

CLEVELAND PUBLIC LIBRARY

Finance Committee

September 19, 2017

**RESOLUTION TO ACCEPT BEST BUY TEEN TECH CENTERS GRANT TO
BUILD A CREATIVE AND SAFE LEARNING SPACE THAT PROVIDES
AFTER-SCHOOL PROGRAMMING FOR TEENS AT ROCKPORT BRANCH**

WHEREAS, In partnership with the international Clubhouse Network, Best Buy announced a competitive grant to open new Teen Tech Centers in six new U.S. cities to complement the 12 current Teen Tech Centers nationwide; and

WHEREAS, Best Buy Teen Tech Centers are a place where teens can develop critical skills through hands-on activities exploring their interests in programming, filmmaking, music production and design. Each location works to bridge the digital divide by giving students access to the tech education and building the confidence they will need to be successful in school and in their future careers; and

WHEREAS, Cleveland Public Library applied for and received the only Cleveland grant to open a Best Buy Teen Tech Center at the Rockport Branch in 2018. Grant funds will provide up to \$180,000 in cash and donated equipment, including a \$50,000 Program grant (for staffing), \$50,000 in cash and in-kind donations of equipment, a \$30,000 furniture grant and a potential \$50,000 construction grant (provided on a 1:1 matching basis); and

WHEREAS, A special revenue fund, 257-Tech Centers, will be established to account for this grant and possible other resources whose uses are committed to this purpose; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from Best Buy in an amount up to \$180,000; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as approved by the Library's Chief Legal Officer that are necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of the Grant and this Resolution, including, without limitation, a transfer of required matching funds from the General Fund Account: 19990099-59900 (Transfers Out) to the 257-Tech Centers Fund Account: 257049-49900 (Transfers In) in an amount up to \$50,000 to match the \$50,000 construction grant requirement.



September 11, 2017

Felton Thomas, Jr.
Executive Director, CEO
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

Re: The Clubhouse Network Membership and Best Buy Teen Tech Center Approval

Dear Felton:

We are pleased to inform you that the Cleveland Public Library has been approved for membership in The Clubhouse Network: A Global Community for Creativity & Achievement, and to establish a Best Buy Teen Tech Center (“Best Buy Teen Tech Center”) at the Rockport Branch through a license and grant from the Museum of Science, Boston (“The Clubhouse Network”). You will receive this license and grant pursuant to the terms and conditions of a Grant/License Agreement between you and The Clubhouse Network, which is enclosed (the “Grant/ License Agreement”). If you are in agreement with the Grant/ License Agreement, please sign a copy and return it to The Clubhouse Network’s attention via email, fax or postal service, and print a copy for your records. The term of the Grant/ License Agreement begins September 1, 2017 and ends 12 months after the date of your Teen Tech Center’s “soft opening” (i.e., first day of being open to youth). The agreement is subject to renewal at the end of that time period.

Please note that you will also be required to execute a separate agreement related to facility requirements, start-up equipment, and trademark licensing for the Best Buy Teen Tech Center directly with Best Buy Stores, L.P. (“Best Buy Agreement”).

After both agreements are executed, you are eligible to receive funding for three separate grants: a \$50,000 Program Grant, a start-up grant valued at \$80,000 (\$50,000 cash and in-kind donations for technology resources, \$30,000 cash for furniture) and a construction grant up to \$50,000 (provided on a 1:1 matching basis). The payment schedules for these three grants can be found on the attached license agreement.

Best Buy and The Clubhouse Network are delighted to be working with you and your team to enable teens from your community to develop confidence in themselves and gain valuable skills through the use of technology at the Best Buy Teen Tech Center. Benefits that come from your participation as a member of The Clubhouse Network and as a Best Buy Teen Tech Center include:

The Clubhouse Learning Model

- *Access to a learning model*, created, tested, and refined over the past 24 years based upon research conducted at the MIT Media Laboratory and The Clubhouse Network in Boston.

- *Research and Development*– Application of new technologies, new programming, and innovative ideas for Clubhouse implementation from the “flagship” Clubhouse, from community-based Clubhouse and Teen Tech Center sites, as well as from the MIT Media Lab, incorporated and developed as Clubhouses evolve.

Connection and Collaboration with a Global Community

- *Global/National Resource Leveraging* – Identifying Network-wide or region-specific resources and opportunities, such as in-kind donations of software, discounted equipment, or supplies, funding earmarked for initiatives and collaborations with global organizations with complementary missions.
- *Tools for Communication and Collaboration* – The Clubhouse Intranet (The Clubhouse Commons) and social networking site (the Clubhouse Village), Listservs.
- *Licensing* – Quality assurance to ensure the strength of the Network and integrity of the Clubhouse learning approach and to enable licensees to benefit from the affiliation.
- *Use/protection of The Clubhouse name* - Each Clubhouse and Teen Tech Center has access to The Clubhouse Network name. Sites are able to attach the name of their sponsor(s) or “host organizations,” such as The Procter & Gamble Clubhouse of Cincinnati, or The Clubhouse at the Yawkey Boys and Girls Club. All sites include language that they are “members of The Clubhouse Network.” The Clubhouse name and logo are trademark-protected.
- *Teen Summit for youth (funding permitted)*- Occurring once every 2 years (2014, 2016, 2018...) in Boston, each Clubhouse is eligible to send up to 3 members (ages 13-18), plus a staff chaperone, to this global summit. Teens work in groups on projects related to skills that they learn and enjoy in their own Clubhouses, and have an opportunity to become connected to other members from many countries and cultures, building global awareness and understanding.

Professional Development Opportunities

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

Access to Resources and Ongoing Support

- *Monthly Regional Meetings (1 hour)* - Occurring once each month (by phone, Skype, or other online medium), at a time agreed upon by the Clubhouse Coordinators in the region, these meetings address timely issues that concern Clubhouses, as well as sharing recent news.
- *Mentoring resources* -- materials for recruiting, training, and supporting mentors, such as the Mentor Toolkit, the Mentor Handbook, and the on-line Mentor Connector.
- *Youth Development Resources* – including Clubhouse-to-College/Clubhouse-to-Career (C2C), inclusiveness and family engagement resources, best practices, and materials.
- *Sustainability and marketing/PR resources*– resources/materials for fund-raising and sustainability; materials to assist with marketing the Clubhouse locally and network-wide, and direct fund-raising assistance (as resources permit).
- *Evaluation and assessment* – data collection, tools for evaluation and assessment, process for sharing information, aggregated analysis and interpretation of Clubhouse data Network-wide.
- *Geographic Liaison Support* – support via in-person visits, phone, online chats, and/or email on the application of the Learning Model, best practices, needs assessments.

* * * *

Of course, the biggest benefit to participation in The Clubhouse Network as a Best Buy Teen Tech Center is providing the opportunity for hundreds of young people to gain access to technological tools and resources they otherwise may not have, and to enable them to gain valuable skills through the use of technology.

On behalf of The Clubhouse Network staff, congratulations on your selection as a Best Buy Teen Tech Center, and thank you for your commitment to the goals of the program. We welcome you as a partner in enabling youth from communities around the world to gain access to technological tools, resources, and opportunities they otherwise would not have, and to gain confidence and skills through the use of technology. We are pleased to be working with you toward this end.

If you have any questions, please contact me at (617) 589-0387, or by e-mail at <gbreslow@theclubhousenetwork.org>.

Sincerely,

A handwritten signature in blue ink that reads "Gail Breslow". The signature is fluid and cursive, with the first name "Gail" and last name "Breslow" clearly legible.

Gail Breslow
Executive Director
The Clubhouse Network



**The Clubhouse Network
Museum of Science, Boston**

Grant/License Agreement

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

Project Director: Amiya Huston, Branch Manager

Project Name: Best Buy Teen Tech Center at the Rockport Branch

Purpose: Establish and support a Best Buy Teen Tech Center at the Cleveland Public Library's Rockport Branch

Amount of Grant: Program Grant of \$50,000, Technology Grant valued at \$50,000 (cash and in-kind), Furniture Grant of \$30,000, plus up to \$50,000 construction grant (matched on a 1:1 basis)

**Period of Grant/
License:** September 1, 2017 – 12 months following “soft opening”

Payment Schedule: **PROGRAM GRANT**
\$10,000 (20% of total) upon receipt of signed contracts
\$30,000 (60% of total) upon “soft opening”
\$10,000 (remaining 20%) 12 months following “soft opening”

TECHNOLOGY/FURNITURE GRANT
\$80,000 (\$50,000 cash and in-kind for technology resources, \$30,000 for furniture) upon receipt of approved Teen Tech Center designs

CONSTRUCTION GRANT
Up to \$50,000 upon receipt of letter of request detailing construction costs, final design, plans for match and amount requested.

**Museum of Science
Contact:** Gail Breslow
Executive Director, The Clubhouse Network
Museum of Science, One Science Park, Boston, MA 02114
(617) 589-0387
gbreslow@theclubhousenetwork.org

Grant/License Agreement

A. Program Requirements

1. This Grant/License Agreement (this “Agreement”) sets forth the terms on which The Clubhouse Network at the Museum of Science (“The Clubhouse Network”) will support the Cleveland Public Library (the “Grantee/ Licensee”) as a member of The Clubhouse Network in establishing a Best Buy Teen Tech Center at the Rockport Branch Library as detailed in the proposal dated June 5, 2017, and submitted by the Grantee/ Licensee to the Best Buy Foundation and The Clubhouse Network at the Museum of Science. The grant provided hereunder (“Grant”) must be expended solely for the purposes of establishing and supporting The Best Buy Teen Tech Center at the Cleveland Public Library, and as more fully described herein. Program grant funds may be used for Best Buy Teen Tech Center staff salaries, staff development, program materials and supplies, program activities, and travel for appropriate training related purposes. Grant funding may not be used for general overhead expenditures.
2. All funding for and resources consisting of hardware, software, furniture, and other materials and services provided to the Grantee/ Licensee through The Clubhouse Network for use in the Best Buy Teen Tech Center must be exclusively used in the Grantee/Licensee’s Best Buy Teen Tech Center, and it is the responsibility of the Grantee/Licensee to provide reasonable security, maintenance, and upkeep of all such property and services.
3. The Grantee/Licensee must provide a dedicated space for the Best Buy Teen Tech Center that complies with the requirements of the agreement executed between the Grantee/ Licensee and Best Buy Stores, L.P. in conjunction herewith, related to the Best Buy Teen Tech Center facility, start-up equipment, assistance, and trademark licensing. The Grantee/Licensee must work in good faith to meet the timelines for the Best Buy Teen Tech Center construction, soft opening, and grand opening set forth on Exhibit D to this Agreement. If the Grantee/Licensee chooses to relocate its operations during the term of this Agreement, the Best Buy Teen Tech Center must also be moved to the new location. All costs involved in moving the Best Buy Teen Tech Center will be the obligation of the Grantee/Licensee. Grant funds may be used to cover some or all expenses incurred as a result of relocation.
4. The Grantee/Licensee shall appoint a Best Buy Teen Tech Center Coordinator by the time of the soft opening of the Best Buy Teen Tech Center as set forth on Exhibit D to this Agreement described above, and the position shall be a full-time position throughout the term of this Agreement. Together with his/her supervisor, the Best Buy Teen Tech Center Coordinator must attend a one-week orientation and professional development program at the Museum of Science, global headquarters of The Clubhouse Network. They are urged to attend this program prior to the soft opening, but are required to attend prior to the grand opening of the Best Buy Teen Tech Center. In the event a new Best Buy Teen Tech Center Coordinator is hired by the Grantee/Licensee during the term of this Agreement, he or she must attend the one-week orientation and training program. Grant funds may be used for out-of-pocket expenses (for travel, lodging, meals, and incidentals) for the foregoing. In the event the Grantee/Licensee does not employ a Teen Tech Center Coordinator for more than 60 consecutive days during the term of this Agreement as required, in addition to any other remedies hereunder, the Grantee/ Licensee will forfeit the year-end Grant payment.
5. Grantee/Licensee’s Best Buy Teen Tech Center Coordinator must participate in all Clubhouse Network meetings, including the Clubhouse Network’s three-day Annual Conference, biennial

mid-year Regional Workshop, and monthly phone or on-line meetings of all staff. Grant funds may be used for travel and other expenses, as required, for the foregoing.

6. The Grantee/Licensee must operate the Best Buy Teen Tech Center a minimum of 20 hours per week (after school, on weekends, and at accessible hours during the summer) throughout the term of this Agreement, to ensure that youth from underserved communities have access to the Best Buy Teen Tech Center.
7. The Grantee/Licensee will adopt the learning approach of The Clubhouse Network by implementing the following basic program standards:
 - The Best Buy Teen Tech Center will provide opportunities for open-ended exploration (balanced with more structured workshops with a more defined curriculum) during the time that the Best Buy Teen Tech Center is open.
 - The Best Buy Teen Tech Center provides high-end professional software for creative expression and scientific and technological exploration (versus computer games and/or web-surfing for entertainment only) during the time that the Best Buy Teen Tech Center is open.
 - The Best Buy Teen Tech Center will encourage the participation of adult mentors who can serve as role models and support the development of a sense of community.
 - The Best Buy Teen Tech Center Coordinator will demonstrate a commitment to participation in The Clubhouse Network, for example by sharing best practices and lessons learned, and by encouraging youth to participate in on-line activities for youth around the Network.
8. The Best Buy Teen Tech Center will embrace and celebrate diversity of the Best Buy Teen Tech Center youth, mentors, and staff, participate in dialogue across its communities that increases awareness, tolerance and inclusiveness, and demonstrate a commitment to supporting teens as they become active, engaged, informed citizens of the world.
9. The Clubhouse Network will have the right to use all content created, including teen-generated content from the Best Buy Teen Tech Center for marketing and communication purposes.
10. The Grantee/Licensee will comply with all applicable national, state, and local privacy laws and regulations, including the Children's Online Privacy Protection Act and associated regulations (COPPA), in connection with operating the Best Buy Teen Tech Center. The Clubhouse Network Privacy Requirements are described in the attached "Exhibit A."
11. The Grantee/Licensee will develop and implement an effective plan by the end of the term of this Agreement to sustain its Best Buy Teen Tech Center for possible renewal terms of this Agreement.

B. Reporting/Evaluation Requirements

1. The Grantee/Licensee must provide semi-annual reports to The Clubhouse Network addressing the items outlined in Exhibit B, attached, "Assessment and Planning Reporting Requirements," as well as an accounting of Grant funds expended to date. Required reports must be submitted according to the regularly scheduled A&P report deadlines of January 15 and June 15. A detailed report showing how grant funding was spent during the 6-month period is also due and should be attached with each A&P report.
2. The Grantee/Licensee must inform The Clubhouse Network of all major Best Buy Teen Tech Center events prior to their occurrence. The Grantee/ Licensee must promptly inform The Clubhouse Network Contact listed on the front of this Agreement of any proposed change in

key personnel at the Best Buy Teen Tech Center, or any proposed change in the space dedicated to the Best Buy Teen Tech Center.

3. The Grantee/Licensee must fully cooperate with any independent evaluation team assigned to its Best Buy Teen Tech Center, including timely participation in interviews, surveys, evaluation team visits, and other data collection activities.

C. License Grants and Acknowledgments

1. For the term of this Agreement, The Clubhouse Network hereby grants to the Grantee/Licensee a non-exclusive, non-transferable, royalty-free, revocable license to use the “Clubhouse Network” name and licensed logo (Exhibit C, attached, the “TCN Licensed Logo”) on collateral and promotional materials related to the Best Buy Teen Tech Center, including but not limited to the Grantee/Licensee’s website, and marketing and advertising materials for the Best Buy Teen Tech Center. Upon the termination or expiration of this Agreement, the Grantee/Licensee shall (a) cease use of the TCN Licensed Logo within thirty (30) days, and (b) assign to the Clubhouse Network any domain name registration that it owns that includes the Clubhouse Trademarks within seven (7) days.
2. Throughout the term of this Agreement, the program for which the Grant funding is provided hereunder will be known and identified as a “Best Buy Teen Tech Center” and as “a Member of The Clubhouse Network, a collaboration with the MIT Media Lab.” The TCN Licensed Logo must be used prominently on all collateral, promotional materials, and advertising materials for the Best Buy Teen Tech Center throughout the term of this Agreement. The tag line, “a member of The Clubhouse Network, a collaboration with the MIT Media Lab” must appear on all collateral, promotional materials, and advertising materials for the Best Buy Teen Tech Center throughout the term of this Agreement. The Clubhouse Network reserves the right to review any such material prior to any public use or distribution of such materials by the Best Buy Teen Tech Center.
3. All press releases and other announcements related to the program must include the tag line, “The Best Buy Teen Tech Center is a member of the Clubhouse Network, a collaboration with the MIT Media Lab.” The Clubhouse Network reserves the right to review any press releases or other announcements regarding this program prior to any public use or distribution by the Best Buy Teen Tech Center.

D. Non-Profit or Government Entity Classification

1. The Grantee/Licensee must be a non-profit or public agency organized for the purpose of supporting community undertakings related to culture, social activities, and education for children, youth, and/or adults. In the case of U.S.-based organizations, the Grantee/Licensee must be a tax-exempt agency under Section 501(c)(3) of the Internal Revenue Code, or a comparable government-sponsored youth or social services agency. In all cases, the Grantee/Licensee must not derive a profit or otherwise benefit financially from the Best Buy Teen Tech Center program. The Grantee/Licensee must promptly notify the Clubhouse Network if there is any change in its status or classification.
2. The Grantee/Licensee will make reasonable efforts to assure that the Grant and no other gifts received from any sponsors of the Best Buy Teen Tech Center are used in such a manner that they constitute a taxable expenditure, such as would be incurred by a commercial, for-profit enterprise.

E. Licensing Timeframe

This Agreement is subject to renewal at The Clubhouse Network’s discretion.

F. Termination

Either party may terminate this Agreement in the event that the other party materially breaches this Agreement and fails to cure such breach (in the non-breaching party’s reasonable discretion) within thirty (30) days of receipt of notice of such breach from the non-breaching party. For the avoidance of doubt, the Grantee/Licensee’s failure to comply with any of the Program Requirements set forth in Section A, above, within thirty (30) days of notice of such failure shall be considered a material breach of this Agreement.

G. Entire Agreement

This document constitutes the entire Agreement between The Clubhouse Network and the Grantee/Licensee concerning the subject matter hereof and supersedes all proposals, oral or written, all negotiations, conversations, and/or discussions between the parties relating to this Agreement and all past courses of dealing or industry customs. This Agreement may not be modified except in a writing signed by authorized representatives of both parties. This Agreement may not be assigned or otherwise transferred by the Grantee/Licensee without the express written consent of The Clubhouse Network. In no event shall the Clubhouse Network, Best Buy Foundation, Best Buy Stores, L.P., or any other Best Buy Teen Tech Center sponsor have any liability to the Grantee/Licensee for incidental, consequential, or other indirect damages.

By: The Clubhouse Network
Museum of Science



Signature

September 5, 2017
Date

Name: Gail Breslow
Title: Executive Director

By: Cleveland Public Library

Signature

Date

Name: Felton Thomas, Jr.
Title: Executive Director/CEO

Exhibit A

“Privacy Requirements”

Goals:

1. Protect children from harm
2. Comply with the law

Requirements:

- 1. Permission Slip:** Obtain a signed permission slip from a parent or guardian of each participating child.
- 2. Privacy Education:** Explain to participating children the dangers of sharing their Personal Information (defined below). Instruct the children to discuss the issue with their parents. Instruct the children that they should not include any Personal Information in their postings to any website, blog, or Facebook page, and they should not submit Personal Information if surfing the Internet at the Best Buy Teen Tech Center.
- 3. Web Page Creation and Review:** Review Best Buy Teen Tech Center blogs or web pages to ensure they do not include Personal Information.
- 4. No Ongoing Posting:** Children should not have the ability to post content to any Best Buy Teen Tech Center Web site from locations outside the Best Buy Teen Tech Center. The Web site should not include links to external Web sites, which may include a child’s Personal Information (e.g., a child’s Facebook page).
- 5. Limited Information:** Limited Personal Information (photograph, e-mail address) may be posted on the password-protected Clubhouse Village Intranet, or other materials that will not be shared publicly. However, these pieces of Personal Information must be called out on the parent/guardian permission slip.
- 6. Personal Information:** Personal Information is any information that could be used to locate or identify a particular child. The following are examples of Personal Information, which should not be included on any Web Page:
 - a. Photographs, unless they have been altered so they cannot be used to identify the child
 - b. Last name
 - c. Teacher’s name
 - d. E-mail address
 - e. Home address
 - f. Phone number
 - g. Social security number
 - h. Other information that could be used to locate a child (e.g., I play third base for the Main Street Bomber’s Little League Team, and we practice every Tuesday at 4 pm at Lincoln Park.)

Exhibit B

“Assessment and Planning” Reporting Requirements

The **Assessment and Planning** process is designed to identify areas of strengths and weakness at a Best Buy Teen Tech Center, and to help the Best Buy Teen Tech Center and its parent organization (Community-based Organization, CBO) improve the overall quality of the program and ensure its sustainability. The process aims to assess whether a Best Buy Teen Tech Center and its parent organization are working toward the goals of the Best Buy Teen Tech Center and Clubhouse learning model and the terms and conditions of the Grant/ License Agreement (and funder grant agreements, as applicable).

The Grantee/Licensee must provide semi-annual reports that briefly address the topics below. Reports must be submitted every six months by the regularly scheduled A&P report deadlines (January 15 & June 15). An on-line form provides details on the information required.

1. Center goals and learning model
2. Youth programming in the Best Buy Teen Tech Center
3. Staff and volunteer skills, training, and development
4. Organization support
5. Financial administration and planning
6. Attendance statistics

In addition to completing the online A&P report, the Grantee/Licensee must submit a report detailing how grant funds were spent during the 6-month reporting period. This financial report should be attached to each A&P report.

Exhibit C
“TCN Licensed Logo”



Exhibit D
“Timeline for Construction, Soft Opening and Grand Opening”

<parties to insert>