

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 May 21, 2009  
 Trustees Room                      Louis Stokes Wing  
 12:00 Noon

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

Absent: Ms. McClung

Ms. Butts called the meeting to order at 12:02 p.m.

**Approval of the Minutes**

Ms. Butts moved approval of the minutes for the 4/16/09 Regular Board Meeting and the 4/14/09 Joint Finance and Community Services Committee Meeting. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

**COMMUNICATIONS**

Director Thomas acknowledged the following letters from James Rettig, American Library Association announcing the creation of Association of Library Trustees, Advocates, Friends and Foundations; Susan Brandehoff, American Library Association announcing Cleveland Public Library as one of 25 libraries selected to participate in the second tour of "Pride and Passion: The African-American Baseball Experience"; Deborah E. McHamm, A Cultural Exchange, inviting Trustees to attend the 12<sup>th</sup> annual Read, Baby, Read! Book Club Year End Celebration; and a letter from Director Thomas to Peter J. Roth thanking him for sharing his concerns about floating collections.

**FINANCE COMMITTEE REPORT**

Mr. Corrigan presented the following report.

Gift Report (See page 417)

MINUTES OF REG.  
 BRD. MTG. OF  
 4/16/09; JOINT  
 FINANCE & HUMAN  
 RESOURCES COM.  
 MTG. OF 4/14/09  
 Approved

LTRS. FROM:  
 JAMES RETTIG,  
 AMERICAN  
 LIBRARY  
 ASSOCIATION;  
 SUSAN  
 BRANDEHOFF,  
 AMERICAN  
 LIBRARY  
 ASSOCIATION;  
 DEBORAH  
 McHAMM, A  
 CULTURAL  
 EXCHANGE; LTR.  
 TO PETER J. ROTH  
 Acknowledged

GIFT REPORT  
 Approved

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

**RESOLUTION TO  
ACCEPT LSTA  
GRANT FOR  
TRANSITION OF  
STATEWIDE  
SERVICE FOR  
LIBRARY FOR THE  
BLIND AND  
PHYSICALLY  
HANDICAPPED AT  
CLEVELAND  
PUBLIC LIBRARY**  
Approved

Resolution to Accept LSTA Grant for Transition of  
Statewide Service for Library for the Blind and  
Physically Handicapped at Cleveland Public Library

(See pages 418-433)

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

WHEREAS, Effective July 1, 2009, the Cleveland Regional  
Library for the Blind and Physically Handicapped will  
provide service to individuals and organizations  
formerly served by the Cincinnati Regional Library; and

WHEREAS, The State Library of Ohio is supportive of the  
consolidation of the two (2) regional libraries; and

WHEREAS, The Library and State Library of Ohio desire a  
smooth transition to accommodate the additional workload  
and costs associated with such a merger; therefore be it

RESOLVED, That the Cleveland Public Library Board of  
Trustees accepts the additional LSTA funds of \$81,270  
for the first phase of transitional activity to begin  
immediately upon acceptance through September 30, 2009  
and \$50,790 for the second phase of activity to begin  
October 1, 2009 through December 31, 2009.

Mr. Corrigan stated that this resolution will assist in  
the transition from Cincinnati Regional Library to the  
Library for the Blind and Physically Handicapped. These  
funds will help with additional costs and workload as a  
result of the merger.

Holly Carroll, Deputy Director, informed the Board that  
administrators recommended the name be changed to Ohio  
Library for the Blind and Physically Disabled.

Resolution to Approve 2010 Tax Budget

(See pages 434-449)

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

WHEREAS, *Ohio Revised Code* Section 5705.28 requires the Board of Library Trustees to submit its Tax Budget for Fiscal Year 2010 to the Board of the Cleveland Metropolitan School District on or before May 31, 2009; and

WHEREAS, *Ohio Revised Code* Section 5705.30 requires the Board of the Cleveland Metropolitan School District to adopt and submit the Library's Year 2010 Tax Budget to the County Auditor on or before July 21, 2009; and

WHEREAS, *Ohio Revised Code* Section 5705.281 permits the County Budget Commission to waive the filling of tax budgets provided alternate tax information forms are filed; and

WHEREAS The Cuyahoga County Budget Commission has requested use of alternate tax information forms; and

WHEREAS, The financial needs of Cleveland Public Library from **Tax Sources** for Fiscal Year 2010 have been determined to be \$63,000,000; now therefore be it

RESOLVED, That the Year 2010 Tax Budget and Alternate Tax Information Forms for Cleveland Public Library be presented to the Board of the Cleveland Metropolitan School District and the Cuyahoga County Budget Commission as required by *Ohio Revised Code*.

Mr. Corrigan stated that this is a regular activity that grants us authority to spend funds. Mr. Corrigan noted that these numbers reflect a decrease in property valuation and tax collection. Mr. Corrigan stated that our 5.8 mill is creating less and that we should continue to be diligent and monitor expenditures closely.

**RESOLUTION TO  
APPROVE 2010 TAX  
BUDGET**

Approved

Resolution Ratifying the Purchase of Natural Gas

(See pages 450-452)

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

WHEREAS, Deregulation of the natural gas industry in Ohio allows Dominion East Ohio Gas customers to select a natural gas supplier; and

WHEREAS, The PUCO-East Ohio Energy Choice Program provides listings of participating suppliers which the Facilities Department reviews; and

WHEREAS, The Library purchases natural gas for 29 locations at an annual cost of over \$300,000.00; and

WHEREAS, IGS Energy is offering one-year contract pricing of \$7.99 per thousand cubic feet for a savings of \$2.00 per thousand cubic feet compared to the price we are currently paying; now therefore be it

RESOLVED, That the Board of Library Trustees ratify a one-year agreement for the purchase of natural gas covering the Library's 29 locations with IGS Energy .

Mr. Corrigan stated that this was discussed at length at The Finance Committee Meeting and thanked Myron Scruggs For his work on securing an overall savings for the library.

Resolution for GFOA Consulting to Assist with the Procurement of a Timekeeping System

(See pages 453-454)

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

RESOLUTION  
RATIFYING THE  
PURCHASE OF  
NATURAL GAS  
Approved

RESOLUTION FOR  
GFOA  
CONSULTING TO  
ASSIST WITH THE  
PROCUREMENT OF  
A TIMEKEEPING  
SYSTEM  
Approved

WHEREAS, Cleveland Public Library is currently moving from manual Human Resource processes and ADP payroll processing to the Tyler MUNIS software technology solution; and

WHEREAS, Cleveland Public Library intends to further improve its efficiency and effectiveness by augmenting those improvements by investigating timekeeping software, including scheduling functionality, to interface with the previously installed Tyler MUNIS modules; and

WHEREAS, Government Finance Officers Association (GFOA), a non-profit national association founded in 1906 with over 17,500 members, dedicated to promoting the professional management of state and local governments, has a consulting practice focused on strategic IT management, technology deployment, and the procurement of integrated enterprise systems, with total independence from all vendor products, when recommending solutions; and

WHEREAS, GFOA has already successfully assisted Cleveland Public Library by leading through the process of preparing a Request For Proposal, analyzing the respondents, developing demo scripts, helping with contract negotiations and current oversight of the implementation of the Human Resources and Payroll modules; and

WHEREAS, Cleveland Public Library believes that the infrequent nature of systems procurement of this magnitude and the rapid pace of change in the technology market place, requires the type of expertise that GFOA's consulting practice can provide to facilitate the best decisions for Cleveland Public Library's needs; now therefore be it

RESOLVED, That the Director and Fiscal Officer are authorized and instructed to enter into an agreement with GFOA for additional consulting services in the amount of \$17,065 for timekeeping software procurement, being charged to General Fund Appropriation Account #11510053-53710: Professional Services.

Mr. Corrigan stated that this item was discussed at Length at the Finance Committee Meeting and that the expertise provided by GFOA was essential in securing the appropriate timekeeping software.

Resolution to Accept Bid for the Woodland Branch Improvements and Construction of the Mobile Services Office

(See pages 455-458)

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

WHEREAS, Sealed bids were received on April 20, 2009 for the construction of the Woodland Branch improvement and Mobile Services office by 12:00 noon (Local time) as follows: two (2) for general trades, three (3) for site/civil engineering, one (1) for mechanical and plumbing, six (6) for electrical and technology; and four (4) for combined bids for the total project; and

WHEREAS, Moody-Nolan, Inc. has evaluated the bids as to technical compliance with the specifications as written, and has found references of the low bidder to be favorable; and

WHEREAS, The Deputy Director, Facilities Administrator and Branches and Outreach Services Administrator met with the lowest bidder to further evaluate the bid, timeline and completion date; and

WHEREAS, Based on this information, Moody-Nolan, Inc. recommends that Cleveland Public Library award a contract to the lowest and responsible contractor for combined trades and all alternates; therefore be it

RESOLVED, That Cleveland Public Library award a contract for the improvements to Woodland Branch and the construction of the Mobile Services office to Sterling Professional Group with the aggregate expenditure of \$1,570,200 being charged to Building and Repair Fund Account # 40179905-55300-10799.

**RESOLUTION TO  
ACCEPT BID FOR  
THE WOODLAND  
BRANCH  
IMPROVEMENTS  
AND  
CONSTRUCTION  
OF THE MOBILE  
SERVICES OFFICE**  
Approved

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting and that this is the result of the re-packaging of the bids by Moody-Nolan, Inc. Moody-Nolan, Inc. has improved its communication with Library staff about the bid process and addressed any concerns that staff may have had.

Resolution to Accept the National Endowment for the Humanities Grant for Pride and Passion Project

(See pages 459-463)

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

WHEREAS, The Cleveland Public Library has submitted a grant application for \$2,500 for the Pride and Passion Project: The African American Baseball Experience - Traveling Exhibition to Libraries; and

WHEREAS, The Cleveland Public Library has received Notice on April 22, 2009 from the National Endowment For The Humanities (NEH) that after a careful review, including peer review and specialist review, the Cleveland Public Library has been awarded this non-matching-funds grant of \$2,500; and

WHEREAS, The Cleveland Public Library plans to display the traveling exhibit highlighting African American Baseball from April 20, 2011 through June 30, 2011 and to offer coordinating programs; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees accepts this (NEH) grant of \$2,500 (Ref: LT 50089-09).

Mr. Corrigan stated Cleveland Public Library is an appropriate place for this exhibition because of our local history and collection at the Library.

**RESOLUTION TO  
ACCEPT THE  
NATIONAL  
ENDOWMENT FOR  
THE HUMANITIES  
GRANT FOR PRIDE  
AND PASSION  
PROJECT**  
Approved

**CHANGE ORDER  
#4: NEW RICE  
BRANCH LIBRARY  
PROJECT**  
Approved

Change Order #4: New Rice Branch Library Project

(See pages 464-470)

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

WHEREAS, On September 18, 2008, the Board of Library Trustees awarded the General Trades contract for the New Rice Branch Project to East-West Construction Co. Inc.; and

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

WHEREAS, Bostwick Design Partnership has reviewed the necessity of the following and recommends acceptance as detailed in the following:

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
East-West. Construction Co. Inc.	CO-4	\$ + 7,890.00	Additional excavation and concrete work needed to get the foundation to sandstone.
	CO-5	+ 6,281.42	Creation of a new entrance. Relocate fence, add two gates, and put down stone drive.
	Total	\$ + 14,171.42	

BE IT RESOLVED, That Change Order #4: New Rice Branch Library Project with East-West Construction Co., Inc. be approved with the \$14,171.42 increase for CO-4 and



CO-5 being charged to the Building and Repair Fund:  
40177605-55300-10776.

Mr. Corrigan stated that this resolution is the result of coordination efforts with the Harvey Rice School opening and Public Art project implementation and unavoidable excavation issues.

Change Order #5: New Rice Branch Library Project

(See pages 471-474)

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

WHEREAS, On September 18, 2008, the Board of Library Trustees awarded the Plumbing contract for the New Rice Branch Project to Harner Plumbing, Inc.; and

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

WHEREAS, Bostwick Design Partnership has reviewed the necessity of the following and recommends acceptance as detailed in the attached:

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
Harner Plumbing, Inc.	CO-1	\$+ 2,141.92	Labor and electrical connections to change the toilet fixtures so that they are hands free.
TOTAL		\$+ 2,141.92	

BE IT RESOLVED, That Change Order #1: New Rice Branch Library Project with Harner Plumbing, Inc. be approved with the \$2,141.92 increase being charged to the

**CHANGE ORDER  
 #5: NEW RICE  
 BRANCH LIBRARY  
 PROJECT  
 Approved**

Building and Repair Fund: 40177605-55300-10776.

Mr. Corrigan stated that this item was discussed at Finance Committee Meeting.

Second Amendment to the Year 2009 Appropriation

(See pages 475-478)

Mr. Corrigan moved approval of the following resolution. Ms. Rodriguez 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 2009 Appropriation Measure to comply with the attached May 11, 2009 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; therefore be it

RESOLVED, That the sums indicated on the attached Second Amendment to the Year 2009 Appropriation Schedule be approved.

Mr. Corrigan stated that changes indicated are increases in two of our larger grants that go for special collections and is a housekeeping measure to appropriate the funds received.

Mr. Corrigan submitted the following reports.

Fiscal Officer's Report

(See pages 479-486)

SECOND  
AMENDMENT TO  
THE YEAR 2009  
APPROPRIATION

Approved

FISCAL OFFICER'S  
REPORT

Submitted

Special Report on Income and Expenditures

(See pages 487-491)

**SPECIAL REPORT  
ON INCOME &  
EXPENDITURES**  
Submitted

Report on Investments

(See page 492)

**REPORT ON  
INVESTMENTS**  
Submitted

Report on Conference and Travel Expenditures

(See pages 493-498)

**REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES**  
Submitted

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Regular Employee Report (See pages 499-500)

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

**REGULAR  
EMPLOYMENT  
REPORT**  
Approved

Retirement Recognition Citation

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

**RETIREMENT  
RECOGNITION  
CITATION**  
Approved

A citation has been issued for the following staff member on the occasion of her retirement:

Esther Whitt (after 35 years of service), Technical Services Associate, Grade D, Technical Services, retires 5/29/09

Be it resolved that the citation for the above staff member be presented by the Board of Trustees in appreciation of the loyal, faithful and dedicated service given to the Library by her be recorded in the minutes of this meeting, and

Be it further resolved that the citation be sent to her

forthwith if she is not present at this meeting of the Board of Trustees.

Various attendees including staff and Trustees extended their congratulations and well-wishes to Ms. Whitt.

Resolution to Approve Health Care Consultant

(See pages 501-502)

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

WHEREAS, The Library is required by its labor contracts and Human Resources Manual to provide health insurance, and

WHEREAS, The Library believes it is prudent to retain experts in the insurance field to help the Library evaluate and negotiate competitive pricing and benchmarking with current health, life and short term disability insurance providers, and

WHEREAS, The Library has benefited from lower insurance rates due to the actuarial services and negotiation skills of Herbruck Alder, and

WHEREAS, The Library Administration recommends that the services of Herbruck Alder be engaged for a third year, beginning May 1, 2009 through April 30, 2010 to provide consulting including the negotiation of current health plan renewals and to provide actuarial services for benchmarking purposes including evaluation of health plans at time of renewal and mid-year; and to provide customer service support and provide support for insurance issues in upcoming labor negotiations for a fee of \$39,000 for a one year contract with a fixed price renewal option, and

WHEREAS, That the Director be authorized to sign the agreement with the expenditures being charged to General Fund Account 53710: Professional Services.

RESOLVED, That the Director be authorized to sign the

**RESOLUTION TO  
APPROVE HEALTH  
CARE  
CONSULTANT**  
Approved

agreement with the expenditures being charged to General Fund Account 53710: Professional Services.

Mr. Seifullah stated that this item was discussed at length in Human Resources Committee Meeting and that the negotiating expertise provided by Herbruck Alder resulted in significant savings for Cleveland Public Library.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 503)

**REPORT ON PAID SICK TIME**  
Submitted

Affirmative Action Plan Report

(See page 504)

**AFFIRMATIVE ACTION PLAN REPORT**  
Submitted

Insurance Summary Report

(See page 505)

**INSURANCE SUMMARY REPORT**  
Submitted

**COMMUNITY SERVICES REPORT**

Ms. Rodriguez submitted the following report.

Monthly Activity Report

(See pages 506-512)

**MONTHLY ACTIVITY REPORT**  
Submitted

Building Status Update

Director Thomas shared a Call & Post article with Trustees regarding a protest at the new Rice Branch Library and Harvey Rice School construction sites and stated that a formal response will be prepared for the editorial board.

**BUILDING STATUS UPDATE**  
Presented

After lengthy discussion, Director Thomas stated at a meeting has been scheduled with East-West Construction

leadership, Councilwoman Mamie Mitchell, and other community leaders to address minority employment concerns.

Myron Scruggs, Facilities Administrators gave a detailed update on the status of the new Rice Branch library construction project as well as the Woodland Branch Library parking lot and mobile services office construction project.

**DIRECTOR'S  
REPORT**  
Presented

**DIRECTOR'S REPORT**

Director Thomas highlighted the new Works of Wonder award program and congratulated Lending Clerk Veda Reid-Caliman as the first awardee.

Director Thomas presented the following report.

March was a very busy month for the Cleveland Public Library, as several committees and teams worked diligently on the Library's strategic planning process. Several innovation teams have been working on activities that will transform CPL and the communities that we serve. All staff was asked to participate in the process via the newly-created CPL Innovation Blog. Staff is currently blogging creative service solutions for all segments of the population that we serve.

On March 11, the Ohio Library Council sponsored Ohio Legislative Day and several CPL staff attended the event. Two trustees also attended Legislative Day: Vice President Thomas Corrigan and Trustee John Hairston. Deputy Director Holly Carroll was instrumental in the coordination and production of the event.

St. Patrick's Day in Cleveland was a wonderful experience. Holly Carroll and the Interim Marketing and Communications Administrator Tena Wilson joined me on the parade walk, as we walked beside the *On the Road to Reading* literacy van. Mobile Services staff coordinated and participated in the parade.

The Library offered patrons and staff an avenue to participate in the City's Harvest for Hunger campaign. The campaign was led by Technical Services Administrator Patricia Lowrey and contributions far exceeded the

totals collected in 2008. A grand total of \$6,715.36 was raised.

In construction news, Cleveland Public Library has once again re-advertised the construction bid for the Woodland Branch improvements and held a number of meetings on the construction of the new Rice Branch.

Kacie Armstrong, former manager of the Rice Branch, took her talents to a new post at the Cuyahoga County Public Library. She left CPL with many wishes for her continued success as a library manager, and the task of coordinating the new Rice Branch will be assumed by other capable CPL staff.

#### **MEETINGS & ACTIVITIES**

On March 5, representatives from Branches and Outreach Services, Deputy Director Holly Carroll and I attended the Mayor's State of the City Address. Within his address, the Mayor promoted his "GreenCityBlueLake" campaign. Following up on the Mayor's push, I met with Andrew Watterson, Cleveland Sustainability Program Manager, to discuss the creation of a Green Research Center at Cleveland Public Library.

University Circle Incorporated (UCI) sponsored a welcome reception for the new directors. I shared the spotlight with other new stakeholders: Steven Friedman, Executive Director of the Sight Center; Sandy Redmond, Executive Director of the Children's Museum of Cleveland; and Kathy Ball, Executive Director of the Gestalt Institute. Our group of four was recognized individually with a resolution from UCI leadership.

#### **BRANCHES AND OUTREACH SERVICES**

Planning and program development and implementations highlighted the month of March. Staff throughout Branches and Outreach Services were engaged in the Director's Innovation Teams. Darlene Ronney, Angela Guinther, Ali Boyd, Chrystal Carr-Jeter, Leslie Barrett, Jaime Delet, Jennifer Wihebrink, Sheba Marcus-Bey, Stephanie Tyus, Susan Martin, Robert Render, Beverly White-Yates and Janice Ridgeway are all part of this innovation process.

Additionally, Sharon Jefferson and Ali Boyd continued to plan the year-long Fit for Life Initiative. The kick-off at West Park, Jefferson and Martin Luther King, Jr. branches on Saturday, March 21<sup>st</sup>, was attended by over 180 participants. MLK's afternoon event, supported by Case Western Reserve University's Nursing Program and A Touch of Sugar, among others, attracted over 100 participants. The initiative focuses on nutrition, health and fitness for urban families. Planning also continued for May's Older Adult Month programs.

While planning this year's Summer Reading Club, staff was also working to bring this year's record breaking Winter Reading Club (WRC) to an end. A+ for Literacy, a library reading collaboration with local schools, ended on March 14<sup>th</sup>. 7,223 youth read 148,486 books during the eight week period. Staffs are commended for this successful program that helps build life long readers. America Reads tutors; Read, Baby, Read! Book clubs; Play and Learn and Storytimes; and Primetime (Y.O.U.) continued throughout the month. Branches and departments welcomed class visits and sponsored preliminary trials in preparation for April's annual Book Bee Spelling Competition. Luigi Russo, teen librarian at Rockport, participated in John Marshall High School's Challenge Day, working with students to express themselves in a structured and safe environment and learning coping and communication skills. Sandra Nosse continued as a Fellow in Case Western Reserve University's Treu-Mart program. Mount Pleasant sponsored 3 Weed and Seed programs and Ali Boyd continued to facilitate the 9<sup>th</sup> grade boys chapter book club at Glenville High School.

Programs and book displays throughout the system recognized Dr. Seuss Day, National Craft Month, St. Patrick's Day (Garden Valley's Go Green program was a great success!) and Women's History Month, the latter's program focus was on women and money. Black on Black Crime's Al Porter presented a hip hop workshop for 29 teens at Addison Branch.

Branches and their neighborhoods supported the city's Harvest for Hunger Drive and reported that free tax preparation services are solidly booked as the April 15<sup>th</sup> deadline approaches. Fulton reported 56 sessions. East 131<sup>st</sup> Street Branch raised \$250.00 during its branch book sale. Fleet participated in CMSD's Victory Starts Early Event at South High School.



The People's University on Wheels made 59 stops in March and filled 1,481 patron requests for library materials. The On the Road to Reading van visited 7 pediatric and WIC sites, completing 32 patron contracts. The staff also served 70 daycare classes with 883 in attendance and circulated 42 kits and 1,069 items for on site use. The planned partnership with the Children's Museum began; the first of regular monthly lapsit programs attracted twelve participants. Manager Linda Sperry reported an enhanced library web presence of the On the Road to Reading programs. For the second year, the van was a popular entry in the city's St. Patrick's Day Parade. The library Director joined staff on board the van and other staff provided support, walking along side the van on the parade route.

Library for the Blind and Physically Handicapped's Cyber Dialogue participants discussed Harlan Corbin's Innocence this month, and the older students at Ohio School for the Blind read and discussed The Historian. Staff began to receive items from Cincinnati in preparation for the planned statewide merger of services to begin July 1<sup>st</sup>. A detailed transitional plan took shape as assessments of space and staff needs helped move us closer to the target date.

Managers participated in the second session of management Training. This month's session on Conflict Resolution was facilitated by Mary Alice Valvoda. Eight branch managers toured Cleveland Public Library's Public Administrations Library in an effort to learn more about this valuable library resource. Rice Branch Manager Kacie Armstrong resigned at the end of the month, accepting a position with Cuyahoga County Public Library. Mount Pleasant manager Ali Boyd is easily transitioning into the vacancy and assuming critical responsibility for the planning and opening of the new Rice Branch, which is scheduled for completion at the end of the year. Meanwhile, daily operations at the current site continued. Vacant managerial positions at Mount Pleasant and Union have been posted for hire. Staff joined the library team for the Ohio Library Legislative Day in Columbus and attended various OLC chapter conferences and NEO-RLS training sessions.

The effects of the downward turn in the economy are being felt in our branches as staff struggle to meet the increased need for computer training and job search and

resume preparation assistance. Staffs are reporting increased visits by larger number of homeless, mentally ill, intoxicated and angry patrons. There are also increases in the number of violent incidents and groups of unruly and disruptive youths. Staffs are seeking intervention as they struggle to provide.

#### MAIN LIBRARY

Programs/Exhibits: Aaron Mason from Business and Deva Walker from Collinwood coordinated a small business lecture series entitled, "Ever Thought About Starting Your Own Small Business?" at the Collinwood Branch Library on March 21 & March 28. Speakers who donated their time for the event included Dr. Patrick J. Reynolds, Kathryn Puckett (Executive Director of Euclid-St. Clair Development Corporation), Kent A. Wise (Kent's Lawn Care), and Anita Khayat (Chair of SCORE, an organization that provides free business consultants).

Anastasia Diamond-Ortiz and Olivia Hoge from Business presented the workshop "Collaboration Without Commuting" at the OLC Northeast Chapter Conference on March 25.

Fine Arts hosted two *Music at Main* events. Javier González, pianist and Gabriel Martínez, soprano performed for an audience of over 60 people. Jonathan Godfrey, guitarist played to an audience of approximately 20 people. (This was the first weekday afternoon concert.) Amy Dawson set-up chess sets for "Chess by Design" exhibit with Cleveland Institute of Art.

History Manager Ron Burdick attended the March meeting of the African-American Genealogical Society's Cleveland Chapter at CCPL Fairview Park Branch. The Society presented CCPL and the Cleveland Public Library with a copy of the index of deaths from the *Call & Post*, from 1934-1959.

The Literature Department held a staged reading of Cleveland Public Theatre's world premiere production of "The Aperture," a play by Sean Christopher Lewis, on Saturday March 7.

Outreach: In the Fine Arts Department, Michael Dalby gave a presentation to CSU music students in hopes of

securing their talent for future music programs at the Library. Amy Dawson is working with photographer Herb Ascherman and set the date of July 8, 2009, noon, for a talk about *Camera Work* (magazine) in conjunction with the Ohio Cemetery Alliance Photograph Contest display scheduled at the Cleveland Public Library in June 2009. Lissa Waite met with local book collector Robert H. Jackson to discuss the possibility of hosting Mark Dimunation from the Library of Congress for a program.

An article appeared in the March 2009 issue of *Smithsonian Online*: "Libraries' Surprising Special Collections" that featured the John G. White Collection. <http://www.smithsonianmag.com/arts-culture/Libraries-Surprising-Special-Collections.html>.

In Foreign Literature, Ernst Edwards supervised the mailing of Arabic, Hungarian, Korean, Russian, and Vietnamese booklists to 526 patrons and businesses. Mary Torres emailed a Citizenship Class flyer to 57 Spanish speaking patrons and emailed 179 patrons to announce the upcoming CPL Book Sale.

Kelly Ross and Melanie McCarter from General Reference coordinated a bake sale in Main Library to raise money for the Library's Harvest for Hunger Campaign. It was held on Tuesday, March 31 in the General Reference main workroom and the amount of \$549 was raised for the cause.

Youth Services brought three groups of students from two parochial schools in Strongsville to view photographs related to Strongsville and Northeast Ohio. The 102 students who visited on three different days viewed 90,882 photographs.

History Manager Ron Burdick served as a judge for the Region 3 History Day competition. Winners from Region 3 will compete in the state competition in Columbus on April 25.

The new Science and Technology Department Manager Carmen Harris toured PAL on March 16. Five Branch Managers and two team leaders toured PAL on Wednesday, March 25.

In preparation for a visit by a representative for the City of Cleveland Sustainability Program to discuss the feasibility of a "green resources/research center" at

CPL, the Science and Technology Department prepared a brochure highlighting library materials on green building, clean and green energy and sustainable design. This brochure will be made available to the public and may lead to additional outreach opportunities.

Mark Moore from Social Sciences completed artwork submissions to Graphics Department for the "Cleveland Indians Opening Day Family Celebration" program. Helena Travka visited the Independence Branch of CCPL and Westlake Porter Public Library to view their cooperating collections from the Cleveland Foundation. Harriette Parks distributed the *Winter Quarterly List of Education Books* to Branches and Main. Sequoia Brown is overseeing one practicum student from CSU. Ms. Brown reformatted foreclosure clinics so that the counselors could work more closely with Branches and Outreach Services. Ms. Brown met with Richard Crepage of CCWA to discuss UN student visits to the Library.

Collection/Reference: Pam Benjamin negotiated a substantial price reduction for the *Global Books in Print* online subscription, although renewal of the database for 2010 will be critically reviewed. Cindy Lombardo and Ms. Benjamin met with Gale/Cengage on March 25 to discuss a proposed migration of print titles to electronic resources.

Michelle Makkos and Pam Benjamin met with Cindy Lombardo and library representatives from various agencies to discuss the structure and future of the CPL Serials Committee that will be chaired by Ms. Makkos.

Kelly Ross is meeting with the OCLC software sales representative for Northeast Ohio to request quotes for the upgrade of OCLC Resource Sharing software to ILLiad.

Map Collection staff members have completed a month-long project of weeding the Map Collection storage areas in rooms 923 and 617.

Lending is undertaking a SAM database project by eliminating multiple registrations in SAM database.

The microfilm budget was reduced 35%. Over 200 titles were evaluated and over \$39,000 worth of material was eliminated.

In the Social Sciences Department Mark Moore completed ordering materials for the G201 Education and G209 Immigration special funds. David Furies and John Skrtic met with Tish Lowrey to discuss the possibility of digitizing yearbooks.

Staff/Professional Development: Michelle Makkos represented General Reference at the first KIN Quality Assurance Committee Meeting on Tuesday March 24. Michelle Skrovan attended NEO-RLS workshop *Customer Service vs. Customer Servant* and delivered a mini-workshop for General Reference staff.

Pam Benjamin co-chaired the CLEVNET Training Special Interest Group (SIG) meeting on March 10 in which technology training modules were created for CLEVNET staff and a CLEVNET Trainer's List compiled. She attended the March 16 meeting for the 2009 OLC Convention and Expo Committee and obtained \$1,000 sponsorships from EbscoHost and ProQuest respectively for said convention.

Map Librarian Tom Edwards attended an ESRI workshop in Cincinnati on Friday, March 26.

#### TECHNICAL SERVICES

Patricia Lowrey spent much of the month working on the Harvest for Hunger campaign. She was ably assisted by many staff members who organized fundraising events and contributed money and food items. The money donations far exceeded the goal set for the year and the total is more than twice as much as the amount collected in 2008.

Ms Lowrey attended several meetings and planning sessions for Floating Collections of Branch DVDs, CDs, and Audiobooks. A pilot project is planned to begin in July. The Technical Services Manager Cross-Training Project was completed for almost all of the managers. Ms Lowrey attended the Firoozeh Dumas Writers & Readers program. There were 35 meetings in the Lake Shore facility during the month.

Collection Management: Rollie Welch, Collection Management Manager, completed four sessions of cross training with Sandy Jelar Elwell, Acquisitions Manager.

Andrea Johnson, Catalog Manager, completed her cross training by learning about Mr. Welch's position.

Bonnie Bolton evaluated titles for the juvenile section of the Ohioana Annual Awards. Laura Mommers and Mr. Welch were co-presenters at the Northeast Chapter of the OLC Conference. Mr. Welch met with the three Neighborhood Team Managers to outline the purpose and goals of the floating collection pilot program. Many thanks to Jim Benson of Automation who quickly produces weeding reports based on specific criteria for use by Branch staff. Jim's skill and work produces reports that are clear, concise, and manageable.

Shelf/Shipping: Staff retrieved 1,169 items from storage for Main Library. Diane Matthew's of Science and Technology and Sequoia Brown of Social Sciences worked on their collections. Roseanne Phelan met with Carmen Harris and gave her an orientation tour of the department and storage area. John Skrtic and David Furies of Social Sciences were out and have begun a project with high school yearbooks.

There were a total of 1,493 telescopes of new materials shipped the Main Library and Branches. Over 27,340 new items were stamped, bar coded, and slipped. Mrs. Phelan attended Conflict Resolution training sponsored by Cleveland Public Library. Mrs. Phelan finished her management cross-training within the Catalog Department.

High Demand: A long process to set up a new vendor with 9xx and EDI ordering has been completed and orders were successfully placed with Brodart this month. Work continues with fine-tuning the setup with Ingram. The department ordered 387 new titles and 9,006 items. A total of 851 new titles were received and 11,107 items were added.

Cross-training with the Head of Preservation continued. Carole Brachna, High Demand Manager attended the Management Training session on March 19 at Lake Shore. She helped with both Harvest for Hunger pizza sales and donated baked goods to the Harvest for Hunger bake sale organized by the Catalog Department.

Acquisitions: The Acquisitions Department began creating and transmitting 9XX orders to the vendor Brodart in the month of March. Sandy Jelar Elwell and

Gloria Guzi met with Michelle Makkos, General Reference Senior Subject Department Librarian, to discuss the organization of the Serials Committee. Ms. Elwell and Ms. Guzi also attended a pre-Serials Committee meeting along with representatives from the Main Library and Branches. Ms. Elwell and Alicia Naab met with staff from the Science & Technology Department to discuss ordering procedures and using Baker & Taylor's Title Source 3 software.

Ms. Elwell attended the CPL Management Training workshop on conflict resolution. Ms. Naab participated in the Kent State Library Careers Night on behalf of the Ohio Library Council (OLC) and attended an OLC Membership Committee Meeting in Columbus. Ms. Naab was also selected to participate as a member of the Efficiencies Team.

Acquisitions staff ordered a total of 17,695 titles and 23,250 items, received 24,050 items, and processed a total of 2,802 invoices. Serials staff added 331 items and processed 591 periodical and serial claims.

Catalog: Catalog Department is renewing its commitment to authority control by participating in the revived Name Authority Cooperative Program (NACO) Ohio funnel project. Michael Monaco attended the first NACO Ohio training session, covering authority records for personal names. Jeni Delfs contributed authority records to the National Authority File. Mr. Monaco, Dawn Grattino, and John Parsons developed a set of written guidelines for cataloging reprints.

Staff cataloged 7,643 titles and added 18,335 items. The vinyl labels purchased for the new printers proved to be problematic. Elizabeth Hegstrom worked with the label supplier to resolve the problems. Enerel Dambiinyam and Andrea Johnson organized a bake sale for the Lakeshore facility, raising over \$364 for Harvest for Hunger. Regina Houseman and Larisa Povitsky attended a CLEVNET Technical Services SIG meeting at the Twinsburg Public Library. Mr. Monaco attended the Ohio Library Council Northeast Chapter Conference.

Book Preparation: The department processed 31,140 library materials during the month which is an increase of 7% over last March. Marianne Monger attended the monthly leadership training for library managers on conflict management. She attended the annual meeting of

the Public Library Employee Credit Union and the monthly board of directors meeting. Mrs. Monger completed the Technical Service Manager's cross-training with Roseanne Phelan, Shelf/Shipping Supervisor and Beth Hegstrom, Catalog Clerical Supervisor.

Preservation: Senior Clerk Gloria Massey began a family leave and Preservation Technician Lyla Chilkcutt returned from family leave. Cross-training between the Preservation and High Demand managers continued, with each manager spending half days in the other department. Carmen Harris, the new manager of Science and Technology toured the preservation department and discussed collection preservation issues.

Ann Olszewski attended the Midwest CONTENTdm users group meeting at Purdue University, where she moderated two panels and attended pre-conference workshops on copyright issues and new software. During the workshops and conference, the keynote speaker used images and metadata from the CPL Archives collection as examples.

#### MARKETING & COMMUNICATIONS

Below is a listing of the Library's marketing activities for the month of March 2009.

##### Public Relations:

- Wrote and distributed press releases for the following:
  - Board of Library Trustees Meeting
  - Tune for Toons Program in Fine Arts Department
  - Writers & Readers Author Series with Firoozeh Dumas
- Facilitated or participated in newspaper/TV/radio interviews or photographic opportunities for Cool Cleveland's Tim Zaun with Felton Thomas, Cleveland Magazine's photographer Jessie Kramer with Felton Thomas.
- Facilitated team activities for the Adult Services Innovation Team and the Communications Team, both of which are involved in the strategic planning process.



- Directed Administrative Assistant Michael Young on various projects including proofreading, requisition requests, master calendar maintenance, copywriting, maintenance of department production timelines and correspondence.
- Wrote copy and posted information for 4 staff newsletters.
- Placed spots/ads for April Writers & Readers' Diane Ackerman at Ideastream WCPN 90.3, and Plain Dealer / Sun News.
- Managed VOCUS PR Management software by maintaining contact information, monitoring news clippings, drafting and releasing library news.
- Consulted with Main Library's Administrative Assistant, Cynthia Lorber-Fienga, who assumed the task of scheduling the meeting rooms and maintaining the print and online calendars.
- Proofread various publications and collateral material.

#### Graphics:

- Cathy Poilpre and staff designed, printed and/or produced 120 printed pieces, including banners, signs, flyers, booklets, programs, and business cards and ads.
- Designed slides for electronic lobby message board.
- Produced 4 staff newsletters.
- Produced ads for April Writers & Readers Author Series, Diane Ackerman.
- Completed ad, flier and signage for Writers & Readers' Firoozeh Dumas.
- Completed and presented design of new CPL logo and collateral materials.
- Designed *Cleveland Magazine* ad.
- Completed display materials for *Footwear Fashions* and *Opening Day Baseball*.
- Began design of Summer Reading Club logo and collateral materials.
- Tonya Thompson, Print Specialist, and Cathy Poilpre, Graphics Manager, attended a seminar sponsored by Xerox to determine whether the Graphics Department could become FSC certified.
- Cathy Poilpre attended the Main Managers' meeting and a Management Training Seminar regarding Conflict Resolution.

Web:

- Amy Dankowski and David Reynolds performed routine updates and maintenance.
- March's total eMedia Collection circulation was 12,271 downloads, up from 10,669 in February. SecondLife displayed 3,739 total visitors in March, up from 3,543 in February. Twitter followers numbered 609, up from 487 in February.
- Launched customer survey: "We need to know what you want from your library!"
- Prepared launch of first digital staff newsletter.
- Designed and prepared the CPL Innovation Blog for an April launch.
- Worked on updating the following webpages: Seniors Connect, *Travel Encounters*, and *Do Research*.
- Researched and implemented Google Campaign Tracking for use in the tracking of links to our websites as posted to Twitter. This tool will also prove useful in the tracking of links sent via email and other sources.

Blog Committee:

- Maureen Mullin, Aaron Mason, Anastasia-Diamond-Ortiz, John Skrtic, Michael Dalby, Ali Boyd: the committee wrote six new blogs on the Virtual Branch.
- The Blog Committee worked closely with Amy Pawlowski and David Reynolds for postings, maintenance and support.

Other:

- Attended the following meetings and events:
  - Cool Cleveland, Tim Zaun; Cleveland Chapter Public Relations Society, Meet the Media Luncheon; Branch Managers; Graphics new logo unveiling; Greater Cleveland Partnership Annual Meeting; Cool Cleveland, Thomas Mulready; Web 2.0 Committee; Adult Services Innovation Team weekly meetings; Preview of *The Aperture* in the Literature Department; Music at Main Library; Health & Safety Committee meeting; Automation, various meetings; Audio Video Department, various meetings; Main Library meeting room reservation meetings; Innovation Blog

meetings; Graphics Guidelines meeting; Friends of the Library; Administration meetings; Annual Report meeting with Pam Cerio and Lyz Bly; Staff newsletter planning and taping; Library Board meeting; Library campaign brainstorming; Rhonda Fulton; Program planning, John Skrtic; Robert Falls PR firm team; Communications Team meeting; Positively Cleveland, Dennis Roach; Farewell to Kacie Armstrong; Photography session, Cleveland Magazine; and University Circle's New Directors Reception.

Advertising equivalency for the month of March was \$17,054.80 to an audience of 1,605,659. We received coverage in numerous publications. A complete listing is available in the Marketing and Communications office.

#### BUILDINGS SERVICES

Buildings Office: Completed numerous branch inspections.

Attended construction meetings for Rice Branch.

Attended meeting with architect for Woodland Branch.

Monitoring utility bills.

Carpenters/Painters: Relocated offices on the 10<sup>th</sup> floor of the Louis Stokes Wing.

Installed 48 feet of shelving units on the 9<sup>th</sup> floor of the Louis Stokes Wing.

Removed/replaced drywall on the 3<sup>rd</sup> floor of Main for repairs.

Installed the Book Sale banner for the Friends' Book Sale.

Painted on the 4<sup>th</sup> floor, Main, at Lorain Branch also painted file cabinets.

Maintenance Mechanics: Lubed all four (4) large air handler unit motors and fan bearings in the Louis Stokes Wing.

Repaired water pump for Syncroflow domestic water pump system in the Louis Stokes Wing.

Re-set clocks for time change in the Main Building and Louis Stokes Wing.

Relocated power receptacles and data wiring for new Louis Stokes Wing and Main Building entranceways information video screens.

Cleaned Addison Branch's roof gutters.

Replaced internal parts on toilet in men's public restroom at Collinwood Branch.

Repaired outside light at East 131 Street Branch.

Repaired stack pipe on roof for exhaust fan at Harvard-Lee Branch.

Aligned motor and pump for hot water heating system at Langston Hughes Branch.

Installed new outside light for ramp walkway at Lorain Branch.

Working on replacing bearings on air handler unit #1 at Memorial/Nottingham Branch.

Replaced leaking hot water pumps at Mt. Pleasant Branch, also relocating wiring for librarian's desk.

Cleaned boiler #1, set up burner and check controls at Rockport Branch, and changed hot water pump motor back to three (3) phase then repacked bearing.

Repaired outside light at Woodland Branch.

Garage: Serviced vehicles #12, #15, #21, and #25.

Replaced front drive shaft and four (4) joints on truck #21.

Replaced two (2) right rear tires, molding and front shocks on delivery truck #12.

Replaced left rear tires, battery, drive shaft, four (4) joints and repaired right front light panel on delivery truck #15.

Starting servicing lawn mowers for branches.

#### SECURITY OPERATIONS

Director's Irregularity Report Summary: Security Operations submits a monthly report to the Director summarizing all Main Library, Louis Stokes Wing, and Branch Library Security Irregularity Reports.

Security Systems: The closed circuit television cameras in the Main Library complex and Branches are fully operational with the exception of a few cameras not working, IPS has completed most of the repairs. The access system in the Main Library complex, Lakeshore, Memorial-Nottingham and Garden Valley are installed and operational.

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational. Burglar and no close alarms are documented in the Security Operations Alarm Log book and followed-up by a Security Supervisor on a daily basis. Reports are also produced by Security Operations tallying the alarms and types for each branch for follow-up and training purposes. Branch staff caused 3 alarms that Cuyahoga Valley Patrol responded to. There were 10 additional alarms caused by staff and 1 burglar during a break in (2) malfunctions by phone line interruption, (3) caused by building staff, (1) by branch staff bad opening, (1) by Security Supervisor and (3) by staff holding over after closing.

Duress buttons are tested monthly at all stations in the Main Library Building, Louis Stokes Wing, Lake Shore Facility, and at branches.

Closed Circuit Television: Closed circuit television systems are monitored at the Security Operations offices, Louis Stokes Wing Security Desk, Rear Dock Security Office, Main Library Building Security Desk and Lake Shore Facility Security Desk.

Identification Cards: Security Operations issues photo identification cards to new staff members and replaces

lost ID cards and issues access cards and replaces lost cards for the security access system.

Monthly Equipment Inspections: Security Operations conducts complete equipment inspections monthly in all branches, Main Library, Louis Stokes Wing, and Lake Shore Facility. Besides safety and medical equipment, complete inspections are conducted on fire extinguishers and fire valve systems.

3M Book Detector Alarm Systems: 3M Book detector alarms are checked daily in the Main Library and Louis Stokes Wing. Branch Patrol Supervisors inspect the book detector systems at the branches each time they visit.

Lost and Found: 9 items were returned to their owners by Security Operations.

Branch Security: To temporarily provide a higher level of security, two tenable guards are assigned to the Carnegie West Branch; Security Operations meets with Tenable management on a regular basis to discuss issues at the branches.

Branch Patrol: The three units of the Security Operations Branch Patrol made a total of 470 visits to branch libraries.

In addition to their regular duties, Branch Patrol supervisors continuously conduct safety and security training with branch staff at the branches.

Branch Patrol supervisors are continuing to investigate Security Irregularity reports from the branches. Security Operations produces reports each month summarizing branch location, type of incident, and time of the incident to ensure coverage at the branches is adequate. Branch Patrol Supervisors conducted 53 branch investigations the remaining investigations and security reports were completed by security officers working in the Main Library Complex.

Training: The following Security Staff Abrams, Brennan, Garrett, Nunez and Washington completed management training on Conflict Resolution that was conducted by the Cleveland Public Library

## SUMMARY OF IRREGULARITY REPORTS RECEIVED

MONTH	2008	2009	CHANGE
January	102	63	-39
February	90	52	-38
March	119	76	-43
Year to Date	311	191	-140

## AUTOMATION SERVICES

CPL: Evanced Solutions installed software for the Summer Reading Club on our servers. Summer Reading Club participants will be able to register online and track their own progress.

A new Travel Encounters page was added to the History & Geography Department section of the Library's web site.

The CPL Innovation Blog (<http://ntweb1.cpl.org/intranet2/wp>) was added to the Staff Intranet, including a video newsletter from the Director introducing the Strategic Planning process. Each Innovation team will post information about their progress and ideas and anyone can comment and contribute.

The Web Team assisted the Social Sciences Department in updating existing content and creating new content for the Seniors Connect web site ([www.seniorsconnect.org](http://www.seniorsconnect.org)).

Google Campaign Tracking was implemented for use in the tracking of links to our web sites as posted to Twitter. This tool will also prove useful in the tracking of links sent via e-mail and other sources, other than links on our web sites.

An online version of the CPL patron survey was posted on the web site. About 100 responses per day are being received.

Software upgrades were installed on staff and public PCs: Flash v. 10, Shockwave v. 11.

Comprise SAM was upgraded to version 8.5 at: Hough, Carnegie-West, Lorain, Addison and Fulton.

The migration to the voice over IP phone system was completed. A patch for Daylight Savings time was applied to the server so the switchboard operation reliably goes to General Reference on the weekends. The last elements of installing traditional lines for emergency phones and alarm services in all branches were completed. All CPL agencies can now be reached with four digit dialing.

CLEVNET: The Software Team began Beta testing SirsiDynix 3.3. We were able to contribute some crucial items to the beta test forums and continue to test with particular attention on Debt Collection.

Barberton Public Library was included in CLEVNET database access, both from within the library and for their patrons' remote use. The switch over from the OPLIN network to the CLEVNET network was completed. Mr. Finnegan met with Ritter Public Library to review specifications for their new addition and attended their ground breaking ceremony.

A review of the network at Cleveland Heights-University Heights library was completed.

A form for patrons to use when changing their e-mail address in the NetNotice system was added to the CLEVNET web site ([http://www.clevnet.org/netnotice\\_change.php](http://www.clevnet.org/netnotice_change.php)).

A new page in the CLEVNET Member Site, "Information for CLEVNET SIG Co-Chairs," was posted on behalf of the CLEVNET Directors' panel.

Eight CLEVNET libraries were selected as Five Star libraries by Library Journal (Cleveland Public Library, Cleveland Hts-University Hts Public Library, Hudson Library & Historical Society, Orrville Public Library, Perry Public Library, Shaker Hts. Public Library, Twinsburg Public Library, and Wickliffe Public Library). An acknowledgement, linking to the Library Journal story online was added to the front page of the CLEVNET web site.

The Software Team attended the CLEVNET Technical Services SIG meeting in Twinsburg. Uncataloged materials



procedures were a major item of discussion.

Hilary Prisbylla and Robert Bobik visited Euclid Public Library to diagnose a problem with some workstations occasionally freezing up. Some changes to barcode scanner configuration resolved the problem.

Willoughby-Eastlake library implemented a locally floating collection of non-holdable DVDs.

Email archiving was implemented for Elyria Public Library for the accounts they requested.

Serials claiming was set up for Twinsburg Public Library.

Disk drives in the spam filter and on the SirsiDynix TEST server failed and were replaced.

A new storage area network (SAN) and new servers for the SirsiDynix system were installed as part of a large scale upgrade of the SirsiDynix servers. Configuration details for the new SAN and for the new Oracle database server are being worked on prior to determining the best way to move the library databases to the new environment. The upgrade is intended to resolve problems staff and public experience in slow performance and "busy" records.

KnowItNow: On March 6, Bob Carterette, Brian Leszcz, and Don Boozer met with Bill Martino, Noah Himes, Molly Riffle, and Shawn Walsh at NEO-RLS to discuss the CPL / NEO-RLS partnership and KIN24x7. The meeting was to clarify communication channels and to start preparation of the grant for year 6 of KnowItNow operation.

On March 19 a KIN24x7 Forum and an afternoon Training Session were held at the Public Library of Cincinnati and Hamilton County (PLCHC). Fifteen people attended from three institutions (PLCHC, Sinclair College, and Cincinnati State College).

The first meeting of the Quality Assurance Committee for KIN24x7 (QuACK) was held on March 24. The six members are from a range of institutions (public, academic, State Library, and AfterDark). Cheryl Lubow (State Library of Ohio) was named Chairperson and Wendy Ensor (Orrville Public Library) was named Secretary.

On March 27, Nolan Crabb (Director of Adaptive Technology Services, Ohio State University) and Eric Duffy (Director of Field Services, National Federation of the Blind of Ohio) tested the new software for KnowItNow for accessibility. Both men were recruited by the State Librarian, Jo Budler. Both testers were pleased with the interaction using MSN and three different screen readers. Mr. Crabb also provided some helpful information in serving blind patrons with the KIN24x7 IM service.

Tools for KnowItNow providers were enhanced: providers can now recover the IP address a particular user is connecting from and patron comments from surveys are now posted in real-time.

Working with the NEO-RLS AfterDark service, library staff providers, and Oregon's L-NET virtual reference service, a list of development ideas and bugs were submitted to SourceN, the developer of the client software.

Meetings and Professional Development: Ms. Pawlowski attended the Computers in Libraries Conference in Washington D.C. from March 30 - April 1; the Library's Web 2.0 Task Force on March 5th and 18th; and the Adult Services Innovation team meetings on March 6th, 16th, and 23rd.

Ms. Palomo attended meetings for the proposed CPL floating collection; a two-day midterm session for the CSU Leadership Academy; and classes on Labor-Management Collaboration and negotiation class.

All Automation Services Department managers attended the conflict management training session.

Mr. Carterette attended the March Labor Management Committee meeting; meetings relating to the implementation of the Tyler Munis HRMS system; and a meeting of the Main Library Innovation Team.

Mr. Finnegan and Mr. Novak visited OPLIN staff to review the status of the network and discuss capacity planning for CLEVNET.

On March 4, Mr. Boozer staffed an exhibit table at Kent State University's School of Library & Information

Science Library Career Night which provided an opportunity to speak with library school students as well as network with colleagues.

Mr. Boozer and Mr. Leszcz presented a program "Get to Know KIN24x7" at the OLC Northeast Chapter conference held at Kent State University. Mr. Boozer also presented a program on using Wikipedia with Steve Herminghausen of the Worthington Libraries.

Statistics: March's total OverDrive/CLEVNET eMedia Collection circulation was 12,271 downloads, up from 10,669 reported in February. We currently have 609 total followers on Twitter, up from 487 in February. SecondLife is currently displaying 3,739 total visitors to-date, up from 3,543 as reported in February.

Automation Services Statistics, 03/2009					
	# Cases Opened	# Cases Closed	Site Visits	TOTAL	
<b>HARDWARE</b>					
CPL Main	56	63	45	164	
CPL Branch	97	90	40	227	
CPL Lake					
Shore	26	25	15	66	
CLEVNET	59	32	5	96	
PUBLIC				0	
<b>HARDWARE</b>					
<b>TOTAL</b>	<b>238</b>	<b>210</b>	<b>105</b>	<b>553</b>	
<b>SOFTWARE</b>					
CPL Main	19	19		38	
CPL Branch	19	19		38	
CPL Lake					
Shore	11	11		22	
CLEVNET	68	67	1	136	
PUBLIC	1			1	
<b>SOFTWARE</b>					
<b>TOTAL</b>	<b>99</b>	<b>97</b>	<b>1</b>	<b>235</b>	
<b>WEBWARE</b>					
CPL Main	22	22	8	52	
CPL Branch	6	6	2	14	
CPL Lake					
Shore	3	3		6	
CLEVNET	10	10		20	
PUBLIC	42	42		84	
<b>WEBWARE</b>					
<b>TOTAL</b>	<b>83</b>	<b>83</b>	<b>10</b>	<b>176</b>	
<b>KIN</b>					
CPL Main				0	
CPL Branch				0	
CLEVNET				0	
PUBLIC				0	
KIN Library	12	12		24	
OHIOLink					
Library	5	5		10	
After Dark	2	2		4	
<b>KIN TOTAL</b>					
<b>TOTAL</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>38</b>	
<b>GRAND TOTAL</b>					
<b>TOTAL</b>	<b>439</b>	<b>409</b>	<b>116</b>	<b>1,002</b>	

Ms. Butts adjourned the meeting at 1:08 p.m.

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Alice G. Butts  
President

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Maritza Rodriguez  
Secretary

## CLEVELAND PUBLIC LIBRARY

Finance Committee  
May 21, 2009

## GIFT REPORT FOR APRIL 2009

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	822	2,241
Periodicals	69	112
Publishers Gifts	91	320
Non-Print Materials	108	<u>174</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>268</b>	<b>2,847</b>

## MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$75	\$1,005
Library Fund	Restricted	0	2,215
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	0	11,778
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	16,815
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	58,110
Lockwood Thompson Fund	Restricted	0	0
MetLife - FitforLife	Restricted	0	6,250
Sugarman Fund	Restricted	0	100
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>400</u>	<u>15,700</u>
<b>TOTAL MONEY GIFTS</b>		<b>\$475</b>	<b>\$112,874</b>

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	29	109	268	3,115
Money Gifts	<u>2</u>	<u>41</u>	<u>2</u>	<u>41</u>
<b>TOTAL GIFTS</b>	<b>31</b>	<b>150</b>	<b>270</b>	<b>3,156</b>

RESOLVED, That the Gift Report for April 2009 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40 (J) of the *Ohio Revised Code*.

THE STATE LIBRARY OF OHIO  
COLUMBUS, OHIO  
43201

OHIO FFY 2009  
LSTA  
CFDA 45.310  
PROJECT # VIII-6-09  
CLEVELAND PUBLIC LIBRARY  
SERVICES TO TARGETED  
POPULATIONS PROJECT  
FUNDED WITH FFY 2008  
CARRYOVER FUNDS  
IMLS

This agreement between the Board of Trustees of the

CLEVELAND PUBLIC LIBRARY

hereinafter known as the ADMINISTERING AGENCY,

and the State Library Board, hereinafter known as the STATE LIBRARY,

WITNESSETH THAT:

The ADMINISTERING AGENCY proposes to act as administrative agent for the SERVICES TO TARGETED POPULATIONS PROJECT as described in the project application which shall become part of this AGREEMENT.

This project will BEGIN May 1, 2009 and TERMINATE September 30, 2009.

The STATE LIBRARY agrees to grant to the ADMINISTERING AGENCY the sum of \$81,270 from FFY 2008 carryover funds to fund this project, said sums to be paid as follows: \$40,635 from FFY 2008 carryover funds shall be paid as soon as possible upon the signing of this agreement by both parties and \$40,635 shall be paid in July after the narrative and financial reports have been received by the STATE LIBRARY.

Grant funds cannot be obligated or disbursed until after the project officially begins with the signing of the AGREEMENT by both parties.

The ADMINISTERING AGENCY agrees to expend the federal funds granted by the STATE LIBRARY in accordance with the items stated in the application budget.

Budget amendments may be made only with written approval by the STATE LIBRARY.

## AGREEMENT, PAGE 2

The ADMINISTERING AGENCY shall return all unexpended federal grant funds to the STATE LIBRARY at the CLOSE-OUT of this project.

The ADMINISTERING AGENCY is responsible for maintaining adequate records of federal funds received and expended for reporting to the STATE LIBRARY.

The ADMINISTERING AGENCY agrees to make, on forms supplied by the STATE LIBRARY, financial reports for the FFY 2008 carryover funds for the periods ending June 30, 2009 and September 30, 2009 and to make a final report of FFY 2008 carryover expenditures on or before October 31, 2009.

**All FFY 2009 funds must be obligated/encumbered on or before September 30, 2009 and must be disbursed on or before October 31, 2009.**

The ADMINISTERING AGENCY also agrees to submit narrative reports for the period ending June 30, 2009 and upon CLOSE-OUT of the project (on or before October 31, 2009).

The narrative report shall describe the activities carried on toward reaching the objectives of the project as set forth in the application, including problems encountered as well as successful activities. The cumulative report shall, as objectively as possible, review and evaluate the project as a whole against the objectives.

All financial and narrative reports are due within 15 working days of the report periods stated above unless noted otherwise.

The Single Audit Act of 1984 requires that the STATE LIBRARY ensure that subrecipients meet the provisions of the Single Audit Act, and that, in instances of non-compliance with Federal laws and regulations, the STATE LIBRARY take appropriate corrective action. The State Library may request back-up documentation to verify purchases for audit purposes.

The ADMINISTERING AGENCY agrees to submit to the STATE LIBRARY within 30 days from the date the report is issued, one copy of its audit report for each fiscal year which includes any part of this project period.

Two copies of the promotional materials, book lists prepared for this project and newspaper publicity and articles shall be submitted with the narrative report



## AGREEMENT, PAGE 3

The ADMINISTERING AGENCY agrees that all Federal funds received under this agreement will be expended solely for the purpose stated in the grant application. Any such funds not so expended, including funds lost or diverted to other purposes, shall be repaid to the STATE LIBRARY. In the event that such funds are lost or diverted, the terms of this contract shall cease. In the event that federal moneys included in this contract become unavailable to the State of Ohio, the STATE LIBRARY shall modify or cease the terms of this contract based upon the financial restrictions imposed by the Institute of Museum and Library Services.

The ADMINISTERING AGENCY shall maintain inventory records of equipment purchased for the project using forms and procedures established by the STATE LIBRARY per Section 1183.130 and, 1184.140 Code of Federal Regulations.

At such time that equipment purchased for this project, in whole or in part with Federal funds, is no longer needed or being utilized for the purposes identified in the project application, it shall revert back to the federal government through the STATE LIBRARY, per Section 1183.139 Code of Federal Regulations.

The ADMINISTERING AGENCY agrees that if it fails to meet any term of this contract, the STATE LIBRARY may, upon reasonable notice to the ADMINISTERING AGENCY, suspend the payment of funds and/or the project in whole or in part. The notice of suspension shall state the reasons for the suspension and any corrective action required of the ADMINISTERING AGENCY and the effective date. The suspension shall remain in effect until the ADMINISTERING AGENCY has taken corrective action satisfactory to the STATE LIBRARY or given evidence satisfactory to the STATE LIBRARY that such corrective action will be taken.

Failure of the ADMINISTERING AGENCY to comply with the terms of the suspension may result in termination of the contract.

The ADMINISTERING AGENCY assures that it does not discriminate on basis of race, religion, age, gender, national origin, or handicapped condition in providing space for public meetings.

The ADMINISTERING AGENCY agrees that it is an Equal Employment Opportunity employer

## AGREEMENT, PAGE 4

which will comply with all applicable State and Federal EEO Affirmative Action Laws and regulations when filling advertised positions.

The ADMINISTERING AGENCY also agrees to hire personnel for this project in accordance with Section 907 of Public Law 90-132:

"No part of the funds appropriated in this project shall be used to provide payments, assistance, or services, in any form, with respect to any individual convicted in any Federal, State, or Local court of competent jurisdiction, of inciting, promoting, or carrying on a riot, or any group activity resulting in material damage to property or injury to persons, found to be in violation of Federal, State or Local Laws designated to protect persons or property in the community concerned."

The ADMINISTERING AGENCY agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable regulation and all guidelines and interpretations issued pursuant thereto.

The ADMINISTERING AGENCY agrees that it will comply with Section 319 of Public Law 101-121:

"No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement."

The ADMINISTERING AGENCY also agrees that it will comply with the Drug-Free Workplace Act of 1988. 34 CFR part 85, subpart F, all requirements imposed by the applicable regulation and all guidelines and interpretations issued pursuant thereto.

AGREEMENT, PAGE 5

The ADMINISTERING AGENCY agrees that it will comply with Section 131.17 of the Ohio

Revised Code:

"No contract, agreement, or obligation involving the expenditure of money entered into by any department, office, board, commission, or other agency of the state, nor any resolution or other for the expenditure of money passed by any such entity, shall be valid and enforceable, unless the director of budget and management first certifies that there is a balance in the appropriation not already obligated to pay existing obligations. Any written contract or agreement entered into by the state shall contain a clause stating that the obligations of the state are subject to the provisions of this section."

This agreement becomes effective at the time of signing by both parties.

Date

President of the Board

Date

Clerk-Treasurer

Date

Librarian

Library

5/4/09 \_\_\_\_\_  
 Date State Librarian

*James Budler*

This grant was approved by the State Library Board on April 30, 2009.



**CERTIFICATIONS REGARDING DEBARMENT AND SUSPENSION;  
DRUG-FREE WORKPLACE REQUIREMENTS; LOBBYING;  
FEDERAL DEBT STATUS; AND NONDISCRIMINATION**

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

**1. DEBARMENT AND SUSPENSION**

The applicant shall comply with 2 CFR Part 3185. The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

**2. DRUG-FREE WORKPLACE REQUIREMENTS**

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's policy of maintaining a drug-free workplace;

- (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
  - (1) abide by the terms of the statement; and
  - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction.
- (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
  - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
  - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for Federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

### 3. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

#### 4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

#### 5. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685- 86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature of Authorized Certifying Official

Print Name and Title of Authorized Certifying Official

Date

THE STATE LIBRARY OF OHIO  
COLUMBUS, OHIO  
43201

OHIO FFY 2009  
LSTA  
CFDA45.310  
PROJECT # VIII-7-09  
CLEVELAND PUBLIC LIBRARY  
SERVICES TO TARGETED  
POPULATIONS PROJECT  
FUNDED WITH FFY 2009  
FUNDS  
IMLS

This agreement between the Board of Trustees of the  
**CLEVELAND PUBLIC LIBRARY**  
hereinafter known as the **ADMINISTERING AGENCY**,  
and the State Library Board, hereinafter known as the **STATE LIBRARY**,

**WITNESSETH THAT:**

The **ADMINISTERING AGENCY** proposes to act as administrative agent for the **SERVICES TO TARGETED POPULATIONS PROJECT** as described in the project application which shall become part of this **AGREEMENT**.

This project will **BEGIN** October 1, 2009 and **TERMINATE** December 31, 2009.

The **STATE LIBRARY** agrees to grant to the **ADMINISTERING AGENCY** the sum of \$50,790 from FFY 2009 funds to fund this project, said sums to be paid as soon as possible upon the signing of this agreement by both parties.

Grant funds cannot be obligated or disbursed until after the project officially begins with the signing of the **AGREEMENT** by both parties.

The **ADMINISTERING AGENCY** agrees to expend the federal funds granted by the **STATE LIBRARY** in accordance with the items stated in the application budget.

Budget amendments may be made only with written approval by the **STATE LIBRARY**.

The **ADMINISTERING AGENCY** shall return all unexpended federal grant funds to the **STATE LIBRARY** at the **CLOSE-OUT** of this project.

## AGREEMENT, PAGE 2

The ADMINISTERING AGENCY is responsible for maintaining adequate records of federal funds received and expended for reporting to the STATE LIBRARY.

The ADMINISTERING AGENCY agrees to make, on forms supplied by the STATE LIBRARY, a financial report for the FFY 2009 funds for the grant period ending December 31, 2009 and to make a final report of FFY 2009 expenditures on or before January 31, 2010.

**All FFY 2009 funds must be obligated/encumbered on or before December 31, 2009 and must be disbursed on or before January 31, 2010.**

The ADMINISTERING AGENCY also agrees to submit a cumulative narrative report upon CLOSE-OUT of the project (on or before January 31, 2010).

The narrative report shall describe the activities carried on toward reaching the objectives of the project as set forth in the application, including problems encountered as well as successful activities. The cumulative report shall, as objectively as possible, review and evaluate the project as a whole against the objectives.

All financial and narrative reports are due within 15 working days of the report period stated above.

The Single Audit Act of 1984 requires that the STATE LIBRARY ensure that subrecipients meet the provisions of the Single Audit Act, and that, in instances of non-compliance with Federal laws and regulations, the STATE LIBRARY take appropriate corrective action. The State Library may request back-up documentation to verify purchases for audit purposes.

The ADMINISTERING AGENCY agrees to submit to the STATE LIBRARY within 30 days from the date the report is issued, one copy of its audit report for each fiscal year which includes any part of this project period.

Two copies of the promotional materials, book lists prepared for this project and newspaper publicity and articles shall be submitted with the narrative report.

The ADMINISTERING AGENCY agrees that all Federal funds received under this agreement will be expended solely for the purpose stated in the grant application. Any such funds not so expended, including funds lost or diverted to other purposes, shall be repaid to the STATE LIBRARY. In the event



## AGREEMENT, PAGE 3

that such funds are lost or diverted, the terms of this contract shall cease. In the event that federal moneys included in this contract become unavailable to the State of Ohio, the STATE LIBRARY shall modify or cease the terms of this contract based upon the financial restrictions imposed by the Institute of Museum and Library Services.

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Failure of the ADMINISTERING AGENCY to comply with the terms of the suspension may result in termination of the contract.

The ADMINISTERING AGENCY assures that it does not discriminate on basis of race, religion, age, gender, national origin, or handicapped condition in providing space for public meetings.

The ADMINISTERING AGENCY agrees that it is an Equal Employment Opportunity employer which will comply with all applicable State and Federal EEO Affirmative Action Laws and regulations when filling advertised positions.

## AGREEMENT, PAGE 4

The ADMINISTERING AGENCY also agrees to hire personnel for this project in accordance with Section 907 of Public Law 90-132:

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AGREEMENT, PAGE 5

This agreement becomes effective at the time of signing by both parties.

Date

President of the Board

Date

Clerk-Treasurer

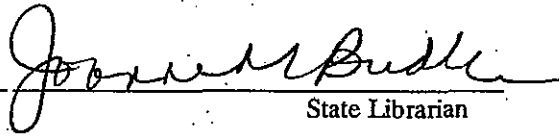
Date

Librarian

Library

5/4/09

Date



State Librarian

This grant was approved by the State Library Board on April 30, 2009.



**CERTIFICATIONS REGARDING DEBARMENT AND SUSPENSION;  
DRUG-FREE WORKPLACE REQUIREMENTS; LOBBYING;  
FEDERAL DEBT STATUS; AND NONDISCRIMINATION**

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

**1. DEBARMENT AND SUSPENSION**

The applicant shall comply with 2 CFR Part 3185. The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

**2. DRUG-FREE WORKPLACE REQUIREMENTS**

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's policy of maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and

- (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
  - (1) abide by the terms of the statement; and
  - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
  - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
  - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for Federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

### 3. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

#### 4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

#### 5. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685- 86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature of Authorized Certifying Official

Print Name and Title of Authorized Certifying Official

Date



**FRANK RUSSO**  
CUYAHOGA COUNTY AUDITOR

RECEIVED  
FINANCIAL SERVICES  
2009 APR 15 AM 11:26

April 14, 2009

Mrs. Holly Carroll, Interim Director  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114

Dear Mrs. Carroll:

The Cuyahoga County Budget Commission voted to enact House Bill 129. House Bill 129 eliminates the filing of an annual tax budget by a taxing authority but permits the Budget Commission to request an alternative format to complete its work.

I have enclosed the alternative format that will be used in Cuyahoga County for tax year 2009. Your respective council or board should adopt this alternative format, on or before July 15, 2009, pursuant to your agreement with the Budget Commission. A copy of your alternative format must be filed with the Budget Commission on or before July 20, 2009.

The alternative format can be filed with the Budget Commission via email. Please call your Budget Analyst if you would like to file the alternative format electronically or if additional information is needed. Thank you for your cooperation.

Sincerely,

Tara E. Munn, Supervisor  
Cuyahoga County Budget Commission

Encl.

# ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/ Taxing Unit \_\_\_\_\_

D

For the Fiscal Year Commencing JANUARY 1, 2010

Fiscal Officer Signature H. SANDRA KUBAN *H. Sandra Kuban* Date MAY 21, 2009

## COUNTY OF CUYAHOGA

### Background

Substitute House Bill No. 129 (HB 129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code

### Ohio Revised Code Section 5705.281

Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

### County Budget Commission Duties

The county budget commission must survey tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

### County Budget Commission Action

On October 11, 2002, during the Cuyahoga County Budget Commission meeting, the commission with an affirmative vote of all members waived the requirement for taxing authorities of subdivisions or other taxing units (Including Schools) to adopt a tax budget as provided under ORC Section 5705.281,

### Alternative Tax Budget Information Filing Deadline

For all political subdivisions excluding school districts, the fiscal officer must file one copy of this document with the County Fiscal Officer on or before July 20th. For school districts the fiscal officer must file one copy of this document with the County Fiscal Officer on or before January 20th.



# GUIDELINES FOR COMPLETING THE ALTERNATIVE TAX BUDGET INFORMATION

## **SCHEDULE 1**

The general purpose of schedule 1 is to meet the requirement of Ohio Revised Code (ORC) Section 5705.04 which requires the taxing authority of each subdivision to divide the taxes levied into separate levies. For help use the schedule B issued by the budget commission for the current year

In column 1 list only those individual funds which are requesting general property tax revenue. In column 2 purpose refers to the following terms, inside, current expenses, and special levy for example. In column 4 levy type refers to renewal, additional, and replacement for example. In column 9 identify the amount of general property tax you wish to request.

## **NOTE:**

The general purpose of column 9 is to demonstrate the need to produce property tax revenues to cover the estimated expenditures for the budget year. ORC Section 5705.341 states in part;

"Nothing in this section or any section of the ORC shall permit or require the levying of any rate of taxation, whether within the 10 mill limitation or whether the levy has been approved by the electors, the political subdivision or the charter of a municipal corporation in excess of such 10 mill limitation, unless such rate of taxation for the ensuing fiscal year is clearly required by a budget properly and

Property tax revenue includes real estate taxes, personal property taxes, homestead and rollback,

## **SCHEDULE 2**

The general purpose of schedule 2 is to produce an Official Certificate of Estimated Resources for all In column 3, total estimated receipts should include all revenues plus transfers in excluding property tax must submit a list of all tax transfers.

## **SCHEDULE 3**

The general purpose of schedule 3 is to provide inside/charter millage for debt service. The basic security for payment of general obligation debt is the requirement of the levy of ad valorem property taxes within the 10 mill limitation imposed by Ohio law. Ohio law requires a levy and collection of ad

## **SCHEDULE 4**

The general purpose of schedule 4 is to provide for the proper amount of millage to cover debt service requirements on voted bond issues. Major capital improvement projects are sometimes financed through the use of voted bonds. The taxing authority seeks voter approval of general obligation bonds and of the levy of property taxes outside the indirect debt limitation in whatever

## **SCHEDULE 5**

for more details.

# DIVISION OF TAXES LEVIED

(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)  
 (List All Levies Of The Taxing Authority)

**CLEVELAND PUBLIC LIBRARY**  
**TAX BUDGET 2010**

## SCHEDULE 1

I	II	III	IV	V	VI	VII	VIII	IX
Fund	Purpose	Authorized By Voters On MM/DD/YY	Levy Type	Number Of Years Levy To Run	Tax Year Begins/ Ends	Collection Year Begins/ Ends	Maximum Rate Authorized	\$ AMOUNT Requested Of Budget Commission
General Fund	Current Expenses	11/05/85	Replace- ment	Continous	1985 - 2008 -	1986 - 2009 -	1.00	4,000,000
General Fund	Current Expenses	03/04/08	Replace- ment	5 Years	2012	2013	5.80	33,000,000
<b>Totals</b>								<b>37,000,000</b>

# STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

## SCHEDULE 2

I Fund BY Type	II Beginning Estimated Unencumbered Fund Balance	III Property Taxes and Local Government Revenue	IV Other Sources Receipts	V Total Resources Available for Expenditures	VI Total Estimated Expenditures & Encumbrances	VII Ending Estimated Unencumbered Balance
General Property Tax & Public Library Fund	4,555,920	37,000,000	8,636,450	76,192,370	76,192,370	-0-
		26,000,000				0.00
Special Revenue	9,000,000		750,000	9,750,000	750,000	9,000,000
Capital	3,000,000			3,000,000	3,000,000	-0-
Permanent	1,700,000		50,000	1,750,000	50,000	1,700,000
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00

# UNVOTED GENERAL OBLIGATION DEBT

(Include General Obligation Debt To Be Paid From Inside/Charter Millage Only)  
 (Do Not Include General Obligation Debt Being Paid By Other Sources)  
 (Do Not Include Special Obligation Bonds & Revenue Bonds)

### SCHEDULE 3

I Purpose Of Bonds Or Notes	II Date Of Issue	III Final Maturity Date	IV Principal Amount Outstanding At The Beginning Of The Calendar Year	V Amount Required To Meet Calendar Year Principal & Interest Payments	VI Amount Receivable From Other Sources To Meet Debt Payments
<b>Totals</b>					

# VOTED DEBT OUTSIDE 10 MILL LIMIT

(Bonds Or Notes Must Actually Be Issued In Order To Commence Collection Of Property Taxes For Debt Service)

## SCHEDULE 4

	II	III	IV	V	VI	VII
Purpose Of Notes Or Bonds	Authorized By Voters On MM/DD/YY	Date Of Issue	Final Maturity Date	Principal Amount Outstanding At The Beginning Of The Calendar Year	Amount Required To Meet Calendar Year Principal & Interest Payments	Amount Receivable From Other Sources To Meet Debt Payments

# TAX ANTICIPATION NOTES

(Schools Only)

## SCHEDULE 5

Tax anticipation notes are issued in anticipation of the collection of the proceeds of a property tax levy. The amount of money required to cover debt service must be deposited into a bond retirement fund, from collections and distribution of the tax levy, in the amounts and at the times required to pay those debt charges as provided in the legislation authorizing the tax anticipation notes. (ORC Section 133.24)

The appropriation to the fund which normally receives the tax levy proceeds is limited to the balance available after deducting the amounts to be applied to debt service.

After the issuance of general obligation securities or of securities to which section 133.24 of the ORC applies, the taxing authority of the subdivision shall include in its annual tax budget, and levy a property tax in a sufficient amount, with any other monies available for the purpose, to pay the debt charges on the securities payable from property tax. (ORC Section 133.25)

	Name Of Tax Anticipation Note Issue	Name Of Tax Anticipation Note Issue
<b>Amount Required to Meet Budget Year Principal &amp; Interest Payments:</b>		
Principal Due		
Principal Due Date		
Interest Due		
Interest Due Date		
Interest Due		
Interest Due Date		
Total		
Name Of The Special Debt Service Fund		
<b>Amount Of Debt Service To Be Apportioned to the Following Settlements:</b>		
February Real		
August Real		
June Tangible		
October Tangible		
Total		
Name Of Fund To Be Charged		

# Cleveland Public Library 2010 Tax Budget Worksheet

Prepared By:  
Sandy Kuban

A B	C	D	E	F	G	H	I	J	K	L	M	
1	<b>Revenue</b>											
2		Valuation	Calculated At 100% Collection Rate	At 2009 Certified Collection Rate of 84.57%	Tax Budget Request	% Tax Budget Above Calculated Amount	2009 Tax Budget Request	2010 Calculated Amount	2010 Tax Budget Request	Exp Decrease %		
3	Property Tax											
4	12/8/2008 Schedule A For 2009	5,876,978,468	37,129,299	31,400,248	44,000,000	19%	44,000,000					
5	Revised 5/4/09 Schedule A for 2010 Est.	5,406,848,786	34,291,972	29,000,720	37,000,000	8%		34,291,972	37,000,000			
6	Loss in Value	470,129,682	2,837,327	2,399,528	7,000,000	-16%	Decrease From 2009 Tax Request					
7												
8	PLF			% Lost								
9	Certified At the Beginning of 2008		27,076,604				31,000,000					
10	Re-Certified on August 19, 2008 to \$26,497,963 with Actual Collections \$26,433,765		26,497,963									
11	Lost in 2008		578,641	2%								
12												
13	Certified At the Beginning of 2008		27,076,604									
14	Certified At the Beginning of 2009		24,625,428			6%		24,625,428				
15	Lost in 2009 as of 5/11/09		2,451,176	9%								
16												
17	Actual Collections for 2008		26,433,765									
18	Current Estimation of Loss By OLC 15-20%		20%									
19	Anticipated Reduction for 2009		5,286,753	20%								
20												
21	Actual Collections For 2008		26,433,765									
22	Certified For 2009		24,625,428				-16% Decrease From 2009 Tax Request			26,000,000		
23	Budget Reduction in 2009 as of 5/11/09		1,808,337	7%								
24	Additional Budget Reduction if Re-certified at 20% less in 2009		3,478,416	13%								
25	Total Anticipated Reduction for 2009		5,286,753									
26												
27	Actual Collections For 2008		26,433,765									
28	Less 20%		(5,286,753)									
29	Potential/Probable 2009 Re-Certification Amount		21,147,012				-16% Decrease From 2009 Tax Request					
30												
31	Subtotal						75,000,000	58,917,400	63,000,000			
32												
33	Other Sources						8,870,000	8,636,450	8,636,450			
34												
35	Subtotal					6%	83,870,000	67,553,850	71,636,450			
36												
37	Unencumbered Cash Carryover						717,464		4,555,920			
38												
39	<b>Total Revenue</b>						84,587,464		76,192,370			
40												
41	<b>Expense</b>						(84,587,464)		(76,192,370)	-10%		
42												
43	<b>Balanced Budget</b>											

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# Cleveland Public Library Public Library Fund Comparison

Prepared By:  
Sandra Kuban

	2008	2009	\$ Change	% Change
Jan	2,126,953	2,084,822	(42,131)	-1.98%
Feb	2,902,363	2,484,954	(417,409)	-14.38%
Mar	1,672,208	1,397,974	(274,234)	-16.40%
Apr	1,933,745	1,612,503	(321,242)	-16.61%
May	3,455,367	2,556,738	<u>(898,629)</u>	-26.01%
<b>Total</b>	<b>12,090,636</b>	<b>10,136,991</b>	<b>(1,953,645)</b>	<b>-16.16%</b>



## CLEVELAND PUBLIC LIBRARY

**TO:** Members of the Board of Library Trustees  
Felton Thomas, Director

**FROM:** Sandra Kuban, Finance Administrator

**RE:** Background and Assumptions for the 2010 Tax Budget

**DATE:** May 19 Finance Committee & May 21, 2009 Board Meeting

For the past several years, Cleveland Public Library has submitted **Alternate Tax Information Forms as requested by the Cuyahoga County Budget Commission**. These forms must be approved by the Board of Trustees before **May 31** each year. The **Tax Budget** (sometimes referred to as the "request" or "wish list" budget) documents the **Library's need to receive revenue from tax sources, the Public Library Fund (formerly called the Library and Local Government Support Fund or LLGSF) and the Library's general property tax levies.**

The Library has once again used the simplified approach for development of its 2010 Tax Budget as reflected in the use of the Alternate Tax Information Forms. In lieu of having administrators develop a "wish list" budget that must be revisited and revised later in the year, we have applied a **general decrease of approximately 10% to 2010 expenses of \$76,192,370 under 2009 Tax Budget expenses of \$84,587,464**, with minimal program-by-program analysis. In the fall, when there is more information regarding State funding, better estimates for CPL's year-end fund balances and possible Union contract negotiation information, the entire administrative team will participate in the development of the 2010 Appropriation Measure.

### Revenue Assumptions

1. For estimation of **Property Taxes**, a 100% effective and collection rate is used for the March 4, 2008 voter-approved 5-year 5.8 mill levy, which will be in its second year of collection in 2010. In addition, the 1.0 mill perpetual levy is estimated to continue with the same dollar collection as certified in 2009. The calculated amount is based on Cuyahoga County Budget Commission Office's estimate that valuation has declined an additional \$470,129,682 or 8% since the 12/8/08 Schedule A and that, if a collection rate of 100% could be achieved, the result would be \$34,291,972, which includes \$2,000,000 for Rollbacks. Applying this year's certified collection rate of 84.57% brings the calculated amount down to \$29,000,720. The Tax Budget

Request is \$37,000,000, a 16% decrease under 2009's Tax Budget Request of \$44,000,000 but 8% above the calculated amount which allows for the outside possibility of growth or low estimations.

2. **Public Library Fund** (formerly LLGSF) is anticipated to be re-certified for 2009 for \$3,478,416 less than its current certified amount of \$24,625,428 bringing it down to \$21,147,012. The 2010 Tax Budget Request is for \$26,000,000, a 16% decrease from 2009 Tax Budget request of \$31,000,000, but still allowing for the outside possibility of growth over the current certified amount.
3. Therefore, the total estimated tax calculations are \$58,917,400 (\$34,291,972 + \$24,625,428). The total requested for 2010 Tax Budget on tax collections is \$63,000,000, when combining Property Tax and PLF collections.
4. Estimated **other revenues** from CLEVNET, earned interest, fines and fees, etc., are estimated to be \$8,636,450. As instructed by the Cuyahoga County Budget Commission, this category now includes the Commercial Activity Tax (CAT Tax) which is scheduled to generate \$4,627,350. Prior to 2009, the Commercial Activity Tax was included with the Property Tax Request figure. Phasing out will start in 2011.
5. The overall calculations which include other miscellaneous sources, total \$67,553,850; the total General Fund 2010 Tax Budget Request is \$71,636,450, approximately 6% more than the calculated estimates.
6. The estimated carry forward balance available for use in 2010 Tax Budget projection is calculated to be \$4,555,920. This calculation is derived by taking the current 2009 Budget projected ending cash balance at December 31, 2009 of \$18,534,336 and subtracting the anticipated PLF reduction of \$3,478,416 and year end encumbrances, transfers and advances of \$10,500,000.

Cleveland Public Library's currently projected 2010 program of library services will require more than the projected collections. It is consistent with past practice to request funds in excess of probable collections. In fact, it is necessary for the Tax Budget to exceed the next year's tax collections in order for the Library to be eligible to receive its full share of PLF and property tax monies. For the Year 2009, the Tax Budget presented by Cleveland Public Library totaled \$84,587,464 available for expenditure; this 2010 Tax Budget totals \$76,192,370, a 10% decrease.

The Resolution for the Year 2010 Tax Budget Request is being distributed with the packet of materials for the May 21, 2009 Board Meeting.

Cc: Administrators  
Carrie Krenicky

# Proposed 2010 Tax Budget With Historical Perspective

Prepared By:  
Sandra Kuban

Column #	1	2	3	4	5	6
	2008			2009		2010 Proposed
	Tax Budget 2008	Final Actual Budget 2008	Actual Rev/Exp 2008	Tax Budget 2009	Actual Budget (2) 2009	Tax Budget 2010
<b>General Fund</b>						
Beginning Unencumbered Balance	\$ 6,155,195	\$ 24,648,066	\$ 29,389,713	\$ 717,464	\$ 24,895,210	\$ 4,555,920 (3)
Property Taxes (includes Rollbacks)	34,813,694 (1)	27,810,262	30,583,105	44,000,000	31,400,248	37,000,000 (4)
Public Library Fund (formerly LLGSF)	32,000,000	27,076,604	26,433,765	31,000,000	21,147,012	26,000,000 (5)
Other Sources (includes CAT Tax)	7,836,306 (1)	8,676,306	9,719,711	8,870,000	10,582,923	8,636,450 (6)
Total Current Revenue	74,650,000	63,563,172	66,736,581	83,870,000	63,130,183	71,636,450
Total Revenue With Beg Balance	80,805,195	88,211,238	93,123,224	84,587,464	88,025,393	76,192,370
Expenses & Encumbrances	(80,805,195)	(74,764,777)	(71,231,084)	(84,587,464)	(83,469,473)	(76,192,370) (7)
<b>Ending Unencumbered Balance</b>	\$ -	\$ 13,446,461	\$ 24,895,210	\$ -	\$ 4,555,920	\$ -
<b>Special Revenue Funds</b>						
Beginning Unencumbered Balance	\$ 9,000,000	\$ 10,516,625	\$ 10,922,646	\$ 9,000,000	\$ 9,852,471	\$ 9,000,000
Other Sources	1,000,000	1,101,503	997,722	1,000,000	926,851	750,000
Total Current Revenue	1,000,000	1,101,503	997,722	1,000,000	926,851	750,000
Total Revenue With Beg Balance	10,000,000	11,618,128	11,920,568	10,000,000	10,779,322	9,750,000
Expenses & Encumbrances	(1,000,000)	(9,126,071)	(2,068,097)	(1,000,000)	(1,779,322)	(750,000)
<b>Ending Unencumbered Balance</b>	\$ 9,000,000	\$ 2,492,057	\$ 9,852,471	\$ 9,000,000	\$ 9,000,000	\$ 9,000,000
<b>Capital Fund</b>						
Beginning Unencumbered Balance	\$ 8,000,000	\$ 10,888,587	\$ 11,446,824	\$ 3,000,000	\$ 4,966,160	\$ 3,000,000
Other Sources	0	3,000,000	0	0	0	0
Total Current Revenue	0	3,000,000	0	0	0	0
Total Revenue With Beg Balance	8,000,000	13,888,587	11,446,824	3,000,000	4,966,160	3,000,000
Expenses & Encumbrances	(4,000,000)	(10,888,587)	(6,480,664)	(3,000,000)	(1,966,160)	(3,000,000)
<b>Ending Unencumbered Balance</b>	\$ 4,000,000	\$ 3,000,000	\$ 4,966,160	\$ -	\$ 3,000,000	\$ -

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# Proposed 2010 Tax Budget With Historical Perspective

Prepared By:  
Sandra Kuban

Column #	1	2	3	4	5	6
	2008			2009		2010 Proposed
	Tax Budget 2008	Final Actual Budget 2008	Actual Rev/Exp 2008	Tax Budget 2009	(2) Actual Budget 2009	Tax Budget 2010
<b>Permanent Funds</b>						
Beginning Unencumbered Balance	\$ 1,700,000	\$ 2,739,482	\$ 2,038,773	\$ 1,700,000	\$ 1,815,211	\$ 1,700,000
Other Sources	100,000	100,000	(147,998)	100,000	53,500	50,000
Total Current Revenue	100,000	100,000	(147,996)	100,000	53,500	50,000
Total Revenue With Beg Balance	1,800,000	2,839,482	1,890,777	1,800,000	1,868,711	1,750,000
Expenses & Encumbrances	(100,000)	(2,122,446)	(75,566)	(100,000)	(168,711)	(50,000)
<b>Ending Unencumbered Balance</b>	<b>\$ 1,700,000</b>	<b>\$ 717,036</b>	<b>\$ 1,815,211</b>	<b>\$ 1,700,000</b>	<b>\$ 1,700,000</b>	<b>\$ 1,700,000</b>
<b>ALL FUNDS</b>						
Beginning Unencumbered Balance	\$ 24,855,195	\$ 48,792,760	\$ 53,798,156	\$ 14,417,464	\$ 41,529,052	\$ 18,255,920
Property Taxes	34,813,694 (1)	27,810,262	30,583,105	44,000,000	31,400,248	37,000,000
Public Library Fund (formerly LLGSF)	32,000,000	27,076,604	26,433,765	31,000,000	21,147,012	26,000,000
Other Sources	8,936,306 (1)	12,877,809	10,569,437	9,970,000	11,563,274	9,436,450
Total Current Revenue	75,750,000	67,764,675	67,586,307	84,970,000	64,110,534	72,436,450
Total Revenue With Beg Balance	100,605,195	116,557,435	121,384,463	99,387,464	105,639,586	90,692,370
Expenses & Encumbrances	(85,905,195)	(96,901,881)	(79,855,411)	(88,687,464)	(87,383,666)	(79,992,370)
<b>Ending Unencumbered Balance</b>	<b>\$ 14,700,000</b>	<b>\$ 19,655,554</b>	<b>\$ 41,529,052</b>	<b>\$ 10,700,000</b>	<b>\$ 18,255,920</b>	<b>\$ 10,700,000</b>

- (1) The 2008 Tax Budget estimate for Property Tax originally included CAT Tax of \$3,186,306 plus Property Tax & Rollbacks of \$34,813,694, totalling \$38,000,000 as shown on the Schedule A dated 12/10/07 but from the 2009 Tax Budget forward, the Cuyahoga Co Budget Commission considers CAT Tax as Other Sources revenue.
- (2) The 2009 Actual Budget is per the January 15, 2009 Certificate of Estimated Resources and January 22, 2009 Board-approved Appropriations less \$3,478,416 for the anticipated re-certification of PLF revenue.
- (3) The ending 2009 General Fund Cash Balance is slated as of December 31, 2009 to be \$18,534,336. Subtracting \$3,378,416 for PLF reduction, year-end encumbrances, transfers and advances of \$10,500,000, results in a \$4,555,920 carryover for 2010.
- (4) Based on 100% effective & collection rate of the 3/4/08 voter-approved 5.8 mills and on the 5/4/09 Cuyahoga County Budget Commission's revised Schedule A tax valuation of approximately \$35,000,000 & plus \$2,000,000 for estimated Rollbacks.
- (5) PLF (formerly LLGSF) has been estimated with anticipated probability of continued decline for Tax Budget 2010 from Tax Budget 2009.
- (6) CAT Tax is considered as Other Sources revenue with the 2010 scheduled amount being \$4,627,350 plus \$4,009,100 from other sources which includes a 15% reduction in LBPH State Aid, much lower interest income and reduced CLEVNET revenue based on anticipated possible reductions.
- (7) The proposed 2010 Tax Budget Expenditures/Encumbrances represents a **general 10% decrease** in comparison to 2009 Tax Budget Expenditures/Encumbrances.

**Revenue Sources Detail  
For The  
Proposed 2010 Tax Budget  
For Board Presentation May 19, 2009**

Prepared By:  
Sandra Kuban

	2008		2009		2010 Proposed			
	Actual Budget 2008	Actual Revenue 2008	Actual Budget 2009	Tax Budget 2010				
41200 Property Tax	\$ 25,810,282	\$ 25,810,282	\$ 30,583,105	\$ 30,583,105	\$ 29,400,248	\$ 29,400,248	\$ 35,000,000	\$ 35,000,000
41100 PLF ( formerly LLGSF)	\$ 27,076,604		\$ 26,433,765		\$ 21,147,012		\$ 26,000,000	
41900 Rollbacks	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
<b>Total Property Tax &amp; Rollbacks</b>	<b>\$ 27,810,282</b>	<b>\$ 30,583,105</b>	<b>\$ 31,400,248</b>	<b>\$ 31,400,248</b>			<b>\$ 37,000,000</b>	
<b>Total Tax Budget Request Per Board Resolution</b>							<b>\$ 63,000,000</b>	
<b>Other Sources</b>								
41900 CAT	3,186,306	3,186,306	3,186,306	3,186,306	4,489,423	4,489,423	4,627,350	4,627,350
<b>Other</b>								
42100 Federal Aid	0	0	0	0				
42200 State Aid	800,000	805,642	960,000	960,000			816,000	down 15%
43110 Fines	205,000	182,691	185,000	185,000			170,000	
43120 Fees	25,000	28,350	28,000	28,000			25,000	
43130 Lost Books	18,000	17,923	18,000	18,000			15,000	
43140 Book Deposits	0	94	1,000	1,000			0	
43150 Products	1,000	1,151	0	0			1,000	
43170 Sales Tax	1,000	415	500	500			100	
43180 Copiers	65,000	57,650	62,000	62,000			50,000	
43190 Research Services	5,000	2,934	3,000	3,000			2,000	
43195 Dup Services	30,000	27,350	26,000	26,000			20,000	
44100 Investment Income	1,500,000	1,569,180	1,600,000	1,600,000			300,000	down 81%
45100 Computer Services	2,600,000	3,159,938	2,800,000	2,800,000			2,380,000	down 15%
48100 Sales of Surplus Property	5,000	8,575	5,000	5,000			0	
48300 Meeting Rooms	0	8,224	0	0			0	
48710 Retiree Insurance	0	40	0	0			0	
48720 Refunds/Reimbursement	205,000	374,878	375,000	375,000			200,000	
48730 COBRA Contributions	0	21,400						
48900 Miscellaneous	30,000	77,470	30,000	30,000			30,000	
49820 Return of Advances		189,500						
<b>Subtotal Other</b>	<b>5,490,000</b>	<b>6,533,405</b>	<b>6,093,500</b>	<b>6,093,500</b>			<b>4,009,100</b>	
<b>Total Other Sources (CAT Tax &amp; Other)</b>	<b>8,676,306</b>	<b>9,719,711</b>	<b>10,582,923</b>	<b>10,582,923</b>			<b>8,636,450</b>	
<b>Total All Sources</b>	<b>\$ 63,563,192</b>	<b>\$ 66,736,581</b>	<b>\$ 63,130,183</b>	<b>\$ 63,130,183</b>			<b>\$ 71,636,450</b>	
<b>Beginning Unencumbered</b>	<b>\$ 24,648,066</b>	<b>\$ 29,389,713</b>	<b>\$ 24,895,210</b>	<b>\$ 24,895,210</b>			<b>\$ 4,555,920</b>	
<b>Total Available Revenue</b>	<b>\$ 88,211,258</b>	<b>\$ 96,126,294</b>	<b>\$ 88,025,393</b>	<b>\$ 88,025,393</b>			<b>\$ 76,192,370</b>	

# Cleveland Public Library

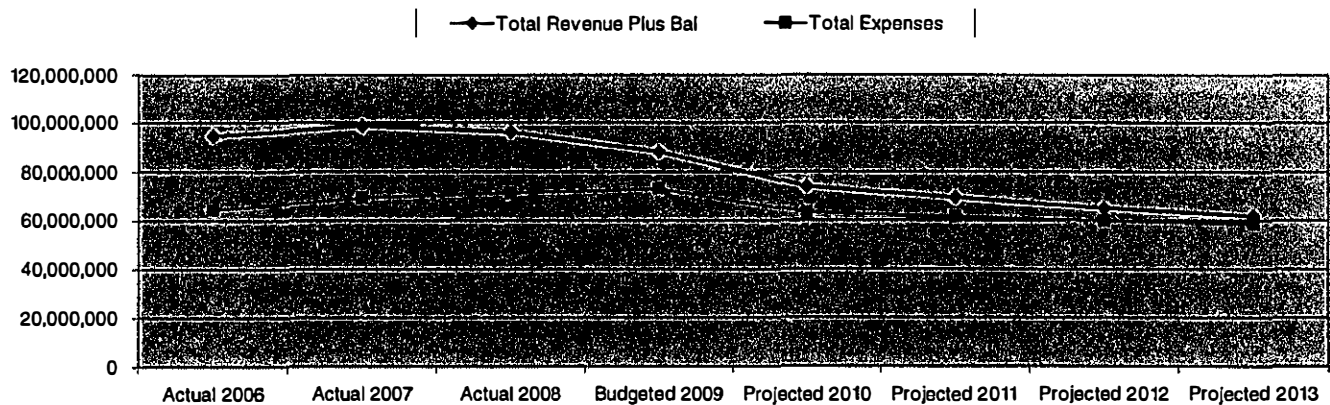
Updated Cash Flow With 2008 Actual Rev/Exp & 2009 Certified Rev/Board Approved Budget As Amended 1/22/09 less anticipated \$3,478,416 reduction in PLF

	Actual 2006	Actual 2007	Actual 2008	Budgeted 2009	Projected 2010	Projected 2011	Projected 2012	Projected 2013	%
PLF (LLGSF)	26,867,387	26,867,387	26,433,765	21,147,012	21,147,012	21,147,012	21,147,012	21,147,012	37%
Property Tax	32,186,174	29,671,068	27,930,751	29,400,248	27,000,720	27,000,720	27,000,720	27,000,720	47%
Rollbacks	2,191,471	2,557,607	2,652,354	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	4%
CAT	1,225,686	2,240,709	3,186,306	4,489,423	4,627,350	4,500,000	2,911,765	2,382,353	4%
Other	6,722,745	7,035,334	6,533,405	6,093,500	4,009,100	4,179,520	4,274,701	4,373,689	8%
<b>Total Revenue</b>	<b>69,193,463</b>	<b>68,372,105</b>	<b>66,736,581</b>	<b>63,130,183</b>	<b>58,784,182</b>	<b>58,827,252</b>	<b>57,334,198</b>	<b>56,903,774</b>	<b>100%</b>
Salaries/Benefits	38,093,672	40,831,687	43,350,738	45,135,224	41,975,758	40,296,728	38,684,859	37,137,465	63%
Supplies	1,386,824	1,550,914	1,439,769	1,400,285	1,379,285	1,379,285	1,379,285	1,379,285	2%
Purchased Services	9,370,034	9,774,951	11,628,268	10,303,398	8,753,398	8,753,398	8,753,398	8,753,398	15%
Library Materials	11,822,521	13,479,845	14,307,357	11,835,292	10,027,566	10,027,566	10,027,566	10,027,566	17%
Capital	463,045	305,459	313,696	1,211,994	1,140,815	1,140,815	1,140,815	1,140,815	2%
Other	69,685	80,407	96,157	83,280	63,280	63,280	63,280	63,280	0%
Advances/Transfers	3,090,000	3,193,075	95,000	3,000,000	0	0	0	0	
Endumbrances	0	0	0	0	0	0	0	0	
<b>Total Expenses</b>	<b>64,295,781</b>	<b>69,210,388</b>	<b>71,280,985</b>	<b>72,939,478</b>	<b>63,840,102</b>	<b>61,631,072</b>	<b>60,049,203</b>	<b>58,501,809</b>	<b>100%</b>
<b>% of Growth (Decline) Excluding Advances</b>			11.19%	24.1%	11.10%	-1.65%	-2.61%	-2.63%	
Yr Net Change	4,897,682	(844,233)	(4,494,404)	(9,839,290)	(4,555,920)	(2,833,820)	(2,715,005)	(1,598,035)	
Beg Cash Bal	25,336,265	30,233,947	29,389,714	24,895,310	15,056,020	10,500,100	7,666,280	4,951,275	
End Cash Bal	30,233,947	29,389,714	24,895,310	15,056,020	10,500,100	7,666,280	4,951,275	3,353,240	

Graph Data:	Actual 2006	Actual 2007	Actual 2008	Budgeted 2009	Projected 2010	Projected 2011	Projected 2012	Projected 2013
Total Revenue Plus Bal	94,529,728	98,606,052	96,126,295	88,025,493	73,840,202	69,327,352	65,000,478	61,855,049
Total Expenses	64,295,781	69,210,388	71,280,985	72,939,478	63,840,102	61,631,072	60,049,203	58,501,809
End Cash Bal	30,233,947	29,389,714	24,895,310	15,056,020	10,500,100	7,666,280	4,951,275	3,353,240

Updated Cash Flow May, 2009



## Cleveland Public Library

**To** Sandra Kuban  
**From** Myron Scruggs  
**Date** May 8, 2009  
**Subject** Natural Gas Supplier

After researching natural gas prices I find that at this time IGS Energy will extend our contract for one (1) year at a fixed rate of \$7.99@MCF; this will reduce our cost by \$2.00@MCF.

**V4CH-IND Amendment**

**Attention: Interstate Gas Supply, Inc. ("Seller")  
Industrial/Commercial Sales Division**

**IGS Fax #: 614-923-1010**

**Company Name** Cleveland Public Library ("Buyer")

**Contact Name** Myron Scruggs **Tel** 216-623-2800 **Fax** \_\_\_\_\_

**Amendment to V4CH-IND Contract signed on:** 10/1/09

**Dominion East Ohio ("NGDC")** **Account Number/s** **See Exhibit A**

**Price Options:**

Option 1  **Variable Price:**

Beginning with the \_\_\_\_\_ billing cycle through the \_\_\_\_\_ billing cycle the price per MCF for all gas delivered to the burnertip will be determined monthly by 100% of the applicable \_\_\_\_\_ (depending on your billing cycle), plus \$\_\_\_\_\_ which shall include all interstate transportation, pipeline and distribution shrinkage, BTU conversion and pooling fees and excluding all applicable taxes and NGDC distribution and transportation charges. After the Price Expiration Date, the pricing will be as described under Renewal Variable Pricing in V4CH-IND Terms and Conditions. **Subject to Credit Approval, Buyer shall have the option to request the Fixed Price option at a mutually agreeable price, which shall be effective only upon written acceptance by Seller of a new Confirmation.**

Option 2  **Fixed Price:**

Beginning with the **December 2009** billing cycle through the **November 2010** billing cycle, the price per MCF for all gas delivered to the burnertip will be fixed at **\$7.99 per MCF**, plus all applicable taxes and NGDC distribution and transportation charges. After the Price Expiration Date, the pricing will be as described under Renewal Variable Pricing in V4CH-IND Terms and Conditions.

Option 3  **Partial Fixed Price:**

Beginning with the \_\_\_\_\_ billing cycle through the \_\_\_\_\_ billing cycle, the price per MCF delivered to the burnertip for all gas described under "Partial Fixed Volumes" listed below, without regard for Monthly Tolerance will be fixed at \$\_\_\_\_\_, plus all applicable taxes and NGDC distribution and transportation charges. The price per MCF delivered to the burnertip for the Reported Volumes in excess of the Partial Fixed Volumes shall be determined using the Variable Price described in Option 1 above. After the Price Expiration Date, the pricing will be as described under Renewal Variable Pricing in V4CH-IND Terms and Conditions.

**MCF Volumes at Burnertip: ("Full Contract Volumes") ("Partial Fixed Volumes")**

Month	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Full Volumes	4859	4737	2899	1475	779	324	298	308	559	1163	2890	4029
Partial Volumes												
Partial Vols Year												

**Amendment: All other terms and conditions of original referenced Agreement continue to apply unless specifically revised herein.**

Accepted by Buyer: Myron Scruggs FACILITIES ADMINISTRATOR 5/8/09  
Name Title Date

Agreed to by Seller: [Signature] DIRECTOR OF 5/8/09  
Name Title Date  
SACES



## Exhibit A

Account #	Facility Name	Service Address	City	State	Zip Code
9500033259589	Addison	6901 Superior Ave	Cleveland	OH	44103
9441300128461	Broadway	5417 Broadway Ave	Cleveland	OH	44127
5440100134456	Brooklyn	3706 Pearl	Cleveland	OH	44109
1441200117751	Carnegie West	1900 Fulton Rd	Cleveland	OH	44113
5440100134480	Collinwood	856 E 152 St	Cleveland	OH	44110
5441200134469	East 131 St	3830 E 131 St	Cleveland	OH	44120
0441300126508	Eastman	11601 Lorain Ave	Cleveland	OH	44111
4500034001378	Fleet	7200 Broadway Ave	Cleveland	OH	44105
9440100134533	Fulton	3545 Fulton Ave	Cleveland	OH	44109
9442000134540	Glenville	11900 St. Clare Ave	Cleveland	OH	44108
8441400134563	Harvard-Lee	16918 Harvard Ave	Cleveland	OH	44128
9440500128428	Hough	1525 Crawford Ave	Cleveland	OH	44106
6440400134412	Jefferson	850 Jefferson Ave	Cleveland	OH	44113
9440200128439	Lake Shore Facility	17001 Lake Shore	Cleveland	OH	44110
5441200134473	Lorain	8216 Lorain Ave	Cleveland	OH	44102
5440600134497	M.L. King, JR	1962 Stokes Blvd	Cleveland	OH	44106
5440100401530	(Old) Memorial	15212 Lake Shore Blvd	Cleveland	OH	44110
5441400134434	Mt. Pleasant	14000 Kinsman RD	Cleveland	OH	44120
6441100117764	Rice	2820 E 116 St	Cleveland	OH	44120
9441800128459	Rockport	4421 W 140 St	Cleveland	OH	44135
5442000128370	South	3096 Scranton Ave	Cleveland	OH	44113
5440300134441	South Brooklyn	4303 Pearl Rd	Cleveland	OH	44109
5440600134500	Sterling	2200 E 30 St	Cleveland	OH	44115
9441200134526	Union	3463 E 93 St	Cleveland	OH	44104
9440900128412	Walz	7910 Detroit Ave	Cleveland	OH	44102
8441800118115	West Park	3805 W 157 St	Cleveland	OH	44111
4441100128402	Woodland Branch	5806 Woodland Ave	Cleveland	OH	44104
4441100128399	Woodland Garage	5806 Woodland Ave	Cleveland	OH	44104
5500035872369	Garden Valley	7201 Kinsman Suite 101	Cleveland	OH	44104



Government Finance Officers Association

CPL Timekeeping Module RFP and Selection Service Proposed Costs

Milestone	Deliverable	Proposed Cost
Site Visit	Functional/Technical Business Requirements & RFP Revision	\$3,450
Deliverable 1	Validated Functional/Technical Business Requirements	\$320
Deliverable 2	Final Draft RFP Document	\$700
Deliverable 3	Proposal Evaluation Plan	\$280
Deliverable 4	Proposal Evaluation Summary & Functional/Technical Requirements Analysis	\$2,800
Deliverable 5	Software Demonstration Scripts & Software Demonstration Evaluation Booklet	\$140
Deliverable 6	Vendor Client Reference Report	\$2,100
Deliverable 7	Staffing Vendor Demonstrations	\$1,275
Deliverable 8	Discovery Letters & Agenda	\$750
Deliverable 9	Contract Negotiations Checklist	\$750
Deliverable 10	Statement of Work Request to Vendor Finalist	\$750
Negotiations Support	Not to exceed \$3,750	\$3,750
<b>Total</b>		<b>\$17,065</b>

Zimbra Collaboration Suite

sandy.kuban@cpl.org

**RE: CPL Timekeeping Module RFP & Selection Service  
Proposed Costs**

Monday, April 20, 2009  
10:28:39 AM

**From:** eolsaker@gfoa.org  
**To:** sandy.kuban@cpl.org  
**Cc:** areynolds@gfoa.org

Hello Sandy,  
The deliverables and milestones provided mirror the deliverables for our previous/current project. The descriptions of the deliverables are the same as provided in our original contract/proposal.

Thanks,  
Eva

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**From:** Amy Zachary Reynolds [mailto:areynolds@gfoa.org]  
**Sent:** Monday, April 13, 2009 5:02 PM  
**To:** Sandy Kuban  
**Cc:** Eva Olsaker  
**Subject:** CPL Timekeeping Module RFP & Selection Service Proposed Costs

Hi Sandy,

Attached is the overview of the estimated costs we spoke about last week with Eva. Please let me know if you have any questions.

Thanks,  
Amy

**MOODY•NOLAN, INC.**

architecture | civil engineering | interior architecture

Columbus Cleveland Covington/Cincinnati Indianapolis Kansas City Nashville

May 18, 2009

Ms. Holly Carroll, Director  
 Cleveland Public Library  
 325 Superior Avenue  
 Cleveland, Ohio 44114

**Re: Letter of Recommendation for Construction**

Dear Mrs. Carroll,

On April 20, 2009 at 12:00pm The Cleveland Public Library received and opened the bids for the Bookmobile Garage Addition and Renovation of Woodland Branch Library.

Bids were received from fourteen different Contractors. The Contractors were able to submit their bids in the form of individual bids or combination bids. The bids were reviewed for the lowest possible project total cost, after careful evaluation of the bid forms the apparent low bidder was submitted by **Sterling Professional Group** in the form of a combination bid.

Between April 29, 2009 and May 7, 2009 Lester Cumberlander completed the reference check for **Sterling Professional Group**, 14 references were contacted and 9 references responded, there were no negative responses.

On May 14, 2009 at 11:00am **Sterling Professional Group**, was interviewed by Lester Cumberlander of Moody•Nolan, Holly Carroll, Janice Ridgeway and Myron Scruggs of Cleveland Public Library. The interview was to determine if **Sterling Professional Group** is the lowest responsible bidder, after previous investigation by Moody•Nolan and questions during the interview it was determined that **Sterling Professional Group** is the lowest responsible Bidder.

Moody•Nolan, Inc. recommends that The Cleveland Public Library accept the submitted Bid Forms from **Sterling Professional Group** and proceed with the contract for the construction of the Bookmobile Garage Addition and Renovation of Woodland Branch Library.

Please review the attached bid tabulation sheet. Should you have any questions please do not hesitate to call me. Thank you.

Respectfully Submitted,

Lester Cumberlander, AIA, Associate  
 Director of Cleveland Operations

LC/ch

**Cleveland Public Library  
Bookmobile Garage Addition and Renovation  
Woodland Branch Library  
BID TABULATIONS**

**Bid Opening: April 20, 2009 @ 12:00 p.m.**

Bidder	Addendum #1	Addendum #2	Addendum #3	Bid Bond	Mechanical and Plumbing - Book Mobile Base Bid	Alternate No. 1 New HVAC System for the Existing Woodland Branch Library Building.	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	General Trades - Book Mobile Base Bid	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	Alternate No. 4 New ADA accessible Front Entrance Doors for the Existing Woodland Branch Library Building.	Electrical and Technology - Book Mobile Base Bid	Alternate No. 1 Removal of Existing HVAC System and Installation of New HVAC System or the Existing Woodland Branch Library Building.	Alternate No. 2 Removal of Lighting and Replacement with New Lights in the Reading Area of the Existing Woodland Branch Library Building.	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	Alternate No. 4 New ADA accessible Front Entrance Doors for the Existing Woodland Branch Library Building.	Site/ Civil Engineering - Book Mobile Base Bid	Site/ Civil Engineering - Book Mobile Unit Price	Notes
Design Development Project Estimate					\$159,887.50	\$150,000.00	\$45,400.00	\$834,430.00	\$5,000.00	\$25,000.00	\$117,075.00		\$88,000.00	\$15,000.00	\$12,000.00	\$228,661.39		Project Total \$1,733,853.89
<b>Individual Bids</b>																		
<b>Mechanical Contractors</b>																		
<i>Apparent Lowest Mechanical Contractor Bidder</i> E. B. Katz	X	X	X	X	\$233,000.00	\$154,300.00	\$32,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$419,300.00
<b>General Trades Contractors</b>																		
Hummel Construction	X	X	X	X	No Bid	No Bid	No Bid	\$659,000.00	\$50,000.00	\$20,000.00	No Bid	HVAC Removal Only \$4,000.00	Light Fixture Removal Only \$5,000.00	No Bid	No Bid	No Bid	No Bid	\$729,000.00
<i>Apparent Lowest General Contractor Bidder</i> Lakeland Management System	X	X	X	X	No Bid	No Bid	No Bid	\$625,000.00	\$29,900.00	\$24,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$688,900.00
<b>Electrical Contractors</b>																		
H.L. Parker Electric Inc.	X	X	X	X	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$140,364.00	\$12,700.00	\$71,000.00	\$4,056.00	\$475.00	No Bid	No Bid	\$228,595.00
Minority Electrical Company Inc.	X	X	X	X	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$212,380.00	No Bid	\$72,300.00	No Bid	No Bid	No Bid	No Bid	\$284,680.00
<i>Apparent Lowest Electrical Contractor Bidder</i> Santon Electric Company Inc.	X	X	X	X	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$128,700.00	\$14,850.00	\$70,890.00	\$4,100.00	\$550.00	No Bid	No Bid	\$219,090.00

**Cleveland Public Library  
Bookmobile Garage Addition and Renovation  
Woodland Branch Library  
BID TABULATIONS**

**Bid Opening: April 20, 2009 @ 12:00 p.m.**

Bidder	Addendum #1	Addendum #2	Addendum #3	Bid Bond	Mechanical and Plumbing - Book Mobile Base Bid	Alternate No. 1 New HVAC System for the Existing Woodland Branch Library Building.	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	General Trades - Book Mobile Base Bid	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	Alternate No. 4 New ADA accessible Front Entrance Doors for the Existing Woodland Branch Library Building.	Electrical and Technology - Book Mobile Base Bid	Alternate No. 1 Removal of Existing HVAC System and Installation of New HVAC System or the Existing Woodland Branch Library Building.	Alternate No. 2 Removal of Lighting and Replacement with New Lights in the Reading Area of the Existing Woodland Branch Library Building.	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	Alternate No. 4 New ADA accessible Front Entrance Doors for the Existing Woodland Branch Library Building.	Site / Civil Engineering - Book Mobile Base Bid	Site / Civil Engineering - Book Mobile Unit Price	Notes		
Design Development Project Estimate					\$159,887.50	\$150,000.00	\$45,400.00	\$834,430.00	\$55,000.00	\$25,000.00	\$117,075.00		\$88,000.00	\$15,000.00	\$12,000.00	\$228,661.39		Project Total	\$1,733,853.89	
Electrical Contractors Continued																				
Ellis Bros. Electric, LTD.	X	X	X	X	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$163,600.00	\$11,480.00	\$59,400.00	\$9,200.00	\$3,800.00	No Bid	No Bid	\$247,480.00		
Doan / Pyramid, LTD.	X	X	X	X	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$176,000.00	\$21,500.00	\$55,500.00	\$3,500.00	\$300.00	No Bid	No Bid	\$256,800.00		
Gateway Electric, Inc.	X	X	X	X	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$173,989.00	\$13,850.00	\$64,490.00	\$7,300.00	\$600.00	No Bid	No Bid	\$260,229.00		
Site/Civil Contractors																				
Precision Engineering & Contracting, Inc.	X	X	X	X	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$319,457.00	3,500 Cu. Yds @ \$30/Cu.Yd. = \$105,000.00	\$424,457.00
Apparent Lowest Bidder Great Lakes Crushing LTD.	X	X	X	X	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$297,000.00	3,500 Cu. Yds @ \$27/Cu.Yd. = \$94,500.00	\$391,500.00
Platform Cement	X	X	X	X	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$314,800.00	3,500 Cu. Yds @ \$34/Cu.Yd. = \$119,000.00	\$433,800.00
<b>Total Project Cost by Individual Bids</b>																		\$1,718,790.00		

**Cleveland Public Library  
Bookmobile Garage Addition and Renovation  
Woodland Branch Library  
BID TABULATIONS**

**Bid Opening: April 20, 2009 @ 12:00 p.m. - Revised May 1, 2009**

Bidder	Addendum #1	Addendum #2	Addendum #3	Bid Bond	Mechanical and Plumbing - Book Mobile Base Bid	Alternate No. 1 New HVAC System for the Existing Woodland Branch Library Building.	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	Alternate No. 4 New ADA accessible Front Entrance Doors for the Existing Woodland Branch Library Building.	Electrical and Technology - Book Mobile Base Bid	Alternate No. 1 Removal of Existing HVAC System and Installation of New HVAC System or the Existing Woodland Branch Library Building.	Alternate No. 2 Removal of Lighting and Replacement with New Lights in the Reading Area of the Existing Woodland Branch Library Building.	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	Alternate No. 4 New ADA accessible Front Entrance Doors for the Existing Woodland Branch Library Building.	Site / Civil Engineering- Book Mobile Base Bid	Site / Civil Engineering- Book Mobile Unit Price	Notes
Design Development Project Estimate					\$159,887.50	\$150,000.00	\$45,400.00	\$834,430.00	\$55,000.00	\$25,000.00	\$117,075.00	\$88,000.00	\$15,000.00	\$12,000.00	\$228,661.39		Project Total \$1,733,853.89
<b>Combined Bids</b>																	
<b>General Trades Contractors</b>																	
Hummel Construction Company	X	X	X	X				\$1,135,000.00	\$50,000.00	\$20,000.00	Included in Combined Bid	HVAC Removal Only \$19,000.00	\$93,000.00		Included in Combined Bid	3,500 Cu. Yds @ \$42/Cu.Yd. = \$147,000.00	HVAC Not Included in Combined Bid \$1,464,000.00
Lakeland Management Systems, Inc.	X	X	X	X	Included in Combined Bid	\$164,000.00		\$1,179,000.00	\$49,500.00	\$24,500.00	Included in Combined Bid		\$79,500.00		Included in Combined Bid	3,500 Cu. Yds @ \$25/Cu.Yd. = \$87,500.00	\$1,584,000.00
Town Center Construction, LLC.	X	X	X	X	Included in Combined Bid	\$163,000.00		\$1,225,000.00	\$55,000.00	\$18,300.00	Included in Combined Bid		\$102,000.00		Included in Combined Bid	3,500 Cu. Yds @ \$60/Cu.Yd. = \$210,000.00	\$1,773,300.00
Total Project Apparent Lowest Combined Bidder including Alternates and Unit Price for Soil Sterling Professional Group	X	X	X	X	Included in Combined Bid	\$160,000.00		Apparent Lowest Combined Base Bid \$1,157,200.00	\$65,000.00	\$23,000.00	Included in Combined Bid		\$95,000.00		Included in Combined Bid	3,500 Cu. Yds @ \$20/Cu.Yd. = \$70,000.00	Total Project Apparent Lowest Combined Bidder including Alternates and Unit Price for Soil \$1,570,200.00
<b>Total Project Cost by Combined Bids and Alternates</b>																	\$1,570,200.00

458

RECEIVED APR 27 2009

459

cc: Sandy Kusan  
John Skrtic  
Mark Moore



NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH) PRIDE: PASSION  
GRANT  
WASHINGTON, DC 20506

April 22, 2009

Mr. Timonthy R. Diamond  
Planning & Research Administrator  
Cleveland Public Library  
325 Superior Ave  
Cleveland, OH 44114

Ref: LT-50089-09

Dear Mr. Diamond:

I am delighted to inform you that the National Endowment for the Humanities has awarded a grant of \$2,500.00 in support of your project. Your application was considered carefully during the NEH review process, which includes peer review and specialist review along with deliberation by the National Council on the Humanities and the Office of the Chairman.

I enclose the official notice of action from the NEH Office of Grant Management, which provides information on the grant period and the terms and conditions that apply to your project. Please review this material carefully. Address your questions either to the grants administrator or to the program officer whose names appear on the second page of the award notification.

Congratulations on your award. I wish you every success.

Sincerely,

A handwritten signature in black ink that reads "Carole M. Watson". The signature is fluid and cursive.

Carole M. Watson  
Acting Chairman

Enclosures

✓ cc: Ms. Cindy Lombardo



**OFFICIAL NOTICE OF ACTION**  
**National Endowment for the Humanities**

**Award Recipient**

Cleveland Public Library

**Action Taken :** Award**Date Of Action :** 04/22/2009**ID Number :** LT-50089-09**Institutional Grant Administrator :**

Mr. Timonthy R. Diamond  
 Planning & Research Administrator  
 Cleveland Public Library  
 325 Superior Ave  
 Cleveland, OH 44114

**Award Period :** From: 02/01/2009 Thru: 12/31/2012**Award Amounts**

Outright	\$ 2,500.00
Federal Match	\$ 0.00
Other	\$ 0.00
<b>Total Awarded</b>	<b>\$ 2,500.00</b>

**Federal Matching Funds**

Amount Offered	\$ 0.00
Offer Expires	

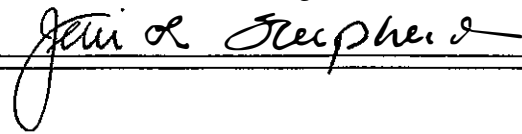
**Project Director :** Ms. Cindy Lombardo**Project Title**

Pride and Passion: The African American Baseball Experience - A Traveling Exhibition to Libraries

**Remarks:**

The terms and conditions that apply to this award are attached and will be considered acceptable unless a written objection is submitted within thirty days of the date of this notice. Procedures for receiving payment are included in these terms and conditions.

This award was funded by the NEH program described in CFDA section 45.164

**NEH Office of Grant Management Official**


for Susan G. Daisey

Director, Office of Grant Management

**Project Director**

## TERMS AND CONDITIONS

1. The grantee has full responsibility for the conduct of project activities under an NEH award, for adherence to the award conditions, and for informing NEH during the course of the grant of any significant programmatic problems that have arisen.
2. The Endowment must be notified in the event that the project director is replaced. The institutional grant administrator must submit such notification to Dr. Karen Mittelman, the NEH program officer identified on the previous page.
3. The grant period is the span of time designated in the grant award during which the grantee must undertake project activities. When the grantee determines that additional time is necessary to complete the original project, a written request for an extension of the grant period must be submitted to the NEH Office of Grant Management at least 30 days before the grant is scheduled to end. The request must be signed by the institutional grant administrator.
4. All printed program and publicity materials must include a credit to the National Endowment for the Humanities and to the American Library Association. In addition, an oral acknowledgment of NEH and ALA support must be given at program events.
5. **A final financial report of expenditures for this grant will not be required.** However, in the event that the project is not carried out, the funds provided by this grant must be returned to the Endowment.
6. To receive payment of grant funds, the enclosed *ACH Vendor/Miscellaneous Payment Enrollment Form* must be completed and returned to the Endowment at the following address:

Office of Grant Management, Room 311  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506

**Colleges and universities may submit Standard Form 270, *Request for Advance or Reimbursement*, in lieu of an *ACH* form.**

Due to the continuing delays in the delivery of mail to federal agencies in Washington, DC, the Endowment will accept the completed *ACH* form and the SF 270 by fax at (202) 606-8633.

- 3 -

The *ACH Vendor* form is enclosed with the institutional grant administrator's copy of this award document. This form, as well as the SF 270, is available on the NEH website at [www.neh.gov/manage/index.html](http://www.neh.gov/manage/index.html).

**SUBMISSION OF THE COMPLETED ACH VENDOR ENROLLMENT FORM OR THE SF 270 WILL INDICATE THE GRANTEE'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AWARD.**

GRANTEE: Cleveland Public Library

GRANT NUMBER: LT-50089-09

#### BASIS OF AWARD

The funds provided by this grant are awarded to support the activities described in Endowment application LT-50089.

The project that is carried out with these grant funds must be consistent with this application.

#### ENDOWMENT ADMINISTRATION OF THE AWARD

This grant has been funded by the Division of Public Programs.

Questions relating to project activities, the scope of the project, or changes in key project personnel should be addressed to:

Dr. Karen Mittelman  
Division of Public Programs, Room 426  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
Telephone: (202) 606-8631  
Fax: (202) 606-8557  
E-mail: [kmittelman@neh.gov](mailto:kmittelman@neh.gov)

Questions about the regulations that apply to the grant or requests for budget changes or extensions of the grant period should be addressed to:

Ms. Jerri L. Shepherd  
Office of Grant Management, Room 311  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
Telephone: (202) 606-8604  
Fax: (202) 606-8633  
E-mail: [jsherpherd@neh.gov](mailto:jsherpherd@neh.gov)

# Cleveland Public Library

**To** Sandra Kuban  
**From** Myron Scruggs  
**Date** May 6, 2009  
**Subject** Change Order #4 and #5 (East West)

## Change Order #4

This change order is needed due to the additional excavation and concrete work needed to get the foundation to sandstone. A unit price was provided in the base bid for this unknown condition. The total amount for the foundation footing is \$7,890.00.

## Change Order #5

This change order is needed due to the entrance on the east side of the site that was being used has been taken away from East West and they had to create a new entrance and stone drive. The cost of \$6,281.42 is to relocate fence, add two (2) gates, and put down a stone drive.


**Document G701™ – 2001**
**Change Order**

**PROJECT (Name and address):**  
 New Rice Branch  
 Cleveland Public Library  
 Corner of Shaker Boulevard and E.  
 116th Street  
 Cleveland, OH 44104

**CHANGE ORDER NUMBER:** 004  
**DATE:** 2 April 2009

**OWNER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

**TO CONTRACTOR (Name and address):**  
 East West Construction Co., Inc.  
 7120 Harvard Avenue  
 Cleveland, OH 44105-7307

**ARCHITECT'S PROJECT NUMBER:** 07049  
**CONTRACT DATE:** September 30, 2008  
**CONTRACT FOR:** General Construction

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*  
 Refer to attached Exhibit "A" and related backup materials for this Change Order.

The original Contract Sum was	\$	<u>2,560,600.00</u>
The net change by previously authorized Change Orders	\$	<u>5,008.16</u>
The Contract Sum prior to this Change Order was	\$	<u>2,565,608.16</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>+7,890.00</u>
The new Contract Sum including this Change Order will be	\$	<u>2,573,498.16</u>


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

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

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

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

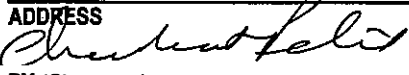
Bostwick Design Partnership  
**ARCHITECT (Firm name)**  
 2729 Prospect Avenue, Cleveland, OH  
 44115  
**ADDRESS**

  
 BY (Signature)

Glenn A. Pizzuti, AIA, Vice President  
 (Typed name)

2 APR 2009  
 DATE

East West Construction Co., Inc.  
**CONTRACTOR (Firm name)**  
 7120 Harvard Avenue, Cleveland, OH  
 44105-7307  
**ADDRESS**

  
 BY (Signature)

Chad Patel, Project Manager  
 (Typed name)

4/15/09  
 DATE

Cleveland Public Library  
**OWNER (Firm name)**  
 325 Superior Avenue, Cleveland, OH  
 44114-1271  
**ADDRESS**

  
 BY (Signature)

(Typed name)

DATE



GENERAL CONTRACTORS • CONSTRUCTION MANAGERS  
 7120 Harvard Avenue  
 Cleveland, Ohio 44105-7307  
 Phone (216) 883-0445 • Fax (216) 883-0473  
 www.eastwestconstruction.com  
 CERTIFIED MINORITY BUSINESS ENTERPRISE


March 19, 2009

Mr. Bryan Wahl  
 Associate  
 Bostwick Design Partnership  
 2729 Prospect Avenue  
 Cleveland, Ohio 44115

Re: Additional Work - Excavation and Concrete for Foundation(Revised)  
 New Rice Branch Library  
 BDP Project No. 07049

Dear Mr. Wahl:

East-West Construction Co., Inc. has performed additional work of excavation and concrete for foundation. This will be charge per the unit price provided in base bid. Attached please find the additional back up. This work is above and beyond what was owed to the owner per contract documents. Our total cost for this additional work is \$12,995.50 as shown below. Change Order Tickets attached.

Foundation Footing(Item # 1,2,3,5,6,7,8,9,11,12,13,14)			
Excavation	52.6 Yds	\$25.00 Per Cu.Yd.	\$1,315.00
Concrete	52.6 Yds	\$150.00 Per Cu.Yd.	
Step Footing(Item # 4, 10)			
Excavation	21.66 Yds	\$25.00 Per Cu.Yd.	\$541.50
Concrete	21.66 Yds	\$150.00 Per Cu.Yd.	\$3,249.00
Sub Total			\$12,995.50

Trusting this meets with your approval. Please issue contract modification for this additional scope of work at the earliest. If you should have any question/concerns or need additional information on this proposal, please do not hesitate to contact me.

Sincerely,

EastWest Construction Co., Inc.

  
 Chad Patel PE  
 Project Manager

Foundation Extra Work Measurement				
	L	W	Extra Depth	Cu. Yds
1	70	2.00	1.00	5.19
2	18	3.00	1.50	3.00
3	53	3.00	0.67	3.93
4	58	1.33	4.00	11.46
5	21	3.00	1.17	2.72
6	34	3.00	1.08	4.09
7	30	3.00	1.00	3.33
8	46	3.00	1.33	6.81
9	47	3.00	0.67	3.48
10	62	1.33	3.33	10.21
11	106	2.00	0.75	5.89
12	53	3.00	1.08	6.38
13	25	3.00	1.00	2.78
14	All Column			5.00
				74.26




**AIA® Document G701™ – 2001**
**Change Order**

**PROJECT (Name and address):**  
 New Rice Branch  
 Cleveland Public Library  
 Corner of Shaker Boulevard and E.  
 116th Street  
 Cleveland, OH 44104

**CHANGE ORDER NUMBER:** 005  
**DATE:** 3 April 2009

**OWNER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

**TO CONTRACTOR (Name and address):**  
 East West Construction Co., Inc.  
 7120 Harvard Avenue  
 Cleveland, OH 44105-7307

**ARCHITECT'S PROJECT NUMBER:** 07049  
**CONTRACT DATE:** September 30, 2008  
**CONTRACT FOR:** General Construction

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*  
 Refer to attached Exhibit "A" and related backup materials for this Change Order.

Note, the net change by previously approved Change Orders is \$5,008.16 because Change Order 004 is still in process.

The original Contract Sum was	\$	<u>2,560,600.00</u>
The net change by previously authorized Change Orders	\$	5,008.16
The Contract Sum prior to this Change Order was	\$	<u>2,565,608.16</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	+6,281.42
The new Contract Sum including this Change Order will be	\$	<u>2,571,889.58</u>

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

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

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

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

Bostwick Design Partnership  
**ARCHITECT (Firm name)**

2729 Prospect Avenue, Cleveland, OH  
 44115

**ADDRESS**

*Glenn A. Pizzuti*  
**BY (Signature)**

Glenn A. Pizzuti, AIA, Vice President  
**(Typed name)**

3 April 2009  
**DATE**

East West Construction Co., Inc.  
**CONTRACTOR (Firm name)**

7120 Harvard Avenue, Cleveland, OH  
 44105-7307

**ADDRESS**

*Chad Patel*  
**BY (Signature)**

Chad Patel, Project Manager  
**(Typed name)**

4/6/09  
**DATE**

Cleveland Public Library  
**OWNER (Firm name)**

325 Superior Avenue, Cleveland, OH  
 44114-1271

**ADDRESS**

**BY (Signature)**

**(Typed name)**

**DATE**



March 25, 2009

GENERAL CONTRACTORS • CONSTRUCTION MANAGERS

7120 Harvard Avenue

Cleveland, Ohio 44105-7307

Phone (216) 883-0445 • Fax (216) 883-0473

www.eastwestconstruction.com

CERTIFIED MINORITY BUSINESS ENTERPRISE

Mr. Bryan Wahl  
Associate  
Bostwick Design Partnership  
2729 Prospect Avenue  
Cleveland, Ohio 44115

**Received**

MAR 26 2009

Bostwick Design  
Partnership, Inc.

Re: **New Construction Drive(Revised-R1)**  
New Rice Branch Library  
BDP Project No. 07049

Dear Mr. Wahl:

East-West Construction Co., Inc. is pleased to provide the following proposal including all labor, material, equipment & supervision to provide the Construction stone drive including gates on eastside of the building. This is to take in to account the credit and continue maintaining the new drive. This work is above and beyond what was owed to the owner per contract documents. Our total cost for this additional work is \$ 6,2781.42 as shown below.

Construction stone drive					\$4,850.00
Revise Fence & add/relocate gate					\$900.00
				Subtotal	\$5,750.00
5% Profit					\$287.50
				Subtotal	\$6,037.50
2% Bond					\$120.75
				Subtotal	\$6,158.25
2 % Insurance					\$123.17
				Total	\$6,281.42

This request for change order quotation is based on all other construction being completed on schedule without East-West incurring other costs. Because changes that affect either the time or the sequence of construction done prior to or concurrent with our work also affect the time and cost of completion of our work, we hereby reserve the right to request an equitable adjustment for rescheduling, delays, disruptions, acceleration, and/or impact in the event this modification changes the construction sequence and/or time of completion.

Trusting this meets with your approval. Please issue contract modification for this additional scope of work at the earliest. If you should have any question/concerns or need additional information on this proposal, please do not hesitate to contact me.

Sincerely,  
East West Construction Co., Inc.

Chad Patel PE  
Project Manager

CC: Paul Lenhard, EWC

# Cleveland Public Library

**To** Sandra Kuban  
**From** Myron Scruggs  
**Date** May 6, 2009  
**Subject** Change Order #1 (Harner Plumbing)

This change order is needed due to the Library's request to change the toilet fixtures so that they are hands free. The total cost for electrical connections and fixtures will be \$2,141.92.

**Bostwick  
Design  
Partnership**



## **PROPOSAL REQUEST 004**

**DATE:** February 17, 2009  
**TO:** All prime contractors  
**ISSUED BY:** Bryan Wahl  
**RETURN BY:** February 27, 2009

**CLIENT NAME:** Cleveland Public Library  
**PROJECT NAME:** Rice Branch  
**BDP PROJECT NUMBER:** 07049  
**CLIENT'S NUMBER:**

Contractor shall submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Contractor shall submit this proposal within the time period indicated above or notify the Owner and Architect, in writing, of the date on which proposal submission shall be submitted. Contractor shall follow procedures for modifications as described in the Project Manual.

This Request for Proposal is not a Change Order, a Construction Change Directive, or a direction to proceed with the work described in the proposed modifications.

### **DESCRIPTION: Electrical Connections at Toilet Fixtures**

Provide costs associated with work outlined in the attached sketches. Also, provide costs associated with providing electric flush valves.

**ATTACHMENTS:**  
SKE1-2A

**END OF PROPOSAL REQUEST**

Received


**AIA Document G701™ – 2001**

APR 01 2009

Bostwick Design  
Partnership, Inc.**Change Order**

PROJECT (Name and address):

New Rice Branch  
Cleveland Public Library  
Corner of Shaker Boulevard and E.  
116th Street  
Cleveland, OH 44104

CHANGE ORDER NUMBER: 001

DATE: 25 March 2009

OWNER: ARCHITECT: CONTRACTOR: FIELD: OTHER: 

TO CONTRACTOR (Name and address):

Harner Plumbing, Inc.  
2480 Bartlett Rd.  
Mantua, Ohio 44255

ARCHITECT'S PROJECT NUMBER: 07049

CONTRACT DATE: September 30, 2008

CONTRACT FOR: Plumbing Contract

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
Refer to attached Exhibit "A" and related backup materials for this Change Order.

The original Contract Sum was	\$	114,300.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	114,300.00
The Contract Sum will be increased by this Change Order in the amount of	\$	+2,141.92
The new Contract Sum including this Change Order will be	\$	<u>116,441.92</u>

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

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

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

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

Bostwick Design Partnership  
ARCHITECT (Firm name)

2729 Prospect Avenue, Cleveland, OH  
44115

ADDRESS

BY (Signature)

Glenn A. Pizzuti, AIA, Vice President  
(Typed name)

DATE

Harner Plumbing, Inc.  
CONTRACTOR (Firm name)

2480 Bartlett Rd.  
Mantua, Ohio 44255

ADDRESS

BY (Signature)

Kara Greitzer  
(Typed name)

DATE

Cleveland Public Library  
OWNER (Firm name)

325 Superior Avenue, Cleveland, OH  
44114-1271

ADDRESS

BY (Signature)

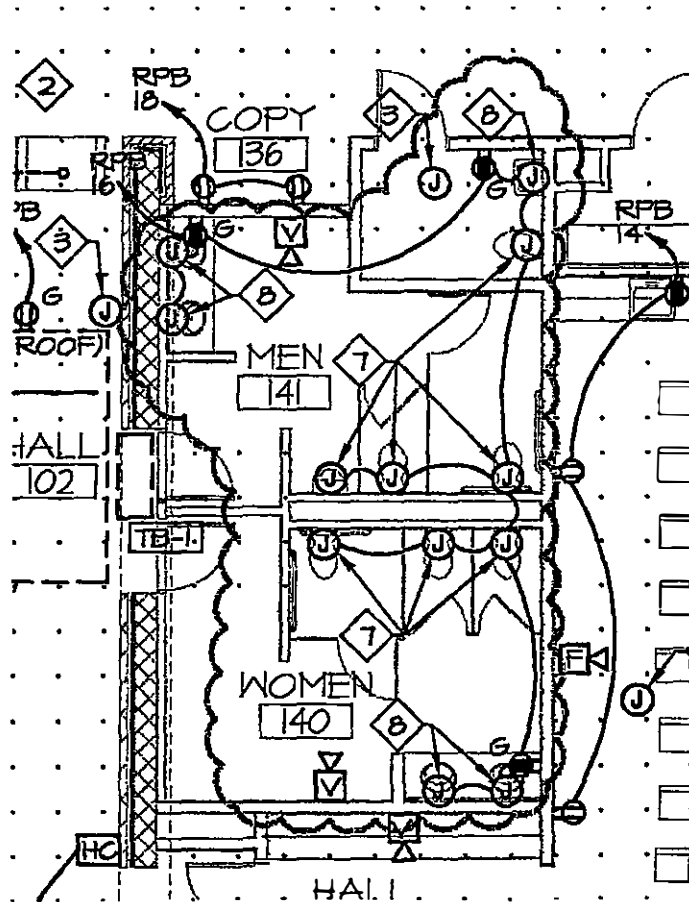
(Typed name)

DATE

FEBRUARY 17, 2009  
RICE BRANCH-CPL

### PLAN NOTES

- 7 JUNCTION BOX FOR FLUSH VALVE - 120V.
- 8 JUNCTION BOX FOR AUTOMATIC FAUCET - 120V.



**POWER PLAN**  
SCALE: 1/8" = 1'-0"

SKEI-2A



33851 Curtis Blvd., 214  
Eastlake, Ohio 44095  
1440.953.8760  
1440.953.1289  
www.tecinc1.com

cleveland | columbus

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 84.57% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Cleveland, Ohio

Office of the Budget Commission, Cuyahoga County, Ohio.

May 11, 2009

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, 2009, as revised by the Budget Commission of said County, which shall govern the total of appropriations appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2009	General Property Tax	PLF	Other Sources	Total
General Fund	24,895,209.98	31,400,248.16	24,625,427.62	10,582,923.00	91,503,808.76
Special Revenue	9,852,471.02			1,149,009.00	11,001,480.02
Capital	4,966,159.71			0.00	4,966,159.71
Permanent	1,815,212.46			53,500.00	1,868,712.46
<b>Totals/Subtotals</b>	<b>41,529,053.17</b>	<b>31,400,248.16</b>	<b>24,625,427.62</b>	<b>11,785,432.00</b>	<b>109,340,160.95</b>

Frank Russo Budget  
Ray Fisher Commission

Jim Rokakis  
Bridget Madigan



**CLEVELAND PUBLIC LIBRARY  
2009 APPROPRIATION: SECOND AMENDMENT  
MAY 21, 2009**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	24,895,209.98	0.00	24,895,209.98 (3)
Taxes - General Property	29,400,248.16	0.00	29,400,248.16
LLGSF	24,625,427.62	0.00	24,625,427.62
State Rollbacks	6,489,423.00	0.00	6,489,423.00
Federal Aid	0.00	0.00	0.00
State Aid	960,000.00	0.00	960,000.00
Fines and Fees	323,500.00	0.00	323,500.00
Earned Interest	1,600,000.00	0.00	1,600,000.00
Services	2,800,000.00	0.00	2,800,000.00
Miscellaneous	410,000.00	0.00	410,000.00
Return of Advances	0.00	0.00	0.00
<b>[TOTAL RESOURCES</b>	<b>91,503,808.76]</b>	<b>0.00]</b>	<b>91,503,808.76]</b>

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	45,135,224.00	0.00	45,135,224.00
Supplies	1,400,285.00	0.00	1,400,285.00
Purchased/Contracted Services	10,303,398.00	0.00	10,303,398.00
Library Materials/ Information	11,835,292.00	0.00	11,835,292.00
Capital Outlay	1,211,994.00	0.00	1,211,994.00
Other Objects	83,280.00	0.00	83,280.00
<b>[SUBTOTAL OPERATING</b>	<b>69,969,473.00]</b>	<b>0.00]</b>	<b>69,969,473.00]</b>
Transfers/Advances	3,000,000.00	0.00	3,000,000.00
<b>[TOTAL APPROPRIATION ]</b>	<b>72,969,473.00]</b>	<b>0.00]</b>	<b>72,969,473.00]</b>

(1) Certificate dated January 15, 2009

(2) Certificate dated May 11, 2009

(3) \$24,895,210 unencumbered cash carried forward (plus \$4,178,900 encumbered cash.)

**CLEVELAND PUBLIC LIBRARY  
2009 APPROPRIATION: SECOND AMENDMENT  
MAY 21, 2009**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	172,536.47	0.00	172,536.47
Endowment for the Blind	1,357,760.22	0.00	1,357,760.22
Founders	1,828,551.19	0.00	1,828,551.19
Kaiser	40,144.59	0.00	40,144.59
Kraley	141,909.99	0.00	141,909.99
Library	170,068.50	0.00	170,068.50
Pepke	86,789.54	0.00	86,789.54
Wickwire	1,006,763.80	0.00	1,006,763.80
Wittke	60,560.11	0.00	60,560.11
Young	2,631,940.87	0.00	2,631,940.87
Friends	21,540.13	0.00	21,540.13
Judd	160,000.00	72,441.00	232,441.00
Lockwood Thompson	211,483.26	17,657.00	229,140.26
Ohio Center for the Book	1,900.00	0.00	1,900.00
Schweinfurth	53,040.53	0.00	53,040.53
Cleveland NCA Kiosks	14,369.66	0.00	14,369.66
Bill & Melinda Gates	0.00	0.00	0.00
Harvard Kiosk	8,756.23	0.00	8,756.23
LSTA-Service to Youth	0.00	0.00	0.00
MetLife-Fit for Life	23,800.00	0.00	23,800.00
LBPH - LSTA	0.00	132,060.00	132,060.00
KnowItNow-LSTA	295,349.43	0.00	295,349.43
<b>[TOTAL SPECIAL REVENUE [</b>	<b>8,287,264.52]</b>	<b>  222,158.00]</b>	<b>  8,509,422.52] (4)</b>

CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
<b>[BUILDING &amp; REPAIR</b>	<b>4,966,159.71]</b>	<b>  0.00]</b>	<b>4,966,159.71] (5)</b>

(4) \$9,852,471 unencumbered cash carried forward (plus \$368,554 encumbered cash.) \$926,851 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.  
(\$9,852,471 + \$1,149,009 = \$11,001,480 less \$2,492,057 = \$8,509,423)

(5) \$4,966,160 unencumbered cash carried forward (plus \$4,533,011 encumbered cash.) \$-0- additional revenue, although \$3,000,000 Strategic year end transfer is budgeted.

**CLEVELAND PUBLIC LIBRARY  
2009 APPROPRIATION: SECOND AMENDMENT  
MAY 21, 2009**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	154,956.88	0.00	154,956.88
Ambler	1,296.65	0.00	1,296.65
Beard	99,280.92	0.00	99,280.92
Klein	3,047.98	0.00	3,047.98
Malon/Schroeder	99,947.62	0.00	99,947.62
McDonald	116,281.43	0.00	116,281.43
Ratner	54,798.47	0.00	54,798.47
Root	21,001.27	0.00	21,001.27
Sugarman	14,292.88	0.00	14,292.88
Thompson	72,981.93	0.00	72,981.93
Weidenthal	3,913.61	0.00	3,913.61
White	1,226,912.82	0.00	1,226,912.82
<b>TOTAL PERMANENT</b>	<b>1,868,712.46</b>	<b>0.00</b>	<b>1,868,712.46</b> (6)

(6) \$2,532,248 unencumbered cash carried forward (plus \$17,996 encumbered cash.) \$53,500 additional revenue. Non-expendable principal amounts are not included in either the certified fund balances or the appropriated amounts of \$717,036.  
 $(\$2,532,248 + \$53,500 = \$2,585,748 \text{ less } \$717,036 = \$1,868,712)$

**CLEVELAND PUBLIC LIBRARY**  
**MONTHLY FINANCIAL STATEMENT OF TREASURER TO BOARD OF LIBRARY TRUSTEES**  
**FOR THE PERIOD APRIL 1 – APRIL 30, 2009**

*H. Sandra Kubson*  
**FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES**

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending April 30, 2009**

	General Fund	Special Revenue	Capital Projects	<u>Permanent</u>	<u>Total</u>
41 Taxes	15,835,379.99	0.00	0.00	0.00	15,835,379.99
42 Intergovernmental	9,712,678.99	154,995.77	0.00	0.00	9,867,674.76
43 Fines & Fees	111,601.83	0.00	0.00	0.00	111,601.83
44 Investment Earnings	345,447.40	(12,899.84)	0.00	(4,386.12)	328,161.44
45 Charges for Services	833,747.97	0.00	0.00	0.00	833,747.97
46 Contributions & Donations	0.00	112,773.95	0.00	100.00	112,873.95
48 Miscellaneous Revenue	14,679.86	0.00	0.00	215.53	14,895.39
<b>Total Revenues</b>	<b>\$ 26,853,536.04</b>	<b>\$ 254,869.88</b>	<b>\$ 0.00</b>	<b>\$(4,070.59)</b>	<b>\$ 27,104,335.33</b>
51 Salaries/Benefits	13,331,169.10	92,905.02	0.00	0.00	13,424,074.12
52 Supplies	436,666.59	5,207.58	0.00	1,774.01	443,648.18
53 Purchased/Contracted Services	3,447,585.16	174,215.28	0.00	0.00	3,621,800.44
54 Library Materials	2,956,231.00	40,680.90	0.00	19,488.99	3,016,400.89
55 Capital Outlay	300,621.02	1,649.94	590,629.67	0.00	892,900.63
57 Miscellaneous Expenses	43,176.41	7,990.00	0.00	0.00	51,166.41
<b>Total Expenditures</b>	<b>\$ 20,515,449.28</b>	<b>\$ 322,648.72</b>	<b>\$ 590,629.67</b>	<b>\$ 21,263.00</b>	<b>\$ 21,449,990.67</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 6,338,086.76</b>	<b>\$(67,778.84)</b>	<b>\$(590,629.67)</b>	<b>\$(25,333.59)</b>	<b>\$ 5,654,344.66</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 6,338,086.76</b>	<b>\$(67,778.84)</b>	<b>\$(590,629.67)</b>	<b>\$(25,333.59)</b>	<b>\$ 5,654,344.66</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 29,074,110.06</b>	<b>\$ 10,221,024.55</b>	<b>\$ 9,499,170.43</b>	<b>\$ 2,550,244.08</b>	<b>\$ 51,344,549.12</b>
<b>Current Cash Balance</b>	<b>\$ 35,412,196.82</b>	<b>\$ 10,153,245.71</b>	<b>\$ 8,908,540.76</b>	<b>\$ 2,524,910.49</b>	<b>\$ 56,998,893.78</b>

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending April 30, 2009**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	13,164,132.00	13,164,132.00	3,938,317.52	0.00	9,225,814.48
51120	Clerical Salaries	13,348,097.00	13,348,097.00	3,920,749.34	0.00	9,427,347.66
51130	Non-Clerical Salaries	1,729,671.00	1,729,671.00	496,402.22	0.00	1,233,268.78
51140	Buildings Salaries	5,153,746.00	5,153,746.00	1,466,064.69	0.00	3,687,681.31
51150	Other Salaries	1,883,438.00	1,883,438.00	471,357.95	0.00	1,412,080.05
51400	OPERS	4,855,191.00	4,995,879.08	1,267,671.11	3,643,071.18	85,136.79
51610	Health Insurance	3,931,593.00	4,246,038.86	1,372,614.75	2,560,992.47	312,431.64
51620	Life Insurance	87,192.00	110,477.99	42,393.29	53,044.56	15,040.14
51630	Workers Compensation	373,594.00	373,594.00	221,516.39	0.00	152,077.61
51640	Unemployment Compensation	38,641.00	63,873.19	4,080.08	46,152.11	13,641.00
51900	Other Benefits	569,929.00	664,647.36	130,001.76	306,996.30	227,649.30
	<b>Salaries/Benefits</b>	<b>45,135,224.00</b>	<b>\$ 45,733,594.48</b>	<b>\$ 13,331,169.10</b>	<b>\$ 6,610,256.62</b>	<b>\$ 25,792,168.76</b>
52110	Office Supplies	105,867.00	110,984.10	21,193.31	5,609.85	84,180.94
52120	Stationery	177,827.00	219,374.55	83,162.68	23,371.61	112,840.26
52130	Duplication Supplies	121,095.00	132,583.69	40,268.81	5,971.90	86,342.98
52140	Hand Tools	8,379.00	8,922.38	1,936.66	603.17	6,382.55
52150	Book Repair Supplies	106,572.00	118,096.69	42,771.02	5,741.83	69,583.84
52210	Janitorial Supplies	132,160.00	135,876.87	43,365.22	6,393.98	86,117.67
52220	Electrical Supplies	115,814.00	117,040.19	14,750.53	237.12	102,052.54
52230	Maintenance Supplies	170,072.00	180,396.34	45,806.27	17,035.60	117,554.47
52240	Uniforms	16,150.00	17,124.50	925.96	9,290.04	6,908.50
52300	Motor Vehicle Supplies	62,647.00	66,960.10	21,113.67	35,298.63	10,547.80
52900	Other Supplies	383,702.00	429,070.41	121,372.46	14,436.26	293,261.69
	<b>Supplies</b>	<b>1,400,285.00</b>	<b>\$ 1,536,429.82</b>	<b>\$ 436,666.59</b>	<b>\$ 123,989.99</b>	<b>\$ 975,773.24</b>
53100	Travel/Meetings	98,914.00	110,795.66	17,917.49	92,213.86	664.31
53210	Telecommunications	434,659.00	489,043.35	162,149.20	413,704.54	(86,810.39)

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending April 30, 2009**

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53230 Postage/Freight	128,896.00	141,374.63	49,703.21	82,719.44	8,951.98
53240 PR/Other Communications	280,000.00	322,564.76	46,164.27	58,604.97	217,795.52
53310 Building Repairs	201,122.00	320,296.17	110,671.63	109,104.30	100,520.24
53320 Machine Repairs	67,506.00	70,763.35	6,128.13	8,650.40	55,984.82
53330 Computer Repairs	15,000.00	16,450.00	0.00	6,031.00	10,419.00
53340 Building Maintenance	214,993.00	239,164.77	35,212.71	110,123.19	93,828.87
53350 Machine Maintenance	269,826.00	312,940.75	48,631.56	73,447.19	190,862.00
53360 Computer Maintenance	857,891.00	883,520.52	543,978.68	80,083.38	259,458.46
53370 Motor Vehicle Repairs	27,729.00	30,468.75	14,598.93	407.38	15,462.44
53380 Contract Security	974,879.00	1,009,679.53	290,434.95	692,391.97	26,852.61
53390 Landscaping	36,000.00	39,000.00	13,862.00	27,908.00	(2,770.00)
53400 Insurance	382,136.00	382,606.00	6,432.00	470.00	375,704.00
53510 Rent/Leases	84,959.00	104,007.33	44,903.00	56,318.64	2,785.69
53520 Equipment Rental	314,268.00	386,639.08	113,526.52	249,177.67	23,934.89
53610 Electricity	1,949,602.00	2,237,874.42	572,695.90	1,526,704.82	138,473.70
53620 Gas	391,513.00	407,122.63	203,696.51	177,924.89	25,501.23
53630 Chilled Water	721,610.00	761,967.44	120,563.49	594,261.37	47,142.58
53640 Water/Sewer	90,720.00	131,779.57	17,478.89	138,623.71	(24,323.03)
53710 Professional Services	1,914,515.00	2,476,100.93	575,163.52	674,228.56	1,226,708.85
53720 Auditors Fees	526,500.00	531,200.00	360,171.48	4,700.00	166,328.52
53800 Library Material Control	305,000.00	336,248.96	86,222.59	245,876.37	4,150.00
53900 Other Purchased Services	15,160.00	18,169.25	7,278.50	4,618.75	6,272.00
<b>Purchased/Contracted Services</b>	<b>10,303,398.00</b>	<b>\$ 11,759,777.85</b>	<b>\$ 3,447,585.16</b>	<b>\$ 5,428,294.40</b>	<b>\$ 2,883,898.29</b>
54110 Books	3,901,786.00	5,008,780.00	1,200,522.43	954,240.61	2,854,016.96
54120 Continuations	838,612.00	878,139.50	213,514.27	272,586.60	392,038.63
54210 Periodicals	1,854,238.00	1,988,307.91	76,452.23	72,983.93	1,838,871.75
54220 Microforms	309,865.00	403,623.50	33,877.92	78,154.50	291,591.08

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending April 30, 2009**

	<b>Current Year Appropriation</b>	<b>Total Appropriated Funds</b>	<b>Current Year Expenditures</b>	<b>Encumbered and Unpaid</b>	<b>Unencumbered Balance</b>
54310 Video Media	1,651,581.00	1,761,564.37	480,515.57	207,804.82	1,073,243.98
54320 Audio Media - Spoken	426,023.00	517,839.26	125,243.80	144,710.54	247,884.92
54325 Audio Media - Music	690,775.00	833,055.93	178,494.28	108,194.95	546,366.70
54350 Computer Media	319,800.00	434,784.71	250,134.17	70,056.93	114,593.61
54500 Database Services	1,589,121.78	1,606,957.78	316,839.56	32,522.95	1,257,595.27
54600 Interlibrary Loan	6,500.00	6,886.08	1,967.84	4,918.24	0.00
54710 Bookbinding	69,971.00	85,873.95	15,646.70	27,570.85	42,656.40
54720 Preservation Services	98,727.00	134,850.19	30,932.59	40,979.54	62,938.06
54730 Preservation Boxing	12,674.00	13,406.50	2,597.54	5,742.84	5,066.12
54790 Preservation Reformatting	65,618.00	93,228.04	29,492.10	18,684.18	45,051.76
<b>Library Materials</b>	<b>11,835,291.78</b>	<b>\$ 13,767,297.72</b>	<b>\$ 2,956,231.00</b>	<b>\$ 2,039,151.48</b>	<b>\$ 8,771,915.24</b>
55510 Furniture	141,409.00	165,646.97	33,545.57	4,654.33	127,447.07
55520 Equipment	68,629.00	84,113.00	7,599.04	18,251.55	58,262.41
55530 Computer Hardware/Software	964,437.00	964,437.00	238,920.86	147,807.93	577,708.21
55700 Motor Vehicles	37,519.00	37,519.00	20,555.55	3,003.00	13,960.45
<b>Capital Outlay</b>	<b>1,211,994.00</b>	<b>\$ 1,251,715.97</b>	<b>\$ 300,621.02</b>	<b>\$ 173,716.81</b>	<b>\$ 777,378.14</b>
57100 Memberships	68,278.00	71,782.00	38,360.00	12,804.00	20,618.00
57200 Taxes	1,000.00	1,652.68	191.02	1,261.66	200.00
57500 Refunds/Reimbursements	14,002.00	26,122.34	4,625.39	12,086.41	9,410.54
<b>Miscellaneous Expenses</b>	<b>83,280.00</b>	<b>\$ 99,557.02</b>	<b>\$ 43,176.41</b>	<b>\$ 26,152.07</b>	<b>\$ 30,228.54</b>
<b>Advances</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
<b>Transfers</b>	<b>3,000,000.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,000,000.00</b>
<b>TOTAL</b>	<b>72,969,472.78</b>	<b>\$ 77,148,372.86</b>	<b>\$ 20,515,449.28</b>	<b>\$ 14,401,561.37</b>	<b>\$ 42,231,362.21</b>



**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending April 30, 2009**

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	29,074,110.06	26,853,536.04	20,515,449.28	14,398,561.37	21,013,635.45
<b>Total General Fund</b>	<b>\$ 29,074,110.06</b>	<b>\$ 26,853,536.04</b>	<b>\$ 20,515,449.28</b>	<b>\$ 14,398,561.37</b>	<b>\$ 21,013,635.45</b>
201 Anderson	189,796.30	(344.39)	5,287.36	675.90	183,488.65
202 Endowment for the Blind	1,324,960.22	(1,223.95)	0.00	0.00	1,323,736.27
203 Founders	4,222,073.59	8,293.35	34,012.92	72,079.61	4,124,274.41
204 Kaiser	39,244.59	0.00	0.00	0.00	39,244.59
205 Kralej	139,498.67	(794.81)	0.00	288.68	138,415.18
206 Library	148,268.50	3,220.47	2,440.00	0.00	149,048.97
207 Pepke	85,789.54	0.00	0.00	0.00	85,789.54
208 Wickwire	994,220.04	(2,568.93)	1,057.50	10,466.11	980,127.50
209 Wittke	59,160.11	(115.71)	955.13	620.75	57,468.52
210 Young	2,571,940.87	11,332.83	19,998.03	0.00	2,563,275.67
225 Friends	9,540.13	0.00	725.58	0.00	8,814.55
226 Judd	1,683.13	58,110.25	42,477.17	35,523.67	(18,207.46)
228 Lockwood Thompson Memorial	260,422.16	0.00	23,500.90	228,513.68	8,407.58
229 Ohio Center for the Book	1,000.00	900.00	0.00	0.00	1,900.00
230 Schweinfurth	3,895.07	16,815.00	15,480.00	15,824.54	(10,594.47)
242 Cleveland NCA Kiosk	14,617.02	0.00	779.95	1,620.05	12,217.02
244 Harvard CS Kiosk Project	8,828.87	0.00	236.14	624.32	7,968.41
252 LSTA-Know It Now	134,785.74	154,995.77	166,113.10	35,360.48	88,307.93
253 MetLife-Fit for Life II	11,300.00	6,250.00	9,584.94	150.63	7,814.43
<b>Total Special Revenue Funds</b>	<b>\$ 10,221,024.55</b>	<b>\$ 254,869.88</b>	<b>\$ 322,648.72</b>	<b>\$ 401,748.42</b>	<b>\$ 9,751,497.29</b>
401 Building & Repair	9,499,170.43	0.00	590,629.67	3,956,383.48	4,952,157.28
<b>Total Capital Project Funds</b>	<b>\$ 9,499,170.43</b>	<b>\$ 0.00</b>	<b>\$ 590,629.67</b>	<b>\$ 3,956,383.48</b>	<b>\$ 4,952,157.28</b>
501 Abel	161,156.88	(19.94)	213.75	0.00	160,923.19

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending April 30, 2009**

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	1,496.65	0.00	0.00	0.00	1,496.65
503 Beard	108,071.85	0.00	1,774.01	2,405.00	103,892.84
504 Klein	3,547.98	0.00	0.00	0.00	3,547.98
505 Malon/Schroeder	205,747.62	(1,123.80)	0.00	3,814.62	200,809.20
506 McDonald	122,313.03	(184.11)	0.00	0.00	122,128.92
507 Ratner	59,798.47	(24.08)	0.00	0.00	59,774.39
508 Root	26,401.27	(54.11)	0.00	0.00	26,347.16
509 Sugarman	162,670.32	(65.13)	0.00	0.00	162,605.19
510 Thompson	114,305.68	(288.36)	2,570.00	0.00	111,447.32
511 Weidenthal	4,413.61	0.00	0.00	0.00	4,413.61
512 White	1,580,320.72	(2,311.06)	16,705.24	5,918.18	1,555,386.24
<b>Total Permanent Funds</b>	<b>\$ 2,550,244.08</b>	<b>\$(4,070.59)</b>	<b>\$ 21,263.00</b>	<b>\$ 12,137.80</b>	<b>\$ 2,512,772.69</b>
<b>Total All Funds</b>	<b><u>\$ 51,344,549.12</u></b>	<b><u>\$ 27,104,335.33</u></b>	<b><u>\$ 21,449,990.67</u></b>	<b><u>\$ 18,768,831.07</u></b>	<b><u>\$ 38,230,062.71</u></b>

**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending April 30, 2009**

<b>Balance of All Funds</b>	<b>\$ 56,998,893.78</b>
Chase-Checking	9,767.72
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(239,256.28)
KeyBank-MC/VISA	17,261.73
Fifth Third - Checking	316,320.75
Petty Cash	350.00
Change Fund	5,100.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b>\$ 119,543.92</b>
National City - Investments	31,615,119.86
NCB/Allegiant Money Market	884,071.71
KeyBank - Victory Fund	4,743,541.81
STAR OHIO Investment	7,749,836.23
<b>Investments</b>	<b>\$ 44,992,569.61</b>
NCB Endowment Acct	11,886,780.25
<b>Endowment Account</b>	<b>\$ 11,886,780.25</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 56,998,893.78</b>

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES**  
**AND ON STRATEGIC PLAN EXPENDITURES**  
**THROUGH APRIL 30, 2009**

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
April 30, 2009**

**General Fund - Receipts**

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF - Public Library Fund	24,625,428	7,580,254	17,045,174	31%	32%
General Property Tax	29,400,248	15,835,380	13,564,868	54%	53%
Rollback, Homestead, CAT	6,489,423	1,664,818	4,824,605	26%	0%
Federal Grants	0	0	0	0%	0%
State Aid	960,000	467,607	492,393	49%	29%
Fines & Fees	323,500	111,602	211,898	34%	34%
Investment Earnings	1,600,000	345,447	1,254,553	22%	58%
Services to Others-Cievnet	2,800,000	833,748	1,966,252	30%	41%
Miscellaneous	410,000	14,680	395,320	4%	15%
Advances & Transfers	0	0	0	0%	0%
<b>TOTALS</b>	<b>66,608,599</b>	<b>26,853,536</b>	<b>39,755,063</b>	<b>40%</b>	<b>38%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated January 15, 2009.

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
April 30, 2009**

**General Fund - Expenditures**

	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	45,733,594	19,941,426	25,792,169	44%	46%
Supplies	1,536,430	560,657	975,773	36%	32%
Purchased Services	11,759,508	8,875,880	2,883,628	75%	68%
Library Materials	13,767,568	4,995,382	8,772,185	36%	38%
Capital Outlay	1,251,716	474,338	777,378	38%	39%
Other	99,557	69,328	30,229	70%	71%
<b>SUBTOTAL</b>	<b>74,148,373</b>	<b>34,917,011</b>	<b>39,231,362</b>	<b>47%</b>	<b>48%</b>
Advances/Transfers	3,000,000	0	3,000,000	0%	0%
<b>TOTALS</b>	<b>77,148,373</b>	<b>34,917,011</b>	<b>42,231,362</b>	<b>45%</b>	<b>46%</b>

Note (2): Appropriation of \$72,969,473 plus carried forward encumbrance of \$4,178,900.

Note (3): Subtotal includes 26% expended and 19% encumbered.

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON INCOME AND EXPENDITURES**  
**For the Period Ended**  
**April 30, 2009**

<b>Strategic Plan Expenditures - In Millions</b>									
	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006				
	Budget	Expended	Budget	Expended	Budget	Expended			
Salaries/Benefits	0.797	0.797	2.199	1.868	3.097	2.546			
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118			
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845			
<b>TOTALS</b>	<b>4.182</b>	<b>1.182</b>	<b>5.572</b>	<b>2.477</b>	<b>6.215</b>	<b>3.509</b>			
	Year 4 - 2007		Year 5 - 2008		Year 6 - 2009		5 Year	Expended	
	Budget	Expended	Budget	Expended	Budget	Expended	Budget	To Date	
Salaries/Benefits	3.349	3.083	3.622	3.425	0.000	1.065	13.064	12.784	
Library Materials	0.021	0.021	0.029	0.033	0.000	0.000	0.925	0.931	
Capital Projects (4)	3.000	0.435	3.000	1.163	0.000	0.399	15.000	3.078	
<b>TOTALS</b>	<b>6.370</b>	<b>3.539</b>	<b>6.651</b>	<b>4.622</b>	<b>0.000</b>	<b>1.465</b>	<b>28.990</b>	<b>16.793</b>	
<p>Strategic Plan commitment to Cleveland's neighborhoods is to expend 1 mill of levy revenue for service improvements. One mill is estimated to generate \$5.643 million per year times 5 years for a total commitment of approximately \$28.213 million.</p>									
<p>Note (4): \$3,000,000 was transferred to Building and Repair Fund on each December 31 - 2004, 2005, 2006 and 2007.</p>									

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
April 30, 2009**

**Strategic Plan Capital Projects - In Dollars**

	Budget	Expended Through 2008	Expended 2009	Encumbered	Balance
Branch Security Cameras	464,000	427,406	0	35,771	823
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)
Collinwood Teen Center	20,000	3,588	0	0	16,412
Jefferson	134,420	113,000	0	0	21,420
Lorain	152,010	447,170	7,877	32,592	(335,629)
Woodland - Land	21,000	21,192	0	0	(192)
Woodland - Expansion/Parking	1,200,000	117,290	1,731	19,518	1,061,461
Rice	5,300,000	438,010	389,736	3,677,976	794,278
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	350,019	0	2,124	(67,143)
<b>Totals</b>	<b>8,234,430</b>	<b>2,679,301</b>	<b>399,343</b>	<b>3,767,981</b>	<b>1,387,805</b>



**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

**REPORT ON INVESTMENTS – April 2009**

**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. Collected active fund balances are invested in a federal money market fund at the Library's lead bank. Other balances are invested in US Treasury and Agency issues as managed by United American Capital Corporation, STAR Ohio, and a federal money market fund.

Following is a description of interim deposit earnings for the period April 1, 2009 through April 30, 2009.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
04/01/09 - 04/30/09	30	Various	Key Bank	Various	\$ 98.96	Sweep Money Market
04/01/09 - 04/30/09	30	Various	STAR Ohio	Various	3,080.96	Investment Pool
04/01/09 - 04/30/09	30	Various	National City Bank	Various	2.63	Sweep Money Market
01/14/09 - 04/14/09	91	500,000	Fed Natl Mort Assn	3.000%	3,750.00	Federal Agency
10/02/08 - 04/02/09	183	1,000,000	Federal Home Loan Bank	3.400%	17,000.00	Federal Agency
10/29/08 - 04/29/09	183	700,000	Fed Natl Mort Assn	4.000%	29,043.00	Federal Agency
10/29/08 - 04/29/09	183	500,000	Federal Home Loan Bank	3.170%	7,925.00	Federal Agency
10/07/08 - 04/07/09	183	2,000,000	Federal Farm Credit Bank	2.357%	23,750.00	Federal Agency
10/14/08 - 04/14/09	183	1,000,000	Federal Home Loan Mort Crp	3.250%	16,250.00	Federal Agency
10/21/08 - 04/21/09	183	500,000	Federal Farm Credit Bank	2.625%	6,562.50	Federal Agency
10/21/08 - 04/21/09	183	500,000	Federal Farm Credit Bank	2.625%	6,562.50	Federal Agency
11/13/08 - 04/21/09	160	500,000	Federal Farm Credit Bank	2.625%	5,760.42	Federal Agency
Earned Interest April 2009					\$ 119,785.97	
Earned Interest Year To Date					\$ 345,447.40	

## CLEVELAND PUBLIC LIBRARY

### Finance Committee

May 21, 2009

#### REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR APRIL 2009

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
Kent State University Virginia Hamilton Conference Kent , Ohio	4/3/09	Joan Kelsey Barkdull	159.55
Northeast Ohio Regional Library System Powerful Web Reference Strategies Seminar North Ridgeville, Ohio	3/31/09	Elvira Baron	26.29
Ohio Library Council Southeast Chapter Conference Athens, Ohio	4/1/09 - 4/2/09	Donald Boozer	362.88
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Ali Boyd	20.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/25/09	William Bradford	75.00
Ohio Library Council Trustee Dinner Independence, Ohio	4/15/09	Alice Butts	35.00
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Holly Carroll	20.00
Ohio Library Council Trustee Dinner Independence, Ohio	4/15/09	Holly Carroll	35.00
Unicorn User Group International Sirsi/Unicorn Joint Conference Dallas, Texas	4/6/09 - 4/8/09	Robert Carterette	1,205.30

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/25/09	Cynthia Coccaro	75.00
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Thomas Corrigan	20.00
Ohio Library Council Trustee Dinner Independence, Ohio	4/15/09	Thomas Corrigan	35.00
Information Today Computers in Libraries Seminar Arlington, Virginia	3/30/09 - 4/1/09	Michael Dalby	507.33
Society of American Archivists Marc to Dacs Workshop Kent, Ohio	4/2/09 - 4/3/09	Amy Dawson	335.00
Northern Ohio Technical Services Librarians Cataloging Integrated Resources Workshop Parma, Ohio	4/3/09	Jeni Delfs	54.85
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Cheryl Diamond	20.00
Enviromental Resarch Systems Institute ARCGIS 9.3 Seminar Cincinnati, Ohio	3/26/09	Thomas Edwards	264.83
Kent State University Virginia Hamilton Conference Kent , Ohio	4/2/09 - 4/3/09	Maria Estrella	230.20
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Kathryn Feeley	20.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/25/09	Kathryn Feeley	75.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	John Hairston	174.00
Kent State University Virginia Hamilton Conference Kent , Ohio	4/3/09	Catherine Hankins	115.00
Northern Ohio Technical Services Librarians Cataloging Integrated Resources Workshop Parma, Ohio	4/3/09	Regina Houseman	40.00
Ohio Library Council Northeast Chapter Conference Independence, Ohio	4/16/09	Pamela Jennings	24.20
Ohio Library Council Northeast Chapter Conference Independence, Ohio	4/16/09	Crystal Carr Jeter	75.00
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Carlos Latimer	20.00
Ohio Library Council Southeast Chapter Conference Athens, Ohio	4/1/09 - 4/2/09	Brian Leszcz	194.84
Academic Library Association of Ohio Electronic Serials Spring Meeting Dublin, Ohio	4/24/09	Michelle Makkos	161.40
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/25/09	Laura Mommers	49.61
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/25/09	Michael Monaco	86.22
Patent & Trademark Depository Library Association Annual Conference Washington, D.C.	3/29/09 - 4/2/09	Robert Murnan	1,398.73
Ohio Library Council Northeast Chapter Conference Independence, Ohio	4/16/09	Alicia Naab	75.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Anastasia Ortiz	20.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/25/09	Anastasia Ortiz	48.40
Information Today Computers in Libraries Seminar Arlington, Virginia	3/29/09 - 4/2/09	Anastasia Ortiz	625.96
Kent State University Virginia Hamilton Conference Kent , Ohio	4/2/09 - 4/3/09	Rhashida Nia Osaze	202.52
Unicorn User Group International Sirsi/Unicorn Joint Conference Dallas, Texas	4/6/09 - 4/8/09	Amy Pawłowski	1,158.19
Information Today Computers in Libraries Seminar Arlington, Virginia	3/29/09 - 4/2/09	Amy Pawłowski	817.11
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Jan Ridgeway	20.00
Kent State University Virginia Hamilton Conference Kent , Ohio	4/2/09 - 4/3/09	Mercier Robinson	140.00
Ohio Library Council Trustee Dinner Independence, Ohio	4/15/09	Maritza Rodriguez	35.00
Ohionet Worldcat Resource Sharing Basics Seminar Columbus, Ohio	3/26/09	Kelly Ross	232.30
Northeast Ohio Regional Library System Summer Reading Club Workshop Westlake, Ohio	3/9/09	Jeanna Sauls	12.54
Kent State University Virginia Hamilton Conference Kent , Ohio	4/3/09	Kristin Schmidt-Harris	115.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Trustee Dinner Independence, Ohio	4/15/09	Alan Seiffulah	35.00
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	John Skirtic	20.00
Kent State University Virginia Hamilton Conference Kent , Ohio	4/3/09	Norma Smith	142.50
Ohio Library Council Trustee Dinner Independence, Ohio	4/15/09	Felton Thomas	35.00
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Felton Thomas	20.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/25/09	Helena Travka	75.00
Northeast Ohio Regional Library System Powerful Web Reference Strategies Seminar Warren, Ohio	4/1/09	Lissa Waite	52.80
Ohio Library Council Trustee Dinner Independence, Ohio	4/15/09	Rick Werner	35.00
Kent State University Virginia Hamilton Conference Kent , Ohio	4/2/09 - 4/3/09	Donna Willingham	210.40
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Tena Wilson	20.00
<b>TOTAL</b>			<b>\$10,062.95</b>

**SUMMARY**

<b>FUND</b>	<b>APRIL</b>	<b>YEAR TO DATE</b>
General	\$5,062.74	\$17,917.49
Judd Fund	0.00	0.00
Lockwood Thompson	4,442.49	4,542.49
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	557.72	2,763.17
<b>TOTAL</b>	<b>\$10,062.95</b>	<b>\$25,223.15</b>

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report**

May 21, 2009

The following report covers the period April 1, 2009 through April 30, 2009.

**Resignations:**

Armstrong, Kacie, Branch Manager (M), grade J, Rice, 4/3/09

**Pages:**

<b>Name</b>	<b>Reason for Leaving</b>	<b>Department</b>	<b>Date effective</b>
Arnold, Kimberly	(discharged)	Fulton	04/16/09
Hollaman, Renard	(discharged)	Shelf Division (main)	02/07/09
Kowalczyk, Valerie	(personal reasons)	West Park	04/04/09

**Retirements:**

Hope-James, Mae (after 36 years of service), Branch Clerk, grade B, MLK Branch, 4/17/09

King, Karen (after 30 years of service), Youth Services Clerk, grade B, Youth Services, 4/30/09

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:****Change of Status:**

<b>Name</b>	<b>Position</b>	<b>Salary and Rate</b>	<b>Effective</b>	<b>Assignment</b>
Chapple, Reginald	Custodian II	\$ 38,371 B	04/26/09	South Brooklyn
	From Painter (tft)	40,249 E		

**Leave of Absence:**

Lawler, Yolanda (Military Leave), Tech. Serv. Assoc., grade D, Technical Services, 4/24/09

Winstead, Lakeisha (FMLA), Library Assistant (Youth), grade F, Woodland, 4/01/09

**Return from Leave:**

Shorts, Wendy (FMLA), Painter, grade E, Building Serv. Painters, 4/20/09

**ANNUAL INCREMENTS:**

	<b><u>Salary – 4/11/09</u></b>			<b><u>Salary – 4/12/09</u></b>			<b>Assignment</b>
	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	
Barnes, Shila	\$ 21.66	F	1	\$ 22.52	F	2	Collinwood
Chilcutt, Lyla	30,220	A	2	31,429	A	3	Preservation
Dameron, Denise	21.87	F	2	22.74	F	3	Branch Substitutes
Ervin, Brittany	16.49	B	2	17.15	B	3	MLK
Khan, Malka	59,660	H	5	62,047	H	6	Addison
Logan-Reid, Paula	55,159	H	3	57,365	H	4	Mt. Pleasant
Reed, Sharon	16.01	B	2	16.65	B	3	Branch Substitutes
Robinson, Latrisha	32,156	B	2	33,442	B	3	Sterling
Smith, Justin	21.66	F	1	22.52	F	2	Addison
Veres, Linda	33,442	B	3	34,780	B	4	Jefferson
Wieland, Ann Marie	25.01	G	2	26.01	G	3	Planning & Research
Workman, Manuela	36,171	B	5	37,618	B	6	Shelf/Ship. Lakeshore



**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:** continued**ANNUAL INCREMENTS:**

	<u>Salary – 4/25/09</u>			<u>Salary – 4/26/09</u>			
	Rate	Grade	Step	Rate	Grade	Step	Assignment
Collins, Francis	\$ 29.70	H	5	\$ 30.89	H	6	Branch Substitutes
Holder, Sule	21.87	F	2	22.74	F	3	Branch Substitutes
Hudson, Jacqueline	36,171	B	5	37,618	B	6	South Brooklyn
Peak, Caroline	43,923	F	2	45,680	F	3	Brooklyn
Ross, Kelly	50,998	H	1	53,037	H	2	General Reference
Skrtic, John	74,284	L	1	77,255	L	2	Social Science
Torres, Adela	33,442	B	3	34,780	B	4	Rockport

**Longevity:**

	<u>Salary – 4/11/09</u>			<u>Salary – 4/12/09</u>			
	Rate	Grade	Step	Rate	Grade	Step	Assignment
Banks, Mario	\$ 37,618	B	6	\$ 38,371	B	7	Custodial-A
Carterette, Robert	150,057	O	11	153,059	O	12	Automation Services
Earl, William	40,719	B	10	41,534	B	11	Addison
Hill, Ron	45,714	E	6	46,628	E	7	Shipping & Recv.
Patrick, Robert	51,384	F	6	52,411	F	7	Automation Services

	<u>Salary – 4/25/09</u>			<u>Salary – 4/26/09</u>			
	Rate	Grade	Step	Rate	Grade	Step	Assignment
Andujar, Rose	\$ 51,384	F	6	\$ 52,411	F	7	Jefferson
Kaufmann, Thomas	62,989	G	11	64.250	G	12	Garage

**Corrected Salary Adjustments:**

	<u>Salary – 12/20/08</u>			<u>Salary – 12/21/08</u>			
	Rate	Grade	Step	Rate	Grade	Step	Assignment
Pratt, Jade	\$ 21.03	F	1	\$ 21.66	F	1	Glenville

	<u>Salary – 1/17/09</u>			<u>Salary – 1/18/09</u>			
	Rate	Grade	Step	Rate	Grade	Step	Assignment
Delf, Jeninne	51,492	H	2	53,037	H	2	Catalog

**Page Appointments & Date Effective****\$9.15 per hour**

Waid, Judy	Shelf/ Shipping (Lakeshore)	4/13/09
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**Increase in Page Rate in accordance with pay plan in effect:****\$9.60 hour**

Aiken, Ashley	Langston Hughes	4/12/09
Blankenship, Cory	Shelf Division (Main)	4/26/09
Buckhalter, Briana	Shelf Division (Main)	4/12/09
Curry, Carlos	Garden Valley	4/26/09
Holloway-Walker, Charzil	Mt. Pleasant	4/26/09
Malone, Anastasia	Fleet	4/12/09
Smith, Ranona	Rice	4/12/09
Thomas, Jonathan	South	4/12/09

HERBRUCK ALDER

COMMITTED • CREATIVE

April 28, 2009

Ms. Sharon Tufts  
Human Resources Director  
Cleveland Public Library  
6901 Superior Avenue  
Cleveland, OH 44103

Re: Consulting Proposal

Dear Sharon,

It has continued to be our pleasure and privilege to work with you, Larry and other members of the Cleveland Public Library over the past few years. As we discussed at our last meeting, we are providing an updated proposal which will cover the period of May 1<sup>st</sup>, 2009 through April 30<sup>th</sup>, 2010 for Board approval.

Over the past year we have provided plan level consulting to the Cleveland Public Library which included the following services:

- Renewal evaluation and negotiation with current health plan carriers to provide competitive pricing and benchmarking
- Written recommendations on final plan design and pricing
- Coordination with carriers regarding plan design changes
- Assisted with the development of employee communications
- Labor Management Committee meetings and education
- Health Fair planning and execution
- Health Fair Survey development

*Actuarial services from Milliman with Herbruck Alder delivery, review and commentary included the following reports:*

- Mid-year Evaluation of the Health Plans (in progress)
- Comprehensive Assessment of Health Plans (CAHP) Benchmarking Report (in progress)
- Renewal evaluation of Health Plans

*Customer service support:*

- Customer service representatives as a single point of contact
- One dedicated phone line for the Cleveland Public Library

- Liaison for the Cleveland Public Library employees and benefit carriers for resolution of claim questions and claim disputes
- Meetings with management and employees to review benefit coverages, discuss claim issues and provide additional benefit education, communication or clarification as needed

We would recommend that we continue with the same benefit services that have been provided over the past year for the same \$39,000 fee. In addition, we are providing services to help coordinate the health fair survey data analysis and health fair planning at no additional cost.

Thank you for giving Herbruck Alder the opportunity to be of continuing service to you and the Cleveland Public Library. If you have any questions or require further information please let me know.

Sincerely,



Kathleen M. Mangus  
 HA Consulting Practice Leader  
 Herbruck Alder  
 1100 Superior Ave., Suite 1700  
 Cleveland, OH 44114  
 216-623-2600

cc ✓ Holly Carroll  
 Mark A. Alder  
 Mark Nolan

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report  
May 21, 2009****Report on Paid Sick Time Used by the Month  
Hours Used Per Each Two Pay Periods**

<b>MONTH</b>	<b>2008</b>	<b>2009</b>
January	4,663.53	3,990.42
February	4,578.13	3,984.28
March	4,671.99	4,362.18
April	4,429.51	3,948.74
May	6,528.18*	
June	3,956.25	
July	4,632.69	
August	4,306.01	
September	4,136.02	
October	5,809.41*	
November	4,329.96	
December	3,990.42	

**\*Covers three pay periods**

**Human Resources Committee Report**

May 21, 2009

Payroll Period Ending April 25, 2009

	FULL-TIME								PART-TIME							
	FEMALE			MALE			Total	%Min	FEMALE			MALE			Total	%Min
	White	Black	Other	White	Black	Other			White	Black	Other	White	Black	Other		
Management/Supervisory <sup>1</sup>	30	22	0	23	9	2	86	38.4	1	0	0	0	0	0	1	0
Professional <sup>2</sup>	45	15	6	20	1	1	88	26.1	5	2	0	2	0	0	9	22.2
Support Staff	48	124	15	32	45	4	268	70.1	22	43	8	12	39	2	126	73.0
Maintenance & Security	2	3	0	30	49	3	87	63.2	0	0	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	34	48	13	18	53	6	172	69.8
<b>Total</b>	<b>125</b>	<b>164</b>	<b>21</b>	<b>105</b>	<b>104</b>	<b>10</b>	<b>529</b>	<b>56.5</b>	<b>62</b>	<b>93</b>	<b>21</b>	<b>32</b>	<b>92</b>	<b>8</b>	<b>308</b>	<b>69.5</b>

504

REPORT F

FULL TIME EQUIVALENT (FTE): 529

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 145.00

FULL TIME TURNOVER RATE: 09.5%

PART TIME TURNOVER RATE: 3.6%

\*INCLUDES  
1 LEAVES OF ABSENCE

<sup>1</sup> Includes 60 Librarians

<sup>2</sup> Includes 88 Librarians

**INSURANCE REPORT  
FOR THE MONTH OF  
APRIL  
2009**

Human Resources Committee Report  
May 21, 2009

**Staff Enrollments-Health Care/Dental**

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>United Healthcare</b>	108	93	201
<b>Kaiser</b>	229	105	334
<b>Delta Dental</b>	259	195	454

<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed this month</i>
Painter	Main	08/01/08	20

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR APRIL 2009**

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD
	2009	2008	2009	2008	2009	2008	Gain/Loss
Main Library	166,726	161,788	6,063	5,778	660,971	634,069	4.2%
Branches & Mobile Units	361,214	344,215	13,893	13,239	1,421,023	1,350,028	5.3%
Library for the Blind	36,360	48,586	1,653	2,208	145,855	171,167	-14.8%
<b>TOTAL CIRCULATION</b>	<b>564,300</b>	<b>554,589</b>			<b>2,227,849</b>	<b>2,155,264</b>	<b>3.4%</b>

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD
	2009	2008	2009	2008	2009	2008	Gain/Loss
Main Library	34,435	37,400	1,252	1,336	151,009	157,905	-4.4%
Branches & Mobile Unit	52,968	50,352	2,037	1,937	208,189	198,377	4.9%
Library for the Blind	774	1,521	35	69	6,611	6,164	7.3%
<b>TOTAL QUESTIONS</b>	<b>88,177</b>	<b>89,273</b>			<b>365,809</b>	<b>362,446</b>	<b>0.9%</b>

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use	
			2009	2008	2009	2008
Main Library	67	49 minutes	14,310	15,416	11,598	12,228
Branches	218	31 minutes	72,548	73,903	37,337	36,776
<b>TOTAL USAGE</b>	<b>285</b>		<b>86,858</b>	<b>89,319</b>	<b>48,935</b>	<b>49,004</b>

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WALK-IN COUNT	Monthly Total		Average Daily		Year-to-Date		YTD
	2009	2008	2009	2008	2009	2008	Gain/Loss
Main Library	61,840	63,271	2,249	2,260	235,716	234,971	0.3%
Branches	297,233	306,343	11,432	11,782	1,147,632	1,137,967	0.8%
Mobile Unit	836	979			2,832	3,161	-10.4%
<b>TOTAL VISITS</b>	<b>359,909</b>	<b>370,593</b>			<b>1,386,180</b>	<b>1,376,099</b>	<b>0.7%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR APRIL 2009**

	a	b	c	d	e	f	g	h
<b>BRANCH</b>	<b>Branch Circulation</b>	<b>Sent from Other Branches</b>	<b>Sent from Main</b>	<b>Sent from Other CLEVNET Systems</b>	<b>Manual Circulation</b>	<b>Total Direct Circulation (a+b+c+d+e)</b>	<b>Sent to Other CLEVNET Systems</b>	<b>Total Circulation (f+g)</b>
Addison	11,907	967	717	990	0	14,581	1,464	16,045
Broadway	3,512	121	94	130	3	3,860	352	4,212
Brooklyn	7,894	599	404	671	0	9,568	850	10,418
Carnegie West	9,653	967	1,039	1,090	0	12,749	934	13,683
Collinwood	9,385	449	463	791	0	11,088	1,318	12,406
East 131st	4,401	385	191	391	0	5,368	526	5,894
Eastman	13,786	1,310	1,182	1,746	0	18,024	1,298	19,322
Fleet	10,110	746	597	1,050	0	12,503	1,087	13,590
Fulton	7,509	616	515	655	0	9,295	832	10,127
Garden Valley	3,469	151	121	140	0	3,881	563	4,444
Glenville	6,974	735	428	1,123	34	9,294	749	10,043
Harvard-Lee	7,466	561	396	748	0	9,171	740	9,911
Hough	5,276	444	295	533	0	6,548	606	7,154
Jefferson	9,537	712	926	1,218	250	12,643	828	13,471
Langston Hughes	4,809	518	251	487	25	6,090	712	6,802
Lorain	10,227	568	390	715	367	12,267	1,019	13,286
Martin Luther King, Jr.	5,920	461	657	927	77	8,042	1,163	9,205
Memorial-Nottingham	13,554	929	999	2,112	265	17,859	1,674	19,533
Mt. Pleasant	6,741	518	246	541	0	8,046	675	8,721
Rice	6,527	384	342	501	0	7,754	931	8,685
Rockport	17,217	1,572	1,205	2,128	0	22,122	2,222	24,344
South	8,705	510	323	496	0	10,034	1,370	11,404
South Brooklyn	18,490	1,014	1,461	2,380	0	23,345	2,599	25,944
Sterling	5,384	700	427	553	12	7,076	471	7,547
Union	5,674	679	369	652	0	7,374	600	7,974
Walz	12,646	957	1,021	1,283	0	15,907	1,460	17,367
West Park	19,951	1,594	2,192	2,980	146	26,863	3,444	30,307
Woodland	10,076	685	322	757	0	11,840	1,329	13,169
<b>BRANCH TOTAL</b>	<b>256,800</b>	<b>19,852</b>	<b>17,573</b>	<b>27,788</b>	<b>1,179</b>	<b>323,192</b>	<b>31,816</b>	<b>355,008</b>
<b>Mobile Units</b>	<b>4,084</b>	<b>193</b>	<b>402</b>	<b>365</b>	<b>1,055</b>	<b>6,099</b>	<b>107</b>	<b>6,206</b>
<b>TOTAL</b>	<b>260,884</b>	<b>20,045</b>	<b>17,975</b>	<b>28,153</b>	<b>2,234</b>	<b>329,291</b>	<b>31,923</b>	<b>361,214</b>



**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT TOTAL CIRCULATION COMPARATIVE FOR APRIL 2009**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2009	2008	2009	2008	Gain/Loss	%G/L
Addison	16,045	15,690	59,495	61,557	-2,062	-3.3%
Broadway	4,212	4,038	16,348	14,946	1,402	9.4%
Brooklyn	10,418	9,363	39,985	34,827	5,158	14.8%
Carnegie West	13,683	11,580	53,054	47,319	5,735	12.1%
Collinwood	12,406	12,557	50,414	49,008	1,406	2.9%
East 131st	5,894	4,934	21,714	19,111	2,603	13.6%
Eastman	19,322	17,508	72,617	70,261	2,356	3.4%
Fleet	13,590	11,556	52,444	45,905	6,539	14.2%
Fulton	10,127	9,851	37,944	39,449	-1,505	-3.8%
Garden Valley	4,444	6,113	19,222	15,718	3,504	22.3%
Glenville	10,043	8,983	39,476	34,398	5,078	14.8%
Harvard-Lee	9,911	10,260	40,734	41,096	-362	-0.9%
Hough	7,154	6,595	29,094	27,400	1,694	6.2%
Jefferson	13,471	12,069	53,370	46,625	6,745	14.5%
Langston Hughes	6,802	8,027	28,112	31,442	-3,330	-10.6%
Lorain	13,286	14,252	55,266	56,490	-1,224	-2.2%
Martin Luther King, Jr.	9,205	9,638	36,232	38,211	-1,979	-5.2%
Memorial-Nottingham	19,533	19,199	77,234	78,047	-813	-1.0%
Mt. Pleasant	8,721	8,187	34,191	30,452	3,739	12.3%
Rice	8,685	9,206	35,311	34,478	833	2.4%
Rockport	24,344	22,834	97,302	92,651	4,651	5.0%
South	11,404	9,558	45,484	37,142	8,342	22.5%
South Brooklyn	25,944	26,334	101,227	101,546	-319	-0.3%
Sterling	7,547	5,131	29,373	22,122	7,251	32.8%
Union	7,974	7,821	32,398	31,812	586	1.8%
Walz	17,367	16,009	67,376	62,414	4,962	8.0%
West Park	30,307	29,233	120,568	118,353	2,215	1.9%
Woodland	13,169	10,266	51,195	39,931	11,264	28.2%
<b>BRANCH TOTAL</b>	<b>355,008</b>	<b>336,792</b>	<b>1,397,180</b>	<b>1,322,711</b>	<b>74,469</b>	<b>5.6%</b>
Mobile Units	6,206	7,423	23,843	27,317	-3,474	-12.7%
<b>TOTAL</b>	<b>361,214</b>	<b>344,215</b>	<b>1,421,023</b>	<b>1,350,028</b>	<b>70,995</b>	<b>5.3%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT ATTENDANCE APRIL 2009**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	8,622	11,825	34,675	41,640	-6,965	-16.7%
Broadway	2,335	2,517	8,691	8,904	-213	-2.4%
Brooklyn	4,978	4,975	17,767	18,654	-887	-4.8%
Carnegie West	25,818	21,160	94,085	86,327	7,758	9.0%
Collinwood	8,922	10,139	36,124	39,364	-3,240	-8.2%
East 131st	6,935	7,725	26,955	29,002	-2,047	-7.1%
Eastman	14,219	14,777	53,869	57,521	-3,652	-6.3%
Fleet	12,007	12,211	45,160	44,932	228	0.5%
Fulton	7,043	7,145	26,711	27,640	-929	-3.4%
Garden Valley <sup>1</sup>	7,212	7,696	27,655	16,384	11,271	68.8%
Glenville	9,478	10,097	36,770	35,901	869	2.4%
Harvard-Lee	13,355	13,652	54,359	49,270	5,089	10.3%
Hough	16,586	20,053	62,379	72,677	-10,298	-14.2%
Jefferson	10,408	10,185	35,346	37,546	-2,200	-5.9%
Langston Hughes	7,306	7,992	26,964	30,919	-3,955	-12.8%
Lorain	8,360	9,343	40,685	34,694	5,991	17.3%
Martin Luther King, Jr.	7,293	8,124	29,352	29,218	134	0.5%
Memorial-Nottingham	9,371	10,512	36,085	40,046	-3,961	-9.9%
Mt. Pleasant	10,071	10,133	38,785	38,390	395	1.0%
Rice	5,544	6,877	23,238	25,303	-2,065	-8.2%
Rockport	13,317	12,996	52,347	49,212	3,135	6.4%
South	10,419	10,793	40,570	39,203	1,367	3.5%
South Brooklyn	17,950	18,225	70,516	69,776	740	1.1%
Sterling	13,080	12,415	45,362	48,002	-2,640	-5.5%
Union	11,754	10,942	48,266	42,009	6,257	14.9%
Walz	11,746	11,600	47,399	42,687	4,712	11.0%
West Park	13,214	13,846	51,705	51,863	-158	-0.3%
Woodland	9,890	8,388	35,812	30,883	4,929	16.0%
<b>BRANCH TOTAL</b>	<b>297,233</b>	<b>306,343</b>	<b>1,147,632</b>	<b>1,137,967</b>	<b>9,665</b>	<b>0.8%</b>
<b>Mobile Unit</b>	<b>836</b>	<b>979</b>	<b>2,832</b>	<b>3,161</b>	<b>-329</b>	<b>-10.4%</b>
<b>TOTAL</b>	<b>298,069</b>	<b>307,322</b>	<b>1,150,464</b>	<b>1,141,128</b>	<b>9,336</b>	<b>0.8%</b>

<sup>1</sup> Garden Valley Branch provided service at 7100 Kinsman Road through February 15, 2008; the Branch reopened in its current location in Bridgeport Place Plaza on February 18, 2008.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS APRIL 2009**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	30,307	1 Carnegie West	25,818	1 Fleet	33,842
2 South Brooklyn	25,944	2 South Brooklyn	17,950	2 South Brooklyn	32,393
3 Rockport	24,344	3 Hough	16,586	3 West Park	27,835
4 Memorial-Nottingham	19,533	4 Eastman	14,219	4 Rice	26,130
5 Eastman	19,322	5 Harvard-Lee	13,355	5 Eastman	25,262
6 Walz	17,367	6 Rockport	13,317	6 Fulton	22,366
7 Addison	16,045	7 West Park	13,214	7 Memorial-Nottingham	21,670
8 Carnegie West	13,683	8 Sterling	13,080	8 Langston Hughes	21,014
9 Fleet	13,590	9 Fleet	12,007	9 Rockport	20,531
10 Jefferson	13,471	10 Union	11,754	10 Glenville	20,174
11 Lorain	13,286	11 Walz	11,746	11 Harvard-Lee	20,116
12 Woodland	13,169	12 South	10,419	12 Collinwood	19,630
13 Collinwood	12,406	13 Jefferson	10,408	13 Addison	19,282
14 South	11,404	14 Mt. Pleasant	10,071	14 Walz	18,101
15 Brooklyn	10,418	15 Woodland	9,890	15 East 131st	17,848
16 Fulton	10,127	16 Glenville	9,478	16 Mt. Pleasant	17,085
17 Glenville	10,043	17 Memorial-Nottingham	9,371	17 Martin Luther King, Jr.	15,262
18 Harvard-Lee	9,911	18 Collinwood	8,922	18 Lorain	14,499
19 Martin Luther King, Jr.	9,205	19 Addison	8,622	19 Union	12,684
20 Mt. Pleasant	8,721	20 Lorain	8,360	20 Carnegie West	11,552
21 Rice	8,685	21 Langston Hughes	7,306	21 Sterling	9,255
22 Union	7,974	22 Martin Luther King, Jr.	7,293	22 Hough	7,747
23 Sterling	7,547	23 Garden Valley	7,212	23 South	7,679
24 Hough	7,154	24 Fulton	7,043	24 Woodland	7,391
25 Langston Hughes	6,802	25 East 131st	6,935	25 Brooklyn	6,345
26 East 131st	5,894	26 Rice	5,544	26 Jefferson	3,957
27 Garden Valley	4,444	27 Brooklyn	4,978	27 Garden Valley	3,490
28 Broadway	4,212	28 Broadway	2,335	28 Broadway	1,922
	355,008		297,233		465,062

\*Prepared By: Northern Ohio Data and Information Service – NODIS,  
Maxine Goodman Levin College of Urban Affairs, Cleveland State  
University. Source: 2006 Estimates Standard Edition, GeoLytics, Inc.

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR APRIL 2009**

<b>OTHER TRANSACTIONS</b>	<b>Monthly Total</b>		<b>Year-to-Date</b>		<b>YTD</b>
	<b>2009</b>	<b>2008</b>	<b>2009</b>	<b>2008</b>	<b>Gain/Loss</b>
<b>Loans* to:</b>					
<b>CLEVNET</b>	72,809	62,471	278,761	241,677	15.3%
<b>MORE</b>	1,519	1,289	6,393	4,973	28.6%
<b>Other Libraries</b>	679	840	2,578	3,028	-14.9%
<b>TOTAL</b>	<b>75,007</b>	<b>64,600</b>	<b>287,732</b>	<b>249,678</b>	<b>15.2%</b>

\*Totals included in Main Library and Branch circulation counts.

<b>PHOTODUPLICATION</b>	<b>Monthly Total</b>		<b>Year-to-Date</b>		<b>YTD</b>
	<b>2009</b>	<b>2008</b>	<b>2009</b>	<b>2008</b>	<b>Gain/Loss</b>
<b>Items copied</b>	143	286	776	877	-11.5%
<b>Prints</b>	2,203	4,842	12,623	13,540	-6.8%

<b>ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD</b>	<b>Monthly Total</b>		<b>Year-to-Date</b>		<b>YTD</b>
	<b>2009</b>	<b>2008</b>	<b>2009</b>	<b>2008</b>	<b>Gain/Loss</b>
<b>Projected (Mon - Sat)</b>	23,009	25,525	102,864	107,031	-3.9%
<b>KnowItNow Web Reference*</b>	2,651	4,306	11,715	17,739	-34.0%
<b>Research Correspondence</b>	1,428	662	5,962	5,133	16.2%
<b>Interlibrary Loan Requests</b>	6,405	5,671	25,717	23,518	9.4%
<b>Sunday Count</b>	942	1,236	4,751	4,484	6.0%
<b>TOTAL</b>	<b>34,435</b>	<b>37,400</b>	<b>151,009</b>	<b>157,905</b>	<b>-4.4%</b>

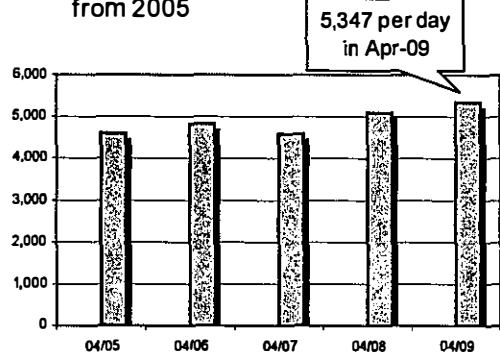
\*Questions taken by CPL staff only. From the time the service went statewide, CPL staff handled a disproportionate share of the question load. Since then some OhioLINK libraries have come on board to monitor some of the subject queues; hence, the decline in CPL transactions.

<b>CHANGES IN PERMANENT COLLECTION</b>	<b>Monthly Total</b>		<b>Year-to-Date</b>		<b>YTD</b>
	<b>2009</b>	<b>2008</b>	<b>2009</b>	<b>2008</b>	<b>Gain/Loss</b>
<b>New Titles Added</b>	7,404	10,646	27,353	36,951	-26.0%
<b>Total Items Added</b>	24,944	37,348	110,024	136,176	-19.2%

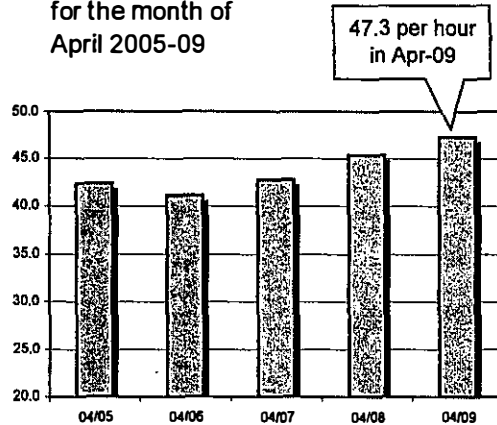
<b>PERMANENT CARDS ISSUED</b>	<b>Monthly Total</b>		<b>Year-to-Date</b>		<b>YTD</b>	<b>DAYS OPEN</b>	<b>2009</b>	<b>2008</b>
	<b>2009</b>	<b>2008</b>	<b>2009</b>	<b>2008</b>	<b>Gain/Loss</b>			
	5,244	6,216	21,450	27,348	-21.6%	<b>Main Library</b>	27.5	28.0
						<b>Branches</b>	26.0	26.0

**CLEVELAND PUBLIC LIBRARY  
ANALYSIS OF OUTPUT MEASURES APRIL 2009**

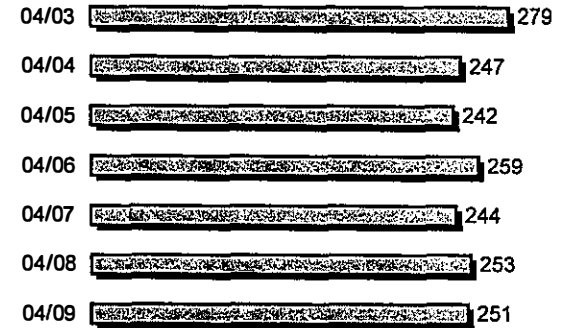
**Average daily automated circulation of Main Library materials for the month of April from 2005**



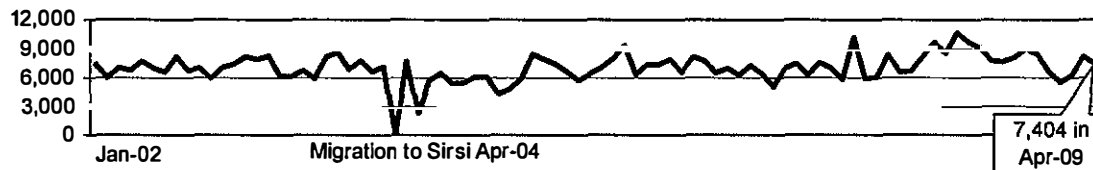
**Branch direct circulation per hour for the month of April 2005-09**



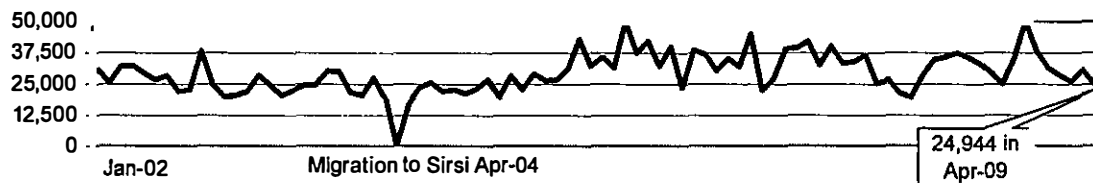
**Visits to Main Library per hour for the month of April from 2003 to present**



**New titles added each month by Technical Services since January 2002**



**New Items added each month by Technical Services since January 2002**



**Visits to the 28 Branches per hour for the month of April from 2003 to present**

