

Barberton Public Library
Regular Meeting Board of Trustees, March 22, 2018

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MEMBERS PRESENT

Jennifer Doll
Natalie Genet
Terri Masich
Christopher White

ALSO PRESENT

Julianne Bedel, Director
Ken Cornelius, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer

EXCUSED

Caroline Brindo
Heather McMullen
Leon Ricks

President White called the meeting to order at 6:35 pm.

Genet reported for the Friends of the Library. No applications have been received for the scholarship which is now online. Book cart sales are doing well with some donations coming in. The Friends are preparing for a book sale during the Cherry Blossom Festival.

Moved by Masich, seconded by Genet **to accept the minutes** of the February 2018 regular meeting. Ayes: Doll, Genet, Masich, and White. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Bedel reported February circulation of 24,560 which is 4.7% less than last February. There were 10,643 AV items circulated which is 12.8% less than the same month last year. There were 3,462 eMedia downloads which is 42.5% higher than February, 2017. Historically, AV has been upwards of 50% of our overall circulation, but has been incrementally decreasing over the last approximately 18 months. Currently AV stands as 43.3% of our February 2018 circulation as compared to 47.4% in 2017, 47.5% in 2016, and 49.9% in 2015. Overall circulation of adult materials was down 6.8%, no significant variance in teen, and juvenile material circulation was down 16.6%. 964 new items were added and 874 items withdrawn. 167 new patron cards were issued.

Website visits continue to decrease, and can be attributed primarily to more user-friendly apps, which means that patrons no longer need to visit our website as the access point to eBooks, account management, and databases. Although overall website traffic is decreasing, the bounce rate is greatly improving.

Programs & Publicity: 667 individuals attended 44 library programs. 586 of this total attended juvenile programs and 81 were at adult programs. 48 outreach trips were made reaching 815 individuals. 724 children, 71 adults, and 20 teenagers were visited. AMHA returned our inquiry regarding library programming at Crimson Terrace. Meeting space and staffing are factors for consideration at this location. The library hopes to develop plans for fall 2018.

Lisa Gilgenbach has been in contact with Rachel Boudler, the Preschool District Representative for Barberton City Schools. They will be adding two classrooms next year with AM and PM sessions, and are tentatively planning to provide BPL with a classroom for library services. This would bring their enrollment to approximately 120 students. If the library has adequate staffing, Ms. Gilgenbach would advocate instituting satellite service one day a week. Depending on the classroom schedule, the library could probably see every classroom each week.

In February, the Local History volunteers and graduate student contributed 113.75 hours in reference and Customer Services had 6 hours of volunteer assistance who help put items away and tidy up shelves.

Donations:

Dresser Family – 4 boxes of books
Sally Maurer – Photo from Mr. & Mrs. Leksan's wedding
William R. Martin – William G. Martin's 1924 Barberton High School diploma
Mark Reddaway – 20 books
Anonymous – 146 books, 31 DVDs and 87 CDs

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Moved by Masich, seconded by Doll **to accept the donations.** Ayes: Doll, Genet, Masich, and White. Nays: None. Motion carried.

Other:

RESOLUTION 3-2018 **Moved** by Doll, seconded by Genet **to hire Audra Kate McLean** as a part-time (regularly scheduled 20 hours per week) Library Assistant in the Customer Services Department at \$9.02 per hour effective March 20, 2018. Ayes: Doll, Genet, Masich, and White. Nays: None. Motion resolved.

RESOLUTION 4-2018 **Moved** by Masich, seconded by Genet **to hire Christian Probst** as a part-time (regularly scheduled 20 hours per week) Library Assistant in the Customer Services Department at \$9.02 per hour effective April 9, 2018. Ayes: Doll, Genet, Masich, and White. Nays: None. Motion resolved.

The primary continuing education activity for February was Staff Development Day on February 19.

The Board decided not to have a fundraiser this year. Many factors went into this decision.

FISCAL OFFICER’S REPORT

The Public Library Fund tax distribution for the month of March for the Barberton Public Library was \$64,699.90.

Moved by Genet, seconded by Doll **to accept the financial report, bank reconciliations and bills** paid for the month of February, 2018. Ayes: Doll, Genet, Masich, and White. Nays: None. Motion carried.

RESOLUTION 5-2018 **Moved** by Masich, seconded by Genet **to adopt the 2018 estimated revenue and permanent appropriation budget** of \$2,106,517.24 as follows:

REVENUES			
	General Revenue Fund		
	General Property Tax / RE	585,170.00	650,170.00
	Homestead Rollback (PT Allocation)	65,000.00	
	Public Library Fund (PLF)		907,400.00
	Other Income		57,500.00
	Total Revenue		1,615,070.00
	Carryover of Unencumbered General Fund Balances		882,700.00
	TOTAL Revenue + Unencumbered Balance Carryover		2,497,770.00
		Less Inactive Funds	400,000.00
	Funds to be Appropriated in General Fund		2,097,770.00

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EXPENDITURES			
	100	Library Services	\$ 1,292,150.00
	200	Support Services	371,800.00
	760	Capital Outlay	295,000.00
	910	Transfers	98,820.00
	930	Contingencies	40,000.00
		Total General Fund Expenditures	\$ 2,097,770.00
		Capital Projects	8,747.24
	4001	Building & Equipment	8,747.24
		Total All Expenditures	\$ 2,106,517.24

Ayes: Doll, Genet, Masich, and White. Nays: None. Motion resolved

RESOLUTION 6-2018 Moved by Genet, seconded by Masich to disburse the entire amount available of \$395.31 from the Barberton Public Library Endowment Forever Fund for distribution to the Barberton Public Library. Ayes: Doll, Genet, Masich, and White. Nays: None. Motion resolved.

RESOLUTION 7-2018 Moved by Doll, seconded by Genet to disburse the entire amount available of \$393.92 from the Barberton Public Library Endowment NOW Fund for distribution to the Barberton Public Library. Ayes: Doll, Genet, Masich, and White. Nays: None. Motion resolved.

COMMITTEE REPORTS

Building and Equipment Committee – A summary of the meeting held March 13 was presented by Bedel.

RESOLUTION 8-2018 Moved by Masich, seconded by Genet to purchase various teen room furniture pieces in the amount of \$13,397.82 from Martin Public Seating. Ayes: Doll, Genet, Masich, and White. Nays: None. Motion resolved.

Finance and Audit Committee – A summary of the meeting held March 13 was presented by Bedel.

Personnel Committee – A summary of the meeting held March 13 was presented by Bedel.

Moved by Masich, seconded by Genet to accept, with regrets, the resignation of Alyssa Blake effective March 6, 2018. Ayes: Doll, Genet, Masich, and White. Nays: None. Motion carried.

Moved by Genet, seconded by Doll to add a part-time Librarian in the Children’s Department regularly scheduled 20 hours per week. Ayes: Doll, Genet, Masich, and White. Nays: None. Motion carried.

Summit County Library Trustees Council – No meeting held.

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COMMUNICATIONS AND CORRESPONDENCE – Bedel will be attending Legislative Day on April 11. Next month's regular meeting has been moved to April 19 so people can attend the OLC Trustee dinner on April 26. Registration is at 6:00 pm, dinner at 6:30 pm with the program to follow. Registered to attend are Brindo, Doll, Genet, McMullen, White, Bedel, and Cornelius.

OLD BUSINESS – None

NEW BUSINESS –
RESOLUTION 9-2018 – Genet moved the adoption of the following:

A RESOLUTION APPROVING AN AMENDMENT TO THE CLEVNET SYSTEM AGREEMENT

WHEREAS, CLEVNET was launched on December 1, 1982, when Cleveland Heights-University Heights Public Library joined Cleveland Public Library's automation system; and

WHEREAS, The Barberton Public Library joined CLEVNET on February 1, 2009; and

WHEREAS, Over the years, the governance of CLEVNET has evolved from being tightly controlled by CPL to a more open, transparent, and collegial way of sharing responsibility as evidenced in CLEVNET's current strategic plan which invited member libraries to take an active role in creating a new pricing model and revising CLEVNET's provisional bylaws; and

WHEREAS, The agreement that currently exists between CPL and the other CLEVNET member libraries needs to be amended to capture the new term, the new pricing model, and the new operating procedures which give the member libraries a greater voice in the governance of CLEVNET;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of the Barberton Public library authorizes the Library Director to enter into amendments with an effective date of January 1st, 2019, substantially in the form attached hereto, to the CLEVNET system agreement with the Cleveland Public Library.

Doll seconded the Resolution. The vote for its adoption resulted as follows: Ayes: Doll, Genet, Masich, and White. Nays: None. Resolution adopted.

Moved by Masich, seconded by Genet **to adjourn** the meeting at 7:27 pm.

Chris White, President

Natalie Genet, Secretary

AMENDMENT TO CLEVNET SYSTEM AGREEMENT

This Amendment (“Amendment”) to the CLEVNET System Agreement between Barberton Public Library (the “Contract Library”) and the Cleveland Public Library (“CPL”) is made and entered into as of the __ day of _____ 2018.

RECITALS

WHEREAS, CPL administers the CLEVNET System and provides member libraries with services and access to the CLEVNET System. Costs of the CLEVNET System are allocated among CPL and member libraries by formula on a cost recovery basis.

WHEREAS, The Contract Library and CPL entered into the CLEVNET System Agreement (the “Agreement”) on February 1, 2009.

WHEREAS, CPL and the Contract Library desire to make certain changes to the Agreement including, without limitation, updates to the Provisional Bylaws, Itemized Fees, and Term.

NOW, THEREFORE, for and in consideration of the mutual promises and conditions contained in this Amendment, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. Section 5 of the Agreement, titled “Term and Termination,” Part (a), titled “Term,” shall be modified to provide that Renewal Terms shall commence each January 1st and shall terminate each December 31st of any given year.
2. Schedule B of the Agreement, titled “Provisional Bylaws of CLEVNET Directors’ Advisory Panel and CLEVNET Directors’ Advisory Group,” shall be replaced in its entirety with the document attached to this Amendment as the new “Schedule B” and titled “CLEVNET Operating Procedures,” and all references in the Agreement to the “Provisional Bylaws” shall be modified to refer to the “CLEVNET Operating Procedures.”
3. Schedule E of the Agreement, which contains the Itemized Fees, shall be replaced in its entirety with the document attached to this Amendment as the new “Schedule E.”
4. All other terms and conditions of the Agreement which are not expressly modified herein shall remain in full force and effect, and all defined terms used herein shall have the same meaning as in the Agreement.
5. In the event of a conflict between this Amendment and the Agreement, this Amendment will control.
6. This Amendment may be executed in counterparts, each of which taken together shall constitute one single agreement between the parties. The parties consent to the use of scanned/facsimile/copied signatures in this Amendment and agree that such signatures shall have the same legal effect as if the parties mutually signed this Amendment.

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By the signatures of their duly authorized representatives below, the Contract Library and CPL, intending to be legally bound, agree to all of the provisions of this Amendment, including any and all exhibits attached hereto.

“CPL”

“CONTRACT LIBRARY”

The Cleveland Public Library

Barberton Public Library

By: _____

By: _____

Name: Felton Thomas

Name: _____

Its: Executive Director, CEO

Its: _____

Date: _____

Date: _____

SCHEDULE B

CLEVNET OPERATING PROCEDURES

This operating procedure, as adopted by the CLEVNET Directors' Group and the Cleveland Public Library Board of Trustees, serves as the operating procedure for all CLEVNET Member Libraries. The Operating Procedure shall be included as an attachment to the CLEVNET System Agreement.

I PURPOSE

CLEVNET is a resource-sharing cooperative whose Member Libraries share one primary purpose, which is to cooperate to bring the finest library resources and services to the citizens of the region. In order to do this, the CLEVNET community actively works to share expertise and resources to the benefit of all library patrons.

II LEADERSHIP AND ADMINISTRATION

In order to achieve the stated purpose of regional cooperation, CLEVNET is composed of a number of key entities with unique purposes.

- A. CLEVNET Directors' Group** - The Directors' Group is the decision-making body of CLEVNET. It is made up of the current director (or director designee) of each Member Library.

1. Meetings

- a. Annual Meeting. An annual meeting of Member Libraries shall be held each October at the time and place determined by the Executive Panel.
- b. Regular meetings. Regular meetings shall be held quarterly in the months of January, April, July and October at locations determined by the Panel Chair with input from the Director of CLEVNET. Elections for terms commencing January of following year will be held in October.
- c. Voting Rights. At any meeting, each Member Library shall be entitled to one (1) vote cast by the library director or designee. Cleveland Public Library (CPL) is a Member Library of CLEVNET.
- d. Quorum. The quorum at any annual, regular, or special meeting shall be a simple majority of the Member Libraries.
- e. Elections. The outcome of all elections shall be determined by a simple majority of Member Libraries present.
- f. Chairmanship. Meetings are chaired by the Executive Panel Chair (Section II.B4) and organized by the Executive Panel (Section II.B).

2. Meeting Goals

- a. Because CLEVNET values Member Library participation, a primary meeting objective is to discuss Member Library concerns, solve problems, and share ideas.
- b. To regularly review the current Strategic Plan and communicate progress.
- c. To provide a forum for IT/CLEVNET and Member Libraries to discuss new project ideas and future system development or improvement.
- d. To provide a forum for discussion of potential CLEVNET-wide projects that fall outside the CLEVNET System Agreement, but offer opportunities for collaboration for the benefit of all.
- e. To review or revise the CLEVNET Operating Procedure.

B. CLEVNET Executive Panel – The Executive Panel is the elected leadership of the Directors’ Group and consists of seven (7) members. All members are voting members. One (1) member is the designee from Cleveland Public Library and six (6) are elected from the three regional Communities: Eastern, Western, and Southern. Should the distribution of libraries throughout the Communities shift substantially, the allocation of the six (6) Regional Representatives may be redistributed by Panel majority vote, on the recommendation of the Director of CLEVNET.

Optimal representation includes a balanced variety of Executive Panel members who can advocate for the diverse CLEVNET community. Some factors to consider when nominating representatives include: size of library or library system; county; rural or urban library location; CLEVNET experience of the individual; CLEVNET membership length of the library.

1. Election

- a. Regional Representatives. Six Regional Representatives are elected by the Member Libraries of their region, and serve three-year terms, with two members starting their term each year. Term expirations will be noted on the CLEVNET member site for each representative. There is no term limit on re-election.
 - (1) Group 1: One Western director and the Southern director will have terms that begin every three years starting in January 2019, with elections held in October 2018.
 - (2) Group 2: Two Eastern directors will have terms that begin every three years starting in January 2020, with elections held in October 2019.

- (3) Group 3: One Western director and one Eastern director will have terms that begin every three years starting in January 2021, with elections held in October 2020.
 - b. Transition from Two-Year Terms to Three-Year Terms. As of January 2018, current Panel members are serving two-year terms that started immediately after election or appointment and therefore have no coordinated staggering of terms. Two current members have terms that end in 2018 (James Tolbert, West, and Carole Kowell, South), and four current members have terms that end in 2019 (Nancy Levin, East; Lorena Williams, East; Stephanie Buchanan, West; and Katie Rigenbach, East). To make the transition to staggered three-year terms, the following assignments are made:
 - (1) James Tolbert (West) and Carole Kowell (South) have terms that end in 2018 and will be assigned to Group 1. They or their successors will serve a three-year term beginning in January 2019 and ending in December 2021. Group 1 elections will be held in October 2018.
 - (2) Nancy Levin and Lorena Williams have terms that end in 2019 and will be the two Eastern Directors assigned to Group 2. The next term of they or their successors will begin in January 2020 and end in December 2022. Group 2 elections will be held in October 2019.
 - (3) Stephanie Buchanan (West) and Katie Rigenbach (East) also have terms that end in 2019. They will be assigned to Group 3. Their current terms will be extended through 2020. They or their successors will serve a three-year term beginning in January 2021 and ending in December 2023. Group 3 elections will be held in October 2020.
- b. Vacancies. When a Regional Representative resigns from Executive Panel or leaves employment with the current library, the community represented will elect a new Regional Representative for the balance of the unexpired term; subsequently, the replacement may opt to run for a full, three-year term.

2. Meetings

- a. The Executive Panel will meet prior to the quarterly Directors' Group meeting. An organizational meeting will be held each year prior to the January meeting of the Directors Group to elect an Executive Panel Chair and an Executive Panel Secretary. The organizational meeting may be held by phone/web conference. Additional meetings may be scheduled if required.
- b. Minutes will be taken by the Executive Panel Secretary

3. Duties

- a. Working with the CLEVNET/IT staff to resolve user and operational issues.
- b. Acting as liaisons between the Special Interest Groups (SIGs), committees and the Directors Group
- c. Assisting in the hiring and annual evaluation of the Director of CLEVNET and the Director of IT, per the CLEVNET System Agreement.
 - (1) Hiring. In the event of a vacancy in either the Director of CLEVNET or Director of IT position, the CLEVNET Panel will appoint an ad hoc search committee composed of five (5) individuals including the Panel Chair, CPL director or designee, and three (3) Member Library directors. The search will be funded from within the CLEVNET special fund. The search committee will select the search firm. CPL Human Resources will be engaged in the process in order to assure legal compliance and compliance with CPL policy. The search committee will screen the applications, conduct the interview process, and make the final hiring decision. The hiring process will then be completed by CPL.
 - (2) Performance. All evaluations will be shared with Panel for input which will be documented to accompany the Human Resources record. The purpose is to encourage dialog.
- d. Set Directors' Group quarterly meeting agendas
- e. Create a strategic framework to guide future actions and evaluate proposed projects and initiatives brought to the Panel for consideration. The Director of IT and the Director of CLEVNET will bring new ideas and proposals to the Panel that may affect the ILS, the network, the CLEVNET budget, or the use of staff time and resources. The criteria used to vet new ideas and proposals will address questions such as resource availability, cost-effectiveness, scalability, sustainability, alignment, user experience, and what serves the greater good. The Panel will update the strategic framework as needed and make it a familiar discipline for decision making.
- f. Approve any changes to the ILS.
- g. Align the budget with CLEVNET's strategic priorities.
- h. Review and approve requests from libraries that wish to join CLEVNET. The Panel must approve the request before a resolution to enter into an

agreement with the requesting library may be brought to the Board of Trustees of Cleveland Public Library for consideration.

- 4. Chair** – Annually its organizational meeting, held prior to the January meeting of the Directors Group, the Executive Panel will, from its members, elect an Executive Panel Chair.
 - a.** One year term
 - b.** No term limit on re-election
 - c.** If the Chair resigns from the Executive Panel or leaves employment at the represented library, the Executive Panel will elect a new Chair from the remaining Panel members to serve the balance of the unexpired term
 - d.** Duties of the Chairman include
 - (1) Set Executive Panel meeting locations and agendas in cooperation with Director of CLEVNET and Executive Panel Representatives;
 - (2) Set Directors Group meeting locations;
 - (3) Chair meetings of the Executive Panel and the Directors Group;
 - (4) Report to the Directors Group on Executive Panel activities;
 - (5) Meet annually with the Cleveland Public Library Director to discuss topics of interest to or affecting CLEVNET Member Libraries.

- 5. Secretary** – Annually the Executive Panel will, from its members, elect an Executive Panel Secretary.
 - a.** One year term
 - b.** No term limit on re-election
 - c.** If the Secretary resigns from the Executive Panel or leaves employment at the represented library, the Executive Panel will elect a new Secretary to serve the balance of the unexpired term.
 - d.** Duties of the Secretary include:
 - (1) Filling in for the Chair as needed;
 - (2) Taking minutes of the Executive Panel meetings and presenting them to Panel for approval; and coordinating with CLEVNET staff to put Panel minutes on the website.

C. CLEVNET Administration

CLEVNET is administered by the Director of CLEVNET and the Director of IT, employees of Cleveland Public Library whose salaries and benefits are funded by the CLEVNET special revenue fund. The Director of CLEVNET and the Director of IT report to a member of Cleveland Public Library's executive team who serves as Cleveland Public Library's liaison to CLEVNET and acts as the designee for the Director of Cleveland Public Library at CLEVNET Directors Group meetings.

The Director of CLEVNET is responsible for CLEVNET's Integrated Library System (ILS), online databases, and eMedia, including the budget, staff, maintenance agreements, vendor performance, planning, and project management.

The Director of IT is responsible for CLEVNET's network and telecommunications system, including the budget, staff, maintenance agreements, vendor performance, planning and project management.

Any proposed changes by Cleveland Public Library to CLEVNET's administrative team in terms of organizational structure, reporting structure, or job descriptions will be brought to the CLEVNET Executive Panel for discussion and input. Any proposed changes by Cleveland Public Library to the job descriptions of the Director of CLEVNET or the Director of IT will be brought to the CLEVNET Executive Panel for approval.

III FISCAL ADMINISTRATION

Cleveland Public Library (CPL) provides and administers the CLEVNET system on a cost recovery basis to the CLEVNET member libraries.

CLEVNET Special Revenue Fund

Cleveland Public Library's major funds are the general fund, the CLEVNET special revenue fund, and the building and repair capital projects fund. Detailed information about these funds is provided in the *Comprehensive Annual Financial Report* of the Cleveland Public Library.

The CLEVNET fund accounts for and reports financial resources received from member libraries and entities on a contractual basis that include itemized fees assessed during the contract term and charges for additional products, materials or services that are not contemplated in the itemized fees. Cleveland Public Library's Board of Trustees imposed internal constraints on the use of these resources beginning with the 2015 calendar year. The CLEVNET fund balance is committed to Cleveland Public Library for the purpose of CLEVNET associated activities. The budget includes salaries/benefits, supplies, purchased/contracted services, library materials (databases and eMedia), capital outlay (hardware and software), and miscellaneous expenses.

Agency funds are purely custodial (assets equal liabilities) and thus do not involve measurement of results of operations. The CLEVNET Fines & Fees Fund accounts for and reports resources that belong to the member libraries of the CLEVNET consortium, accounting for the collection of online payments of fines and fees until they are distributed to the proper organization.

Role of Cleveland Public Library Director

The Director of the Cleveland Public Library is authorized by the Board of Trustees of the Cleveland Public Library to execute on behalf of the Board all contracts, agreements, documents, and other instruments necessary to effectuate expenditures made for CLEVNET goods and services, including the Integrated Library System (ILS).

Because the ILS is generally the most substantial CLEVNET expenditure, and because of regional impact of potential changes to it, any proposed change to the ILS will be brought to the CLEVNET Executive Panel for approval. Approval will be sought at least one year in advance of the proposed change, exigent circumstances excepted.

The Director of Cleveland Public Library will meet with the Chair of the CLEVNET Executive Panel at least once a year to discuss CLEVNET's strategic plan and other agenda items agreed upon before the scheduled meeting.

Role of Cleveland Public Library Fiscal Officer

Assists CLEVNET management staff with the annual budget.

Performs pricing calculations based on the CLEVNET Pricing Model in effect to be distributed to CLEVNET directors by October 31st.

- Billing year begins with January services which are billed to member libraries in February;
- Maintains charge codes to current pricing;
- Invoices CLEVNET member libraries monthly.

Monitors revenue and expenditure budget of the special revenue fund which includes:

- Verifying invoices are current monthly;
- Assisting with the purchasing process from negotiating contracts to requisition entry to payment of goods and services;
- Monitoring agreements;
- Month-end closing of special revenue fund and issuing monthly Year-To-Date Budget Report;
- Preparing quarterly report for the Cleveland Public Library Board of Trustees of purchases exceeding \$25,000 for CLEVNET goods and services.

Reconciles patron credit card payments monthly for CLEVNET libraries and submits collections monthly to each library, which is maintained in a separate agency fund.

Performs year-end GAAP conversion and reports the CLEVNET special revenue fund as a major fund in the Comprehensive Annual Financial Report.

Attends the Annual Meeting of the CLEVNET Directors Group to present the budget for the upcoming year.

CLEVNET Budget

The CLEVNET annual budget is prepared in September by the CLEVNET administrative team with assistance from Cleveland Public Library's Chief Financial Officer, based on CLEVNET's strategic directives and other guidelines provided by the CLEVNET Executive Panel.

As digital resources (including but not limited to e-media and databases) are a substantial budgetary consideration, the Director of CLEVNET will distribute a survey each year to all Member Library Directors to gather input on the needs and preferences of each Member Library. The Director of CLEVNET will compile results and present them to the Executive Panel for consideration during the budget process.

By the end of the first quarter of each calendar year, the Executive Panel will receive a summary of legal and human resources services provided to CLEVNET by Cleveland Public Library in the previous calendar year as part of the CLEVNET administrative costs.

Draft budgets will be shared with the Executive Panel as they are submitted to Cleveland Public Library's Chief Financial Officer, giving Panel members the opportunity to ask questions and receive information. Once the final draft is submitted, the CLEVNET budget is handled as part of Cleveland Public Library's budget process. The CLEVNET special revenue fund, however, is not subject to the same alterations as the Cleveland Public Library's general fund or its building and repair capital projects fund; nor is it subject to the same restrictions (e.g. hiring freezes, overtime limits) Cleveland Public Library may place on salaries and wages paid from its general fund.

IV WORK GROUPS

A. Special Interest Groups (SIGs) - SIGs are work groups focusing on various topics of interest to all of CLEVNET. The purpose is to exchange information, resolve issues, share best practices, and work on projects to increase the overall effectiveness of CLEVNET efforts.

1. SIGs may be established or abolished by the Executive Panel annually at their first meeting of each year to meet changing needs of ML.
2. SIGs will meet at least annually and will notify all libraries of meeting specifics.
3. Minutes of each SIG meeting will be made available on the CLEVNET member site.
4. Attendance at SIG meeting is open to all MLs from each library, who may express consensus from his/her ML.
5. SIG Chairs or Co-chairs are chosen by SIG attendees annually for a one-year term. One or two representatives from any library may serve as chair or co-chairs of a SIG for a one-year term.
6. A member of the Executive Panel will act as liaison to each SIG.

V GENERAL COOPERATION

- A. Member Libraries will work with CLEVNET staff to simplify and streamline the circulation map in order to optimize the system and make the best use of staff time. In order to provide a uniform positive customer experience for users at all Member Libraries, it is strongly advised that all Member Libraries adhere as closely as possible to the CLEVNET Preferred Circulation Policies. The Panel will from time to time seek input from Member Libraries regarding changes to the Preferred Circulation Policies, which may be updated as needed. The Preferred Circulation Policies will be posted to the members site.

- B. Member Libraries should not contract locally for new services which could impact CLEVNET services as a whole without evaluation by IT/CLEVNET staff. Automation products, whether used by one Member Library or all, may impact server maintenance, network capacity, and support.

VI AMENDMENT

Changes or amendment to the CLEVNET Operating Procedure may be proposed by any Member Library. The proposed change or amendment should be communicated to the Member Library's Regional Representative who will bring it to the Executive Panel for discussion. The Executive Panel will decide if the proposal should be brought to a meeting of the Directors Group for a vote. The CLEVNET Operating Procedures may be amended at a regular, annual, or special meeting of the Directors Group where at least half of the Member Libraries are present. The change must be approved by two-thirds (2/3) of the votes present. Proposed changes or amendments to the Operating Procedures must be submitted to each Member Library at least thirty (30) days prior to the meeting at which a vote on the amendment is scheduled.

Drafted by the CLEVNET ad hoc bylaws committee:

Julianne Bedel, Chair and Director of the Barberton Public Library
Molly Carver, Director of the Sandusky Public Library
Holly Lynn, Director of Ritter Public Library
Jennifer Shatzer, Director of Wayne County Public Library
Rick Werner, Director of Willoughby-Eastlake Public Library

With direction from Timothy Diamond, Chief Knowledge Officer at Cleveland Public Library, and Hilary Prisbylla, Director of CLEVNET.

Adopted: February 28, 2018

Amended:

Appendix A: CLEVNET MEMBER LIBRARIES *as of January 2018*

Andover Public Library (East)
www.andover.lib.oh.us
142 W. Main St., P.O. Box 1210, Andover, OH 44003-9727

Barberton Public Library (South)
www.barbertonlibrary.org
602 West Park Avenue, Barberton, OH 44203-2458

Bellevue Public Library (West)
www.bellevue.lib.oh.us
224 E. Main St. Bellevue, OH 44811

Birchard Public Library (West)
www.birchard.lib.oh.us
423 Croghan Street, Fremont, OH 43420

Bristol Public Library (East)
www.bristol-libraryoh.org
Box 220 1855 Greenville Rd. N.W., Bristolville, OH 44402

Burton Public Library (East)
www.burton.lib.oh.us
14588 W. Park St. Burton, OH 44021

Cleveland Heights-University Heights Public Library (East)
heightslibrary.org
2345 Lee Road, Cleveland Heights, Ohio 44118

Cleveland Law Library (East)
clevelandlawlibrary.org
1 W. Lakeside Ave., Floor 4 Cleveland, OH 44113

Cleveland Public Library
www.cpl.org
325 Superior Ave., Cleveland, OH 44114

Clyde Public Library (Wst)
clydelibrary.org
222 W. Buckeye St., Clyde, OH 43410

Conneaut Public Library (East)
www.conneaut.lib.oh.us
304 Buffalo Street, Conneaut, OH 44040

East Cleveland Public Library (East)
www.ecpl.lib.oh.us
14101 Euclid Ave., East Cleveland, OH 44112

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Elyria Public Library (West)
www.elyria.lib.oh.us
320 Washington Ave., Elyria, OH 44035

Euclid Public Library (East)
www.euclidlibrary.org
631 E. 222nd St., Euclid, OH 44123

Fairport Harbor Public Library (East)
www.fairport.lib.oh.us
335 Vine St., Fairport Harbor, OH 44077

Geauga County Public Library (East)
www.geaugalibrary.net
12701 Ravenwood Dr, Chardon, OH 44024

Girard Free Library (East)
www.girard.lib.oh.us
105 E. Prospect St., Girard, OH 44420

Harbor-Topky Memorial Library (East)
www.harbortopky.lib.oh.us
1633 Walnut Blvd., Ashtabula, OH 44004

Henderson Memorial Public Library (East)
www.henderson.lib.oh.us
54 E. Jefferson St., Jefferson, OH 44047-1198

Hubbard Public Library (East)
www.beyond-books.org
436 W. Liberty St., Hubbard, OH 44425

Hudson Library & Historical Society (South)
www.hudsonlibrary.org
96 Library St., Hudson, OH 44236

Huron Public Library (West)
www.huronlibrary.org
333 Williams Street, Huron, OH 44839

Kingsville Public Library (East)
www.kingsville.lib.oh.us
6006 Academy St, Kingsville, OH 44048

Kinsman Free Public Library (East)
www.kinsmanlibrary.org
6420 Church St., P.O. Box 166, Kinsman, OH 44428

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Kirtland Public Library (East)
www.kirtland.lib.oh.us
9267 Chillicothe Rd., Kirtland, OH 44094

Lorain Public Library (West)
www.lorain.lib.oh.us
351 Sixth St., Lorain, OH 44052

Madison Public Library (East)
www.madison-library.info
6111 Middle Ridge Rd., Madison, OH 44057

McKinley Memorial Library (East)
www.mckinley.lib.oh.us
40 N. Main St., Niles, OH 44446

Medina County District Library (South)
mccl.info
210 S. Broadway, Medina, OH 44256

Milan-Berlin Library District (West)
www.milan-berlin.lib.oh.us
19 E. Church St., Milan, OH 44846

Newton Falls Public Library (East)
www.newtonfalls.org
204 S. Canal St., Newton Falls, OH 44444

Norwalk Public Library (West)
www.norwalk.lib.oh.us
46 West Main Street, Norwalk, Ohio 44857

Orrville Public Library (South)
www.orrville.lib.oh.us
230 North Main Street, Orrville, OH 44667

Peninsula Public Library (South)
www.peninsulalibrary.org
6105 Riverview Rd., Peninsula, OH 44264

Perry Public Library (East)
www.perrypubliclibrary.org
3753 Main St., Perry, OH 44081

Ritter Public Library (West)
www.ritterpubliclibrary.org
5680 Liberty Ave., Vermilion, OH 44089

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Rock Creek Public Library (East)
www.rockcreekpl.com
2988 High St., Rock Creek, OH 44084-9703

Rocky River Public Library (West)
www.rrpl.org
1600 Hampton Road, Rocky River, Ohio 44116

Sandusky Library (West)
www.sandusky.lib.oh.us
114 W. Adams St., Sandusky, OH 44870

Shaker Heights Public Library (East)
www.shakerlibrary.org
16500 Van Aken Blvd., Shaker Heights, OH 44120

Twinsburg Public Library (South)
www.twinsburglibrary.org
10050 Ravenna Rd., Twinsburg, OH 44087

Wayne County Public Library (South)
www.wcpl.info
220 West Liberty Street, Wooster, OH 44691

Wickliffe Public Library (East)
<http://www.wickliffe.lib.oh.us/>
1713 Lincoln Rd., Wickliffe, OH 44092

Willoughby – Eastlake Public Library (East)
we247.org
35150 Lakeshore Blvd, Eastlake, Ohio 44095

Appendix B: CLEVNET ORGANIZATIONAL CALENDAR

January	Executive Panel Meeting Elect Executive Panel Chair Review SIGs (abolish any not needed; form those needed) Quarterly Meeting of the Directors Group Executive Panel Chair for the year will be introduced/chair the meeting.
February	
March	Executive Panel Meeting
April	Quarterly Directors Group Meeting
May	Annual SIG meetings
June	Digital services survey Executive Panel Meeting
July	Quarterly Directors' Group Meeting
August	
September	Executive Panel Meeting
October	Annual Meeting Election of Regional Representatives whose terms commence the following January
November	
December	Executive Panel Meeting

SCHEDULE E

CLEVNET ITEMIZED FEES

Utilizing the Government Finance Officers Association (GFOA) cost-sharing model approved by the CLEVNET Directors Group on November 30, 2017, itemized fees will be calculated based on the following formulae:

Circulation Fee	25% total CLEVNET costs/total CLEVNET circulation
Inventory Fee	25% total CLEVNET costs/total CLEVNET items inventoried
Active User Fee	25% total CLEVNET costs/total CLEVNET active users
Square Footage Fee	25% total CLEVNET costs/total CLEVNET square footage

In addition, CLEVNET Member Libraries will be charged fees for Cataloging Services provided by Cleveland Public Library (CPL) including, without limitation, transfers from OCLC, original cataloging, and cataloging revisions. Fees for Cataloging Services are approved by the Board of Trustees of the Cleveland Public Library and are listed on CPL's Fines and Fees Schedule.

Cleveland Public Library will provide revisions to the Itemized Fees at least sixty (60) days prior to the Effective Date, or prior to the expiration of the Initial Term or any Renewal Term, as the case may be.

EXHIBIT 9

CLEVELAND PUBLIC LIBRARY

Board Meeting
March 15, 2018

**RESOLUTION APPROVING AN AMENDMENT TO THE CLEVNET SYSTEM
AGREEMENT**

- WHEREAS, CLEVNET was launched on December 1, 1982, when Cleveland Heights-University Heights Public Library joined Cleveland Public Library's automation system; and
- WHEREAS, CLEVNET has grown to 44 libraries across 12 counties in northeast Ohio and has become the best example of regional collaboration in the state; and
- WHEREAS, Over the years, the governance of CLEVNET has evolved from being tightly controlled by CPL to a more open, transparent, and collegial way of sharing responsibility as evidenced in CLEVNET's current strategic plan which invited member libraries to take an active role in creating a new pricing model and revising CLEVNET's provisional bylaws; and
- WHEREAS, The agreement that currently exists between CPL and the other CLEVNET member libraries needs to be amended to capture the new term, the new pricing model, and the new operating procedures which give the member libraries a greater voice in the governance of CLEVNET; 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 amendments, substantially in the form attached hereto, to each member library's CLEVNET system agreement, which amendments shall be subject to the approval of the Chief Legal Officer.