	8,231	75,011	73,980	1,031	1.4%
Lorain	9,082	9,057	88,786	93,773	-4,987	-5.3%
Martin Luther King, Jr.	6,539	6,539	67,168	64,532	2,636	4.1%
Memorial-Nottingham	6,811	8,617	68,056	89,229	-21,173	-23.7%
Mt. Pleasant	6,172	6,400	66,294	64,673	1,621	2.5%
Rice	13,366	17,047	125,422	148,795	-23,373	-15.7%
Rockport	14,103	11,353	127,149	108,040	19,109	17.7%
South	9,767	9,273	79,380	79,591	-211	-0.3%
South Brooklyn	15,788	12,893	131,702	139,557	-7,855	-5.6%
Sterling	12,269	11,611	109,649	129,769	-20,120	-15.5%
Union	6,691	6,374	66,523	62,939	3,584	5.7%
Walz	10,382	12,006	95,197	106,294	-11,097	-10.4%
West Park	9,482	10,129	100,022	101,392	-1,370	-1.4%
Woodland	8,162	8,127	79,724	80,398	-674	-0.8%
<b>TOTAL</b>	<b>258,896</b>	<b>266,816</b>	<b>2,405,170</b>	<b>2,556,652</b>	<b>-151,482</b>	<b>-5.9%</b>

\*Equipment malfunction. Substitute value used.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS OCTOBER 2014**

Total Circulation		Attendance		Population		
Branch		Branch		2010	2000	
1 South Brooklyn	23,761	1 Carnegie West	15,898	1 South Brooklyn	32,043	34,217
2 Rockport	23,325	2 South Brooklyn	15,788	2 West Park	27,814	29,398
3 Eastman	23,056	3 Hough	14,292	3 Fleet**	26,727	34,598
4 West Park	22,079	4 Rockport	14,103	4 Eastman	23,674	25,873
5 Walz	17,316	5 Rice	13,366	5 Rockport	19,896	21,467
6 Memorial-Nottingham	15,845	6 Eastman	12,834	6 Fulton	19,647	22,575
7 Carnegie West	15,766	7 Sterling	12,269	7 Rice	19,462	25,893
8 Fleet*	15,083	8 Fleet	11,936	8 Memorial-Nottingham	19,271	22,598
9 Rice	14,028	9 Walz	10,382	9 Harvard-Lee	17,655	21,246
10 Fulton	13,455	10 Harvard-Lee	10,205	10 Walz	16,063	18,497
11 Lorain	12,292	11 South	9,767	11 Collinwood	14,769	19,377
12 Woodland	11,748	12 West Park	9,482	12 Langston Hughes	14,439	21,224
13 Martin Luther King, Jr.	11,498	13 Fulton	9,267	13 Glenville	14,006	20,302
14 Addison	11,269	14 Lorain	9,082	14 Addison	13,603	19,263
15 South	10,832	15 Langston Hughes	8,982	15 East 131st	13,025	18,001
16 Harvard-Lee	9,984	16 East 131st	8,317	16 Mt. Pleasant	12,792	17,155
17 Collinwood	9,809	17 Woodland	8,162	17 Lorain	12,588	14,589
18 Langston Hughes	9,738	18 Collinwood	8,136	18 Martin Luther King, Jr.	12,392	15,483
19 Glenville	8,957	19 Jefferson	7,907	19 Carnegie West	10,487	11,716
20 Jefferson	8,506	20 Memorial-Nottingham	6,811	20 Union	8,416	12,603
21 Union	7,985	21 Glenville	6,796	21 Sterling	8,267	8,712
22 Brooklyn	7,418	22 Union	6,691	22 Woodland	7,946	7,213
23 Sterling	6,900	23 Martin Luther King, Jr.	6,539	23 South	6,325	7,729
24 Mt. Pleasant	6,696	24 Mt. Pleasant	6,172	24 Hough	5,667	7,845
25 East 131st	6,587	25 Addison	6,065	25 Brooklyn	5,524	6,430
26 Hough	5,767	26 Garden Valley	5,534	26 Jefferson	3,515	3,987
27 Garden Valley	4,503	27 Brooklyn	4,113	27 Garden Valley	2,310	3,220
	334,203		258,896	28 Broadway**		1,966
					388,323	473,177

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

\*\*Broadway and Fleet services areas merged

Prepared By: Northern Ohio Data and Information Service –  
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**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR OCTOBER 2014**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
CLEVNET	80,315	87,142	777,795	832,486	-6.6%
MORE	415	607	5,711	7,395	-22.8%
Other Libraries	548	652	6,081	7,084	-14.2%
<b>TOTAL</b>	<b>81,278</b>	<b>88,401</b>	<b>789,587</b>	<b>846,965</b>	<b>-6.8%</b>

\*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
Projected	16,486	21,226	210,613	232,170	-9.3%
KnowItNow Web Reference*	162	1,150		5,159	-100.0%
Interlibrary Loan Requests	963	2,592	14,684	39,250	-62.6%
<b>TOTAL</b>	<b>17,611</b>	<b>24,968</b>	<b>225,297</b>	<b>276,579</b>	<b>-18.5%</b>

\*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
New Titles Added	5,431	7,369	60,449	59,039	2.4%
Total Items Added	23,364	27,289	203,207	242,451	-16.2%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
Main Library	208	208	2,006	2,024	-0.9%
Branches	5,940	5,967	57,453	57,920	-0.8%

# WHERE DO MAIN LIBRARY COLLECTIONS CIRCULATE?

