

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 June 19, 2014
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Mr. Corrigan, Ms. Butts, Ms. Rodriguez,
 Mr. Seifullah, Mr. Hairston, Mr. Werner
 (arrived 12:12 p.m.), Mr. Parker (arrived,
 12:17 p.m. and departed, 1:27 p.m.)

Absent: None

Mr. Corrigan called the meeting to order at 12:11 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the 05/13/14
 Regular Board Meeting meeting. Ms. Rodriguez seconded
 the motion, which passed unanimously by roll call vote.

Presentation: Year of the Learner - Hallie Bram
 Kogelschatz & Eric Kogelschatz

Before introducing Hallie Bram Kogelschatz and Eric
 Kogelschatz, Director Thomas stated that the Library's
 strategic plan outlines bold plans for the future of the
 organization in 2019 and includes concepts creating the
 library into a visual transformational educational
 institution.

Eric Kogelschatz, Co-Founder & Curator, TEDxCLE and Co-
 Founder, shark&minnow, stated that the Library has
 transformed from a place for research and where access
 to popular materials are available to a center to learn.

Mr. Kogelschatz discussed how online sharing and
 technology have inspired and engaged patrons at the
 Library. He reviewed the continuum in self-motivated
 online learning from very structured to peer-to-peer.

After interviewing several patrons and students at the
 Rice Branch and Main Library, Mr. Kogelschatz discovered
 these motivations for learning: collaboration and
 knowledge sharing, a desire for self-gratification and

REGULAR BOARD
 MEETING 5/13/14
 Approved

growth, accommodating different learning styles, and the need to find a job.

Mr. Kogelschatz proposed that the Library engage in A Year of Learning in Cleveland: To educate and inspire Clevelanders and rebrand Cleveland as the destination for innovation and education in America.

He stated that partnerships in education, cultural, corporate, technology, civic partnerships were essential. The following plans needed to move forward: strategic, marketing/outreach, education, civic engagement, corporate and cultural partnership. He reviewed a case scenario that can be customized for each individual: (1) Download; identifying student interests, experiences, goals, etc. (2) Learn and earn; platforms, tracks, point system, etc. (3) Upload; including education, performance, Library interactions and engagement, community involvement, civic engagement, and social influence, and (4) Reward; based on a points, access, resources and job placement.

Hallie Bram Kogelschatz stated that a staffing and tracking plan should also be in place to make the process a seamless one for students. The Year of the Learner is not restricted to age. It will help to facilitate a connection with like-minded people.

Director Thomas stated that he wanted to introduce this proposal and begin the discussion on the transition from a traditional library to the People's University.

Mr. Hairston asked how this plan integrates with the STEM initiative.

Director Thomas stated that our success is based on the ability to create partnerships and collaborations with other institutions. He also stated that as students learn, they can then share their expertise as teachers to other students.

Mr. Corrigan thanked Mr. Kogleschatz for his presentation and stated that there was much work to be done.

LTR. FROM:
MARJORIE G.
EVANS,
VERSAILLES, KY;
EMAIL FROM:
SONYA PRYOR-
JONES,
DIRECTOR,
PROMISE
NEIGHBORHOOD,
SISTERS OF
CHARITY
FOUNDATION OF
CLEVELAND
Acknowledged

COMMUNICATIONS

Director Thomas acknowledged a letter from Marjorie G. Evans, Versailles, KY, complimenting staff, the collections and architecture during her recent visit to the Library; an email from Sonya Pryor-Jones, Director, Promise Neighborhood, Sisters of Charity Foundation of Cleveland stating that a donation of 800 books had been received for the Central Promise neighborhood for the Little Free Libraries; and displayed the 25th Annual Cleveland Senior Day Partnership in Aging Award that John Skrtic, Director of Public Services, received on behalf of the Library in May.

FINANCE COMMITTEE REPORT

Mr. Corrigan and Director Thomas congratulated Carrie Krenicky, Chief Financial Officer, and her staff for a successful 2013 audit and being recipients of the 2012 Auditor of State Award with Distinction, as well as the the GFOA Award. A submission for the GFOA Award for this year due June 30, 2014.

Ms. Krenicky acknowledged and introduced the following Finance Department staff members: Laura Armstrong, Financial Services Manager, Jeanette Rogers, Accounting Specialist, David Swinerton, Accounting & Purchasing Manager, Angelina Bueno, Accounting Clerk, Tracy Josey-Allen, Accounting Specialist, Carol Hubler, Administrative Assistant, Ronelle Miller-Hood, Payroll & Benefits Supervisor, Roszita Smith, Payroll Practitioner Tracy Martin, Grants & Development Coordinator, and Victor Zamora, Inventory Specialist, Purchasing Department.

Director Thomas commended the Finance Department staff for their hard work.

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for May

(See page 687)

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

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF MAY 2014
Approved

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 May 2014; now therefore be it

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

Fifth Amendment to the Year 2014 Appropriation

(See pages 688-693)

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 5705.40 provides for the amendment of an appropriation measure when necessary; and

WHEREAS, It is now deemed necessary to amend the Year 2014 Appropriation Measure to comply with the attached June 6, 2014 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Fifth Amendment to the Year 2014 Appropriation Schedule be approved.

FIFTH AMENDMENT
TO THE YEAR 2014
APPROPRIATION
Approved

RESOLUTION
REGARDING
THE
PURCHASE
OF
ELECTRICITY
Approved

Resolution Regarding the Purchase of Electricity

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

WHEREAS, The Ohio Customer Choice Program makes it possible to shop for electric generation and to choose an alternate or third party supplier. The utility company, The Illuminating Company, continues to distribute electricity to the facility and maintains the wires and poles; and

WHEREAS, On July 19, 2011, the Board of Library Trustees ratified a three-year agreement for the purchase of electricity covering the Library's locations with First Energy Solutions Corporation, at a cost of \$.0532 per kWh, through August, 2014; and

WHEREAS, Library management is seeking expert advice from North Shore Energy Consulting, LLC, a Public Utilities Commission of Ohio Certified Electric Retail Service Provider, to enable the Library to receive the best price as electricity prices are on the rise; and

WHEREAS, The cost of electricity is currently in the range of pricing for all Library accounts as of Friday, June 13th, as follows:

Cleveland Public Library			
Supplier price offers - cents/kWh Range			
Term	Low	Mid	Highest
12	6.50	6.75	7.24
24	6.78	6.99	7.58
36	6.54	6.74	7.38

WHEREAS, The Board of Library Trustees deems it necessary to procure electricity; and

WHEREAS, The Board of Library Trustees will not meet for regular business in August 2014, now therefore be it

RESOLVED, The Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to make the final determination to enter into an agreement with the

supplier that meets the best price, subject to the approval of the Chief Legal Officer, and will be presented for ratification by the Board of Library

Trustees at their next regularly scheduled meeting. Mr. Corrigan stated that Laura Sherman, a representative from North Shore Energy Consulting, LLC, attended the Finance Committee Meeting to address any questions.

Resolution to Revise Capital Assets Policy

(See pages 694-697)

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

WHEREAS, The Library's management recommends revision to the previously submitted Capital Assets Policy, dated December 15, 2011, to update the useful life for computing depreciation of Buildings/Improvements. This is the third revision to the original submitted policy dated April 17, 2003 (1st revision May 17, 2007; 2nd revision December 15, 2011); now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees adopts the attached, revised Capital Assets Policy, effective January 1, 2014, and instructs the Library's management to be responsible for implementation and execution of the provisions of this policy and its related procedures.

Resolution Authorizing Purchase of Library Bags

(See pages 698-699)

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

WHEREAS, The Cleveland Public Library maintains inventory and supplies Library's bags to patrons based on an estimated average usage of 21,200 per month. The Library's stockroom currently has approximately 76,500 bags on hand, the lead time to receive new inventory is four to six weeks and the Library Board of Trustees will not meet for regular business until September, 2014; and

RESOLUTION
TO REVISE
CAPITAL
ASSETS
POLICY
Approved

RESOLUTION
AUTHORIZING
PURCHASE
OF LIBRARY
BAGS
Approved

WHEREAS, The Library's Purchasing Department requested pricing proposals from three (3) vendors and has received two (2) proposals for biodegradable library bags; and

WHEREAS, The vendor that offered the lowest pricing, MultiPlast Systems, Inc., does not make a two layer, double wall bag as our current vendor does, only a mono layer; and

WHEREAS, The Library Management recommends the purchase of the Library's bags from our current vendor, S & S Incorporated, as the Library has purchased bags from them many times before; the patrons are happy with durability and the quality, and the price hasn't increased since our last purchase; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into a purchase agreement, subject to the Chief Legal Officer's approval, to purchase 175,000 Foldover Die Cut Double Wall Handle Bags, at a cost of \$159.52 per 1,000, for a total cost not to exceed \$27,916.00 with the expenditure being charged to General Fund Account 11130052-52900.

Resolution Authorizing Change Orders for the Heat Conversion Construction Project at the Main Library

(See pages 700-707)

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

WHEREAS, On November 15, 2012, the Board of Trustees of the Cleveland Public Library (the "Board") awarded contracts for the Heat Conversion Construction Project to Marlin Mechanical LLC for mechanical work in the amount of \$639,455.92, and to Siemens Industry Inc. for temperature controls work in the amount of \$481,000, for conversion of the existing electrical heating system to a steam heating system at the Main Library building; and

WHEREAS, On March 21, 2013, the Board approved three (3) change orders to the contract with Marlin Mechanical LLC for the installation of gas boilers and electric

RESOLUTION
AUTHORIZING
CHANGE
ORDERS FOR
THE HEAT
CONVERSION
CONSTRUCTION
PROJECT AT
THE MAIN
LIBRARY
Approved

humidification, for a net increase in the amount of \$137,463; and

WHEREAS, On May 16, 2013, the Board approved two (2) changes orders to the contract with Marlin Mechanical LLC for work to fix leaking valves and to add a reverse osmosis system for humidification units, for an increase of \$24,331.21; and

WHEREAS, Marlin Mechanical has presented a change order to cover the cost of installing a new four (4) inch gas line to service the new gas boilers installed, and a change order for installation of a new header and distribution tubes to address unexpected condensation dripping from the duct work; and

WHEREAS, In order to modify the contract with Marlin to accommodate these additional costs the Library Administration recommends that the Board of Library Trustees approve the changes orders attached to this Resolution and set forth below; and

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

WHEREAS, Spectrum Energy has reviewed the necessity of the following, has prepared and recommends acceptance of the change orders as detailed in the attached;

Contractor	Change	Amount
Marlin Mechanical	CO-M006 Add for installation of 4" gas line to boilers.	+\$ 14,981.40
	CO-M007 Add for new header and distribution Tubes for the RO system -installed AHU#3 and AHU#4 (material only)	+\$ 5,082.00
	Net total increase	\$ 20,063.40
	TOTAL CONTRACT AMOUNT:	\$821,313.53

Now therefore be it

RESOLVED, That the above listed change orders are hereby approved with a \$20,063.40 increase to the Marlin Mechanical LLC contract being charged to the Building & Repair Fund Account 40190105-55300-12901.

Resolution to Renew OCLC Cataloging, Worldshare ILL and Access Subscription Services

(See pages 708-709)

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

WHEREAS, The Cleveland Public Library has purchased OCLC cataloging records for many years from OhioNet, a subsidiary of OCLC; and

WHEREAS, The Cleveland Public Library's Interlibrary Loan and resource sharing services use OCLC software and require access to OCLC's WorldCat database; and

WHEREAS, The Cleveland Public Library acquires OCLC cataloging records and resource sharing services on an annual subscription basis; and

WHEREAS, OCLC is a sole source provider for OCLC cataloging records and resource sharing services; and

RESOLVED, That the Board of Trustees approves the subscription renewal for the period of July 1, 2014 through June 30, 2015 for OCLC Cataloging, OCLC WorldShare ILL and Access Services at an amount not to exceed \$222,376.82, which includes flate-rate credits in the amount of \$25,259.72 deducted from the annual renewal rate of \$247,636.54, charged to the General Fund, Account 14140053-53800 Library Material Control; now be it further

RESOLVED, That the Executive Director, CEO, or his designee, are authorized to enter into such agreements and execute other instruments or documents necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

RESOLUTION
TO RENEW
OCLC
CATALOGING,
WORLDSHARE
ILL AND
ACCESS
SUBSCRIPTION
SERVICES
Approved

Resolution Authorizing Fifth Amendment to a Contract
with Strategy Design Partners LLC

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

Ms. Rodriguez moved approval of the following resolution. Mr. Seifullah seconded the motion, which passed six in favor and one abstention by Mr. Parker who noted a remote possibility of conflict of interest.

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; and 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

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 promotions for an additional six (6) month period commencing July 1, 2014 through December 31, 2014 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 Fifth Amendment to the Agreement with Strategy Design Partners, LLC to extend the term of the Agreement from July 1, 2014 through December 31, 2014 in the amount of \$24,000 for social media communications, marketing, and promotions, and for crisis management services, at the rate of \$150.00 per hour at a cost not to exceed \$10,000, for a total amount not to exceed \$34,000. The expenditures shall be charged to the General fund account 11610053-53710 (Professional Services), and such Fifth Amendment

shall be subject to review and approval of the Chief Legal Officer.

Mr. Hairston asked how social media supports the Year of the Learner initiative.

Mr. Corrigan stated that Strategy Design Partners would promote the program to the public. She noted that recently TechCentral participated in the White House Makerfaire event. Strategy Design Partners tweeted about the event.

Resolution Accepting Bids and Awarding Contract for the Digital Hub Construction Project

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

WHEREAS, At the May 13, 2014 meeting of the Cleveland Public Library Board of Trustees, this Board authorized the Director to solicit competitive bids for the Digital Hub Project in the Main Library Building; and

WHEREAS, On May 27, 2014 and June 3, 2014 a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for the project; and

WHEREAS, Sealed bids were received for the project by 12:00 Noon (local time) on Tuesday, June 10, 2014; and

WHEREAS, Bostwick Design Partnership has tabulated the bids received on June 10, 2014, evaluated the bids as to compliance with the specifications and bid documents as written, investigated responsiveness and responsibility of the lowest bidder, and has recommended the lowest and responsible bidder for the Digital Hub Project ; now therefore be it

RESOLVED, That the Library Board of Trustees hereby accepts the recommendation of the Bostwick Design Partnership and awards a contract for the Digital Hub Project to the contractor that this Board determines is the lowest, responsible bidder:

RESOLUTION
ACCEPTING
BIDS AND
AWARDING
CONTRACT
FOR THE
DIGITAL HUB
CONSTRUCT-
ION PROJECT
Approved

Contractor	Trade	Bid
R.L. Hill. Management, Inc.	General Contractor	\$606,000

With the total expenditure of \$606,000 being charged to Building & Repair Fund, account 40190105-55300-10419; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to negotiate and execute a contract for the above awarded contract, which contract shall be subject to the approval of the Library's Chief Legal Officer.

Resolution Authorizing Agreement with KONE, Inc. to Provide Maintenance for Elevators in Main Building and Louis Stokes Wing

(See pages 710-766)

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

WHEREAS, The Cleveland Public Library's existing agreement with KONE Inc. providing elevator maintenance services for the Louis Stokes Wing and the Main Library elevators expires on June 30, 2014; and

WHEREAS, The Library's Department of Property Management requested quotes from four (4) elevator companies for full maintenance service agreements and obtained two (2) proposals for full maintenance service as follows: ThyssenKrupp in the amount of \$55,632 annually; KONE Inc. in the amount of \$52,164 annually; and two (2) proposals that included full maintenance service, except for major components as follows: Schindler Elevator in the amount of \$47,916 annually; Otis Elevator in the amount of \$37,524.96 annually; and

WHEREAS, The proposal received from KONE Inc. in the amount of \$4,347 per month, \$52,164 annually, is the lowest proposal for full maintenance service. KONE Inc. is the original equipment manufacturer (OEM) for the majority of the equipment, has performed services and installed equipment for the Cleveland Public Library in the past and is a responsible elevator company; and

RESOLUTION
AUTHORIZING
AGREEMENT
WITH KONE, INC.
TO PROVIDE
MAINTENANCE
FOR ELEVATORS
IN MAIN
BUILDING AND
LOUIS STOKES
WING
Approved

WHEREAS, The Library desires to enter into an agreement with KONE Inc. to provide full service maintenance for the elevators in the Main Library and Louis Stokes Wing; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with KONE Inc. for full maintenance services for the elevators in the Main Library and the Louis Stokes Wing, an amount not-to-exceed \$4,347 per month, \$52,164 annually, with the expenditure being charged to the General fund account 12100053-53350 Building Maintenance, said agreement being subject to the approval of the Chief Legal Officer.

Resolution Authorizing Cleveland Public Library to Enter Into an Agreement with Benefit Administrative Services International Corporation

(See pages 767-770)

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

WHEREAS, The Cleveland Public Library's Department of Human Resources currently receives services from Ogletree Deakins in connection with the processing of claims filed under the Family Medical Leave Act ("FMLA"); and

WHEREAS, The Director of Human Resources has determined that the Library would benefit from more comprehensive assistance with FMLA administration in order to better track and manage FMLA claims; and

WHEREAS, Benefits Administrative Services International Corporation ("BASIC") has submitted a proposal to provide FMLA administration services including claim approval/denial, recertification, 2nd and 3rd opinions, and direct contact with health care providers to clarify medical certifications; and

WHEREAS, BASIC also proposes to provide Interactive Voice Response Technology which will direct employees to a 24/7 toll free call- in number for all unplanned absences with automatic notifications to supervisors; and

RESOLUTION
AUTHORIZING
CLEVELAND
PUBLIC LIBRARY
TO ENTER INTO
AGREEMENT
WITH BENEFIT
ADMINISTRATIVE
SERVICES
INTERNATIONAL
CORPORATION
Approved

WHEREAS, The Director of Human Resources desires to enter into an agreement with BASIC to commence on or about July 1, 2014 and to continue in effect until canceled by the Library; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into an agreement with Benefits Administrative Services International Corporation commencing on or about July 1, 2014 in an amount not-to-exceed \$40,000 for the first year, and \$36,000 each additional year which expenditure shall be charged to the General fund account 11510053-53710 (Professional Services), with said agreement being subject to the approval of the Chief Legal Officer.

Mr. Corrigan noted that BASIC is the sister organization to one that currently operates several library programs.

Resolution Correcting Prior Resolutions Engaging L.A.N.D. Studio, Inc. to Organize Literature and Visual Arts Programs

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

WHEREAS, On October 20, 2011 the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Library to enter into an agreement with L.A.N.D. Studio Inc. ("LAND") in an amount not-to-exceed \$95,000 for the 2012 Lockwood Thompson Dialogues and the 2013 See Also program and was amended on January 17, 2013 in the amount of \$4,400 for an additional speaker, for a revised total of \$99,400. Due to a discrepancy in the proposal submitted by LAND for this amended agreement, these Resolutions should have stated that the agreement covered the **2012 and 2013** Lockwood Thompson Dialogues and the **2013** See Also program; and

WHEREAS, On November 15, 2012 the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Library to enter into an agreement with L.A.N.D. Studio Inc. ("LAND") in an amount not-to-exceed \$95,000 for the 2013 Lockwood Thompson Dialogues and the 2014 See Also program. Due to a discrepancy in the proposal submitted by LAND for this agreement, this Resolution should have stated that the agreement covered

RESOLUTION
CORRECTING
PRIOR
RESOLUTIONS
ENGAGING
L.A.N.D.
STUDIO, INC.
TO ORGANIZE
LITERATURE
AND VISUAL
ARTS
PROGRAMS
Approved

the 2014 Lockwood Thompson Dialogues and the 2014 See Also program; and

WHEREAS, On December 19, 2013 the Board of Trustees adopted a Resolution authorizing the Library to enter into an agreement with LAND in an amount not-to-exceed \$85,000 for the 2014 Lockwood Thompson Dialogues and the 2015 See Also program. Due to a discrepancy in the proposal submitted by LAND for this agreement, this Resolution should have stated that the agreement covered the 2015 Lockwood Thompson Dialogues and the 2015 See Also program; now therefore be it .

RESOLVED, That the Resolutions previously adopted by the Board of Trustees be corrected to reflect the accurate dates of coverage as set forth in this Resolution, and that the Executive Director, CEO, or his designee, is hereby authorized to finalize an agreement between the Cleveland Public Library and L.A.N.D. Studio Inc. to reflect the corrected dates of service, subject to review and approval of the Chief Legal Officer.

Resolution to Purchase Filters for Main and Louis Stokes Wing Buildings HVAC Equipment from Ketchum & Walton Co.

(See pages 771-816)

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

WHEREAS, To continue with the maintenance of the Library's HVAC Equipment, Property Management is requesting approval to replace the prefilters, secondary filters and final carbon filters in the air handling units in the Main and Louis Stokes Wings buildings in order to preserve the quality of air for the protection of the patrons, staff and the library materials; and

WHEREAS, The Property Management department requested quotes from (3) vendors and received the following:

First Filter	\$111,163.46
Ketchum & Walton Co.	\$130,325.48
Air Rite Service Supply	\$131,336.21

WHEREAS, All vendors were asked to match a provided list of filters and specifications; the quote received

RESOLUTION
TO PURCHASE
FILTERS FOR
MAIN AND
LOUIS
STOKES WING
BUILDINGS
HVAC
EQUIPMENT
FROM
KETCHUM &
WALTON, CO.
Approved

from First Filter did not meet the specifications; and

WHEREAS, Property Management recommends the purchase of the filters from Ketchum & Walton Co., as they are the lowest quote meeting the specifications and they have supplied the filters since the Louis Stokes Wing opened; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a purchase agreement, subject to the Chief Legal Officer's approval, to purchase prefilters, secondary filters and final carbon filters from Ketchum & Walton Co, for a total cost not to exceed \$130,325.48 with the expenditure being charged to the General fund account 12100052-52230 (Maintenance Supplies.

Fiscal Officer's Report

(See pages 817-826)

Report on Investments

(See page 827)

Report on Conference and Travel Expenditures

(See pages 828-831)

Report on Cleveland Foundation Grant for Library Learning Centers

(See page 832)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 833-837)

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

FISCAL OFFICER'S REPORT Submitted

REPORT ON INVESTMENTS Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES Submitted

REPORT ON CLEVELAND FOUNDATION GRANT FOR LIBRARY LEARNING CENTERS Submitted

REGULAR EMPLOYMENT REPORT Approved

**REPORT ON PAID
SICK TIME**

Submitted

Report on Paid Sick Time Used by the Month

(See page 838)

**AFFIRMATIVE
ACTION PLAN
REPORT**

Submitted

Affirmative Action Plan Report

(See page 839)

**INSURANCE
SUMMARY
REPORT**

Submitted

Insurance Summary Report

(See page 840)

COMMUNITY SERVICES

Mr. Werner submitted the following report.

**RESOLUTION TO
REVISE POLICY
ON PATRON
CONDUCT**

Approved

Resolution to Revise Policy on Patron Conduct

(See pages 841-843)

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

WHEREAS, On September 19, 2002, the Board of Library Trustees approved the Policy on Patron Guidelines to communicate a clear set of expectations for the conduct of library patrons; and

WHEREAS, The Policy has been revised periodically since then to conform with recommendations from the Library's Leadership Team, and changes in the law; and

WHEREAS, The most recent revision, approved by the Board of Library Trustees at their regular meeting on October 17, 2013, combined the Policy on Patron Guidelines with the policy on due process, creating the new Policy on Patron Conduct; and

WHEREAS, The use of electronic cigarettes is a recent trend not covered by the current policy, and library staff are encountering more and more patrons using e-cigarettes in and around library facilities; and

WHEREAS, The Library wishes to maintain and provide an atmosphere conducive to learning and the effective

delivery of library services to our patrons; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees adopt the attached revision to the Policy on Patron Conduct, effective immediately, which contains a new provision prohibiting the use of electronic nicotine delivery systems such as e-cigarettes where smoking is prohibited by law or by library policy.

Mr. Werner stated that this items was discussed at length at Community Services Committee Meeting and thanked staff for their hard work.

Resolution to Revise Library Circulation Policy

(See pages 844-847)

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

WHEREAS, The Cleveland Public Library Board of Trustees adopted a Circulation Policy on December 15, 2011, to better communicate the circulation policies of the Library to the public; and

WHEREAS, The Library is an advocate for and provider of access to books to increase reading and literacy among the children living in Cleveland; and

WHEREAS, The Library desires to provide a new library card for youth whose library cards have been suspended so that they may continue to borrow print materials; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees amends the Circulation Policy, as attached, to be effective June 19, 2014.

Mr. Werner stated that this revision allows youth whose cards have been suspended to check out three print items.

RESOLUTION TO
REVISE
LIBRARY
CIRCULATION
POLICY
Approved

MONTHLY
ACTIVITY
REPORT
Submitted

Monthly Activity Report

(See pages 848-855)

Mr. Werner thanked Ms. Diamond-Ortiz for the following charts: TechCentral Public Computer Users, Residential Fixed High-Speed Connections per 1,000 Households in Cuyahoga County.

Mr. Corrigan stated that as we see the decline in print materials, we see an increase in electronic media.

BUILDING
STATUS
UPDATE
Presented

Building Status Update

Myron Scruggs, Director of Property Management, announced that the Eastman Reading Garden is now opened to the public. John Seimborski of The Friends of Cleveland Public Library has donated tables for the Eastman Reading Garden. The Friends will be purchasing additional foliage for the garden as well.

NEW BUSINESS

Mr. Seifullah presented the following item of New Business.

RESOLUTION
TO AMEND
THE
REGULATIONS
OF THE
BOARD OF
LIBRARY
TRUSTEES
REGARDING
POLICY ON
ELECTRONIC
FUND
TRANSFERS
Approved

Resolution to Amend the Regulations of the Board of Library Trustees Regarding Policy on Electronic Fund Transfers

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

WHEREAS, The Board of Library Trustees of the Cleveland Public Library adopted Regulations governing the procedures of the Board of Trustees, which were revised on November 19, 1947, September 19, 1962, October 26, 1966, February 19, 1970, December 16, 1971, January 20, 1972, September 21, 1972, November 15, 1973, December 19, 1974, December 18, 1980 and March 13, 2012; and

WHEREAS, Article XI of the Regulations states that "no disbursement of money shall be made unless an appropriation therefor has been previously authorized by resolution of this Board, and none shall be made except

upon a voucher approved by the President and by the Clerk-Treasurer". This is consistent with Ohio Revised Code Section 3375.35 which states that "no moneys credited to a free public library shall be paid out except on a check signed by the fiscal officer of the board having jurisdiction over said moneys and the president, vice-president, or secretary of said board"; and

WHEREAS Ohio Revised Code Section 9.37, on the other hand, authorizes the direct deposit of funds by electronic transfer for payments that public officials are required by law to make by issuing a check or warrant. Based upon this statute and an opinion issued by the Ohio Attorney General, the Library's Chief Legal Officer has concluded that the Cleveland Public Library is legally authorized to pay its vendors by electronic fund transfer, provided that the payee provides written authorization, and that an order authorizing the electronic fund transfer is signed by the Fiscal Officer and Board President; and

WHEREAS, The Board of Trustees desires to amend its Regulations in order to authorize payments through electronic fund transfers in accordance with the requirements of ORC §9.37; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby amends Article XII of the Regulations by replacing it with the following:

No disbursement of money shall be made unless an appropriation therefore has been previously authorized by resolution of this Board. Disbursements shall be made upon a check signed by the Board President and the Fiscal Officer, or by direct deposit of funds by electronic transfer if the payee provides a written authorization designating a financial institution and an account number to which the payments are to be credited, and provided the Board President and the Fiscal Officer sign the order authorizing the electronic fund transfer; be it further

RESOLVED, That this Resolution be placed on the Board agenda at the next regular meeting of the Board at which time the Board of Trustees may vote on its passage, as required by Article XVII of Regulations, which stated that no amendment of these regulations shall be finally

acted upon until the next regular meeting after the same shall have been proposed.

Joyce Dodrill, Chief Legal Officer, stated that this resolution amends the Board of Trustees' standing Regulations that allows payments to vendors be made through electronic fund transfers. Currently, the regulations require that payment to vendors can be made only with a checked signed by the President of the Board of Trustees and the Fiscal Officer. There is a legal authority that states that payment can be made through funds electronically transferred as long as the vendor provides prior written authorization that the President and Fiscal Officer sign agreeing to that.

Ms. Dodrill stated that this resolution will be placed on the Board agenda at the next regular meeting of the Board at which time the Board of Trustees may vote on its passage, as required by Article XVII of Regulations, which stated that no amendment of these regulations shall be finally acted upon until the next regular meeting after the same shall have been proposed.

Mr. Werner presented the following item of New Business.

Resolution to Amend the Policy of the Board of Library Trustees Regarding Policy on Open Meetings

(See pages 856-857)

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

WHEREAS, Ohio Revised Code Section 121.22 requires that every public body establish by rule a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings, and whereby advanced notification of a specific type of business to be discussed will be provided to persons requesting advanced notification; and

WHEREAS, On February 19, 1976, the Board of Library Trustees adopted a "Board Policy on Sunshine Law" requiring the Director to post written notice of the time and place of each Board meeting on a prominent bulletin board in the Main Library at least 24 hours

RESOLUTION
TO AMEND THE
POLICY OF THE
BOARD OF
LIBRARY
TRUSTEES
REGARDING
POLICY ON
OPEN
MEETINGS
Approved

before the meeting (except in the case of emergency), and to include in each posted notice of a special meeting the purpose of the meeting; and

WHEREAS, The Board of Trustees desires to update its policy to comply with changes in the law and to reflect the advancements in communication technology since 1976 Regulations were adopted; and

WHEREAS, The Board of Trustees, as part of its commitment to transparency and in response to its employees' and the community's desire to be more informed about Library business, wishes to amend the policy to provide that Board meeting agendas be posted to the Library's website at least 24 hours in advance of Board meetings; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby adopts the attached amended Board Policy on Open Meetings, which shall become effective commencing on September 1, 2014. This opportunity will help promote the Library worldwide.

Mr. Corrigan stated that this resolution authorizes Board Meeting agendas to be publicly posted on the Library website and on electronic screens at least 24 hours in advance of Board Meetings.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that circulation numbers seem to have stabilized. However, it is anticipated that circulation numbers may continue to decrease due to concerns with DVD usage as online streaming increases. Libraries are seeking creative ways to increase circulation.

Mr. Corrigan announced that 2014 World Convention of Mayo Societies will be held in Cleveland, September 25-28, 2014, and recommended that Louis Stokes Wing Auditorium be available for their meet and greet presentation.

Monthly Statistics

Circulation for the month of May was 534,146. This is a decrease of 2% from last year's May circulation of

DIRECTOR'S
REPORT
Presented

546,513. The bad news is that circulation activity was down, but the good news is that circulation seems to be stabilizing. After a really poor winter for circulation, circulation numbers seem to be stabilizing and with the weather issues in our rear mirror, we hope to make some gains.

The number of computer sessions for May also rebounded with the numbers being nearly identical. There were 100,948 sessions this year in comparison to last year's total of 100,971. The number of hours in use for our computers also showed a modest increase 67,631 in May of 2013 to 67,921 in 2014. The addition of TechCentral and other technologies throughout the branches at the end of 2012, will lead to stable computer usage numbers in 2014.

Attendance for the month of May was 291,565. This is a 12% increase from last year's attendance number of 260,753. Strong programming numbers could make these numbers fluctuate from month to month.

Fighting Community Deficits

On Saturday, May 10th, the Woodland Branch hosted the Legal Aid@Your Library clinic. Seventy-four families signed up to receive a free consultation from a volunteer attorney. At the Clinic there were 16 volunteers: five paralegals and students provided intake services and eleven attorneys. Former East Cleveland Municipal Court Judge Sandra Walker was among the volunteers.

MC2STEM School Internship Partnership Update

The first two internships from MC2 STEM school concluded in May. Unfortunately, one intern had to withdraw from the program in early May due to extenuating circumstances, with the other Intern completing the 120 hour program on May 31.

Over the two-month program, the interns had the opportunity to work with a number of patrons on laser engraving, 3D printing, and other MakerSpace projects. A number of positive messages from patrons were received regarding the interns. In addition to working with patrons, the interns completed two larger projects: Fabrication of new TechCentral keychain giveaways using

the laser engraver, and sample boards displaying the various colors of vinyl available to purchase.

TechCentral will be further evaluating the initial round of interns, and will look into starting a second round of Internships for the Fall 2014 semester

MAJOR PROGRAMS

Summer Reading Club (SRC) opened early registration in the month of May. Librarians across the system began school outreach and direct engagement with patrons to promote this year's SRC, Get a Clue: Read! On May 21st, the Library in partnership with the Cleveland Municipal School District held its SRC kick-off at Mound STEM (PreK-8) school. CMSD CEO Eric Gordon, Director Felton Thomas, and Library staff spoke to an assembly of 500 children about the importance of reading over the summer and encouraged them to participate in the various programs and activities at CPL branches.

On Thursday, May 22 the Library hosted the 2014 Sugarman Awards to an audience of 50 community stakeholders and jury members. Awards were presented to Gerard Dubois and Leda Schubert, the winning illustrator and author of *Monsieur Marceau: Actor Without Words*. Arthur Evanchik the Assistant Dean of Special Projects at Case Western University delivered the keynote address. Also in attendance was Karen Long, former Plain Dealer book editor, and current manager of the Anisfield-Wolf Book Awards.

On Saturday, May 10 as a part of the Writers & Readers series the Library hosted a lecture by New York Times journalist, John Schwartz author of *Oddly Normal: One Family's Struggle to Help Their Teenage Son Come to Terms with His Sexuality*. Ohio Representative Nicky J. Antonio (D) gave opening remarks at the event.

Over 100 students, families, and friends attended the Letters about Literature and River of Words Awards Ceremony on Saturday, May 3, 2013. Literature Department Librarians Tim Phillips and Steve Capuozzo served as the coordinators and MCs for these events respectively. Ohio submissions for this year's Letters about Literature (LAL) contest totaled over 1,280. Students from more than 69 Ohio counties entered. After national-level judging, OCFB received 258 letters to

judge. Each of the 258 students who entered the contest and the sponsoring teachers received a special certificate.

Research That's Possible Only at Main Library

- The Microform Center had a request from an author working on a WWII book which would feature an event from April 29, 1944. A B-17 bomber landed in Nazi-occupied France. Some of the crew were captured, and others were rescued and hidden by the French underground. The author wanted help locating the next of kin for one of the survivors. Information was obtained including a death notice which confirmed the survivor's children and grandchildren are still living in the area.
- Business, Economics and Labor Librarian Susan Mullee assisted a Business Listserv member who inquired about a database that could help their patron find a fabric called HOLKA (85% viscose and 15% linen, used in interior design/upholstery, manufactured in the UK). The patron was looking for the name of the manufacturer/fabric mill. The Business Listserv member was thankful of the 18 companies Ms. Mullee located and sent.
- A researcher from South Africa was urgently trying to track down high resolution scans of two images from the book: "Arabian Nights" (1928) edited by Hildegard Hawthorne, illustrated by Virginia Frances Sterrett. CPL is one of the few libraries in the world that has such a copy. A copy of the images were located, scanned and sent via WeTransfer.
- A request to use an image from the poster collection was made. Special Collections Librarian Kelly Brown helped to determine that the poster came from the WWI era, pre-1923 (Women's Land Army - WLA). Special Collections Manager Pam Eyerdam recognized the poster as being housed in the Photograph Collection. The Photograph Collection houses over 2,000 war posters out at Lake Shore along with over 1,000 movie posters.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

GRANTS & DEVELOPMENT

Projects in Development

Little Free Libraries - Coordinated meetings between Friends of CPL and PNC Fairfax Connection and with Margaret Bernstein and PNC to begin this grant to create 5 new Little Free Libraries in the Fairfax neighborhood.

Literary Lots - Worked on proposal for Lot funding to the Harry and Emma R. Fox Charitable Foundation, assisted in researching/developing/updating funding plan, coordinated printing of book list, facilitated conversations to host an additional Lot in Fairfax neighborhood.

Chess Club - Created a formal agreement to host club this fall at MLK Branch and letter of support for Chess is Life to use for soliciting other support.

Cuyahoga Arts & Culture (CAC) - Submitted final report for Maker Faire.

New York Community Bank Foundation - The Friends of CPL discovered an opportunity to submit a proposal to this Foundation due to their involvement with Ohio Savings Bank. We submitted a menu of opportunities for them to learn about the Library. Following an in person meeting scheduled in June we will submit a full proposal for a to be determined project.

Coach Sam's Inner Circle Foundation - Hosted meeting with Sherri Jones to discuss this Foundation's new partnership with CPL, which includes hosting a program featuring 'Jungle Terry' at Harvard Lee Branch as part of Summer Reading Club. We gave them materials for Summer Reading Club and Adult Education programs to pass out as their Aiming Higher program comes to an end for the school year.

Letter of Support written to Kiwanis Club for partnership with Fleet Branch.

PUBLIC SERVICES

Outreach & Programming Services

During the month of May the Library hosted a total of 89 programs. Educational programming and services, not included in the above totals, accounted for approximately 30 adult education classes, and 672 hours of after-school tutoring; 192 hours of intensive reading instruction for grades K-3 and 480 hours of homework help for grades K-8. After-school snacks were served at 14 branch locations. In the second half of May GED classes concluded for the season and will resume in the fall. After-school tutoring provided by America Reads also concluded services in May and will resume in August with the beginning of the new school-year. Intensive reading instruction will continue through the summer at 3 locations: Woodland, Addison, and the Walz.

On Saturday, May 10th, the Woodland Branch hosted the Legal Aid @ Your Library clinic. Seventy-four families signed up to receive a free consultation from a volunteer attorney. At the Clinic there were 16 volunteers: five paralegals and students provided intake services and eleven attorneys. Former East Cleveland Municipal Court Judge Sandra Walker was among the volunteers.

On May 14th in partnership with Euclid Public Schools and Euclid Public Library the Library hosted a visit by author Erin Gruwell. To audience of 50 library professionals and educators Gruwell spoke about her book The Freedom Writers Diary and about the importance of engagement with young students.

Summer Reading Club (SRC) opened early registration in the month of May. Librarians across the system began school outreach and direct engagement with patrons to promote this year's SRC, Get a Clue: Read! On May 21st, the Library in partnership with the Cleveland Municipal School District held its SRC kick-off at Mound STEM (PreK-8) school. CMSD CEO Eric Gordon, Director Felton Thomas, and Library staff spoke to an assembly of 500 children about the importance of reading over the summer and encouraged them to participate in the various programs and activities at CPL branches.

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Total programming/educational services related expenditures for May totaled \$ 16,238.04. In the month of May the Library generated \$5,200.00 in revenue from the rental of the LSW auditorium, and Main Library by outside organizations.

On May 31, the Library hosted its first wedding reception for the marriage of Scott Kapusta and Jessica Waldon. Approximately 200 people attended the event.

City of Cleveland - Senior Day

Public Administration Library staff members Eddie Johnson and Elaine Herron, Lakeisha Winstead from the Social Science department and Caroline Peak from the Collinwood Branch represented CPL at the City of Cleveland's Senior Day on May 14th. Thank you to Friends of the Library for providing the raffle gift!

National Day of Civic Hacking

The Library hosted Cleveland's first event for the National Day of Civic Hacking. Fifteen hackers met in the Map Collection to edit OpenStreetMap and Local Wiki for Cleveland. Anastasia Diamond-Ortiz, Knowledge Manager, coordinated the event.

Social Science Exhibit

The Social Sciences Department was the venue for the Readers and Writers event on May 10th featuring John Schwartz, author of *Oddly Normal*. The Social Science

Department also continues to host the photographic exhibit "Love Makes a Family."

Letters about Literature/River of Words Awards
Over 100 students, families, and friends attended the Letters about Literature and River of Words Awards Ceremony on Saturday, May 3, 2013. Literature Department Librarians Tim Phillips and Steve Capuozzo served as the coordinators and MCs for these events respectively. Ohio submissions for this year's Letters about Literature (LAL) contest totaled over 1,280. Students from more than 69 Ohio counties entered. After national-level judging, OCFB received 258 letters to judge. Each of the 258 students who entered the contest and the sponsoring teachers received a special certificate.

Main Library Book Clubs

Social Science Department Librarians Helena Travka and Library Assistant Lakeisha Winstead hosted the Non-Fiction Book Club discussion featuring guest leader, Fine Arts & Special Collections Manager Pam Eyerdam. Ms. Eyerdam led the discussion of Dale Carnegie's *How to Win Friends and Influence People*. The History Department held its book discussion on May 24th where they discussed *Well with My Soul: the Extraordinary Life of a 106-year-old Woman* by Ella Mae Cheeks Johnson. Foreign Literature Librarian Victoria Kabo hosted her regular bi-monthly Russian Book Club at the Memorial-Nottingham Branch. The Ohio Center for the Book featured talks with "All-Star Superman," Grant Morrison, writer, DC Comics, and *a Raisin in the Sun* by Lorraine Hansberry.

Art Lab Programs

During the month of May, Library Assistant, Eanas Salem and Children's Librarian Kristen Schmidt conducted several Art Lab programs. *Beautiful Butterfly*, which incorporated the very popular book, *The Very Hungry Caterpillar* incorporated families learning about the amazing life cycle of a butterfly, enjoying some fun stories and creating their own butterfly magnets.

Youth Bird Watching Program

Library Assistant, Christine Feczkanin, conducted a spring bird watching program. The children learned about different types of birds while making their very own bird feeder!

Foreign Language Story Time

Two Chinese story times and language learning programs for children were held during the month of May. One on May 2nd and another on May 10th. These programs were conducted by Senior Subject Librarian Caroline Han.

Critical Thinking Workshop

Fine Arts & Special Collections Manager Pam Eyerdam hosted a Critical Thinking workshop on May 17th by Professor Chris Chavez.

Music at Main

Students from the Cleveland Instituted of Music presented a string ensemble with piano accompaniment playing selections by Bach and Brahms on May 3rd. On Friday evening May 23rd at 7 p.m. there was a special performance of A Southern Songbook by Elliot Yates and Buck McDaniel.

Main Library Tours

Main Library staff members conducted and participated in several tours during the month of May. Foreign Literature Manager Milos Markovic conducted a tour for 16 Case Western Reserve University ESOL students and their instructor on May 1st in addition, Mr. Markovic conducted a tour on May 22nd for several Friends of CPL members. Special Collections Librarian Stacie Brisker conducted a tour of Main Library for 6 visitors on May 21st and on May 27th Doug Kusak from the Cleveland Metroparks brought 27 attendees to Special Collections to view items pertaining to the Group Plan.

May Class Visits

Two class groups from Nordonia High School visited the Youth Services Department during the month of May along with a visit from 32 students from New Tech High School.

Foreign Literacy and Language Learning Programs

The International Services Center instructor brought more than a dozen students to the Special Collections Treasure Room for ESOL class on May 1st, 7th and 12th and Foreign Literature Librarian Caroline Han hosted on-demand Chinese language learning for adults throughout the month of May.

Outreach

Summer Reading Kickoff Rally at Mound Elementary
Youth Services Manager Annisha Jeffries attended a Summer Reading Club Kickoff Rally at Mound Elementary School on Wednesday, May 21st, Children's Librarian's Pasha Moncrieff and Lan Gao also attended.

Youth Services Outreach

Children's Librarians Maria Estrella and Kristen Schmidt conducted several weekly story times and Wee Read & Play's at Smarty Pants Daycare as well as the Community Villa View School.

Ohioana Book Festival

Literature Department Staff Members Jean Collins and Evone Jeffries attended the eighth annual Ohioana Book Festival on Saturday, May 10th at the Fort Hayes Metropolitan Education Center in Columbus representing the Ohio Center for the Book and the Cleveland Public Library. They handed out brochures, coloring books, and pencils and promoted our activities. More than 100 Ohio authors are on-hand to have books signed, attend panel discussions.

Great Reads about Great Places

The Ohio Center for the Book announced that it has selected *Rosa, a Story of Rosa Parks* by Nikki Giovanni, illustrated by Bryan Collier, as Ohio's selection for the National Book Festival's "Discover Great Places through Reading Map."

Foreign Literature Outreach

Librarian Caroline Han hosted Seniors Information Literacy and ESOL program at Asian Evergreen Senior Tower and Goodrich-Gannett Senior Center. Manager Milos Markovic attended the Global Cleveland kick-off campaign at the convention center. Librarian Victoria Kabo attended regular meeting of Russian Cultural Garden Committee.

Collection Development

The Science & Technology Department staff converted a high traffic area of the floor shelf space to be used more effectively. Books on knitting, crocheting, and quilting are now arranged altogether in LC order in aisles directly off the public elevator. In June the staff plans to move all circulating books on knitting,

crocheting, and quilting from the 9th floor storage space to this same area next to the public elevators as well.

The Public Administration Library will cease binding APWA Reporter, EMS, Firehouse, and Municipal Finance Journal and instead will keep for 5 years. In addition, they received a copy of the Cleveland Opportunity Corridor Project Final Environmental Impact Statement/Record of Decision April 2014 for public review on May 14th.

Business, Economics and Labor Librarian Susan Mullee revised the Business Department's brochure titled "Research Databases for Entrepreneurs & Small Business Owners". She added the research databases Business-Gale Virtual Reference Library, Conference Board Business Knowledge Resource, and S&P Capital IQ NetAdvantage to the list of helpful business research databases. Children's Librarian, Kristen Schmidt created a brochure: "Hot Titles for Cool Kids" with assistance from Youth Services staff members Maria Estrella and Annisha Jeffreies.

Social Science Library Assistant Lakeisha Winstead facilitated the acquisition of additional Collinwood High School yearbooks to the collection.

Fine Arts & Special Collections Manager Pam Eyerdam met with the Schweinfurt Committee on May 9th. The Committee approved a variety of trade catalogs from Bookpress, Jordan Antiquarian Books, Book Dealer Carmen Valentino, and some selections from Biblio.com.

Research That's Possible Only at Main Library

- The Microform Center had a request from an author working on a WWII book which would feature an event from April 29, 1944. A B-17 bomber landed in Nazi-occupied France. Some of the crew were captured, and others were rescued and hidden by the French underground. The author wanted help locating the next of kin for one of the survivors. Information was obtained including a death notice which confirmed the survivor's children and grandchildren are still living in the area.

- Business, Economics and Labor Librarian Susan Mullee assisted a Business Listserv member who inquired about a

database that could help their patron find a fabric called HOLKA (85% viscose and 15% linen, used in interior design/upholstery, manufactured in the UK). The patron was looking for the name of the manufacturer / fabric mill. The Business Listserv member was thankful of the 18 companies Ms. Mullee located and sent.

- A PhD candidate from Case Western Reserve is working on a publication project. She is gathering materials from the 19th century books, writings, illustrations, art, etc. - that depict representations of mermaids. She was aware of the Folklore collection and inquired about how to find such material. Special Collections Librarian Stacie Brisker assisted her by explaining how she used the online catalogue doing a search of mermaids, then limited the fields to main library, sorted by published date, and searched through the old card catalog as well. She then informed her about the contents of some folktales that included tales about mermaids by cultures.

- A researcher from South Africa was urgently trying to track down high resolution scans of two images from the book: "Arabian Nights" (1928) edited by Hildegard Hawthorne, illustrated by Virginia Frances Sterrett. CPL is one of the few libraries in the world that has such a copy. A copy of the images were located, scanned and sent via WeTransfer.

- A request to use an image from the poster collection was made. Special Collections Librarian Kelly Brown helped to determine that the poster came from the WWI era, pre-1923 (Women's Land Army - WLA). Special Collections Manager Pam Eyerdam recognized the poster as being housed in the Photograph Collection. The Photograph Collection houses over 2,000 war posters out at Lake Shore along with over 1,000 movie posters.

- A professor from the University of Minnesota needed information scanned from the book "Chess in the Classroom." CPL is the only library in the world that owns the book.

- Staff in Government Documents used the Congressional Publications database to locate the microfiche that is part of our CIS microfiche collection: John Glenn, U.S. Senator from Ohio, Tributes CIS Number: 98-S920-16 Sudoc Number: Y1.1/3:105-34 to assist a patron with information request.

- A patron wanted to compare two editions of the title: Naval Architecture of Planing Hulls, 1946 and 1954 editions.

- A patron in Australia wanted to know when we officially processed the book: Handbook of Industrial Membrane Technology.
- A patron wanted the building codes relevant to churches in Cleveland in 1886 and 1909.

Staff Development

All Main Library Public Services staff members attended Office 365 Training Sessions during the month of May. Several staff members were identified as training ambassadors and attended an additional training session. Ambassadors will help other staff members migrate to the new system.

Youth Services Manager Annisha Jeffries attended the Take Five Conference on Friday, May 9th. Main Team Manager Robin Wood and Lending/AV Manager Kenyatta Abrams attended a Customer Service Program sponsored by NEO-RLS.

Main Manager's Daniel Oreskovic, Sarah Flinn and Milos Markovic attended a Crisis Communication program at Euclid Public Library.

Shelf Division Assistant Manager, Cynthia Coccaro attended an EASE workshop, Aggressive Behavior in the Workplace, on May 6th.

Special Collections Librarian Stacie Brisker attended two Fred Pryor Career track programs. Outlook: Tips, Tricks and Secrets Unlocked/ Outlook: Beyond Email and Calendar and Power Point. Ms. Brisker also attended a webinar on preservation of scrapbooks with Special Collections Librarian Kelly Ross Brown.

Fine Arts & Special Collections Manager Pam Eyerdam attended the national Art Libraries Society conference in Washington DC.

Popular Department Manager Sarah Flinn attended the Library Journal event Lead the Change at Cuyahoga County Public Library's Parma-Snow Branch.

Other Main Library News

Public Administration Staff Members Eddie Johnson and Brenda Robinson have both officially announced their

retirements later this year, June 6th and August 1st respectively.

Tammy Houghton, Popular Library Assistant has been promoted to Children's Librarian at the South Brooklyn Branch. The Popular staff wishes her the best of luck in her new position.

The Fine Arts Department welcomes Andy Kaplan as the new Music Librarian. Mr. Kaplan was promoted from Computer Emphasis Library Assistant at the Carnegie West Branch.

The Fine Arts & Special Collections Department continues to prepare for their upcoming move as a result of the digital hub construction project. Work must be done to move equipment, furniture, collections and staff work areas from the Special Collections workroom to Fine Arts. A timetable has been prepared, work orders written and an inventory is being done for collections in flat files in the Special Collections workroom.

The exhibit catalog, Charles F. Schweinfurth: Uncompromising Architect of Cleveland's Valiant Age won 2 awards - one from the Ohio Museum Association and one from the Cleveland Restoration Society. Librarian Kelly Ross Brown attended the Restoration Society event and accepted the award representing Cleveland Public Library.

LANDstudio reported that the artist, Ivan Juarez will be on site the week of June 2nd to supervise the installation of the See Also artwork in the garden, entitled Drawing Lines. A bookmark will be created and a press release prepared for Marketing.

Materials Handling Manager Dan Oreskovic and Shelf Department Manager Cynthia Coccaro were involved in the Page Assessments which were given at the West Park Branch and Lake Shore Facility in May.

Shelf Division Clerk Terrance Myhand presented a CPL Fit and Learn talk on Bicycling 101 on May 21st at Main Library.

The Open Geo Group headed by GIS enthusiast, Wil Skola, held their monthly meeting in the Map Collection. Every May, the group participates in a national event which requires like groups in cities around the world to

update GIS related information for their cities in Open GIS software accessible by all users. This is the second time the event has been held in the CPL Map Collection Department.

MEETING ROOMS and SCHEDULING

In May a total of 344 meeting room requests were processed by the OPS department, with a total of 8,028 estimated attendees. This number includes reservations placed for meeting room space in each of the 27 branches, Main Library and Technical Services. Forty-three AV requested were filled for both Branches and Main Library. Fifty-five AV requisitions were filled during the month of May.

BOOKMOBILE/ON THE ROAD TO READING

In the month of May, the OTRR program finished up their childcare centers for the 2013-2014 service. The planning for the 2014-2015 session will begin in June. A newly developed art instruction for seniors began in May. The programs were delivered in partnership with Art House, is a nonprofit arts center located in historic Brooklyn Centre, between the Ohio City and Old Brooklyn neighborhoods of Cleveland, Ohio. Art House provides high quality visual and creative arts classes for people of all ages and skill levels. The programs were taken to nursing home settings Fairfax Place, HCR ManorCare, and one senior complex Kingsbury Towers in the Hough Neighborhood. Mobile Services intends on delivering the Art House program to disabled patrons in the month of August.

BRANCHES

Addison Branch Manager Magnolia Peters attended: Microsoft 365; Summer Food Program; and Aggressive Behaviors on the rise- What Employers Need to Know. Library Assistant (Computer emphasis) Antonio Williams attended "Microsoft 365 TNG" as Addison's 365 Ambassador.

The Brooklyn Branch hosted the Kyodai Brass Quintet in the meeting room for the Sixth Graders from Denison School on May 6th. The program was coordinated through the Cleveland Institute of Music and the Arts Renaissance Tremont. Photos from the program were used

on the library's newsletter and on the CPL Facebook page. On May 16 the branch received its two AWE computers and they were installed in the children's area. The meeting room was utilized with meetings by the Brooklyn Centre Naturalists, Recovery Resources and the Guidestone Counselors.

At the Carnegie West Branch on May 8th and May 12th five musicians from the Oberlin Conservatory provided children grade school children from Paul Lawrence Dunbar School (CMSD) and Near West Intergenerational (Charter) with a music introduction program focused on thinking outside the box. The musicians explained each instrument and showed traditional and non-traditional ways to create music using each instrument. Short pieces were played to illustrate explorative contemporary music. Several children were then asked to help create music by providing a character, mood, or theme from which the group created an improvisational piece. The musicians then gave several children greater control for the creation process by teaching them how to conduct the group.

Collinwood Branch Manager Caroline Peak and Youth Services Librarian hosted a work group with representatives from the Cleveland Museum of Art and Collinwood community residents on May 15.

East 131st street Branch Manager Ginaya Willoughby participated in the Crisis Management workshop at Euclid Public Library on May 19. Willoughby is also receiving Summer Lunch Program training this month.

Fulton Branch Staff, Ms. Torres and Rodney Lewallen, Alea Lytle held a Cinco de Mayo celebration. They narrated a brief history of the celebration, held a story time; children got to hit a pinata, and answered trivia questions for a prize.

Glenville Branch hosted Councilman Kevin Conwell and sponsored the program "Coffee with a Cop" on May 3, with a very good showing of residents. Also, May 29th, Councilman Conwell and other Councilmen will host the forum "Predators Target Homes of Older Americans for Foreclosure". This meeting will enlighten the senior population on how to apply for home improvement loans or grants.

Harvard-Lee's Branch Manager Harriette Parks hosted the 2nd Annual Mother's Day Brunch on May 3. There were approximately 25 women in attendance.

Hough Branch Clerks Bianca Allen and Valerie Johnson accepted transfers to Rice Branch and Langston Hughes respectively. Computer Aide Carlos Piepenburg joined the Hough Staff this month. Custodian Joe Johnson and Ms. Willingham attended Civility Training. Computer Aide Joel Leftkowitz attended Office 365 training; Mr. Piepenburg, Ms. Spivey, and Ms. Willingham are scheduled to attend.

Jefferson Branch received two AWE children's computers. It has been truly exciting to see them already being used. Last but not least was the training for Office 365. To which all regular staff attended including the branch manager.

Langston Hughes Branch Manager William Bradford attended the Aggressive Behaviors on the Rise workshop this month. Mr. Bradford also attended Summer Lunch Training at Lakeshore on May 22.

On May 24th the Lorain Branch hosted 20 volunteers who came to help package seeds for the Seed Library. Todd Fagan attended the Literacy Luau at Stockyard Elementary with two hundred students and parents in attendance. He talked about the summer reading club and handed out flyers for Library programs and services. On May 28, 2014 at Tancak attended Willard Head Start's Recognition Program which recognized students who are advancing to kindergarten as well as parent and community volunteers who have worked with the children during the school year. During the program Crystal Tancak was recognized as an 'Outstanding Community Volunteer' and received an engraved Crystal Plaque as a gift of appreciation.

Martin Luther King Jr. Branch featured a Men's Art Exhibit in the upstairs gallery this month. Branch manager Toni Parker attended the Crisis Management Training at Euclid Public Library on May 19 and Microsoft Office 365 training at MLK on May 20.

Memorial Nottingham Branch hosted the 11th Annual Congressional Art Show on May 17th. There were over 150 visitors in attendance.

Mt. Pleasant staff attended the Mt. Pleasant Community Development, Murtis Taylor Social Services, and John Adams High School Community Engagement meetings

Rice Branch manager Ali Boyd attended the Books Work meet and greet held at the Saint Luke's Foundation, Buckeye Larchmere Luncheon, the Shaker Square Alliance Meeting, the Freshlink Workgroup Meeting and the Healthy Eating Active Living Advisory Council Meeting.

The South Branch was authorized to collect school supplies for the Esperanza Back to School Initiative. All regular staff and the manager attended the Office 365 training. This is really exciting for staff because they get to work on a project together without having to send materials back and forth.

South Brooklyn Branch Manager Luigi Russo is currently weeding the adult science fiction/fantasy hardback fiction while Adult Library Assistant Anna Kaufman-Ford is weeding the adult science fiction/fantasy paperback fiction. Mr. Russo delivered the Summer Reading Club postcards to ten schools, and attended Career Day at Charles A. Mooney to speak with three different classes about what the Cleveland Public Library is and offers.

The Sterling Branch held a Bike Fix-A-Thon organized and run by Bike Cleveland and sponsored by the Sisters of Charity Foundation. Bike Cleveland volunteer mechanics transformed the Sterling parking lot into a "Bike Maintenance Garage" (complete with parts and air compressor) where they performed safety checks and repaired over 60 bikes for neighborhood children.

Walz used money from the Friends of the Library to get a Cat in the Hat mascot style costume. The costume was taken to 5 grade schools and 2 nursery schools. The cat spread the word of the summer reading club to over a thousand kids. Walz also hosted a Night out with the Cat in the Hat. Children played Cat in the hat games, did cat crafts and had their picture taken with the cat.

On May 5, 2014 Woodland Branch Youth Services staff, Mrs. Adela Garcia and Mrs. Leslie Barrett hosted a fun filled Cinco de Mayo celebration. The children enjoyed story time, creating their own piñata, pin the tail on the donkey and trivia. The Children also took turns hitting the donkey piñata that was filled with delicious

candy. Arlist Hunter joined the Woodland Staff this month as their newest Computer Aide on May 19th.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In May, OLBPD circulated 52,320 books and magazines directly to patrons. OLBPD registered 155 new readers to the service. The BARD circulation statistics were not available at the time this report was being written.

In May, the National Library Service (NLS) hosted the 2014 National Conference of Librarians Serving Blind and Physically Handicapped Individuals. Conference highlights include:

- The NLS Collection Development Section discussed efforts to expand the collection through the incorporation of more commercially produced audio books. Typically, NLS adds approximately 2,000 new titles to the collection each year, and they hope to add an additional 1,000 new titles received from commercial publishers.
- In 2013, BARD users borrowed more than three million titles. At the time of the conference, NLS is already reporting three million downloads for 2014.
- Beginning this year, regional libraries will begin offering locally produced audio books in BARD, and NLS will be encouraging regional libraries to offer locally produced braille books through BARD as well.
- With respect to the BARD mobile Apple app, nearly 11,000 users registered over 17,000 Apple devices for use.
- NLS is committing research and development to explore offering refreshable braille display readers in place of hard copy braille production.
- NLS is planning for the next generation of digital talking book players featuring wireless internet and Cloud connectivity, a built in text to speech engine capable of reading ebooks, and receiving electronically delivered titles versus physical cartridges through the mail.

The Ohio Braille and Talking Book Program Consumer Advisory Committee meeting was held at the State Library of Ohio on May 29th. Consumers were provided updates about the service, including information from the NLS National Conference and program details for Family Fun and Learning Day 2014.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Warrensville Health Fair on April 5th; Tri-C Resource Fair on April 16th; CSU Veterans Expo on April 24th; Avon Vision Fair on April 25th.

TechCentral

MC2STEM School Internship Partnership Update
The first two internships from MC2 STEM school concluded in May. Unfortunately, one intern had to withdraw from the program in early May due to extenuating circumstances, with the other Intern completing the 120 hour program on May 31.

Over the two-month program, the interns had the opportunity to work with a number of patrons on laser engraving, 3D printing, and other MakerSpace projects. A number of positive messages from patrons were received regarding the interns. In addition to working with patrons, the interns completed two larger projects: Fabrication of new TechCentral keychains giveaways using the laser engraver, and sample boards displaying the various colors of vinyl available to purchase.

TechCentral will be further evaluating the initial round of interns, and will look into starting a second round of Internships for the Fall 2014 semester.

Office 365 Training

TechCentral assisted in providing training for all CPL staff members on Office 365 throughout May. CJ Lynce, TechCentral Manager, organized 6 locations throughout system to hold training sessions, including Lakeshore, Main Library, South Brooklyn, Carnegie West, and Martin Luther King Jr. branches.

Sam Tripodis, TechCentral Coordinator, along with Beth Hatch, IT Virtual Services Manager, developed and taught a total of 17 classes at the 5 locations, including two ambassador training sessions at the Lakeshore Facility.

TechCentral will continue to assist with the user instruction side of the Office365 rollout, including training and development of instructional materials for staff.

Community Engagement and Visits

TechCentral participated in the Very Special Arts Festival on May 8 at the Cuyahoga County Fairgrounds. This festival is aimed at children with disabilities, giving them an opportunity to experience and interact hands-on with a variety of artistic and creative tools and projects. The library partnered with NASA Glenn Research Center and shared a table at the event. Sam Tripodis brought TechCentral's 3D printer to the event in which he demonstrated to attendees of the festival.

CJ Lynce attended a planning meeting for the Cleveland Desktop Publishers User Group on May 20. The purpose of the meeting was to develop a presentation for the CDPUG membership on 3D printing software. TechCentral has worked with CDPUG members in the past, and CDPUG has been very generous in providing free advertising for TechCentral and the MakerSpace to its membership.

Meetings and Professional Development

Sam Tripodis attended the CLEVNET Technology SIG meeting on May 9 on behalf of TechCentral and Cleveland Public Library. Sam talked about the TechCentral MakerSpace, and gave a demonstration on the library's 3D printer.

CJ Lynce attended the Institute of Museum and Library Services (IMLS) Library Stakeholder focus meeting on May 15 at the San Francisco Public Library. The topic for this convening was Learning Spaces in Libraries, including MakerSpace and collaborative learning spaces. This meeting was an opportunity for libraries to give input and guidance to IMLS in order to direct future funding investments in libraries. Topics of the meeting included:

- The Shift to Participatory Learning
- Approaches to Technology & Spaces
- Connected Learning
- Community Engagements including Partnerships and Programming

CJ Lynce attended a meeting at the Great Lakes Science Center on May 30 as part of the Making in NEO initiative. The main goal of this particular meeting was to create a mind-map of all of the maker opportunities in Northeast Ohio in order to send to the Obama Administration as part of the White House Maker Faire in June.

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

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

	Branches	Main	Total
Number of Computer Classes	31	19	50
Attendance in Computer Classes	188	110	198
Cancelled Computer Classes (in-advance, no registrations)	15	0	15
No-Show Computer Classes	2	0	2

	Branches	Main	Total
Number of MakerLabs	5	6	11
Attendance at MakerLabs	21	28	49
Cancelled MakerLabs (in-advance, no registrations)	0	0	0
No-Show MakerLabs	0	0	0

In addition to computer classes and MakerLabs, TechCentral staff held 20 scheduled one-on-one sessions on various topics including:

- Custom Cookie Cutters
- Email Basics
- iMovie video creation
- Job Applications
- Laptop Computer Use
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Tablet Use
- Typing Skills
- Using DSRL Camera
- Vinyl Cu

TECHNICAL SERVICES

Patricia Lowrey, Director of Technical Services, along with SEIU 1199 delegates Dawn Grattino, Senior Catalog Librarian and Lisa Kowalczyk, Technical Services Librarian, wrapped up Contract Negotiations after many months. The bargaining unit membership elected to reject the proposed contract that had been developed by both negotiating teams.

Technical Services had a "Clean Up Day" on May 16. Every department cleaned up workspaces, recycled old paper, and discarded unneeded and broken furniture equipment.

Ms. Lowrey attended the Book Expo America in New York from May 28 to the 31st. She attended the Library Journal "Day of Dialog" on the 28th and learned about many new book titles that will be published in the next few months. On the 29th, she spoke on a panel at the International Digital Publishers Forum about eBooks. The program was "The Future of Libraries as a Key Discovery Channel" and there were about one hundred eBook publishers in the audience. Ms. Lowrey attended many programs on publishing and public library activities during the conference.

High Demand: Staff cataloged 970 titles, and added 13,224 items. They ordered 1,455 titles and 15,378 items. The department has steadily begun to handle a wider range of titles over the year, which means more bibliographic work of a detailed nature. Staff processed 107 items for the Acquisitions Department and 684 DVDs for Materials Processing.

Carole Brachna, High Demand Manager, continued to work with the movie titles on the Holds Reorder List, and came up with some ideas to make the process more efficient and expedite popular items to the public. She met with Patricia Lowrey, the Technical Services Director, on May 19 to discuss these ideas. Dale Dickerson, High Demand Librarian, placed orders in the absence of the Technical Services Associates one day.

All High Demand staff attended the Office 365 Email training.

Preservation: Alicia Naab attended an online webinar through NEO-RLS on time management. Ms. Naab had a telephone discussion with Marilyn L. Zielinski, Technical Services Manager of Toledo-Lucas County Public Library about digitization techniques. Ms. Naab and Ann Marie Wieland from Archives collaborated to fill out a survey on disaster management preparation for the Knowledge Office.

Ms. Naab, Elizabeth Bardossy, Laura Wallencheck and Gloria Massey all participated in Technical Services cleaning day and cleared 20 units of oversized shelving that will be relocated to Main Library in preparation for the Preservation move there this fall. A total of 643 items were added to the Digital Gallery bringing the collection to 47,895 items. There were 20,250 page views of the collection in May.

Ms. Massey and Renee Pride digitized, printed and bound a John G. White classification resource for use by the Catalog and Special Collections Departments. Ms. Pride prepared the 2013 staff newsletters for binding and archival. Ms. Massey, Ms. Naab and Ms. Bardossy treated the books that were designated for saving from the mold outbreak in the stacks this winter.

Materials Processing: The Associates cataloged 1,269 new titles for the Cleveland Public Library and added 1,517 records for the CLEVNET libraries. The Associates and Sr. Clerks added 4,659 items. The Technicians worked on 20,879 items.

Christon Hicks attended Office 365 Ambassador training. Marisol Adorno-Cruz, Marsha Draeger, Doug Huston, Brenda McIntyre, Michael Reynolds, Maria Russell, Dennis Workman, Vivian Grayson and Karima Ward attended the Office 365: Outlook Web App training for staff at Lake Shore. Eric James, Shirley Jones and YoLanda Lawler attended the training at other locations. Elizabeth Hegstrom attended Aggressive Behaviors on the Rise seminar offered by ease@work. The Materials Processing staff met with Ms. Hegstrom to discuss staffing and minor changes in department workflows. Ms. Hegstrom and Catalog Librarians Barbara Satow and Regina Houseman, submitted two proposals for presentations for Ohionet's "RDA 4 Everyone" conference to be held July 10, 2014, OMG it RDA: What Public Services Staff Need to Know

(without TMI) and RDA without Tears: One Library's Implementation Story. Both proposals were accepted.

Lake Shore Shelf/Shipping: On May 13th Stephen Wohl attended the Office 365 ambassador training. On May 19th Mr. Wohl attended Crisis Communication training at the Euclid Public Library. The training was given by Bruce Hennes from Hennes-Paynter Communication. Mr. Wohl attended three Staff Development Day meetings.

Darryl Pless continued to volunteer to help in the Preservation department making phase boxes when needed.

The staff of the Lake Shore Shelf/Shipping Department sent 156 items to the Main Library for requests and 100 items to fill holds. Main Library received 397 telescopes, the Branches received 981 telescopes, CLEVENET received 141 telescopes, CASE received 8 telescopes CSU received 12 telescopes and Tri-C received 7 telescopes. A total of 1,546 telescopes were shipped out. The Technicians sent 20,597 new items to the Acquisitions and High Demand Departments.

Catalog: Catalog staff participated enthusiastically in Technical Services clean-up day. OHIONET accepted two proposals for presentations by Regina Houseman, Barbara Satow and Materials Processing Manager Elizabeth Hegstrom at the RDA 4 Everyone conference. Ms. Houseman created an archival record for documents relating to the Cleveland chapter of the Dames of Malta. Ms. Satow participated in the Office 365 Ambassador training. Diana Olivares resigned to take a position in New Mexico. Librarians cataloged 4,656 titles and added 3,554 items for Cleveland Public Library material.

Acquisitions: Nathaniel Infante, Technical Services Associate attended the Office365 training session for Ambassador and Acquisitions Manager Sandy Jelar Elwell and the rest of the Acquisitions staff attended the Office 365 training for all CPL staff. Acquisitions staff participated in the Technical Services Spring Cleaning Day. Staff spent the day cleaning and straightening up their work station areas and packing up any items to be discarded or recycled. Ms. Jelar Elwell attended the Director's overview of contract negotiations information for managers on May 20.

The Acquisitions Department ordered a total of 7,226 titles and 9,729 items (including periodical

subscriptions and serial standing orders); received 12,356 items, 1,833 periodicals, and 910 serials; added 768 periodical items, 235 serial items, 298 paperbacks, and 1,714 comics; and processed a total of 1,752 invoices.

Collection Management: During April, Laura Mommers ordered 744 DVD titles for the Branches and the AV Department. Ms. Mommers ordered 4,575 DVDs totaling \$106,692 for the Branch collections and 1100 DVDs totaling \$25,963 for the Audio-Visual Department. Ms. Mommers ordered 325 CD titles for the Branches and the Popular Library. Ms. Mommers ordered 2,561 CDs totaling \$29,872 for the Branch collections and 251 CDs totaling \$2,986 for the Popular Library.

Bonnie Bolton selected a total of 277 titles for Main Library and Branch juvenile collections this month. Ms. Bolton ordered 2,603 juvenile books totaling \$28,129 for the Branch collections and 282 juvenile books totaling \$3,435 for the Main Library's children's collection. Ms. Bolton also processed 59 Branch discretionary lists for young adult and juvenile titles and submitted them to Acquisitions or High Demand.

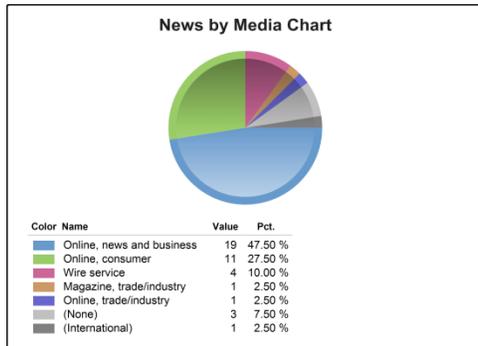
Collection Management staff processed 60 telescopes by relocating the floating materials to the branches and college collections at Case Western Reserve University (CWRU), Cleveland State University (CSU), and Cuyahoga Community College Metro Campus (CCC).

Nancy Mocsiran participated in Office 365 Ambassador training on May 13th. Ms. Mocsiran also created and analyzed a survey sent to all Branch Managers to determine the popularity of core magazine collection titles.

MARKETING & COMMUNICATIONS

Media coverage for the month of May included 40 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$30,259.21 with an outlet circulation audience of 19,121,800 people. In May, the online print media outlets that featured CPL events and programs received 707,906,502 unique visitors. An article that appeared in examiner.com regarding the largest American

public library systems had the most media coverage with online news and business being the most popular news media.



Summer Reading Club was promoted in the *Universe Bulletin*, *Call & Post*, *La Prensa*, *Ohio Life News*, *Campus Observer*, and *The Scoop on Summer*; TechCentral was promoted in *Kaleidoscope*; Library ad appeared in the East Technical High School Spring Sports pocket calendar;

Digital magazines were promoted in *Campus Observer*. A Library book truck was wrapped with a TechCentral theme.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 8,133 times on average per week, which resulted in an average of 675 clicks to website per week. *Public library* was the most clicked-through phrase. Free Classes and Free Music continue to be in the top 10 most searched for items, which may indicate the success of the advertising campaign.

May-SOCIAL MEDIA

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

1. May 30th: Save the date: Dan Savage is coming to Cleveland Public Library on June 21st! (Promoted post)
2. May 12th: Looking for book recommendations? Check out what our staff is reading! (Link to Read in the CLE)
3. May 20th: Check out what Natalie Ronayne, president of @CBGarden is reading this spring (Link to Read in the CLE)
4. May 28th: Inspiration On The Page: Norman A. Sugarman Award Honors Outstanding Children's Literature (Link to Karen Long's post)
5. May 16th: There are treasures to be discovered... (Link to Collections page on website)

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

1. May 30th: Dan Savage save the date
2. May 20th: Congratulations to winner of the Congressional Art Show

3. May 15th: Throwback Thursday photo from digital gallery
4. May 31st: Question for audience: If you could meet an author, living or deceased, who would it be?
5. May 22nd: Throwback Thursday photo

GRAPHICS

Graphics staff designed, printed, and distributed 122 items in May in addition to graphics for the library website, and 5 staff newsletters, UpNext monthly program guide, and MyBranch monthly branch activity fliers.

Promotional and printed pieces included: Summer Reading Club collateral; Booklet entitled Hot Titles for Cool Readers, Grade K-7; Rebranding of promotional material from Learn4Life to Gale Courses; Home Bound Services *Booking Ahead* May-July; Sugarman collateral; Congressional Art Show exhibit and MLK exhibit were installed.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 5,974 in 2013 to 8,490 currently. Facebook fans are up from 5,278 in 2013 to 6,581 currently. Downloads of books in an electronic format (eBooks) were up from 83,809 in 2013 to 106,581 currently.

Library News on the cpl.org homepage featured pages built for the following news item: CPL 150 Ad Hoc Committee Meeting; Public Meeting on Neighborhood Safety; Cleveland Public Library Board of Trustees Meeting; and Guerilla Haiku Hits Cleveland!

During the month of May, the following new events, programs, and information were promoted on pages of cpl.org: Writers & Readers: John Schwarz; Writers & Readers: Dan Savage; Summer Reading Club; Exhibits; Genealogy Clinics; Music@Main; Gale Courses; TechCentral; Annual Report; eMedia for Kids; Zinio; Memorial Day Closing; Staff Development Day Closing; South Branch Updates; TechCentral MakerSpace; Celebrate with Books; Art Labs; Culture Grams; Enticing Titles; MyTunes: One Direction; Curl up with a good book; MyPlace My eBooks are Free; Zinio.

7 Popular Topic pages were updated with new book lists in May.

The 33rd "Off the Shelf" (May 2014 issue) was sent out on May 5, 2014, to a distribution list of 4,203. This issue featured: Writers & Readers: John Schwartz; Summer Reading Club; Eastman Reading Garden; and Music at Main. The following New Releases were featured: All the Light We Cannot See by Anthony Doerr; Delicious! by Ruth Reichl; and Sixth Grave on the Edge by Darynda Jones. The following events were featured: Genealogy Clinic; Sew Lorain for Kids; Sew Lorain for Adults; Read, Think, and Reason: It's Critical!

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 attending weekly meetings with Bostwick Design Partnership to develop a Digital Hub at Main. Interviews were held for the open carpenter position and the position was filled.

Maintenance Mechanics continue to maintain the buildings for safety and the comfort of patrons and staff. A leak was repaired on the main A/C units at Addison and Brooklyn. A/C startup was completed and a pneumatic air leak was repaired at Collinwood. The main A/C unit was recharged at East 131. Power and data lines were installed for a new children's computer table at Glenville. Numerous lights were repaired and the A/C condenser and evaporator coils were cleaned at Carnegie West, Harvard-Lee, Rockport and Union. The floor drain in the fire pump room was repaired at Main. The commissioning of the demand ventilation controls for LSW was completed. Two days were spent repairing tracks, cars and transfer systems for the Translogic system. Rewired the power transformer for the eastside garage and repaired the outdoor water faucet for the sensory garden at Lakeshore. The hot water tank was repaired at Jefferson. Repairs were made to the main A/C unit at Walz.

The Carpenters repaired several locks at LSW and completed numerous work orders. The Painters are finishing the painting at Union.

The Garage serviced vehicles #5, #6, #8, #12, #15, #16, #24 and #25. Lawn mowers were delivered to all branches and the tractors at Lakeshore were serviced.

SAFETY & PROTECTIVE SERVICES

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
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
Jul 2013	6,264	241	149	21	239	167	67	198
Jun 2013	5,671	236	38	49	224	180	52	340
May 2013	5,474	211	42	25	377	257	59	N/A

Special Attention, Special Events, and Significant Incidents

- May 31, 2014: Wedding Reception for 200 people at Main
- May 29, 2014: Councilman Kevin Conwell at Glenville
- May 23, 2014: Music Program at LSW
- May 22, 2014: Sugarman Awards Main Brett Hall
- May 22, 2014: Read Baby Read Event at LSW
- May 18, 2014: New Leaders Council in LSW 218
- May 17, 2014: Cleveland Young Professional Senate
- May 17, 2014: 11th Congressional Art Shore at Lake Shore
- May 16, 2014: College Now Treasure Room
- May 15, 2014: International Services Center Treasure Room

Protective and Fire Systems

- The repair to the Lorain Burglar and Fire System was started and will be completed in June.

Contract Security

- An extension of the G4S contract was granted by G4S until December 30, 2014.
- Willo Security Contract was negotiated and completed.

Administration

Local 244 Contract negotiations started in May

INFORMATION TECHNOLOGY & CLEVNET

ACCOMPLISHMENTS THIS PERIOD:

KnowItNow24x7 (KIN24x7):

- On May 1, the KnowItNow24x7 Coordinator presented a program at the Central/Southeast Ohio Library Council Chapter Conference on "Life-Long Learning

for Librarians: Free Professional Development and Current Awareness Resources and Tips."

- On May 2, the KnowItNow24x7 Coordinator presented the annual LSTA budget proposal to the State Library of Ohio Board which approved the proposal for the coming fiscal year beginning July 1, 2014.

Network:

- Rock Creek Library migrated from T1 to a fiber connection thru VPN
- Willoughby Eastlake Public Library administration office updated to a VPN connection
- CHUH migrated to CLEVNET VOIP

Virtual Services and Hardware:

Training for Office 365: Beth Hatch and Sam Tripodis from TechCentral created training for the launch of Office 365. They provided 17 classes in May, including the specifically designed training for ambassadors. Training was held at Lakeshore, Main, Carnegie West, MLK, and South Brooklyn. 120 staff members attended. **Total evaluation results:**

<https://www.surveymonkey.com/results/SM-JR23H66/>

Summary of training results:

83 staff completed evaluations for the course: (1.2% of CPL staff)

Question 1: Rate your satisfaction with the course:

27.71% Extremely satisfied, 59.04% Satisfied, 10.84% Neither, 1.2% Dissatisfied, and 1.2% Extremely Dissatisfied.

Question 2: How well did your instructor teach the course?

51.81% Extremely well, 32.53% Moderately well, 10.84% Well *3.61% Slightly well, 1.2% Not well at all

Question 3: How successful do you feel transitioning to your new email?

27.71% Extremely confident, 46.99% Quite confident, 18.07% Moderately confident 3.61%, Slightly confident, 3.61% Not at all confident

Question 4: Do you understand the role of the ambassador program, and what you need to do when you have questions about your email?

84.34% Yes, 14.46% Not entirely, 1.2% Not at all

Software:

- Software staff (Hilary Prisbylla, Marlene Pelyhes, and Brian Leszcz) attended the COSUGI Annual Conference (Customers of Sirsidynix User's Group, Inc.) in Detroit MI from May 14-17. This conference provided an opportunity to view demonstrations of new Sirsidynix products/services and presentations on product implementations from other Sirsidynix customers.
- Staff assisted Lorain Public Library system staff with extended closings at Avon and Columbia branches. This involved removing these locations as hold pickup locations and "shadowing" the collections from the public catalog, then reversing the changes once the building reopened.
- Over 115 helpdesk cases were solved this month.

KEY ITEMS IN PROGRESS THIS PERIOD:

Converged Technologies and Software:

- Email migration for Perry and Cleveland Public libraries.

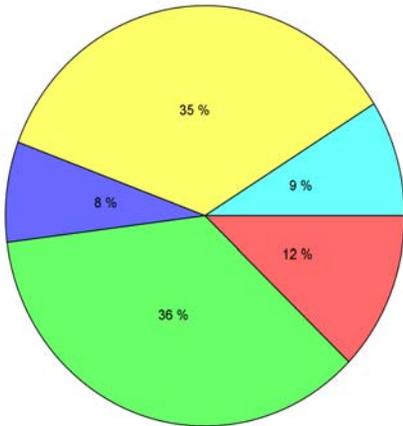
WEBSITE STATS:

(www.cpl.org) Website Access Statistics (May 1 - May 31, 2014)

Sessions (previously Visits)	225,554; (2,529) decrease from previous month
Users (previously Unique Visitors)	175,079 (1,742) decrease from previous month
Page views	394,418 (6,519) decrease from previous month
Pages / Session (previously Pages / Visit)	1.76 (.001) decrease from previous month
Avg. Session Duration	00:02:05 (6 second) decrease from previous month
Bounce Rate	67.67% (.39 increase) from previous month* Not a good indicator for this to go up
% New Sessions	73.02% (.14 increase) *good indicator

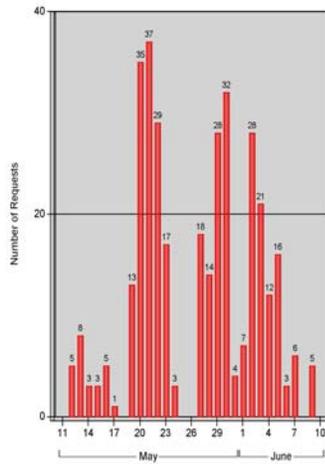
Service Management - Helpdesk

Problem Type Frequency - Top 5
05/11/2014 - 06/10/2014



- Automation, Hardware, PC Hardware, Repair
- Automation, Software Services, Email, Autogenerated Case - Junk/S...
- Automation, Software Services, Holds
- Automation, Software Services, Other
- Automation, Software Services, Reports

Number of Requests Per Day



Mr. Hairston moved to adjourn into Executive Session to provide an update on an imminent litigation involving the Library as well as labor-management negotiations. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:38 p.m.

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

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

The Regular Board Meeting resumed at 2:32 p.m.

Mr. Corrigan adjourned to Board Work Session at 2:33 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR MAY 2014

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	565	2,631
Periodicals	15	43
Publishers Gifts	0	0
Non-Print Materials	58	313
TOTAL LIBRARY SERVICE MATERIALS	638	2,987

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 125	\$ 5,353
Building & Repair Fund	Restricted	0	50,000
Library Fund	Restricted	470	2,555
Young Fund	Restricted	0	12,066
Schweinfurth Fund	Restricted	19,998	31,886
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	52,697
Lockwood Thompson Fund	Restricted	81,856	81,856
Learning Centers	Restricted	114,250	114,250
TOTAL MONEY GIFTS		\$ 216,699	\$ 351,563

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	11	71	638	2,987
Money Gifts	<u>14</u>	<u>72</u>	<u>14</u>	<u>72</u>
TOTAL GIFTS	25	143	652	3,059



CLEVELAND PUBLIC LIBRARY

325 Superior Avenue • Cleveland, Ohio 44114 • 216.623.2800 • www.cpl.org

Sent via email June 5, 2014

Mr. Bryan Dunn, Department Manager
Cuyahoga County Budget Commission
1219 Ontario Street/Room 121
Cleveland, Ohio 44113

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources with a decrease in Other Sources – Special Revenue by \$26,963.77 relating to the LSTA KnowItNow fund as summarized below.

Fund Category	Unencumbered Balance as of January 1, 2014	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$25,333,479.28	\$ 26,140,418.63 \$ 19,744,566.12	\$ 5,794,196.00	\$ 77,012,660.03
Special Revenue	\$12,423,156.93		\$ 3,152,010.55	\$ 15,575,167.48
Capital	\$12,134,881.64		\$ 3,689,751.00	\$ 15,824,632.64
Permanent	\$ 2,352,183.39		\$ 136,590.00	\$ 2,488,773.39
Agency	\$ 10,449.41			\$ 10,449.41
TOTAL	\$52,254,150.65	\$ 45,884,984.75	\$ 12,772,547.55	\$ 110,911,682.95

Thank you for your assistance.

Very truly yours,

Carrie Krenicky
Chief Financial Officer

Board of Library Trustees

Thomas D. Corrigan, President • Marlza Rodriguez, Vice President • Alan Seifullah, Secretary
Alice G. Butts • John M. Hairston, Jr. • Anthony T. Parker • Rick Werner
Felton Thomas, Jr., Director

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 82.09% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio June 6, 2014

to the Board of Library Trustees of the Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2014, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2014	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	25,333,479.28	26,140,418.63	19,744,566.12	5,794,196.00	77,012,660.03
Special Revenue	12,423,156.93			3,152,010.55	15,575,167.48
Capital	12,134,881.64			3,689,751.00	15,824,632.64
Permanent	2,352,183.39			136,590.00	2,488,773.39
Agency	10,449.41			0.00	10,449.41
Totals/Subtotals	52,254,150.65	26,140,418.63	19,744,566.12	12,772,547.55	110,911,682.95

<i>Mark Parks</i>	Budget	<i>Z. J. Librand</i>
<i>Donna Johnson</i>	Commission	<i>[Signature]</i>

**CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FIFTH AMENDMENT
JUNE 19, 2014**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	25,333,479.28	0.00	25,333,479.28 (3)
Taxes - General Property	24,140,418.63	0.00	24,140,418.63
Public Library Fund (PLF)	19,744,566.12	0.00	19,744,566.12
State Rollbacks/CAT	3,375,390.00	0.00	3,375,390.00
Federal Aid	0.00	0.00	0.00
State Aid	0.00	0.00	0.00
Fines and Fees	370,000.00	0.00	370,000.00
Earned Interest	157,213.00	0.00	157,213.00
Services	3,366,741.00	0.00	3,366,741.00
Unrestricted Gifts	5,000.00	0.00	5,000.00
Miscellaneous	544,352.00	0.00	544,352.00
Return of Advances	(24,500.00)	0.00	(24,500.00)
TOTAL RESOURCES	77,012,660.03	0.00	77,012,660.03

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	34,563,233.00	0.00	34,563,233.00
Supplies	1,045,967.00	0.00	1,045,967.00
Purchased/Contracted Services	9,967,408.00	0.00	9,967,408.00
Library Materials/ Information	8,212,942.00	0.00	8,212,942.00
Capital Outlay	417,180.00	0.00	417,180.00
Other Objects	100,665.00	0.00	100,665.00
SUBTOTAL OPERATING	54,307,395.00	0.00	54,307,395.00
Transfers/Advances	3,500,000.00	0.00	3,500,000.00
TOTAL APPROPRIATION	57,807,395.00	0.00	57,807,395.00

**CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FIFTH AMENDMENT
JUNE 19, 2014**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,602,131.25	(26,963.77)	15,575,167.48
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	227,679.49	0.00	227,679.49
Endowment for the Blind	1,950,380.05	0.00	1,950,380.05
Founders	2,796,864.64	0.00	2,796,864.64
Kaiser	52,715.36	0.00	52,715.36
Kraley	175,707.71	0.00	175,707.71
Library	182,306.14	0.00	182,306.14
Pepke	113,590.85	0.00	113,590.85
Wickwire	1,257,315.72	0.00	1,257,315.72
Wittke	77,635.21	0.00	77,635.21
Young	3,658,741.64	0.00	3,658,741.64
Friends	14,500.00	0.00	14,500.00
Judd	206,633.00	0.00	206,633.00
Lockwood Thompson	169,401.22	0.00	169,401.22
Ohio Center for the Book	975.00	0.00	975.00
Schweinfurth	116,651.08	0.00	116,651.08
LSTA-OLBPD	1,508,194.00	0.00	1,508,194.00
LSTA-Know It Now	347,782.64	(26,963.77)	320,818.87
MyCom	0.00	0.00	0.00
Learning Centers	228,500.00	0.00	228,500.00
TOTAL APPROPRIATION	13,085,573.75	(26,963.77)	13,058,609.98 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,824,632.64	0.00	15,824,632.64
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	15,824,632.64	0.00	15,824,632.64 (5)

**CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FIFTH AMENDMENT
JUNE 19, 2014**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,488,773.39	0.00	2,488,773.39
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	200,360.08	0.00	200,360.08
Ambler	1,762.16	0.00	1,762.16
Beard	116,077.37	0.00	116,077.37
Klein	4,241.71	0.00	4,241.71
Malon/Schroeder	150,419.23	0.00	150,419.23
McDonald	155,435.69	0.00	155,435.69
Ratner	75,581.33	0.00	75,581.33
Root	28,593.92	0.00	28,593.92
Sugarman	44,156.65	0.00	44,156.65
Thompson	103,022.96	0.00	103,022.96
Weidenthal	5,385.24	0.00	5,385.24
White	1,596,253.30	0.00	1,596,253.30
Beard Anna Young	7,483.75	0.00	7,483.75
TOTAL APPROPRIATION	2,488,773.39	0.00	2,488,773.39 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,449.41	0.00	10,449.41
UNCLAIMED FUNDS	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
	10,449.41	0.00	10,449.41

**CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FIFTH AMENDMENT
JUNE 19, 2014**

- (1) Certificate dated May 6, 2014
- (2) Certificate dated June 6, 2014
- (3) \$25,333,479.28 unencumbered cash carried forward includes the repayment of advances to be made from OLBPD of \$60,000 and MyCom of \$94,640 to produce the carryover balance available for appropriation in 2014; plus \$6,974,062.88 encumbered cash.
- (4) \$12,423,156.93 unencumbered cash carried forward includes the repayment of advances to be made from OLBPD of \$60,000 and MyCom of \$94,640 to produce the carryover balance available for appropriation in 2014; plus \$389,613.80 encumbered cash. \$3,127,510.55 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.
($\$12,423,156.93 + \$3,127,510.55 - \$2,492,057.50 = \$13,058,609.98$)
- (5) \$12,134,881.64 unencumbered cash carried forward; plus \$1,784,550.29 encumbered cash. \$3,500,000 transfer from General Fund. \$189,751 additional revenue.
($\$12,134,881.64 + \$3,500,000 + \$189,751 = \$15,824,632.64$)
- (6) \$3,136,499.75 unencumbered cash carried forward; plus \$3,510.93 encumbered cash. \$136,590 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.
($\$3,136,499.75 + \$136,590.00 - \$784,316.36 = \$2,488,773.39$)

CLEVELAND PUBLIC LIBRARY CAPITAL ASSETS POLICY

The effective date of this policy is January 1, 2014, authorized by Board approval on June 19, 2014, and represents a revision to the previously submitted policy, December 15, 2011, to update the useful life for computing depreciation of Buildings/Improvements. It is the third revision to the original submitted policy dated April 17, 2003 (1st revision May 17, 2007; 2nd revision December 15, 2011).

1. The Cleveland Public Library shall maintain a capital asset system, including both tangible and intangible assets. Information within the system will be sufficient to permit the following:
 - a. Preparation of the year-end financial statements in accordance with generally accepted accounting principles.
 - b. Control and accountability for identification and management of assets, both tangible and intangible.
2. The Chief Financial Officer is responsible for the overall management of the capital asset system. Each department or agency head is assigned responsibility for that agency's assets and for working with Financial Services to ensure control of assets and compliance with the Library's goals.
3. **Capital Assets** are defined as both tangible and intangible assets of the Cleveland Public Library with an estimated useful life in excess of one accounting period (one year) and an initial cost equal to or exceeding the category's capitalization threshold. Capital assets' historic cost or estimated historic cost will be carried on the balance sheet of the Library until the asset is retired.

Controlled Assets are defined as both tangible and intangible assets with an estimated useful life in excess of one accounting period (one year) and an initial cost of less than \$5,000.00. Controlled asset's historic cost or estimated historic cost is displayed as an expense of the Library in the year the asset is acquired. The Accounting/Purchasing Manager determines what assets should be controlled with the exception of the Library's collections which are controlled through the Library Automation System.

Tangible Assets are defined as any asset that can be seen and touched; a *hard asset* that has physical properties, such as a building or a piece of equipment.

Intangible Assets are defined as having *all* of the following characteristics:

Effective January 1, 2014 (Per Board action June 19, 2014)

- a) *Lack of physical substance:* Intangible assets are assets that do not have a physical existence. However, an intangible asset may be contained within an asset having a physical presence, such as computer software contained on a hard drive. Intangible assets may also be associated with other assets having a physical existence.
- b) *Non-financial in nature:* Intangible assets are non-financial in nature and are not in a monetary form similar to cash or investment securities. Further, they are neither claims or a right to assets in monetary form similar to receivables, nor prepayments for goods or services.
- c) *Useful lives or benefit periods exceeding one or more years:* Intangible assets having a useful life of less than one accounting period (one year) are not subject to the provisions of GASB 51 and should not be considered capital assets for financial reporting purposes nor a controlled asset.

Intangible assets consist of three, broadly-defined types as described below:

- 1. *Intangible assets generally defined as "software:"* Software intangible assets include computer "programming" or "coding language" that provide the necessary instructions for the computer hardware to perform a desired task or series of tasks. Software intangible assets include purchased "off the shelf" software, including all necessary modifications, software specifically developed by an outside contractor, and software developed internally by agency personnel, or acquired through any combination of the above.
- 2. *Intangible assets associated with real property:* These include "land use rights," generally defined as rights that provide the right to control the use of real property or provide other benefits derived from the real property.
- 3. *Intangible assets that are not software or land use rights:* Other types of intangible assets are those intangible assets that are not specifically identified in #1 or #2 above. These other types of intangible assets are generally created through the development of intellectual property and include patents, copyrights, and trademarks.

The provisions of GASB 51 apply to all intangible assets possessing the above criteria except for the following:

- 1. Intangible assets that are acquired or created primarily for the purpose of directly obtaining income or profit (this includes intangible assets that are acquired (either purchased or internally developed) with the intent to resell),
- 2. Intangible assets resulting from capital lease transactions that are reported as leases, and
- 3. Goodwill created through the combination of the government and another non-governmental entity.

Effective January 1, 2014 (Per Board action June 19, 2014)

Intangible capital assets that are subject to GASB 51 provisions must be classified as capital assets and recognized in the financial statements only if they are *identifiable*. An intangible asset is considered identifiable if either or both of the following conditions are met:

1. The asset is separable, that is, the asset is capable of being separated or divided from the government and sold, transferred, licensed, rented, or exchanged, either individually or together with a related contract, asset or liability.
2. The asset arises from contractual or other legal rights, regardless of whether those rights are transferable or separable from the government or from other rights and obligations.

The term **General Assets** within the context of this policy includes capital assets and controlled assets, both tangible and intangible.

4. Assets of the Cleveland Public Library are classified as follows:

<u>Category</u>	<u>Threshold</u>
a. Land	\$0
b. Buildings/Improvements	\$100,000
c. Movable Assets	\$5,000
d. Construction in Progress	Major projects, not yet complete
e. Software/Other Intangibles	\$5,000

5. Assets are recorded at historic cost, or if that amount is not practicably determined, at estimated historic cost. Donated intangible assets are recorded at the estimated fair market value of the intangible asset as of the donation acceptance date.
6. **General Assets** (excluding Library Collections) - The **Purchase** of capital assets is subject to approval of the Executive Director or Deputy Director. **Transfer** of assets between departments/agencies or removal of assets to storage is initiated by the agency head controlling (having custody of) the asset. **Disposal** of assets is initiated by designated staff members subject to approval of the library administration. Assets are generally disposed of by auction. If a bid for any asset is not received at auction, such assets may be disposed of by direct sale to scrap dealers or by dumping at the discretion of the Accounting/Purchasing Manager or other designated staff members. Specialized methods of disposal apply to computer hardware that has become surplus or obsolete. Other options include trade in of assets on replacement purchases. This is determined on a case by case basis.

Effective January 1, 2014 (Per Board action June 19, 2014)

7. **Library Collections** are acquired, transferred and disposed according to procedures defined in the Library's *Procedures Manual*.

Governments are not required to capitalize works of art, historical treasures, and similar assets if those assets meet certain conditions. Cleveland Public Library considers its Library Collections to fall under this exception category since they are:

- a) Held for public exhibition, education, or research in furtherance of public service, rather than financial gain,
- b) Protected, kept unencumbered, cared for, and preserved, and
- c) With an ongoing annual budgetary commitment to acquire items to replace or enhance the collections.

The circulating library materials are not capitalized because they fail to meet the Library's useful life and/or capitalization thresholds.

8. With the implementation of GASB 34, depreciation is recorded for capital assets using straight-line depreciation over the useful life of the asset. Intangible assets are amortized over the useful life of the asset. Useful life is defined for each asset class as follows:

<u>Category</u>	<u>Useful Life</u>
a. Land	Not depreciated
b. Buildings/Improvements	15 - 40 years
c. Movable Assets	5-25 years
d. Software/Other Intangibles	5-25 years

Intangible assets that have an indefinite useful life should not be amortized. An intangible asset is considered to have an indefinite useful life if there are no legal, contractual, regulatory, technological, or other factors that limit the useful life of the asset. If changes in factors and conditions result in the useful life of an intangible asset no longer being indefinite, the asset should begin to be amortized (after being tested for impairment in accordance with GASB 42—Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries).



S & S Incorporated
 21300 St. Clair Avenue
 Cleveland, OH 44117
 www.sspackaging.com

PRICE QUOTE

Phone 216-383-1880
 Fax 216-383-9597

Page 1
 Printed 05/27/14 MP

Quoted
 Cleveland Public Library
 325 Superior Avenue
 Cleveland OH 44114
 Tel:216-623-2840 Fax:216-623-2852

SAME

Ship To _____

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
0009494	12/20/2013	07/01/2014	0018121			MP
Job ID	Customer terms			Salesman		
	NET 15 DAYS			Mark Palevsky		
Product	Description	UM	Quant	Unit Price	Disc%	Extension
ERTDBAG	15" X 18" X 3".0025 B.G.Foldover die cut handle bags-DBL wall .0025 white, LDPE Printed with biodegradable message 4 color process print Freight Prepaid 4 weeks delivery Printed with Biodegradable message 4 color process print	M	175	159.52	NET	27916.00
				Sub Total		\$27,916.00
				Freight		\$0.00
				Misc Charges		\$0.00
				Tax Amount		\$0.00
				Total		\$27,916.00

X: _____
 (Accepted by)

MESSAGE

TERMS

Thank you for the opportunity to quote. Please
 advise how we may assist further.



MultiPlast Systems, Inc.

33355 Station Street

Suite C

Solon, OH 44139

Phone # 440-349-0800

Fax # 440-349-0853

Quotation

Date 5/27/2014

Quote# 38139

Customer:

Cleveland Public Library

Terms	FOB	Art & Plate Charge	Lead Time	Sales Rep.
Net 30	Cleve, OH	At Cost	5 Weeks	JA
Item No.	Qty	Description	Pack	Unit Price
PH15183	300	15x18+3, LDPE, mono layer, .002 mil, foldover die cut handle bag, white film w/MS4550, prtd 5c/2s, pk-500/cs	500/cs	76.67
PH15183	600	15x18+3, LDPE, mono layer, .002 mil, foldover die cut handle bag, white film w/MS4550, prtd 5c/2s, pk-500/cs	500/cs	72.15
PH15183	300	15x18+3, LDPE, mono layer, .002 mil, patch handle bag, white film w/MS4550, prtd 5c/2s, pk-500/cs	500/cs	72.19
PH15183	600	15x18+3, LDPE, mono layer, .002 mil, patch handle bag, white film w/MS4550, prtd 5c/2s, pk-500/cs	500/cs	68.57

Thank you for the opportunity to quote on your business!

Pricing subject to change prior to confirmation of orders.

CHANGE ORDER

ATTACHMENT F - AIA FORM G701

OWNER

ARCHITECT

CONTRACTOR

FIELD

OTHER

IA DOCUMENT G701

PROJECT: Cleveland Public Library
 325 Superior Avenue
 Cleveland, Ohio 44114

CHANGE ORDER NUMBER: M-6
 DATE: 5/19/2014
 SPECTRUM PROJECT: Main Library Heat Conversion Project

CONTRACTOR:
 Martin Mechanical, LLC
 6600 Grant Avenue, Cleveland, Ohio 44105

CONTRACT DATE:
 CONTRACT FOR: Mechanical Work

The Contract is changed as follows: ADD for Excavate and Install new gas line into CPL. See attached cost recap and Sub-Contractor Invoice's.

APPROVED: _____
Construction Management

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was	\$639,455.92
plus change by previously authorized Change orders	\$161,794.21
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	\$801,250.13
The (Contract Sum) (Guaranteed maximum price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$14,981.40
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	\$816,231.53

The Contract Time will be (increased) decreased) (unchanged) by the date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

SPRENNY GUNDEL
 ARCHITECT
 3546 ARBOR WAY
 WEST CLEVELAND, OH 44145

Martin Mechanical LLC
 CONTRACTOR
 6600 Grant Avenue
 Cleveland, Ohio 44105

CLEVELAND PUBLIC LIBRARY
 OWNER
 325 SUPERIOR AVE
 CLEVELAND, OHIO 44114

[Signature]
 DATE 5/28/14

BY [Signature]
 DATE 5/19/14

BY _____
 DATE _____

ORDER PRICING REVIEWDate: December 12, 2013

Project No.: 160812 Customer: Ohio Realty Advisors/Goodyear Campus County: Cuyahoga
 Project: Cleveland Public Library Description: Excavate and install new gas line into building
 Contractor: Marlin Mechanical LLC

TOTALS**LABOR:** (ID straight and overtime)

worker classification	<u>0</u>	72	\$0.00
worker classification	<u>0</u>	95	\$0.00
		hours x rate =	\$0.00

EQUIPMENT RENTALS

(Heavy/specialized equipment)	<u>0</u>	50	\$0.00
		hour,day,week x rate =	

OWNED EQUIPMENT

(Specialty Tools/Torches/Equipment)	<u>0</u>	hrs. 0	\$0.00
		hour,day,week x rate =	

TRUCKING:

(Delivery charge - Portal - Portal)	<u>0</u>	hrs. 30	\$0.00
		hour,day,week x rate =	

Subtotal (A,B,C,D): \$0.00OVERHEAD: 0.075 % (on items A,B,C,D) \$0.00**MATERIALS**

(Itemized on next pg.) \$0.00

Subtotal (A,B,C,D,E): \$0.00PROFIT: @ 5.0 % (on items A,B,C,D,E,F) \$0.00

Subtotal (A thru G): \$0.00

SUBCONTRACTORPlumbing and cement \$14,268.00

SUBCONTRACTOR MARKUP 5% \$713.40

Subtotal (I and J): \$14,981.40TOTAL COST (A thru H) + (I and J): \$14,981.40

PHONE: (216) 831-5165

FAX: (216) 831-4359

REMIT TO: **JOHN PROCHAZKA**
PLUMBING & HEATING, Inc.
 P O BOX 427
 CHAGRIN FALLS, OHIO 44022-0427

December 4, 2013
 Invoice # 13052-L-CPL-C

Marlin Mechanical LLC
 Attention: Ed Paul
 6600 Grant Avenue
 Cleveland, OH 44105

e-mail: edpaul@marlinmech.com
 P: 216-881-5155 F: 216-881-2924

Dupl. of Invoice

Job Site & Location
 Cleveland Public Library
 East 6th and Rockwell
 Cleveland, OH

Date of Service: Various see Labor Dates

Labor and Material for:

Plumber snaked the main saw cut and remove sidewalk, excavate and install 4" gas line.

Labor- 11/26/13 - (16) Hours at \$80.00 per hour.....	\$1,280.00
11/27/13 - (16) Hours at \$80.00 per hour.....	\$1,280.00
11/29/13 - (24) Hours at \$80.00 per hour.....	\$1,920.00
12/02/13 - (24) Hours at \$80.00 per hour.....	\$1,920.00
12/03/13 - (24) Hours at \$80.00 per hour.....	\$1,920.00
Shop Fabrication - (8) Hours at \$80.00 per hour	\$640.00
Rental- Saw (8) Hours.....	\$100.00
Bobcat (16) Hours.....	\$600.00
Welder (16) Hours.....	\$200.00
Dump Truck (8) Hours.....	\$640.00

Materials-.....\$3,768.00

Total Due:.....\$14,268.00

-Payment Due Upon Receipt of Invoice-

Thank You for Your Prompt Payment-
 Sincerely,

John Prochazka
 John Prochazka

33679
1/28

EP
160812

Terms: Net 30 Days

Past Due Amounts Subject to 1.5% Per Month (18.0) per Annum Interest

AFFIDAVIT OF (SUB ORIGINAL) CONTRACTOR

Project Name: Cleveland Public Library

Date: December 4, 2013

STATE OF OHIO, Cuyahoga COUNTY, SS:

JAMES PROCHAZKA BEING DULY SWORN, SAYS THAT HE IS CHIEF FINANCIAL OFFICER OF JOHN PROCHAZKA PLUMBING & HEATING, INC. THE SUB ORIGINAL CONTRACTOR HAVING A CONTRACT WITH MARLIN MECHANICAL LLC THE GENERAL CONTRACTOR FOR GENERAL CONTRACTING WORK SITUATED ON OR AROUND OR IN FRONT OF THE FOLLOWING DESCRIBED: CLEVELAND PUBLIC LIBRARY WHERE OF _____ WAS THE OWNER, PART OWNER OR LESSEE.

AFFIANT FURTHER SAYS THAT THE FOLLOWING SHOWS THE NAMES OF EVERY SUBCONTRACTOR IN THE EMPLOY OF SAID JOHN PROCHAZKA PLUMBING & HEATING, INC. GIVING THE AMOUNT, IF ANY, WHICH IS DUE, OR TO BECOME DUE, TO THEM, OR ANY OF THEM, FOR WORK DONE OR MACHINERY, MATERIAL, OR FUEL FURNISHED TO DATE HEREOF, UNDER SAID CONTRACTS.

SUB CONTRACTORS

NAME	TRADE	AMOUNT DUE TO OR TO BECOME DUE FOR WORK AND MATERIAL FURNISHED TO DATE HEREOF.
"NO SUB-CONTRACTORS"		

SAID AFFIANT FURTHER SAYS THAT THE FOLLOWING SHOWS THE NAMES OF EVERY PERSON FURNISHING MACHINERY, MATERIAL, OR FUEL, TO JOHN PROCHAZKA PLUMBING & HEATING, INC. GIVING THE AMOUNT, IF ANY, WHICH IS DUE, OR TO BECOME DUE, TO THEM OR ANY OF THEM, FOR MACHINERY, MATERIAL, OR FUEL FURNISHED TO DATE HEREOF, UNDER SAID CONTRACTS.

MATERIAL MEN

NAME	TRADE	AMOUNT DUE TO OR TO BECOME DUE FOR WORK AND MATERIAL FURNISHED TO DATE HEREOF.
"ALL MATERIAL FROM FULLY PAID STOCK"		

SAID AFFIANT FURTHER SAYS THAT THE FOLLOWING SHOWS THE NAMES OF EVERY UNPAID LABORER IN THE EMPLOY OF JOHN PROCHAZKA PLUMBING & HEATING, INC. FURNISHING LABOR UNDER SAID CONTRACT, GIVING THE AMOUNT, IF ANY, WHICH IS DUE, OR TO BECOME DUE FOR LABOR DONE TO DATE HEREOF.

NOTE: IF THE FACT IS THAT EVERY LABORER HAS BEEN PAID IN FULL, THEN RECITE: "EVERY LABORER HAS BEEN PAID IN FULL". IF NOT, THEN GIVE EACH UNPAID LABORER'S NAME AND THE AMOUNT DUE OR TO BECOME DUE.

LABOR

NAME	HOURS	AMOUNT DUE TO OR TO BECOME DUE FOR WORK AND MATERIAL FURNISHED TO DATE HEREOF.
"EVERY LABORER HAS BEEN PAID IN FULL"		

THAT THE AMOUNTS DUE OR TO BECOME DUE TO SAID SUBCONTRACTORS, MATERIAL MEN, AND LABORERS, FOR WORK DONE, OR MACHINERY, MATERIAL OR FUEL FURNISHED TO THE DATE HEREOF, TO JOHN PROCHAZKA PLUMBING & HEATING, INC. IS FULLY AND CORRECTLY SET FORTH OPPOSITE THEIR NAMES, RESPECTIVELY, IN THE AFORESAID STATEMENTS, AND FURTHER EVIDENCE BY CERTIFICATES OF EVERY PERSON FURNISHING MACHINERY, MATERIAL, OR FUEL, HERETO ATTACHED, AND MADE A PART HEREOF.

AFFIANT FURTHER SAYS THAT JOHN PROCHAZKA PLUMBING & HEATING, INC. HAS NOT EMPLOYED OR PURCHASED OR PROCURED MACHINERY, MATERIAL, OR FUEL HERE FROM, OR SUBCONTRACTED WITH ANY PERSON, FIRM, OR CORPORATION OTHER THAN THOSE ABOVE MENTIONED, AND OWES FOR NO LABOR PERFORMED, OR MACHINERY, MATERIAL OR FUEL FURNISHED UNDER SAID CONTRACTS, OTHER THAN ABOVE SET FORTH.

SWORN TO BEFORE ME AND SUBSCRIBED IN MY PRESENCE, at Chagrin Falls, this 4th DAY, December, 2013

J. Prochazka
Victor Heimer
 NOTARY PUBLIC - Victor Heimer Expires 11/15/13

CERTIFICATE OF MATERIAL MEN

CLEVELAND, OHIO, December 4, 2013

THE UNDERSIGNED CERTIFY THAT TO THE DATE HEREOF THEY HAVE FURNISHED MACHINERY, MATERIAL, OR FUEL, AS SET OUT HEREIN TO _____ FOR _____ SITUATED ON OR AROUND OR IN FRONT OF THE PROPERTY DESCRIBED IN THE FOREGOING AFFIDAVIT; THAT THE NATURE OF SAID MACHINERY, MATERIAL, OR FUEL FURNISHED, THE DATE WHEN THEY COMMENCED FURNISHING THE SAME AND THE AMOUNT NOW DUE OR OWING TO EACH OF THEM, IS CORRECTLY STATED AND SET OPPOSITE THEIR RESPECTIVE NAMES OR THEY HAVE BEEN PAID IN FULL, IF SO ACKNOWLEDGED HEREON.

NAME	MACHINERY, MATERIALS, OR FUEL AND NATURE OF THE SAME	COMMENCED FURNISHING	AMOUNT DUE TO OR TO BECOME DUE FOR WORK AND MATERIAL FURNISHED TO DATE HEREOF.

CHANGE

CONTRACTOR OWNER

ORDER

ARCHITECT



CONTRACTOR



AIA DOCUMENT G701

FIELD



OTHER



PROJECT: Cleveland Public Library

CHANGE ORDER NUMBER: M-7

325 Superior Avenue

DATE: 5/19/2014

Cleveland, Ohio 44114

SPECTRUM PROJECT: Main Library Heat Conversion Project

CONTRACTOR:

CONTRACT DATE:

Marlin Mechanical, LLC

CONTRACT FOR: Mechanical Work

6600 Grant Avenue, Cleveland, Ohio 44105

The Contract is changed as follows:

ADD for New Header and Distribution Tubes for the RO system installed in AHU#3 and AHU#4

APPROVED:

[Signature]
Construction Management

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was	<u>\$639,455.92</u>
plus change by previously authorized Change orders	<u>\$176,775.61</u>
The original (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	<u>\$816,231.53</u>
The original (Contract Sum) (Guaranteed maximum price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	<u>\$5,082.00</u>
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	<u>\$821,313.53</u>

The Contract Time will be (increased) (decreased) (unchanged) by the date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

SPECTRUM CONSTRUCTION, INC
ARCHITECT - PROJ MGR
2316 ARBOR WAY

Marlin Mechanical LLC
CONTRACTOR
6600 Grant Avenue
Address
Cleveland, Ohio 44105

OWNER
Address

Address
WESTLAKE OH
44114 ST

[Signature]

BY *[Signature]* ASST GM

BY

DATE *PRESIDENT*

DATE *5/20/14*

DATE

Marlin Mechanical LLC
6600 Grant Ave
Cleveland Ohio 44105
Phone: (216) 881-5155
Fax: (216) 881-2924

•
•
•
•
•
•
•
MARLIN MECHANICAL LLC

May 20, 2014

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

Attn: Project Team

Sent VIA Email

RE: Main Library Energy Conservation Project – Electric Steam Humidification System

As you are aware the newly installed Humidification Equipment has not alleviated the excess condensate issues you had with your previous humidification system. It was Marlin Mechanical's intention to try and utilize the legacy's systems Distribution Tubes as a cost savings measure for the project. Unfortunately this approach has not worked as evidenced by the excess condensation dripping from the duct work onto the floor.

After consulting with the Manufacturer and Supplier of the system, it has become necessary to replace the Legacy Distribution Tubes and Header Assembly in AHU#3 and AHU#4.

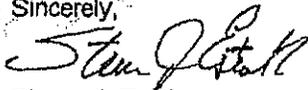
Please note that our previous Change Order M-2 did not include the cost of replacing the old tubes or header. It only allowed for "Minor Allowance for repairs to existing distribution tubes, as needed."

The new Header Assembly and Tubes will be installed per the Manufacturer's recommendation in a horizontal orientation.

Please note that our enclosed Change Order Request – M7 is only for the material cost associated with this change. Marlin Mechanical LLC will cover the cost of Labor to install the new unit under its previous change order M-2.

Again, thank you for your patience as we address this issue.

Sincerely,



Steven J. Estok
Assistant GM

CC: File

*Pipe Fabrication, Process Piping,
Hvac and Plumbing
An Equal Opportunity Employer*

• • • • •

Marlin Mechanical LLC
6600 Grant Ave
Cleveland Ohio 44105
Phone: (216) 881-5155
Fax: (216) 881-2924

.....
MARLIN MECHANICAL LLC

May20, 2014

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

Attn: Project Team

Sent VIA Email

RE: Main Library Energy Conservation Project – Electric Steam Humidification System

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Again, thank you for your patience as we address this issue.

Sincerely,

Steven J. Estok
Assistant GM

CC: File

*Pipe Fabrication, Process Piping,
Hvac and Plumbing
An Equal Opportunity Employer*

.....

2014 MAY -8 A 10 55



FY2015 OCLC Subscription Renewal Notice

April 23, 2014

Cleveland Public Library

OCLC Symbol: CLE

OCLC will increase prices modestly in FY2015. The FY2015 OCLC Price List is available on the Online Service Center (OSC) for your convenience. Please visit www.oclc.org/servicecenter/ and then log on to your OSC account to access the price list.

Effective July 1, 2014, the following subscriptions will renew automatically for the period of July 1, 2014 – June 30, 2015 at the same payment frequency you requested last year. The new amount will be reflected on your July 2014 OCLC invoice, which will arrive in early August 2014.

Your FY15 Cataloging and ILL Annual Subscriptions

FY2015 OCLC Cataloging Subscription Price:	\$199,840.89
OCLC Flat-rate Cataloging Credits:	(\$23,069.73)
FY2015 OCLC WorldShare ILL Subscription Price:	\$6,793.53
OCLC Flat-rate ILL Lending Credits:	(\$2,189.99)
FY2015 Access Subscription Price:	\$41,002.12
FY2015 Total	\$222,376.82

OCLC offers billing services, including a prompt payment discount and a Subscription Deposit Program that earns interest on deposits (currently earning 4% APR). See the OCLC Price List for more information.

OCLC ILL Fee Management (IFM) Program: OCLC is investing in the future development of IFM. Based on member feedback, planned enhancements include offering IFM for use beyond ILL for other purchases. In order to fund this expansion, a modest \$0.25 transaction fee will be added to each borrowing request filled through IFM beginning July 1, 2014.

Flat-rate Credits Transition: Recently, you received communication that the OCLC Credits Program will transition from a transaction-based program to a flat-rate credits program. Beginning in FY15, credits will no longer be based on transactions. Instead, a flat-rate credit amount will be included on your OCLC invoice for cataloging and/or lending credits. The cataloging and ILL credit amounts will remain fixed moving forward. The flat-rate credit amounts noted above will be on your July 2014 invoice at the same billing frequency you requested for FY14.

Flat-rate cataloging and ILL credits were calculated using the average of the cataloging and/or ILL credits your library received in the past two fiscal years (i.e., the periods ending 6/30/2012 and 6/30/2013). A Frequently Asked Questions document is available at: www.oclc.org/en-US/services/metadata/credit-program.html.

OCLC's Order Services team will be happy to answer questions and offer further guidance about this renewal information. Please call Jim Simms, Order Services Manager, at 1-800-848-5878, ext. 6360 or send an e-mail to oclc renewals@oclc.org.

For information only. No payment is due at this time

April 23, 2014

OCLC Symbol: CLE

Andrea Johnson
Catalog Manager
Cleveland Public Library
325 Superior Ave
Cleveland, OH 44114-1271



6565 Kilgour Place
Dublin, OH 43017-3395 USA

T +1-614-764-6000
1-800-848-5878

F +1 614 764 6096

E oclc@oclc.org

WWW.OCLC.ORG

Please find your FY2015 OCLC Subscription Renewal Notice on the back of this letter.

Your cooperative has been very active this year with continued implementation of the WorldShare strategy launched in 2012. OCLC resource sharing is available on the WorldShare platform, enabling services to interact in new ways that save time and add efficiency for interlibrary loan workflows.

The WorldShare Interlibrary Loan service is now available. By next month, all former WorldCat Resource Sharing users will use WorldShare ILL for all of their OCLC ILL processing. Use of WorldShare ILL is included with your existing resource sharing subscription. With the new WorldShare ILL service, workflows that were once managed in multiple systems are brought together, **speeding fulfillment of ILL requests and saving time for your staff and users.** New functionality includes a 15-symbol lender string, interoperability with the OCLC Policies Directory to display lender costs, links to library OPACs for display of item availability and more. To learn about best practices for using WorldShare ILL, visit <http://oclc.org/WorldShareILLYouTube> (past presentations) and <http://www.oclc.org/en-US/worldshare-ill/events.html> (upcoming presentations).

OCLC continues to move cataloging services to the WorldShare infrastructure. In the last year, your OCLC Cataloging subscription has been enhanced making it easier than ever to **increase collection visibility and patron access.** OCLC continued to provide quarterly enhancements to **WorldShare Metadata Collection Manager**, which provides automatic MARC record delivery when changes that you care about are made to the master record, resulting in enriched data for your discovery interface. In March 2013, OCLC introduced the world's first cooperatively managed knowledge base. This announcement marked the first of three releases to give OCLC members the ability to review and manage knowledge base content in ways similar to what they've been able to do in WorldCat for years. For more information on these and other planned enhancements, please visit www.oclc.org/worldshare-metadata.en.html.

We hope that you will find this information helpful as you plan for the upcoming year. Please contact Jim Simms, OCLC Order Services Manager, at 1-800-848-5878, ext. 6360 or via e-mail at oclc renewals@oclc.org to discuss any questions regarding your renewal information.

Thank you for your continued participation in the OCLC cooperative.

Sincerely,

A handwritten signature in cursive script that reads "Bruce Crocco".

Bruce Crocco

Vice President, Library Services for the Americas



Attachment A

**KONE Inc. Proposal to Supply Elevator, Escalator, Moving Walkway Services,
repair or modernization under the U.S. Communities Program utilizing the Terms
and Conditions of the City and County of Denver Master Contract
(Reference GENRL-201414653-00 dated April 1st, 2014)**

PURCHASER (Equipment Owner):
Cleveland Public Libraries
325 Superior Ave.
Cleveland, OH 44115



POWER UNIT

Pump, motor, valves, and all related accessories.

HYDRAULIC SYSTEM ACCESSORIES

Exposed piping, fittings accessories between the pumping unit and the jack, jack packing, hydraulic fluid, and any heating or cooling elements installed by the original equipment manufacturer ("OEM") for controlling fluid temperature.

CAR EQUIPMENT

All elevator control system components on the car.

WIRING

All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

HOISTWAY AND PIT EQUIPMENT

All elevator control equipment and buffers.

RAILS AND GUIDES

Guide rails, guide shoe gibs and rollers.

DOOR EQUIPMENT

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs and auxiliary door closing devices.

MANUAL FREIGHT DOOR EQUIPMENT

Relays, contactors, rectifiers, timers, resistors, micro switches, chains, retiring cams, interlocks, limit switches, guide shoes, sheaves, rollers, sprockets, tensioning devices and counter-balancing equipment.

POWER FREIGHT DOOR EQUIPMENT

Controller, relays, contactors, rectifiers, timers, resistors, micro switches, solid state components, door motors, chains, retiring cams, interlocks, limit switches, guide shoes, sheaves, rollers, sprockets and tensioning devices.

SIGNALS AND ACCESSORIES

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, lobby control panels, car operating panels, fireman's service equipment and all other signal and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is only included only during KONE's maintenance visits. Service requests for re-lamping signal fixtures will be billed separately at KONE's then current labor rates.

TRACTION ELEVATORS**MICROPROCESSOR TRACTION ELEVATOR SYSTEM COMPONENTS****CONTROL SYSTEM**

Controllers, motor starters, dispatcher and relay panels, contacts, transformers, solid state components, isolation transformers, dynamic breaking resistors and armature filters. KONE First Service Technicians will be equipped with the necessary field diagnostic and service tools. Microprocessor software examinations will be conducted to ensure dispatching and motion control systems are operating at proper levels.

GEARED/GEARLESS MACHINES

Brushes, worms, gears, thrusts, bearings, brake magnet coils, brake shoes, brake linings, deflector sheaves, secondary and other sheaves, bearings and assemblies, rotating elements, pins.

ELECTRICAL

Electrical wiring, conduit, ducts, and traveling cables from the elevator equipment to machine room mainline disconnect switch, and hoistway outlets.

HOISTWAY AND PIT EQUIPMENT

Landing and slowdown switches, limits, car and counterweight buffers, overspeed governors, governor tension sheave assemblies and car counterweight safeties.

RAILS AND GUIDES

Guide rails, guide shoe gibs and rollers. Guide rails will be properly lubricated, except where roller guides are used.

HOIST ROPES

Hoist ropes will be properly lubricated and adjusted for equalized tension.

DOOR EQUIPMENT

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs and auxiliary door closing devices.

SIGNALS AND ACCESSORIES

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, lobby control panels, car operating panels, fireman's service equipment and all other signal and accessory facilities furnished and installed as an integral part of the elevator equipment.

Re-lamping of signal fixtures is included only during KONE's systematic examinations. Service requests related to re-lamping of signal fixtures will be considered billable.

LUBRICANTS

KONE will use lubricants compounded under OEM's specifications or equal.

HOURS OF SERVICE

All services described above will be performed during regular working hours of the regular working days of the elevator or escalator trade in the location where the services are performed, unless otherwise specified in the Agreement.

SERVICE REQUESTS (CALLBACKS)

In addition to the work described in the Scope of Services section, this Agreement covers requests for service during the regular working hours of the regular working days of the elevator trade. Service requests are defined as service that require immediate attention and are within the scope of services and are not excluded from the scope of services provided below. Service requests outside the scope of services will be billed separately at KONE's then labor rates and material prices. Service requests that require more than one (1) technician or more than two (2) hours to complete will be treated as a repair and scheduled in accordance with the Hours of Service section above. Purchaser agrees that

KONE may perform service requests made by any person that KONE believes is authorized by Purchaser to make such requests.

If Purchaser requests service on overtime, Purchaser will be charged only the difference between KONE's hourly billing rate and KONE's hourly overtime billing rate for each overtime hour.

TESTS

KONE will perform the following tests on the equipment. KONE is not responsible for any property damage or personal injury, including death, resulting from any test.

HYDRAULIC ELEVATOR

A pressure relief test and a yearly leakage test as required by the A.S.M.E. A-17.1 code.

EXCLUSIONS

The following are excluded from the Scope of Services:

GENERAL

KONE is not obligated to: perform safety tests other than those specified herein; perform any work required by new or retroactive code changes; perform tests required or correct outstanding violations or deficiencies identified prior to the effective date; make replacements or repairs necessitated by fluctuations in the building power systems, adverse machine room or environmental conditions (including without limitation temperature below 50 degrees and above 90 degrees Fahrenheit) or humidity greater than 95% condensing water damage, prior water exposure, rust, fire, explosion, acts of God, misuse, vandalism, theft, war or civil strife, terrorism, acts of mandates of government, labor disputes, strikes, lockouts or tampering with the equipment by any person other than a KONE representative, negligence or acts of omission by Purchaser or any third party, or any other cause beyond KONE's direct control.

KONE agrees to maintain the existing performance as designed and installed. KONE is not required under this Agreement to make changes in operation and/or control, subsequent to the date of this Agreement.

OBSOLESCENCE

A component may become obsolete during the term of this Agreement. Obsolete components are not covered under this Agreement. KONE will provide Purchaser with a separate quotation for the price to replace the obsolete components. Equipment modifications necessary to accommodate replacement of obsolete components will also be at the Purchaser's expense.

Components include without any limitation any part, component, assembly, product or firmware or software module. A component is obsolete when it can no longer be economically produced due to the cessation of consistent sources for materials, a loss or termination of a manufacturing process occurs, product reliability analysis shows that it is not economically feasible to continue to produce the component escalation of component costs beyond acceptable industry standards drive alternative equipment upgrades, the support of product safety programs or comfortable to codes or standards mandates that use of a component be discontinued in its entirety, or the OEM designates the

component obsolete. No exception the above will be made for a component designated as obsolete because it can be custom made or acquired at any price. KONE will not be required to furnish reconditioned or used components. The component that replaces the obsolete components is covered under this Agreement.

ELEVATOR

Refinishing, repairing, replacing, or cleaning of the: car enclosure, gates or door panels, door straps, hoistway enclosure, rail alignment, hoistway doors, door frames, sills, hoistway gates, flooring, power feeders, switches, their wiring and fusing, car light diffusers, ceiling assemblies and attachments, smoke or heat sensors, fans, fireman's phone devices, intercoms, telephones or communication devices, phone lines, music systems, media displays, card-readers or other security systems, computer monitoring systems, light tubes or bulbs, pit pumps, emergency power generators, hydraulic cylinder, unexposed piping, disposal of clean-up of waste oil or any contamination caused by leaks in the hydraulic cylinder or unexposed piping. KONE shall not be obligated to perform or keep records of firefighter's service testing unless specifically included in this Agreement.

PURCHASER ASSURANCES

Purchaser agrees to: furnish KONE with a list of authorized personnel responsible for building operations; provide KONE with a complete set of as-built wiring diagrams; to shut down the equipment and notify KONE for repair, in the event that the equipment is not functioning properly; notify KONE in the event of any injury or accident in or about the equipment included in this Agreement (verbal notification must be provided immediately in writing within seven days); perform monthly firefighter's service testing and keep record of such tests; annually maintain the mainline disconnect switch by a certified electrician and repair as necessary; provide safe access to the equipment and machine room areas for service and keep all machine rooms and pit areas free from water, stored materials and debris; remove and dispose of any hazardous materials, water or waste according to applicable laws and regulations; provide a safe workplace for KONE personnel; contact KONE immediately if you are ever less than very satisfied with KONE's performance. Purchaser shall at all times be solely liable for the proper use of the equipment. Purchaser agrees to post any and all instructions and warnings to passengers related to the use of the equipment. Purchaser shall not permit anyone other than KONE to make repairs, additions, modifications, upgrades or adjustments to the equipment covered herein under the term of the agreement.

CONTRACT TERM

The service specified will be furnished from the effective date stated herein, and shall continue for an initial, non-cancelable term of FIVE (5) years. This Agreement will automatically renew for successive terms of ONE (1) year thereafter. Either party may terminate this Agreement either at the end of the initial FIVE (5) year term or at the end of any subsequent ONE (1) year term by giving the other party ninety (90) days written notice, via certified mail, prior to the expiration date of the Agreement, the expiration date being FIVE (5) years from the effective date of this agreement or ONE (1) year from the effective date of any subsequent renewal term. The parties acknowledge that delayed notice of termination shall constitute a material breach of contract and the entire remaining amount of the contract will accelerate and become due to KONE as liquidated damages. In the event of the sale, lease or other transfer of the ownership of the equipment described herein, or the premises in which it is located, Purchaser agrees to see that such Purchaser is made aware of this Agreement and assumes and agrees to be bound by the terms hereof for the balance of the Agreement. KONE may, at its sole discretion, terminate this Agreement at any time upon thirty (30) days advance notice in

writing due to the Purchaser's breach of contract, safety or liability issues or Purchaser's refusal to authorize necessary repairs or upgrades.

PRICE ADJUSTMENTS

The contract price will be adjusted annually on June 1 of each year of the contract. The payment adjustment will reflect the increase or decrease in labor costs.

Labor

100% of the current contract price will be increased or decreased by the percent increase or decrease in the straight time hourly labor cost. The current straight time labor cost is the sum of the straight time hourly rate plus the cost of fringe benefits (fringe benefits include but are not limited to welfare, pension, vacations, paid holidays, insurance, and other union contributions) paid to elevator examiners in the locality the equipment is maintained.

KONE reserves the right to additionally adjust the contract price under extraordinary circumstances if the cost of fuel, insurance or other administrative expenses increase.

Additional Terms and Conditions

ADDITIONAL TERMS

Additional terms and conditions in Attachment A shall supersede those listed in the rest of agreement.

A. Term Extension Discount

Contract Term Selected by Purchaser	Discount Savings Applied By KONE	Indicate Purchaser's Selection by Signing the Appropriate Line
Ten (10) years	5%	
Twenty (20) years	10%	

ACCEPTANCE

Service Agreement Effective Date: June 1st, 2014

Service Agreement Number: TBD

The parties to this service agreement agree to the conditions contained herein:

Sign for on behalf of Participating Public Agency

(Signature)

(Print Name)

(Print Title)

Date: ___/___/___

Respectfully submitted,
KONE Inc.

(Submitted By)

(Approved By) Authorized Representative

(Title)

Date: ___/___/___

Local Branch CLEVELAND, 120
 Local Branch Phone# 440-546-1100

Site Name CLEVELAND PUBLIC LIBRARY
 Building ID Number 5055976
 Address 325 SUPERIOR AVENUE
 MAIN BLDG
 City, State, Zip CLEVELAND, OH, 44114

Contract Number 40042873
 Manufacturer KONE
 Equipment Description #4 PASSENGER ELEVATOR
 Technical ID # -
 Equipment # 20090020
 Work Center S120002
 Equipment Category Traction - Passenger

Special Instructions

Start Date of this Log Apr 28 2014 for KONE Equipment Number 20090020

Modules	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B: Basic					X			X			X	
ST: Standards		X										
D: Door Operator		X						X				
L: Landing Door		X						X				
S: Shaft					X							
M: Machinery											X	
C: Control Panel											X	
Z: Signalization		X										
20	Initials											
20	Date											
20	Initials											
20	Date											
20	Initials											
20	Date											
20	Initials											
20	Date											

Local Branch CLEVELAND, 120
 Local Branch Phone # 440-546-1100

 Site Name CLEVELAND PUBLIC LIBRARY
 Building ID Number 5055976
 Address 325 SUPERIOR AVENUE
 MAIN BLDG
 City, State, Zip CLEVELAND, OH, 44114

Contract Number 40042873
 Manufacturer KONE
 Equipment Description #5 PASSENGER ELEVATOR
 Technical ID # -
 Equipment # 20090021
 Work Center S120002
 Equipment Category Traction - Passenger

Special Instructions

Start Date of this Log Apr 28 2014 for KONE Equipment Number 20090021

Modules	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B: Basic					X			X			X	
ST: Standards		X										
D: Door Operator		X						X				
L: Landing Door		X						X				
S: Shaft					X							
M: Machinery											X	
C: Control Panel											X	
Z: Signalization		X										
20 — —	Initials											
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Local Branch CLEVELAND, 120
 Local Branch Phone # 440-546-1100

Site Name CLEVELAND PUBLIC LIBRARY
 Building ID Number 5026166
 Address 525 SUPERIOR AVENUE
 LOUIS STOKES WING
 City, State, Zip CLEVELAND, OH, 44114

Contract Number 40042873
 Manufacturer MONTGOMERY
 Equipment Description #1 PASSENGER ELEVATOR
 Technical ID # 012001277
 Equipment # 20012107
 Work Center S120002
 Equipment Category Traction - Passenger

Special Instructions

Start Date of this Log Apr 28 2014 for KONE Equipment Number 20012107

Modules	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B: Basic				X			X			X		
ST: Standards	X											
D: Door Operator	X						X					
L: Landing Door	X						X					
S: Shaft				X								
M: Machinery										X		
C: Control Panel										X		
Z: Signalization	X											
20 — —	Initials											
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20 — —	Initials											
20 — —	Date											

Local Branch CLEVELAND, 120
 Local Branch Phone # 440-546-1100

Site Name CLEVELAND PUBLIC LIBRARY
 Building ID Number 5026166
 Address 525 SUPERIOR AVENUE
 LOUIS STOKES WING
 City, State, Zip CLEVELAND, OH, 44114

Contract Number 40042873
 Manufacturer MONTGOMERY
 Equipment Description #3 PASSENGER ELEVATOR
 Technical ID # 012001278
 Equipment # 20012111
 Work Center S120002
 Equipment Category Traction - Passenger

Special Instructions

Start Date of this Log Apr 28 2014 for KONE Equipment Number 20012111

Modules	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B: Basic				X			X			X		
ST: Standards	X											
D: Door Operator	X						X					
L: Landing Door	X						X					
S: Shaft				X								
M: Machinery										X		
C: Control Panel										X		
Z: Signalization	X											
20 ___	Initials											
20 ___	Date											
20 ___	Initials											
20 ___	Date											
20 ___	Initials											
20 ___	Date											
20 ___	Initials											
20 ___	Date											

Local Branch	CLEVELAND, 120
Local Branch Phone #	440-546-1100
Site Name	CLEVELAND PUBLIC LIBRARY
Building ID Number	5026166
Address	525 SUPERIOR AVENUE LOUIS STOKES WING
City, State, Zip	CLEVELAND, OH, 44114
Contract Number	40042873
Manufacturer	MONTGOMERY
Equipment Description	#4 PASSENGER ELEVATOR
Technical ID #	012001276
Equipment #	20012104
Work Center	S120002
Equipment Category	Traction - Passenger

Special Instructions

Start Date of this Log Apr 28 2014 for KONE Equipment Number 20012104

Modules	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B: Basic				X			X			X		
ST: Standards	X											
D: Door Operator	X						X					
L: Landing Door	X						X					
S: Shaft				X								
M: Machinery										X		
C: Control Panel										X		
Z: Signalization	X											
20 — —	Initials											
20 — —	Date											
20 — —	Initials											
20 — —	Date											
20 — —	Initials											
20 — —	Date											
20 — —	Initials											
20 — —	Date											

Gold Service Agreement

Purchaser: Cleveland Public Library
325 Superior Ave.
Cleveland, OH 44114

Hereinafter referred to as "Purchaser", "you", and "your".

By: ThyssenKrupp Elevator Corporation
9200 Market Place
Broadview Hts, OH 44147
Phone: 440-717-0080
Fax: 866-812-5598
www.thyssenkruppelevator.com

Hereinafter referred to as "ThyssenKrupp Elevator Corporation", "ThyssenKrupp Elevator", "we", "us" and "our".

GOLD SERVICE AGREEMENT

ThyssenKrupp Elevator agrees to maintain Purchaser's elevator equipment described below in accordance with this agreement. We will endeavor to provide a comprehensive maintenance program designed to protect your investment and maximize the performance, safety, and life span of the elevator equipment to be maintained.

Equipment To Be Maintained

Building Name	Building Location	Manufacturer	Type Of Unit	Unit ID	# Of Stops
Cleveland Public Library Main Building	325 Superior Ave.	Montgomery	Gearred	2075	6
Cleveland Public Library Main Building	325 Superior Ave.	Montgomery	Gearred	2076	10
Cleveland Public Library Main Building	325 Superior Ave.	Montgomery	Gearred	2074	6
Cleveland Public Library Main Building	325 Superior Ave.	Montgomery	Gearred	2073	6
Cleveland Public Library Main Building	325 Superior Ave.	Montgomery	Gearred	2077	9
Cleveland Public Library Main Building	325 Superior Ave.	Montgomery	Dumbwaiter	2081	2
Cleveland Public Library Main Building	325 Superior Ave.	Montgomery	Dumbwaiter	5193	2
Cleveland Public Library LSW	525 Superior Ave.	Matot	Dumbwaiter	5988	11

ThyssenKrupp Elevator Americas



ThyssenKrupp

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Cleveland Public Library LSW	525 Superior Ave.	Montgomery	Hydraulic	5986	3
Cleveland Public Library LSW	525 Superior Ave.	Montgomery	Hydraulic	5987	2
Cleveland Public Library LSW	525 Superior Ave.	Montgomery	Geared	5903	11
Cleveland Public Library LSW	525 Superior Ave.	Montgomery	Geared	5900	11
Cleveland Public Library LSW	525 Superior Ave.	Montgomery	Geared	5904	11
Cleveland Public Library LSW	525 Superior Ave.	Montgomery	Geared	5901	11
Cleveland Public Library LSW	525 Superior Ave.	Montgomery	Geared	5902	11



Gold Service Agreement

Preventative Maintenance Program

We will service your equipment described in this agreement on a regularly scheduled basis. These service visits will be performed during normal business working days and hours, which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled holidays). All work performed before or after normal business working days and hours shall be considered "Overtime".

ThyssenKrupp Elevator will perform the following services:

- Examine your elevator equipment for optimum operation. Our examination, lubrication and adjustment will cover the following components of your elevator system:
 - o Control and landing positioning systems
 - o Signal fixtures
 - o Machines, drives, motors, governors, sheaves, and wire ropes
 - o Power units, pumps, valves, and jacks
 - o Car and hoistway door operating devices and door protection equipment
 - o Loadweighers, car frames and platforms, and counterweights
 - o Safety mechanisms
- Lubricate equipment for smooth and efficient performance
- Adjust elevator parts and components to maximize performance and safe operation

Full Coverage Parts Repair and Replacement

ThyssenKrupp Elevator will provide full coverage parts repair and/or replacement for all components worn due to normal wear, unless specifically excluded in the "Items Not Covered" or "Other Conditions" provisions herein. We maintain a comprehensive parts inventory to support our field operations. All replacement parts used in your equipment will be new or refurbished to meet the quality standards of ThyssenKrupp Elevator. Most specialized parts are available within 24 hours, seven days a week. We will relamp all signals as required (during regularly scheduled visits).

Maintenance Control Program

ThyssenKrupp Elevator performs service in accordance with A17.1 – 2010 / CSA B44-10. Section 8.6 of the code requires the unit owner to have a Maintenance Control Program (MCP), ThyssenKrupp's MCP meets or exceeds all requirements outlined in Section 8.6. The Maintenance Control Program includes ThyssenKrupp Elevator's Maintenance Tasks & Records documentation which shall be used to record all maintenance, repairs, replacements and tests performed on the equipment and is provided with each unit as required by code. ThyssenKrupp Elevator also provides per Section 8.6 of the code, a maintenance tasks procedures manual with each unit; TKE calls this manual the BEEP Manual, or Basic Elevator, Escalator Procedures Manual. We do not perform any tests unless such tests are specifically listed as included elsewhere in this agreement.

Quality Assurance

To help increase elevator performance and decrease downtime, our technicians utilize the latest industry methods and technology available to us for your specific brand of elevator. They will be equipped with our tools, documentation and knowledge to troubleshoot your unique system, as well as access to a comprehensive parts replacement inventory system.

Behind our technicians is a team devoted to elevator excellence. Technicians are supported around the clock by a team of engineers and field support experts. Our North American technical support facilities continuously research advancements in the industry and in your equipment. Also, our internal quality control program ensures optimum and reliable operation of your elevator equipment.

To assure that quality standards are being maintained, we may conduct periodic field quality audit surveys. Your

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dedicated ThyssenKrupp Elevator representative will be available to discuss your elevator needs with you in all aspects of service and modernization. In addition, you may receive recommendations for upgrades that will also provide you with budget options designed to enhance the appearance, performance and safety of or meet Code requirements for your equipment over time.

Service Requests During Normal Working Days and Hours

Service requests are defined as any request for dispatch of our technician to the location of the equipment covered in this agreement from one or more of the following: you or your representative, the building or building's representative, emergency personnel, and/or passengers through the elevator's communication device and/or from Vista Remote Monitoring through the elevator's communication line. Service requests include minor adjustments and response to emergency entrapments that can be accomplished in two hours or less (excluding travel time) and do not include regularly scheduled maintenance visits.

We will respond to service requests during normal business working days and hours, as defined above, at no additional charge.

Overtime Service Requests

On all overtime service requests, you will be responsible for all labor costs including travel time, travel expenses, and time spent on the job. Such costs will be invoiced at our standard overtime billing rates. Overtime service requests are performed before or after normal business working days and hours.

VIEW@

VIEW is Thyssen Krupp Elevator's customer oriented, online service activity reporting system. VIEW allows building owners and managers to monitor maintenance and service call activity. VIEW can be accessed via the Internet any time, day or night. You can "VIEW" service tickets associated with a single elevator serviced under this agreement, for all the elevators at the locations serviced under this agreement, or across an entire portfolio of elevator equipment that is serviced by ThyssenKrupp Elevator. Special considerations regarding VIEW are included herein.

VISTA@ (Check box if included)

VISTA Remote Monitoring is ThyssenKrupp Elevator's exclusive service for monitoring the status and performance of you elevator(s). VISTA monitors compatible equipment 24 hours per day, 7 days per week, and 365 days per year. Constantly monitor performance data on your equipment provides ThyssenKrupp Elevator the ability to respond to operational irregularities quickly and more efficiently. With VISTA, we can often dispatch a service technician to your location before any interruption in elevator service occurs. Service visits based on VISTA data will be made during normal business hours on normal business days.

ThyssenKrupp Communications@ (Check box if included)

ThyssenKrupp Communications is ThyssenKrupp Elevator's 24-hour telephone monitoring and emergency call service. Our representatives are trained to handle elevator calls and they can assess the situation and quickly dispatch a technician when necessary. If needed, they can stay on the line to reassure a stranded passenger that help is on the way. ThyssenKrupp Communications maintains digital recordings and computerized records of the time, date, and location of calls received and action taken for the benefit of passengers and building owners. Special considerations regarding ThyssenKrupp Communications are set forth below.

Periodic Safety Testing (Check box if included)

ThyssenKrupp Elevator will test your equipment in accordance with those periodic testing requirements as outlined in the American National Safety Code for Elevators and Escalators, ANSI A 17.1, which are in effect at the time this agreement is

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executed. In the event that the state, city or local governing authority in which the equipment is located has adopted different requirements, ThyssenKrupp Elevator will test your equipment in accordance with those periodic testing requirements in effect at the time this agreement is executed. You agree to pay for any costs of the inspector and/or inspection fees. Special Considerations regarding periodic safety testing are set forth below.

Product Information

You agree to provide ThyssenKrupp Elevator with current wiring diagrams that reflect all changes, parts catalogs, and maintenance instructions for the equipment covered by this agreement (exception: we will supply all of the above for new ThyssenKrupp elevators at no additional cost). You agree to authorize us to produce single copies of any programmable device(s) used in the equipment for the purpose of archival back-up of the software embodied therein. These items will remain your property.

Safety

You agree to instruct or warn passengers in the proper use of the equipment and to keep the equipment under continued surveillance by competent personnel to detect irregularities between elevator examinations. You agree to immediately report any condition that may indicate the need for correction before the next regular examination. You agree to immediately shut down the equipment upon manifestation of any irregularities in either the operation or the appearance of the equipment, to immediately notify us, and to keep the equipment shut down until the completion of any repairs. You agree to give us immediate verbal notice and written notice within ten (10) days after any occurrence or accident in or about the elevator. You agree to provide our personnel with a safe place to work. You agree to provide a suitable machine room, including secured doors, waterproofing, lighting, ventilation, and appropriate air temperature control to maintain that room at a temperature between 50°F and 90°F. You also agree to maintain the elevator pit in a dry condition at all times. Should water or other liquids become present, you will contract with others for removal and the proper handling of such liquids. We reserve the right to discontinue work in the building whenever, in our sole opinion, our personnel do not have a safe place to work. You also agree that if ThyssenKrupp Elevator's inspection of a piece of equipment serviced under this agreement reveals an operational problem which, in ThyssenKrupp Elevator's sole judgment, jeopardizes the safety of the riding public, ThyssenKrupp Elevator may shut down the equipment until such time as the operational problem is resolved. In that event, ThyssenKrupp Elevator will immediately advise you in writing of such action, the reason for such action, and whether any proposed solution is covered by the terms of this agreement.

Other

You agree not to permit others to make alterations, additions, adjustments, or repairs or replace any component or part of the equipment during the term of this agreement. You agree to accept our judgment as to the means and methods employed by us for any corrective work under this agreement. Since ThyssenKrupp Elevator's top priority is the satisfaction of its customers, if you should have any concern(s) with the means and methods used to maintain or repair the equipment covered under this agreement, you agree to provide us with written notice of that concern and give us thirty (30) days to respond either in writing or commence action to appropriately resolve it.

In the event of the sale, lease or other transfer of the ownership or management of the premises in which the elevator(s) or equipment described herein are located, you agree to see that such transferee is made aware of this agreement and agrees to assume and/or be bound by the conditions hereof for the balance of the unexpired term of this agreement. Should the transferee fail to assume this agreement, you shall remain liable for all unpaid amounts, including those owed for the balance of the current unexpired term of this agreement.

In consideration of ThyssenKrupp Elevator performing the services herein specified, you expressly agree, to the fullest extent permitted by law, to indemnify, defend, save harmless, discharge, release and forever acquit ThyssenKrupp Elevator Corporation, our employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings brought against ThyssenKrupp Elevator, our employees, officers, agents, affiliates and

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subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this agreement), personal injury or death that are alleged to have been caused by the Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the equipment covered by this agreement, or the associated areas surrounding such equipment. Your duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this agreement), personal injury or death is determined to be caused by or resulting from the negligence of ThyssenKrupp Elevator and/or our employees. You recognize that your obligation to ThyssenKrupp Elevator under this clause includes payment of all attorney's fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims or lawsuits.

Insurance

You expressly agree to name ThyssenKrupp Elevator Corporation along with its officers, agents, affiliates and subsidiaries as additional insureds in your liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure ThyssenKrupp Elevator Corporation, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or losses arising from the sole negligence or responsibility of ThyssenKrupp Elevator Corporation and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. You hereby waive the right of subrogation.

Items Not Covered

We do not cover cosmetic, construction, or ancillary components of the elevator system, including the finishing, repairing, or replacement of the cab enclosure, ceiling frames, panels, and/or fixtures, hoistway door panels, door frames, swing door hinges and closing devices, sills, car flooring, floor covering, lighting fixtures, ceiling light bulbs and tubes, main line power switches, breaker(s), feeders to controller, below ground or unexposed hydraulic elevator system, including but not limited to, jack cylinder, piston, PVC or other protective material; below ground or unexposed piping, alignment of elevator guide rails, smoke and fire sensors, fire service reports, all communication and entertainment devices, security systems not installed by us, batteries for emergency lighting and emergency lowering, air conditioners, heaters, ventilation fans, pit pumps and all other items as set forth and excluded in this agreement.

Other Conditions

With the passage of time, equipment technology and designs will change. If any part or component of your equipment covered under this agreement cannot, in our sole opinion, be safely repaired and is no longer stocked and readily available from either the original equipment manufacturer or an aftermarket source, that part or component shall be considered obsolete. You will be responsible for all charges associated with replacing that obsolete part or component as well as all charges required to ensure that the remainder of the equipment is functionally compatible with that replacement part or component. In addition, we will not be required to make any changes or recommendations in the existing design or function of the unit(s) nor will we be obligated to install new attachments or parts upon the equipment as recommended or directed by insurance companies, governmental agencies or authorities, or any other third party. Moreover, we shall not be obligated to service, renew, replace and/or repair the equipment due to any one or more of the following: anyone's abuse, misuse and/or vandalism of the equipment; anyone's negligence in connection with the use or operation of the equipment; any loss of power, power fluctuations, power failure, or power surges that in any way affect the operation of the equipment; fire, smoke, explosions, water, storms, wind, lightning, acts of civil or military authorities, strikes, lockouts, other labor disputes, theft, riot, civil commotion, war, malicious mischief, acts of God, or any other reason or cause beyond our control that affects the use or operation of the equipment. You expressly agree to release and discharge us and our employees for any and all claims and/or losses (including personal injury, death and property damage, specifically including damage to the property which is the subject matter of this agreement) associated therewith or caused thereby. ThyssenKrupp Elevator shall also automatically receive an extension of time commensurate with any delay in performance caused by or related to the aforementioned and you expressly agree to release and discharge ThyssenKrupp Elevator from any and all claims for consequential, special or indirect damages arising out of the performance of this agreement. In no event shall ThyssenKrupp Elevator's liability for damages arising out of this

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agreement exceed the remaining unpaid installments of the current, unexpired term of this agreement

Should your system require any of the safety tests on the commencement date of this agreement, ThyssenKrupp Elevator assumes no responsibility for the day-to-day operation of the governor or safeties on traction elevators, or the hydraulic system on hydraulic elevators under the terms of this agreement until the test has been completed and the equipment passed. Should the respective system fail any of those tests, it shall be your sole responsibility to make necessary repairs and place the equipment in a condition that we deem acceptable for further coverage under the terms of this agreement. We shall not be liable for any damage to the building structure or the elevator resulting from the performance of any safety tests we perform at any time under this agreement. If during the initial firefighter's service test, that feature is found to be inoperable, you shall be responsible for all costs associated with necessary repair(s) to bring the elevator(s) into compliance with the applicable elevator codes in your local jurisdiction.

In the event an Attorney is retained to enforce, construe or defend any of the terms and conditions of this agreement or to collect any monies due hereunder, either with or without litigation, the prevailing party shall be entitled to recover all costs and reasonable attorney's fees.

You hereby waive trial by jury. You agree that this agreement shall be construed and enforced in accordance with the laws of the state where the equipment is located. You consent to jurisdiction of the courts, both state and Federal, of the state in which the equipment is located as to all matters and disputes arising out of this agreement.

In the event any portion of this agreement is deemed invalid or unenforceable by a court of law, public policy or statute, such finding shall not affect the validity or enforceability of any other portion of this agreement.

Our rights under this agreement shall be cumulative and our failure to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by us in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this agreement.

Price.

The price for the services as stated in this agreement shall be Four Thousand Six Hundred Thirty Six Dollars (\$4,636.00) per month, excluding taxes, payable Quarterly in advance.

Term

This agreement is effective for Sixty (60) month(s) starting 05/01/2014 and is non-cancelable. To ensure continuous service, this agreement will be automatically renewed for successive Sixty (60) month periods, unless either party timely serves written notice upon the other party of its intention to cancel renewal at least ninety (90) days but not more than 120 days before the end of the initial Sixty (60) month period, or at least ninety (90) days but not more than 120 days before the end of any subsequent Sixty (60) month renewal period. Notice shall be sent by certified mail, return receipt requested to the address set forth on page 1 of this agreement. Time is of the essence.

Annual Price Adjustments

Since our costs to provide you with the service set forth in this agreement may increase, we reserve the right to adjust the price of our service under this agreement accordingly. In the event this occurs, we will adjust your monthly price based on the percentage change in the average rate paid to elevator examiners. This rate paid to elevator examiners consists of the hourly rate paid to examiners plus fringe benefits and union welfare granted in place of or in addition to the hourly rate. Fringe benefits include pensions, vacations, paid holidays, group insurance, sickness and accident insurance, and hospital insurance. We also reserve the right to make additional adjustment to the price of our service under this agreement and/or enact surcharges as needed to account for increased fuel prices when such increases exceed the Consumer Price Index (CPI) current rate. We also reserve the exclusive right to make additional adjustment to the price

Gold Service Agreement

of our service under this agreement in the event that the equipment covered by this agreement is modified from its present state.

Early Payment Discount

You may elect to pay in advance for twelve (12) months of service described in this agreement. Such a pre-payment entitles you to a 3% discount from the annual price in effect at the time of payment.

Overdue Invoices

A service charge of 1½% per month, or the highest legal rate, whichever is more, shall apply to all overdue accounts you have with ThyssenKrupp Elevator that are in any way related to your equipment described in this agreement. If you do not pay any sum due to ThyssenKrupp Elevator related to your equipment described in this agreement, regardless of whether it is billed pursuant to this agreement or any other with us, within sixty (60) days from the billing date, we may also choose to do one or more of the following: 1) suspend all service until all amounts due have been paid in full, and/or 2) declare all sums for the unexpired term of this agreement due immediately as liquidated damages and terminate our obligations under this agreement. If ThyssenKrupp Elevator elects to suspend service, we shall not be responsible for personal injury, death, damage to property (including damage to the equipment that is the subject matter of this agreement) or losses of any other type or kind that is in any way related to the ThyssenKrupp Elevator's suspension of service. Upon resumption of service, you will be responsible for payment to ThyssenKrupp Elevator for all costs we incur that result from our suspension of service and to remedy any damage caused to your equipment during that time. Time is of the essence.

Pledge of Customer Satisfaction

ThyssenKrupp Elevator's top priority is the satisfaction of our customers. If during the term of this Agreement, ThyssenKrupp Elevator fails to properly perform services in accordance with the terms and conditions of this Agreement, Purchaser shall advise ThyssenKrupp Elevator of the specific deficiency in writing and shall allow a reasonable period of thirty (30) days from the date of the written notice to correct the deficiency. In the event ThyssenKrupp Elevator fails to correct the deficiency in the allotted time, Purchaser shall have the right to terminate this agreement upon thirty (30) days prior written notice to ThyssenKrupp Elevator. Written notices shall be sent by certified mail, return receipt requested to the address set forth on page 1 of this agreement. Time is of the essence.

Special Considerations

ThyssenKrupp Elevator will honor the following billing rates in the event there is any overtime calls.

See attached Exhibit "A"

Gold Service Agreement

Acceptance

Your acceptance of this agreement and its approval by an authorized manager of ThyssenKrupp Elevator will constitute exclusively and entirely the agreement for the services herein described. All other prior representations or agreements, whether written or verbal, will be deemed to be merged herein and no other changes in or additions to this agreement will be recognized unless made in writing and properly executed by both parties. Should your acceptance be in the form of a purchase order or other similar document, the provisions of this agreement will govern, even in the event of a conflict. This proposal is hereby accepted in its entirety and shall constitute the entire agreement as contemplated by you and us. This proposal is submitted for acceptance within one-hundred twenty (120) days from the Date Submitted by the ThyssenKrupp Elevator representative indicated below.

No agent or employee shall have the authority to waive or modify any of the terms of this agreement without the prior written approval of an authorized ThyssenKrupp Elevator manager.

**ThyssenKrupp Elevator
Corporation:**

Cleveland Public Library:

**ThyssenKrupp Elevator Corporation
Approval:**

By: 
(Signature of ThyssenKrupp
Elevator Representative)

By: _____
(Signature of
Authorized Individual)

By: _____
(Signature of
Authorized Individual)

Tim D'Anna
Sales Representative
tim.danna@thyssenkrupp.com

(Print or Type Name)

Lou Cozza
Branch Manager

(Print or Type Title)

5-14-2014
(Date Submitted)

(Date of Approval)

(Date of Approval)

ThyssenKrupp Elevator:

9200 Market Place
Broadview Heights, Ohio 44147

Exhibit "A"

The following billing rates will apply to the contract.

Straight Time (Monday – Friday 8:00am to 4:30pm)

Mechanic : \$175.00 per hour.

Helper : \$140.00 per hour.

Team : \$310.00 per hour.

Overtime (Monday – Friday 4:30pm to 8:00am)

Mechanic : \$298.00 per hour.

Helper : \$238.00 per hour.

Team : \$525.00 per hour.

Overtime (Saturday – Sunday & Holidays)

Mechanic : \$350.00 per hour.

Helper : \$280.00 per hour.

Team : \$620.00 per hour.

Schindler Maintenance

SCHINDLER ELEVATOR CORPORATION

180 13 Cleveland Parkway
Suite 140
Cleveland, OH 44135-3231
Phone: 216-903-9863
Fax: 216-391-5006

Date: April 16, 2014

Estimate Number: LRIR-9J8HHV (2014.1.1)

To:
Cleveland Public Library
17001 Lake Shore Blvd
Cleveland, OH 44110-1017

Building Name:
Cleveland Public Library

Attn: Tim Murdock

EQUIPMENT DESCRIPTION

Qty	Manufacturer	Equipment	Application	Description	Rise/Length Openings	Capacity	Speed	Install#
Cleveland Public Library 325 Superior Ave E Cleveland, OH 44114-1205								
5	Kone	Geared	Passenger	LSW ✓ (25 staff, 3 parties)	11F/OR	4000	250	
2	Schindler	Hydraulic	Passenger	LSW	2F/OR	4000	150	
1	Matot	Dumbwtr		LSW Basement to 1st	7F/OR			✓
1	Kone	Hydraulic	Passenger	LSW handicap lift	2F/OR	2500	150	
1	Kone	Hydraulic	Passenger	material lift LSW	2F/OR	4000	150	
5	Kone	Geared	Passenger	old library old libr. Bowls	7F/OR	2500	200	

SCHINDLER ELEVATOR CORPORATION ("Schindler", "we", "us") 18013 Cleveland Parkway Suite 140, Cleveland, OH 44135-3231, and CLEVELAND PUBLIC LIBRARY, 17001 Lake Shore Blvd, Cleveland, OH 44110-1017 ("you") agree as follows:

PREVENTIVE MAINTENANCE SERVICE

- Our preventive maintenance program performed in accordance with a maintenance schedule specific to your equipment and its usage
- Examine, lubricate, adjust, and repair/replace covered components
- Criteria for replacement of all wire ropes will be the appropriate factor of safety
- Prompt callback coverage
- Safety testing
- Customer friendly and responsive communications

PREVENTIVE MAINTENANCE PROGRAM

Our Preventive Maintenance Program, as described in this agreement will be performed in accordance with a maintenance schedule specific to your equipment. A Schindler technician will be assigned to you, and back up technicians are available as required to give you prompt service as required at all times. A Schindler account representative will be assigned to you, and will be your primary contact for communications regarding your agreement. Also available to you is our extensive technical support and parts inventory, at the site as needed, and local warehouses and our national Service Distribution Center available for express delivery in emergencies.

EXAMINE, LUBRICATE, ADJUST, AND REPAIR/REPLACE COVERED COMPONENTS

We will periodically examine, lubricate, adjust, and as needed or if usage mandates, repair, or replace the Covered Components listed below.

HYDRAULIC ELEVATORS

Basic components: Controller components: resistors, timers, fuses, overloads, minor contacts, wiring, coils; packing, drive belts, strainers, functional components of car and corridor operating stations, hangers and tracks, door operating devices, door gibs, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers, switches, door protection devices, and alarm bells.

TRACTION ELEVATORS

Basic components: Selector motors; brake: pads, lining, disks or shoes, magnet coils, brushes & commutators; controller components: resistors, timers, fuses, overloads, minor contacts, wiring, coils; functional components of car and corridor operating stations; hangers and tracks, door operating devices, door gibs, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers, overspeed governors, car and counterweight safeties, alarm bells, switches, and door protection devices.

DUMBWAITERS

Basic components: Controller components: resistors, timers, fuses, overloads, minor contacts, wiring, coils; brake: pads, lining, disks or shoes, magnet coils, brushes & commutators; functional components of car and corridor operating stations; hangers and tracks, door operating devices, door gibs, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers, overspeed governors, car and counterweight safeties, alarm bells, switches, and door protection devices.

We assume no responsibility for the following major components:

HYDRAULIC ELEVATORS

- Major components: Exposed piping in the Machine Room & hoistway, motor, PC boards, pump unit, solid state devices, contactors, and valve rebuilds.

TRACTION ELEVATORS

- Major components: Hoist motors, hoist ropes, bearings for machine and sheaves, machine brake, motor generators, PC boards, sheave & sheave assemblies, solid state devices, compensation ropes and chains, and contactors.

DUMBWAITERS

- Major components: Brake, hoist motor, hoist ropes, machine, machine & sheave bearings, motor generators, PC boards, sheave and sheave assemblies, solid state devices and contactors.

We assume no responsibility for the following items: hoistway door hinges, panels, frames, gates and sills; cabs and cab flooring; cab doors, gates and removable cab panels; cab mirrors and handrails; power switches, fuses and feeders to controllers; emergency cab lighting; light fixtures and lamps; cover plates for signal fixtures and operating stations; card readers or other access control devices; smoke/fire alarms and detectors; pit pumps and alarms; cleaning of cab interiors and exposed sills; plungers, pistons, casings and cylinders; automatic ejection systems; all piping and connections except that portion which is exposed in the machine room and hoistway; guide rails; tank; emergency power generators; telephone service, communication devices; disposal of used oil; intercom or music systems; ventilators, air conditioners or heaters; adverse elevator operation as a result of machine room temperatures (including temperature variations below 60 degrees Fahrenheit and above 90 degrees Fahrenheit); media displays; computer consoles or keyboards; fireman's phones; exterior panels, skirt and deck panels, balustrades, relamping of illuminated balustrades; attachments to skirts, decking or balustrades; moving walk belts; pallets; steps; skirt brushes; sideplate devices; any batteries associated with the

equipment; obsolete items, (defined as parts, components or equipment either 20 or more years from original installation, or no longer available from the original equipment manufacturer or an industry parts supplier, replaceable only by refabrication.) In the event that safety testing is performed by us at the start of the Agreement, and we find that critical safety components, such as the governor and/or safeties for traction equipment, and/or valves on hydraulic equipment, are not operating correctly, therefore resulting in unsafe conditions, you will be responsible to authorize the necessary repairs/replacements of this equipment, at your expense. STATE

CLEANING

We will periodically clean the machine room, car top, and pit of debris related to our work in these areas.

TESTING OF SAFETY DEVICES

<u>Equipment</u>	<u>Test</u>	<u>Frequency</u>
Hydraulic	Pressure/Relief Valve	Annually
Geared	No Load	Annually
Geared	Full Load	Every 5 years

Our testing responsibilities do not include fees or charges imposed by local authorities in conjunction with witnessing, witnessing costs, inspecting, assisting inspection authorities, licensing or testing the Equipment including observation of testing by 3rd parties; changes in the testing requirements after the initial start date of this Agreement, or any other testing obligations other than as specifically set forth above, including, but not limited to seismic tests. Since these tests may expose the equipment to strains well in excess of those experienced during normal operation, Schindler will not be responsible for any damage to the equipment or property, or injury to or death of any persons, resulting from or arising out of the performance of these tests. Further, our testing responsibilities do not include performance, or the keeping of records related to, monthly firefighters service.

CUSTOMER FRIENDLY AND RESPONSIVE COMMUNICATIONS

Service dispatching will take place through our Schindler Customer Service Network (SCSN), which is staffed by qualified Schindler personnel, 24 /7. You will be provided with a customer identification number, which must be referenced when a call is placed for your facility. Our dispatchers will have access to your building's service call records, and will promptly relay the details of your call to the assigned technician.

You will also have access to Schindler SCORE CARD™, through Schindler's website, which gives you instant access to the performance history of your equipment covered by this Agreement.

ADDITIONAL COVERAGES

We will remotely monitor (if applicable) those functions of the Equipment described above which are remote monitoring capable. Our remote monitoring system ("SRM") will automatically notify us if any monitored component or function is operating outside established parameters. We will then communicate with you to schedule appropriate service calls. Monitoring will be performed on a 24 hour, 7 day basis and will communicate toll free with our Customer Service Network using dedicated elevator telephone service. The operation and monitoring of SRM is contingent upon availability and maintenance of dedicated elevator telephone service. You have the responsibility to install, maintain and pay for such telephone service, and to notify us at any time of any interruption of such telephone service. If requested, you will provide the proper wiring diagrams for the equipment covered. These diagrams will remain your property, and will be maintained by Schindler for use in troubleshooting and servicing the equipment.

CALLBACK RESPONSE TIME

We will perform the services during our regular working hours of regular working days, excluding elevator trade holidays. We will provide callback service during regular working hours. We will respond to callbacks within 24 hours of notification. If you authorize services or callbacks outside the scope of this agreement, you will pay us at our standard billing rates, plus materials not covered by contract, expenses and travel.

HOURS OF SERVICE

We will perform the services during our regular working hours of regular working days, excluding elevator trade holidays. The services include callbacks for emergency minor adjustment callbacks during regular working hours. If you authorize callbacks outside regular working hours, you will pay us at our standard billing rates, plus materials not covered by contract, expenses and travel. All other work outside the services will be billed at our standard billing rates. A request for service will be considered an "emergency minor adjustment callback" if it is to correct a malfunction or adjust the equipment and requires immediate attention and is not caused by misuse, abuse or other factors beyond our control. The term does not include any correction or adjustment that requires more than one technician or more than two hours to complete.

TERM

This Agreement commences on May 01, 2014, and continues until April 30, 2019, and shall renew (where permitted by applicable local law) for subsequent similar periods, unless terminated by either party upon written notice received by the other party at least 90 days prior to the above termination date or any renewal termination date, and not more than 120 days before the termination date.

PRICE

In consideration of the services provided hereunder, you agree to pay us the sum of \$3,240.00 per month, payable in annual installments of \$38,880.00, exclusive of applicable taxes, unless another payment frequency option is selected below.

new cost \$ 3,993 / month x 12 months = \$47,916

PRICE ADJUSTMENT

The contract Price and labor rates for extra work will be adjusted annually in January. This adjustment will be based upon the local labor rate adjustment for the year in which it is adjusted, and will be increased or decreased on the basis of changes to the local straight time hourly rate for mechanics. If there is a delay in determining a new labor rate, or an interim determination of a new labor rate, we will notify you and adjust the price at the time of such determination, and we will retroactively bill or issue credit, as appropriate, for the period of such delay. We also reserve the right to adjust the contract price quarterly / annually on the basis of changes in other expenses such as fuel, waste disposal, government regulations or administrative costs. Should you elect to take the annual pre-payment option, the price adjustment date will default to coincide with the invoice date.

PAYMENT OPTIONS

(1) Please select a Method of Payment:

Direct Debit 1% Discount (Attach Copy of voided check)

Credit Card 3% Addition

Visa MC AMEX

Number: _____

Expiration Date: _____

Signature: _____

Check

Other: _____

(2) Please select a Payment Frequency (Other than Annual):

Semi-Annual 1% Addition

Quarterly 3% Addition

Monthly 5% Addition

The attached terms and conditions are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

Accepted:

By: Liz Ritter

By: _____

For: Schindler Elevator Corporation

For: Cleveland Public Library

Title: Sales Representative

Title: _____

Date: April 16, 2014

Date: _____

Approved:

By: Jim Ritter

Title: District Manager

Date: _____

TERMS AND CONDITIONS

1. This is the entire Agreement between us, and no other terms or conditions shall apply. This service proposal does not void or negate the terms and conditions of any existing service agreement unless fully executed by both parties. No services or work other than specifically set forth herein are included or intended by this Agreement.
2. You retain your responsibilities as Owner and/or Manager of the premises and of the Equipment. You will provide us with clear and safe access to the Equipment and a safe workplace for our employees as well as a safe storage location for parts and other materials to be stored on site which remain our property, in compliance with all applicable regulations related thereto, you will inspect and observe the condition of the Equipment and workplace and you will promptly report potentially hazardous conditions and malfunctions, and you will call for service as required; you will promptly authorize needed repairs or replacements outside the scope of this Agreement, and observe all testing and reporting responsibilities based upon local codes. You will not permit others to work on the Equipment during the term of this Agreement. You agree that you will authorize and pay for any proposed pre-maintenance repairs or upgrades (including any such repairs or upgrades proposed during the first 30 days of this agreement), or we will have the option to terminate this Agreement immediately, without penalty to us. You agreed to post and maintain necessary instructions and / or warnings relating to the equipment.
3. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the annual price of this Agreement. We will not be liable in any event for special, indirect or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of Equipment or property, or business interruption.
4. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.
5. You will assign this Agreement to your successor in interest, should your interest in the premises cease prior to the initial or any renewal termination date. If this Agreement is terminated prematurely for any reason, other than our default, including failure to assign to a successor in interest as required above, you will pay as liquidated damages (but not penalty) the full remaining amount due under this Agreement.
6. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration, obsolescence and possible malfunction as a result of causes beyond our control. The services do not guarantee against failure or malfunction, but are intended to reduce wear and prolong useful life of the Equipment. We are not required to perform tests other than those specified previously, to install new devices on the equipment which may be recommended or directed by insurance companies, federal, state, municipal or other authorities, to make changes or modifications in design, or to make any replacements with parts of a different design. We are responsible to perform such work as is required due to ordinary wear and tear. We are not responsible for any work required, or any claims, liabilities or damages, due to: obsolescence; accident; abuse; misuse; vandalism; adverse machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit) or excessive humidity; overloading or overcrowding of the Equipment beyond the limits of the applicable codes; adverse premises or environmental conditions, power fluctuations, rust, or any other cause beyond our control. We will not be responsible for correction of outstanding violations or test requirements cited by appropriate authorities prior to the effective date of this agreement.
7. Invoices (including invoices for extra work outside the fixed price) will be paid upon presentation, on or before the last day of the month prior to the billing period. Late or non-payments will result in:
 - (a) Interest on past due amounts at 1½% per month or the highest legal rate available;
 - (b) Termination of the Agreement on ten (10) days prior written notice; and
 - (c) Attorneys' fees, cost of collection and all other appropriate remedies for breach of contract.

8. If either party to this Agreement claims default by the other, written notice of at least 30 days shall be provided, specifically describing the default. If cure of the default is not commenced within the thirty-day notification period, this Agreement may be terminated. In the event of litigation, the prevailing party will be entitled to its reasonable attorneys' fees and costs. If you elect to modernize any or all of the Equipment during the term of this agreement, you will give us the option, within a reasonable time, to prepare an offer for the work and/or evaluate competitor proposals and compare scope of work and price. If we are unable to match price and scope of work, or present an alternative proposal, this Agreement may be canceled with ninety (90) days written notice.

9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software (which is subject to a limited license for use in this building/premises/ equipment only), modems, source/ access/ object codes, passwords and the Schindler Remote Monitoring feature ("SRM") (if applicable) which we will deactivate and remove if the Agreement is terminated.

10. You will prevent access to the Equipment, including the SRM feature and/or dedicated telephone line if applicable, by anyone other than us. We will not be responsible for any claims, losses, demands, lawsuits, judgment, verdicts, awards or settlements ("claims") arising from the use or misuse of SRM, if it or any portion of it has been modified, tampered with, misused or abused. We will not be responsible for use, misuse, or misinterpretation of the reports, calls, signals, alarms or other such SRM output, nor for claims arising from acts or omissions of others in connection with SRM or from interruptions of telephone service to SRM regardless of cause. You agree that you will defend, indemnify and hold us harmless from and against any such claims, and from any and all claims arising out of or in connection with this Agreement, and/or the Equipment, unless caused directly and solely by our established fault.

11. Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

12. Schindler Elevator Corporation is insured at all locations where it undertakes business for the type of insurance. You agree to accept, named as certificate holder, in full satisfaction of the insurance requirements for this Agreement, our standard Certificate of Insurance. Limits of liability as follows:

- (a) Workers' Compensation - Equal to or in excess of limits of Workers' Compensation laws in all states and the District of Columbia.
- (b) Comprehensive Liability - Up to Two Million Dollars (\$2,000,000.00) single limit per occurrence, Products/Completed Ops Aggregate \$5,000,000.
- (c) Auto Liability - \$5,000,000 CSL.
- (d) Employer's Liability - \$5,000,000 Each Accident/Employee/Policy Limit.

13. You hereby authorize us to produce single copies of the EPROM and/or ROM chips for each elevator subject to this Agreement for the sole purpose of archival back-up of the software embodied therein. The duplicate chip(s) for a given elevator shall be identified by serial number, or other means, and shall be stored on the building premises in a secured area in the elevator equipment room or you may retain possession. We agree that back-up chips are not for the benefit of purchase or sale, or for use in other elevator systems, and shall be used for no other purpose than the replacement of a defective or damaged chip on the particular elevator. In the event that your continued possession of the computer program should cease to be rightful, we agree that all such archival copies shall be destroyed.

14. You acknowledge that certain replacement parts, such as printed circuit boards or control related parts, may be difficult to obtain. While we do not anticipate problems or delays obtaining such parts, it may be necessary or desirable for you to order such parts directly from the original equipment manufacturer ("OEM"). You agree, in such event, to order parts promptly from the OEM, at any time and from time to time, as specified by us. We agree to reimburse you for the reasonable cost of such parts (as covered by this Agreement) promptly upon receipt from you of copies of the invoice(s) together with appropriate payment documentation.

15. Should conditions arise requiring use of the OEM diagnostic tool, we will promptly notify you. You agree, in such event, to promptly contact the OEM for diagnostic service and repair. You will be responsible for all costs related to such service and repair. You further agree that we shall not be responsible for any delays, damage, costs or claims associated with you or OEM's failure to timely provide a diagnostic tool, and you will indemnify, defend and hold us harmless from any such delays, damage, cost or claim.

Zimbra

timothy.murdock@cpf.org

Elevator Service Contract

From : Liz Ritter <Liz.Ritter@us.schindler.com>

Wed, Apr

Subject : Elevator Service Contract

To : Timothy Murdock <timothy.murdock@cpf.org>

Good morning Tim,

Please see the attached elevator service contract for the elevators at the library. Please let me know if you have any questions. We would love to have you. Have a great day.

Thanks,

Liz Ritter | Account Representative
Phone 216.370.9536 | Mobile 216.903.9863 | Fax 216.391.5006
liz.ritter@us.schindler.com

Schindler Elevator Corporation | Sales - Existing Installations
18013 Cleveland Parkway Suite 140 | Cleveland, OH 44135, USA
www.us.schindler.com

Please consider your environment.

Schindler supports sustainable urban development with safe, reliable and ecologically sound mobility solutions.

Notice: The information contained in this message is intended only for use of the individual(s) named above and may contain confidential, proprietary or legal information. No confidentiality or privilege is waived or lost by any mistransmission. If you are not the intended recipient of this message you are hereby notified that you must not use, disseminate, copy it in any form or take any action in reliance of it. If you have received this message in error please delete it and notify the sender immediately.

 **LRIR-918HHV-MN-Contract.pdf**
195 KB

OTIS

United Technologies

DATE: 04/15/2014

TO:
Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

FROM:
Otis Elevator Company
9800 Rockside Rd-Ste 1200
Cleveland, OH 44125

EQUIPMENT LOCATION:
Cleveland Public Library
325 Superior Ave.
Cleveland, OH 44114

Greg Cameron
Phone: (216) 573-2333
Fax: (216) 573-2344
greg.cameron@otis.com

PROPOSAL NUMBER: ACL030

EQUIPMENT DESCRIPTION:

No Of Units	Type Of Units	Manufacturer	Customer Designation	Machine Number
2	DUMBWAITER	INDEPENDENT	BOOK-DW, N S DW-1	ABC502, ABC508
1	HYDRAULIC	INDEPENDENT	MATERIAL LIFT	ABC507

SHOULD BE
FULL SERVICE
COMPREHENSIVE

LUBRICATE AND SURVEY SERVICE

We propose to furnish Lubricate and Survey Service on the equipment ("Units") described above. We will provide an annual survey of equipment condition and regular lubrication by a qualified examiner. Lubricate and Survey Service is not a preventive maintenance program.

Under this Contract, we will maintain the Units on the following terms and conditions:

COVERAGE

SURVEY

We will conduct an annual survey of the Units and provide a written report of their condition.

REGULAR VISITS

We will use trained personnel directly employed and supervised by us to visit the Units at the frequency selected below:

<u>Visit Frequency</u>	<u>Selection</u>
Monthly	<input type="checkbox"/>
Bimonthly	<input checked="" type="checkbox"/>
Quarterly	<input type="checkbox"/>
Semi-Annually	<input type="checkbox"/>
Annually	<input type="checkbox"/>

The visits will consist of lubrication of the following parts when conditions warrant:

- Machine bearings, gears, pumps, pump motors, operating valves, valve motors, and leveling valves.
- Selectors, governors, governor sheaves, governor tension frame sheave assemblies, and compensating sheave assemblies.
- Door operators, car door hangers, hoistway door hangers, and interlocks.

- Safeties, car and counterweight guide rails, and car and counterweight guide shoes including rollers and gibs.

EXCLUSIONS

Lubrication of parts that are not listed above is specifically excluded. This Contract does not cover adjustments, cleaning, repairs or emergency callback service. If any of these services are later requested by you, you agree to pay extra at our regular billing rates.

NORMAL HOURS

All visits will be performed during the regular working hours of our regular working days for the examiners who perform the service. If overtime services are later requested by you, you agree to pay extra at our regular billing rates.

24-HOUR DISPATCHING

We will, at your request, provide you with access to e*Service via Otis.com and our OTISLINE 24-hour, year-round dispatching service. In the event a Unit malfunction occurs between regular examinations, you will be able to place a service call on e*Service or thru an OTISLINE customer service representative, who will, at your request, dispatch an examiner to perform emergency minor adjustment callback service.

CUSTOMER REPRESENTATIVE

An Otis representative will be available to discuss with you your elevator needs in the areas of modernization, traffic handling ability, recommendations and requirements of code authorities, and proper use and care of the Units.

REPORTS – e*SERVICE

We will use the OMMS program to plan and record completion of maintenance procedures. We will, at your request, provide you access to e*Service via Otis.com. You will be able to access repair, completed maintenance procedure and service call history for the Unit(s). You will be responsible for obtaining Internet access to use e*Service.

SAFETY AND ENVIRONMENT

SAFETY TESTS – HYDRAULIC ELEVATORS

Code requires an annual no load test and annual pressure relief valve test. These tests are not included in the Contract. You agree to conduct and pass the annual no load and annual pressure relief valve test on the Units and that this is a material duty. You agree to keep a record of such tests and to provide this record to Otis.

FIREFIGHTERS' SERVICE TEST

If the equipment has firefighters' service, you assume responsibility for performing and keeping a record of any Code required tests and for the maintenance and functioning of the smoke and/or heat detectors.

If during the initial firefighters' service test any elevator firefighters' service is found to be inoperable, the building will be responsible for all of the cost associated with the repairs necessary to bring the unit in compliance with the applicable Codes.

If any applicable Code or governing authority mandates that such required tests be performed by a licensed elevator mechanic, Otis will provide such testing and service on an Open Order basis. You will be responsible for the costs associated with such testing and service.

SAFETY TRAINING

We will instruct our personnel to use appropriate personal protection equipment and follow safe work practices.

ENVIRONMENTAL PROTECTION

Otis endeavors to reduce generation of waste materials, to minimize risks to the environment, customers, the general public and Otis employees, and to comply with all federal and state environmental laws and regulations. Material Safety Data Sheet (MSDS) Manuals are available for review at your request.

You assume responsibility for removal of wastes, including but not limited to hydraulic oil, spoils, asbestos, etc., as it is not part of this Contract.

MAINLINE DISCONNECTS

You agree to engage a qualified electrician to service at least once annually the elevator mainline disconnects located in the elevator equipment room.

SHARED RESPONSIBILITY

You agree to provide us unrestricted ready and safe access to all areas of the building in which any part of the Units are located and to keep all machine rooms and pit areas free from water, stored materials, and debris. You agree to provide a safe work place for our personnel, and to remove and remediate any waste or hazardous materials in accordance with applicable laws and regulations.

If any Unit is malfunctioning or is in a dangerous condition, you agree to immediately notify us using the 24-hour OTISLINE service. Until the problem is corrected, you agree to remove the Unit from service and take all necessary precautions to prevent access or use.

You agree to properly post, maintain, and preserve any and all instructions or warnings to passengers in connection with the use of any Units.

OWNERSHIP AND LICENSES

WIRING DIAGRAMS

You agree to provide us with current wiring diagrams reflecting all previously made changes for Units covered by this Contract to facilitate proper maintenance of the equipment. We shall maintain the wiring diagrams so that they properly reflect any changes made by Otis to the equipment. These diagrams will remain your property.

OTIS SERVICE EQUIPMENT

Any counters, meters, tools, remote monitoring devices, or communication devices which we may use or install under this Contract remain our property, solely for the use of Otis employees. Such service equipment is not considered a part of the Units. You grant us the right to store or install such service equipment in your building and to electrically connect it to the Units. You will restrict access to the service equipment to authorized Otis personnel. You agree to keep the software resident in the service equipment in confidence as a trade secret for Otis. You will not permit others to use, access, examine, copy, disclose or disassemble the service equipment or the software resident in the service equipment for any purpose whatsoever. If the service is terminated for any reason, we will be given access to your premises to remove the service equipment, including the resident software, at our expense.

OTIS SOFTWARE

Software owned by Otis may be embedded in parts or otherwise provided by Otis as part of this maintenance agreement. You have the right to use this software only for operation of the units for which the part was provided. You may also make a backup or archival copy of the software, provided you reproduce the copyright notice and any other legend of ownership on the copy. You may not otherwise copy, display, adapt, modify, distribute, reverse assemble, reverse compile, or otherwise translate the software. You will not transfer possession of the software except as part of a transfer of ownership of the Units and the assumption of the rights and obligations under this agreement by the transferee.

NON-OTIS SOFTWARE

You retain your rights to any software not provided by Otis contained in the Units and agree to allow Otis to make one backup or archival copy for you.

SERVICE TOOLS

You are responsible to secure our right to use any special service tools required to maintain your non- Otis equipment. These tools must be provided prior to us beginning maintenance on such equipment.

THE UNITS

It is agreed that we do not assume possession or control of the Units, that such Units remain yours solely as owner and operator, lessee, or agent of the owner or lessee, and that you are solely responsible for all requirements imposed by any federal, state, or local law, Code, ordinance or regulation.

CLARIFICATIONS

We will not be required: (i) to make any tests other than that as specifically set forth herein, (ii) to make any replacements with parts of a different design or type, (iii) to make any changes in the existing design of the Units, (iv) to alter, update, modernize or install new attachments to any Units, whether or not recommended or directed by insurance companies or by governmental authorities, (v) to make repairs or replacements necessitated by failures detected during or due to testing of escalators or buried or unexposed hydraulic cylinders or piping; (vi) to replace or repair any component or system utilizing obsolete or discontinued parts, including parts for which the original design is no longer manufactured by the original equipment manufacturers, or parts where the original item has been replaced by an item of different design or is replaceable only by fabrication; (vii) to provide reconditioned or used parts. Without affecting our obligation to provide service under this Contract, you agree to permit us to train our personnel on the Units.

We will not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, labor disputes, strikes, lockouts, fire, explosion, theft, floods, water, weather, earthquake, riot, civil commotion, war, commercial unavailability of parts, vandalism, misuse, abuse, mischief, or acts of God.

Notwithstanding any other agreement or provision to the contrary, under no circumstances will we be liable for any indirect, special or consequential damages of any kind including, but not limited to, fines or penalties, loss of profits, loss of rents, loss of good will, loss of business opportunity, additional financing costs, or loss of use of any equipment or property, whether in contract, tort, warranty or otherwise.

ALTERATIONS

You will not allow others to make alterations, additions, adjustments, or repairs to the equipment.

SPECIAL PROVISIONS

Notwithstanding any other provision herein to the contrary, the following provisions shall be applicable and govern in the event of conflict:

CONTRACT PRICE AND TERM

CONTRACT PRICE

Two hundred twenty-four dollars and eight cents (\$ 224.08) per month, payable Annually.

PRICE ADJUSTMENT

The Contract Price will be adjusted annually to reflect increases or decreases in the labor cost.

The original Contract Price will be increased or decreased by the percent increase or decrease in the straight time hourly labor cost for the price adjustment month compared with such straight time hourly labor cost on 01/01/2014 which was 78.379. The phrase "straight time hourly labor cost" means the sum of the straight time hourly labor rate plus the hourly cost of fringe benefits paid to elevator examiners in the locality where the equipment is to be maintained.

TERM

The Commencement Date will be 05/01/2014.

The Term of this Contract unless modified under the extended term below, will be for five (5) years beginning on the Commencement Date. The Contract will automatically be renewed on the fifth anniversary for an additional five (5) years unless terminated by either party by giving written notice to the other party at least ninety (90) days, but no more than 120 days prior to the end of the current five (5) year term. Thereafter, the Contract will automatically be renewed on each fifth anniversary for an additional five (5) year term unless terminated by either party by giving written notice to the other party at least ninety (90) days, but no more than 120 days prior to the end of the then current five (5) year term.

PAYMENTS

Payments will be made on a Annually basis, due on or before the last day of the month prior to the billing period, beginning on the Commencement Date.

The method of payment will be electronic direct debit. To enable us to process direct debit payments, you agree to provide a copy of a voided check from your business bank account.

The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

You agree to pay a late charge from the date such sums become due of one and one-half percent (1.5%) per month, or the highest legally permitted rate, whichever is less, on any balance past due for more than thirty (30) days, together with all costs (including, but not limited to, attorneys' fees) incurred by us to collect overdue amounts.

Failure to pay any sum due by you within sixty (60) days will be a material breach. We may at our option declare all sums due or to become due for the unexpired term immediately due and payable as liquidated damages, and until the same are paid be discharged from further obligations under the contract.

ACCEPTANCE

This proposal, when accepted by you below and approved by our authorized representative, will constitute the entire and exclusive contract between us for the services to be provided and your authorization to perform as outlined herein. All prior or contemporaneous oral or written representations or agreements not incorporated herein will be superseded. Any purchase order issued by you in connection with the services to be provided will be deemed to be issued for your administrative or billing identification purposes only, and the parties hereto intend that the terms and conditions contained herein will exclusively govern the services to be provided. We do not give up rights under any existing contract until this proposal is fully executed. This Contract may not be changed, modified, revised or amended unless in writing signed by you and an authorized representative of Otis. Further, any manual changes to this form will not be effective as to Otis unless initialed in the margin by an authorized representative of Otis.

THIS QUOTATION is valid for ninety (90) days from the proposal date.

Submitted by: Gregory J. Cameron
Title: Account Executive

Accepted in Duplicate

CUSTOMER
Approved by Authorized Representative

Otis Elevator Company
Approved by Authorized Representative

Date:

Date:

Signed:

Signed:

Print Name: -

Print Name: Stephen Kempf

Title -

Title Area General Manager

E-mail: - _____

Name of Company -

Principal, Owner or Authorized Representative of Principal or Owner

Agent: _____
(Name of Principal or Owner)

LUBRICATE AND SURVEY

BILL TO INFORMATION

Company Name:

Address:

Address 2:

City:

State:

Zip Code:

ACCOUNTS PAYABLE CONTACT

Name:

Phone Number:

Fax Number:

E-mail:

TAX STATUS

Are you tax exempt? Yes No

If yes, please provide tax exempt certificate

Do you require a Purchase Order be listed on your invoices? Yes No

If yes, please provide contact info for PO renewal:

Name:

Fax:

Phone:

E-Mail:

Would you like Otis to automatically debit your bank account for your maintenance invoices? Yes No

If yes, please provide blank check for bank routing and account information.

OTIS

United Technologies

DATE: 04/15/2014

TO:
Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

FROM:
Otis Elevator Company
9800 Rockside Rd-Ste 1200
Cleveland, OH 44125

EQUIPMENT LOCATION:
Cleveland Public Library
325 Superior Ave.
Cleveland, OH 44114

Greg Cameron
Phone: (216) 573-2333
Fax: (216) 573-2344
greg.cameron@otis.com

PROPOSAL NUMBER: ACL002

EQUIPMENT DESCRIPTION:

No Of Units	Type Of Units	Manufacturer	Customer Designation	Machine Number
1	DUMBWAITER	INDEPENDENT	N S DW-2	ABC509
10	GEARED	ARMOR-KONE (U.S.)	#1-#3-PUBLIC -1, #1-#3-PUBLIC -2, #1-#3-PUBLIC -3, Small St. Lg St, Small St. Lg St, WEST EAST-1, WEST EAST-2, N,SW,SE-1, N,SW,SE-2, N,SW,SE-3	ABC465, ABC466, ABC467, ABC493, ABC494, ABC495, ABC496, ABC497, ABC498, ABC499
1	HYDRAULIC	MONTGOMERY	HANDICAP	ABC500

OTIS SERVICE

We propose to furnish Otis Service on the equipment ("Units") described above. Otis Service is preventive maintenance service designed to extend equipment life.

OTIS MAINTENANCE MANAGEMENT SYSTEMSM

We will use the Otis Maintenance Management System preventive maintenance program to deliver service tailored to your specific building needs. Equipment type, component life, equipment usage, and building environment will be taken into account by the OMMS scheduling system, which will be used to plan maintenance activities in advance. The Units will be provided with devices to monitor equipment usage. We will use OMMS standard work processes developed and continuously improved by Otis.

Under this Contract, we will service the Units on the following terms and conditions:

PERFORMANCE

MAINTENANCE

We will maintain the Units using trained personnel directly employed and supervised by us. The maintenance will include inspection, lubrication, and minor adjustment of the following parts:

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- Controllers, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps, and position indicating equipment.
- Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms, car and counterweight guide shoes including rollers and gibs, and emergency car lighting.
- Hoistway door interlocks and hangers, bottom door guides, and auxiliary door closing devices.
- Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings, and component parts.
- Motors, brushes, brush holders, and bearings.
- Governors, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.
- Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packings, exposed piping, above ground plungers and cylinders, and hydraulic fluid tanks.

In addition, if conditions or usage warrant, we will repair or replace the following parts:

- Motor brushes, operating-switch and relay components, plug-in relays, special lamps for car and hall fixtures, special lamps for emergency car lighting, and fuses (except main line disconnect).

This Contract includes emergency minor adjustment callback services during our regular working hours.

EXCLUSIONS

Services, repairs and/or parts not listed above are specifically excluded. This Contract does not cover inspection, lubrication, adjustment or cleaning that requires disassembly. If you later request any of these services, you agree to pay extra at our regular billing rates.

RELIABILITY

PARTS COVERAGE

If necessary, due to normal usage and wear, Otis will repair or replace any of the parts specified above at their sole discretion, unless specifically excluded elsewhere in the contract. Any parts under this Contract requiring replacement will be replaced with parts selected by Otis.

QUALITY CONTROL

We will periodically conduct field audits of our personnel and the Units to maintain quality standards. Otis field engineers will provide technical assistance, technical information, and Code consultation to support our maintenance organization.

RESPONSIVENESS

24-HOUR DISPATCHING

We will, at your request, provide you with access to eService and our OTISLINE® 24-hour, year-round dispatching service. In the event a Unit malfunction occurs between regular examinations, you will be able to place a service call on eService or thru an OTISLINE customer service representative, who will, at your request, dispatch an examiner to perform emergency minor adjustment callback service. In the event Otis receives an emergency call from the phone in the elevator and a passenger indicates a need for assistance, Otis shall attempt to contact a building representative for an assessment of the situation and authorization to respond to the call. If Otis is unable to reach a building representative, Otis shall respond to the emergency call from the phone in the elevator. The visit will be treated as a Callback. It is your responsibility to have a representative available to receive and respond to OTISLINE calls; and (b) maintain working telephone equipment.

COMMUNICATION

CUSTOMER REPRESENTATIVE

An Otis representative will be available to discuss with you your elevator needs in the areas of modernization, traffic handling ability, recommendations and requirements of code authorities, proper use and care of the Units, and the OMMS program.

REPORTS – eSERVICE

We will use the OMMS program to record completion of maintenance procedures. We will, at your request, provide you access to eService. You will be able to access twelve (12) months of repair, completed maintenance procedure and service call history for the Unit(s). You will be responsible for obtaining Internet access to use eService.

SAFETY AND ENVIRONMENT

SAFETY TESTS – TRACTION ELEVATORS

We will periodically examine safety devices and governors of the Units and conduct an annual no load test.

Code requires a full load, full speed test of safety mechanisms, overspeed governors, and car buffers and counterweight buffers at each fifth year. This test is not included in the Contract. You agree to conduct and pass a five year, full load test on the Units and that this is a material duty. You agree to keep a record of such test and to provide this record to Otis.

SAFETY TESTS – HYDRAULIC ELEVATORS

We will conduct an annual no load test and annual pressure relief valve test.

FIREFIGHTERS' SERVICE TEST

If the equipment has firefighters' service, you assume responsibility for performing and keeping a record of any Code required tests and for the maintenance and functioning of the smoke and/or heat detectors.

If during the initial firefighters' service test any elevator firefighters' service is found to be inoperable, the building will be responsible for all of the cost associated with the repairs necessary to bring the unit in compliance with the applicable Codes.

If any applicable Code or governing authority mandates that such required tests be performed by a licensed elevator mechanic, Otis will provide such testing and service on an Open Order basis. You will be responsible for the costs associated with such testing and service.

SAFETY TRAINING

We will instruct our personnel to use appropriate personal protection equipment and follow safe work practices.

ENVIRONMENTAL PROTECTION

Otis endeavors to reduce generation of waste materials, to minimize risks to the environment, customers, the general public and Otis employees, and to comply with all federal and state environmental laws and regulations. Material Safety Data Sheet (MSDS) Manuals are available for review at your request.

You assume responsibility for removal of wastes, including but not limited to hydraulic oil, spoils, asbestos, etc., as it is not part of this Contract.

MAINLINE DISCONNECTS

You agree to engage a qualified electrician to service at least once annually the elevator mainline disconnects located in the elevator equipment room.

SHARED RESPONSIBILITY

You agree to provide us unrestricted ready and safe access to all areas of the building in which any part of the Units are located and to keep all machine rooms and pit areas free from water, stored materials, and debris. You agree to provide a safe work place for our personnel, and to remove and remediate any waste or hazardous materials in accordance with applicable laws and regulations.

If any Unit is malfunctioning or is in a dangerous condition, you agree to immediately notify us using the 24-hour OTISLINE service. Until the problem is corrected, you agree to remove the Unit from service and take all necessary precautions to prevent access or use.

You agree to properly post, maintain, and preserve any and all instructions or warnings to passengers in connection with the use of any Units.

WORK SCHEDULE

NORMAL HOURS

All maintenance procedures and repairs will be performed during our regular working hours of our regular working days for the examiners who perform the service. All lamp and signal replacements will be performed during regular examinations.

For purposes of this Contract, a Callback is a response by Otis to a request for service or assistance made (a) by the customer or customer representative, (b) by the building or building representative; (c) by emergency personnel; (d) through the ADA phone line, and/or (e) through REM[®] monitoring system, for service or assistance, on an as needed basis, excluding regularly scheduled maintenance.

Regular working hours: 8:00 AM – 4:30 PM.

Regular working days: Monday – Friday excluding holidays.

OVERTIME

Callbacks outside of regular working hours will be billed at standard overtime rates.

OWNERSHIP AND LICENSES

WIRING DIAGRAMS

You agree to provide us with current wiring diagrams reflecting all previously made changes for Units covered by this Contract to facilitate proper maintenance of the equipment. We shall maintain the wiring diagrams so that they properly reflect any changes made by Otis to the equipment. These diagrams will remain your property.

OTIS SERVICE EQUIPMENT

Any counters, meters, tools, remote monitoring devices, or communication devices which we may use or install under this Contract remain our property, solely for the use of Otis employees. Such service equipment is not considered a part of the Units. You grant us the right to store or install such service equipment in your building and to electrically connect it to the Units. You will restrict access to the service equipment to authorized Otis personnel. You agree to keep the software resident in the service equipment in confidence as a trade secret for Otis. You will not permit others to use, access, examine, copy, disclose or disassemble the service equipment or the software resident in the service equipment for any purpose whatsoever. If the service is terminated for any reason, we will be given access to your premises to remove the service equipment, including the resident software, at our expense.

OTIS SOFTWARE

Software owned by Otis may be embedded in parts or otherwise provided by Otis as part of this maintenance agreement. You have the right to use this software only for operation of the units for which the part was provided. You may also make a backup or archival copy of the software, provided you reproduce the copyright notice and any other legend of ownership on the copy. You may not otherwise copy, display, adapt, modify, distribute, reverse assemble, reverse compile, or otherwise translate the software. You will not transfer possession of the software except as part of a transfer of ownership of the Units and the assumption of the rights and obligations under this agreement by the transferee.

NON-OTIS SOFTWARE

You retain your rights to any software not provided by Otis contained in the Units and agree to allow Otis to make one backup or archival copy for you.

SERVICE TOOLS

You are responsible to secure our right to use any special service tools required to maintain your non- Otis equipment. These tools must be provided prior to us beginning maintenance on such equipment.

THE UNITS

It is agreed that we do not assume possession or control of the Units, that such Units remain yours solely as owner and operator, lessee, or agent of the owner or lessee, and that you are solely responsible for all requirements imposed by any federal, state, or local law, Code, ordinance or regulation.

CLARIFICATIONS

We will not be required: (i) to make any tests other than that as specifically set forth herein, (ii) to make any replacements with parts of a different design or type, (iii) to make any changes in the existing design of the Units, (iv) to alter, update, modernize or install new attachments to any Units, whether or not recommended or directed by insurance companies or by governmental authorities, (v) to make repairs or replacements necessitated by failures detected during or due to testing of escalators or buried or unexposed hydraulic cylinders or piping; (vi) to replace or repair any component or system utilizing obsolete or discontinued parts, including parts for which the original design is no longer manufactured by the original equipment manufacturers, or parts where the original item has been replaced by an item of different design or is replaceable only by fabrication; (vii) to provide reconditioned or used parts. Without affecting our obligation to provide service under this Contract, you agree to permit us to train our personnel on the Units.

We will not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, labor disputes, strikes, lockouts, fire, explosion, theft, floods, water, weather, earthquake, riot, civil commotion, war, commercial unavailability of parts, vandalism, misuse, abuse, mischief, or acts of God.

Notwithstanding any other agreement or provision to the contrary, under no circumstances will we be liable for any indirect, special or consequential damages of any kind including, but not limited to, fines or penalties, loss of profits, loss of rents, loss of good will, loss of business opportunity, additional financing costs, or loss of use of any equipment or property, whether in contract, tort, warranty or otherwise.

ALTERATIONS

You will not allow others to make alterations, additions, adjustments, or repairs to the equipment.

SPECIAL PROVISIONS

Notwithstanding any other provision herein to the contrary, the following provisions shall be apply the event of conflict:

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	2,903.00 +
	224.08 +
	5,127.08 ×
	12.00 =
	37,524.96 +

CONTRACT PRICE AND TERM

CONTRACT PRICE

Two thousand nine hundred three dollars (\$ 2,903.00) per month, payable Annually.

TERM

The Commencement Date will be 05/01/2014.

The Term of this Contract unless modified under the extended term below, will be for five (5) years beginning on the Commencement Date. The Contract will automatically be renewed on the fifth anniversary for an additional five (5) years unless terminated by either party by giving written notice to the other party at least ninety (90) days, but no more than 120 days prior to the end of the current five (5) year term. Thereafter, the Contract will automatically be renewed on each fifth anniversary for an additional five (5) year term unless terminated by either party by giving written notice to the other party at least ninety (90) days, but no more than 120 days prior to the end of the then current five (5) year term.

PRICE ADJUSTMENT

The Contract Price will be adjusted annually to reflect increases or decreases in the labor cost.

The original Contract Price will be increased or decreased by the percent increase or decrease in the straight time hourly labor cost for the price adjustment month compared with such straight time hourly labor cost on 01/01/2014 which was 78.379. The phrase "straight time hourly labor cost" means the sum of the straight time hourly labor rate plus the hourly cost of fringe benefits paid to elevator examiners in the locality where the equipment is to be maintained.

In the event that you sell the building or your interest is terminated prior to the expiration of the Contract, you agree to assign the Contract to the new owner or successor and to cause the new owner to assume your obligations under this agreement. If the new owner or successor fails to assume your obligations under the Contract, then you agree to pay to Otis all sums due for the unexpired Term.

PAYMENTS

Payments will be made on a Annually basis, due on or before the last day of the month prior to the billing period, beginning on the Commencement Date.

The method of payment will be electronic direct debit. To enable us to process direct debit payments, you agree to provide a copy of a voided check from your business bank account.

ACCEPTANCE

This proposal, when accepted by you below and approved by our authorized representative, will constitute the entire and exclusive contract between us for the services to be provided and your authorization to perform as outlined herein. All prior or contemporaneous oral or written representations or agreements not incorporated herein will be superseded. Any purchase order issued by you in connection with the services to be provided will be deemed to be issued for your administrative or billing identification purposes only, and the parties hereto intend that the terms and conditions contained herein will exclusively govern the services to be provided. We do not give up rights under any existing contract until this proposal is fully executed. This Contract may not be changed, modified, revised or amended unless in writing signed by you and an authorized representative of Otis. Further, any manual changes to this form will not be effective as to Otis unless initialed in the margin by an authorized representative of Otis.

THIS QUOTATION is valid for ninety (90) days from the proposal date.

Submitted by: Gregory J. Cameron
Title: Account Executive

Accepted in Duplicate

CUSTOMER

Approved by Authorized Representative

Date:

Signed:

Print Name: -

Title -

E-mail: -

Name of Company -

Otis Elevator Company

Approved by Authorized Representative

Date:

Signed:

Print Name: Stephen Kempf

Title Area General Manager

Principal, Owner or Authorized Representative of Principal or Owner

Agent: _____
(Name of Principal or Owner)

OTIS SERVICE

BILL TO INFORMATION

Company Name:

Address:

Address2:

City:

State:

Zip Code:

ACCOUNTS PAYABLE CONTACT

Name:

Phone Number:

Fax Number:

E-mail:

TAX STATUS

Are you tax exempt? Yes No
 If yes, please provide tax exempt certificate

Do you require a Purchase Order be listed on your invoices? Yes No

If yes, please provide contact info for PO renewal:

Name:

Fax:

Phone:

E-Mail:

Would you like Otis to automatically debit your bank account for your maintenance invoices? Yes No
 If yes, please provide blank check for bank routing and account information.

FMLA Administration Services Proposal

Cleveland Public Library



January 14, 2014

About NEO

NEO Administration Company has specialized in benefit plan consulting, compliance and administration since 1989. We provide the following administration and consulting services:

- *Flexible Spending Accounts (FSA)*
- *Health Reimbursement Accounts (HRA)*
- *Health Savings Accounts (HSA)*
- *Qualified Transportation Arrangements (QTA)*
- *COBRA Administration*
- *Section 125 Plan Document Services*

High Level of Quality and Expertise

Benefit administration service is NEO's main business, not just as a sideline. This focus on efficient and compliant administration of benefits keeps us current on the regulations related to the benefit plans we manage. NEO is a member of *The Employer's Council on Flexible Compensation* and *the National Association of Professional Benefit Administrators*. Our staff includes one of a select number of practitioners in the U.S. who have earned the designation of *Certified in Flexible Compensation* from ECFC's Academy of Professional Standards & Ethics.

FMLA Administration

We are proud to offer FMLA administration services through our business partner, BASIC. They share our mission to provide the higher level of service and responsiveness our clients expect from a market specialist. BASIC is consistently recognized as an Inc. 5000 Fastest Growing Private Company, and are committed to providing best in class service to their referral partners, clients they serve, and their employees.

- Flexible Spending Account Administration
- Health Reimbursement Account Administration
- Health Savings Account Consulting & Compliance
- COBRA Administration

1735 Merriman Road
Akron, OH 44313
330.864.0690 • 800.775.3539
fax: 330.572.8125
www.flexNEO.com

Proposed FMLA Services

FMLA Ease Plus

FMLA Administration with Interactive Voice Response (IVR) Technology

Service Highlights

Expert outside administration provides consistent, non-biased, compliant administration of FMLA claims. Simply direct employees to a 24/7 toll free IVR for all FMLA claims, BASIC will take care of the rest.

- Interactive Voice Response (IVR) technology
 - Completely customizable, enabling you to collect a variety of data
 - Compliance with Disability and Worker's Compensation
- Review current FMLA documentation, policies and practices for compliance to federal and state FMLA regulations
- Our FMLA professionals help eliminate the risks and unnecessary penalties associated with noncompliant State and Federal regulations
 - Claim approval / denial
 - Recertification
 - 2nd and 3rd opinions
 - Military Leave
 - Direct contact with Health Care Provider (HCP) to clarify Medical Certifications
- FMLA experts identify potential FMLA absences in detail, address all questions, and provide regulation coaching
- 12-month period tracking to employers' specification
- Monitor and track attendance at required HCP, and provide "clarification and authentication" communication with HCP as required
- BASIC's HR Services executive team tracks the industry and political climate to help anticipate possible changes to legislation.

BASIC FMLA Dashboard

Harnessing technology increases consistency and operational efficiencies.

- Real time online access to all data available through BASIC's custom built FMLA dashboard (Included with FMLA Ease, FMLA Ease Plus, & Absence Management).
- Easily identifies individual or company-wide claim trends or abnormalities to help pinpoint potential fraud
- Intermittent leave, the hardest FMLA instances to track, is BASIC's specialty

- Programmed for single or multiple location tracking
- Filter, sort and export call off data by location, department or position for specified time periods
- Training for supervisors on the functionality and benefits of the dashboard
- Automatic notifications to supervisors and HR is both efficient and documented
- Sites securely record real time and historical attendance data and is easily exportable to other applications

Absence Management

Service Highlights

Everyone wants to be treated fairly; your employees are no different. BASIC's IVR and custom built Dashboard lay the ground work for just that.

- Simply direct employees to call BASIC's 24/7 toll free IVR technology for all unplanned absences and BASIC's advanced technology will take it from there
 - For added benefits, direct employees to use the system for all tardies and leaving early as well
- Real time online access to all unscheduled absences through BASIC's custom built dashboard available 24/7 – 365 days
 - Automatic notifications to supervisors and HR is efficiently documented
 - Rule based security for multiple levels of access
 - Site securely records real time and historical attendance data
- BASIC's Integrated Voice Response (IVR) system is completely customizable, enabling you to collect a variety of data
 - Compliance with Disability and Worker's Compensation
 - Programmed for single or multiple location tracking
- Training provided for supervisors on Dashboard functionality and benefits
- BASIC's IVR system provides a consistent, non-biased employee call off program
- Each call is recorded and securely stored eliminating "he said"/"she said" confusion
- Using a single system across all departments and locations ensures equitable application of absence policies
 - Provides necessary data and documentation for wrongful termination cases

Consider adding BASIC's FMLA administration to help you identify potential fraudulent FMLA claims, eliminate the risks and unnecessary penalties associated with noncompliant State and Federal regulations, and increase your productivity.

FMLA Administration and Setup Fees

Cleveland Public Library
 (Based on an estimate of 700 employees)

**One Time Initial Set-up Fee**

FMLA Ease Plus (Full FMLA Administration)	\$ 3,500.00
Absence Management (Optional)	\$ 1,500.00*
*With FMLA Ease Plus (\$2,500 as stand-alone service)	

Monthly Administration Fee*

FMLA Ease Plus (Per Employee Per Month)	\$ 2.20
Absence Management (Per Employee Per Month)	\$ 1.20

*Billing cycles vary from monthly, quarterly, or annually depending on level of service charges.

Other Charges

IVR script customization or mid-year changes (Per Hour)	\$ 150.00
Scripts in languages other than English	Quoted Upon Request

KETCHUM WALTON Co.
MANUFACTURERS' REPRESENTATIVES

Date: March 31, 2014

To: CLEVELAND PUBLIC LIBRARY
325 Superior Avenue
Cleveland, Ohio 44114

Terms: Net 30 Days
F.O.B.: Shipping Point
Freight: Prepaid & Add

Attn: TIM MURDOCH, Facilities Engineering

All Filters - Current Configuration

Quantity	Description	Unit Price	Extended Price
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LOUIS STOKES WING

Replacement Filter Pricing

AHU-1

PREFILTERS:

<i>MERV 8</i>	40	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$ 3.03	\$ 121.20
	5	12 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$ 2.04	\$ 10.20

SECONDARY FILTERS:

<i>MERV 14 95%</i>	40	24 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S4412	\$ 36.88	\$ 1,475.20
	5	12 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S2412	\$ 33.05	\$ 165.25

FINAL CARBON FILTERS:

	40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$ 389.00	\$ 15,560.00
	5	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$ 277.00	\$ 1,385.00

TOTAL AIR FILTER MATERIAL COST AHU-1: \$ 18,716.35

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 27-Nov-12

AHU-2					
PREFILTERS:					
36	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	3.03	\$	109.08
9	12 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	2.04	\$	18.36
SECONDARY FILTERS:					
36	24 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S4412	\$	36.88	\$	1,327.68
9	12 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S2412	\$	33.05	\$	297.45
FINAL CARBON FILTERS:					
36	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$	389.00	\$	14,004.00
9	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$	277.00	\$	2,493.00
TOTAL AIR FILTER MATERIAL COST AHU-2					\$ 18,249.57

AHU-3					
PREFILTERS:					
40	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	3.03	\$	121.20
5	12 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	2.04	\$	10.20
SECONDARY FILTERS:					
40	24 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S4412	\$	36.88	\$	1,475.20
5	12 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S2412	\$	33.05	\$	165.25
FINAL CARBON FILTERS:					
40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$	389.00	\$	15,560.00
5	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$	277.00	\$	1,385.00
TOTAL AIR FILTER MATERIAL COST AHU-3					\$ 18,716.85

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AHU-4**PREFILTERS:**

40	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	3.03	\$	121.20
5	12 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	2.04	\$	10.20

SECONDARY FILTERS:

40	24 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S4412	\$	36.88	\$	1,475.20
5	12 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S2412	\$	33.05	\$	165.25

FINAL CARBON FILTERS:

40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$	389.00	\$	15,560.00
5	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$	277.00	\$	1,385.00

TOTAL AIR FILTER MATERIAL COST AHU-2: \$ 18,715.85

AHU-5**PREFILTERS:**

12	16 x 25 x 2 Flanders VP-8 Pleated Filter #60085.021625	\$	2.60	\$	31.20
8	25 x 25 x 2 Flanders VP-8 Pleated Filter #80085.022525	\$	3.81	\$	30.48

SECONDARY FILTERS:

8	24 x 24 x 12 Flanders Rigid Air/PH MERV 14 #PRP95S4412H	\$	45.98	\$	367.84
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TOTAL AIR FILTER MATERIAL COST AHU-5: \$ 429.52

AHU-6**PREFILTERS:**

2	20 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022024	\$	2.63	\$	5.26
4	16 x 25 x 2 Flanders VP-8 Pleated Filter #80085.021625	\$	2.60	\$	10.40

TOTAL AIR FILTER MATERIAL COST AHU-6: \$ 15.66

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AHU - 7
PREFILTERS:
 3 16 x 20 x 2 Flanders VP-8 Pleated Filter \$ 2.02 \$ 6.06
 #80085.021620
TOTAL AIR FILTER MATERIAL COST AHU-7: \$ 6.06

AHU - 8
PREFILTERS:
 4 16 x 20 x 2 Flanders VP-8 Pleated Filter \$ 2.02 \$ 6.08
 #80085.021620
 5 16 x 25 x 2 Flanders VP-8 Pleated Filter \$ 2.60 \$ 13.00
 #80085.021625
TOTAL AIR FILTER MATERIAL COST AHU-8: \$ 21.08

AHU - 9
PREFILTERS:
 3 16 x 20 x 2 Flanders VP-8 Pleated Filter \$ 2.02 \$ 6.06
 #80085.021620
TOTAL AIR FILTER MATERIAL COST AHU-9: \$ 6.06

AHU - 10
PREFILTERS:
 3 20 x 25 x 2 Flanders VP-8 Pleated Filter \$ 2.65 \$ 7.95
 #80085.022025
 3 16 x 25 x 2 Flanders VP-8 Pleated Filter \$ 2.60 \$ 7.80
 #80085.021625
TOTAL AIR FILTER MATERIAL COST AHU-10: \$ 15.75

MAIN LIBRARY WING

Replacement Filter Pricing

AHU-20

PREFILTERS:

20	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	3.03	\$	60.60
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SECONDARY FILTERS:

20	24 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP85S4412H	\$	50.05	\$	1,001.00
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FINAL CARBON FILTERS:

20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	389.00	\$	7,780.00
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TOTAL AIR FILTER MATERIAL COST AHU-20:					\$ 8,841.60
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AHU-21

PREFILTERS:

20	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	3.03	\$	60.60
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SECONDARY FILTERS:

20	24 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP85S4412H	\$	50.05	\$	1,001.00
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FINAL CARBON FILTERS:

20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	389.00	\$	7,780.00
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TOTAL AIR FILTER MATERIAL COST AHU-21:					\$ 8,841.60
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AHU-22

PREFILTERS:

20	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	3.03	\$	60.60
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SECONDARY FILTERS:

20	24 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP85S4412H	\$	50.05	\$	1,001.00
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FINAL CARBON FILTERS:

20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	389.00	\$	7,780.00
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TOTAL AIR FILTER MATERIAL COST AHU-22:					\$ 8,841.60
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AHU-23

PREFILTERS:			
20	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$ 3.03	\$ 60.60
SECONDARY FILTERS:			
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP85S4412H	\$ 50.05	\$ 1,001.00
FINAL CARBON FILTERS:			
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$ 389.00	\$ 7,780.00
TOTAL AIR FILTER MATERIAL COST AHU-23:			<u>\$ 8,841.60</u>

AHU-24

PREFILTERS:			
4	20 x 20 x 2 Flanders VP-8 Pleated Filter 80085.022020	\$ 2.39	\$ 9.56
4	20 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022024	\$ 2.63	\$ 10.52
SECONDARY FILTERS:			
4	20 x 20 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP850012H	\$ 43.68	\$ 174.72
4	20 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP850412H	\$ 49.10	\$ 196.40
FINAL CARBON FILTERS:			
4	20 x 20 x 12 Purafil Purafilter CPS #05-70608-C3C0 (HEADER STYLE)	\$ 372.00	\$ 1,488.00
4	20 x 24 x 12 Purafil Purafilter CPS #05-70608-C380 (HEADER STYLE)	\$ 379.00	\$ 1,516.00
TOTAL AIR FILTER MATERIAL COST AHU-24:			<u>\$ 3,395.20</u>

AHU-25

PREFILTERS:			
20	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$ 3.03	\$ 60.60
SECONDARY FILTERS:			
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP85S4412H	\$ 50.05	\$ 1,001.00
FINAL CARBON FILTERS:			
40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE) (This unit has two stages of carbon filters)	\$ 389.00	\$ 15,560.00
TOTAL AIR FILTER MATERIAL COST AHU-25:			<u>\$ 16,621.60</u>

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27-Nov-12

AHU-26				
PREFILTERS:				
3	20 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022024	\$	2.63	\$ 7.89
2	12 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	2.04	\$ 4.08
TOTAL AIR FILTER MATERIAL COST AHU-26:				\$ 11.97

AHU-27				
PREFILTERS:				
3	20 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022024	\$	2.63	\$ 7.89
2	12 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	2.04	\$ 4.08
TOTAL AIR FILTER MATERIAL COST AHU-27:				\$ 11.97

AHU-28				
PREFILTERS:				
6	16 x 20 x 2 Flanders VP-8 Pleated Filter #80085.021620	\$	2.02	\$ 12.12
TOTAL AIR FILTER MATERIAL COST AHU-28:				\$ 12.12

AHU-29				
PREFILTERS:				
3	20 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022024	\$	2.63	\$ 7.89
2	12 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$	2.04	\$ 4.08
TOTAL AIR FILTER MATERIAL COST AHU-29:				\$ 11.97

TOTAL \$ 130,325.48

SEE ATTACHED
NEXT PAGE

Ketchum	Walton Co
AHU	Cost
1	\$ 18,716.85
2	\$ 18,249.57
3	\$ 18,716.85
4	\$ 18,716.85
5	\$ 429.52
6	\$ 15.66
7	\$ 6.06
8	\$ 21.08
9	\$ 6.06
10	\$ 15.75
20	\$ 8,841.60
21	\$ 8,841.60
22	\$ 8,841.60
23	\$ 8,841.60
24	\$ 3,395.20
25	\$ 16,621.60
26	\$ 11.97
27	\$ 11.97
28	\$ 12.12
29	\$ 11.97
Total	\$ 130,325.48

Will Remove More Gases, Last Longer

www.purafil.com

PRODUCT SPECIFICATION 4

PURAFIL® SP BLEND MEDIA

PURAFIL



PURAFIL SP BLEND MEDIA (a blend of Purafil® SP Media and Purakol® Media) demonstrate a higher working capacity for broad-spectrum oxidation of contaminants in actual field conditions where multiple gas challenges are present. The Purafil SP Series has been specially engineered to contain more permanganate (the active ingredient) for increased removal capacity, allowing the media to remain more available for removal of target gases.



MEDIA SPECIFICATION

Purafil® SP Blend Media (patent-pending) shall consist of an equal mix (by volume) of Purafil® SP Media and Purakol® activated carbon media. The Purafil® SP Media shall be manufactured, generally spherical, porous pellets formed from a combination of powdered activated alumina and other binders, suitably impregnated with sodium permanganate to provide optimum adsorption, absorption and oxidation of a wide variety of gaseous contaminants. The sodium permanganate shall be applied during pellet formation, such that the impregnant is uniformly distributed throughout the pellet volume and is totally available for reaction.

The Purakol® Media shall be an activated carbon for the control of hydrocarbons with a high surface area available for adsorption.

THE CHEMISORPTIVE PROCESS

The Purafil chemisorptive process shall remove contaminant gases by means of adsorption, absorption, and chemical reaction. Gases shall be trapped within the pellet where oxidation changes the gases into harmless solids, eliminating the possibility of desorption.

REMOVAL CAPACITY

Purafil® SP Blend has been specially engineered to contain more permanganate (the active ingredient) for increased removal capacity, allowing the media to remain more available for removal of target gases.

Purakol® media is a premium-grade activated carbon and is proven to be highly effective at removing hydrocarbons and other high molecular weight contaminants.

PHYSICAL PROPERTIES

All Purafil media are submitted to quality control tests before shipping to ensure uniformity of the following attributes.

PURAFIL® SP BLEND MEDIA

- BULK DENSITY: 40 lbs/ft³ (0.64 g/cc) ±5%

PURAFIL® SP MEDIA

- MOISTURE CONTENT: 35% Maximum
- CRUSH STRENGTH: 35% - 70%
- ABRASION: 4.5% Maximum
- BULK DENSITY: 50 lbs/ft³ (0.8 g/cc) ±5%
- NOMINAL PELLET DIAMETER: 1/8" (3.175mm)

- SODIUM PERMANGANATE CONTENT: 12% Min. **MORE CARBON**

PURAKOL® MEDIA

- MOISTURE CONTENT: 2%
- CTC: 60%
- BASE MATERIAL: Activated Carbon
- BULK DENSITY: 30 lbs/ft³ (0.48 g/cc) ±5%
- NOMINAL PELLET DIAMETER: 4mm

APPLICATION GUIDELINES

Purafil® SP Blend Media shall perform effectively under the following conditions and guidelines:

- TEMPERATURE: -4° F to 125° F
-20° C to 51° C
- HUMIDITY: 10 - 95% RH
- AIRFLOW: Purafil® SP Blend Media shall be effective in industrial systems with airflows ranging from less than 25 CFM (42.5 m³/hr) to over 100,000 CFM (169,920 m³/hr) and with velocities from 60 FPM to 500 FPM (0.30 to 2.54 m/s).
- MEDIA PERFORMANCE: Purafil® SP Blend Media shall be designed for 99.5% min. removal efficiency in Purafil systems.
- MEDIA LIFE: Regular media samples of Purafil® SP Blend Media shall be taken for projecting remaining media life, providing scheduled maintenance, and ensuring performance.

ADDITIONAL INFORMATION ON BACK



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PURAFIL® SP BLEND MEDIA



ADVANTAGES

- UL Classified Class 1
- Simple media replacement
- Media are factory mixed
- Use in place of a two-pass media system
- Effective against a broad range of contaminant gases
- Media life analysis projects remaining media life for proper maintenance and optimum media performance

TARGET CONTAMINANTS

- Hydrocarbons
- VOCs
- Oxides of sulfur (SOx)
- Formaldehyde
- Nitric oxides (NOx)
- Hydrogen sulfide
- Lower molecular weight aldehydes and organic acids

INSTALLATION & DISPOSAL REQUIREMENTS

- **INSTALLATION:** Installers shall use dust masks, safety goggles, and rubber gloves.
- **DISPOSAL:** Spent Purafil® SP Blend Media should be disposed of according to local, state and federal guidelines.



PURAFIL®

First...in clean air

Just DO
CARBON
FILTER

TECH NOTE

Sodium Permanganate vs. Potassium Permanganate New and Improved "Purple Pellet" Provides Higher Working Capacity

Beginning with the original Purafil media and all the way through the current Purafil Select media, potassium permanganate (KMnO_4) is what gave the media its characteristic purple color as well as a vastly improved performance versus other types of dry-scrubbing air filtration media. Purafil media was introduced with a 4% KMnO_4 content and as Purafil perfected and improved its proprietary media manufacturing process, this was increased to 8% several years ago. As expected, this doubling of the active oxidant content resulted in a doubling of the removal capacity for the Purafil Select media. With an increased removal capacity, Purafil Select offered a longer service life and the potential to reduce the size of Purafil's air filtration systems. Knowing that increasing the available active oxidant content beyond 8% would provide even better performance, development began on a new "purple pellet."

The KMnO_4 used by Purafil is a strong inorganic oxidizing agent that is supplied as dark purple crystals or granules. Purafil's manufacturing process requires that the KMnO_4 be used in liquid form, however, it has a low solubility in water (8.6 oz/gal, 65.0 g/L) and there are inherent difficulties in handling and processing this material. Historically, the impregnation level in the media had essentially been determined by the amount of KMnO_4 that could be added to the media and kept fully available for reaction. This describes the current 8% active oxidant content of the Purafil Select media. When using KMnO_4 as the active oxidant, trying to raise the impregnation level to 10%, 12%, or higher actually results in reduced media performance. Because of its low solubility in water, the KMnO_4 would recrystallize and fill up the adsorption sites - significantly decreasing the surface area, pore volume, and the availability of the KMnO_4 in the media.

Even as Purafil Select media was being introduced almost ten years ago, development had already begun on the next generation of active oxidant media. Knowing that the maximum *effective* KMnO_4 content had been reached with Purafil Select, any new media developed had to maintain the broad spectrum oxidizing power of KMnO_4 while at the same time providing better overall performance. With more than 30 years of experience with and knowledge of oxidation chemistry, and specifically permanganate chemistry, we knew that there were other options available to us. This is what led us to sodium permanganate.

Sodium permanganate (NaMnO_4) is an inorganic oxidant that performs chemically the same way as potassium permanganate, only in a more concentrated form. Purafil had been working with sodium permanganate even before the introduction of Purafil Select, but its limited availability delayed the start of a comprehensive new product development program. However, we continued our research into NaMnO_4 chemistry and its potential applications which provided a much better understanding of pore size geometry and by-product formation and their relation to overall media performance.

Using this knowledge and after completing an extensive 4-year research and development effort, Purafil has now developed the industry's first dry-scrubbing air filtration media with an active oxidant content of 12% by weight - Purafil SP, the new purple pellet. Purafil SP provides a full 50% increase in the amount of *effective* active oxidant content on the media, which in turn provides a greater working capacity for installed systems. Another significant advantage in using NaMnO_4 is its high solubility in water, which allows the use of a more concentrated form of permanganate in the media manufacturing process and eliminates concerns about recrystallizing as with the KMnO_4 at high impregnation levels.

The Purafil SP media is somewhat alkaline in nature allowing the additional permanganate content to readily oxidize reactive/volatile sulfides (H_2S) to sulfate salts. Mercaptans and other reduced sulfur compounds are also oxidized by sodium permanganate. Lower molecular weight organic compounds such as aldehydes, ketones, ethers, alcohols and organic acids can be reacted to form nontoxic organic salts, carbon dioxide and water. Ethylene, arsine, phosphine, hydrazines, and many other chemical compounds can be controlled with Purafil SP.

Purafil SP is just the latest step in Purafil, Inc.'s dry-scrubbing media development efforts. Having a product that provides a full 50% increase in the amount of available active oxidant will provide a significant increase in a filtration system's working capacity, increased performance against a wide range of gaseous contaminants, and an improved cost-of-ownership for the end-user.

PRODUCT SPECIFICATION 4

PURAFIL® SP BLEND MEDIA



PURAFIL

PURAFIL SP BLEND MEDIA (a blend of Purafil® SP Media and Purakol® Media) demonstrate a higher working capacity for broad-spectrum oxidation of contaminants in actual field conditions where multiple gas challenges are present. The Purafil SP Series has been specially engineered to contain more permanganate (the active ingredient) for increased removal capacity, allowing the media to remain more available for removal of target gases.



MEDIA SPECIFICATION

Purafil® SP Blend Media (patent-pending) shall consist of an equal mix (by volume) of Purafil® SP Media and Purakol® activated carbon media. The Purafil® SP Media shall be manufactured, generally spherical, porous pellets formed from a combination of powdered activated alumina and other binders, suitably impregnated with sodium permanganate to provide optimum adsorption, absorption and oxidation of a wide variety of gaseous contaminants. The sodium permanganate shall be applied during pellet formation, such that the impregnant is uniformly distributed throughout the pellet volume and is totally available for reaction.

The Purakol® Media shall be an activated carbon for the control of hydrocarbons with a high surface area available for adsorption.

THE CHEMISORPTIVE PROCESS

The Purafil chemisorptive process shall remove contaminant gases by means of adsorption, absorption, and chemical reaction. Gases shall be trapped within the pellet where oxidation changes the gases into harmless solids, eliminating the possibility of desorption.

REMOVAL CAPACITY

Purafil® SP Blend has been specially engineered to contain more permanganate (the active ingredient) for increased removal capacity, allowing the media to remain more available for removal of target gases.

Purakol® media is a premium-grade activated carbon and is proven to be highly effective at removing hydrocarbons and other high molecular weight contaminants.

PHYSICAL PROPERTIES

All Purafil media are submitted to quality control tests before shipping to ensure uniformity of the following attributes.

PURAFIL® SP BLEND MEDIA

- **BULK DENSITY:** 40 lbs/ft³ (0.64 g/cc) ±5%

PURAFIL® SP MEDIA

- **MOISTURE CONTENT:** 35% Maximum
- **CRUSH STRENGTH:** 35% - 70%
- **ABRASION:** 4.5% Maximum
- **BULK DENSITY:** 50 lbs/ft³ (0.8 g/cc) ±5%
- **NOMINAL PELLET DIAMETER:** 1/8" (3.175mm)
- **SODIUM PERMANGANATE CONTENT:** 12% Min.

PURAKOL® MEDIA

- **MOISTURE CONTENT:** 2%
- **CTC:** 60%
- **BASE MATERIAL:** Activated Carbon
- **BULK DENSITY:** 30 lbs/ft³ (0.48 g/cc) ±5%
- **NOMINAL PELLET DIAMETER:** 4mm

APPLICATION GUIDELINES

Purafil® SP Blend Media shall perform effectively under the following conditions and guidelines:

- **TEMPERATURE:** -4° F to 125° F
-20° C to 51° C
- **HUMIDITY:** 10 - 95% RH
- **AIRFLOW:** Purafil® SP Blend Media shall be effective in industrial systems with airflows ranging from less than 25 CFM (42.5 m³/hr) to over 100,000 CFM (169,920 m³/hr) and with velocities from 60 FPM to 500 FPM (0.30 to 2.54 m/s).
- **MEDIA PERFORMANCE:** Purafil® SP Blend Media shall be designed for 99.5% min. removal efficiency in Purafil systems.
- **MEDIA LIFE:** Regular media samples of Purafil® SP Blend Media shall be taken for projecting remaining media life, providing scheduled maintenance, and ensuring performance.

ADDITIONAL INFORMATION ON BACK



PURAFIL



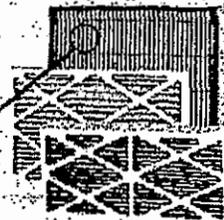
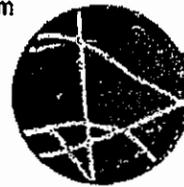
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PRODUCT BULLETIN 4 THE PURAFILTER®



PURAFIL

THE PURAFILTER® is a combination chemical and particulate filter designed to replace existing particulate filters in retrofit or rework applications. Purafil engineers are the first to successfully suspend sodium permanganate adsorbents in a bi-component fiber matrix.



THE PURAFILTER®

PRODUCT BENEFITS

- Contains up to 10 times the media of activated carbon filters.
- Removes more gaseous chemicals and odors than activated carbon.
- Removes gaseous chemicals and solid particulates.
- Adhesive-free filter design.
- Minimized by-pass and high removal efficiency.
- Purafil SP Media will not desorb.
- Low pressure drop.
- Long filter life.
- Reduced maintenance.
- Improved IAQ.

PRODUCT DESCRIPTION

Chemical filtration systems utilizing sodium permanganate remove a broader range of contaminants than carbon-only filters and exhibit higher efficiencies. Because of the Purafilter's broad-spectrum removal capabilities, it is the only chemical filter capable of meeting the stringent requirements of ASHRAE 62's Indoor Air Quality Procedure.

The bi-component fiber matrix, or filter, does not require the use of adhesives, so adsorbents are fully exposed for reaction with gaseous chemical contaminants and odors.

Purafil offers two grades of the Purafilter: Purafilter-Commercial Grade for light to moderate duty applications and Purafilter-Heavy Duty for high contaminant load applications. All standard sizes are available.

Adsorbents are evenly distributed throughout the filter structure to assure the highest filtration efficiencies. The Purafilter offers a higher media loading than other chemical filters, allowing for a longer service life and reduced maintenance.

PRODUCT APPLICATIONS

Commercial environments, including hotels, airports, office buildings, schools, casinos, restaurants, museums, and athletic stadiums.

SYSTEM ADVANTAGES

LONGER SERVICE LIFE: The Purafilter offers a higher media loading capacity and up to ten times the removal capacity of other chemical filters.

SUPERIOR EFFICIENCY: The Purafilter removes a broader range of odors and common indoor pollutants than activated carbon alone.

EASY LIFE TESTING: The Purafilter can be tested to determine remaining service life.

Purafil's filter monitoring program assures ongoing compliance with ASHRAE 62's Indoor Air Quality Procedure.

PERMANENT ODOR REMOVAL: The Purafilter will not desorb like traditional activated carbon filters and removes gases through an irreversible chemical reaction process.

STANDARD FEATURES

- Purafil SP (sodium permanganate) and Purakol® (activated carbon) media
- Bi-component fiber matrix filter
- Paperboard, Galvanized, or Aluminum frames
- Factory sealed filter to insure integrity
- Highest available removal efficiencies
- Particulate removal efficiency: Commercial-Grade MERV 8, Heavy-Duty: ≤ MERV 15.
- Airflow: up to 500 ft./min (2.54 m/sec)
- Temperature Rating: -4° F to 125° F (-20° C to 51° C)
- Filter weight: dependent upon filter
- All filter sizes available

OPTIONAL FEATURES

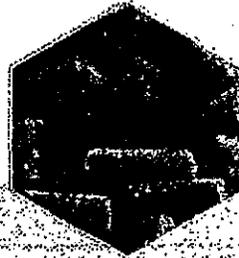
- Purafil media types
- Filter size
- Media loading
- Frame type
- Pleat count
- Particulate filter efficiencies

PURAFIL
Durable
Efficient



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PURAFILTER®



MEDIA WEIGHTS*

2-INCH COMMERCIAL GRADE FILTERS:
SIZE LBS. OF MEDIA

24 x 24"	1.63 lbs
20 x 24"	1.34 lbs
20 x 20"	1.08 lbs
16 x 25"	1.09 lbs
16 x 20"	0.89 lbs

4-INCH COMMERCIAL GRADE FILTERS:
SIZE LBS. OF MEDIA

24 x 24"	2.66 lbs
12 x 24"	1.33 lbs

12-INCH COMMERCIAL GRADE FILTERS:
SIZE LBS. OF MEDIA

24 x 24"	5.65 lbs
12 x 24"	2.81 lbs

12-INCH HEAVY-DUTY GRADE FILTERS:
SIZE LBS. OF MEDIA

24 x 24"	12.60 lbs
12 x 24"	6.14 lbs

* Media weights with a 50:50 volume blend of Purakol and Purafil SP Media. Call factory for weight using other Purafil-brand patented media.

PRESSURE DROP*

COMMERCIAL GRADE

HEAVY-DUTY GRADE

Size	2-inch	4-inch	12-inch	12-inch
Filter type	MERV 8	MERV 8	MERV 15	No particulate overlay
Pressure drop/iwg*	0.51 iwg	0.43 iwg	0.47 iwg	0.30 iwg

* Pressure drop at 500 feet per minute

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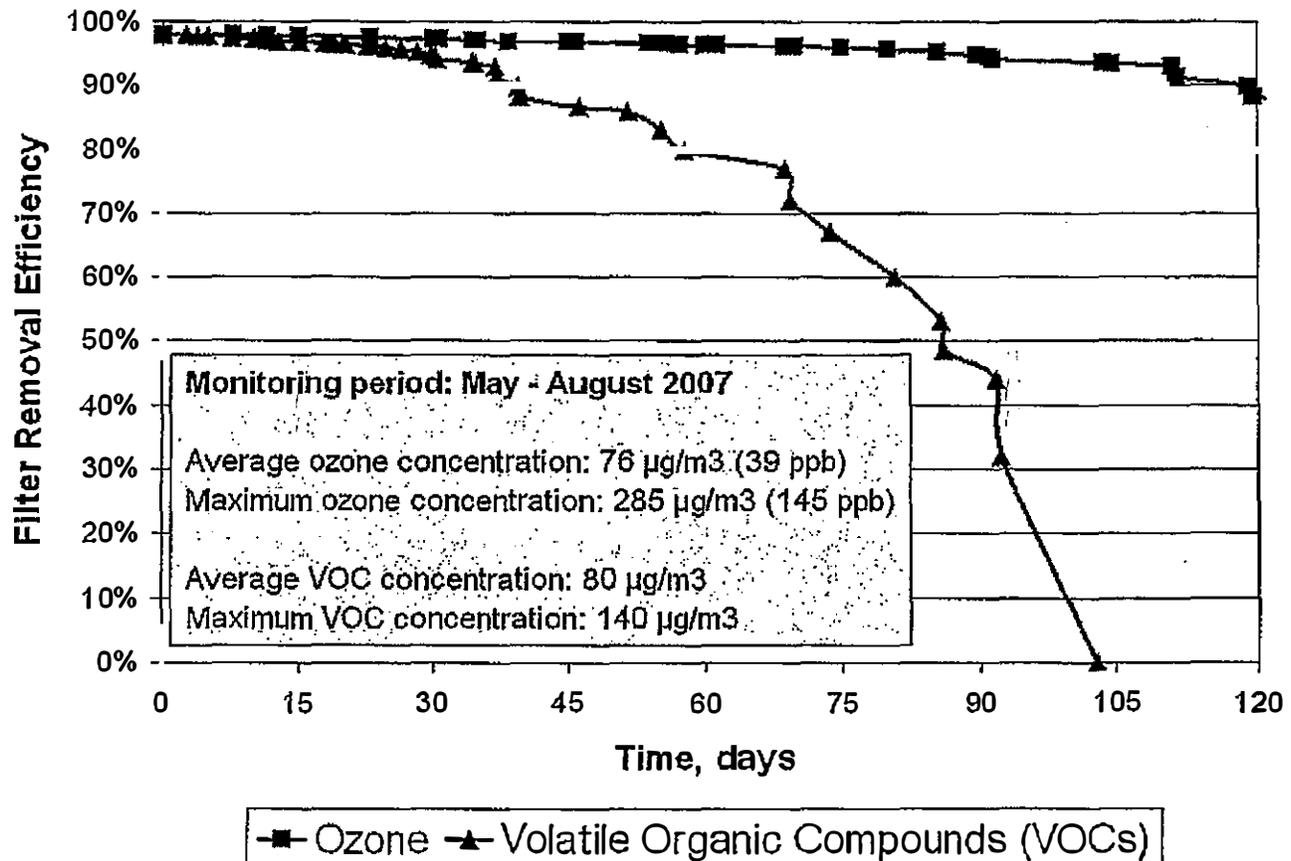
PURAFILTER CASE STUDY: OZONE AND VOC EFFECTIVENESS



An office building located in the southeastern United States was going "green" in order to attract and hold tenants. Part of this effort included the use of enhanced air cleaning for both indoor and outdoor air. The primary contaminants of concern in the outdoor air were ozone and volatile organic compounds (VOCs). Historically, ozone had averaged 30-50 ppb (60-100 $\mu\text{g}/\text{m}^3$) with peaks up to 150 ppb (300 $\mu\text{g}/\text{m}^3$) and VOC levels ranged from 80-150 $\mu\text{g}/\text{m}^3$ with peaks as high as 210 $\mu\text{g}/\text{m}^3$ during the months of May – September (GA DNR 2009).

MERV 6 and MERV 11 particulate filters were already in use in building's air handling equipment and there was no room for additional hardware to accommodate the use of media modules, so 4" (100 mm) combination particulate / chemical filters were recommended. These were accepted as replacements for the MERV6 filters with conditions that a minimum 90-day filter life was achieved. If these filters proved effective, meaning $\geq 50\%$ removal for VOCs and $\geq 40\%$ removal for ozone, they would be used on a continuing basis from April to September and then replaced with the MERV 6 filters from October to March.

Upstream and downstream ozone and VOC concentrations were measured nearly daily from May to September of 2007 to gauge the effectiveness (efficiency) of these filters. At the end of 90 days the VOC efficiency had dropped to ~45%, but the ozone removal was still above 95% (Figure 1). This convinced the owner that these combination filters were effective and their use would result in improved IAQ. It was felt that the very high effectiveness for these filters against ozone – even as the effectiveness for VOCs approached zero – meant that the potential for adverse respiratory health effects due to ozone would be significantly reduced or eliminated. Also, the formation of new chemical species due to reactions between VOCs and ozone, many of which would be considered highly irritating, would be similarly reduced or eliminated.



PURAFILTER — COMMERCIAL GRADE SPB MATERIAL

JOB/UNIT IDENTIFICATION:

UPSTREAM DOWNSTREAM

AIRFLOW



DIMENSION "H"

Ø0.1875 [Ø5] CLIP HOLES (4 PLACES, ON ALL MODELS EXCEPT 8 PLACES ON MODEL # 05-70608-3380) (SEE NOTE 2)

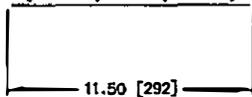
TOP & BOTTOM HOLES ONLY ON MODEL 05-70608-3380 (SEE NOTE 2)

3.00 [76] (TYP)

5.00 [127] (TYP)

PLEAT SEPARATORS

DIMENSION "W"



MODEL NUMBER	DIMENSION "H"	DIMENSION "W"
05-70608-3180	23.375 [594]	23.375 [594]
05-70608-3380	23.375 [594]	19.375 [492]
05-70608-33C0	19.375 [492]	19.375 [492]
05-70608-3780	23.375 [594]	11.375 [289]

NOTES:

1. APPLY ONE PURAFILTER LABEL PER FILTER.
2. ALL HOLES ARE LOCATED ON UPSTREAM SIDE OF FILTER.

MODEL NO.: SEE TABLE

MATERIAL:

FRAME: 24 GA GALVANIZED STEEL "BOX" STYLE - 2 PIECE DESIGN

MEDIA: SPB - CONSIST OF PURAFIL SP AND PURAKOL MEDIA (50/50 VOLUME TO VOLUME).

MEDIA BONDED WITH A FIRE RETARDANT/PHOSPHORUS-FREE TWO-PART POLYURETHANE SEALANT.

FIRE RETARDANT HIGH IMPACT POLYSTYRENE PLEAT SEPARATORS, 5 UPSTREAM AND 5 DOWN STREAM.

APPLICATION:

COMMERCIAL ENVIRONMENTS INCLUDING HOTELS, AIRPORTS, OFFICE BUILDINGS, SCHOOLS, CASINOS, RESTAURANTS, MUSEUMS AND ATHLETIC STADIUMS.

SPECIFICATIONS:

NOMINAL SIZE IN [mm]	ACTUAL SIZE IN [mm]	MEDIA AREA SQ. FT [SQ M]	INITIAL PRESSURE DROP (@ 500 FPM) IWG [Pa]
24x24x12 [610x610x305]	23.38x23.38x11.50 [594x594x292]	54.9 [5.1]	0.26 [65]
24x20x12 [610x508x305]	23.38x19.38x11.50 [594x492x292]	51.0 [4.7]	0.26 [65]
20x20x12 [508x508x305]	19.38x19.38x11.50 [492x492x292]	42.5 [3.9]	0.26 [65]
24x12x12 [610x305x305]	23.38x11.38x11.50 [594x289x292]	27.4 [2.5]	0.26 [65]

MAXIMUM OPERATING TEMPERATURE = 150 °F.
MAXIMUM HUMIDITY = 100% RELATIVE HUMIDITY.
TOLERANCE = ± 0.063 [1.6].

FOR APPROVAL

FOR INFORMATION

FOR CONSTRUCTION

AS BUILT

DATE: 10/27/06

REV DATE: 07/20/07

APPROVED BY: BLG/AND

DRAWING NUMBER:

7506

REVISION:

A

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786



AIR RITE SERVICE SUPPLY

1290 WEST 117 • CLEVELAND, OHIO 44107
DAY or NIGHT Phone: (216) 228-8200 FAX (216) 228-5651



Fax

To: Tim Murdock
Cleveland Public Library

From: Dan Andolek

Fax: 216-623-6951

Fax: 216-228-5651

Phone: 216-623-2905

Phone: 216-228-8200

Date: 6/12/2014 4:41 PM

Pages:

Subject:

Tim -

Thanks for the opportunity to bid on this project!

Ketchum and Walton is the only authorized distributor of the Purafil product in Ohio. If you want the Purafil brand you will need to order from them.

What I am offering is a similar product made by Filtration Group. These filters were supplied to you by Ketchum and Walton in 2001 and meet the building specifications at that time.

Once we became a Filtration Group distributor (like Ketchum and Walton) they change the specification to exclude competition for this project.

Please let me know if you have any questions!

**Thanks
Dan Andolek**

216623 6951

CPL Buildings Dept

02:12:24 p.m. 06-10-2014

2/18/2014

Date March 31, 2014

To: CLEVELAND PUBLIC LIBRARY
328 Superior Avenue
Cleveland, Ohio 44114

Terms Net 30 Days
F.O.B. Shipping Point
Freight: Prepaid & Add

Attn: TIM MURDOCH, Facilities Engineering

All Filters - Current Configuration

Quantity	Description	Unit Price	Extended Price
LOUIS STOKES WING			
Replacement Filter Pricing			
AHU-1			
PREFILTERS:			
40	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$ 3 ²⁵	\$ 130 ⁰⁰
5	12 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$ 2 ³⁷	\$ 11 ⁸⁵
SECONDARY FILTERS:			
40	24 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S4412	\$ 4 ⁶⁸	\$ 1875 ²⁰
5	12 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S2412	\$ 3 ³⁰	\$ 16 ⁵⁰
FINAL CARBON FILTERS:			
40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$ 41 ²⁵	\$ 16,500 ⁰⁰
5	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$ 23 ⁰⁰	\$ 1150 ⁰⁰

TOTAL AIR FILTER MATERIAL COST AHU-1.

\$ 19,822⁵⁰ ✓

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AHU-2

PREFILTERS:

36 24 x 24 x 2 Flanders VP-8 Pleated Filter
80085.022424

\$ 325 \$ 117⁰⁰

9 12 x 24 x 2 Flanders VP-8 Pleated Filter
80085.022424

\$ 237 \$ 21³³

SECONDARY FILTERS:

36 24 x 24 x 12 Flanders Rigid Air MERV 14 (95%)
#PRP95S4412

\$ 46⁸⁸ \$ 1687⁶⁸

9 12 x 24 x 12 Flanders Rigid Air MERV 14 (95%)
#PRP95S2412

\$ 33⁰⁹ \$ 297⁸¹

FINAL CARBON FILTERS:

36 24 x 24 x 12 Purafil Purafilter CPS
#05-70608-3180 (BOX STYLE)

\$ 412⁵⁰ \$ 1785⁰⁰

9 12 x 24 x 12 Purafil Purafilter CPS
#05-70608-3780 (BOX STYLE)

\$ 230⁰⁰ \$ 2070⁰⁰

TOTAL AIR FILTER MATERIAL COST AHU-2:

\$ 19043⁸²

AHU-3

PREFILTERS:

40 24 x 24 x 2 Flanders VP-8 Pleated Filter
80085.022424

\$ 325 \$ 130⁰⁰

5 12 x 24 x 2 Flanders VP-8 Pleated Filter
80085.022424

\$ 237 \$ 1185

SECONDARY FILTERS:

40 24 x 24 x 12 Flanders Rigid Air MERV 14 (96%)
#PRP95S4412

\$ 46⁸⁸ \$ 1875²⁰

5 12 x 24 x 12 Flanders Rigid Air MERV 14 (95%)
#PRP95S2412

\$ 33⁰⁹ \$ 165⁴⁵

FINAL CARBON FILTERS:

40 24 x 24 x 12 Purafil Purafilter CPS
#05-70608-3180 (BOX STYLE)

\$ 412⁵⁰ \$ 16500⁰⁰

5 12 x 24 x 12 Purafil Purafilter CPS
#05-70608-3780 (BOX STYLE)

\$ 230⁰⁰ \$ 1150⁰⁰

TOTAL AIR FILTER MATERIAL COST AHU-3:

\$ 19832⁵⁰

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AHU-4

PREFILTERS:			
40	24 x 24 x 2 Flanders VP-8 Pleated Filter #00085.022424	\$ 3 ²⁵	\$ 130 ⁰⁰
5	12 x 24 x 2 Flanders VP-8 Pleated Filter #00085.022424	\$ 2 ³⁷	\$ 11 ⁸⁵
SECONDARY FILTERS:			
40	24 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S4412	\$ 46 ⁵⁸	\$ 1875 ²⁰
5	12 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S2412	\$ 33 ⁰⁹	\$ 165 ⁴⁵
FINAL CARBON FILTERS:			
40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$ 412 ⁵⁰	\$ 16500 ⁰⁰
5	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$ 230 ⁵⁰	\$ 1150 ⁰⁰

TOTAL AIR FILTER MATERIAL COST AHU-4:

\$ 19832⁵⁰

AHU - 5

PREFILTERS:			
12	16 x 25 x 2 Flanders VP-8 Pleated Filter #80085.021625	\$ 253	\$ 3036
8	25 x 25 x 2 Flanders VP-8 Pleated Filter #80085.022525	\$ 408	\$ 3264
SECONDARY FILTERS:			
8	24 x 24 x 12 Flanders Rigid Air/PH MERV 14 #PRP95S4412H	\$ 48 ⁶⁴	\$ 389 ¹²

TOTAL AIR FILTER MATERIAL COST AHU-5:

\$ 452¹²

AHU - 6

PREFILTERS:			
2	20 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022024	\$ 316	\$ 632
4	16 x 25 x 2 Flanders VP-8 Pleated Filter #80085.021625	\$ 253	\$ 1012

TOTAL AIR FILTER MATERIAL COST AHU-6:

\$ 1644

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AHU - 7

PREFILTERS:

- 3 16 x 20 x 2 Flanders VP-8 Pleated Filter #80085.021620

\$ 227

\$

TOTAL AIR FILTER MATERIAL COST AHU-7:

\$ 681

AHU - 8

PREFILTERS:

- 4 16 x 20 x 2 Flanders VP-8 Pleated Filter #80085.021620
- 5 16 x 25 x 2 Flanders VP-8 Pleated Filter #80085.021625

\$ 227

\$

908

TOTAL AIR FILTER MATERIAL COST AHU-8:

\$ 2173

AHU - 9

PREFILTERS:

- 3 16 x 20 x 2 Flanders VP-8 Pleated Filter #80085.021620

\$ 227

\$

TOTAL AIR FILTER MATERIAL COST AHU-9:

\$ 681

AHU - 10

PREFILTERS:

- 3 20 x 25 x 2 Flanders VP-8 Pleated Filter #80085.022025
- 3 16 x 25 x 2 Flanders VP-8 Pleated Filter #80085.021625

\$ 285

\$

855

TOTAL AIR FILTER MATERIAL COST AHU-10:

\$ 1614

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MAIN LIBRARY WING

Replacement Filter Pricing

AHU-20

PREFILTERS:			
20	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$ 325 ⁰⁰	\$ 65 ⁰⁰
SECONDARY FILTERS:			
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP85S4412H	\$ 46 ⁰⁹	\$ 921 ⁸⁰
FINAL CARBON FILTERS:			
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$ 368 ⁷⁵	\$ 7375 ⁰⁰
TOTAL AIR FILTER MATERIAL COST AHU-20:		<u>\$ 8361⁸⁰</u>	

AHU-21

PREFILTERS:			
20	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$ 325 ⁰⁰	\$ 65 ⁰⁰
SECONDARY FILTERS:			
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP85S4412H	\$ 46 ⁰⁹	\$ 921 ⁸⁰
FINAL CARBON FILTERS:			
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$ 368 ⁷⁵	\$ 7375 ⁰⁰
TOTAL AIR FILTER MATERIAL COST AHU-21:		<u>\$ 8361⁸⁰</u>	

AHU-22

PREFILTERS:			
20	24 x 24 x 2 Flanders VP-8 Pleated Filter 80085.022424	\$ 325 ⁰⁰	\$ 65 ⁰⁰
SECONDARY FILTERS:			
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP85S4412H	\$ 46 ⁰⁹	\$ 921 ⁸⁰
FINAL CARBON FILTERS:			
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$ 368 ⁷⁵	\$ 7375 ⁰⁰
TOTAL AIR FILTER MATERIAL COST AHU-22:		<u>\$ 8361⁸⁰</u>	

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AHU-23

PREFILTERS:			
20	24 x 24 x 2 Flanders VP-8 Pleated Filter #0085.022424	\$ 3 ²⁵	\$ 65 ⁰⁰
SECONDARY FILTERS:			
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP85S4412H	\$ 46 ⁰⁹	\$ 921 ⁸⁰
FINAL CARBON FILTERS:			
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$ 368 ⁷⁵	\$ 7375 ⁰⁰
TOTAL AIR FILTER MATERIAL COST AHU-23:			\$ 8361 ⁸⁰

AHU-24

PREFILTERS:			
4	20 x 20 x 2 Flanders VP-8 Pleated Filter #0085.022020	\$ 2 ⁵³	\$ 10 ¹²
4	20 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022024	\$ 3 ¹⁶	\$ 12 ⁶⁴
SECONDARY FILTERS:			
4	20 x 20 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP850012H	\$ 46 ⁵³	\$ 186 ¹²
4	20 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP850412H	\$ 43 ⁷⁵	\$ 175 ⁸⁰
FINAL CARBON FILTERS:			
4	20 x 20 x 12 Purafil Purafilter CPS #05-70608-C3C0 (HEADER STYLE)	\$ 331 ²⁵	\$ 1325 ⁰⁰
4	20 x 24 x 12 Purafil Purafilter CPS #05-70608-C380 (HEADER STYLE)	\$ 331 ²⁵	\$ 1325 ⁰⁰
TOTAL AIR FILTER MATERIAL COST AHU-24:			\$ 3034 ⁶⁸

AHU-25

PREFILTERS:			
20	24 x 24 x 2 Flanders VP-8 Pleated Filter #0085.022424	\$ 3 ²⁵	\$ 65 ⁰⁰
SECONDARY FILTERS:			
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 13 (85%) #PRP85S4412H	\$ 46 ⁰⁹	\$ 921 ⁸⁰
FINAL CARBON FILTERS:			
40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE) (This unit has two stages of carbon filters)	\$ 368 ⁷⁵	\$ 14750 ⁰⁰
TOTAL AIR FILTER MATERIAL COST AHU-25:			\$ 15736 ⁸⁰

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AHU-26

PREFILTERS:

- 3 20 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022024
- 2 12 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022424

\$ 3¹⁶ \$ 9⁴⁸
 \$ 2³⁶ \$ 4⁷²

TOTAL AIR FILTER MATERIAL COST AHU-26:

\$ 14²⁰

AHU-27

PREFILTERS:

- 3 20 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022024
- 2 12 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022424

\$ 3¹⁶ \$ 9⁴⁸
 \$ 2³⁶ \$ 4⁷²

TOTAL AIR FILTER MATERIAL COST AHU-27:

\$ 14²⁰

AHU-28

PREFILTERS:

- 6 16 x 20 x 2 Flanders VP-8 Pleated Filter #80085.021820

\$ 2²⁶

TOTAL AIR FILTER MATERIAL COST AHU-28:

\$ 13⁵⁶

AHU-29

PREFILTERS:

- 3 20 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022024
- 2 12 x 24 x 2 Flanders VP-8 Pleated Filter #80085.022424

\$ 3¹⁶ \$ 9⁴⁸
 \$ 2³⁶ \$ 4⁷²

TOTAL AIR FILTER MATERIAL COST AHU-29:

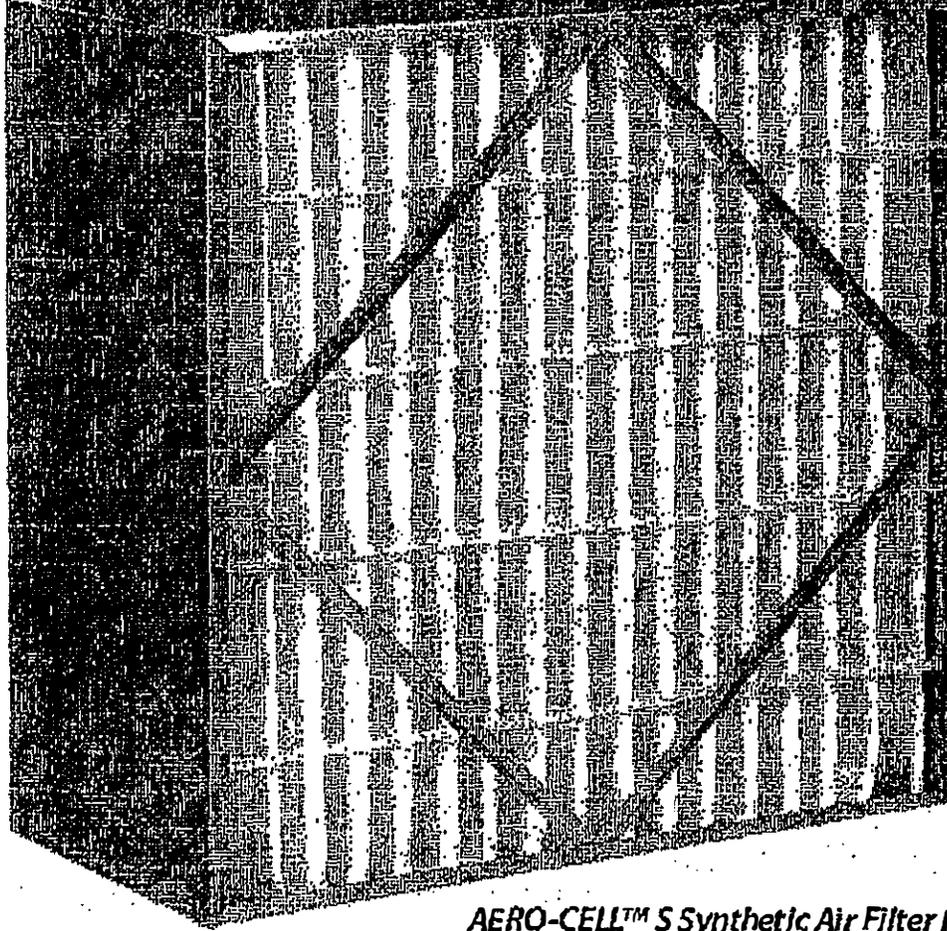
\$ 14²⁰

TOTAL \$131,336.21

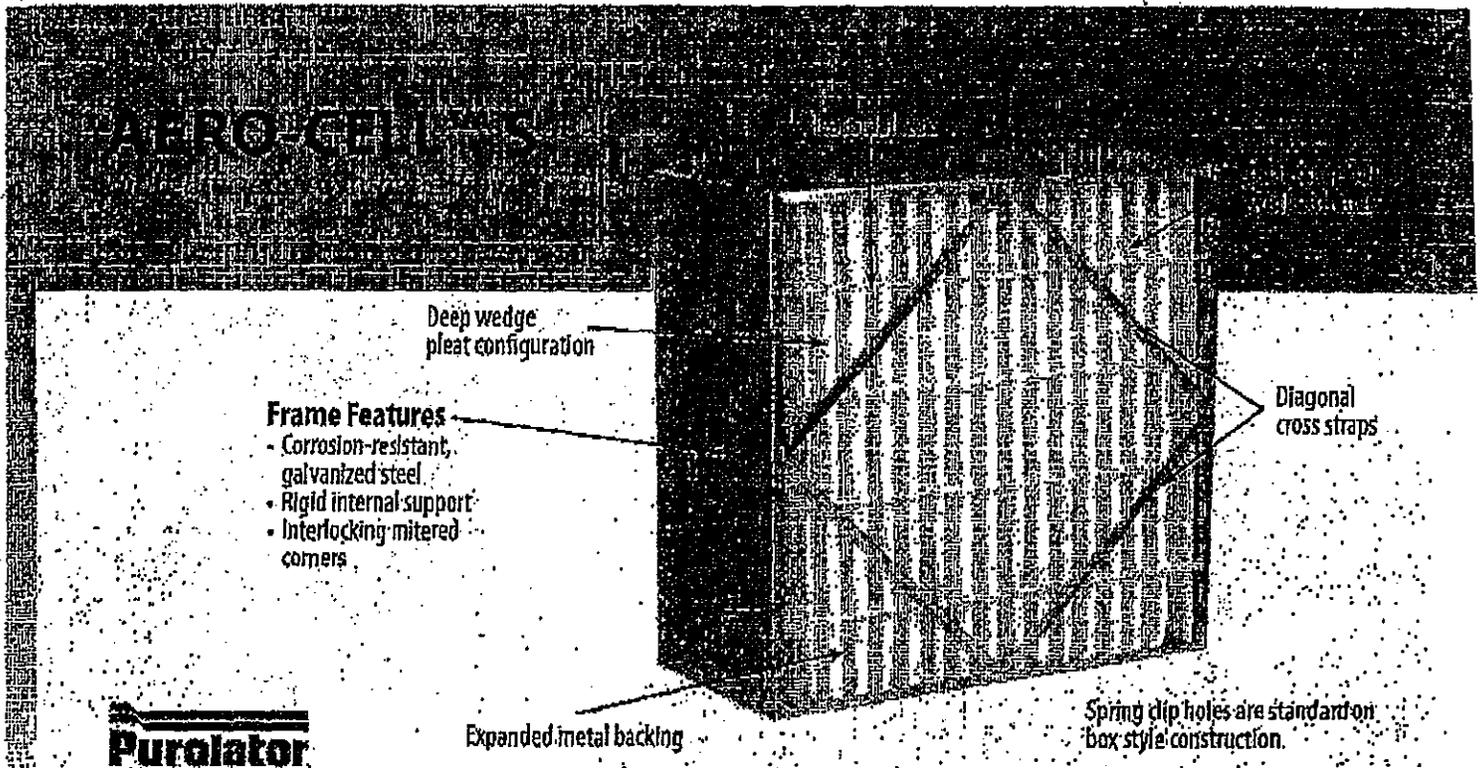
SEE ATTACHED PAGES

	A	B
1	Air	Rite Filters
2	AHU	Cost
3	1	\$ 19,832.50
4	2	\$ 19,043.82
5	3	\$ 19,832.50
6	4	\$ 19,832.50
7	5	\$ 452.12
8	6	\$ 16.44
9	7	\$ 6.81
10	8	\$ 21.73
11	9	\$ 6.81
12	10	\$ 16.14
13	20	\$ 8,361.80
14	21	\$ 8,361.80
15	22	\$ 8,361.80
16	23	\$ 8,361.80
17	24	\$ 3,034.68
18	25	\$ 15,736.80
19	26	\$ 14.20
20	27	\$ 14.20
21	28	\$ 13.56
22	29	\$ 14.20
23	Total	\$ 131,336.21

AIR KITE

Purolator***AERO-CELL™ S Synthetic Air Filter Features:***

- **Dual-Stage 100% Synthetic Fibers**
- **Classified Per UL Standard 900**
- **Up To MERV 14 Performance**
- **Corrosion-Resistant Galvanized Steel**
- **Rigid Internal Support**



Purolator

In an effort to respond to the increasing synthetic media requirements of the air filtration industry, Purolator offers the AERO-CELL™ S rigid box filter, a rigid air filter engineered to provide medium and high-efficiency filtration combined with a prolonged life cycle. Its box filter construction eliminates the need for retainers and special external wire media supports.

A high surface area-to-depth ratio provides the maximum amount of effective filter media in areas of minimum in-line duct space. The result: A rigid, stable filter with consistent performance in a variety of operating conditions.

Applications

Each AERO-CELL™ S filter provides medium to high-efficiency air filtration capability for a number of distinct applications. These filters are specifically designed for situations requiring strict adherence to filter media specifications, including the pharmaceutical, food processing, health care, paint spray, and commercial property industries.

The AERO-CELL™ S filter will operate to a final resistance of 1.5" w.g. Available in a variety of filtering efficiencies and sizes, the AERO-CELL™ S filter will satisfy and effectively service most applications.

In Variable Air Volume (VAV) applications, the AERO-CELL™ S filter maintains consistent filtering performance throughout a full range of velocities.

Interchangeable

The AERO-CELL™ S filter is designed to be completely interchangeable with all makes and types of medium to high-efficiency rigid cell filters. When used with Purolator conversion filter clips, existing side access and built-up filter banks are easily converted to support the AERO-CELL™ S filter. In high dust concentration applications, the life of an AERO-CELL™ S is extended by the use of a prefilter. The Purolator Defiant Mark 80°-D and Hi-E° 40 pleated filters have proven effective in such situations.

Dual Stage Media

Purolator utilizes a dual stage media in each AERO-CELL™ S filter. The first stage is a prefilter which consists of coarse synthetic fibers designed to arrest larger particulate in the airstream and enhance dirt loading ability.

The second stage is a layer of micro-fine polypropylene fibers spun-bonded and fastened to a polypropylene backing which captures the remaining smaller particles. This dual stage media configuration increases the filter's overall efficiency and dust holding capacity.

The media is continuously bonded with solvent-free, water-based glue to expanded, corrosion-resistant, 28-gauge electro-galvanized steel which allows a 95% open face area.

It is important to note, as well, that synthetic fibers are inherently stronger than microfiber-glass fibers,

Filtering Efficiencies

Model	MERV	Average Arrestance	Media Color
AC50S	10	96%	White
AC65S	11	97%	Orange
AC85S	13	98%	Pink
AC95S	14	99%	Yellow

decreasing the chance of media damage due to handling or high moisture conditions. In addition, the synthetic fibers are more resistant to the shearing stresses encountered at high air flow rates. The continuous filament associated with the spun-bonded process further ensures the integrity of the filter mat and eliminates fiber shedding.

Pleat Configuration

To achieve a maximum dust holding capacity while minimizing pressure loss and replacement frequencies, the AERO-CELL™ S incorporates aerodynamically wedge-shaped pleats into its design. The expanded metal backing and stationary pleat spacers allow consistent pleat configuration.

Frame Construction

The AERO-CELL™ S perimeter frame is constructed of high strength, corrosion resistant galvanized steel. To prevent air bypass, the filter pak is sealed to the frame on all sides.

Product Specification

Air filters shall be the high-efficiency, deep-pleated, disposable, rigid-cell type. Filter media shall be of dual stage, 100% synthetic fibers formed into a .25" thick filter blanket reinforced by an integral polypropylene backing.

Each filter shall have a rated airflow of _____ cfm, and initial resistance not to exceed _____, and a final resistance of _____ w/g. Each filter shall have no less than _____ square feet of media area. The filter shall have MERV Performance of _____ when tested in accordance with ASHRAE 52.2-2007. Data based on a 24x24x12 filter tested at 492 FPM.

The filter media shall be continuously bonded to a heavy-duty, 28-gauge, corrosion-resistant, electrogalvanized steel, expanded metal grid with an open face area of not less than 95%.

To inhibit dirty air bypass, the media grid assembly shall be bonded to all interior surfaces of the enclosure frame. The support grid shall be formed into a wedge configuration to optimize usage of the filter media. Pleat spacers shall be permanently installed.

The enclosure frame shall be constructed of corrosion-resistant galvanized steel in such a manner as to produce a rigid, durable filter. The filter shall be the AERO-CELL™ S as manufactured by Purolator. Filters shall be Classified per UL Standard 900.

Prefilters

Prefilters shall be the 2" or 4" medium efficiency (25 - 30%) pleated, disposable type, constructed with a non-woven cotton media supported by an expanded metal support backing and enclosed in a heavy duty, high wet strength board frame. The filter shall be the Defiant Mark 80-D or Hi-E 40 type as manufactured by Purolator.

Holding Frames

Holding frames shall be constructed of heavy duty, 16-gauge galvanized steel with flush-miteted, welded corners. The frame shall be supplied with closed cell eps/polyethyl/butyl gasket secured to the rear seating flanges of the frame. Each frame shall be supplied with positive sealing filter locks. The holding frames shall be the PURO™ Frame type manufactured by Purolator.

Side Access Housings

Housing shall be side-servicing from either end through access doors fitted with positive pressure trip lock latches and gasketed inside doors, parallel to the filter track. Housings shall be constructed of heavy duty 16-gauge galvanized steel.

The housing shall be equipped with both a 2" prefilter track and a 1" final filter track. Each track shall be constructed of extruded aluminum combined with reinforced nylon pile air seals to create a corrosion-resistant, air-tight seal.

Each AERO-CELL™ S filter is constructed to meet Underwriters Laboratories, Inc. requirements. Testing is performed in accordance with UL Standard 900.

Standard Models **Headered Models***

Series	AERO-CELL™ Model Number	Nominal Size W x H x D	CFM Capacity	Resist In w.g.	Media area Sq. Ft.	AERO-CELL™ Model Number	Resist in w.g.	Media area Sq. Ft.
50%	AC50S	24x24x12	2000	.18	58	HAC50S	.26	47
	AC50S	20x24x12	1650	.18	47	HAC50S	.26	40
	AC50S	20x20x12	1400	.18	39	HAC50S	.26	32
	AC50S	12x24x12	1000	.18	28	HAC50S	.26	23
	AC50S	24x24x6	1000	.18	30	HAC50S	.26	26
	AC50S	20x24x6	850	.18	20	HAC50S	.26	23
	AC50S	20x20x6	700	.18	24	HAC50S	.26	19
	AC50S	12x24x6	500	.18	15	HAC50S	.26	14
	AC60S	24x24x12	2000	.23	58	HAC60S	.29	47
	AC60S	20x24x12	1650	.23	47	HAC60S	.29	40
65%	AC60S	20x20x12	1400	.23	39	HAC60S	.29	32
	AC60S	12x24x12	1000	.23	28	HAC60S	.29	23
	AC60S	24x24x6	1000	.23	30	HAC60S	.29	26
	AC60S	20x24x6	850	.23	20	HAC60S	.29	23
	AC60S	20x20x6	700	.23	24	HAC60S	.29	19
	AC60S	12x24x6	500	.23	15	HAC60S	.29	14
	AC85S	24x24x12	2000	.42	58	HAC85S	.50	47
	AC85S	20x24x12	1650	.42	47	HAC85S	.50	40
	AC85S	20x20x12	1400	.42	39	HAC85S	.50	32
	AC85S	12x24x12	1000	.42	28	HAC85S	.50	23
85%	AC85S	24x24x6	1000	.42	30	HAC85S	.50	26
	AC85S	20x24x6	850	.42	20	HAC85S	.50	23
	AC85S	20x20x6	700	.42	24	HAC85S	.50	19
	AC85S	12x24x6	500	.42	15	HAC85S	.50	14

Series	AERO-CELL™ Model Number	Nominal Size W x H x D	CFM Capacity	Resist In w.g.	Media area Sq. Ft.	AERO-CELL™ Model Number	Resist in w.g.	Media area Sq. Ft.
95%	AC95S	24x24x12	2000	.58	58	HAC95S	.66	47
	AC95S	20x24x12	1650	.58	47	HAC95S	.66	40
	AC95S	20x20x12	1400	.58	39	HAC95S	.66	32
	AC95S	12x24x12	1000	.58	28	HAC95S	.66	23
	AC95S	24x24x6	1000	.58	30	HAC95S	.66	26
	AC95S	20x24x6	850	.58	20	HAC95S	.66	23
	AC95S	20x20x6	700	.58	24	HAC95S	.66	19
	AC95S	12x24x6	500	.58	15	HAC95S	.66	14

* Standard Header is 1/2", a 1/4" header is available.

Dimensions: Standard or Headered Filter Models

Size	Width	Height	Depth
12" x 24"	11 1/4"	23 1/4"	5 1/4" or 1 1/2"
20" x 24"	19 1/4"	23 1/4"	5 1/4" or 1 1/2"
24" x 24"	23 1/4"	23 1/4"	5 1/4" or 1 1/2"

* Optional 1/4" header is available upon request. 3/4" header is standard.



P-AER05-0113



www.purolatorair.com

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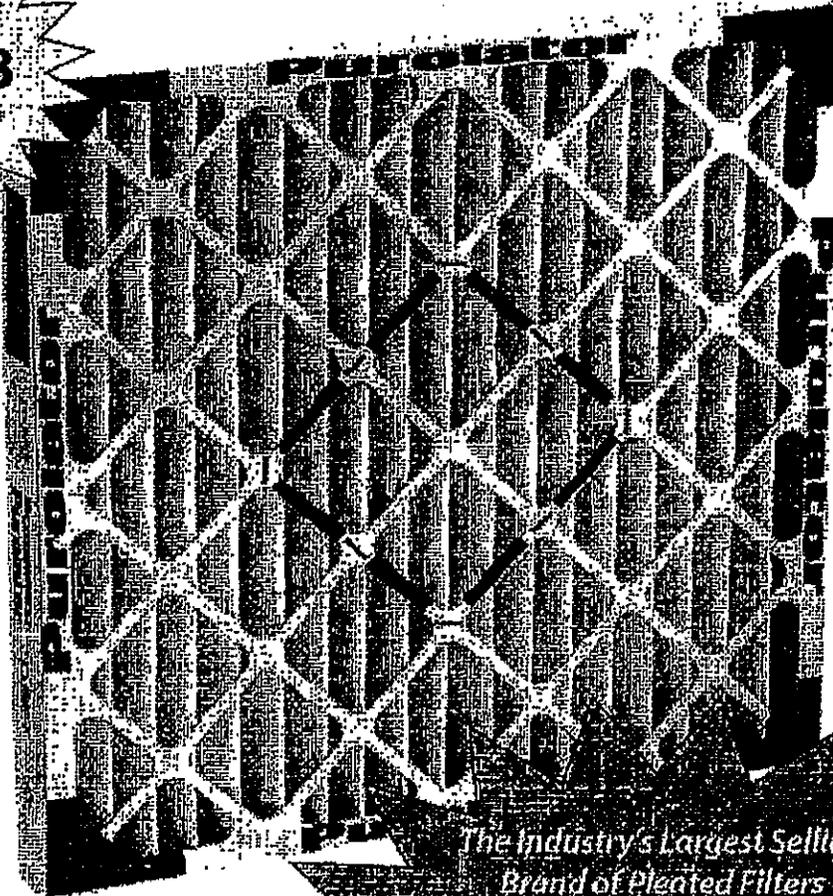
Puroator™

Hi-E® 40

Extended Surface Pleated Filters



MERV 8



Hi-E® 40
Hi-E® 40
Hi-E® 40
Mechanical MERV 8



The Industry's Largest Selling
Brand of Pleated Filters

Mechanical MERV 8

Low Initial Resistance for
Energy Savings

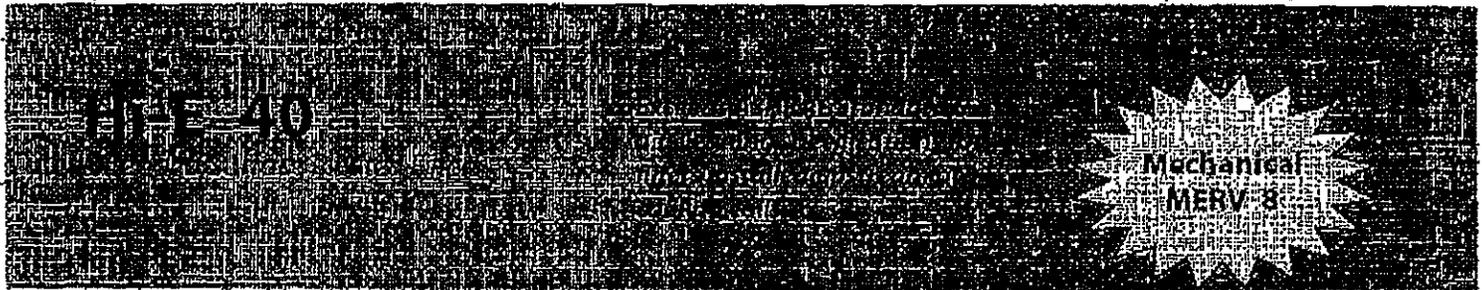
Quality Engineered

Consistently Produced

Widest Selection

Industry's Largest Inventory

Competitively Priced



• **HI-E 40** - The industry standard for performance and value for over 30 years.

• **Gain 1 Point toward LEED Certification** - During the process of new construction, install MERV 8 filters at each return air grille for air handlers used during construction. Conduct a two-week building flushout with new air filters and 100-percent outdoor air prior to occupancy.

Nobody Sells More Pleats than Purolator. Here's Why...

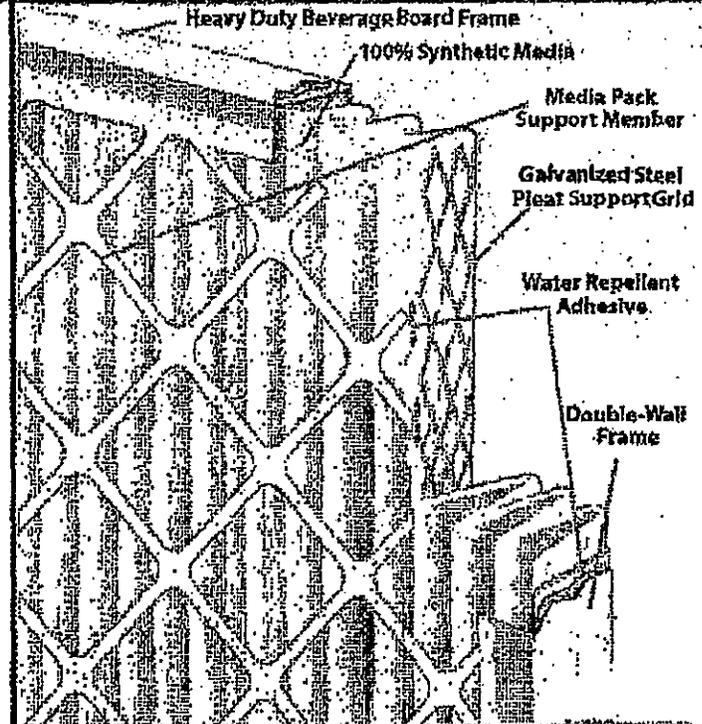
Quality Engineered

Proprietary MERV 8 Media - Developed to deliver consistent performance-

The heart of the product. Purolator medias are manufactured to exclusive specifications produced only for Purolator. Nobody pays more attention to media specifications than Purolator. Rigid requirements for resistance, efficiency, MERV values and dust holding capacity are verified by QC checks on incoming raw materials, production line sampling and field audits of finished goods.

Mechanical Media - HI-E 40 filters are made with 100% synthetic fibers providing mechanical efficiency to achieve a MERV 8 performance. HI-E 40 filters have a MERV 8 performance before and after a conditioning step. The MERV 8 media has a Polyvinyl Acetate (PVA) adhesive that is not affected by mold or microbial growth.

Heavy Duty Beverage Board Frame - Moisture resistant, sturdy frame material stands up to rough handling and difficult service conditions, providing long service life. The new die cut pattern increases contact points between the beverage board and die cut by 50%.

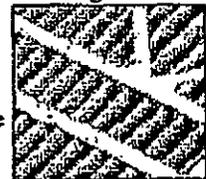


All HI-E 40 filters are designed with a consistent pleat shape on predetermined centers causing dirt to collect evenly over the entire surface of the media. Fully utilizing every square inch results in a slow steady rise in resistance for maximum dust holding capacity.

Purolator pleats can't be beat!

Two-Piece Frame Construction - Double-wall thickness around the outer edge and integral die cut cross members provide strength and rigidity. HI-E 40 filters will not rack, warp or bend under normal handling or operating conditions.

Pleat Stabilizers - The 4" deep filters are designed with individual die cut fingers that separate and stabilize each pleat. Consistent pleat alignment enhances dust holding capacity for longer service life.



Purolator Pleat Construction

Mechanical
MERV 8

Purolator

Water Repellent Adhesive - Adheres Even When Wet-

The adhesive used to bond the frame and media pack into a unitized assembly is highly water repellent. The pleats hold together even when wet. No delaminating, no excessive buckling, no collapsing.

Galvanized Steel Pleat Support - Prevents Rust-

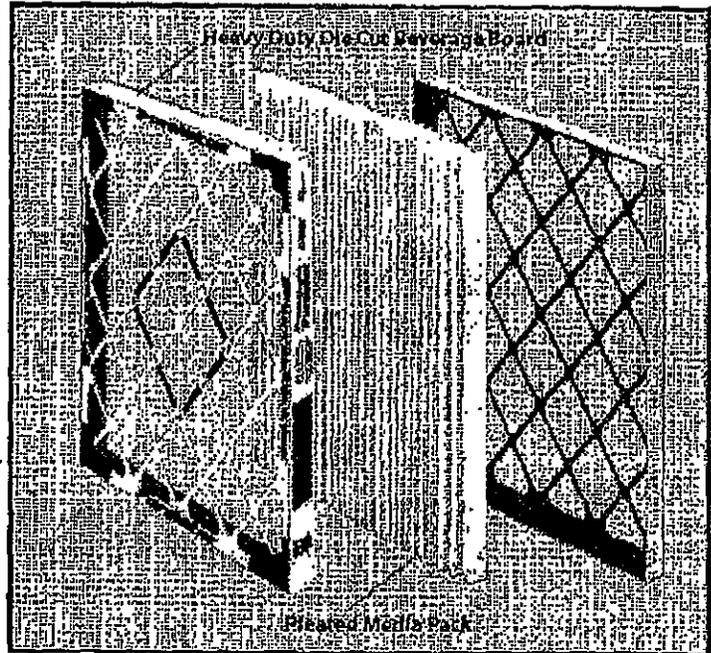
How many pleats have you seen with rust flaking off the grid? The Purolator expanded metal pleat support grid is made of galvanized steel for maximum rust resistance. The metal grid maintains pleat shape and prevents fluttering in operation. Consistent pleat shape minimizes resistance and improves dirt loading characteristics throughout the life of the filter.

Consistently Produced

Uniform Pleat Shape - Holds More Dirt - Consistent pleat shape produces optimum performance. Sophisticated production control techniques assure consistent pleat count, pleat height, pleat shape and spacing.

100% Adhesive Application - Assures Filter Integrity -

The inside of the die cut frame is completely coated with adhesive to assure a solid bond at all points of contact. The die cut boxes are bonded to each other. The media pack is sealed inside the frame and the pleat tips are bonded to the diagonal support members.



Two mating pieces of diecut beverage board form a doublewall frame around all four edges of the filter. Hi-E40 filters will not ratchet or warp under normal operating conditions.

Competitively Priced

Ask your Purolator representative for a quote today.

Largest Inventory

(Nobody stocks more pleats than Purolator.)

We know ready availability is critical to meeting your needs for clean air... on time. All our Distribution Centers are kept fully stocked with pleats the year round.

Compare

The performance and value of Hi-E 40 pleats to other types of filters including disposable panel filters, ring panels, pads and frames or permanent filters for efficiency, low resistance, high dust holding capacity, durability and price. The Hi-E 40 line has lower resistance levels to aid in your energy savings goals and objectives.

HI-E 40

Extended Surface Pleated Filters

Mechanical
MERV-8

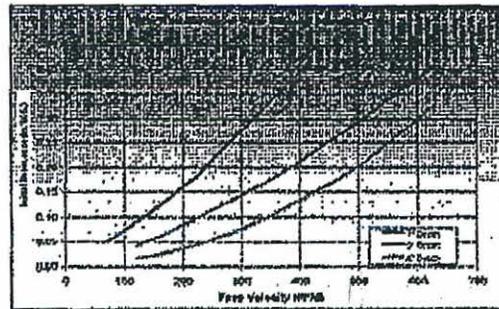
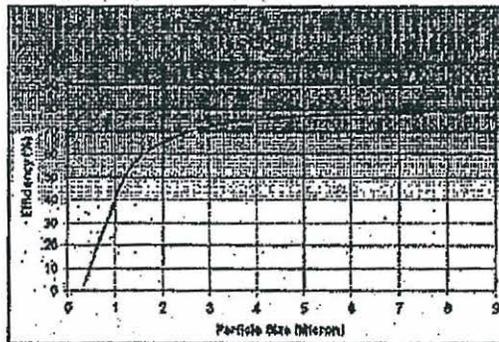


Performance Data: HI-E 40 Filters

HI-E 40 Model Number	Nominal Size W x H x D	Actual Size W x H x D	CFM Capacity	Resistance inches WG	Total Media Area of Filter
HE40-STD1	10x10x1	9-1/2 x 9-1/2 x 3/4	210	.27	1.4
HE40-STD1	10x15x1	9-3/4 x 14-3/4 x 3/4	310	.27	2.4
HE40-STD1	10x10x2	9-1/2 x 9-1/2 x 3/4	415	.27	2.4
HE40-STD1	10x24x1	9-3/8 x 23-3/8 x 3/4	500	.27	2.8
HE40-STD1	12x12x1	11-3/4 x 11-3/4 x 3/4	300	.27	2.9
HE40-STD1	12x16x1	11-1/2 x 15-3/4 x 3/4	400	.27	2.9
HE40-STD1	12x20x1	11-1/2 x 19-1/2 x 3/4	500	.27	2.9
HE40-STD1	12x24x1	11-3/8 x 23-3/8 x 3/4	600	.27	3.4
HE40-STD1	14x14x1	13-2/4 x 13-3/4 x 3/4	410	.27	3.4
HE40-STD1	14x20x1	13-1/2 x 19-1/2 x 3/4	585	.27	3.4
HE40-STD1	14x24x1	13-3/8 x 23-3/8 x 3/4	700	.27	4.0
HE40-STD1	14x25x1	13-1/2 x 24-1/2 x 3/4	710	.27	4.2
HE40-STD1	16x20x1	15-3/4 x 20-3/4 x 3/4	875	.27	7.1
HE40-STD1	16x20x2	14-1/2 x 19-1/2 x 3/4	625	.27	3.6
HE40-STD1	16x25x1	14-3/8 x 24-3/8 x 3/4	935	.27	4.7
HE40-STD1	16x16x1	15-1/2 x 15-1/2 x 3/4	550	.27	4.8
HE40-STD1	16x20x1	15-1/2 x 19-1/2 x 3/4	665	.27	3.8
HE40-STD1	16x24x1	15-3/8 x 23-3/8 x 3/4	800	.27	4.6
HE40-STD1	16x25x1	15-1/2 x 24-1/2 x 3/4	855	.27	4.8
HE40-STD1	16x30x1	15-3/4 x 29-3/4 x 3/4	1000	.27	7.2
HE40-STD1	18x18x1	17-3/4 x 17-3/4 x 3/4	675	.27	4.1
HE40-STD1	18x20x1	17-3/8 x 19-1/2 x 3/4	750	.27	4.1
HE40-STD1	18x22x1	17-3/8 x 21-3/8 x 3/4	825	.27	4.2
HE40-STD1	18x24x1	17-1/2 x 23-3/8 x 3/4	900	.27	4.8
HE40-STD1	18x25x1	17-1/2 x 24-1/2 x 3/4	935	.27	4.4
HE40-STD1	20x20x1	19-1/2 x 19-1/2 x 3/4	820	.27	4.8
HE40-STD1	20x22x1	19-3/4 x 21-3/4 x 3/4	915	.27	5.7
HE40-STD1	20x24x1	19-3/8 x 23-3/8 x 3/4	1000	.27	5.7
HE40-STD1	20x25x1	19-1/2 x 24-1/2 x 3/4	1040	.27	6.0
HE40-STD1	20x30x1	19-1/2 x 29-1/2 x 3/4	1250	.27	7.2
HE40-STD1	22x20x1	21-3/4 x 21-3/4 x 3/4	1045	.27	6.0
HE40-STD1	24x24x1	23-3/8 x 23-3/8 x 3/4	1250	.27	6.6
HE40-STD1	24x30x1	23-3/4 x 29-3/4 x 3/4	1500	.27	7.2
HE40-STD1	25x25x1	24-1/2 x 24-1/2 x 3/4	1300	.27	7.5
HE40-STD2	10x20x2	9-1/2 x 19-1/2 x 1-3/4	695	.29	4.7
HE40-STD2	12x20x2	11-3/4 x 11-3/4 x 1-3/4	590	.29	5.2
HE40-STD2	12x24x2	11-1/2 x 10-1/2 x 1-3/4	830	.29	6.2
HE40-STD2	15x24x2	11-3/8 x 23-3/8 x 1-3/4	1000	.29	6.9
HE40-STD2	14x20x2	13-1/2 x 19-1/2 x 1-3/4	970	.29	5.7
HE40-STD2	16x25x2	15-1/2 x 25-1/2 x 1-3/4	1215	.29	7.4
HE40-STD2	15x20x2	14-1/2 x 19-1/2 x 1-3/4	1040	.29	6.8
HE40-STD2	16x18x2	15-3/8 x 15-3/4 x 1-3/4	850	.29	6.7
HE40-STD2	16x18x2	15-1/2 x 19-1/2 x 1-3/4	1110	.29	6.7
HE40-STD2	16x24x2	15-3/8 x 23-3/8 x 1-3/4	1330	.29	6.9
HE40-STD2	16x25x2	15-1/2 x 24-1/2 x 1-3/4	1350	.29	7.8
HE40-STD2	18x18x2	17-3/4 x 17-3/4 x 1-3/4	1125	.29	7.8
HE40-STD2	18x20x2	17-1/2 x 19-1/2 x 1-3/4	1350	.29	7.8
HE40-STD2	18x22x2	17-1/2 x 21-1/2 x 1-3/4	1375	.29	9.1
HE40-STD2	18x24x2	17-3/8 x 23-3/8 x 1-3/4	1500	.29	9.9
HE40-STD2	18x25x2	17-1/2 x 24-1/2 x 1-3/4	1560	.29	9.7
HE40-STD2	20x20x2	19-1/2 x 19-1/2 x 1-3/4	1890	.29	8.4
HE40-STD2	20x22x2	19-3/8 x 21-3/8 x 1-3/4	1635	.29	9.9
HE40-STD2	20x25x2	19-1/2 x 24-1/2 x 1-3/4	1735	.29	10.3
HE40-STD2	20x30x2	19-1/2 x 29-1/2 x 1-3/4	2080	.29	11.0
HE40-STD2	24x24x2	23-3/8 x 23-3/8 x 1-3/4	2000	.29	11.7
HE40-STD2	25x25x2	24-1/2 x 24-1/2 x 1-3/4	2170	.29	13.6
HE40-STD4	12x24x4	11-3/8 x 23-3/8 x 3-3/4	1600	.30	11.2
HE40-STD4	16x20x4	15-1/2 x 19-1/2 x 3-3/4	1110	.30	14.8
HE40-STD4	16x25x4	15-1/2 x 24-1/2 x 3-3/4	1380	.30	12.8
HE40-STD4	18x24x4	17-3/8 x 23-3/8 x 3-3/4	1500	.30	16.2
HE40-STD4	20x20x4	19-1/2 x 19-1/2 x 3-3/4	1320	.30	15.2
HE40-STD4	20x24x4	19-3/8 x 23-3/8 x 3-3/4	1665	.30	18.7
HE40-STD4	20x25x4	19-1/2 x 24-1/2 x 3-3/4	1735	.30	19.8
HE40-STD4	24x24x4	23-3/8 x 23-3/8 x 3-3/4	2000	.30	22.4

* Pleats Per Foot

- Width and height dimensions are interchangeable. The HI-E 40 may be installed with pleats vertical or horizontal.
- Rated Efficiency of HI-E 40 filters are tested MERV 8 per ASHRAE 52.2-2002. (On a basis on 2.425 size water droplet of 1.0 or 0.3 FPM).
- HE-E 40 should be a MERV 8 performance before and after according to MERV 8-A per ASHRAE 52.2-2002 approval.
- Rated Air Velocity: 1" @ 100 FPM, 2" and 4" @ 500 FPM.
- Final Resistance 1.0" W.G.



Underwriters Laboratories, Inc. Classification: HI-E 40 filters are classified U.L. Class 2 per U.L. Standard 900.

Operating Temperature Limit: Maximum operating temperature is 225°F (107°C).

Pleat Count- 1" 2" 4"
(Pleats per foot)
HI-E 40 - 12.0 10.0 9.0

P-HIESTAND-510



www.purolatorair.com



CLARCOR Air Filtration Products
100 River Ridge Circle • Jeffersonville, IN 47130
Customer Care Team: 1-866-925-2247 • Fax: 1-800-781-3458
Email: info@purolatorair.com • www.purolatorair.com



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FILTER SPECIFICATION PROCEDURE

SERIES 2651

Molecular Filter

Molecular filters specified for installation shall be series 2651 as manufactured by Filtration Group, Inc.

The filter shall be constructed of a nonwoven media to which sorbent particles are bonded directly to the fiber without any type of adhesive additive. The filter shall be constructed in such a way as to provide essentially dust free operation. Nominal 24"x24"x12" filters shall have an initial pressure drop (resistance) of not more than 0.40" @ 2000 cfm.

Filter Size

Nominal dimensions for full size single header and double-header series 2651 filters shall be 24"x24"x12". Exact filter dimensions are 23.38"x23.38"x11.5".

Filter Media

The filter media shall contain a carbon loaded nonwoven media containing 500 g/m² of activated carbon with 1100 m²/g of total surface area in the base carbon. In addition the media shall be a blend of high activity activated carbon and impregnated carbon. The media shall be suitable for the removal of aldehydes, acid gases, VOC's and ozone. Nominal 24"x24"x12" filters shall contain 104 ft² of media surface area.

Frame Enclosure

The frame shall be of rigid, galvanized sheet metal construction. A sealant shall be used to encapsulate the media to the filter casing, preventing any bypass. Each frame shall be labeled with size, type, and airflow.

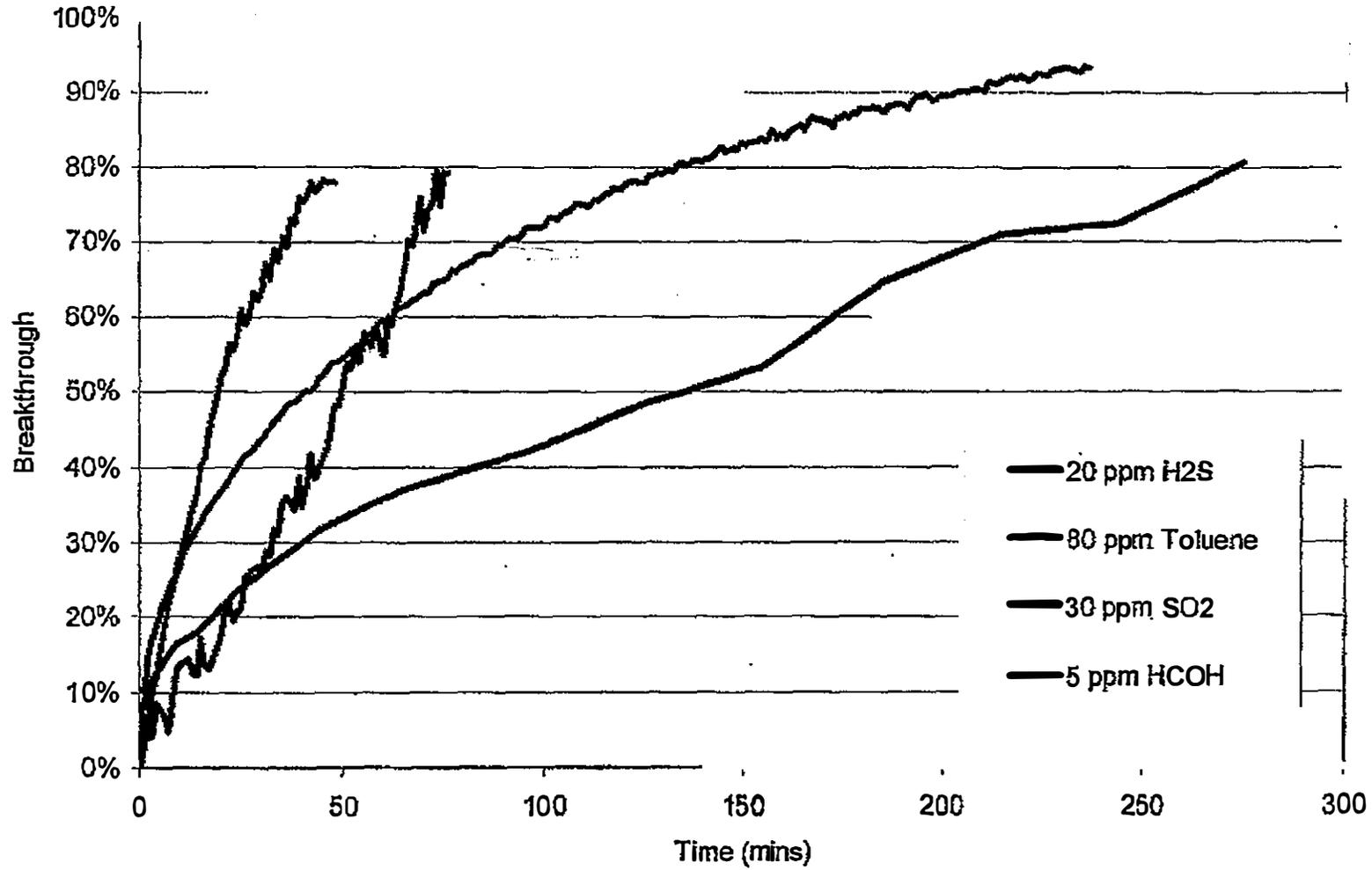
Packaging

The filter shall be packaged into a non-porous bag to inhibit adsorption during shipping and storage.

Performance

Each filter shall evidence a minimum initial efficiency of not less than 95% for specified contaminants when laboratory tested under dynamic conditions. The filters shall have been evaluated for contaminant removal performance at 500 fpm.

Grade 651
20 fpm




FIRST FILTER

 620 1ST STREET - AMPOINT INDL PK
 PERRYSBURG, OH 43551

Quotation

 Date Quote #
 6/12/2014 061214-1

TO:

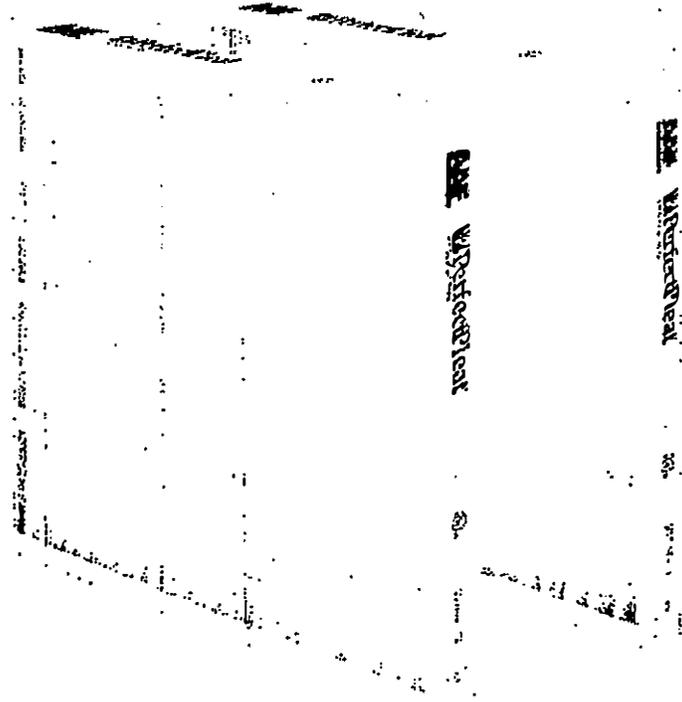
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114-1271
 Attn: Tim Murdock
 Property Management

(11) TOTAL PAGES

Item	Description	P.O. No.	Terms		FOB
			Net 30 Days	Delivered	Total
			Qty	Each	
	Per your FAX request we are pleased to quote the following:				
MISC	Filters for Louis Stokes Wing			68,883.31	68,883.31
MISC	Filters for Main Library Wing			42,280.15	42,280.15
	Please see attached breakdown per each wing.				
	Delivery: Approximately 4 weeks.				
Please call with any questions.					
Phone #	Fax#				
419.666.5260	419.666.5253				
			Total		\$111,163.46

Cleveland Public Library						
Louis Stokes Wing						
Unit	Size	Type	Qty	Sell Ea	Total	AHU Total
AHU 1	24 x 24 x 2	Merv 8 Pleat	40	4.61	184.40	
	12 x 24 x 2	Merv 8 Pleat	5	3.12	15.60	
	24 x 24 x 12	95% Final	40	52.65	2,106.00	
	12 x 24 x 12	95% Final	5	39.48	197.40	
	24 x 24 x 12	CP Final	40	336.47	13,458.80	
	12 x 24 x 12	CP Final	5	242.67	1,213.35	\$ 17,175.55
AHU 2	24 x 24 x 2	Merv 8 Pleat	36	4.61	165.96	
	12 x 24 x 2	Merv 8 Pleat	9	3.12	28.08	
	24 x 24 x 12	95% Final	36	52.65	1,895.40	
	12 x 24 x 12	95% Final	9	39.48	355.32	
	24 x 24 x 12	CP Final	36	336.47	12,112.92	
	12 x 24 x 12	CP Final	9	242.67	2,184.03	\$ 16,741.71
AHU 3	24 x 24 x 2	Merv 8 Pleat	40	4.61	184.40	
	12 x 24 x 2	Merv 8 Pleat	5	3.12	15.60	
	24 x 24 x 12	95% Final	40	52.65	2,106.00	
	12 x 24 x 12	95% Final	5	39.48	197.40	
	24 x 24 x 12	CP Final	40	336.47	13,458.80	
	12 x 24 x 12	CP Final	5	242.67	1,213.35	\$ 17,175.55
AHU 4	24 x 24 x 2	Merv 8 Pleat	40	4.61	184.40	
	12 x 24 x 2	Merv 8 Pleat	5	3.12	15.60	
	24 x 24 x 12	95% Final	40	52.65	2,106.00	
	12 x 24 x 12	95% Final	5	39.48	197.40	
	24 x 24 x 12	CP Final	40	336.47	13,458.80	
	12 x 24 x 12	CP Final	5	242.67	1,213.35	\$ 17,175.55
AHU 5	16 x 25 x 2	Merv 8 Pleat	12	3.68	44.16	
	25 x 25 x 2	Merv 8 Pleat	8	6.49	51.92	
	24 x 24 x 12	95% Final	8	52.64	421.12	\$ 517.20
AHU 6	20 x 24 x 2	Merv 8 Pleat	2	4.13	8.26	
	16 x 25 x 2	Merv 8 Pleat	4	3.68	14.72	\$ 22.98
AHU 7	16 x 20 x 2	Merv 8 Pleat	3	3.27	9.81	\$ 9.81
AHU 8	16 x 20 x 2	Merv 8 Pleat	4	3.27	13.08	
	16 x 25 x 2	Merv 8 Pleat	5	3.68	18.40	\$ 31.48
AHU 9	16 x 20 x 2	Merv 8 Pleat	3	3.27	9.81	\$ 9.81
AHU 10	20 x 25 x 2	Merv 8 Pleat	3	4.21	12.63	
	16 x 25 x 2	Merv 8 Pleat	3	3.68	11.04	\$ 23.67
TOTAL						\$ 68,883.31

Cleveland Public Library						
Main Library Wing						
Unit	Size	Type	Qty	Sell Ea	Total	AHU Total
AHU 20	24 x 24 x 2	Merv 8 Pleat	20	4.61	92.20	
	24 x 24 x 12	85% Final	20	51.79	1,035.80	
	24 x 24 x 12	CP Final	20	336.47	6,729.40	\$ 7,857.40
AHU 21	24 x 24 x 2	Merv 8 Pleat	20	4.61	92.20	
	24 x 24 x 12	85% Final	20	51.79	1,035.80	
	24 x 24 x 12	CP Final	20	336.47	6,729.40	\$ 7,857.40
AHU 22	24 x 24 x 2	Merv 8 Pleat	20	4.61	92.20	
	24 x 24 x 12	85% Final	20	51.79	1,035.80	
	24 x 24 x 12	CP Final	20	336.47	6,729.40	\$ 7,857.40
AHU 23	24 x 24 x 2	Merv 8 Pleat	20	4.61	92.20	
	24 x 24 x 12	85% Final	20	51.79	1,035.80	
	24 x 24 x 12	CP Final	20	336.47	6,729.40	\$ 7,857.40
AHU 24	20 x 20 x 2	Merv 8 Pleat	4	3.72	14.88	
	20 x 24 x 4	Merv 8 Pleat	4	4.13	16.52	
	20 x 20 x 12	85% Final	4	44.12	176.48	
	20 x 24 x 12	85% Final	4	47.33	189.32	
	20 x 20 x 12	CP Final	4	293.64	1,174.56	
	20 x 24 x 12	CP Final	4	336.47	1,345.88	\$ 2,917.64
AHU 25	24 x 24 x 2	Merv 8 Pleat	20	4.61	92.20	
	24 x 24 x 12	85% Final	20	51.79	1,035.80	
	24 x 24 x 12	CP Final	20	336.47	6,729.40	\$ 7,857.40
AHU 26	20 x 24 x 2	Merv 8 Pleat	3	4.13	12.39	
	12 x 24 x 2	Merv 8 Pleat	2	3.12	6.24	\$ 18.63
AHU 27	20 x 24 x 2	Merv 8 Pleat	3	4.13	12.39	
	12 x 24 x 2	Merv 8 Pleat	2	3.12	6.24	\$ 18.63
AHU 28	16 x 20 x 2	Merv 8 Pleat	6	3.27	19.62	\$ 19.62
AHU 29	20 x 24 x 2	Merv 8 Pleat	3	4.13	12.39	
	12 x 24 x 2	Merv 8 Pleat	2	3.12	6.24	\$ 18.63
					TOTAL	\$ 42,280.15

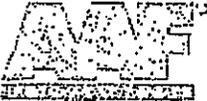


American Air Filter

PerfectPleat® HC M8
PerfectPleat®

*1" and 2" Extended Surface, Pleated Filters
with Process-Controlled Quality*

With DuraFlex® Media

Better Air is Our Business® 

American Air Filter

PerfectPleat® HC M8 - MERV 8 PerfectPleat® -MERV 7

**1" and 2" Extended Surface, Pleated Filters
with Process-Controlled Quality**

- Mechanical efficiency — does not rely on electret charge technology
- Form and fit unlike any other pleat available today
- Self-supporting DuraFlex® media made from virgin fiber; no wire support needed
- Consistent media with controlled fiber-size and blend
- High capacity model, PerfectPleat HC M8 filter, available for applications where higher efficiencies, airflow, and longer life are important
- Available in 1", 2" and 4" models
- Patented media, filter design, and manufacturing process. Patents covered under one or more of the following US 6398833 B2; US 6254653 B1; US 6159318; US 6165242; US 6387140 B1 (1" model only)

The Air Filtration Leader

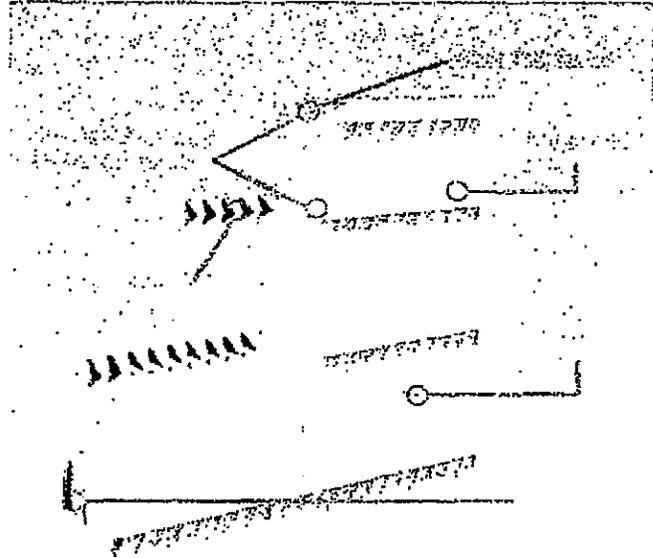
AAF International, one of the world's largest manufacturers of air filtration products, is known for technical innovation and excellence. Designed, developed, and patented by AAF, the PerfectPleat filter is a product with form and fit unlike any other pleated filter in the marketplace today. In addition, the PerfectPleat filter has the efficiency you need and expect.

Superior Design and Construction

Drawing on years of experience in manufacturing quality air filters, AAF has created a state-of-the-art process for producing pleated filters. The extremely high quality of these filters is a result of three unique innovations: a new, automated manufacturing process; a unique, self-supporting media; and a filter construction that provides incredible strength without wire support.

Since their introduction, pleated filters have become a larger and more important segment of the filtration marketplace. However, conventional design and process are not conducive to the manufacture of consistently pleated media packs or finished filters. Inconsistency in pleat arrangement, variations in media, improper bonding of media to frame, along with antiquated manufacturing techniques, have a negative impact on efficiency, resistance, durability, and strength. The automated and controlled process AAF has developed for the PerfectPleat filter eliminates these inconsistencies and irregularities. Our automated manufacturing process offers consistency unmatched by conventionally manufactured pleats:

* See brochure AAF-1-206 for 4" model.



PerfectPleat® 2" Filter Construction

DuraFlex® Media - Patented Media Design

Uniform size virgin fibers are assembled in closely controlled blends to create a media that is both self-supporting and remarkably consistent in performance. When pleated, DuraFlex media will hold its shape without the wire support characteristic of conventional pleated filters. That means no potential for the formation of rust and safer handling - no nicks or cuts for the installer or handler.

With the superior resiliency of DuraFlex media and no need for wire support, the PerfectPleat filter can sustain significant abuse and maintain its shape and pleat spacing. The absence of the wire also makes the filter totally incinerable, which simplifies disposal. The PerfectPleat filter meets or exceeds all current expectations for service life.

As a result of its unique design, the PerfectPleat® filter can withstand significant damage.

DuraFlex® media has "memory" which allows PerfectPleat® filters to remain functional, even when the frame has been compromised.

Increasing Efficiency — Throughout Life of the Filter

The PerfectPleat filter is designed to consistently increase its efficiency throughout the service life of the filter. Competitive pleated panel filters, manufactured using an electret charge to obtain the MERV 8 rating, perform with declining efficiency over time. PerfectPleat HCM8 and PerfectPleat filters have initial MERV 8 and MERV 7 ratings respectively, but the efficiency increases significantly when dust loading begins.

Applications

PerfectPleat filters have distinctive self-supporting characteristics that allow a pleating pattern, which promotes airflow and maximizes dust holding capacity (DHC). The PerfectPleat HCM8 filter is ideal for applications where pleated filters are currently in use and higher efficiencies are required or desired. The PerfectPleat filter is best suited for standard capacity pleated filter applications. Heavy Duty (HD) PerfectPleat filter is available for applications where extremely low temperature and high airflow are present. See Brochure AFP-1-201. Every PerfectPleat filter offers superior durability and performance when properly installed and maintained.



Environmentally Responsible Air Filtration Solutions

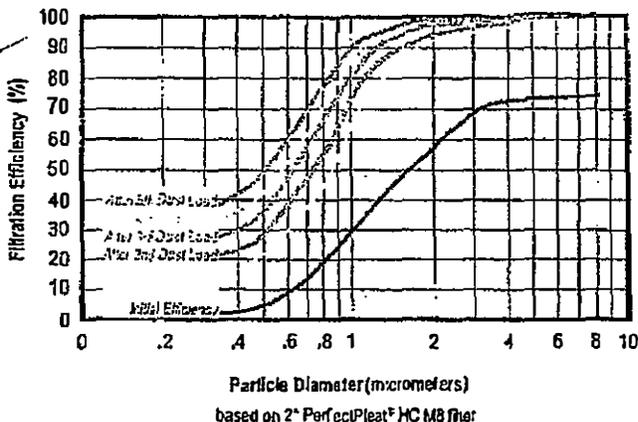
AAF is committed to operating with a goal of sustainability. We have implemented several initiatives to work and manufacture in an environmentally responsible manner and contribute more to protecting our planet by using fewer natural resources and reducing our carbon footprint. The PerfectPleat filter product design minimizes base raw material consumption and meets our "Green" product development standards. The PerfectPleat filter product line is totally incinerable and the absence of support wire simplifies disposal. Used during construction, PerfectPleat HCM8 filters may contribute to LEED® certification points under IEQ categories.

2" PerfectPleat® Filter — Heavy Duty Frame

The perimeter frame of the PerfectPleat HCM8 and PerfectPleat filters is constructed from the highest wet-strength 28 pt. beverage carrier board available, securely bonded to the media pack. The 28 pt. thickness improves filter strength and helps resist damage.

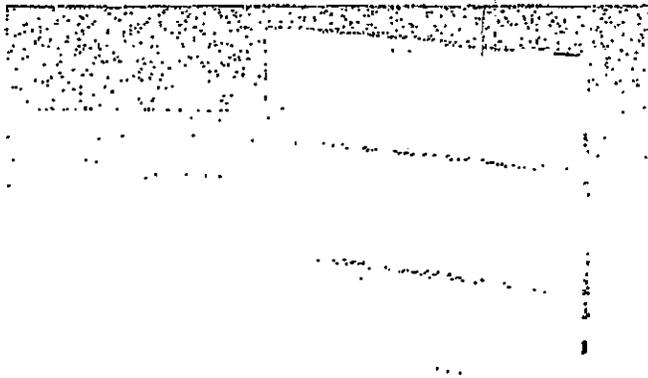
Uniquely designed pleat stabilizers are bonded to the media on the air leaving side to ensure uniform pleat spacing and provide additional strength. On the air-entering side, support straps increase the rigidity of the PerfectPleat filter. The support straps and pleat stabilizers ensure integrity against turbulent airflow and provide excellent lateral stability for installation in side-access systems.

Particle Size Efficiency Curves



1" PerfectPleat® Filter — Strength and Durability

The 1" PerfectPleat HCM8 and PerfectPleat filters have the same durability and performance as the 2" models. Both are made using DuraFlex media encased in a 28 pt. beverage carrier board frame. PerfectPleat 1" filter models feature a perimeter frame, with three supporting straps on the air entering and air leaving sides of the filter. Both models resist crushing and abuse and can be used in any application where 1" filters are currently in place. The PerfectPleat HCM8 and PerfectPleat filters rate MERV 8 and MERV 7 respectively.



PerfectPleat® HCM8 filter, 1" thick, air leaving side. A blue stripe designates PerfectPleat® HCM8 filter media.

American Air Filter

PerfectPleat® HC M8 -MERV 8 PerfectPleat® -MERV 7

Product Information Standard Sizes

Nominal Sizes (Inches) (W x H x D)	Actual Sizes (Inches) (W x H x D)	Rated Airflow Capacity (SCFM)			PerfectPleat HC M8 1"	Pleats Per Filter		
		300 FPM	500 FPM	625 FPM		PerfectPleat 1"	PerfectPleat HC M8 2"	PerfectPleat 2"
10 x 10 x 1	9 1/2 x 9 1/2 x 3/4	200	350		11	11		
10 x 20 x 1	9 1/2 x 19 1/2 x 3/4	400	700		11	11		
12 x 12 x 1	11 1/2 x 11 1/2 x 3/4	300	500		14	14		
12 x 20 x 1	11 1/2 x 19 1/2 x 3/4	500	850		14	14		
12 x 24 x 1	11 1/2 x 23 1/2 x 3/4	600	1000		14	14		
14 x 20 x 1	13 1/2 x 19 1/2 x 3/4	600	1000		16	16		
14 x 25 x 1	13 1/2 x 24 1/2 x 3/4	750	1200		16	16		
15 x 20 x 1	14 1/2 x 19 1/2 x 3/4	650	1050		17	17		
16 x 16 x 1	15 1/2 x 15 1/2 x 3/4	550	900		19	19		
16 x 20 x 1	15 1/2 x 19 1/2 x 3/4	650	1100		19	19		
16 x 25 x 1	15 1/2 x 24 1/2 x 3/4	850	1400		19	19		
18 x 20 x 1	17 1/2 x 19 1/2 x 3/4	750	1250		21	21		
18 x 24 x 1	17 1/2 x 23 1/2 x 3/4	900	1500		21	21		
18 x 25 x 1	17 1/2 x 24 1/2 x 3/4	950	1550		21	21		
20 x 20 x 1	19 1/2 x 19 1/2 x 3/4	850	1400		24	24		
20 x 25 x 1	19 1/2 x 24 1/2 x 3/4	1050	1750		24	24		
24 x 24 x 1	23 1/2 x 23 1/2 x 3/4	1200	2000		29	29		
25 x 25 x 1	24 1/2 x 24 1/2 x 3/4	1300	2200		30	30		
10 x 20 x 2	9 1/2 x 19 1/2 x 1 1/4	400	700	850			11	8
12 x 20 x 2	11 1/2 x 19 1/2 x 1 1/4	500	850	1050			14	10
12 x 24 x 2	11 1/2 x 23 1/2 x 1 1/4	600	1000	1250			14	10
14 x 25 x 2	13 1/2 x 24 1/2 x 1 1/4	750	1200	1500			16	11
15 x 20 x 2	14 1/2 x 19 1/2 x 1 1/4	850	1050	1300			17	12
15 x 25 x 2	14 1/2 x 24 1/2 x 1 1/4	800	1300	1650			17	12
16 x 16 x 2	15 1/2 x 15 1/2 x 1 1/4	550	900	1100			19	13
16 x 20 x 2	15 1/2 x 19 1/2 x 1 1/4	650	1100	1400			19	13
16 x 24 x 2	15 1/2 x 23 1/2 x 1 1/4	800	1350	1650			19	13
16 x 25 x 2	15 1/2 x 24 1/2 x 1 1/4	850	1400	1750			19	13
18 x 25 x 2	17 1/2 x 24 1/2 x 1 1/4	950	1550	1950			21	15
18 x 24 x 2	17 1/2 x 23 1/2 x 1 1/4	900	1500	1900			21	15
20 x 20 x 2	19 1/2 x 19 1/2 x 1 1/4	850	1400	1750			24	17
20 x 24 x 2	19 1/2 x 23 1/2 x 1 1/4	1000	1650	2100			24	17
20 x 25 x 2	19 1/2 x 24 1/2 x 1 1/4	1050	1700	2150			24	17
24 x 24 x 2	23 1/2 x 23 1/2 x 1 1/4	1200	2000	2500			29	20
25 x 25 x 2	24 1/2 x 24 1/2 x 1 1/4	1300	2150	2700			30	21

PerfectPleat and PerfectPleat HC M8 filters are classified UL Class 2. Testing was performed according to UL Standard 900 and CAN 4-S111.

Performance Data

Filter	Pleats Per Linear Foot	Rated Initial Resistance (in. w.g.)			Recommended Final Resistance (in. w.g.)	ASHRAE 52.2 MERV	Continuous Operating Temperature Limits	
		300 FPM	500 FPM	525 FPM			°F	°C
PerfectPleat HC M8 2"	15.0	.16	.33	.43	1.0	8	170°	77°
PerfectPleat 2"	10.0	.14	.30	.45	1.0	7	170°	77°
PerfectPleat HC M8 1"	15.0	.31	.62	---	1.0	8	170°	77°
PerfectPleat 1"	15.0	.20	.48	---	1.0	7	170°	77°

PerfectPleat® and DuraFlex® are registered trademarks of AAF-McQuay Inc. in the U.S. and Canada.
AAF Green® is a registered trademark of AAF-McQuay Inc. in the U.S.



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Better Air is Our Business®

American Air Filter

VariCel® RF

= Secondary Filter

**Extended-Surface Rigid Air Filter
with Synthetic Media**

- Designed for improved performance and durability
- Layered synthetic media with plastic pleat spacers on both sides
- Heavy-duty expanded metal media support grid
- Ideal for VAV systems

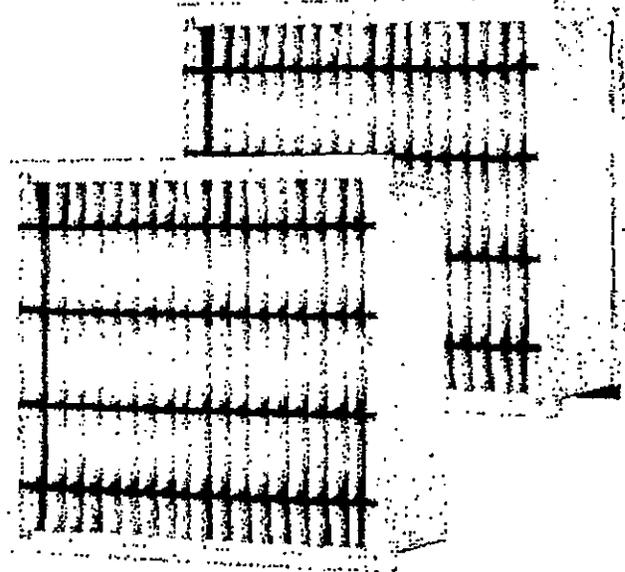
Excellent Performance

With superior strength and durability, the VariCel RF filter is ideal for Variable Air Volume (VAV) systems. It provides a high level of filtration efficiency in those applications where cleaner air is required. With metal cell sides and a layered synthetic media pack, the VariCel RF filter offers superior dust holding, moisture resistance, and overall performance. Color-coded media designates each efficiency: MERV 15 Yellow, MERV 14 Pink, MERV 12 Green, and MERV 11 White. Both single and double-header models are available.

Sturdy Construction and Dependability

The VariCel RF filter, with its galvanized steel cell sides and plastic pleat spacers on the air-entering and air-leaving sides, withstands the most demanding applications. The pleat spacers and expanded metal support grid maintain the shape of the synthetic media pack and ensure that both the efficiency and dust-holding capacity are maximized.

The rigid construction with supported pleat media pack maintains a compact unitized structure under variable air velocities and repeated fan shutdowns. The interlocked header and cell sides, along the entire length of each side, provide maximum sealing. Competitive filters are designed with loose fitting headers that allow greater potential for bypass leakage.



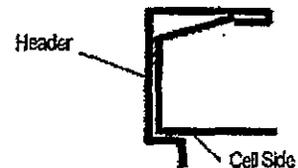
Layered Synthetic Media Pack

The layered media used in the VariCel RF filter is a meltblown synthetic protected by a scrim on the air-leaving side. Layering the media provides both a high-efficiency final filter layer that effectively filters fine particulate and an integral lofted prefilter layer that captures larger particulate. Meltblown synthetic media is stronger than fiberglass, non-shedding, and is water-resistant.

Open Header Design

AAF's unique open-header design creates a built-in handle that makes carrying and installing the VariCel RF filter easy. As an added safety measure, we roll the edges of the header to eliminate sharp edges that can make handling competitors' products hazardous.

VariCel® RF Filter
Construction



Typical Competitive
Construction



American Air Filter

VariCel® RF

Selection Guide and Performance Data

Class 2 Synthetic

Part Number	Filter Description	Efficiency	Nominal Size (in.)	Actual Size (in.)	Airflow (CFM)	Resistance (in. w.g.)		Media Area (ft. sq.)
						Initial	Final	
3011087-001	VariCel RF DH	MERV 15 (90-95%)	24x24x12	23.38x23.38x11.50	2000	.56	1.5	62
3011087-004	VariCel RF DH	MERV 15 (90-95%)	24x12x12	23.38x11.38x11.50	1000	.56	1.5	31
3011087-002	VariCel RF DH	MERV 15 (90-95%)	24x20x12	23.38x19.38x11.50	1660	.56	1.5	52
3011087-003	VariCel RF DH	MERV 15 (90-95%)	20x20x12	19.38x19.38x11.50	1400	.56	1.5	41
3011079-001	VariCel RF SH	MERV 15 (90-95%)	24x24x12	23.38x23.38x11.50	2000	.56	1.5	62
3011079-004	VariCel RF SH	MERV 15 (90-95%)	24x12x12	23.38x11.38x11.50	1000	.56	1.5	31
3011079-002	VariCel RF SH	MERV 15 (90-95%)	24x20x12	23.38x19.38x11.50	1660	.56	1.5	52
3011079-003	VariCel RF SH	MERV 15 (90-95%)	20x20x12	19.38x19.38x11.50	1400	.56	1.5	41
3011087-005	VariCel RFDH	MERV 14 (80-85%)	24x24x12	23.38x23.38x11.50	2000	.36	1.5	62
3011087-008	VariCel RF DH	MERV 14 (80-85%)	24x12x12	23.38x11.38x11.50	1000	.36	1.5	31
3011087-006	VariCel RF DH	MERV 14 (80-85%)	24x20x12	23.38x19.38x11.50	1660	.36	1.5	52
3011087-007	VariCel RF DH	MERV 14 (80-85%)	20x20x12	19.38x19.38x11.50	1400	.36	1.5	41
3011079-005	VariCel RF SH	MERV 14 (80-85%)	24x24x12	23.38x23.38x11.50	2000	.36	1.5	62
3011079-008	VariCel RF SH	MERV 14 (80-85%)	24x12x12	23.38x11.38x11.50	1000	.36	1.5	31
3011079-006	VariCel RF SH	MERV 14 (80-85%)	24x20x12	23.38x19.38x11.50	1660	.36	1.5	52
3011079-007	VariCel RF SH	MERV 14 (80-85%)	20x20x12	19.38x19.38x11.50	1400	.36	1.5	41
3011087-009	VariCel RFDH	MERV 12 (60-65%)	24x24x12	23.38x23.38x11.50	2000	.25	1.5	62
3011087-012	VariCel RFDH	MERV 12 (60-65%)	24x12x12	23.38x11.38x11.50	1000	.25	1.5	31
3011087-010	VariCel RF DH	MERV 12 (60-65%)	24x20x12	23.38x19.38x11.50	1660	.25	1.5	52
3011087-011	VariCel RF DH	MERV 12 (60-65%)	20x20x12	19.38x19.38x11.50	1400	.25	1.5	41
3011079-009	VariCel RF SH	MERV 12 (60-65%)	24x24x12	23.38x23.38x11.50	2000	.25	1.5	62
3011079-012	VariCel RFSH	MERV 12 (60-65%)	24x12x12	23.38x11.38x11.50	1000	.25	1.5	31
3011079-010	VariCel RFSH	MERV 12 (60-65%)	24x20x12	23.38x19.38x11.50	1660	.25	1.5	52
3011079-011	VariCel RFSH	MERV 12 (60-65%)	20x20x12	19.38x19.38x11.50	1400	.25	1.5	41
3011087-013	VariCel RF DH	MERV 11 (45-50%)	24x24x12	23.38x23.38x11.50	2000	.23	1.5	62
3011087-016	VariCel RF DH	MERV 11 (45-50%)	24x12x12	23.38x11.38x11.50	1000	.23	1.5	31
3011087-014	VariCel RF DH	MERV 11 (45-50%)	24x20x12	23.38x19.38x11.50	1660	.23	1.5	52
3011087-015	VariCel RF DH	MERV 11 (45-50%)	20x20x12	19.38x19.38x11.50	1400	.23	1.5	41
3011079-013	VariCel RF SH	MERV 11 (45-50%)	24x24x12	23.38x23.38x11.50	2000	.23	1.5	62
3011079-016	VariCel RF SH	MERV 11 (45-50%)	24x12x12	23.38x11.38x11.50	1000	.23	1.5	31
3011079-014	VariCel RF SH	MERV 11 (45-50%)	24x20x12	23.38x19.38x11.50	1660	.23	1.5	52
3011079-015	VariCel RF SH	MERV 11 (45-50%)	20x20x12	19.38x19.38x11.50	1400	.23	1.5	41

Notes

All listed efficiencies are averages according to ASHRAE 52.2-2007. Comparable ASHRAE 52.1 atmospheric dust spot efficiency shown in parenthesis.

Performance tolerances conform to section 7.4 of ARI Standard 850-93.

Rated UL and C-UL Class 2.

Temperature limitation is 200°F (93°C) continuous, and 220°F (107°C) intermittent.

Actual depth of 12" filter is 11.50" (292mm).

Headers are 1/8" (21mm).

Width and height dimensions are interchangeable.

Efficiency

MERV 15 (90-95%) - Yellow

MERV 14 (80-85%) - Pink

MERV 12 (60-65%) - Green

MERV 11 (45-50%) - White

*Maximum recommended final resistance in system design may indicate a lower change-out point.

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Better Air is Our Business®

American Air Filter

VariCel® RF/C

VariCel® RF/C+SAAFoxi™

SUBSTRATE

150/50

CH 72 B a / P o k s s i

CH 72 B O x i

Extended-Surface Rigid Air Filter for the Removal of Gaseous Pollutants, Odors and Particulates

- VariCel RF/C — 60% activity granular activated carbon
- VariCel RF/C+SAAFoxi — 50/50 blend of 60% activated carbon and AAF's proprietary activated alumina impregnated with potassium permanganate (KMnO₄)
- Particulate and gaseous contaminants removal in a UL Class 2 rated filter
- MERV 8 (all models) — PARTICULATE
- Single-header and no-header models

Applications

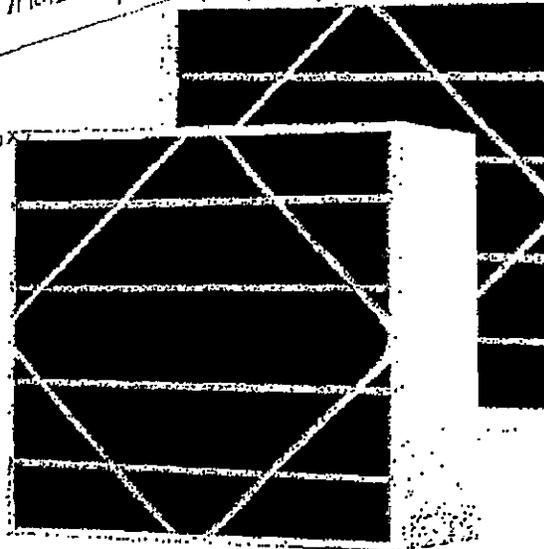
- Airports
- Hospitals
- Industrial plant offices and laboratories
- Microelectronic component assembly
- Office, retail and commercial buildings

Excellent Performance

IAQ issues are unpredictable. They can appear suddenly and may be a one-time occurrence or an on-going nuisance. No matter what the cause, when the air smells bad, it is unpleasant, distracting and potentially unhealthy — and people associate unpleasant odors with dirty air. In many instances, making extensive changes to the air handling system to eliminate the problem is not easy, timely or cost effective.

The solution may be VariCel RF/C and VariCel RF/C+SAAFoxi filters. These filters provide high efficiency removal of multiple contaminants for a variety of applications. VariCel RF/C filters use filter media containing 60% activity granular activated carbon to remove odors and gaseous pollution. The VariCel RF/C+SAAFoxi filters are made with SAAFWeb™ technology containing equal volumes of 60% activated carbon and an exclusive formulation of activated alumina impregnated with 8% potassium permanganate (KMnO₄) to remove odors and light gases. Either loading will provide a fresher, more odor free environment.

8%



Sturdy Construction and Dependability

The VariCel RF/C and RF/C+SAAFoxi filters, with galvanized steel construction and plastic pleat spacers on the air-entering and air-leaving sides, withstand the most demanding applications. The pleat spacers maintain the shape of the synthetic media pack and ensure that both the effectiveness and service life are maximized.

The strong construction, with a supported pleat media pack, helps maintain a compact utilized structure under variable air velocities and repeated fan shutdowns. The interlocked header and cell sides, along the entire length of each side, provide maximum sealing.

Additional Features

VariCel RF/C and RF/C+SAAFoxi filters replace existing HVAC filters of the same type with no changes required for frames or latches. They are packed in polyethylene to preserve capacity and cleanliness.



VariCel® RF/C and RF/C+SAAFoxi filters use SAAFWeb™ technology.

American Air Filter

VariCel® RF/C

VariCel® RF/C+SAAFoxi™

Product Information

Product Number	Nominal Size (in.)	Actual Size (in.)	Media Area (ft. sq.)	Per Filter Pounds GAC/WL	*Initial Resistance (in. w.g.)		Final Resistance (in. w.g.)	MERV Rating
					300 FPM	500 FPM		
VariCel RF/C Filter (No Header)								
185-100-319	12 x 24 x 12	11 $\frac{1}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	29.0	3.8	.17	.43	1.5	8
185-100-700	20 x 20 x 12	19 $\frac{1}{8}$ x 19 $\frac{1}{8}$ x 11 $\frac{1}{2}$	39.9	5.3	.17	.43	1.5	8
185-100-782	20 x 24 x 12	19 $\frac{1}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	48.3	6.4	.17	.43	1.5	8
185-100-863	24 x 24 x 12	23 $\frac{3}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	58.7	7.8	.17	.43	1.5	8
VariCel RF/C Filter Type SH (Single Header)								
185-101-319	12 x 24 x 12	11 $\frac{1}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	26.0	3.4	.17	.43	1.5	8
185-101-700	20 x 20 x 12	19 $\frac{1}{8}$ x 19 $\frac{1}{8}$ x 11 $\frac{1}{2}$	35.4	4.7	.17	.43	1.5	8
185-101-782	20 x 24 x 12	19 $\frac{1}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	43.4	5.7	.17	.43	1.5	8
185-101-863	24 x 24 x 12	23 $\frac{3}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	52.6	7.0	.17	.43	1.5	8
VariCel RF/C+SAAFoxi Filter (No Header)								
185-110-319	12 x 24 x 12	11 $\frac{1}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	29.0	4.8	.17	.43	1.5	8
185-110-700	20 x 20 x 12	19 $\frac{1}{8}$ x 19 $\frac{1}{8}$ x 11 $\frac{1}{2}$	39.9	6.6	.17	.43	1.5	8
185-110-782	20 x 24 x 12	19 $\frac{1}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	48.3	8.0	.17	.43	1.5	8
185-110-863	24 x 24 x 12	23 $\frac{3}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	58.7	9.7	.17	.43	1.5	8
VariCel RF/C+SAAFoxi Filter Type SH (Single Header)								
185-111-319	12 x 24 x 12	11 $\frac{1}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	26.0	4.3	.17	.43	1.5	8
185-111-700	20 x 20 x 12	19 $\frac{1}{8}$ x 19 $\frac{1}{8}$ x 11 $\frac{1}{2}$	35.4	5.9	.17	.43	1.5	8
185-111-782	20 x 24 x 12	19 $\frac{1}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	43.4	7.2	.17	.43	1.5	8
185-111-863	24 x 24 x 12	23 $\frac{3}{8}$ x 23 $\frac{3}{8}$ x 11 $\frac{1}{2}$	52.0	8.6	.17	.43	1.5	8

Notes:

All performance data is based on ASHRAE 52.2 test method.
Performance tolerances conform to section 7.4 of ARI Standard 850-78.
Rated UL and C-UL Class 2.
Width and height dimensions are interchangeable.
Headers are $\frac{1}{4}$ " (21mm).

Efficiency:

All models MERV 8.

*Maximum recommended final resistance in system design may indicate a lower change-out point.

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

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	13,871,587.53	0.00	0.00	0.00	\$ 0.00	13,871,587.53
42 Intergovernmental	8,066,070.52	781,634.23	189,751.00	0.00	\$ 0.00	9,037,455.75
43 Fines & Fees	173,219.70	0.00	0.00	0.00	\$ 0.00	173,219.70
44 Investment Earnings	105,793.03	18,162.94	0.00	16,573.11	\$ 0.00	140,529.08
45 Charges for Services	1,408,423.71	0.00	0.00	0.00	\$ 0.00	1,408,423.71
46 Contributions & Donations	5,353.33	296,209.87	50,000.00	0.00	\$ 0.00	351,563.20
48 Miscellaneous Revenue	190,483.57	0.00	0.00	0.00	\$ 500.68	190,984.25
Total Revenues	\$ 23,820,931.39	\$ 1,096,007.04	\$ 239,751.00	\$ 16,573.11	\$ 500.68	\$ 25,173,763.22
51 Salaries/Benefits	14,484,493.35	570,068.49	0.00	0.00	\$ 0.00	15,054,561.84
52 Supplies	368,466.70	10,089.14	0.00	700.00	\$ 0.00	379,255.84
53 Purchased/Contracted Services	3,699,053.49	244,660.40	0.00	945.00	\$ 0.00	3,944,658.89
54 Library Materials	3,267,817.93	33,419.20	0.00	11,056.00	\$ 0.00	3,312,293.13
55 Capital Outlay	225,462.58	19,067.50	1,845,996.58	0.00	\$ 0.00	2,090,526.66
57 Miscellaneous Expenses	56,404.18	12,132.03	0.00	0.00	\$ 410.75	68,946.96
Total Expenditures	\$ 22,101,698.23	\$ 889,436.76	\$ 1,845,996.58	\$ 12,701.00	\$ 410.75	\$ 24,850,243.32
Revenue Over/(Under) Expenditures	\$ 1,719,233.16	\$ 206,570.28	\$(1,606,245.58)	\$ 3,872.11	\$ 89.93	\$ 323,519.90
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
Total Other Sources / Uses	\$(3,524,500.00)	\$ 24,500.00	\$ 3,500,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(1,805,266.84)	\$ 231,070.28	\$ 1,893,754.42	\$ 3,872.11	\$ 89.93	\$ 323,519.90
Beginning Year Cash Balance	\$ 32,152,902.16	\$ 12,967,410.73	\$ 13,919,431.93	\$ 3,140,010.68	\$ 10,449.41	\$ 62,190,204.91
Current Cash Balance	\$ 30,347,635.32	\$ 13,198,481.01	\$ 15,813,186.35	\$ 3,143,882.79	\$ 10,539.34	\$ 62,513,724.81

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending May 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	8,066,071	11,678,496	41%	31%
General Property Tax	24,140,419	13,871,588	10,268,831	57%	57%
Rollback, Homestead, CAT	3,375,390	0	3,375,390	0%	0%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	370,000	173,220	196,780	47%	37%
Investment Earnings	157,213	105,793	51,420	67%	51%
Services to Others-Clevnet	3,366,741	1,408,424	1,958,317	42%	34%
Contributions	5,000	5,353	(353)	100%	100%
Miscellaneous	544,352	190,484	353,868	35%	33%
Return of Advances Out	0	0	0	0%	0%
Total	\$ 51,703,681	\$ 23,820,931	\$ 27,882,749	46%	42%

	<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	14,589,108	21,662,480	40%	33%
Supplies	1,184,174	610,880	573,294	52%	48%
Purchased Services	11,599,487	7,673,774	3,925,713	66%	62%
Library Materials	11,483,839	5,878,780	5,605,060	51%	47%
Capital Outlay	656,073	257,699	398,375	39%	38%
Other	106,296	87,926	18,370	83%	80%
Sub Total	\$ 61,281,458	\$ 29,098,166	\$ 32,183,292	47%	41%
Advances Out	0	24,500	(24,500)	0%	0%
Transfers Out	3,500,000	3,500,000	0	100%	100%
Total	\$ 64,781,458	\$ 32,622,666	\$ 32,158,792	50%	45%

Note (1): Certificate from Cuyahoga County Budget Commission dated May 6, 2014.

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

Note (3): Subtotal includes 36% expended and 11% encumbered.

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

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	10,515,639.73	10,902,927.43	4,221,503.74	0.00	6,681,423.69
51120	Clerical Salaries	9,690,669.34	10,065,142.68	4,031,779.51	0.00	6,033,363.17
51130	Non-Clerical Salaries	1,233,085.46	1,283,755.00	544,900.61	0.00	738,854.39
51140	Buildings Salaries	3,601,946.88	3,733,044.19	1,425,310.54	0.00	2,307,733.65
51150	Other Salaries	998,698.74	1,037,559.35	421,770.94	0.00	615,788.41
51180	Severance Pay	0.00	32,971.85	80,389.65	0.00	(47,417.80)
51190	Non-Base Pay	0.00	10,353.56	115,997.79	0.00	(105,644.23)
51400	OPERS	3,577,218.98	3,716,837.20	1,513,561.16	0.00	2,203,276.04
51610	Health Insurance	4,067,844.96	4,234,319.35	1,654,022.21	0.00	2,580,297.14
51611	Dental Insurance	210,956.08	228,224.10	84,284.45	0.00	143,939.65
51612	Vision Insurance	16,017.41	16,017.41	6,338.09	0.00	9,679.32
51620	Life Insurance	13,651.20	14,781.00	5,668.20	0.00	9,112.80
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	10,170.19	29,412.36	20,000.00
51650	Medicare - ER	319,190.15	331,665.96	136,253.44	0.00	195,412.52
51900	Other Benefits	15,000.00	15,081.50	4,883.17	4,762.40	5,435.93
	Salaries/Benefits	\$34,563,233.00	\$ 36,251,588.17	\$ 14,484,493.35	\$ 104,614.79	\$ 21,662,480.03
52110	Office Supplies	42,040.00	43,367.51	20,686.54	2,695.60	19,985.37
52120	Stationery	56,800.00	64,320.07	18,133.92	4,103.99	42,082.16
52130	Duplication Supplies	25,100.00	28,613.62	11,741.95	6,855.02	10,016.65
52140	Hand Tools	600.00	600.00	341.69	56.70	201.61
52150	Book Repair Supplies	64,200.00	111,787.58	38,685.76	9,628.94	63,472.88
52210	Janitorial Supplies	100,972.00	113,125.23	51,777.28	6,251.06	55,096.89
52220	Electrical Supplies	67,000.00	78,580.35	32,891.36	17,996.19	27,692.80

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

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230	Maintenance Supplies	254,835.00	274,101.20	88,511.34	84,235.64	101,354.22
52240	Uniforms	27,100.00	27,139.00	1,550.39	539.84	25,048.77
52300	Motor Vehicle Supplies	87,820.00	109,437.91	28,325.15	67,748.36	13,364.40
52900	Other Supplies	319,500.00	333,101.60	75,821.32	42,302.45	214,977.83
	Supplies	\$1,045,967.00	\$ 1,184,174.07	\$ 368,466.70	\$ 242,413.79	\$ 573,293.58
53100	Travel/Meetings	125,000.00	131,502.95	32,479.76	34,023.19	65,000.00
53210	Telecommunications	496,187.04	578,021.60	218,646.17	290,331.61	69,043.82
53230	Postage/Freight	104,100.00	113,189.32	43,631.94	48,151.13	21,406.25
53240	PR/Other Communications	148,300.00	191,377.16	83,432.72	68,647.32	39,297.12
53310	Building Repairs	568,400.00	649,759.50	124,165.62	47,449.76	478,144.12
53320	Machine Repairs	45,219.00	53,401.32	11,266.32	5,149.35	36,985.65
53340	Building Maintenance	190,000.00	248,603.76	86,215.70	74,611.67	87,776.39
53350	Machine Maintenance	296,650.00	403,653.61	80,549.38	121,889.16	201,215.07
53360	Computer Maintenance	1,025,383.31	1,085,701.37	465,593.50	47,164.61	572,943.26
53370	Motor Vehicle Repairs	35,000.00	44,759.93	11,955.98	12,016.43	20,787.52
53380	Contract Security	1,040,000.00	1,080,824.97	379,984.88	583,727.42	117,112.67
53390	Landscaping	30,000.00	30,225.75	16,933.00	3,273.75	10,019.00
53400	Insurance	415,817.00	473,067.00	57,596.00	0.00	415,471.00
53510	Rent/Leases	113,200.00	119,780.25	50,903.91	64,625.45	4,250.89
53520	Equipment Rental	60,430.76	72,420.66	28,925.28	26,552.89	16,942.49
53610	Electricity	1,757,100.17	1,830,602.37	838,635.81	949,391.31	42,575.25
53620	Gas	171,380.00	221,890.03	134,678.34	55,255.74	31,955.95
53630	Chilled Water	896,000.06	971,381.10	211,410.22	742,243.38	17,727.50
53640	Water/Sewer	91,828.62	124,755.54	22,510.88	73,464.71	28,779.95

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

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710	Professional Services	1,274,340.40	1,836,850.84	308,122.15	622,419.07	906,309.62
53720	Auditors Fees	819,671.64	849,171.64	370,636.22	28,775.00	449,760.42
53730	Bank Service Charges	26,800.00	26,800.00	10,442.27	0.00	16,357.73
53800	Library Material Control	265,000.00	429,249.47	82,869.06	74,253.06	272,127.35
53900	Other Purchased Services	10,000.00	32,496.75	27,468.38	1,304.00	3,724.37
	Purchased/Contracted Services	\$10,005,808.00	\$ 11,599,486.89	\$ 3,699,053.49	\$ 3,974,720.01	\$ 3,925,713.39
54110	Books	2,335,500.00	2,957,497.68	880,926.66	557,302.16	1,519,268.86
54120	Continuations	432,000.00	931,929.52	191,098.74	364,600.54	376,230.24
54210	Periodicals	815,000.00	1,649,523.05	600,870.11	214,217.26	834,435.68
54220	Microforms	123,000.00	195,750.18	36,241.78	39,552.68	119,955.72
54310	Video Media	1,354,237.00	1,501,654.88	476,445.03	300,564.68	724,645.17
54320	Audio Media - Spoken	156,000.00	172,760.32	45,700.23	21,385.22	105,674.87
54325	Audio Media - Music	393,000.00	502,331.64	116,317.60	142,321.60	243,692.44
54350	Computer Media	0.00	739.00	14.00	725.00	0.00
54500	Database Services	1,178,607.00	1,568,353.74	378,907.04	284,327.26	905,119.44
54530	eMedia	1,045,858.00	1,670,355.00	469,233.08	638,029.42	563,092.50
54600	Interlibrary Loan	0.00	1,905.00	1,238.00	667.00	- 0.00
54710	Bookbinding	25,000.00	52,739.47	3,919.79	23,819.68	25,000.00
54720	Preservation Services	57,000.00	87,893.55	17,128.64	14,593.25	56,171.66
54730	Preservation Boxing	8,000.00	9,001.32	578.44	0.00	8,422.88
54790	Preservation Reformatting	130,000.00	181,404.82	49,198.79	8,855.94	123,350.09
	Library Materials	\$8,053,202.00	\$ 11,483,839.17	\$ 3,267,817.93	\$ 2,610,961.69	\$ 5,605,059.55
55510	Furniture	158,277.00	212,123.63	36,174.64	27,477.90	148,471.09
55520	Equipment	161,903.00	258,532.11	105,418.23	4,627.12	148,486.76

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	68,000.00	95,133.46	22,585.46	0.00	72,548.00
55540 Software	29,000.00	31,446.25	2,446.25	130.95	28,869.05
55700 Motor Vehicles	0.00	58,838.00	58,838.00	0.00	0.00
Capital Outlay	\$417,180.00	\$ 656,073.45	\$ 225,462.58	\$ 32,235.97	\$ 398,374.90
57100 Memberships	70,584.00	68,922.52	45,177.75	9,523.25	14,221.52
57200 Taxes	10,956.00	11,990.74	5,476.38	6,437.67	76.69
57500 Refunds/Reimbursements	19,125.00	25,382.87	5,750.05	15,560.87	4,071.95
Miscellaneous Expenses	\$100,665.00	\$ 106,296.13	\$ 56,404.18	\$ 31,521.79	\$ 18,370.16
59810 Advances Out	0.00	0.00	24,500.00	0.00	(24,500.00)
Advances	\$0.00	\$ 0.00	\$ 24,500.00	\$ 0.00	\$(24,500.00)
59900 Transfers Out	0.00	3,500,000.00	3,500,000.00	0.00	0.00
Transfers	\$0.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,186,055.00	\$ 64,781,457.88	\$ 25,626,198.23	\$ 6,996,468.04	\$ 32,158,791.61

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	32,152,902.16	23,820,931.39	25,626,198.23	6,996,468.04	23,351,167.28
Total General Fund	\$ 32,152,902.16	\$ 23,820,931.39	\$ 25,626,198.23	\$ 6,996,468.04	\$ 23,351,167.28
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	57,340.67	64,568.62	137,145.96	4,953,421.29
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	(6,221.17)	6,977.45	0.00	167,924.94
207 Pepke	109,016.85	(498.12)	0.00	0.00	108,518.73
208 Wickwire	1,208,349.14	7,903.95	1,451.25	7,488.75	1,207,313.09
209 Wittke	74,421.21	0.00	0.00	0.00	74,421.21
210 Young	3,478,300.48	(25,741.60)	3,287.77	10,157.68	3,439,113.43
225 Friends	1,720.09	24,500.00	1,717.74	2.35	24,500.00
226 Judd	5,939.74	52,697.00	53,561.14	36,049.07	(30,973.47)
228 Lockwood Thompson Memorial	232,237.47	81,856.08	18,314.11	230,796.17	64,983.27
229 Ohio Center for the Book	75.00	900.00	825.00	150.00	0.00
230 Schweinfurth	65,651.08	31,886.00	19,998.00	13,043.50	64,495.58
251 OLBPD-Library for the Blind	71,143.04	628,415.00	603,607.92	57,837.58	38,112.54
252 LSTA-Know It Now	59,552.75	105,139.23	80,587.76	10,244.21	73,860.01
254 MyCom	53,840.00	48,080.00	33,580.00	38,660.00	29,680.00
256 Learning Centers	0.00	114,250.00	960.00	0.00	113,290.00
Total Special Revenue Funds	\$ 12,967,410.73	\$ 1,120,507.04	\$ 889,436.76	\$ 541,575.27	\$ 12,656,905.74
401 Building & Repair	13,919,431.93	3,739,751.00	1,845,996.58	745,287.38	15,067,898.97
Total Capital Project Funds	\$ 13,919,431.93	\$ 3,739,751.00	\$ 1,845,996.58	\$ 745,287.38	\$ 15,067,898.97
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 May 31, 2014

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	1,922.16	0.00	0.00	0.00	1,922.16
503 Beard	120,547.30	1,490.16	945.00	2,099.00	118,993.46
504 Klein	4,551.71	0.00	0.00	0.00	4,551.71
505 Malon/Schroeder	251,977.23	(37.74)	700.00	500.00	250,739.49
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	0.00	1,540.00	184,797.25
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	11,056.00	1,648.07	1,884,516.67
513 Beard Anna Young	74,764.76	0.00	0.00	0.00	74,764.76
Total Permanent Funds	\$ 3,140,010.68	\$ 16,573.11	\$ 12,701.00	\$ 5,787.07	\$ 3,138,095.72
901 Unclaimed Funds	10,449.41	500.68	410.75	0.00	10,539.34
Others	\$ 10,449.41	\$ 500.68	\$ 410.75	\$ 0.00	\$ 10,539.34
Total All Funds	<u>\$ 62,190,204.91</u>	<u>\$ 28,698,263.22</u>	<u>\$ 28,374,743.32</u>	<u>\$ 8,289,117.76</u>	<u>\$ 54,224,607.05</u>

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

Balance of All Funds	\$ 62,513,724.81
Chase-Checking	6,470.76
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,198,608.13
KeyBank-MC/VISA	252,106.86
Fifth Third - Checking	347,283.72
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	\$ 1,809,694.99
PNC - Money Market	10,037.97
PNC - Investments	34,716,486.99
PNC/Allegiant Money Market	94,299.27
KeyBank - Victory Fund	0.00
STAR OHIO Investment	29,917.26
STAR Plus Investment	10,784,111.24
Investments	\$ 45,634,852.73
PNC Endowment Acct	15,069,177.09
Endowment Account	\$ 15,069,177.09
Cash in Banks and On Hand	\$ 62,513,724.81

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – May 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 May 1, 2014 through May 31, 2014.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
05/01/14 - 05/31/14	31	Various	STAR Ohio	Various	0.66	Investment Pool
05/01/14 - 05/31/14	31	Various	STAR Plus	Various	2,275.75	Investment Pool
05/01/14 - 05/31/14	31	Various	PNC	Various	0.77	Sweep Money Market
05/01/14 - 05/31/14	31	Various	PNC	Various	0.41	Money Market
01/14/14 - 05/02/14	109	2,000,000	Federal Home Loan Bank	0.460%	11,076.00	Federal Agency
11/26/13 - 05/26/14	182	750,000	Federal National Mortgage Assn.	0.550%	2,062.50	Federal Agency
11/14/13 - 05/14/14	182	250,000	Federal Farm Credit Bank	0.250%	312.50	Federal Agency
11/27/13 - 05/27/14	182	1,000,000	Federal Home Loan Mortgage Corp.	0.375%	1,875.00	Federal Agency
02/28/14 - 05/28/14	90	2,000,000	Federal Home Loan Bank	0.900%	4,500.00	Federal Agency
02/27/14 - 05/27/14	90	1,000,000	Federal Home Loan Bank	0.950%	2,375.00	Federal Agency
02/24/14 - 05/19/14	85	600,000	Federal Home Loan Bank	0.450%	697.50	Federal Agency
02/27/14 - 05/14/14	77	1,000,000	Federal National Mortgage Assn.	0.550%	1,176.39	Federal Agency

Earned Interest May 2014 \$ 26,352.48
 Earned Interest Year To Date \$ 105,793.03

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee
June 17, 2014

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 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 Chapter Conference Columbus, Ohio	5/1/14	Don Boozer	291.34
State Library Board Board Meeting West Chester, Ohio	5/2/14	Don Boozer	134.96
Eastern Michigan University Virtual Reference Conference Ypsilanti, Michigan	4/25/14	Don Boozer	203.28
Cleveland Restoration Society Celebration of Preservation Cleveland, Ohio	5/1/14	Kelly Brown	47.56
State Library of Ohio Take 5: An Ohio Youth Services Dialogue Akron, Ohio	5/9/14	Monique Christian-Long	21.25
Cuyahoga Community College Effective Communication Workshop Cleveland, Ohio	4/22/14	Cynthia Coccaro	149.00
Ohio Library Council North Chapter Conference Worthington, Ohio	5/1/14	Madeline Corcharo	85.00
Cleveland State University Sponsored by the Confucius Institute Professional Educational Exchange Beijing and Shanghai, China	6/20/14 - 7/2/14	Thomas Corrigan	1,500.00
Library of Congress Center for the Book Idea Exchange Washington, D.C.	4/30/14 - 5/2/14	Amy Dawson	567.10
Ogletree, Deakins, Nash, P.C. Inclement Weather Webinar Cleveland, Ohio	3/26/2014	Joyce Dodrill	49.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
State Library of Ohio Take 5: An Ohio Youth Services Dialogue Akron, Ohio	5/9/14	Maria Estrella	15.00
Art Libraries International Society National Conference Washington, D.C.	5/1/14 - 5/5/14	Pamela Eyerdam	270.00
Library Journal Lead the Change Seminar Parma, Ohio	5/6/2014	Sarah Flinn	80.00
Ohio Library Council North Chapter Conference Worthington, Ohio	5/1/14	Mark Fox-Morgan	281.72
School Library Journal 2014 Public Library Think Tank Nashville, Tennessee	4/24/14 - 4/26/14	Lan Gao	676.37
ONLC Training Centers Sharepoint Fundamentals 2010 Cleveland, Ohio	5/16/14	Beth Hatch	495.00
Xerox Managed Print Services Meeting Columbus, Ohio	4/30/14	Rod Houpe	81.08
Management Council of Ohio Computer Technology Summit Columbus, Ohio	4/24/14	Rod Houpe	76.28
Ohio Library Council Technical Services Retreat Lewis Center, Ohio	4/21/14 - 4/22/14	Regina Houseman	418.95
Northeast Regional Library System Pop It! Move It! Use It! Seminar Kent, Ohio	5/2/14	Amiya Hutson	127.36
Frank Gates Workers Compensation Seminar Strongsville, Ohio	4/23/14	Dawntae Jackson	76.99
State Employment Relations Board SERB Academy 2014 Dublin, Ohio	3/31/14 - 4/1/14	Cedric Johns	275.00
Center for Public Investment Management Annual Conference Beachwood, Ohio	5/28/14	Carrie Krenicky	100.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Sirsi Dynix 2014 Cosugi Conference Detroit, Michigan	5/14/14 - 5/17/14	Brian Leszcz	1,054.43
Ohio University Summer Institute for Diversity Education Athens, Ohio	5/13/14 - 5/16/14	Cindy Lombardo	591.33
Institute Museum and Library Services Focus Meeting San Francisco, California	5/14/14 - 5/18/14	CJ Lynce	299.16
Ohio Library Council Technical Services Retreat Lewis Center, Ohio	4/21/14 - 4/22/14	Michael Monaco	323.40
Ohio Library Council 2014 Convention Program Committee Columbus, Ohio	4/28/14	Michael Monaco	137.76
Northeast Regional Library System Pop It! Move It! Use It! Seminar Kent, Ohio	5/2/14	Pasha Moncrief	75.00
School Library Journal 2014 Public Library Think Tank Nashville, Tennessee	4/24/14 - 4/26/14	Pasha Moncrief	699.79
Ohio Library Council Technical Services Retreat Lewis Center, Ohio	4/21/14 - 4/22/14	Diana Olivares	435.75
Sirsi Dynix 2014 Cosugi Conference Detroit, Michigan	5/14/14 - 5/17/14	Marlene Pelyhes	750.91
Sirsi Dynix 2014 Cosugi Conference Detroit, Michigan	5/14/14 - 5/17/14	Hilary Prisbylla	896.48
National Library Service 2014 Biennial Conference Oklahoma City, Oklahoma	5/2/14 - 5/8/14	William Reed	1,141.73
ONLC Training Centers Sharepoint Fundamentals 2010 Cleveland, Ohio	5/16/14	David Reynolds	495.00
State Library of Ohio Take 5: An Ohio Youth Services Dialogue Akron, Ohio	5/9/14	Kristen Schmidt	15.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Regional Library System Pop It! Move It! Use It! Seminar Kent, Ohio	5/2/14	Lori Scurka	75.00
Northeast Ohio Regional Library System New Supervisors Academy Hudson, Ohio	4/10/14	Marcie Williams	25.76
TOTAL			\$13,038.74

SUMMARY

FUND	MAY	YEAR TO DATE
General	\$9,891.27	\$32,479.76
Lockwood Thompson	1,376.16	5,035.66
OLBPD	1,141.73	1,278.37
LSTA - Know it Know	629.58	1,235.50
TOTAL	\$13,038.74	\$40,029.29

Report on Cleveland Foundation Grant For Library Learning Centers May 2014				
	Budget	YTD Expended	MTD Expended	Detail/Progress
Purchased/Contracted Services				
Cleveland State University America Reads after-school tutoring and homework help at 13 branches for students in grades K-8.	\$ 130,000.00			
College Now College Now and CPL will develop a career readiness and exposure program from students grades 9-12.	\$ 20,000.00			The program will begin in Fall of 2014. A planning meeting has been held with College Now and we are expecting a proposal and agreement by late July.
Music School Settlement Providing Read to the Beat pre-school literacy program that will take place over 10 weeks at four branches in both fall 2014 and spring 2015.	\$ 12,200.00	\$ 960.00	\$ 960.00	Beyond Words Music and Dance Center is providing similar programming over the summer months and was paid \$960 for their services.
Workshop for CPL Staff to improve knowledge and skills to be able to help children at all grade and reading levels.	\$ 15,000.00			
Total Purchased/Contracted Services	\$ 177,200.00	\$ 960.00	\$ 960.00	
Supplies				
Books and music instruments All supplies needed for tutoring, college prep and pre-school programs.	\$ 12,000.00			
Instruction support Hand-held dry erase boards, flashcards, etc.	\$ 2,000.00			
Total Supplies	\$ 14,000.00	\$ -	\$ -	
Capital Outlay				
24 iPads and 4 charging stations 24 iPad 2 (16g) @ \$400 each and 4 Case Cruzer 10-pack Ipad mobile charging stations @ \$715 each.	\$ 13,000.00			Sherri Jones and Nichole Shabazz are in the process of assessing which of the devices are most suitable for Learning Center activities. All equipment will be deployed in Learning Centers no later than September 2014.
Monitors 55" Samsung flat screen TV's to be used as video monitors - 4 @ \$1,499 each	\$ 6,000.00			
Google Nexus 7 tablets 24 Google Nexus 7 tablets @ \$230 each and 4 charging stations	\$ 8,400.00			
Digital Exterior Signage ViewMarq LED Message Display Boards 9 @ \$1099.00 per sign	\$ 9,900.00			
Total Capital Outlay	\$ 37,300.00	\$ -	\$ -	
TOTAL Cleveland Foundation Grant	\$ 228,500.00	\$ 960.00	\$ 960.00	

**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
5/01/2014 THROUGH 5/31/2014**

EXHIBIT 15**Human Resources Committee Report**

June 19, 2014

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
LEWIS,KANISE	MEMNOT	BRANCH CLERK	12/23/2014	PERSONAL REASONS
SHEHEE,WENDELL	WALZ	PAGE	4/25/2014	ANOTHER JOB
THOMAS,STEPHON	MEMNOT	PAGE	4/29/2014	ANOTHER JOB
BANKS,CHRISTOPHER	SOCIAL SCIENCE	PAGE	5/3/2014	PERSONAL REASONS
TOVANCHE,SELENA	JEFFERSON	PAGE	5/6/2014	RETURN TO SCHOOL
LUI, DANLEI	SHELF	PAGE	5/9/2014	PERSONAL REASONS
MURRAY,LAURIE	WESTPARK	PAGE	5/10/2014	PERSONAL REASONS
FRUITS,AMIRA	LITERATURE	PAGE	5/12/2014	RETURN TO SCHOOL
BIGGS,ERIC	ROCKPORT	CUSTODIAN	5/14/2014	PERSONAL REASONS
MEDINA,MARIA	BROOKLYN	PAGE	5/16/2014	MOVING

RETIREMENT

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 05/01/2014 TO 05/31/2014**

EMPLOYEE: PIEPENBURG, CARLOS
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFECT DATE** 05/18/2014
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	20,091.76	22,524.84	TRANSFER

EMPLOYEE: HUNTER, ARLIST
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFECT DATE** 05/18/2014
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	20,091.76	22,524.84	TRANSFER

EMPLOYEE: DIAL, DAVID
JOB TITLE: CARPENTER

CURRENT GRADE: F **EFFECT DATE** 05/25/2014
CURRENT STEP: 11 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	56,732.26	NEW HIRE

CLEVELAND PUBLIC LIBRARY

REPORT E**Human Resources Committee Report**

Meeting Date: June 19, 2014

Report Period: May, 2014

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

MONTH	2013 SICK LEAVE HOURS USED	2014 SICK LEAVE HOURS USED	2014 TOTAL HOURS
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	79,051.07
June	2,895.01		
July	3,272.87		
August	*4,570.23		
September	3,414.33		
October	4,081.30		
November	3,591.42		
December	4,130.37		

***Covers three pay dates**

CLEVELAND PUBLIC LIBRARY
May 1, 2014- May 31, 2014 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

REPORT F**Human Resources Committee Report**

June 19, 2013

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	79	20	11	1			28	18	1		
Professionals	73	12	3			1	36	13	5	3	
Technicians	21	11	2	1			6	1			
Protective Service	22	9	11					2			
Para-Professionals	144	30	31	2	2		34	34	9	2	
Administrative Support	299	28	64	6	3		52	128	16	2	
Skilled Craft	11	6	3			1		1			
Service Maintenance	52	8	36	2			2	3	1		
Grand Total	701	124	161	12	7	0	158	200	32	7	0

A = Total Column**B = White****C = Black****D = Hispanic****E = Asian/Pacific****G = White****H = Black****I = Hispanic****J = Asian/Pacific****F = American Indian/Alaskan Native****K = American Indian/Alaskan Native**

**INSURANCE REPORT
FOR THE MONTH OF**

Human Resources Committee Report
JUNE 19, 2014

**MAY
2014**

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Med Mutual Silver	21	10	31
Med Mutual Gold	255	147	402
Delta Dental	280	176	456
Vision	239	161	400

**Workers' Compensation
Lost Time Report**

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
CHILDREN'S LIBRARIAN	FULTON	12/18/2012	30



CLEVELAND PUBLIC LIBRARY

Policy on Patron Conduct

As the center of learning for a diverse and inclusive community, Cleveland Public Library encourages the use of its facilities by the people we serve. We pledge to conduct our interactions with respect and to provide an atmosphere conducive to learning and the effective delivery of library services to our patrons. In return, our patrons are asked to conduct themselves in a lawful, orderly and considerate manner.

Section 1: Conduct Governed by Cleveland Public Library Policy

Any behavior that disrupts the orderly use of the Library is prohibited. This includes, without limitation, behavior that constitutes a nuisance, or presents a safety and/or security hazard or affects the ability of the library staff to provide service to its patrons. The following actions are examples of conduct not allowed on library property:

- | | |
|---|---|
| 1.1 Possessing weapons of any kind, either concealed or in plain view | 1.15 Eating and drinking, except in designated areas |
| 1.2 Using threatening, profane, or offensive language or gestures | 1.16 Using skateboards or skates on library premises |
| 1.3 Trespassing in non-public areas | 1.17 Bringing bicycles, scooters or carts into library facilities without permission |
| 1.4 Blocking aisles, exits or entrances | 1.18 Violating the Library's <i>Policy on Internet and Computer Use</i> |
| 1.5 Creating excessive noise or a disruption | 1.19 Misusing computers |
| 1.6 Using computers, phones, and other devices at a volume that disturbs other patrons or library staff | 1.20 Exceeding the 2-hour per day time limit on use of computers managed by reservation software |
| 1.7 Leaving packages or any other personal items unattended | 1.21 Disabling, circumventing, or breaching library software on public computers |
| 1.8 Bringing large items into library facilities | 1.22 Adults using children's computers or equipment without authorization |
| 1.9 Leaving a child, age six or under, unsupervised or unattended, anywhere in or on library premises | 1.23 Soliciting, including, but not limited to, soliciting for money, donations, or signatures |
| 1.10 Monopolizing equipment, materials, or furnishings | 1.24 Posting or distributing material, without permission |
| 1.11 Moving furniture or equipment without library authorization | 1.25 Parking vehicles on library premises for purposes other than library use |
| 1.12 Bringing animals into library facilities, with the exception of service animals and animals brought in for special programs | 1.26 Engaging in horseplay or running |
| 1.13 Furnishing false information to a library staff member or library representative | 1.27 Using restrooms for bathing or laundry |
| 1.14 Being in library facilities with bare feet or without a shirt, or being otherwise attired so as to create a threat to health or safety or disrupt other patrons' use of the library facilities | 1.28 Sleeping in or on library premises |
| | 1.29 Smoking in the Eastman Reading Garden |
| | 1.30 Littering |
| | 1.31 Use of electronic nicotine delivery systems, such as e-cigarettes, where smoking is prohibited |

Subject to Search

By entering into any library facility, all patrons consent to search by the Library of bundles, packages, backpacks, briefcases, purses, and other containers, upon entering or leaving library buildings, in order to protect and preserve the safety and security of property and people using the Library.

(continued)

Pending approval by the Board of Library Trustees

Section 2: Conduct Governed by Federal, State, and Local Law

Patrons must comply with federal, state and local laws, including, without limitation, those that concern the following:

- | | |
|---|---|
| 2.1 Concealed weapon | 2.10 Indecent exposure |
| 2.2 Physical harm or threat of physical harm | 2.11 Trespassing |
| 2.3 Menacing by stalking | 2.12 Gambling |
| 2.4 Fighting | 2.13 Being under the influence of alcohol/illegal drugs |
| 2.5 Selling, using or possessing alcohol or illegal drugs | 2.14 Smoking |
| 2.6 Defacing or intentionally damaging library property | 2.15 Computer usage |
| 2.7 Theft and/or attempted theft of library property or the property of patrons and staff | 2.16 Sending, receiving, printing, disseminating, or displaying text or graphics which may be construed as obscene or as "harmful to juveniles" under Chapter 2907 of the Ohio Revised Code |
| 2.8 Abusive language | |
| 2.9 Sexual conduct | |

Infractions of the Law

Infractions of the law may result in a patron's expulsion from the Library, criminal prosecution, or other legal action, as appropriate.

Section 3: Special Guidelines for Children and the Persons Responsible for Them

Children are encouraged to use the Library's resources and services, to enjoy the Library as a place of study and inquiry, and to participate in the Library's programs. The Library encourages parents, guardians, and caregivers to use the Library with their children. Children six and under must be accompanied at all times by a responsible party. Any child not able to travel alone must be picked up prior to closing. Disruptive juveniles may be asked to disperse or leave the Library at the librarian's discretion. Parents are responsible for the behavior of their children, and guardians and caregivers are responsible for the behavior of the children in their care. The Library is not responsible for the safety or security of children left unattended, or the safety or security of children utilizing the Internet or electronic mail in the Library. (See *Policy on Internet and Computer Use*.)

Section 4: Enforcement

The Board of Trustees of the Cleveland Public Library has delegated to the Director and other library staff the authority to enforce the Policy on Patron Conduct. A patron who violates this policy will be notified of the portion of the policy that has been violated. A violation of this policy may result in a patron's expulsion from the Library, criminal prosecution, or other legal action as appropriate, depending upon the severity or frequency of the violation. If possible, a patron who has violated this policy and is expelled for more than one (1) day will be given written notice of the violation called a Violation and Expulsion Notice at the time the infraction takes place. Otherwise, a Violation and Expulsion Notice shall be mailed to the patron.

Appeal Rights

A patron has the right to an Administrative Appeal of an expulsion exceeding one (1) day. Patrons who believe they are being unfairly targeted with multiple one-day suspensions or consecutive suspensions because of managerial abuse of discretion, unevenly applied enforcement, or unreasonable managerial response, also have the right to an Administrative Appeal.

If a patron requests an Administrative Appeal, a supervisor in the Department of Safety & Protective Services will strive to conduct the appeal at the time of the violation, unless the patron's behavior constitutes an immediate threat to health or safety, in which case the patron will be expelled from the Library immediately. If the Administrative Appeal cannot be completed at the time of the violation, an Administrative Appeal can be scheduled by contacting a Safety & Protective Services supervisor at 216-623-2889 between 10am and 6pm Monday through Friday (except holidays) within five (5) working days from the date of the Violation and Expulsion Notice.

A patron whose expulsion exceeds thirty (30) days has the right to a review by the Director or his/her designee in addition to an Administrative Appeal. A patron may request an in-person hearing, or submit a written statement or other documentation to the Director in which case the Director will decide based upon the documents. Requests must be made within two (2) working days from the conclusion of the Administrative Review. If a patron requests an

in-person hearing, the patron will be notified of the date, time and place of the hearing by mail. To request a review hearing contact a Safety & Protective Services supervisor at 216-623-2889.

Expulsions will take effect immediately at the time of the violation, unless the patron requests an Administrative Appeal within five (5) working days from the date of the Notice, in which case the expulsion will not take effect until after the patron has had an opportunity for an Administrative Appeal, depending upon the outcome. If a patron does not request an Administrative Appeal, the patron's expulsion will take effect at the time of violation. Expulsions will take effect immediately at the time of the violation when a patron is expelled for behavior which constitutes an immediate threat to health or safety.

Decisions of the Director or his/her designee may be appealed to the Board of Trustees. A patron may request an appeal by submitting a written statement explaining why the Director's decision should be overturned, with any supporting documentation or evidence the patron wishes the Board to consider. Statements may be mailed to The Board of Trustees of the Cleveland Public Library, 325 Superior Avenue, Cleveland, Ohio 44114, or by email to boardappeal@cpl.org.

504 Rev. 06/14/5M

CLEVELAND PUBLIC LIBRARY CIRCULATION POLICY

LIBRARY CARD ELIGIBILITY

Permanent residents of Ohio qualify for a free library card. Persons who go to school in Ohio or work on a permanent basis in Ohio also qualify for a free library card. Only one card is allowed per individual, with the exceptions of library cards issued to teachers who work or live in Cuyahoga County and 3 for Me library cards issued to youth aged 17 and under with borrowing privileges restricted to print only. Cleveland Public Library honors the library cards of other CLEVNET libraries for the circulation of materials. Special cards, such as the 3 for Me card and those issued to businesses, educators, and temporary residents are governed by procedures set forth by Library administration.

APPLYING FOR A LIBRARY CARD

To apply for a library card, adults aged 18 or older must fill out an application and present valid, government-issued photo identification and current proof of address, if not listed on the photo identification. Acceptable forms of photo identification include a driver's license, state ID card, passport, and US. Military ID. Acceptable proof of a current address is either a printed personal check showing the address on the application or an envelope, utility bill, or postcard with a recent (within last 30 days) postmark received at the address shown on the application.

Applicants aged 14 through 17 who are not accompanied by a parent or guardian may apply for and be issued a library card that excludes DVD borrowing privileges. Photo identification is required for applicants aged 14 through 17 years old. Acceptable forms of photo identification for applicants in this age group include school ID, a report card, or a class schedule with the applicant's name on it.

Children aged 13 and under must be accompanied by a parent or guardian at the time of application. The child and parent or guardian must be present at the time of application. The parent or guardian must present valid, government-issued photo identification and current proof of address.

All youth aged 17 and under who wish to borrow DVDs must be accompanied by a parent or guardian at the time of application. The parent or guardian must present valid, government-issued photo identification and current proof of address. The parent or guardian may choose to allow DVDs borrowing privileges at that time.

Additionally, youth aged 17 and under may apply for one 3 for Me card with borrowing privileges restricted to print only. The 3 for Me card can be used as a primary library card or as a secondary library card. Youth may apply for this card without the signature of a parent or guardian.

Library card privileges must be renewed every two years. Valid photo identification and current proof of address must be presented when renewing library privileges.

BORROWER RESPONSIBILITIES

Borrowers must present a valid library card when charging out materials. If the patron does not have the library card but still wishes to charge out materials, valid photo identification will be accepted. Borrowers are responsible for paying any fines or other charges imposed for the late return of materials, loss, or the mutilation of library materials. Parents or guardians who sign a library card application on behalf of an applicant aged 17 or under are financially responsible for all materials borrowed on the card. Borrowers are responsible for reporting any changes in the account information in a timely fashion.

It is the borrower's responsibility and choice as to who has access to the library card for the account. A patron may allow a family member or friend to use his or her library card to check out materials, pick up materials on hold, and pay fines that are outstanding on that card. However, a valid library card must be presented and the Library reserves the right to ask a borrower for photo identification to verify identity before charging out materials.

LOST OR STOLEN LIBRARY CARD

If the borrower's card is lost or stolen, it is the borrower's responsibility to report the loss or theft to Cleveland Public Library or to another CLEVNET-member library immediately. A police report is required when a patron claims materials were checked out without permission. A new library card must be issued for lost, damaged or stolen cards; the cost for a replacement card is \$1.00. All charges or loans attached to the lost card will be transferred to the new card.

BORROWING GUIDELINES

A total of fifty circulating items may be on a borrower's record at any given time; of these, a total of eight (8) CPL-owned DVDs may be on a borrower's record. Loan periods depend upon the type of material being loaned; borrowers should note the due dates on the receipt provided at checkout. The Library upholds the circulation policy and loan periods for items owned by CLEVNET member libraries although they may differ from the loan periods of Cleveland Public Library.

Most CPL materials are renewable, and, depending on the item, may be renewed up to five times, provided there are no reservation requests pending and the patron has not accumulated more than \$24.99 in fines and/or fees on the account.

FINES & FEES

Once library materials are overdue, the cardholder will be charged overdue fines according to the Fines & Fees Schedule, approved by the Cleveland Public Library Board of Trustees. The Library will accept payment for lost or damaged materials, overdue fines and fees associated with materials owned by other CLEVNET member libraries at any CPL location. The Library will not wave any fines or fees associated with materials owned by other CLEVNET member libraries. If an item owned by another CLEVNET member library is found at a later date, the patron must return the item to the

owning library to request a refund. CPL will not issue refunds for materials owned by another library system.

The Library does not charge overdue fines for circulating materials borrowed by patrons aged 60 and over, or those who are totally and permanently disabled. To qualify for a disabled card, the patron must present a permanent Golden Buckeye card issued by the Ohio Department of Aging at the time of application. Patrons aged 60 and over or those who are totally and permanently disabled are still responsible for lost item charges.

Once an item is twenty-eight (28) or more days overdue, the Library will mail the borrower a bill for the cost of the item. When an item does not have a cost associated with it in the online catalog, the borrower is responsible for the replacement cost listed in the Fines & Fees Schedule. If the lost CPL item is found within 90 days of payment, the patron may contact the Library for a refund, less the maximum overdue fine for the item. In the event that a borrower believes that an item was returned on time, the borrower should contact the owning library to ask staff to check the shelf for the item. If the item is owned by CPL and not found after a shelf check, it is the sole discretion of the library manager to grant or deny CLAIMS RETURNED status for the item.

LOSS OF BORROWING PRIVILEGES

A patron is unable to borrow materials when fines and/or fees are in excess of \$24.99, 10 or more items are overdue, more than 50 items are already charged out, the patron's library card has expired, or the account has been referred for material recovery services. Youth aged 17 and under whose borrowing privileges have been suspended are eligible to apply for the 3 for Me card.

MATERIALS RECOVERY

Accounts of borrowers aged 18 or older with fines and/or fees in excess of \$24.99 on their account are referred to material recovery services for processing and may be subject to credit reporting. Youth aged 17 or younger with fines and/or fees in excess of \$24.99 are referred to material recovery services for processing; however, their name will not be reported to a credit bureau. A collection fee will be assessed to the patron when the account is referred for material recovery services. A patron's borrowing privileges will be restored once the balance on the user's account is zero.

CONFIDENTIALITY OF LIBRARY RECORDS

In keeping with the Library's [Policy on Confidentiality and the Privacy of Library Records](#), family members or friends are not given information about the accounts of the borrowers whose cards they are using, except in situations specified by [Section 149.432 of Ohio Revised Code](#), e.g., a parent can get the account information of a minor child.

A parent or guardian may request overdue information and information about current items charged out on a minor child's library card, if the parent or guardian has the minor child's card, or the parent or guardian has photo identification with same address as that

listed in the minor child's registration and proof of parentage or guardianship satisfactory to the Library.

Pending Approval of the Board of Library Trustees, June 17, 2014

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2014**

848

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD
	2014	2013	2014	2013	2014	2013	Gain/Loss
Main Library	135,557	142,508	652	685	676,050	717,806	-5.8%
Branches	310,070	318,649	1,413	1,454	1,554,077	1,657,671	-6.2%
Mobile Units	5,697	4,221			31,287	26,207	19.4%
Library for the Blind	52,955	53,043			260,559	271,449	-4.0%
OLBPD BARD	11,077	12,493			54,284	61,984	-12.4%
eMedia	18,790	15,599			95,780	77,929	22.9%
TOTAL CIRCULATION	534,146	546,513			2,672,037	2,813,046	-5.0%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD	
	2014	2013	2014	2013	Gain/Loss	
eBook	13,156	11,709	69,882	59,645	17.2%	
eAudioBook	4,450	3,765	21,630	17,504	23.6%	
eMusic	48	71	151	345	-56.2%	
eVideo	353	54	1,055	435	142.5%	
Zinio	783		3,062		N/A	
TOTAL eCIRCULATION	18,790	15,599	95,780	77,929	22.9%	Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD	
	2014	2013	2014	2013	Gain/Loss	
Downloads	11,077	12,493	54,284	61,984	-12.4%	Included in circulation activity
Users	640	579	3,329	3,043	9.4%	

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	13,178	13,059	9,736	9,621	1.2%
Branches	561	40 minutes	87,770	87,911	58,185	58,010	0.3%
TOTAL USAGE	655		100,948	100,970	67,921	67,631	0.4%

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	REPORT H
	2014	2013	2014	2013	2014	2013	Gain/Loss	
Main Library*	49,478	45,889	225	209	218,805	232,369	-5.8%	
Branches	241,370	214,571	1,100	979	1,136,858	1,185,182	-4.1%	
Mobile Unit	717	293			2,939	2,971	-1.1%	
TOTAL VISITS	291,565	260,753			1,358,602	1,420,522	-4.4%	

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR MAY 2014**

	a	b	c	d	e	f	g
BRANCH	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLEVNET Systems	Total Circulation (e+f)
Addison	7,559	690	767	1,465	10,481	666	11,147
Brooklyn	4,290	507	525	732	6,054	481	6,535
Carnegie West	8,745	937	1,212	1,503	12,397	1,107	13,504
Collinwood	5,278	701	590	955	7,524	707	8,231
East 131st	3,666	477	416	600	5,159	325	5,484
Eastman	12,557	1,362	1,450	2,607	17,976	2,158	20,134
Fleet*	8,990	979	1,113	1,709	12,791	1,072	13,863
Fulton	15,667	698	693	978	18,036	820	18,856
Garden Valley	3,145	152	135	254	3,686	266	3,952
Glenville	4,878	656	516	1,052	7,102	524	7,626
Harvard-Lee	5,806	637	764	1,227	8,434	758	9,192
Hough	3,446	367	277	398	4,488	307	4,795
Jefferson	4,917	660	959	1,162	7,698	757	8,455
Langston Hughes	5,166	763	633	1,006	7,568	472	8,040
Lorain	8,659	961	910	1,577	12,107	803	12,910
Martin Luther King, Jr.	7,534	769	859	1,230	10,392	1,001	11,393
Memorial-Nottingham	8,861	760	1,273	2,287	13,181	1,275	14,456
Mt. Pleasant	3,563	508	387	558	5,016	368	5,384
Rice	8,534	686	804	1,048	11,072	906	11,978
Rockport	13,487	1,232	1,196	2,271	18,186	1,920	20,106
South	6,187	677	626	1,246	8,736	594	9,330
South Brooklyn	13,498	1,286	1,715	2,856	19,355	2,170	21,525
Sterling	4,013	378	442	618	5,451	337	5,788
Union	5,326	625	594	842	7,387	465	7,852
Walz	10,723	959	1,295	1,728	14,705	1,325	16,030
West Park	12,260	1,412	2,844	3,998	20,514	2,434	22,948
Woodland	7,724	648	532	1,020	9,924	632	10,556
TOTAL	204,479	20,487	23,527	36,927	285,420	24,650	310,070

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MAY 2014**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2014	2013	2014	2013	Gain/Loss	%G/L
Addison	11,147	11,535	59,697	55,758	3,939	7.1%
Brooklyn	6,535	6,417	32,631	38,306	-5,675	-14.8%
Carnegie West	13,504	13,260	67,497	69,609	-2,112	-3.0%
Collinwood	8,231	9,104	44,450	50,358	-5,908	-11.7%
East 131st	5,484	5,227	26,720	27,137	-417	-1.5%
Eastman	20,134	23,571	103,948	108,116	-4,168	-3.9%
Fleet*	13,863	14,799	71,500	81,658	-10,158	-12.4%
Fulton	18,856	12,870	81,748	72,065	9,683	13.4%
Garden Valley	3,952	4,457	18,776	23,306	-4,530	-19.4%
Glenville	7,626	8,844	41,204	46,573	-5,369	-11.5%
Harvard-Lee	9,192	9,978	45,788	52,619	-6,831	-13.0%
Hough	4,795	4,835	24,690	24,964	-274	-1.1%
Jefferson	8,455	8,316	43,639	45,060	-1,421	-3.2%
Langston Hughes	8,040	8,221	35,976	41,436	-5,460	-13.2%
Lorain	12,910	12,554	57,636	64,907	-7,271	-11.2%
Martin Luther King, Jr.	11,393	9,439	56,119	45,040	11,079	24.6%
Memorial-Nottingham	14,456	14,250	73,648	78,508	-4,860	-6.2%
Mt. Pleasant	5,384	6,964	30,039	34,248	-4,209	-12.3%
Rice	11,978	13,475	61,322	68,619	-7,297	-10.6%
Rockport	20,106	21,625	102,833	113,081	-10,248	-9.1%
South	9,330	8,706	47,533	44,450	3,083	6.9%
South Brooklyn	21,525	23,295	107,084	116,542	-9,458	-8.1%
Sterling	5,788	6,029	29,658	36,055	-6,397	-17.7%
Union	7,852	8,444	42,027	43,881	-1,854	-4.2%
Walz	16,030	17,520	83,535	94,225	-10,690	-11.3%
West Park	22,948	23,063	111,348	119,053	-7,705	-6.5%
Woodland	10,556	11,851	53,031	62,097	-9,066	-14.6%
TOTAL	310,070	318,649	1,554,077	1,657,671	-103,594	-6.2%

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE MAY 2014**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2014	2013	2014	2013	Gain/Loss	%G/L
Addison	6,610	5,765	29,585	33,256	-3,671	-11.0%
Brooklyn	4,116	3,949	19,084	22,469	-3,385	-15.1%
Carnegie West	15,720	13,265	74,374	80,511	-6,137	-7.6%
Collinwood	6,876	6,002	33,949	35,314	-1,365	-3.9%
East 131st	8,198	6,222	36,146	36,798	-652	-1.8%
Eastman	10,580	10,873	57,084	62,359	-5,275	-8.5%
Fleet	11,689	10,788	53,441	59,572	-6,131	-10.3%
Fulton	7,807	7,566	36,198	42,713	-6,515	-15.3%
Garden Valley	5,185	3,907	23,347	21,280	2,067	9.7%
Glenville	6,833	6,434	32,484	36,097	-3,613	-10.0%
Harvard-Lee	10,165	8,491	48,183	44,873	3,310	7.4%
Hough	10,034	9,492	47,562	48,157	-595	-1.2%
Jefferson	7,508	6,649	38,028	38,885	-857	-2.2%
Langston Hughes	8,275	6,551	34,789	33,287	1,502	4.5%
Lorain	8,983	7,576	40,020	40,793	-773	-1.9%
Martin Luther King, Jr.	6,345	7,863	31,629	30,222	1,407	4.7%
Memorial-Nottingham	8,021	7,863	30,299	37,821	-7,522	-19.9%
Mt. Pleasant	7,059	5,247	33,568	31,320	2,248	7.2%
Rice	12,514	13,150	64,347	70,299	-5,952	-8.5%
Rockport	12,649	8,812	62,053	53,503	8,550	16.0%
South	7,933	8,009	39,316	33,719	5,597	16.6%
South Brooklyn	13,434	11,277	61,569	69,308	-7,739	-11.2%
Sterling	10,796	10,605	50,146	61,425	-11,279	-18.4%
Union	7,098	5,249	29,068	27,953	1,115	4.0%
Walz	9,564	8,340	44,383	48,232	-3,849	-8.0%
West Park	9,611	8,260	49,655	49,409	246	0.5%
Woodland	7,767	6,366	36,551	35,607	944	2.7%
TOTAL	241,370	214,571	1,136,858	1,185,182	-48,324	-4.1%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS MAY 2014**

Branch	Total Circulation	Branch	Attendance	Branch	Population	
					2010	2000
1 West Park	22,948	1 Carnegie West	15,720	1 South Brooklyn	32,043	34,217
2 South Brooklyn	21,525	2 South Brooklyn	13,434	2 West Park	27,814	29,398
3 Eastman	20,134	3 Rockport	12,649	3 Fleet**	26,727	34,598
4 Rockport	20,106	4 Rice	12,514	4 Eastman	23,674	25,873
5 Fulton	18,856	5 Fleet	11,689	5 Rockport	19,896	21,467
6 Walz	16,030	6 Sterling	10,796	6 Fulton	19,647	22,575
7 Memorial-Nottingham	14,456	7 Eastman	10,580	7 Rice	19,462	25,893
8 Fleet*	13,863	8 Harvard-Lee	10,165	8 Memorial-Nottingham	19,271	22,598
9 Carnegie West	13,504	9 Hough	10,034	9 Harvard-Lee	17,655	21,246
10 Lorain	12,910	10 West Park	9,611	10 Walz	16,063	18,497
11 Rice	11,978	11 Walz	9,564	11 Collinwood	14,769	19,377
12 Martin Luther King, Jr.	11,393	12 Lorain	8,983	12 Langston Hughes	14,439	21,224
13 Addison	11,147	13 Langston Hughes	8,275	13 Glenville	14,006	20,302
14 Woodland	10,556	14 East 131st	8,198	14 Addison	13,603	19,263
15 South	9,330	15 Memorial-Nottingham	8,021	15 East 131st	13,025	18,001
16 Harvard-Lee	9,192	16 South	7,933	16 Mt. Pleasant	12,792	17,155
17 Jefferson	8,455	17 Fulton	7,807	17 Lorain	12,588	14,589
18 Collinwood	8,231	18 Woodland	7,767	18 Martin Luther King, Jr.	12,392	15,483
19 Langston Hughes	8,040	19 Jefferson	7,508	19 Carnegie West	10,487	11,716
20 Union	7,852	20 Union	7,098	20 Union	8,416	12,603
21 Glenville	7,626	21 Mt. Pleasant	7,059	21 Sterling	8,267	8,712
22 Brooklyn	6,535	22 Collinwood	6,876	22 Woodland	7,946	7,213
23 Sterling	5,788	23 Glenville	6,833	23 South	6,325	7,729
24 East 131st	5,484	24 Addison	6,610	24 Hough	5,667	7,845
25 Mt. Pleasant	5,384	25 Martin Luther King, Jr.	6,345	25 Brooklyn	5,524	6,430
26 Hough	4,795	26 Garden Valley	5,185	26 Jefferson	3,515	3,987
27 Garden Valley	3,952	27 Brooklyn	4,116	27 Garden Valley	2,310	3,220
	310,070		241,370	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--
NODIS, Maxine Goodman Levin College of Urban Affairs,
Cleveland State University

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2014**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
CLEVNET	76,173	84,355	387,549	403,224	-3.9%
MORE	476	850	3,293	3,919	-16.0%
Other Libraries	592	719	3,488	3,762	-7.3%
TOTAL	77,241	85,924	394,330	410,905	-4.0%

*Totals included in Main Library and Branch circulation counts.

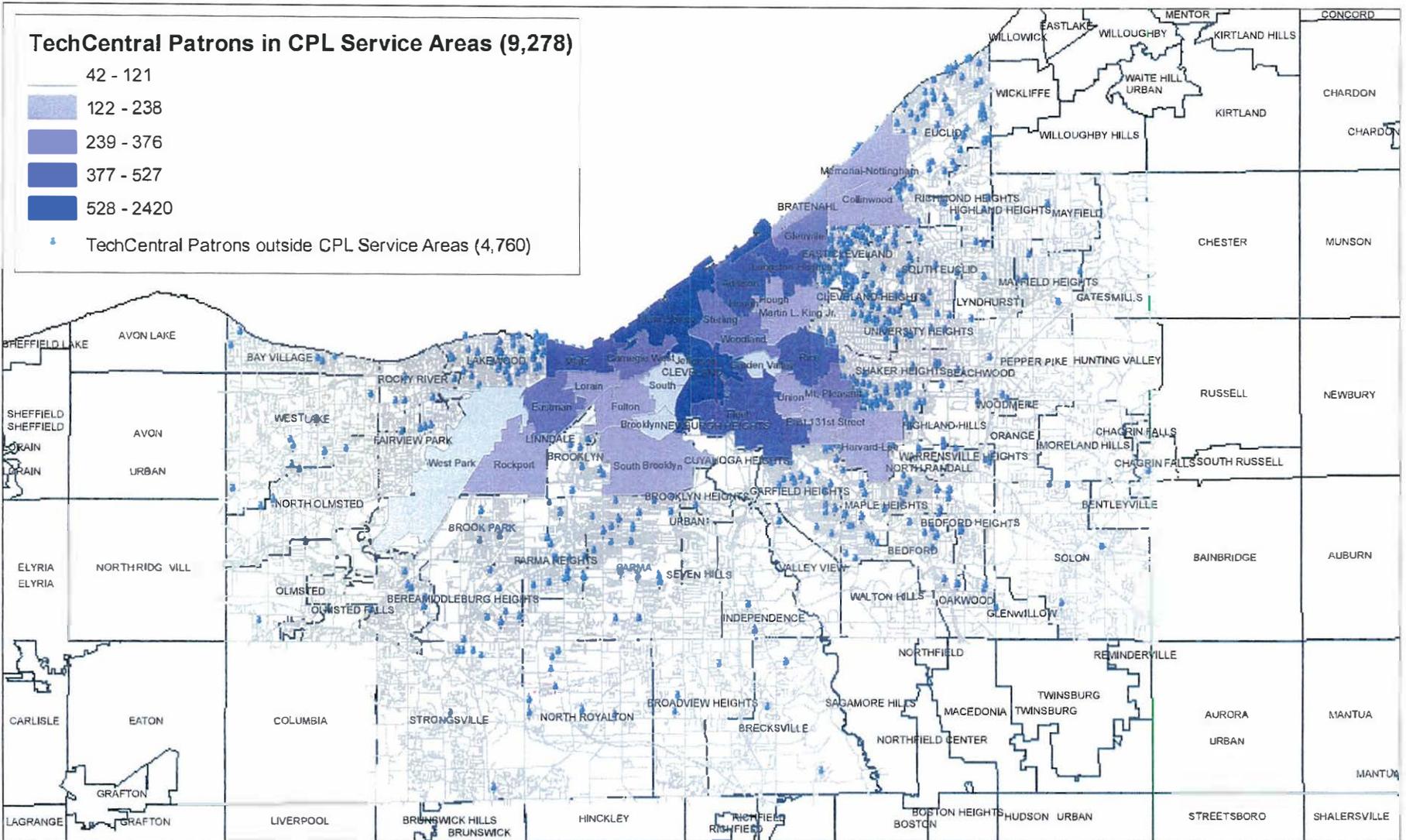
ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
Projected	18,026	20,863	128,404	132,138	-2.8%
KnowItNow Web Reference*	370	594	1,877	3,114	-39.7%
Interlibrary Loan Requests	1,068	4,354	9,673	23,800	-59.4%
TOTAL	19,464	25,811	139,954	159,052	-12.0%

*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	6,826	5,462	29,035	26,875	8.0%
Total Items Added	21,873	24,329	95,559	110,260	-13.3%

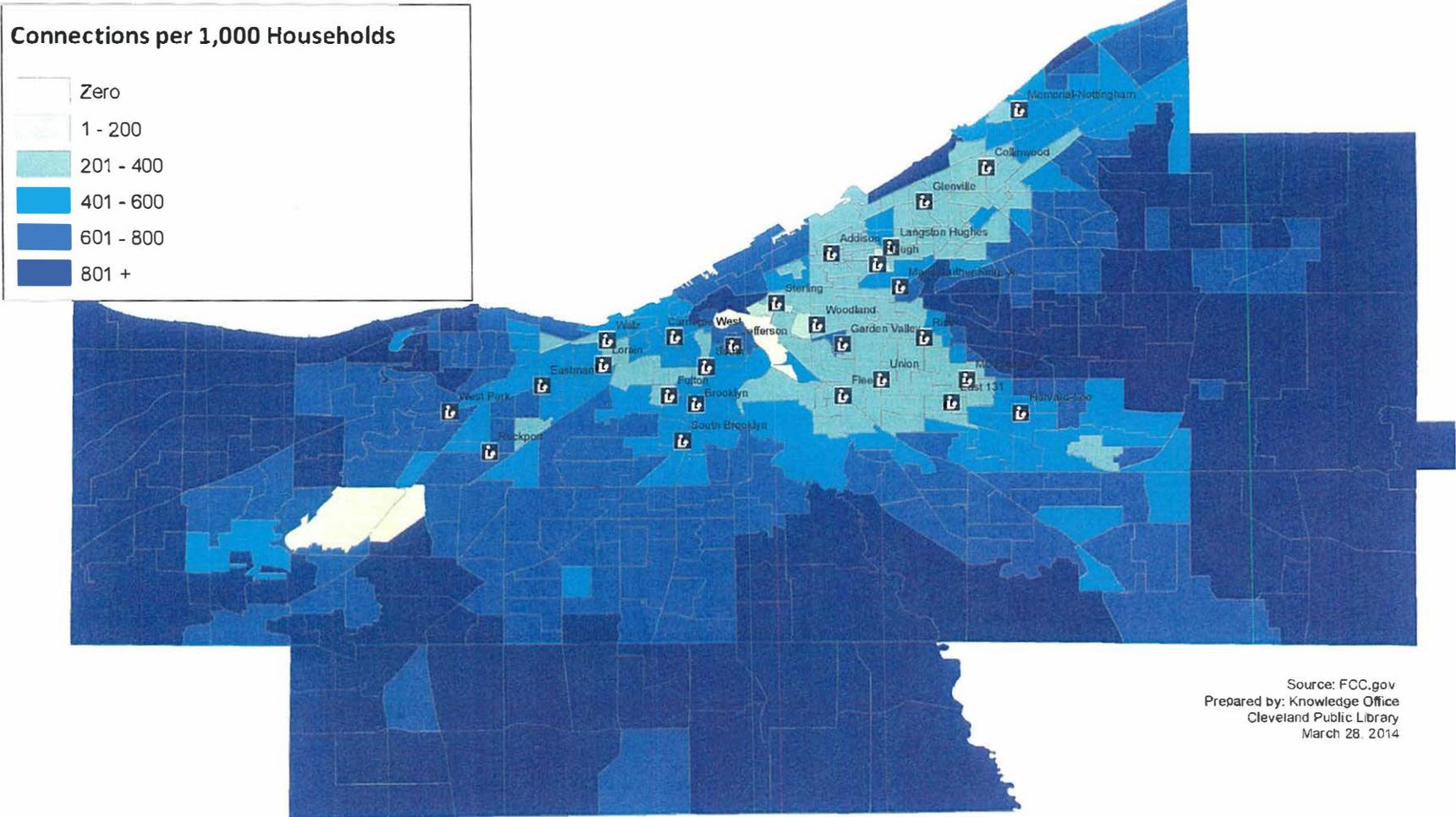
HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
Main Library	208	208	990	1,008	-1.8%
Branches	5,936	5,930	28,302	28,792	-1.7%

TechCentral Public Computer Users, May 2014



854

Residential Fixed High-Speed Connections per 1,000 Households in Cuyahoga County



Source: FCC.gov
Prepared by: Knowledge Office
Cleveland Public Library
March 28, 2014



BOARD POLICY ON OPEN MEETINGS

1. **POSTED NOTICE** – The Director shall cause a written notice of the time, place and agenda of each regular Board meeting to be posted on the Library’s website at least 24 hours before the meeting. Notices of the time, place, and purpose of special meetings and emergency meetings requiring immediate official action shall be posted on the Library’s website promptly after the meeting is called. Whenever the place or time of a Board meeting is changed after it is called, or a meeting is adjourned from one day to a later day at the same or a different place, the Director shall cause a written notice of the change or adjournment, including the new time and place of the meeting, to be promptly placed on the Library’s website. No notice of a meeting so posted shall be removed until the meeting is either concluded or cancelled.

2. **REQUESTS FOR NOTICE TO NEWS MEDIA**

(a) Any news media may request and receive advance notification of any special meeting or meetings of the Board by filing with the Director a written request for such notice, indicating whether notice is desired of all special meetings or of which kind or kinds of special meetings, and including the name of the requesting media, the street or e-mail address to which notices are to be sent, and the name and the telephone number of the person (and alternate, if any) to whose attention the written notification may be given either during or outside of business hours. By like filing with the Director the news media may cancel or from time-to-time modify its filed request, or the names, street or e-mail addresses and telephone numbers thereon.

(b) The Director shall maintain and keep up to date a file or list of all news media requests filed under (a) above and shall cause a written notice of the time, place and purposes of each special meeting to be mailed or e-mailed to the news media as requested at such time and in such manner as will reasonably provide for its receipt at least 24 hours before the meeting, except that in the event of an emergency requiring immediate official action, the Director shall cause written notice of the same to be delivered to the requesting news media in such manner and as immediately as the conditions of the meeting shall reasonably permit.

3. **NOTICE TO OTHER PERSONS** – Any person who wants to obtain reasonable advance notification of Board meetings at which any specific type of public business is scheduled to be discussed may file with the Director a written request stating the person’s name, address and telephone number or numbers at which the person can be reached during or outside business hours and stating the specific type of public business the discussion of which is the person’s concern, together with a stamped, self-addressed envelope or envelopes in which the requested notice can be mailed. In lieu of notification by mail, the requestor may specify e-mail

as the method for delivery of notice. Any such persons may likewise file with the Director a modification or cancellation of such a request. It shall be the duty of the Director to comply with each such request by mailing to the person in the filed, stamped, self-addressed envelope or by e-mail if requested, advance notice of each Board meeting of the type stated in the request and such mailing or e-mailing shall be made immediately when the time and place of the meeting are fixed by the Board or the officer calling the meeting. If the type of business with which the requesting person is concerned shall be included in the agenda of the meeting, the mailed or e-mailed notice of the meeting shall include the agenda or that part of the agenda which is known at the time the notice is sent.

4. EXECUTIVE SESSION – Nothing in this Policy shall limit the right of the Board to meet in executive session in accordance with Section 121.22 (G) of the Ohio Revised Code or other applicable provisions of the law.

5. COMMITTEE MEETINGS – Notice of Committee meetings of the Board shall be the same as for full Board meetings.