

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 May 18, 2017
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
 Mr. Hairston, Mr. Parker, Mr. Corrigan
 (arrived, 12:20 p.m.)

Absent: Ms. Washington

Ms. Rodriguez called the meeting to order at 12:06 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes for the Regular Board Meeting of 4/18/17 and Advocacy Taskforce Meeting of 5/05/17. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas stated that there were no communications to be acknowledged.

Presentation: LAND STUDIO

Erin Guido, Project Manager, LAND Studio, gave a PowerPoint presentation on the final concept of the upcoming See Also 2017 *Dialogue* by artist team Julia Jamrozik and Coryn Kempster of Buffalo, New York. This art installation will be erected in the Eastman Reading Garden in late spring.

Ms. Guido share additional information about the artist team and their past work that engages people in public spaces.

Ms. Guido gave background on the concept and explained that *Dialogue* is an installation that takes the basic element of a sound tube and multiplies and stretches them to form a ring over the heads of pedestrians in the Eastman Reading Garden. Pipes dip down to the ground for structural support and come back to head-height so they

REGULAR BOARD
 MEETING OF
 4/18/17; ADVOCACY
 TASKFORCE
 MEETING OF
 5/05/17
 Approved

can be used to speak to or listen to someone not in one's immediate surrounding within the garden.

Unlike more typical sound tubes, these tubes are not color-coded such that one could easily trace the beginning and end of the pipe but they are rather more entangled, less obvious and less direct. This offers a degree of anonymity and has the potential to spark a conversation between two people in the garden that might not have otherwise occurred. Speaking with parrhesia, without holding back and without concealing anything, potentially allows for an uncommon frankness and an honesty.

Ms. Guido stated that the conversations spurred by the metal pipes will necessarily range in length and seriousness, but would all be tied by the idea of connecting two individuals through a shared physical and social infrastructure.

Mr. Hairston asked if patrons who may be wheelchair bound could participate.

Ms. Guido stated confirmed that the height has been measured to the seating in the Garden.

Ms. Rodriguez acknowledged James Lamb, Martin Luther King, Jr. branch patron who expressed his concern about the relocation of the branch.

Mr. Lamb expressed concerns about the distance that senior citizens who lived in a nearby senior center housing facility would be subject to travel to get to the new location on Euclid Avenue as well as the availability of limited parking.

Mr. Corrigan stated that the following requirements were made with the developer: (1) library service at the branch will not be interrupted and the current building will not close until the new branch has opened; (2) the developer must contribute funds to build the new and better branch; (3) the branch will have permanent parking accommodations during regular library operating hours as well as evening parking availability for the community after hours; and (4) the distance from the entrance from the current location on Stokes Blvd to the new location is less than approximately 1,000 feet.

Mr. Hairston stated that the Library has had extensive discussions and community meetings regarding the new branch and architectural designs and invited Mr. Lamb to be included in future meetings. By attending future meetings, accurate information can be provided to community members who are in attendance.

Mr. Hairston requested to be included in future community meetings regarding the Martin Luther King, Jr. Branch as well.

FINANCE COMMITTEE REPORT

Ms. Rodriguez stated that for the purposes of this meeting, because of the large number of Resolutions on the agenda, only the portions of the Resolutions after "Be it Resolved" will be read into the record, with the exception of Exhibit 14 concerning the levy which shall be read into the record in its entirety. All resolutions, in their entirety, were included in the Board packet, and the full versions constitute the record of what the Board members vote upon, as will be reflected in the Board's minutes.

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for April

(See page 665)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of April of 2017; now therefore be it

RESOLVED, That the gifts described in the Gift Report for April of 2017 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

RESOLUTION
TO ACCEPT
GIFTS FOR
MONTH OF
APRIL 2017

FIFTH
AMENDMENT TO
THE YEAR 2017
APPROPRIATION
Approved

Fifth Amendment to the Year 2017 Appropriation

(See pages 666-670)

Mr. Seifullah moved approval of the following resolution. Ms. Butts 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 2017 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources requested from the Cuyahoga County Budget Commission dated May 16, 2017; and

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

RESOLVED, That the sums indicated on the attached Fifth Amendment to the Year 2017 Appropriation Schedule be approved.

YEAR 2018
TAX BUDGET
Approved

Year 2018 Tax Budget

(See pages 671-679)

Mr. Seifullah moved approval of the following resolution. Mr. Hairston 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 2018 to the Board of the Cleveland Metropolitan School District on or before June 1, 2017; 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 2018 Tax Budget to the County Fiscal Officer on or before July 20, 2017; and

WHEREAS, **Ohio Revised Code** Section 5705.281 permits the County Budget Commission to waive the filing of tax budgets provided Alternate Tax Budget Information forms are filed; and

WHEREAS, The Cuyahoga County Budget Commission has requested use of Alternate Tax Budget Information forms; and

WHEREAS, The financial needs of Cleveland Public Library from **Tax Sources** for Fiscal Year 2018 have been determined to be at least \$52,100,000; now therefore be it

RESOLVED, That the Year 2018 Tax Budget and Alternate Tax Budget 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**.

Resolution to Authorize Annual Expenditure for 2017 for Maintenance on the Multi-Function Devices with Xerox Corporation

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

WHEREAS, On December 15, 2011, the Board of Trustees of the Cleveland Public Library authorized the Executive Director of the Cleveland Public Library to enter into a Service Agreement with Xerox Corporation for the print charges, the consumable supplies and all parts, labor, and travel for emergency service, at an estimated annual cost not to exceed \$30,000, to support the (50) multi-function devices purchased at this time in the Branches and Main Library Departments; and

WHEREAS, The maintenance agreement with Xerox expired on May 1, 2017, and the Library desires to obtain maintenance from Xerox for the Multifunction Devices on a month-to-month basis at the same rates of the Service Agreement for the remainder of 2017 while the Library researches options and vendors to provide maintenance services; and

WHEREAS, The annual cost of the maintenance agreement is based off of the number of prints made. Black and

RESOLUTION
TO AUTHORIZE
ANNUAL
EXPENDITURE
FOR 2017 FOR
MAINTENANCE
ON THE MULTI-
FUNCTION
DEVICES WITH
XEROX
CORPORATION
Approved

white prints are \$0.012 per print, and color prints are \$0.08 per print; and

WHEREAS, The number of annual prints has consistently increased from the originally-estimated 980,000 black and white and 200,000 color prints per year to 2,094,040 black and white and 496,932 color prints in 2016, which amounts to \$64,883; and

WHEREAS, During 2017, the Library estimates 2,110,000 black and white and 520,000 color prints, an estimated total of \$66,920 for maintenance on the Library's (50) Multifunction Devices; now therefore be it

RESOLVED, That the Board of Trustees authorizes the 2017 annual expenditure for maintenance on the Library's (50) Multi-Function Devices not to exceed \$67,000, with the expenditure being charged to the General Fund Account 1xxx0053-53350 (Machine Maintenance), where xxx=the location, except for the Ohio Library for the Blind and Physically Disabled (OLBPD) being charged to the OLBPD Fund Account 25170703-53350 (Machine Maintenance). The Executive Director, CEO, or his designee, is hereby authorized to negotiate and execute such agreements and documents as may be necessary to effectuate this increase in maintenance expenditures, subject to approval of the Chief Legal Officer.

Resolution to Accept Grant from the Cleveland Foundation to Host a Design Competition in Partnership with LAND Studio for the New Martin Luther King Jr. Branch

(See pages 680-681)

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

WHEREAS, The Cleveland Public Library applied for and was awarded a grant to host a design competition that will culminate in the selection of a qualified architectural firm/design team to implement designs for the future new Martin Luther King, Jr. Branch; and

WHEREAS, The Cleveland Foundation will issue the Cleveland Public Library a check for \$93,000; and

RESOLUTION
TO ACCEPT
GRANT FROM
THE
CLEVELAND
FOUNDATION
TO HOST A
DESIGN
COMPETITION
IN
PARTNERSHIP
WITH LAND
STUDIO FOR
THE NEW
MARTIN
LUTHER KING,
JR. BRANCH
Approved

WHEREAS, The Cleveland Public Library will enter into an agreement with LAND Studio to partner with the Library in this effort and assist in the day-to-day management of this process; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a gift from The Cleveland Foundation, in the amount of \$93,000 to be used to host an architectural design competition; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to execute any documents, instruments, or agreements necessary to receive the gift, and is further authorized to enter into and execute such agreements and instruments as may be necessary or appropriate and to expend the grant funds to effectuate the terms and conditions of this Resolution, including those in excess of \$25,000.

Resolution to Accept Grant from the Public Library Association to Host 2017 Summer Internships

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

WHEREAS, The Public Library Association (PLA) received funding from the Institute of Museum and Library Services to launch the Inclusive Internship Initiative, which seeks to introduce young people from diverse backgrounds to careers in librarianship; and

WHEREAS, The Cleveland Public Library applied for and was selected to host two 2017 Summer Interns; a high school sophomore, junior or senior from diverse backgrounds; and

WHEREAS, The PLA will issue the Cleveland Public Library a check for \$10,500 to pay the selected interns as a full-time temporary sub from June 5 through August 11; and

WHEREAS, The selected interns will work directly with John Skrtic, Director of Public Services, who will mentor the interns and engage them with multiple facets of library life, from administration to programming to user services; and

RESOLUTION
TO ACCEPT
GRANT FROM
THE PUBLIC
LIBRARY
ASSOCIATION
TO HOST 2017
SUMMER
INTERNSHIPS
Approved

WHEREAS, The interns will also develop and execute a connected learning project that will meet the Library's needs and develop the interns' existing skills by integrating their personal interests, peer relationships and achievement in academic, civic or career relevant areas; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts this grant from the Public Library Association, in the amount of \$10,500 to be used to host two 2017 Summer Interns; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to execute any documents, instruments, or agreements necessary to receive the gift, and is further authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to expend the grant funds to effectuate the terms and conditions of this Resolution, subject to the approval of the Chief Legal Officer.

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

(See pages 682-683)

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

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

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

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

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

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

Approved

RESOLVED, That the Board of Trustees approves the subscription renewal for the period of July 1, 2017 through June 30, 2018 for OCLC Cataloging and Metadata Subscription of \$239,095.84 and OCLC WorldShare ILL Subscription of \$6,673.05, for a total amount not to exceed \$245,768.89, with the expenditure being charged to the General Fund, Account 14140053-53800 Library Material Control; and be it further

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

Resolution to Amend Agreement with Family Connections of Northeast Ohio

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

WHEREAS, On May 19, 2015, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement with Family Connections of Northeast Ohio ("Family Connections") for an early literacy playroom program at the Woodland Branch, whereby a Family Connections employee works with families and children at the playroom twice a week for two-hour sessions providing early learning skills and experiences; and

WHEREAS, Following the expiration on May 31, 2016 of the initial agreement with Family Connections, and due to the popularity of the program, the Library entered into an amendment to the 2015 agreement with Family Connections on June 1, 2016 extending the program for an additional year and increasing the number of sessions per week from two to three; and

WHEREAS, The 2016 amendment to the agreement between the Cleveland Public Library and Family Connections will expire on May 31, 2017; and

WHEREAS, Family Connections has proposed to continue the literacy playroom sessions of three times a week for two hour sessions each for a period of one year commencing June 1, 2017 and ending May 31, 2018; and

RESOLUTION
TO AMEND
AGREEMENT
WITH FAMILY
CONNECTIONS
OF
NORTHEAST
OHIO

Approved

WHEREAS, The cost to the Library for these services will be \$41,364.51 and will be paid from a grant received from the Saint Luke's Foundation which is contingent on receipt from the Library of a progress report, and which will be paid to the Library through the Friends of the Cleveland Public Library; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute an amendment to the agreement with Family Connections of Northeast Ohio in the amount of \$41,364.51 to operate the literacy playroom at the Woodland Branch of the Cleveland Public Library for a period of one year in accordance with the terms of this Resolution, which expenditures shall be charged to Account No. 20379903-53710-11799 (Professional Services), and which agreement shall be subject to the approval of the Library's Chief Legal Officer.

Resolution Authorizing Agreement with Bravo Wellness LLC for Wellness Incentive Program Services and Amending Agreement with Arthur J. Gallagher & Co.

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

WHEREAS, On October 18, 2012, the Board of Trustees of the Cleveland Public Library authorized an agreement with BRAVO Wellness LLC ("BRAVO") to provide a Wellness Incentive Program on behalf of the Library for a three-year period; and

WHEREAS On September 17, 2015 and again on September 13, 2016, this Board adopted resolutions authorizing the Executive Director, CEO to execute agreements with BRAVO to provide a Wellness Incentive Program on behalf of the Library for one-year terms. Due to the success of the Program, the Library would like to renew the agreement for an additional two-year term through 2019; and

WHEREAS BRAVO has agreed to provide the Wellness Incentive Program under the same terms and for the same per-participant fee for the 2017-2018 and 2018-2019

RESOLUTION
AUTHORIZING
AGREEMENT
WITH BRAVO
WELLNESS
LLC FOR
WELLNESS
INCENTIVE
PROGRAM
SERVICES AND
AMENDING
AGREEMENT
WITH ARTHUR
J. GALLAGHER
& CO.

Approved

service cycles. The total cost for 2017-2018, including subcontracting costs, will be approximately \$70,000, subject to variances depending upon employee participation in the health screenings and in the Wellness Initiative Program. The total cost for 2018-2019 is not expected to significantly exceed \$70,000; and

WHEREAS, The Library's agreement with Arthur J. Gallagher & Co. will expire on December 31, 2017, and the Library would like to renew the agreement for two additional years under the same terms and at the same price as for 2017. Gallagher has again agreed to contribute the amount of commission it receives from Medical Mutual and apply it towards the Library's contract with BRAVO, which is estimated to be approximately \$72,000 for calendar year 2018, with a probable increase in 2019, depending upon insurance rates and Cleveland Public Library employee participation in Medical Mutual health insurance plan; and

WHEREAS, The Library will be responsible to pay BRAVO contract charges in excess of Gallagher's contribution, if any; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into an amendment to the agreement with Bravo Wellness LLC, subject to the approval of the Chief Legal Officer, for Wellness Program Provider services in accordance with the proposal submitted by BRAVO for a period of two years through 2019, and to expend funds from General Fund No. 11510053-53710 (Professional Services) to cover the Library's portion of the cost of the contract with BRAVO after Gallagher's contribution; be it further

RESOLVED, That the Executive Director, CEO or his designee, is authorized to enter into an amendment to the agreement with Arthur J. Gallagher & Co., subject to the approval of the Chief Legal Officer, to extend the

term of its existing agreement for two additional years through December 31, 2019, at the cost of \$33,600 per year to be expended from General Fund No. 11510053-53710 (Professional Services); and be it further

RESOLVED, In January 2019 and January 2020, the Fiscal Officer shall report to the Board for its approval, the total number of employees participating in the Wellness Program, the total number of employees participating in the health screenings, and the total cost to the Library of the BRAVO contract for the applicable year.

Resolution Approving Budget and Authorizing Competitive Bidding for Glenville Parking Lot

(See page 684)

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

WHEREAS, On September 15, 2015, this Board of Trustees adopted a resolution authorizing the Library to enter into an agreement with the Cuyahoga County Land Bank for the acquisition of real property located at 584 E 118th Street, Cleveland, Ohio, for the purpose of constructing an additional parking lot for the Glenville branch; and

WHEREAS, The Library initially estimated that the cost of constructing the additional parking lot would range between \$50,000 and \$80,000; and

WHEREAS, Pursuant to Ohio Revised Code Section 153.71, the Library selected Riverstone Inc. from among the qualified design firms on file to design the parking lot at the cost of \$6,875.00; and

WHEREAS, Riverstone has prepared a design for the parking lot, and based on the design, estimates the cost of construction to be \$81,085.00. This sum does not include permitting costs, contingency, or inspection fees; and

RESOLUTION
APPROVING
BUDGET AND
AUTHROIZING
COMPETITIVE
BIDDING FOR
GLENVILLE
PARKING LOT
Approved

WHEREAS, The Library is requesting that the Board approve a budget of \$90,000.00 to cover the cost of design, construction, and anticipated additional costs; and

WHEREAS, The Library is bound by Ohio Revised Code Section 3375.41, which requires that competitive bidding be used to select a contractor for all construction projects costing over \$50,000; now therefore be it

RESOLVED That the Board of Trustees of the Cleveland Public Library approves the budget of \$90,000.00 for the construction of an additional parking lot at 584 E 118th Street, Cleveland, Ohio, to serve the Glenville Branch and to charge such funds to Building and Repair Fund Account 40174805-55300-10748; and be it further

RESOLVED That the Executive Director, CEO or his designee is authorized to proceed with the soliciting of competitive bids for construction of the parking lot once project plans have been finalized by Riverstone and bid packages have been prepared.

Resolution Approving Public Library Fund Allocation Agreement Commencing January 1, 2018 and Terminating December 31, 2021

(See pages 685-688)

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

WHEREAS, On January 1, 2009, the nine (9) independent free public library systems in Cuyahoga County entered into an agreement with the Cuyahoga County Budget Commission setting forth the percentage of the total County Public Library Fund ("PLF") that each library was to receive annually during the period commencing on January 1, 2009 and terminating on December 31, 2013; and

WHEREAS, On January 1, 2013, the nine library systems entered into another agreement with the Budget Commission extending the same percentage of the total PLF each library was to receive annually commencing on

RESOLUTION APPROVING PUBLIC LIBRARY FUND ALLOCATION AGREEMENT COMMENCING JANUARY 1, 2018 AND TERMINATING DECEMBER 31, 2021
Approved

January 1, 2014 and terminating on December 31, 2017;
and

WHEREAS, The Directors of the nine (9) independent free public libraries recently met and agreed, subject to the approval of each library's respective Board of Trustees and the Cuyahoga County Budget Commission, to enter into a new agreement that extends the current percentage allocation for an additional four (4) years through December 31, 2021; and

WHEREAS, The new agreement also provides the same percentage allocation for each library for PLF distributions in excess of the amount distributed from the former Library and Local Government Support Fund, ("LLGSF") in 2007; and

WHEREAS, The percent of PLF to be allocated to the Cleveland Public Library under the new agreement remains at **41.18430%** to be applied to PLF distributions up to the amount distributed from the LLGSF in 2007 and **31.17%** to be applied to PLF distributions in excess of the amount distributed from the LLGSF in 2007; and

WHEREAS, The Board of Trustees has determined that the allocation set forth above is fair and reasonable;

NOW THEREFORE BE IT

RESOLVED, That subject to the approval of the Cuyahoga County Budget Commission and the approval of the Board of Trustees of each of the other independent free library systems in Cuyahoga County, this Board hereby approves an agreement commencing on January 1, 2018 and terminating on December 31, 2021 on the terms and conditions set forth in the agreement, which substantially conforms with the agreement attached to this Resolution and incorporated herein by reference, which provides that the percentage of PLF to be allocated to the Cleveland Public Library under the new agreement is **41.18430%** to be applied to PLF distributions up to the amount distributed from the LLGSF in 2007, and **31.17%** to be applied to PLF distributions in excess of the amount distributed from the LLGSF in 2007; and be it further

RESOLVED, That the President of this Board of Trustees is authorized to execute any agreements, amendments, or

other documents necessary or appropriate to effectuate the agreement which is the subject of this Resolution.

Mr. Seifullah introduced the resolution and moved for passage;

Mr. Corrigan seconded the motion and, after discussion a roll call vote was taken and the results were

Ayes: 6

Nays: 0

CERTIFICATE

The undersigned Fiscal Office of the Board of Trustees of the Cleveland Public Library hereby certifies that the foregoing is a true copy of a resolution duly adopted by said Board on the May 18, 2017.

Carrie Krenicky, Fiscal Officer
Cleveland Public Library

Resolution Approving Conveyance of Real Property to the African American Museum

(See pages 689-691)

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

WHEREAS, On April 19, 1984, the Board of Trustees of the Cleveland Public Library adopted a resolution approving the sale of the former Treasure House branch at 1765 Crawford Road, Cleveland, Ohio to the Afro-American Cultural and Historical Society, now known as the African American Museum, for a sale price of One Dollar (\$1.00); and

WHEREAS, The African American Museum is a nonprofit corporation in good standing organized under the laws of the State of Ohio with a mission to "store, share, and

RESOLUTION
APPROVING
CONVEYANCE
OF REAL
PROPERTY
TO THE
AFRICAN
AMERICAN
MUSEUM
Approved

educate the public on contributions made to the world by people of African descent"; and

WHEREAS, The Cleveland Public Library is the owner of real property containing a parking lot bearing Permanent Parcel No. 119-05-002 (the "Parking Lot") and located adjacent to the former Treasure House branch; and

WHEREAS, On or about March 21, 2017, the African American Museum contacted the Cleveland Public Library and requested that the Library transfer the Parking Lot to the Museum to provide parking for the museum; and

WHEREAS, The Cleveland Public no longer uses the Parking Lot and has no plans to make use of it in the future; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library finds that the African American Museum's use of the Parking Lot in conjunction with its museum will constitute a valid public purpose; and be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to the authority set forth in R.C. § 3375.33, hereby authorizes the Executive Director, CEO, or his designee, to enter into an agreement with the African American Museum, subject to the approval of the Chief Legal Officer, for the transfer of the Parking Lot to the African American Museum for consideration in the amount of One Dollar (\$1.00), with all costs of transfer being assumed by the African American Museum; and be it further

RESOLVED, That upon execution by both parties of the agreement and satisfaction of the applicable terms and conditions therein, the President of this Board is authorized to execute a Quit Claim Deed transferring title of the Parking Lot to the African American Museum.

Director Thomas introduced Frances Caldwell, Director, African American History Museum, who gave history on the Museum, past directors, challenges, temporary closing and reopening as well current repairs.

In response to Mr. Hairston's inquiry, Ms. Caldwell explained that all exhibits are safe and have not been

damaged or stolen during the period of the museum's closing.

Ms. Butts asked if the museum had regular hours or operation.

Ms. Caldwell explained that those hours will be confirmed after necessary repairs to the building have been made.

In response to an inquiry from a visiting attendee who was concerned about the possibility of the African American Museum assuming a financial burden, Ms. Dodrill confirmed that the parking lot is currently tax exempt and a quitclaim deed will transfer the parcel. The taxability of the parcel will depend upon the status of the corporation to which it is being transferred. Because the African American Museum is nonprofit, they must file an exemption with the State of Ohio to continue that tax exempt status.

Director Thomas offered the Library's assistance to the African American History Museum if needed.

Ms. Caldwell stated that Museum employees are volunteers and asked if the Library could donate employee services to assist with archiving.

Director Thomas stated that Library staff is currently assisting Karamu House with archiving and offered assistance when that project has been completed.

Ms. Rodriguez thanked Ms. Caldwell for attending the Board Meeting.

(TABLE) Resolution Approving Agreement with A Cultural Exchange, Inc. for Cleveland Public Library Membership Card Drive

The following resolution was tabled.

WHEREAS, A Cultural Exchange, Inc. is a nonprofit literacy-based multicultural arts organization for children and is located in the Shaker Square neighborhood of Cleveland; and

WHEREAS, The Library has identified a need to increase the number of Cleveland Metropolitan School District

RESOLUTION
APPROVING
AGREEMENT
WITH A
CULTURAL
EXCHANGE,
INC. FOR
CLEVELAND
PUBLIC
LIBRARY
MEMBERSHIP
CARD DRIVE
Tabled

("CMSD") students who hold library cards with the Cleveland Public Library; and

WHEREAS, The Library believes that increased library access by students will lead to strong literacy development and greater scholastic performance, and will contribute to the development and promotion of the People's University; and

WHEREAS, A Cultural Exchange has proposed to provide consulting services and distribute library cards for Cleveland Public Library to at least 75% of currently enrolled CMSD students by June 30, 2018 for a total contract price not-to-exceed \$39,000; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an agreement with A Cultural Exchange, Inc., subject to the approval of the Chief Legal Officer, to provide consulting services and distribute library cards to at least 75% of all CMSD students for a total contract price not-to-exceed \$39,000, which expenditure shall be charged to the Founders Fund Account Number 20390103-53710-11110 (Professional Services-People's University/Brody Trust), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution.

A Resolution Declaring It Necessary to Renew All Of An Existing 5.8-Mill Tax Levy For The Purpose Of Current Expenses And Increase That Levy By 2.0 Mill, And Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation Of Cleveland Municipal School District and the Dollar Amount of Revenue That Would Be Generated By That Levy, Pursuant to Sections 5705.03, 5705.23 and 5705.25 of the Revised Code

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

The Board of Library Trustees of the Cleveland Public Library, Ohio, met in regular session on May 18, 2017, commencing at 12:00 p.m., in the Board Room on the 10th

RESOLUTION
DECLARING IT
NECESSARY
TO RENEW
ALL OF AN
EXISTING 5.8-
MILL TAX LEVY
FOR THE
PURPOSE OF
CURRENT
EXPENSES
AND
INCREASE
THAT LEVY BY
2.0 MILL, AND
REQUESTING
THE
CUYAHOGA
COYUNTY
FISCAL
OFFICER TO
CERTIFY THE
TOTAL
CURRENT TAX
VALUATION OF
CLEVELAND
MUNICIPAL
SCHOOL
DISTRICT AND
THE DOLLAR
AMOUNT OF
REVENUE
THAT WOULD
BE
GENERATED
BY THAT LEVY,
PURSUANT TO
SECTIONS
5705.03,
5705.23 and
5705.25 OF THE
REVISED CODE
Approved

Floor of the Louis Stokes Wing of the Main Library, 325 Superior Avenue, Cleveland, Ohio, with the following members present:

Maritza Rodriguez

Alice G. Butts

Alan Seifullah

Thomas D. Corrigan

John M. Hairston, Jr.

Anthony T. Parker

The Fiscal Officer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Mr. Seifullah moved the adoption of the following Resolution:

RESOLUTION

A RESOLUTION DECLARING IT NECESSARY TO RENEW ALL OF AN EXISTING 5.8-MILL TAX LEVY FOR THE PURPOSE OF CURRENT EXPENSES AND INCREASE THAT LEVY BY 2.0 MILLS, AND REQUESTING THE CUYAHOGA COUNTY FISCAL OFFICER TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF CLEVELAND MUNICIPAL SCHOOL DISTRICT AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT LEVY, PURSUANT TO SECTIONS 5705.03, 5705.23 AND 5705.25 OF THE REVISED CODE.

WHEREAS, at an election on November 5, 2013, the electors of Cleveland Municipal School District (the School District) approved the renewal of all of an existing 5.8-mill levy for the purpose of current expenses of the Cleveland Public Library (the Library), for five years, which levy will have its last collection in calendar year 2018; and

WHEREAS, this Board has determined that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will not be sufficient to provide an adequate amount for the necessary requirements of the Library, and that it is necessary to renew all of that 5.8-mill levy in excess of the ten-mill limitation for the purpose of current expenses of the Library, and increase that tax by 2.0 mills, for a continuing period of time, commencing with a levy on the tax list and duplicate for the year 2018 to be first distributed to this Board in calendar year 2019; and

WHEREAS, in accordance with Section 5705.03(B) of the Revised Code, before requesting the Board of Education of the School District to submit the question of a tax levy pursuant to Sections 5705.23 and 5705.25 of the Revised Code, this Board must request that the Cuyahoga County Fiscal Officer certify the (i) total current tax valuation of the School District and (ii) dollar amount of revenue that would be generated by the levy; and

WHEREAS, in accordance with Section 5705.03(B), upon receipt of a certified copy of a resolution of this Board declaring the necessity of the tax, stating its purpose, whether it is an additional levy or a renewal or replacement of an existing tax, and the Section of the Revised Code authorizing its submission to the electors, and requesting such certification, the County Fiscal Officer is to certify the total current tax valuation of the School District, as taxing authority for the Library, and the dollar amount of revenue that would be generated by the proposed levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of Cleveland Public Library, County of Cuyahoga, Ohio, that:

Section 1. Authority to Initiate Proceedings. It is hereby determined and recited that the Cleveland Public Library is a free public library serving Cleveland Municipal School District (formerly Cleveland City School District) pursuant to a resolution adopted by the Board of Education of the School District for such purpose; accordingly, this Board is charged with the title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.23 and 5705.25 of the Revised Code to initiate proceedings for the

submission of the question of the renewal of all of an existing 5.8-mill tax levy and an increase of 2.0 mills for the purpose of the current expenses of the Library to the electors of the School District.

Section 2. Declaration of Necessity of Current Expense Tax Levy. This Board hereby finds, determines and declares that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, that it is therefore necessary to renew, for a continuing period of time (commencing with a levy on the tax list and duplicate for the year 2018 to be first distributed to this Board in calendar year 2019), all of an existing 5.8-mill tax levy outside of the ten-mill limitation and to increase that tax by 2.0 mills to constitute a 7.8-mill tax in excess of such limitation for the purpose of the current expenses of the Library, and that it intends to request the Board of Education of the School District to submit the question of the renewal and increase of that levy to its electors at an election on November 7, 2017, as authorized by Sections 5705.23 and 5705.25 of the Revised Code.

Section 3. Request for Certification. This Board requests the Cuyahoga County Fiscal Officer to certify to it and the Board of Education of the School District the (i) total current tax valuation of the School District and (ii) dollar amount of revenue that would be generated by the proposed 7.8-mill renewal and increase tax levy described in Section 2.

Section 4. Certification and Delivery of Resolution to County Fiscal Officer. The Fiscal Officer is hereby authorized and directed to deliver or cause to be delivered a certified copy of this Resolution to the Cuyahoga County Fiscal Officer.

Section 5. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 6. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 7. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Ms. Butts seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

Maritza Rodriguez	Yes
Alice G. Butts	Yes
Alan Seifullah	Yes
Thomas D. Corrigan	Yes
John M. Hairston, Jr.	Yes
Anthony T. Parker	Yes

FISCAL OFFICER'S CERTIFICATION

The above is a true and correct extract from the minutes of a regular meeting of the Board of Library Trustees of the Cleveland Public Library, Ohio, held on May 18, 2017, commencing at 12:00 p.m., in the Board Room on the 10th Floor of the Louis Stokes Wing of the Main Library, 325 Superior Avenue, Cleveland, Ohio, showing the adoption of the Resolution hereinabove set forth.

Dated: May 18, 2017

Fiscal Officer
Cleveland Public Library, Ohio

Mr. Corrigan stated that we spoke at length at Finance Committee Meeting and the decision was made to go from 1 mill to 2 mills was discussed thoroughly at that meeting. This would provide an opportunity to improve our footing particularly in lieu of what the State is doing with funding.

Ms. Butts stated that there are many uncertainties on the state and federal levels.

Resolution Approving Construction of Repair to West Park Branch Retaining Wall

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

WHEREAS, The façade of the retaining wall that supports a portion of the exterior walkway leading to the book drop and basement exit of the West Park Branch is partially collapsed; and

WHEREAS, The current state of the retaining wall poses a potential threat to the safety of Cleveland Public Library employees and patrons, and immediate action is required in order to stabilize the wall and to prevent further damage and deterioration; and

WHEREAS, The Cleveland Public Library has asked that Mid-State Restoration, Inc. ("Mid-State") provide a proposal covering temporary repair measures for the West Park Branch retaining wall; and

WHEREAS, The Cleveland Public Library has previously engaged the services of Mid-State and was satisfied with the quality of the work performed; and

WHEREAS, Mid-State proposes to demolish a portion of the retaining wall, add a railing at the top of the wall, and waterproof the remaining portion of the retaining wall. Mid-State is in the process of developing an estimate for the cost of the work; and

RESOLUTION
APPROVING
CONSTRUCTION
OF REPAIR TO
WEST PARK
BRANCH
RETAINING
WALL
Approved

WHEREAS, Although Mid-State has not completed its estimate, due to the emergency nature of this needed repair the Library Administration is requesting that this Board approve expenditures up to the sum of \$50,000.00 to engage the services of Mid-State to repair the retaining wall, with the understanding that the Fiscal Officer will report the cost of the repairs to the Board at its next regularly scheduled meeting; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into an agreement between the Cleveland Public Library and Mid-State Restoration, Inc. to perform necessary repairs to prevent further damage and deterioration to the West Park Branch retaining wall at a cost not-to-exceed \$50,000.00, which will be charged to the General Fund Account: 17970053-53310 (Building Repair), and which agreement shall be subject to review and approval of the Chief Legal Officer. The Fiscal Officer is directed to report the cost of the repairs to the Board at its next regularly scheduled meeting.

Resolution to Purchase Air Conditioning Unit for Mount Pleasant Branch

(See pages 692-705)

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

WHEREAS, On or about March 1, 2017, the air conditioning unit on the roof of the Mount Pleasant Branch of the Cleveland Public Library was vandalized and stripped of metal for scrap; and

WHEREAS, The Library has determined that it is necessary to replace the rooftop air conditioning unit with a combination heating/air conditioning unit to be placed on the roof of the Mount Pleasant Branch; and

WHEREAS, The Library sought proposals for the sale and installation of a rooftop heating and air conditioning

RESOLUTION
TO
PURCHASE
AIR
CONDITIONING
UNIT FOR
MOUNT
PLEASANT
BRANCH
Approved

unit to verify competitive pricing and received the following three quotes:

<u>Vendor</u>	<u>Total Price Installed</u>
Synergy, LLC	\$29,300.00
Gardiner Services Co., LLC	\$33,631.00
Carrier Corporation	\$35,800.00

WHEREAS, The price quotation from Synergy, LLC offers the lowest and best price for the purchase and installation of the rooftop heating and air conditioning unit with a total purchase price of Twenty-Nine Thousand Three Hundred Dollars (\$29,300.00); now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Synergy, LLC, subject to the approval of the Chief Legal Officer, for the purchase and installation of a rooftop heating and air conditioning unit for the Mount Pleasant Branch for a total price not-to-exceed Twenty-Nine Thousand Three Hundred Dollars (\$29,300.00), with the expenditure being charged to the General Fund Account 17730053-53310 (Building Repair).

Fiscal Officer's Report

(See pages 706-715)

Report on Investments

(See page 716)

Report on Conference and Travel Expenditures

(See pages 717-719)

Report on Expenditures Made from the Owner's Contingency Fund For Main Library Phase 2 Construction Project

(See pages 720-721)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

FISCAL OFFICER'S REPORT Submitted

REPORT ON INVESTMENTS Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES Submitted

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR MAIN LIBRARY PHASE 2 CONSTRUCTION PROJECT Submitted

Regular Employee Report

(See pages 722-727)

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

Retirement Recognition Citation

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

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

Donna Willingham (34 years of service); Branch Manager Grade J - Hough Branch; retired 04/29/2017

Be it resolved that the citation for the above staff member be presented by the Board of Trustees in appreciation of her, 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.

After Ms. Willingham reflected on her many years of dedicated service at the Library and especially her craft as a storyteller, various Trustees, administrators and staff joined Director Thomas in wishing Ms. Willingham well on her retirement.

Report on Paid Sick Time Used by the Month

(See page 728)

Employee Demographics(EEO-4)Report

(See page 729)

Insurance Summary Report

(See page 730)

REGULAR
EMPLOYMENT
REPORT

Approved

RETIREMENT
RECOGNITION
CITATION

Approved

REPORT ON PAID
SICK TIME

Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT

Submitted

INSURANCE
SUMMARY
REPORT

Submitted

Mr. Hairston noted that there are no Library employees who have lost time claims due to workers compensation.

Director Thomas stated that the Library recently received an award from the Greater Cleveland Safety Council for approximately 1.8 million hours work without a lost time claim. Dawntae Jackson, Human Resources Generalist, will be requested to attend an upcoming Board Meeting for a brief presentation on the award and the Library's transitional work program.

Mr. Hairston also noted the number of pages who have recently been employed by the Library.

Director Thomas stated that older adults are now applying for page positions which traditionally attracted younger high school age people. Increasingly, older adults are accepting page positions as second jobs.

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 731-736)

Mr. Corrigan stated that the same trend is reflects reduction in circulation activity and walk in counts that have been experienced in the past economic rebound. eBook circulation and wireless session remain up.

Mr. Corrigan noted that the decrease in walk-in count in branches. Improved economics and electronics combined can cause a decrease in the walk-in count.

Mr. Seifullah noted that Woodland Branch attendance was up 28% and asked for possible reasons for the increase.

John Skrtic, Director of Public Services, stated that Family Connections has been promoting the play room and Mobile Services which is next door is promoting activities as well.

MONTHLY
ACTIVITY
REPORT
Submitted

**BUILDING
STATUS
UPDATE**
Presented

Building Status Update

Tim Murdock, Director of Property Management, reported a leak in the air conditioning unit at the Jefferson branch. The problem is being addressed.

**CPL150
STRATEGIC
PLAN**
Presented

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, reported that the second round of the Community Vision Plan public meetings for the Group 3 branches starts today at 5:30 p.m. at West Park Branch. Kent State University's Cleveland Urban Design Collaborative (CUDC) will facilitate meetings at Eastman Branch and Walz Branch next week, Union Branch on June 1, and Hough Branch on June 6. The Library is currently reviewing the draft of the Group 2 report from CUDC. An information session regarding the South Branch restoration project will be held on May 31, 2017, at Pilgrim Congregational Church. The community will have an opportunity to meet the architects and see their detailed plans for the interior and exterior of the library.

**SAFE, WARM
& DRY
UPDATE**
Presented

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that Osborne has submitted their full set schematic design for Carnegie West for review and comments. Last week was the review meeting with Osbone.

Site walks have been held for the three applicants for the Construction Manager at Risk position with presentations next week. Shortly after, we will come to the Board for a recommendation.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Advocacy Taskforce Update

In Ms. Washington's absence, Mr. Corrigan stated that today we approved the Advocacy Taskforce report and the action that the Board took today will require a lot of work between now and the election.

**FRIENDS
UPDATE**
Presented

Friends Board Update

Gretchen Faro, Executive Director, Friends of the Cleveland Public Library, stated that the Friends have

officially changed their name to the Cleveland Public Library Foundation. However, forms have been submitted to the Secretary of State to maintain the trade name of Friends of the Cleveland Public Library. The next step will be to interview marketing firms to assist with the branding process. The Foundation will work closely with Tim Diamond and his team to ensure that the message is compatible with the needs of the Library.

In response to Ms. Butts' inquiry, Ms. Faro stated that although it was late to get the sponsorship that was needed, the benefit was well received and attendees had a good time.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked staff for their hard work on various projects including the research for the levy.

Director Thomas stated that the first two days of the Superman Exhibit attracted over 4,000 visitors and thanked Michael Young for his efforts in advertising.

Ms. Butts noted that the Girl Power event attracted over 300 attendees.

CELEBRATING A GLOBAL PERSPECTIVE

On April 20th, the library held its fourth annual Girl Power half-day teen summit, a program that target young women grades 9-11. The keynote speaker for the event was Ilyahsa Shabazz, the daughter of the late el-Hajj Malik el-Shabazz also known as Malcom X. Shabazz is the author of four books chronicling the life of her father, the most recent being *X: A Novel*. To an audience of over 300 students and educators Shabazz spoke about self-betterment and what it means to be a woman in the modern day. Participating students also took part in breakout sessions that focused on personal safety, the arts, wellness topics, and college preparedness.

Other significant events of the month resulted from relationships with partners that have cultivated over past year. The Neighborhood Leadership Institute's Future Leaders of the World (F.L.O.W.), annual Soapbox Competition book release party was held in the Louis

**DIRECTOR'S
REPORT**
Presented

Stokes Wing auditorium on April 9th. Over 60 students who participated in the 2016-17 F.L.O.W. attended the program, sharing their experiences and delivering select speeches from their *Out of the Mouth of Babes* Vol. IV publication. The 78 page collection of student writings was funded in part by the MyCom fund and an assortment of individual donors.

FIGHTING COMMUNITY DEFICITS

On April 8th the Hough branch hosted Legal Aid @ the Library. Seventeen attorneys from various law firms and government agencies participated in the event. An additional thirteen students from Case Western University, Cleveland State of Marshal School of Law and four three Legal Aid attorneys assisted forty-three families throughout the day.

FORMING COMMUNITIES OF LEARNING

Also on April 8th College Now Greater Cleveland in partnership with the Library hosted an adult learner resource fair in the Learning Commons of the Louis Stokes Wing. Attendees participated in sessions on scholarships, financial aid, student loans and credit for life experience, among other topics. Representatives from the following organizations also participated in the event: Baldwin Wallace University, Cleveland State University, Indiana Wesleyan University, John Carroll University, Lorain County Community College, the University of Akron, Polaris Career Center, Tri-C Workforce Development, Ursuline College, Cuyahoga Community College ABLE, Parma City Schools GED/ABLE, Quality Construction Partnership, Towards Employment, Non-Destructive Testing Program AT St. Philip Neri Family Center, PipeFitters Local 120, International Brotherhood of Electrical Workers Local 38, Cleveland Housing Network and the Cleveland Foodbank.

On April 29th in the Louis Stokes Wing auditorium Lakeland Community College students, faculty and the staff of the Cleveland Public Library partnered on the first ever Lakeland Literary Student Gala. The event consisted of student-lead literary scholarship, and live readings from award-winning novelist and short story writer Ron Currie Jr. as well as poets Wesley Scott McMasters and Amanda Oaks.

Also on the 29th the Urban Otaku community group hosted an event in the Louis Stokes Wing Learning Commons. At the event, over 100 teenagers and young adults participated in book talks, film discussions, and interactive gaming.

Genealogy at CPL

Map Collection Librarian Tom Edwards conducted a genealogy related workshop at the Family History Center located in Westlake, Ohio on April 22nd. Mr. Edwards discussed how to use the Map Collection for individual genealogical research.

CLGH Manager Olivia Hoge presented to the Lake County Genealogy Society on genealogical resources available at Cleveland Public Library on April 27th. The meeting of 20 members was held at the Morley Public Library in Painesville.

Exhibits and Displays

Main Library staff members created several informative, educational and interesting displays during the month of March. Exhibits included: *Endangered Antiquities* which opened March 6th in the John G. White Exhibition Hall. The exhibit, *The Caucasus: a Bibliographic Journey* opened on March 18th. Tabletop exhibits were set up for the Cleveland State University Alumni tour on March 24th and the exhibit, *Honoring the Life and Work of Zelma Watson George* opened March 25th.

Fine Arts librarian Andy Kaplan created a display of Irish music and architecture in celebration of St. Patrick's Day and another display featuring biographies on Chuck Berry who passed away in March. Senior Subject Department Librarian Jean Collins maintained a tabletop exhibit for the Cleveland Play House production of *How I Learned to Drive*, the Pulitzer Prize winning play by Paula Vogel.

Research that's Possible Only at Main Library

- Staff assisted a research request for East India letter to Lord Wellesley (1806).
- An Ohio State professor requested research information about Charles Chesnut.

- A French researcher thanked Special Collections librarian Stacie Brisker and Kent Practicum student Eileen Horansky for their assistance with his research on desegregation.
- A Kent State University graduate student requested to view a 1695 copy of *An Essay on the Memory of the late Queen* (Mary II, Queen of England).
- Staff assisted a patron request about the appearance of the first electric street lighting in Cleveland by Charles Brush in Public Square, 1879.
- A patron requested information about artwork by Cleveland artist, Ed Kuekes.
- There were over 150 chess books pulled for a researcher from Pennsylvania.
- A patron requested for a scan of a letter by Samuel Peach from the East India Manuscripts, circa 1799.
- A patron request for information about the architect Fay Jones.
- A patron from Michigan requested information about a Cleveland nightclub *Shadowland*, during the 1930s. Staff found articles from the historic *Plain Dealer* database.
- A professor from Harvard University requested scans from an 1800 document about the slave trade.
- A patron requested the Annual Report of the Otis Steel Co. in Cleveland, 1949.
- A patron request about the artist Edie Harper (1906-2010) from Cincinnati for a biography.
- The Cleveland Museum of Art librarian requested scans for one of the curators on blues music.
- A patron request about Cleveland artist Lois Vance who once taught at the Cooper School of Art and Tri-C.
- A graduate student from Parsons art school in Rhode Island requested scans from an exhibition catalog.
- A librarian from Nebraska requested scans (4 pg.) from the *Chess Bulletin of the New Mexico State Chess Association*.
- A European chess researcher requested scans for his blog, *Chess Notes*, from the *Westminster Papers*, a chess periodical and scans of the Ingo chess system from the periodical *Bayerische Schachnachrichten* - 1948 and from the *Schach-Taschen-Jahrbuch, 1951*.
- Scans from *The Noble Game of Billiards* (1833) was requested by a researcher from the Netherlands

- A couple from Cleveland Heights came to see the blueprints for their home in the *Howell and Thomas Architectural Drawings Collection*. Since the collection is arranged by original owner, Special Collections Librarian Ray Rozman will begin work to create an index by address.
- Chess author, Robert McLellan is confirming his chess information for an upcoming book that will be published later in 2017. He includes chess information from the *John G. White Collection*.
- Staff assisted an art consultant with finding and obtaining images of Helen Effie Rockefeller Bowler and of Bowler's family.
- Staff assisted a researcher with finding and obtaining images of planning committees connected to the formation of Cleveland's Cultural Gardens along with images of construction of the gardens.
- Staff assisted a baseball researcher from New York with finding information about Ray Chapman, an Indians baseball player killed by a pitch during a game in 1920. The researcher was interested in other games in which Chapman was struck in the head by pitches.
- Staff assisted a local author who is doing research in preparation for writing a book about the Glenville Shootout.
- Staff assisted a graduate student visiting from France with research about the city of Euclid and the history of African American involvement in Euclid city government.
- Staff helped a patron from History Associates of Rockville, Maryland acquire some newspaper articles on the Machine Tool Builders Exhibition in Cleveland in 1929.
- Staff found photos of the Cleveland Tank Plant for a patron to use in a presentation about the plant. The patron used to work at the Cleveland Tank plant and is well versed in the different types of tanks produced in Cleveland.
- Business, Economics, and Labor Senior Librarian Sandy Witmer worked with a local author to identify library sources which list small Cleveland manufacturers from the 1940s to 1980s. The Business, Economics, and Labor department has several titles which the author will be using for their research.

- A patron who is writing a book, was assisted by PAL with information concerning Cleveland Now! and topics of information concerning the Glenville shootout.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

CLEVNET

CPL has over 12,000 followers on Twitter and the Facebook page currently has over 8,000 fans.

GRANTS & DEVELOPMENT

Applied for and awarded **PLA Inclusive Internship Initiative** grant which will allow CPL to host a high school intern during the summer of 2017.

Awarded **PPG Industries** Grant to continue STEM programming at Rockport Branch in 2017.

Awarded **Cleveland Foundation** grant to host a design competition for the new MLK Branch.

Received in-kind donations for Summer Reading Club from Georgios Pizza and Mitchell's Homemade Ice Cream.

Nominated CPL for the Library Journal's Library of the Year Award.

Attended Friends of the Cleveland Public Library Development Committee meeting.

Letters of Support:

- Baseball Heritage Museum
- Digital C
- Phebe Foundation

PUBLIC SERVICES

In the month of April the Library hosted approximately 147 programs ranging from tax preparation assistance to the library's annual teen empowerment program *Girl Power*. Also during the month the Library offered 120 pre-school story times to children. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library.

On April 8th the Hough branch hosted Legal Aid @ the Library. Seventeen attorneys from various law firms and government agencies participated in the event. An additional thirteen students from Case Western University, Cleveland State of Marshal School of Law and four three Legal Aid attorneys assisted forty-three families throughout the day.

Also on April 8th College Now Greater Cleveland in partnership with the Library hosted an adult learner resource fair in the Learning Commons of the Louis Stokes Wing. Attendees participated in sessions on scholarships, financial aid, student loans and credit for life experience, among other topics. Representatives from the following organizations also participated in the event: Baldwin Wallace University, Cleveland State University, Indiana Wesleyan University, John Carroll University, Lorain County Community College, the University of Akron, Polaris Career Center, Tri-C Workforce Development, Ursuline College, Cuyahoga Community College ABLE, Parma City Schools GED/ABLE, Quality Construction Partnership, Towards Employment, Non-Destructive Testing Program AT St. Philip Neri Family Center, PipeFitters Local 120, International Brotherhood of Electrical Workers Local 38, Cleveland Housing Network and the Cleveland Foodbank.

On April 20th, the library held its fourth annual *Girl Power* half-day teen summit, a program that target young women grades 9-11. The keynote speaker for the event was

Ilyahsa Shabazz, the daughter of the late el-Hajj Malik el-Shabazz also known as Malcom X. Shabazz is the author of four books chronicling the life of her father, the most recent being *X: A Novel*. To an audience of over 300 students and educators Shabazz spoke about self-betterment and what it means to be a woman in the modern day. Participating students also took part in breakout sessions that focused on personal safety, the arts, wellness topics, and college preparedness.

Other significant events of the month resulted from relationships with partners that have cultivated over past year. The Neighborhood Leadership Institute's Future Leaders of the World (F.L.O.W.), annual Soapbox Competition book release party was held in the Louis Stokes Wing auditorium on April 9th. Over 60 students who participated in the 2016-17 F.L.O.W. attended the program, sharing their experiences and delivering select speeches from their *Out of the Mouth of Babes* Vol. IV publication. The 78 page collection of student writings was funded in part by the MyCom fund and an assortment of individual donors.

On April 29th in the Louis Stokes Wing auditorium Lakeland Community College students, faculty and the staff of the Cleveland Public Library partnered on the first ever Lakeland Literary Student Gala. The event consisted of student-lead literary scholarship, and live readings from award-winning novelist and short story writer Ron Currie Jr. as well as poets Wesley Scott McMasters and Amanda Oaks.

Also on the 29th the Urban Otaku community group hosted an event in the Louis Stokes Wing Learning Commons. At the event, over 100 teenagers and young adults participated in book talks, film discussions, and interactive gaming.

MEETING ROOMS

The total number of requests for Main Library in the month of April was 141 with an estimated total attendance of 1,973. The Library's newly renovated Learning Commons on the 2nd floor of the Louis Stokes Wing was reserved 78 times and accommodated over 925 guests. Branch meeting rooms were reserved 297 times with an estimated total attendance of 517. Lakeshore

auditorium and meeting rooms were reserved 13 times primarily for staff related activities.

In the month of April the OPS department encumbered \$27,812.19 in support of Library programming. \$1,950.00 in income was generated from the use of library meeting rooms.

Building a Small Business Seminar Series

Business, Economics, and Labor Senior Librarian Sandy Witmer and General Research Collections Manager Don Boozer coordinated with the Business Advisers of Cleveland to present a five-part seminar series on building a small business. The first two classes, Accounting for a Small Business and Developing a Winning Business Plan were held on April 7th and April 21st.

Food for Fines

Patrons participated in the library's food for fines program and brought in food in exchange for fine forgiveness. Some patrons even donated food who did not have any fines on their library cards!

Knitting at PAL

The Public Administration Library hosted two knitting meetings April. Library Assistant Monica Musser and Popular Collection Manager Sarah Flinn led the nineteen patrons who attended the programs in learning several different types of stitches.

Genealogy at CPL

Map Collection Librarian Tom Edwards conducted a genealogy related workshop at the Family History Center located in Westlake, Ohio on April 22nd. Mr. Edwards discussed how to use the Map Collection for individual genealogical research.

CLGH Manager Olivia Hoge presented to the Lake County Genealogy Society on genealogical resources available at Cleveland Public Library on April 27th. The meeting of 20 members was held at the Morley Public Library in Painesville.

International Languages Programming

During the month of April, International Languages staff planned and coordinated programs for patrons serving the international community. Senior Subject Librarian, Caroline Han, conducted off-site ESOL lessons for

seniors at Goodrich-Gannett Community and hosted along with Confucius Institute community partners Tai Chi, martial arts and language lessons. Subject Librarian, Victoria Kabo, focused her efforts on serving children interested in preserving their Russian language skills.

Music at Main

On April 1st, Cleveland Institute of Music (CIM) student violinist Peter Ayuso and pianist Mengyao Zhao performed Bach, Beethoven and Debussy music.

Main Library Book Clubs

Social Sciences Library Assistant Lakeisha Winstead and Librarian Helena Travka hosted Robert Sberna, a local journalist and author, at the Social Sciences Non-Fiction Book Club meeting on April 13th. Nine attendees participated in the discussion of Sberna's *Badge 387*. The Center for Local and Global History Manager Olivia Hoge hosted her department's April Brown Bag Book Club. They discussed *The Ingenious Mr. Pyke: Inventor, Fugitive, Spy* by Henry Hemming.

Main Library Tours and School Visits

During the month of April, Main Library staff members conducted tours for several groups visiting Main Library including: A group from Lakeland Community College, 6th grade students from St. Benedict, a group from the Institute of Classical Architecture and Art, students from Superior Elementary School, a Girl Scout troop, an honorary society of teachers from Baldwin Wallace alumni, second graders from Miles Elementary school, a group from the US Committee for Refugees and Immigrants, four sisters (and their niece) who grew up in Cleveland and now hold a regular book club discussion, two couples on vacation in Cleveland from Colorado, and a tourist from Oregon on an exploration of the Sports Research Center.

Main Library Outreach

Money Smart Week

The Government Documents Department worked with the Rockport Branch to celebrate Money Smart Week, April 24th to 29th. The Rockport Branch hosted a mobile display from the Cleveland Federal Reserve Bank titled *Propaganda and Patriotism*. On Wednesday, April 26th Kriss Plumer from the Cleveland Federal Reserve Money Museum led a children's program on financial literacy and on

Saturday, April 29th Mr. Walter Morris from Community Financial Centers held a class for adults where he provided answers to financial questions.

Collection Development Highlights

The Center for Local and Global History's Photograph Librarian Brian Meggitt processed 34 stereoscopic views of Cleveland created in the late 1800s. Additionally, Mr. Meggitt created an inventory of all 62 of the collection's stereoscopic views and he continues work on the Charles S. Hackett Collection of images of Cleveland from the 1950s. Library Assistant Adam Jaenke continued processing the Board of Zoning Appeals photographs for the City Hall Collection and Library and Library Assistant Lisa Sanchez has added more than 1,450 item descriptions to the Photograph Collection's Unique Item ID project. Map Librarian Tom Edwards, continued to add geographic data to the 1978 aerial set volumes 11-14 for the Digital Gallery.

Fine Arts librarian Andy Kaplan is processing box 9 of 27 of the *Anvil Revue* collection and Special Collections librarian Stacie Brisker continues to work with Catalog to reclassify Biography books.

Research that's Possible Only at Main Library

- Staff assisted a research request for East India letter to Lord Wellesley (1806).
- An Ohio State professor requested research information about Charles Chesnut.
- A French researcher thanked Special Collections librarian Stacie Brisker and Kent Practicum student Eileen Horansky for their assistance with his research on desegregation.
- A Kent State University graduate student requested to view a 1695 copy of *An Essay on the Memory of the late Queen* (Mary II, Queen of England).
- Staff assisted a patron request about the appearance of the first electric street lighting in Cleveland by Charles Brush in Public Square, 1879.
- A patron requested information about artwork by Cleveland artist, Ed Kuekes.
- There were over 150 chess books pulled for a researcher from Pennsylvania.

- A patron requested for a scan of a letter by Samuel Peach from the East India Manuscripts, circa 1799.
- A patron request for information about the architect Fay Jones.
- A patron from Michigan requested information about a Cleveland nightclub *Shadowland*, during the 1930s. Staff found articles from the historic *Plain Dealer* database.
- A professor from Harvard University requested scans from an 1800 document about the slave trade.
- A patron requested the Annual Report of the Otis Steel Co. in Cleveland, 1949.
- A patron request about the artist Edie Harper (1906-2010) from Cincinnati for a biography.
- The Cleveland Museum of Art librarian requested scans for one of the curators on blues music.
- A patron request about Cleveland artist Lois Vance who once taught at the Cooper School of Art and Tri-C.
- A graduate student from Parsons art school in Rhode Island requested scans from an exhibition catalog.
- A librarian from Nebraska requested scans (4 pg.) from the *Chess Bulletin of the New Mexico State Chess Association*.
- A European chess researcher requested scans for his blog, *Chess Notes*, from the *Westminster Papers*, a chess periodical and scans of the Ingo chess system from the periodical *Bayerische Schachnachrichten* - 1948 and from the *Schach-Taschen-Jahrbuch*, 1951.
- Scans from *The Noble Game of Billiards* (1833) was requested by a researcher from the Netherlands
- A couple from Cleveland Heights came to see the blueprints for their home in the *Howell and Thomas Architectural Drawings Collection*. Since the collection is arranged by original owner, Special Collections Librarian Ray Rozman will begin work to create an index by address.
- Chess author, Robert McLellan is confirming his chess information for an upcoming book that will be published later in 2017. He includes chess information from the *John G. White Collection*.
- Staff assisted an art consultant with finding and obtaining images of Helen Effie Rockefeller Bowler and of Bowler's family.

- Staff assisted a researcher with finding and obtaining images of planning committees connected to the formation of Cleveland's Cultural Gardens along with images of construction of the gardens.
- Staff assisted a baseball researcher from New York with finding information about Ray Chapman, an Indians baseball player killed by a pitch during a game in 1920. The researcher was interested in other games in which Chapman was struck in the head by pitches.
- Staff assisted a local author who is doing research in preparation for writing a book about the Glenville Shootout.
- Staff assisted a graduate student visiting from France with research about the city of Euclid and the history of African American involvement in Euclid city government.
- Staff helped a patron from History Associates of Rockville, Maryland acquire some newspaper articles on the Machine Tool Builders Exhibition in Cleveland in 1929.
- Staff found photos of the Cleveland Tank Plant for a patron to use in a presentation about the plant. The patron used to work at the Cleveland Tank plant and is well versed in the different types of tanks produced in Cleveland.
- Business, Economics, and Labor Senior Librarian Sandy Witmer worked with a local author to identify library sources which list small Cleveland manufacturers from the 1940s to 1980s. The Business, Economics, and Labor department has several titles which the author will be using for their research.
- A patron who is writing a book, was assisted by PAL with information concerning Cleveland Now! and topics of information concerning the Glenville shootout.

Staff Development

General Research Collections Manager Don Boozer presented *Working with Wikipedia: Why? Who? How?* to CPL staff to initiate a project to add CPL content, resources, and citations to articles on Wikipedia on April 13th. Mr. Boozer's presentation included information about other institutions (such as the National Archives and Metropolitan Museum of Art) that

have already uploaded content to the online encyclopedia. The "pilot" additions from CPL's Digital Gallery have increased their pageviews significantly. Fine Arts Librarian Bruce Biddle participated as a judge reading the essays for the Maltz Museum program on April 26th, *Stop the Hate*.

Government Documents Supervisor Sarah Dobransky represented Cleveland Public Library as our mandatory attendee at the annual Patent and Trademark Resource Center Seminar at the United States Patent and Trademark Office (USPTO) in Alexandria, VA in April. Jim Bettinger, Science and Technology Senior Librarian currently serving the Fellowship at USPTO, was heavily involved in planning and presenting the event.

Social Sciences Librarian Helena Travka attended a NEO-RLS workshop "Readers' Advisory Network Meeting: Featuring a Book Buzz" on April 25th.

Throughout the month of April Lending Clerk Tracy Isaac attended 8-webinars on the following topics: Spring Picture Books, Revolutionizing Customer Service, Middle Grade Reading, Building an Engagement Plan for Successful Outreach, Audiobook Booklists, Library Applications for Mobile Devices, How to Make Blending Learning Successful, and The Art of Coding.

Other Library News

Lending Assistant Supervisor Reginald Rudolph attended the April Board of Trustee meeting and was presented with the 2017 WOW Empowerment Award. Mr. Rudolph was praised for his ability to engage staff members in the direction of their daily duties and his dedication to always ensuring the needs of our patrons are being met.

CLGH Manager Olivia Hoge volunteered at the Ohio History Day state competition at Ohio Wesleyan University on April 29th. Students from all over the state compete to advance to the national competition.

Assistant Director of Public Services Robin Wood presented a webinar for the Northeast Ohio Regional Library Service (NEO-RLS) on HR Stuff Every Supervisor Should Know on April 13th. The webinar is part of NEO's new supervisor's academy.

The Kent Practicum graduate student in Special Collections ended her practicum on April 27th. Her project included accessioning the Gibans donation of art books, recordings of arts programs, and documents related to Langston Hughes and the Jelliffe's (founders of Karamu House). She then created an OhioLINK EAD finding aid for the Emanuel Lasker chess scrapbooks and assisted with the *Endangered Antiquities* and *Zelma George* exhibits.

Ms. Eyerdam was recognized for her participation as a Practicum Supervisor at the *Kent State LIS Celebration of Alumni & Student Success* program on April 25th.

Science and Technology Senior Librarian Jim Bettinger and current Fellowship Librarian at the US Patent and Trademark Office (USPTO), was one of eight Patent and Trademark Resource Center (PTRC) Program staff that planned, coordinated, and presented the 39th Annual PTRC Seminar held April 3rd to April 6th. The PTRC Office hosted 74 attendees, including two from potential PTRCs in Boise, ID.

BRANCHES

District 1

EASTMAN

Eastman hosted an egg hunt for kids ages 5-14. 195 plastic eggs were hidden throughout the children's area.

LORAIN

Lorain held a Laser Engraving MakerLab which was well attended. Children participated in a "Twister Girl" led Balloon Twisting activity.

ROCKPORT

Rockport welcomed spring with a coloring contest. Patrons of all ages were given coloring sheets with spring flowers and other images of spring to color. The winners were given the opportunity to choose from a box of fun and exciting prizes. ROC's Chess and Construction clubs met twice each. ROC received 3 internal class visits for story time. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. America Reads Tutoring, courtesy of Cleveland State continued with multiple youth taking advantage of the service daily. April is Money Smart Week and ROC had a week of

programming in conjunction with the Government Documents Department to celebrate. MSW culminated with a closing program featuring Walter Morris of Community Financial Centers.

WALZ

Walz went to the dogs (and turtles). To celebrate national pet day Honey the Turtle was brought in by retired staff member David Taft and Olaf the service dog was brought in by Bev Kliber. Ms. Kliber patiently answered questions about the training and use of service dogs and her dependence on Olaf. The kids patiently waited for Olaf to be released from his working harness so they could pet and cuddle with him.

WEST PARK

During the month of April, West Park Youth Services staff conducted storytimes for Newton D. Baker and Clara Westropp Elementary Schools, Watch Us Grow Daycare and Laura's Home. Storytimes were presented weekly at the branch as well as Fashion Club and a celebration of poetry month and Earth Day. Volunteers from VITA/EITC tax programs assisted patrons with completing their CCA taxes and the Cuyahoga County Solid Waste District presented a recycling program on April 20th. Library Assistant, Computer Emphasis' Rashad Bell and Katie Power started weekly Open Play sessions on Thursday afternoons for patrons to test out West Park's new Virtual Reality equipment.

District 2

BROOKLYN

Kids Café continued a pace of an average of 15 lunches served per day. In connection with Kids Café, the manager and one staff attend the Cleveland Food Bank training session for the Summer Lunch program. The children's staff continued to service schools and daycares with visits and outreach sessions where books were read and stories were told.

CARNEGIE WEST

The Syndicate, a trio from Oberlin Conservatory of Music that visited April 18th, taught thirty-six 5th graders and their teachers from Orchard School of Science, how to create musical scores using creative visual techniques like drawing. The musicians then gave everyone a mini concert by creating music from each

child's drawing using a cymbal, a snare drum, and a violin.

Now in its third year of residency at Carnegie West Branch, Literary Cleveland held its first personal essay writing workshop of the year: April 15th, 2017; twenty-eight potential authors registered to learn tricks of the writing trade from local author and Literary Cleveland founder Lee Chilcote.

FULTON

The highlights for Fulton Branch for April were varied with additional programs that were offered to our patrons. The hottest program was provided by The Syndicate for the New Arts: "Making Music Thursdays".

Session 1 was Learning to Write Music, Session 2 was "Make a Contact Microphone", and Session 3 was "Create Electro-Acoustic Music"; there were over thirty participants for each session. SPS Officer Teddy Reed presented an illuminating program entitled "Refuse : To be a Victim"; Officer Reed offered practical advice to a multi-generational audience on increasing awareness and ways to prevent dangerous encounters.

JEFFERSON

Spring has sprung at the Jefferson Branch this month: staff created a vibrant display of books about flowers and gardening. A countdown to the Indians Opening Day also adorned the Branch. A couple dozen children crafted Easter baskets out of paper, and the Wee Read and Play toddler story-time featured a fun Easter Egg Hunt. About a dozen aspiring writers participated in the three-session Speed Building Short Stories Workshop, sponsored by the Library and Literary Cleveland.

SOUTH

The South Branch has several colorful displays this month: one was the flashy Cleveland Indians Display that was a chock full of memorabilia and blue flashing lights. In promotion of the Food for Fines campaign a basketball theme was created called "Slam Dunk Hunger" and the barrel was decorated as a basketball hoop with the LeBron James cardboard cutout to help catch the eye. In celebration of April as National Poetry Month, the South Branch hosted an Open Mic Night with a poetry and music display advertising the event. Mr. Decllet and Mr. Lefkowitz attended the Virginia Hamilton Conference; Mr. Decllet had the honor of hosting Pat Mora, and even

presented her with the 19th Virginia Hamilton Literary Award.

SOUTH BROOKLYN

South Brooklyn continued its usual services: Kids' Café (free snack program in partnership with Food Bank) that provided 20 brown bagged lunches Monday through Friday, 75 bags of free produce a week for patrons from Food Bank, and College Now Greater Cleveland continued its learning environment to about 15 teens for the Spring Session of impACT the 216! (an ACT prep course offering enhanced math and reading proficiency).

District 3

GARDEN VALLEY

The Garden Valley branch was busy this month, promoting and encouraging patrons with the annual Food for Fines program. Day cares Harvest and Ebony's Angels were served. A representative of the Cleveland Food Bank conducted their one "unannounced" visit for Kids Café. Clerk, Marla McConnell did a vibrant display promoting healthful activities and recipes to compliment the "Food for Fines" program. A Women's History Month display was also created. OPS programming was proofed.

HOUGH

This month Legal Aid was provided by Free Legal counseling to the public. "People's University" surveys were conducted with the public by the Education Office. Branch Manager Donna Willingham conducted a sign language class with preschoolers at Wade Park Day Care Center. Hough Branch Manager, Donna Willingham officially retired from CPL on April 29, after 34 years of service.

MARTIN LUTHER KING, JR.

The Staff promoted and encouraged patrons to take advantage of the Food for Fines program. This month the branch had a Computer Class Series of Computers 101, 102 and Internet and E-mail basics. The branch also held two Maker Labs: 3D Printing Basics and Tinkercad Basics. The teenagers at the branch had a great time learning about the 3D printer, and making items.

STERLING

Sterling is delighted to continue our collaboration with Art Books Cleveland (ABC) and Promise Neighborhood - "Using Book Arts in Support of Literacy". The 2017

Sterling monthly workshops are scrolls, pamphlets, index card accordions, slat books, flag books, and the Octavofest celebration. Faculty and students from Notre Dame College and CSU lead the workshops and provide art direction.

WOODLAND

There were 4 Maker Space programs offered. Ms. Sherri Parker offered a preschool program Read to the Beat. The branch is using board games with the children more; this has been especially helpful with the full time LA out at SRC action team meetings. Programs offered this month included Water Cycle, offered by the Cleveland Children's Museum, where the kids made clouds using colored water and shaving cream.

District 4

EAST 131st STREET

Our Book to Movie Club book for the month was Jumanji. children read the book prior to watching the film adaptation. On April 21st, in Celebration of Earth Day, children learned fun facts about Earth Day while decorating a reusable bag. East 131 welcomed new team member Lisa Quinn, LA Computer Emphasis. Children's Librarian Kelli Minter presented story times to students at Miles Elementary and Charles Dickens Elementary

FLEET

Microsoft Powerpoint and Microsoft Publisher I & II classes were held at Fleet Branch. Ohio Means Jobs and Cuyahoga Community College provided services to people interested in obtaining a job, and focusing on higher education. Pasha Moncrief-Robinson, Branch Manager, attend Cleveland State University's Women Leadership Symposium. Pasha Moncrief-Robinson and Tracie Forfia, Children's Librarian, participated in Girl Power on April 20th. Engineering was the focus of this month's STEAM programming. Youth created balloon-powered cars, had fun experimenting with our pom-pom drop, and used their observational skills on Eye Spy bottles

HARVARD-LEE

Ms. Geaghan, Youth Librarian attended the Virginia Hamilton Conference on Multicultural Literature for Children at Kent State University. Ms. Geaghan and Mr. Moore celebrated National Poetry Month with youth by playing videos/clips of a variety of spoken word

artists. Ms. Geaghan conducted her first outreach story time visit with Authentic Experiences Daycare. Six patrons attended TechCentral's Computers 101 class.

MOUNT PLEASANT

During the month of April, Mrs. Scurka participated in the United Way/Community Shares Bowling Fundraiser at the Brook Park Lanes Bowling Alley. Mt. Pleasant sponsored an Easter Egg hunt for the students and a Easter Bunny Finger Painting Program.

RICE

Our programs of Yoga, Qigong, Poetic Power, Origami, Knitting, Children's knitting, Impact 216 and Meditation have continued with a consistent weekly turnout in April. The after school snack program feeds over 50 children every day.

UNION

Union Branch welcomed Mr. Matthew Love, LACE and Quinica Garrett, Page to the Union Branch Team this month. With much enthusiasm, Union Branch hosted story time for three E-Prep Woodland Hills kindergarten classes, totally around 90 students. Adult and youth patrons enjoyed live Jazz sounds from *The Real Thing* on Tuesday, April 11th; 25 people were in attendance.

District 5

ADDISON

This month kicked-off the CPL Starter Grant, "Sprouts Of Change" pilot project. A garden party, which included garden advice from **N.E.O Restoration Alliance**, refreshments, and a gift raffle of garden tools and decor, was held in our courtyard. **Ohio Means Jobs** continues to receive positive engagement from the community. To date, nineteen patrons have enrolled in the service with seven receiving employment.

COLLINWOOD

We welcomed Geneva Gibbs to our LACE team with Kristin Galewood on April 3. Twelve patrons were assisted with resumes. Our "101" computer class was well attended on Friday mornings; they have developed a template for helping people complete a personal budget, and help them navigate the CPL process to print from their personal devices. Youth Services Staff have completed 3 programs and 5 class visits along with 3 outreach activities,

including "Author Visit" and "Family Art Night" at **Hannah Gibbons** and "Family Night" at **Collinwood Village Academy**. Kiaira Jefferson participated in the **Virginia Hamilton Conference**, and provided support to "Girl Power 2017" hosted by CPL. Manager, Caroline Peak has been selected to serve Ward 8 as "Senior of the Year" by Councilman, Michael Polensek; she has attended several community and committee meetings during the month.

GLENVILLE

Branch Manager, Sharon Jefferson, attended the manager's meeting. A meeting has been scheduled with the principal of the **Citizens Leadership Academy** to form a partnership for the upcoming school year. We are weeding the adult fiction area, specifically paperbacks and urban. We welcomed two new Pages, Andrew Langford and Donoather Page.

LANGSTON HUGHES

Along with our Kids' Cafe, we also had free tutoring from the "American Reads" program in partnership with **Cleveland State University**. The **Oberlin College Jazz Ensemble** preformed on Saturday, April 8th from 2-3. It was the eleventh performance in the jazz series for the library that had 42 people in attendance. The **Cleveland Museum of Art** returned with the popular series, "CMA in Your Neighborhood," presenting Printmaking on Thursday, April 13, and Tuesday, April 18. The branch hosted an Origami program on Tuesday, April 4, and April 11. We welcomed new Page, Aalia Abdullah.

MEMORIAL NOTTINGHAM

We are preparing for the "Congressional Art Show." The "Chess Club," moderated by Leonard Pelts continues on Saturdays. Tutoring in the branch continues from **Braxton** tutoring. **St. John Nottingham** visits several times a week to pick up books and learn about library programs. The "Operation Vegetables Game Board" from last summer's Ballot Box project has been put out for use in the children's area for library patrons and has gotten constant use from visiting classes and patrons as well.

TechCentral**Kent State Mini Maker Faire**

TechCentral staff members Melissa Canan, Forrest Lykins, and CJ Lynce attended the Kent State Mini Maker Faire on April 14. The Mobile MakerSpace traveled to the Kent State Library and showcased Laser Engraving and 3D Printing for the event.

Community Engagement: Visits and Outreach

Library Assistant, Computer Emphasis, Paolo Balboa, attended a Cleveland Neighborhood Progress meeting on April 6 along with Director of Public Services, John Skrtic.

TechCentral Manager, CJ Lynce, met with representatives from the Louis Stokes Cleveland VA Medical Center on April 12 to discuss cell phone charging stations.

Mr. Lynce provided a tour of TechCentral and the MakerSpace for the Friends of the Cleveland Public Library on April 20.

TechCentral Manager, Forrest Lykins, attended a planning meeting for Digital Inclusion Day that is being coordinated by City Hall.

Professional Development and Meetings

Library Assistant, Computer Emphasis, Jorge Arganza attended the Northeast Ohio Regional Library System's *Emerging Technologies Symposium* on April 4.

TechCentral Manager, CJ Lynce attended a training webinar on the new Cleveland Mini Maker Faire Wordpress Website on April 11.

Library Assistant, Computer Emphasis, Paolo Balboa attended an ALA Webinar on *Bikes in Libraries* on

Library Assistants, Computer Emphasis, Paolo Balboa and Julie Gabb attended an Exploratory Film Society meeting with Director of Public Services, John Skrtic, on April 17.

Ms. Gabb and Mr. Lynce, along with Library Assistant, Outreach and Programming, Deborah Hajzak, met with

representatives from the Cleveland Print Room on April 17.

Mr. Lynce attended the monthly Mozilla Web Literacy Pilot Program Community call on April 18.

Mr. Balboa, Mr. Lykins, and Mr. Lynce attended a Mozilla Web Literacy Badges training video conference on April 27.

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons

Cleveland Digital Public Library regularly hosts classes. During April, we regularly hosted CPL Fit Yoga, Meditation Mondays, Chess for Kids, and CPL Chess Club. Assisting Youth Services, ClevDPL hosted children of an international refugee group. The unit is in the process of developing new curricular offerings that are derived from the digital gallery, developed with departments and branches at CPL, and coordinated with external partners. Programs will include classes on digitization and video, classes on the use of Google and Google apps, and classes on using digital coaching tools. Our Digital Hub area has been equipped with laptops that have may reserved for use by the public (and have been used), and we will continue to offer 3D scanning as a service using a new HP Sprout Scanner.

Programs

We held four meetings of the CPL Chess Club with a total of 14 attendees. Coordinating with CPL FIT, we host Yoga and Meditation offerings MWF at 1:00 and have 11 or more regular attenders, about a third of whom are from downtown offices. During April we had several Saturday morning offerings of "Art of the Book" programming which did not draw attendance, and we are discontinuing these offerings and rethinking how to offer these programs.

Videography and Photography

ClevDPL has continued collaborating with Sports Research Center by creating interview videos. After working to update rights clearances on forms, these videos are being loaded onto Internet Archive, and Sports Research Center staff are in the process of providing time-

indexed tables of contents to enhance the ContentDM records pointing to the interviews.

During April ClevDPL produced the following multimedia: Who Is Superman (Video), Superpowers (Video), Superman Outtakes (Video), Music At Main (Video), Digital Hub Equipment (Photos), The Director And Guests (Photos),

4Th Folio (Photos), Girl Power (Photos), Girl Power (Video), Action Comic #1 (Video), West Park Party (Photos)

Scanning Assistance

Cleveland Digital Public Library staff assisted over 10 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Patron Visits: Between April 1st and April 26th the Cleveland Digital Public Library had 371 visitors. There were 112 KIC Scanner sessions resulting in 5,167 images/10214.3MB or somewhat more than 10 GB of scan volume.

Digital Gallery: From April 1, 2017-April 30, 2017 Google Analytics (GA) reports 4458 sessions for 3371 users and 21,622 page views. Per **GA**, our user base skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, German, and Chinese speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, Italy, Saudi Arabia, Spain, France, Australia, the Netherlands, and Germany. Finally, **GA** shows that we have a diverse group of pages that deliver users to CPL's ContentDM. Organic Search channels 41.43% of our accesses (Google search is the most common channel this month to our Digital Gallery at 36.52%). Direct access through CDM search accounts for 34.34% of our accesses. Referrals through other website

are about 24% of our access volume (referrals from, at 5%, Wikipedia are up a few percent, but referrals from our library website are significantly down almost - it's possible that the redesign has eliminated a point of access by removing a main page link to the digital gallery). Finally, Social media now accounts for 10.11% of our accesses (of that 10%, Facebook accounts for nearly 2/3 and Twitter the remaining 1/3). Nearly a fifth of our sessions in April occurred on mobile devices, and we are looking forward to OCLC's use of responsive design for ContentDM. 10% of our uses occur on tablets.

Outreach

Cleveland Digital Public Library is now officially a successful partner on an IMLS grant working with the Internet Archives ArchiveIT project to document local web-content and local digital resources. ClevDPL has continued to communicate with Duraspace staff about a hosted Hyku project. Staff continued to correspond with Euclid Library, the South Lyndhurst/Euclid Historical Society, Hudson Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, and the South Brooklyn Historical Society to discuss potential projects for the Digital Hub. Staff has completed work with library counsel to iron out details for providing library services to partner organizations.

Twitter continues to be a successful tool for promoting the Digital Gallery. ClevDPL did 27 tweets, and has 36 new followers for a total of 355. There were 1108 profile visits, and 33,600 total impressions/views this month. Our top Tweet was the last horse drawn fire engine run from 1922.

Collection Development

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 196 items (3,490 files), post processed 233 items (5169 files), did post-metadata for 84 items, and uploaded 303 items (379 files) into the Digital Gallery. CPL departments uploaded 51 items themselves, and we are glad to see this trend.

Staff Development

The ClevDPL coordinator attended DPLA fest in Chicago and watched a Lyrasis sponsored webinar on digitization of manuscripts. Several staff attended the Wikipedia

editing workshop conducted by Don Boozer here at ClevDPL.

Preservation

Preservation staff did the following:

Paper treatments: 8 items (72 sheets for simple treatment, 25 sheets for complex treatments) Book treatments: 68 (5 simple, 63 complex)

Enclosures: 21

Labels printed: 46

Books received: 39

Books returned: 17

Preservation staff has continued disassembly and repair on the American edition of Boydell's Shakespeare Gallery.

Disaster Response

In early March, mold was identified on the upper mezzanine of the 5th floor stacks on the fifth floor of Main Building. ClevDPL notified Property Management, and we suspect that the mold issue emerged from a project to replace a water tank in the attic. We are awaiting results from an examination by an environmental contractor.

Metadata Revision

ClevDPL staff members are part of the way through the process of implementing our plan for revising and updating records from the Digital Gallery to make our metadata ready for inclusion in DPLA. We continue to revise metadata in preparation for DPLA.

The hire of the new metadata Archivist, Amia Wheatley, means more time-on-task for metadata. Because the project is time-sensitive, Wheatley will be assisting with coordination, and the the department is moving forward with vendors to do portions of our metadata revision. We have submitted the requisitions for the metadata update work and are awaiting approval to move forward.

DPLA Ohio

Cleveland Digital Public Library continues to strongly participate in the development of the Ohio DPLA. We continue to upgrade our metadata for submission to the DPLA. In preparation for DPLA, we completed an analysis and prioritization of records to upgrade and make ready to contribute to DPLA. We are well on our way in the

revision and update process involved in making our metadata ready for DPLA.

Digital Storage

The department continues to work to develop library wide management of, and long-term storage for, high resolution digital files. The content on Lakeshore08 has been backed up on DuraCloud and ClevDPL is currently vetting and sourcing cost-effective approaches for doing long term back of digital resources. Negotiations regarding renewing our contract for digital back-up with DuraCloud concluded in January, and a contract was finalized on April 28.

OLBPD

For April 2017, OLBPD circulated 41,157 books and magazines directly to patrons. OLBPD registered 156 new readers to the service. Approximately 665 BARD patrons among 1,672 active users downloaded 13,248 items.

OLBPD and CPL Financial Services submitted the State Fiscal Year 2018 Program Budget to the State Library of Ohio for the OLBPD program. OLBPD funding remained flat for 2018, as it has since 2009.

OLBPD has been receiving requests from patrons regarding further information on the Access Technology Affordability Act of 2017. Essentially, this act has been introduced in both houses of Congress (H.R. 1734, S. 732) by Representatives David Young (R-IA) and Lucille Roybal-Allard (D-CA) in the House and by Senators John Boozman (R-AR) and Benjamin L. Cardin (D-MD) in the Senate. The legislation would establish a per-person individual refundable tax credit to be used over a multi-year period to offset the cost of access technology for blind people. Access technology includes items such as text-to-speech screen access software and electronic Braille displays that blind people use to access computers, tablets, smart phones, and other devices, as well as digital content. More information about the Access Technology Affordability Act can be found at <https://www.congress.gov/bill/115th-congress/house-bill/1734>.

In July 2016, OLBPD hosted Pam Davenport, Network Consultant, from the National Library Service (NLS). NLS consultants visit regional libraries every two years to

conduct in-depth evaluations of regional library programs. The primary purpose of their visit is to assess the services offered by the library to patrons according to the *Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped (2011)*, published by the ASCLA Division of the American Library Association. OLBPD received the report from the consultant visit, and OLBPD is successfully meeting the requirements for services, and we were commended for our strong marketing and promotion of services throughout the State of Ohio, as well as our high level of participation with consumer activities and information fairs to help increase public awareness about the program and reaching new readers.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Strongsville Low Vision Group on April 11th; North Olmsted Senior Center Low Vision Group on April 24th; and the Westside Community House Health Fair on April 26th.

The OLBPD adult book club met on April 14th to discuss "A Love Story" by Bob Greene.

LEARNING AND EDUCATION

Cleveland Transformation Alliance

One of the goals of *The People's University* is to support and compliment the work done in Cleveland Metropolitan School District under the Cleveland Transformation Plan. Denise Crudup met with Cleveland Transformation Alliance's Executive Director, Piet van Lier and School Quality Project Manager, Steven Lake to learn about Cleveland's educational ecosystem.

Bard High School Early College

Denise Crudup and Marina Marquez met with Dr. Dumaine Williams, Principal of Bard High School Early College. During the meeting, discussions regarding the possible use of space as well as CPL resources for Bard students and faculty. In addition to the meeting, Dr. Williams was given a tour of the departments that may be of interest to his faculty (TechCentral, the LSW

auditorium, Special Collections, International Languages, and Youth Services.)

John F. Kennedy High School Teacher In-Service

Ward 1 is working with the Cleveland Restoration Society to document the history of the area called the Lee-Harvard Common Heritage Project. In addition to working with the residents, the Cleveland Restoration Society wanted to expand its reach and work with high school students to conduct local history projects. At the

invitation of Dr. Chatham Ewing, Denise Crudup attended John F. Kennedy High School's Professional Development in-service. We spoke to the teachers about how they can use CPL's staff and resources to integrate aspects of *Surrogate Suburbs: Black Upward Mobility and Neighborhood Change in Cleveland, 1900-1980* into JFK E³agle Academy and PACT's course curriculum. Marina Marquez created a sample lesson plan (with integrated assessments and rubrics), aligned to Ohio's history and language arts learning standards. Denise Crudup provided the teachers applications for the CPL Educator Card.

Understanding Cleveland's Educational Ecosystem

Denise Crudup met with Helen Williams, Cleveland Foundation's Program Director for Education regarding The Cleveland Plan, Say Yes to Education, and the role that CPL can play in Cleveland's efforts to transform education.

Cleveland Museum of Art Collaboration

Denise Crudup and Marina Marquez met with Cyra Levenson, CMA's Director of Education and Academic Affairs, Hajnal Eppley, CMA's Assistant Director, School and Teacher Engagement, and Dale Hilton, CMA's Director, Teaching and Learning regarding "co-developing" arts mastery learning pathways for TPU|CMA.

Visit to Karamu House

As a guest of Philanthropy Ohio's Arts and Culture Peer Group, Denise Crudup visited Karamu House to learn about their vision for its second century, serving the Cleveland community as it implements the "Karamu 2.0"

strategic plan. The visit included a tour of the Jelliffe and Arena Theaters, which provided a sneak peek into the early stages of their major renovations.

Youth Services Meeting

Denise Crudup presented Summer Reading Club projects created by Marina Marquez. Marina and Denise will be using the projects with children at the Book Box during Wade Oval Wednesdays.

Neighborhood Connections at the Rice Branch

At the invitation of Ginaya Willoughby and Kevin Kay of Neighborhood Connections, Denise Crudup attended the April Buckeye-Shaker Neighbor Up Night. Neighbor Up Network Night brings people together across lines of difference to create a web of collaborations and exchanges, which encourages residents from different neighborhoods, as well as institutional leaders, to work together to respond innovatively to the challenges that plague our communities.

Mobile Services Tour

Denise Crudup and Marina Marquez spent the day with Rhonda Pai touring the Mobile Services facilities and visiting two retirement communities (Franciscan Village and Larchwood Village).

The People's University Development Process Update

TPU Planning Session with OPS and TechCentral

The Office of Education and Learning (Denise Crudup), Outreach and Programming Services (Aaron Mason and Debbie Hazjak), and TechCentral (C.J. Lynch) met to discuss an agreed upon curriculum development and instructional design process for creating learning pathways for *The People's University*. A critical aspect of this process is designing a master syllabus template. A master syllabus is a plan of instruction used for every block of instruction within a training course. It includes objectives of instruction block, duration, supporting materials, guidance, and scope. It also lists the required facilities, equipment, and staffing. Because master syllabi are course control documents, all

aspects of course development, including budgeting, are contained in the document.

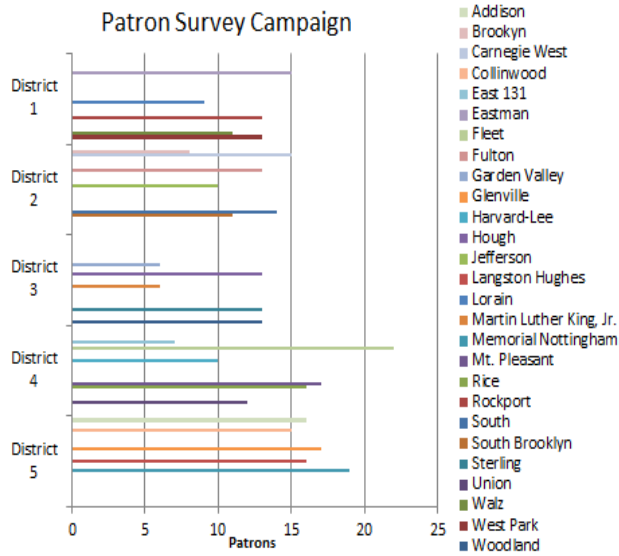
Rid-All Green Partnership

In an effort to develop TPU Learning Pathways that are relevant and directly connected to the communities of the City of Cleveland, Denise Crudup and Aaron Mason visited Rid-All Green Partnership to discuss potential collaborations under the auspices of *The People's University*. Rid-All is an urban farm in the Kinsman neighborhood that grows organic produce for the local residents and area institutions as well as conduction urban agricultural workshops and training programs.

The practice of urban agriculture and community gardening provides a comprehensive approach to supporting and engaging individuals and neighborhoods. In addition, it promotes economic development through food production, improves neighborhood safety through combating blight, and exposing youth to intergenerational interactions and encouraging self-reliance. Moreover, it can also increase social capital, community well-being, and civic engagement within the food system. Urban agriculture and community gardening has been a trend in recent years in the United States, particularly in Rust Belt cities that have experienced many years of economic decline. ~Terry McClean, Michigan State University Extension Center

The People's University Patron Survey

- Patron survey campaign (April 17th-29th)
- Provided training to staff assisting with the patron survey campaign
- Dedicated two hours per branch - on average 15 patrons per branch completed survey
- A total of 415 patrons completed the survey during the outreach campaign



Needs Assessment Meetings with Branch/Main Managers

Date	Branch/Department	Manager(s)	Priorities
4/3/17	Youth Services	Annisha Jeffries	Incorporating musical instruments with reading,
4/4/17	International Languages	Milos Markovic	Bibliotourism, provide excellent customer service and enthusiasm for the collection, programming
4/7/17	Popular	Sarah Flinn	Provide youth and senior programming, readers advisory, book clubs
4/12/17	CLGH/Map Collection/Photo Collection	Olivia Hoge	Ohio History Day programming, class visits, highlight photograph collection via traveling exhibitions, genealogy classes

4/13/17	Fine Arts/Special Collections	Pam Eyerdam	Catalog unprocessed collections, better efficiency with printing options for processing materials
4/14/17	Gov. Docs./ Science & Technology/Social Sciences	Don Boozer & Sarah Dobransky	"CPL Speakers Bureau", online promotion of collection materials & patron engagement via social media, partnering with TechCentral, PTRC, and Sci-Tech to create a designated Patent & Trademark Resource Center learning lab, outreach & programming within the community, making Main more accessible for school visits
4/14/17	Lending	Stephen Wohl	Providing excellent customer service that is measurable
4/20/17	Mobile Services	Rhonda Pai	Senior programming, family engagement, urban strawberry garden

Ohio Means Jobs

- Submitted a requisition to Marketing for yard signs to be placed at both Addison and Fleet to inform the neighborhood that the OMJ Employment Specialist is on site.
- Due to low patron participation with Ohio Means Jobs, substitute assistance has been ceased at the Addison and Fleet branches.
- Ward 7 Councilman, TJ Dow met with Gail Hughley, Employment Specialist, to discuss employment needs for the Addison community.

CPL|OMJ Collaboration April 2017 Statistics

Branches: Addison & Fleet

Patrons: 8

Number of patrons signed-in: 8

Number of patrons who completed OMJ counseling: 8

Supplies: Branch computers

Book Box

- Coordinated agreement and location of the book box for summer 2017 at Wade Oval Wednesdays with Sheila Obrycki, Senior Director of District Services, University Circle Inc..
- Worked with Joyce Dodrill, Chief Legal Officer, on the agreement process and submitted documents to the City of Cleveland for a permit. The book box will be located at Wade Oval from June 14th to August 30th.
- Designed summer programming based on SRC's **X**S.T.R.E.A.M. theme, aligned to Ohio's learning standards.

Professional Development

- Denise Crudup and Marina Marquez completed CPL Diversity and Inclusion Training
- Along with Outreach and Programming Services staff, Marina Marquez completed the Workplace DiSC Assessment and Understanding Work Style Differences with DiSC Part 2: Team-awareness workshop.

Miscellaneous

- Leadership Meeting
- Marina Marquez participated in a conference call with Felton Thomas, Forrest Lykins and Patti Constantakis from Digital Promise regarding potentially partnering on proposal with Facebook around a digital literacy program for adults. Ultimately offering project based technology programs using social media to help build literacy, numeracy and digital skills to help small businesses (nail and hair shops) market themselves.
- Marina Marquez joined Aaron Mason in a meeting with Amy Rosenbluth and Ashlie Dyer from Lake Erie Ink to discuss potential project-based creative writing programming for youth.
- Along with Director Thomas, Denise Crudup and Tim Diamond met with Sonia Pryor-Jones re: CPL150
- Director Thomas and Denise Crudup interviewed a potential employee for the Office of Education and Learning
- Denise Crudup and Marina Marquez joined Director Thomas and Tracey Martin in a meeting with Albert Ratner, Sari Feldman and other Cuyahoga County Public Library staff

- Marina Marquez attended the CPL-FIT Committee Meetings (biweekly)

TECHNICAL SERVICES

Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell and each of the Technical Services Managers met individually with Ellen Burts-Cooper from the Improve Consulting and Training Group to review and discuss the information Ms. Burts-Cooper had collected from the Departmental Group Sessions for each of the Technical Services Departments. Ms. Burts-Cooper then met with the Managers as a group to discuss the issues impacting all of the Departments.

Ms. Jelar Elwell along with High Demand Manager Carole Brachna and Collection Manager Pam Matthews met with representatives from the vendors Brodart and Ingram. Ms. Jelar Elwell along with Technical Services Associate Nathaniel Infante and Technical Services Senior Clerk Paula Stout met with representatives from the vendor EBSCO. Ms. Jelar Elwell attended several Process Improvement Committee meetings of the Library Card Application Process team.

Materials Processing Manager Elizabeth Hegstrom began a leave of absence on April 11th. Mrs. Jelar Elwell, Mrs. Brachna, and Catalog Manager Andrea Johnson have collectively assumed responsibility for handling Ms. Hegstrom's duties during her absence.

Acquisitions: The Acquisitions Department ordered a total of 5,343 titles and 7,686 items (including periodical subscriptions and serial standing orders); received 12,383 items, 1,670 periodicals, and 353 serials; added 540 periodical items, 163 serial items, 484 paperbacks, and 1,598 comics; and processed a total of 1,962 invoices.

Acquisitions Coordinator Alicia Naab worked with Catalog Manager Andrea Johnson to ensure that newly inventoried materials are appropriately packed and protected in a secured locking case when they are transferred to the Special Collections Department from Technical Services.

Ms. Naab worked with Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell to place a special order on eBay for photographs of Ms. Zelma George that had been selected for purchase by Fine Arts & Special Collections Subject Department Librarian Stacie Brisker.

Acquisitions Librarian Leslie Pultorak began a leave of absence on April 6th. The Librarians in the Department have assumed responsibility for handling Ms. Pultorak's duties during her absence.

Catalog: On April 4, 2017, Catalog Manager Andrea Johnson and Materials Processing Manager Elizabeth Hegstrom interviewed candidates for a Technical Services Librarian position in the Catalog Department. Senior Librarian Regina Houseman gave a brief tour of Technical Services to each candidate. All were very impressed with the scope, size, and expertise of the Catalog Department and of Cleveland Public Library's Technical Services Division.

Librarian Barbara Satow learned to use CatExpress to export records for the Cleveland Law Library through the web-based version of OCLC's Connexion software. Senior Librarian Dawn Grattino finished up a backlog of items for Special Collections. Catalogers added 2,361 titles, including 359 titles in 25 different languages, and added 3,145 items for Cleveland Public Library.

Collection Management: Collection Management selected 1,487 titles, 12,626 copies, and spent \$206,198 in April. 48 telescopes of materials were relocated.

Department staff continued to select Children's and Young Adult materials and process Branch orders. They also selected eBooks, Large Print, and Spanish titles, covering the duties of the retired Children's and Youth Selector and Director of Technical Services.

Laura Mommers attended webinars entitled "#OwnVoices: SLJ in Conversation About Publishing Diverse Books" and "Penguin's Chapter Book Superstars" and a Book Buzz presentation highlighting upcoming titles at Cuyahoga County Public Library that was sponsored by the vendor Baker & Taylor.

Eric Hanshaw attended the CPL United Way/Community Shares Committee meeting and helped plan its upcoming Krispy Kreme Donuts Fundraiser. He also finished a bibliography on LGBTQ+ Graphic Novels for the Gay, Lesbian, Bisexual, Transgender Roundtable of the American Library Association, which should be posted on the GLBTRT Professional Resources Page next month.

High Demand: The High Demand staff ordered 1,238 titles and 10,549 items, received and added 886 titles and 10,546 items, and processed 509 invoices worth \$138,096.27.

When their own work was completed, High Demand staff assisted with processing the DVDs that are usually handled by the Materials Processing Department. Mrs. Brachna reviewed approximately twelve trucks in the absence of Elizabeth Hegstrom, Materials Processing Manager, in order to keep materials flowing through that Department. Dale Dickerson, High Demand Librarian, helped to solve some issues with DVDs from the Materials Processing Department.

Materials Processing: The Associates cataloged 737 new titles for the Cleveland Public Library and added 1,086 records for the CLEVNET libraries. The Associates and Sr. Clerks added 3,429 items. The Technicians worked on 20,181 items.

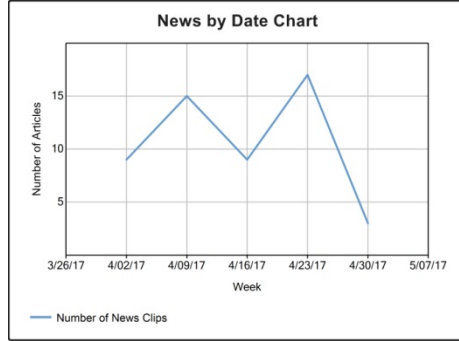
Technical Services Senior Clerk Shirley Jones attended Diversity and Inclusion training.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 109 items to the Main Library for requests and 109 items to fill holds. Main Library received 253 telescopes, the Branches received 713 telescopes, CLEVNET received 91 telescopes, CASE received 6 telescopes, CSU received 5 telescopes, and Tri-C received 2 telescopes. A total of 1,059 telescopes were shipped out. The Technicians sent out 873 items of Foreign material and in total 12,921 new items were sent to the Acquisitions and High Demand Departments.

Lakeshore Shelf/Shipping welcomed Shawn Wolford to the Department as the successful candidate for the vacant Page position on April 10th. Mr. Wolford had previously been a Cleveland Public Library employee who was

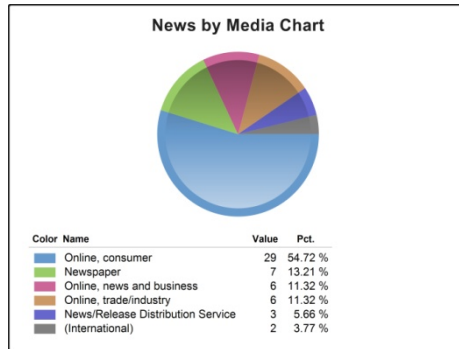
originally hired in October of 2006 to work in Technical Services.

MARKETING & COMMUNICATIONS



Media coverage for the month of April included 54 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$43,167.71. In April, the online media outlets that featured CPL events and programs had a circulation

audience of 1,190,544. No singular story about CPL dominated the news in April, but the upcoming Superman exhibit was beginning to get some traction. Online Consumer accounted for most of the media articles.



Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 892 times on average per day, with an

average of 113 clicks to the website per day resulting in a 12.67% click-through rate for the month. *Public+libraries cleveland oh* was the most clicked-through phrase. No special ads were run on cleveland.com.

Facebook

	2017	2016	YoY	MoM
Net Page Likes	76	80	-5%	33%
Avg Post Reach	2,362	1,270	86%	15%
Avg Total Reach	3,666	2,061	78%	-15%
Average engagement	61	28	118%	-9%
Reactions	46	20	130%	5%
Comments	3	1	200%	-40%
Shares	12	7	71%	-33%

Twitter

	2017	2016	YoY	MoM
Top Tweet (Impressions)	22,700	2,012	1028%	318%
Top Mention (Engagements)	2,170	458	374%	287%
Top Media Tweet (Impressions)	13,600	1,486	815%	233%
Summary				
Tweets	147	69	113%	-3%
New Followers	148	NA	NA	NA

Graphics

Graphics staff filled the regular requisitions for design, printing, and distribution, in addition to designing graphics for ads; the library website; digital signage; social media; staff newsletters; *Off the Shelf* e-newsletter; *UpNext* monthly program guide and MyBranch branch activity fliers; and weekly posting to website home page. Special, labor-intensive projects included the Annual Report, Summer Reading Club, and the Superman exhibit.

PROPERTY MANAGEMENTPainters

- Main - skim coated teen room walls, painted room and installed plastic corner guards. Painted white board in security office.
- Rockport- painted new shelving built by carpenters and painted around vents.
- Collinwood- removed board from meeting room wall, skim coated wall, primed and painted the wall.
- Carnegie West- finished painting meeting room.
- Lorain- patched wall and painted patch
- E.131- finish painting entire branch
- Sterling- primed and painted hall
- Union- painted community room.

Carpenters

- Addison- removed shelving units, patched holes in parking lot.
- Assembled T.V monitor stands and installed throughout CPL branches.

- LSW- moved map cabinet from 4th floor to 9th floor, removed cylinder to room 35 and had keys made, reinstalled cylinder. Installed shelving in storage closet and patched wall with plywood for access panel.
- Carnegie West- moved large from basement to new meeting room, also reattached heating register to wall.
- Main- removed three framed tile set pictures from Shakespeare setting and hung on wall in Literature department, removed keyboard tray from literature department also restored Superman booth for Superman display.
- Lakeshore- removed cylinder and replaced new cylinder in room 2 also had 12 keys made. Removed and replaced stained ceiling tiles in Technical services.
- Fleet- patched holes in parking lot
- Lorain- repaired chairs in adult area
- Brooklyn- reinstalled rubber seal around front window also cut hole in brick for A/C unit.
- E.131- repaired front door to keep from sticking, replaced stained ceiling tiles throughout branch, removed old damaged bike rack and patched holes with concrete.
- Jefferson- picked up and delivered 18 play mats to Youth services.
- Fulton- replaced damaged ceramic tiles outside parking lot entrance, also patched hole in parking lot.
- Sterling- repaired lock to parking lot door.

Mechanic

- Serviced weed whackers and blowers.
- Repaired trailer and installed missing bolt to leaf spring.
- Installed headlight in vehicle #1.
- Repaired chainsaw and worked on tillers.
- Lubed door hinge wheels on truck #12
- Picked up snow blowers and delivered lawn mowers.
- Drained gas from snow blowers to place in storage.
- Changed oil on truck #8.
- Changed oil filter on truck #17

MAINTENANCE MECHANICS

- Eastman - replaced bad lighting breaker for computer area fixtures.
- Lakeshore - cleaned outside air intakes for all air handlers.
- Woodland - continued work on Superman exhibit phone booth (replaced ballast, switch and rewired lighting/fan circuit).
- Addison - replaced heating valve actuator on lunch room ac unit.
- Fleet - completed drinking fountain installation.
- Lakeshore - drained chilled water lines and replaced isolation valve on AHU#1.
- MLK - replaced existing emergency/exit lights with LED fixtures.
- Rice - checked/repaired water pressure issue, checked all plumbing fixtures, replaced vacuum breakers, diaphragms and checked electronic flushing assemblies.
- S.Brooklyn - secured/repaired broken exhaust fan cover (flew off roof).
- Main - repaired leaking drinking fountain on the 4th floor/children's area.
- MLK - replaced bad ignition module and flame sensor assembly on lead boiler.
- Jefferson - installed replacement LED fixture for parking lot side entrance door.
- Lorain - replaced flush valve assembly on public restroom toilet.
- Lakeshore - drained glycol from chilled water coils on all air handlers, punched (cleaned) tubes on main chiller, replaced split condenser water piping and filled cooling tower.
- Carnegie W. - replaced drinking fountain.
- LSW - trenched basement floor outside of Automation and set up a drainage system and sump pump to remove water leaking into the building.
- Union - re-wired entire control panel of main AC unit, replaced old timer/time delay modules

- Lakeshore - repaired damaged electrical conduit in garage.
- Fulton - started new drinking fountain/bottle filler installation.
- LSW/Main - drained glycol from chilled water coils on air handlers for both buildings and switched system over from boilers to Cleveland Thermal (chilled water).
- Lakeshore - replaced bad supply fan motor on AHU#7.
- Brooklyn - started heat pump installation project for staff lunch room.
- LSW - worked with Siemens building automation and fire division tech on testing/troubleshooting smoke evacuation programming and sequence.
- LSW/Main - received and moved filter delivery from main building basement hallway to LSW LL mechanical room, 5th floor main and main building mechanical room.
- Lorain - replaced bad smoke detector in staff lunch room.
- Eastman - replaced belts and filters on meeting room AC.
- Jefferson - replaced belts and filters on AC unit.
- Brooklyn - replaced leaking bearing assembly on boiler circulation pump.
- Westpark - disassembled supply fan/ corrected blower rotation.

SAFETY & PROTECTIVE SERVICES

SAFETY SERVICES

- SPS will set hours for identification cards to be created. There is no policy in place currently and all staff come to the office intermittently throughout the day which interferes with the SPS workflow. Monday thru Friday 11am/12:30pm and 2:30pm/4pm.
- All downtown SPS officers were given refresher training with emergency lockdown procedures.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
April 2017	3609	144	73	63	646	120	57	47
March 2017	4084	151	102	85	728	174	68	48
Feb 2017	3574	155	65	109	586	164	80	40
Jan 2017	2920	127	44	112	470	115	80	93
Dec 2016	3087	123	34	108	372	160	68	29
Nov 2016	3404	155	52	113	568	116	74	40
Oct 2016	4127	165	73	118	707	148	81	49
Sept 2016	4074	163	76	136	604	119	69	63
Aug 2016	4866	175	98	170	784	132	70	117
July 2016	4141	155	87	77	697	105	75	46
June 2016	4307	163	82	50	652	120	70	76
May 2016	4694	196	59	143	713	124	90	68
April 2016	4822	161	125	143	845	162	117	68

Special Attention, Special Events, and Significant Incidents

- 4/4, a Brooklyn branch patrons behavior was deemed threatening by staff members especially Laura. He wanted to know if she applied the \$25 to his account. Staff was afraid to inform him of the negative balance. They feared that it would set him off. Staff called CPD and SPS, for assistance and. Laura was sent away to back staff area for her safety
- 4/6, an LSW staff member reported to SPS that her book bag has been stolen out of the staff room on LSW 3. This incident was investigated but no relevant information was attained from interviewing staff and video was pulled but it showed nothing.
- 4/13, the SPS officer working LSW desk received a call from an unknown phone number. The caller was a female with a foreign accent who asked questions about if they are allowed to bring in luggage carts. She also asked if SPS conducts searches.
- 4/15, a male patron approached SPS staff saying that he was hallucinating. He requested somebody be contacted because he needed help. SPS contacted the crisis hotline and they said they would call them back. The patron stormed out before the call stating he was seeing people and was last seen

walking east on superior talking to himself and shouting at the sky.

- 4/17, SPS responded to Addison branch to expel Mr. Fowler for repeatedly trespassing. While they were escorting him out, the patron began threatening the officers. The patron was noticeably intoxicated. The patron continued to threaten the officers with a rock while he walked down Superior.
- 4/29, while conducting patrol SPS officer made contact with a group of 2 males who were cursing loudly on LSW 4. When the officer instructed them they had to keep their voices down, they began to curse and threaten the officer with racial names. SPS management made contact with the males and informed them of their expulsions.

Protective and Fire Systems

- SPS officers took the lead in conducting fire drills for the first quarter of 2017. This responsibility was exclusively performed by supervisors in the past. The change has increased SPS management efficiency.
- SPS will communicate with the Deputy Director only before downtown drills to ensure important meetings aren't interrupted.
- SPS had property management put a lock on the Lorain branch roof entrance.

Contract Security

- I have coordinated Royce guards participation in upcoming ALICE training classes.
- SPS management met with Royce security leadership to discuss performance issues with some guards and supervisors with Royce.

Administration

- SPS supervisor interviews were held and the applicants didn't meet our expectations.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their second quarterly meeting of 2017 at Hudson Library and Historical Society on Friday, April 28, 2017. James Tolbert, Chair of the CLEVNET Directors' Panel and Director of Milan-Berlin Library District, welcomed the new director of Wickliffe Public Library, Rick Zalecky, to the group. Director Tolbert also provided a summary of his meeting with CPL Director Felton Thomas on April 11, 2017, at Milan Public Library. This annual meeting, between the Directors' Panel Chair and CPL's Director, is an opportunity for the two directors to discuss CLEVNET's strategic priorities and CPL's commitment to CLEVNET. The idea for the meeting came out of CLEVNET's strategic planning process, in the area of governance, as an action step to give the member libraries more of a voice in how CLEVNET is administered. Director Tolbert told the group that Director Thomas believes CLEVNET is on the right track as it seeks greater autonomy from CPL while maintaining all the mutually beneficial aspects of the CPL/CLEVNET relationship. Both directors saw opportunities for more cooperative advocacy efforts at the state level, promoting CLEVNET as the best example of regional collaboration in Ohio.

The meeting continued with Timothy Diamond, CPL's Chief Knowledge Officer and liaison to CLEVNET, providing an update on the strategic plan. Mr. Diamond reported that the staffing model developed during the strategic planning process is nearly filled, with interviews for a new Library Systems and Applications Analyst taking place in early May. The Pricing Model Review Group continues to work with GFOA (Government Finance Officers Association) on drafts of a new pricing model for member libraries. The group is taking a cautious and measured approach to their work, sensitive that any radical redistribution of financial responsibility could wreak havoc on the smaller libraries in CLEVNET. Meanwhile, the ad hoc committee to revise CLEVNET's bylaws continues their work, crafting language that will provide CLEVNET with a governance structure that balances autonomy with CPL's oversight. Mr. Diamond ended his presentation with a statement that the Directors' Panel is committed to thinking strategically and directing CLEVNET's resources and energies to providing core services (SirsiDynix ILS, the network, VoIP, tech support, emedia/databases); moving the data

center to the State of Ohio Computer Center (SOCC) in Columbus; and onboarding new member libraries.

Hilary Prisbylla, Director of CLEVNET, provided updates on Geauga County Public Library's successful migration to CLEVNET on February 6, 2017; the new mobile app under development; OverDrive's new Advantage Plus plan; credit card transactions; and the work being done to prepare for Rocky River Public Library's migration to CLEVNET scheduled for Memorial Day weekend.

Larry Finnegan, Director of IT, praised the new staff members in his department and spoke with great enthusiasm of all the work they are able to accomplish now that they are fully staffed. Mr. Finnegan gave a status report on the preparations to move the data center to the SOCC, and member libraries moved to VoIP. He also spoke about planning for 2018, and how member libraries could benefit from two CLEVNET projects in the works: 1) providing space at the SOCC for computer and printer management servers now housed at each member library; and 2) TRAPS to replace traditional anti-virus programs now purchased individually by member libraries.

The next quarterly of the CLEVNET Directors will be held on Friday, July 28, 2017, at a member library (to be determined).

CLEVNET Projects

- CLEVNET Director Hilary Prisbylla and her staff continue to work tirelessly on the million and one details that must be addressed before Rocky River Public Library (RRPL) migrates to CLEVNET in May.
- Migrated Bellevue, Burton and Kinsman libraries to CLEVNET VoIP.
- Replaced access points at Andover and Barberton libraries and migrated them to the new wireless controller.
- Replaced router, access point, and POE switch in preparation for VoIP migration at Fairport and migrated them to the new wireless controller.
- Added a router with FXO card to Geauga Thompson branch in preparation for VoIP migration.

- Cleaned up server room at Rocky River following migrating network to CLEVNET; separated everything into proper VLANs.
- Migrated all eight locations at Wayne County to the new wireless controller and replaced 16 access points.
- Assisted with the cut-over to new fiber connections at Willoughby following their renovation.
- Installed a new Domain Controller for Huron due to instability with their existing Domain Controller.
- Brought a second Domain Controller for Rocky River online for redundancy and protecting the domain infrastructure.
- Powered up the blade chassis for the new "Columbus Rack," along with the blades and ILO I.P. addressing configured.

Staff News

The five librarians in the department who are responsible for the ILS attended the annual SirsiDynix COSUGI (Customers of SirsiDynix Users Group) Conference in Salt Lake City, Utah, April 11-13, 2017. A presentation by Marlene Pelyhes, Library Systems and Applications Specialist, *Using BLUECloud Analytics and Excel to Find the Busiest Times at the Library*, was well received.

Ms. Rodriguez moved to adjourn into Executive Session to discuss the status of collective bargaining negotiations. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:33 pm

Ms. Rodriguez moved to return to the Regular Board Meeting. Mr. Corrigan seconded the motion which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 2:01 p.m. pm

MOTION TO
ADJOURN
INTO
EXECUTIVE
SESSION
Approved

Ms. Rodriguez adjourned the Regular Board Meeting at
2:02 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR APRIL 2017

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,483	3,351
Periodicals	8	426
Publishers Gifts	1	3
Non-Print Materials	11	288
TOTAL LIBRARY SERVICE MATERIALS	1,503	4,068

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 0	\$ 1,185
Library Fund	Restricted	315	1,623
Young Fund	Restricted	0	12,155
Schweinfurth Fund	Restricted	0	2,485
Founders Fund	Restricted	0	7,334
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	59,826
TOTAL MONEY GIFTS		\$ 315	\$ 85,509

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	17	62	1,503	4,068
Money Gifts	8	31	8	31
TOTAL GIFTS	25	93	1,511	4,099

666
Cleveland Public Library
2017

May 16, 2017

Cuyahoga County Budget Commission
Attention: Bryan Dunn
1219 Ontario Street
Cleveland, Ohio 44113

Dear Bryan,

Cleveland Public Library requests a Certificate of Estimated Resources as noted below for the following funds:

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 21,352,450.41	\$ 26,357,875.29	\$ 26,357,875.29	\$ 1,777,128.61	\$ 1,777,128.61	\$ -
			\$ 22,115,859.96	\$ 22,115,859.96			
Special Revenue Funds							
201	Anderson	\$ 298,256.67			\$ 19,000.00	\$ 19,000.00	\$ -
202	Endowment for the Blind	\$ 2,315,138.10			\$ 145,000.00	\$ 145,000.00	\$ -
203	Founders	\$ 6,519,469.54			\$ 432,156.12	\$ 535,656.12	\$ 103,500.00
204	Kaiser	\$ 63,388.19			\$ 4,000.00	\$ 4,000.00	\$ -
205	Kraley	\$ 186,152.65			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 165,285.26			\$ 12,000.00	\$ 12,000.00	\$ -
207	Pepke	\$ 136,083.10			\$ 9,000.00	\$ 9,000.00	\$ -
208	Wickwire	\$ 1,441,278.03			\$ 95,000.00	\$ 95,000.00	\$ -
209	Wittke	\$ 93,248.13			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,284,457.50			\$ 300,000.00	\$ 300,000.00	\$ -
225	Friends	\$ 5,000.00			\$ 53,000.00	\$ 53,000.00	\$ -
226	Judd	\$ -			\$ 234,733.00	\$ 234,733.00	\$ -
228	Lockwood Thompson	\$ 17,630.70			\$ 183,536.00	\$ 183,536.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 105,500.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 355,090.36			\$ 5,170,434.55	\$ 5,170,434.55	\$ -
251	OLBPD	\$ (7,291.61)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ -			\$ 35,062.62	\$ 35,062.62	\$ -
254	MyCom	\$ (35,658.92)			\$ 75,000.00	\$ 150,000.00	\$ 75,000.00
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
		\$ 16,943,028.45			\$ 8,344,016.29	\$ 8,522,816.29	\$ 178,500.00
Capital Projects Funds							
401	Building and Repair	\$ 8,876,395.08			\$ 1,330,000.00	\$ 1,330,000.00	\$ -
Permanent Funds							
501	Abel	\$ 226,173.04			\$ 15,500.00	\$ 15,500.00	\$ -
502	Ambler	\$ 2,193.48			\$ 150.00	\$ 150.00	\$ -
503	Beard	\$ 128,479.79			\$ 9,200.00	\$ 9,200.00	\$ -
504	Klein	\$ 5,163.48			\$ 350.00	\$ 350.00	\$ -
505	Malon/Schroeder	\$ 184,284.84			\$ 17,500.00	\$ 17,500.00	\$ -
506	McDonald	\$ 188,343.08			\$ 12,000.00	\$ 12,000.00	\$ -
507	Ratner	\$ 91,907.78			\$ 6,500.00	\$ 6,500.00	\$ -
508	Root	\$ 35,410.29			\$ 2,500.00	\$ 2,500.00	\$ -
509	Sugarman	\$ 52,295.93			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 117,350.04			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidenthal	\$ 6,522.12			\$ 430.00	\$ 430.00	\$ -
512	White	\$ 1,830,468.94			\$ 145,000.00	\$ 145,000.00	\$ -
513	Beard Anna Young	\$ 18,417.34			\$ 4,400.00	\$ 4,400.00	\$ -
		\$ 2,887,010.15			\$ 236,530.00	\$ 236,530.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 7,601.54			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -			\$ -	\$ -	\$ -
		\$ 7,601.54			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$178,500 relating to the Founders fund: Cleve Fdn grant for the MLK Jr Branch Design Competition-\$93,000 and the PLA grant for a Summer Internship-\$10,500; and the MyCom fund - \$75,000 cash advance from the General Fund as approved by the Board 2/16/17.

Thank You,
Carrie Krenicky
Treasurer/CFO
Cleveland Public Library

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: FIFTH AMENDMENT
MAY 18, 2017**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	21,352,450.41	0.00	21,352,450.41 (3)
Taxes - General Property	23,957,875.29	0.00	23,957,875.29
Public Library Fund (PLF)	22,115,859.96	0.00	22,115,859.96
State Rollbacks/CAT	2,412,489.54	0.00	2,412,489.54
Fines and Fees	399,000.00	0.00	399,000.00
Earned Interest	387,440.00	0.00	387,440.00
Services	0.00	0.00	0.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	1,079,699.07	0.00	1,079,699.07
Return of Advances/(Advances Out)	(101,500.00)	0.00	(101,500.00)
TOTAL RESOURCES	71,603,314.27	0.00	71,603,314.27

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	37,109,688.28	(14,525.00)	37,095,163.28
Supplies	1,076,042.00	0.00	1,076,042.00
Purchased/Contracted Services	10,114,403.43	0.00	10,114,403.43
Library Materials/ Information	6,749,723.65	0.00	6,749,723.65
Capital Outlay	1,109,182.87	14,525.00	1,123,707.87
Other Objects	145,762.38	0.00	145,762.38
SUBTOTAL OPERATING	56,304,802.61	0.00	56,304,802.61
Transfers	1,300,000.00	0.00	1,300,000.00
TOTAL APPROPRIATION	57,604,802.61	0.00	57,604,802.61

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: FIFTH AMENDMENT
MAY 18, 2017**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	24,287,044.74	178,500.00	24,465,544.74
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	297,114.16	0.00	297,114.16
Endowment for the Blind	2,460,138.10	0.00	2,460,138.10
Founders	4,486,963.30	103,500.00	4,590,463.30
Kaiser	67,388.19	0.00	67,388.19
Kraley	197,152.65	0.00	197,152.65
Library	177,285.26	0.00	177,285.26
Pepke	145,083.10	0.00	145,083.10
Wickwire	1,529,025.40	0.00	1,529,025.40
Wittke	99,248.13	0.00	99,248.13
Young	4,584,457.50	0.00	4,584,457.50
Friends	31,500.00	0.00	31,500.00
Judd	234,733.00	0.00	234,733.00
Lockwood Thompson	201,166.70	0.00	201,166.70
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	155,500.75	0.00	155,500.75
CLEVNET	5,525,524.91	0.00	5,525,524.91
LSTA-OLBPD	1,500,902.39	0.00	1,500,902.39
MyCom	74,403.70	0.00	74,403.70
Learning Centers	0.00	0.00	0.00
TOTAL APPROPRIATION	21,768,487.24	103,500.00	21,871,987.24 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,206,395.08	0.00	10,206,395.08
APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
BUILDING & REPAIR	10,206,395.08	0.00	10,206,395.08 (5)

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: FIFTH AMENDMENT
MAY 18, 2017**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,123,540.15	0.00	3,123,540.15
APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
Abel	241,673.04	0.00	241,673.04
Ambler	2,343.48	0.00	2,343.48
Beard	137,679.79	0.00	137,679.79
Klein	5,513.48	0.00	5,513.48
Malon/Schroeder	201,784.84	0.00	201,784.84
McDonald	200,343.08	0.00	200,343.08
Ratner	98,407.78	0.00	98,407.78
Root	37,910.29	0.00	37,910.29
Sugarman	64,295.93	0.00	64,295.93
Thompson	128,350.04	0.00	128,350.04
Weidenthal	6,952.12	0.00	6,952.12
White	1,975,468.94	0.00	1,975,468.94
Beard Anna Young	22,817.34	0.00	22,817.34
TOTAL APPROPRIATION	3,123,540.15	0.00	3,123,540.15 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	7,601.54	0.00	7,601.54
APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	7,601.54	0.00	7,601.54
CLEVNET Fines & Fees	0.00	0.00	0.00
TOTAL APPROPRIATION	7,601.54	0.00	7,601.54

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: FIFTH AMENDMENT
MAY 18, 2017**

- (1) Certificate dated April 11, 2017
- (2) Certificate requested May 16, 2017
- (3) \$21,311,700.41 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$5,702,168.24 encumbered cash.
- (4) \$15,983,778.45 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$848,312.41 encumbered cash. \$8,421,016.29 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.
($\$15,943,028.45 + \$8,421,016.29 - \$2,492,057.50 = \$21,871,987.24$)
- (5) \$8,876,395.08 unencumbered cash carried forward; plus \$1,615,639.76 encumbered cash. \$1,300,000.00 transfer from General Fund. \$30,000 additional revenue.
($\$8,876,395.08 + \$1,300,000 + \$30,000 = \$10,206,395.08$)
- (6) \$3,671,326.51 unencumbered cash carried forward; plus \$13,352.22 encumbered cash. \$236,530 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.
($\$3,671,326.51 + \$236,530.00 - \$784,316.36 = \$3,123,540.15$)



CLEVELAND PUBLIC LIBRARY

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

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

FROM: Carrie Krenicky, Chief Financial Officer

RE: Background and Assumptions for the 2018 Tax Budget

DATE: May 18, 2017 Board Meeting

Annually, the Cleveland Public Library submits the Alternate Tax Budget Information Forms as requested by the Cuyahoga County Budget Commission. These forms must be approved by the Board of Trustees on or before June 1 each year to allow for sufficient time to have it placed on Cleveland Metropolitan School District's Board agenda prior to the July 20, 2017 deadline for submission to the Cuyahoga County Budget Commission. The Tax Budget (sometimes referred to as the "request" or "needs" budget) documents the Library's need to receive revenue from tax sources, i.e. the Public Library Fund and the Library's general property tax levies, to cover the estimated expenditures for the budget year.

The Library uses a simplified approach for development of its 2018 Tax Budget as reflected in the use of the Alternate Tax Budget Information Forms. In lieu of having administrators develop a "wish list" budget that must be revisited and revised later in the year, we have set the 2018 expenses to \$57,993,947 based on current projections, with minimal program-by-program analysis in order to meet the current estimated revenue. In the fall, there will be more information regarding funding and better estimates for CPL's year-end fund balances, and the entire administrative team will participate in the detailed development of the 2018 Appropriation Measure.

Board of Library Trustees

Maritza Rodriguez, President • Alesha Washington, Vice President • Thomas D. Corrigan, Secretary
Alice G. Butts • John M. Hairston, Jr. • Anthony Parker • Alan Seifullah
Felton Thomas, Jr., Executive Director, CEO

Revenue Assumptions (General Fund)

- Amount requested from property tax levies is estimated at \$31,100,000, which exceeds anticipated actual collections. The full collection rate (100%) of the 1 mill perpetual and the 5.8 mill term levies for collection year 2017 is estimated at \$30,213,062 and we are currently certified at 87.24%. Applying this rate brings the estimated amount down to \$26,357,875.
- Amount requested from PLF, \$21,000,000, is lower than anticipated actual collections. 2017 PLF was certified for \$22,115,859.96. 2018 is estimating that the percentage reverts back to 1.66% of the total General Revenue Fund and assumes no growth.

The total estimated tax calculations are \$47,357,875.

(\$26,357,875 + \$21,000,000)

The total 2018 Tax Budget request is \$52,100,000.

(\$31,100,000 + \$21,000,000)

- Estimated other revenues for 2018 from earned interest, fines and fees, etc., are estimated to be \$1,721,275. The Tangible Personal Property (TPP) tax reimbursement payments has been completely phased out as of June 30, 2017.
- Estimated beginning unencumbered balance from the General fund is \$13,998,512.
- The overall estimated revenue calculations total \$49,079,150 (\$47,357,875 + \$1,721,275).
- The total General Fund 2018 Tax Budget Request is \$53,821,275 (\$52,100,000 + \$1,721,275), plus the estimated beginning unencumbered fund balance of \$13,998,512 totals \$67,819,787 of resources available for expenditures.

Cleveland Public Library's currently projected 2018 program of library service needs could greatly exceed anticipated revenues. It is consistent with past practice and expected to request funds in excess of probable collections.

The Resolution for the Year 2018 Tax Budget Request is being distributed with the packet of materials for the May 18, 2017 Board Meeting.

ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cleveland Public Library

For the Fiscal Year Commencing: January 1, 2018

Fiscal Officer Signature: Carrie Krenicky Date: May 18, 2017

COUNTY OF CUYAHOGA

Background

Substitute House Bill No. 129 (HB129) 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 (ORC) Section 5705.281.

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 still certify 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, but shall require the filing of this Alternative Tax Budget Information document on an annual basis.

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.

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 2018

SCHEDULE 1

I Fund	II Purpose	III Authorized By Voters On MM/DD/YY	IV Levy Type	V Number Of Years Levy To Run	VI Tax Year Begins/ Ends	VII Collection Year Begins/ Ends	VIII Maximum Rate Authorized	IX \$ AMOUNT Requested Of Budget Commission
General Fund	Current Expenses	11/5/1985	Replacement	Continuous	1985-	1986-	1.00	\$3,100,000.00
General Fund	Current Expenses	11/5/2013	Renewal	5 years	2013-2017	2014-2018	5.80	\$28,000,000.00
Totals								\$31,100,000.00

STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

Cleveland Public Library
Tax Budget 2018

SCHEDULE 2

Fund	Beginning	II	IV	V	VI	VII
BY Type	Estimated Unencumbered Fund Balance	Property Taxes and Local Government Revenue/(PLF)	Other Sources Receipts	Resources Available for Expenditures	Estimated Expenditures & Encumbrances	Estimated Unencumbered Balance
General Fund	13,998,512.00	52,100,000.00	1,721,275.00	67,810,787.00	57,983,047.00	9,825,840.00
Special Revenue Funds	12,000,000.00	0.00	8,000,000.00	20,000,000.00	8,000,000.00	12,000,000.00
Capital Projects Fund	1,799,370.00	0.00	0.00	1,799,370.00	1,799,370.00	0.00
Permanent Funds	2,000,000.00	0.00	250,000.00	2,250,000.00	2,250,000.00	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
				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

Proposed 2018 Tax Budget With Historical Perspective

Prepared By:
Carrie Krenicky

	2016			2017		2018
	Tax Budget 2016	Final	Actual Rev/Exp 2016	Tax Budget 2017	(2)	Tax Budget 2018
		Actual Budget 2016			Actual Budget 2017	
General Fund						
Beginning Unencumbered Balance	\$ 19,111,564	\$ 24,445,829	\$ 24,445,829	\$ 16,555,710	\$ 21,311,700	\$ 13,998,512
Property Taxes (includes Rollbacks)	33,300,000	27,779,733	27,799,640	31,100,000 (1)	26,357,875	31,100,000 (3)
Public Library Fund (formerly LLGSF)	21,000,000	21,419,757	21,419,757	23,776,000	22,115,860	21,000,000 (4)
Other Sources (Includes TPP Tax)	3,853,886	2,641,514	2,989,264	1,668,446 (1)	1,878,629	1,721,275
Total Current Revenue	58,153,886	51,841,004	52,208,661	56,544,446	50,352,364	53,821,275
Return Adv/Advances Out		68,410			(60,750)	
Total Revenue With Beg Balance	77,265,450	76,355,224	76,658,490	73,100,156	71,605,974	67,819,787
Expenses & Encumbrances	(63,908,576)	(56,476,215)	(55,342,790)	(65,666,574)	(57,604,803)	(57,993,947) (5)
Ending Unencumbered Balance	\$ 13,356,874	\$ 19,879,029	\$ 21,311,700	\$ 7,433,582	\$ 13,998,512	\$ 9,825,840
Special Revenue Funds						
Beginning Unencumbered Balance	\$ 12,000,000	\$ 14,622,361	\$ 14,622,361	\$ 12,000,000	\$ 15,983,778	\$ 12,000,000
Other Sources	5,800,000	8,607,771	9,145,649	7,500,000	8,317,516	8,000,000
Total Current Revenue	5,800,000	8,607,771	9,145,649	7,500,000	8,317,516	8,000,000
Return Adv/Advances Out		(109,160)			(40,750)	
Total Revenue With Beg Balance	17,800,000	23,120,973	23,768,010	19,500,000	24,260,545	20,000,000
Expenses & Encumbrances	(5,800,000)	(20,628,915)	(7,784,232)	(7,500,000)	(21,768,487)	(8,000,000)
Ending Unencumbered Balance	\$ 12,000,000	\$ 2,492,058	\$ 15,983,778	\$ 12,000,000	\$ 2,492,058	\$ 12,000,000
Capital Projects Fund						
Beginning Unencumbered Balance	\$ 8,511,047	\$ 9,083,635	\$ 9,083,635	\$ 2,705,172	\$ 8,876,395	\$ 1,799,370
Other Sources	0	1,503,500	1,503,500	8,500,000	1,330,000	0
Total Current Revenue	0	1,503,500	1,503,500	8,500,000	1,330,000	0
Total Revenue With Beg Balance	8,511,047	10,587,135	10,587,135	11,205,172	10,206,395	1,799,370
Expenses & Encumbrances	(8,511,047)	(10,587,135)	(1,710,740)	(11,205,172)	(10,206,395)	(1,799,370)
Ending Unencumbered Balance	\$ (0)	\$ -	\$ 8,876,395	\$ (0)	\$ -	\$ (0)

Proposed 2018 Tax Budget With Historical Perspective

Prepared By:
Carrie Krenicky

	2016			2017		2018
	Tax Budget 2016	Final	Actual Rev/Exp 2016	Tax Budget 2017	(2)	Tax Budget 2018
		Actual Budget 2016			Actual Budget 2017	
Permanent Funds						
Beginning Unencumbered Balance	\$ 2,000,000	\$ 2,683,120	\$ 3,467,436	\$ 2,000,000	\$ 2,887,010	\$ 2,000,000
Other Sources	250,000	137,536	281,860	200,000	236,530	250,000
Total Current Revenue	250,000	137,536	281,860	200,000	236,530	250,000
Total Revenue With Beg Balance	2,250,000	2,820,656	3,749,297	2,200,000	3,123,540	2,250,000
Expenses & Encumbrances	(2,250,000)	(2,820,656)	(77,970)	(2,200,000)	(3,123,540)	(2,250,000)
Ending Unencumbered Balance	\$ -	\$ 0	\$ 3,671,327	\$ -	\$ 0	\$ -
Agency Funds						
Beginning Unencumbered Balance	\$ -	\$ 18,241	\$ 18,241	\$ -	\$ 7,602	\$ -
Other Sources	0	0	113,759	0	0	0
Total Current Revenue	0	0	113,759	0	0	0
Total Revenue With Beg Balance	0	18,241	132,000	0	7,602	0
Expenses & Encumbrances	0	(18,241)	(124,399)	0	(7,602)	0
Ending Unencumbered Balance	\$ -	\$ -	\$ 7,602	\$ -	\$ -	\$ -
ALL FUNDS						
Beginning Unencumbered Balance	\$ 41,622,610	\$ 50,853,187	\$ 51,637,503	\$ 33,260,882	\$ 49,066,486	\$ 29,797,881
Property Taxes	33,300,000 (1)	27,779,733	27,799,640	31,100,000	26,357,875	31,100,000
Public Library Fund (formerly LLGSF)	21,000,000	21,419,757	21,419,757	23,776,000	22,115,860	21,000,000
Other Sources	9,903,886 (1)	12,890,322	14,034,032	17,868,446	11,762,675	9,971,275
Total Current Revenue	64,203,886	62,089,812	63,253,429	72,744,446	60,236,410	62,071,275
Ret Adv/Advances Out		(15,750)				
Total Revenue With Beg Balance	105,826,496	112,927,249	114,890,932	106,005,328	109,302,896	91,869,156
Expenses & Encumbrances	(80,469,623)	(90,531,162)	(65,040,130)	(86,571,746)	(92,710,827)	(70,043,317)
Ending Unencumbered Balance	\$ 25,356,873	\$ 22,396,087	\$ 49,850,802	\$ 19,433,582	\$ 16,592,069	\$ 21,825,840

Proposed 2018 Tax Budget With Historical Perspective

Prepared By:
Carrie Krenicky

2016			2017		2018 Proposed
	Final			(2)	
Tax Budget 2016	Actual Budget 2016	Actual Rev/Exp 2016	Tax Budget 2017	Actual Budget 2017	Tax Budget 2018

- (1) The 2017 Tax Budget estimate for Property Tax included Rollback/Homestead Tax of \$2,400,000, but excluded TPP Tax of \$12,490 which is included with Other Sources; however, the TPP Tax is now fully phased out for calendar year 2018.
- (2) The 2017 Actual Budget is current as of the April 11, 2017 Certificate of Estimated Resources and April 18, 2017 Board-approved Fourth Amendment to the Annual 2017 Appropriation.
- (3) Based on Collection Year 2017's effective rates & 100% collection rate of the 11/5/13 voter-approved 5.8 mill renewal and the 1985 continuing 1.0 mill on the 12/21/15 Cuyahoga County Budget Commission's Schedule A with a small increase to the assessed values.
- (4) PLF has been estimated, assuming the State's next budget reverts back to 1.66% of the total General Revenue Fund and no growth.
- (5) The proposed 2018 Tax Budget Expenditures/Encumbrances represents what the 2017 expenditures are currently projecting and including a 3% increase.

Revenue Sources Detail
For The
Proposed 2017 Tax Budget
For Board Presentation May 19, 2016

Prepared By:
 Carrie Krenicky

	2016		2017		2018 Proposed			
	Ending Budget 2016	Actual Revenue 2016	Current Budget 2017	Tax Budget 2018				
41200 Property Tax	25,322,947	\$ 25,322,947	\$ 25,338,596	\$ 25,338,596	\$ 23,957,875	\$ 23,957,875	\$ 31,100,000	\$ 31,100,000
41100 PLF (formerly LLGSF)	\$ 21,419,757		\$ 21,419,757		\$ 22,115,860		\$ 21,000,000	
41900 Rollbacks	\$ 2,456,786	\$ 2,456,786	\$ 2,461,044	\$ 2,461,044	\$ 2,400,000	\$ 2,400,000	\$ -	\$ -
Total Property Tax & Rollbacks		\$ 27,779,733	\$ 27,799,640		\$ 26,357,875		\$ 31,100,000	
Total Tax Budget Request Per Board Resolution							\$ 52,100,000	
Other Sources								
41900 TPP (CAT)	565,829	565,829	565,829	565,829	12,490	12,490	0	0
41900 Other Taxes			0	0				
Other								
43110 Fines	122,720		104,509		122,720		105,000	
43120 Fees	35,330		33,743		35,330		35,000	
43130 Lost Books	59,290		53,936		59,290		54,000	
43140 Book Deposits	0		15		0		0	
43150 Products	6,710		7,754		6,710		7,800	
43170 Sales Tax	11,630		12,692		11,630		12,700	
43180 Copiers	160,420		166,849		160,420		167,000	
43185 Class/Seminar Fees	1,000		0		1,000		0	
43190 Research Services	0		0		0		0	
43195 Dup Services	1,900		3,348		1,900		3,500	
44100 Investment Income	422,870		451,089		387,440		393,347	
45100 Computer Services	0		0		0		0	
45500 Other Services	0		0		0		0	
46500 Unrestricted Gifts	1,260		1,365		0		0	
48100 Sales of Surplus Property	0		0		0		0	
48300 Meeting Rooms	23,736		31,316		25,000		31,300	
48720 Refunds/Reimbursements	1,201,059		1,378,306		1,024,699		881,628	
48730 COBRA Contributions	0		0		0		0	
48800 Fines in Transit	0		9,265		0		0	
48900 Miscellaneous	27,760		30,589		30,000		30,000	
49820 Return of Advances			138,660					
Subtotal Other		2,075,685	2,423,434		1,866,139		1,721,275	
Total Other Sources (TPP Tax & Other)		2,641,514	2,989,264		1,878,629		1,721,275	
Total All Sources	\$ 51,841,004	\$ 52,208,661	\$ 50,352,364		\$ 53,821,275			
Beginning Unencumbered Balance	\$ 24,445,829	\$ 24,445,829	\$ 21,352,450					
Ret Adv/Advances Out	\$ 68,410		\$ (101,500)					
Total Available Revenue	\$ 76,355,244	\$ 76,654,490	\$ 74,603,314		\$ 53,821,275			



April 28, 2017

Mr. Felton Thomas
 Executive Director
 Cleveland Public Library
 325 Superior Avenue, N.E.
 Cleveland, OH 44114

Dear Mr. Thomas:

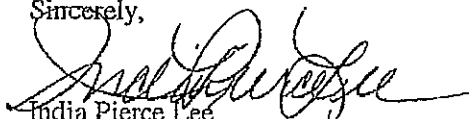
We are pleased to inform you that the Board of Directors of the Cleveland Foundation has authorized a grant to Cleveland Public Library. By accepting the grant funds, you agree to accept the grant as detailed below and understand and agree to the enclosed Terms and Conditions of Grant and approved budget.

Requests to modify this grant must be approved in advance by the Foundation (Grantee toolkit/Grant Modification Form). Any funds not expended for the purpose agreed to, must be returned to the Foundation.

GRANT ID:	260564
GRANT PURPOSE:	Design competition for the new Martin Luther King Jr. Library in Greater University Circle
ANTICIPATED OUTCOMES: <i>(You will be required to report on these anticipated outcomes when completing your grant report(s))</i>	<ul style="list-style-type: none"> - Develop a small advisory committee to ensure community outreach is considered by decision makers - Develop a competition brief that outlines the opportunity, including goals, opportunities, constraints, and a description of the neighborhood context this project takes place in. - Include community outreach during the process - Select three firms for the design competition to create ideas and conceptual plans - Select a winning design concept and firm to develop the new branch
AMOUNT:	\$93,000.00
GRANT PERIOD:	05/01/2017 - 04/30/2018
PAYMENT/S (ON OR ABOUT):	05/31/2017 \$ 46,500.00 11/30/2017 \$ 46,500.00 Funding Source: The Virginia Jones Fund (64075)
REPORTING REQUIREMENT/S:	11/01/2017 Interim Grant Report 05/31/2018 Final Grant Report <i>Online reporting for this grant is accessible through your Grants Gateway Homepage</i>
PROGRAM OFFICER/DIRECTOR:	Lillian Kuri

We wish you every success in the accomplishment of your goals.

Sincerely,


 India Pierce Lee
 Senior Vice President

Enclosures

CLEVELAND Foundation

Organization Name: Cleveland Public Library

Grant ID#: 260564

Grant purpose: Design competition for the new Martin Luther King, Jr. Library in Greater University Circle

The approved allocations for this grant are detailed below.

PROJECT EXPENSES	Requested Amount	Foundation Award
Salaries and wages		
Consultants and professional services	\$83,000	\$83,000
Travel	\$10,000	\$10,000
Equipment		
Office Supplies/Materials		
Postage and mailing		
Indirect expenses ie: rent/occupancy, utilities, maintenance		
Basic construction/renovation		
Other		
TOTAL	\$93,000	\$93,000



April 25, 2017

Cleveland Public Library
OCLC Symbol: CLE

FY2018 OCLC Cataloging and Metadata and WorldShare ILL Subscription Renewal Notice

OCLC will increase prices modestly in FY2018. The FY2018 OCLC Price List is available on the Online Service Center (OSC) for your convenience. Please visit www.oclc.org/servicecenter/, and then log on to your OSC account to access the Price List.

Effective July 1, 2017, the following subscriptions will renew automatically for the period of July 1, 2017 – June 30, 2018 at the same billing frequency you requested last year. The new amount will be reflected beginning with your July 2017 OCLC invoice, which will arrive in early August 2017.

Your FY2018 OCLC Cataloging and Metadata and WorldShare ILL Annual Subscriptions

FY2018 Cataloging and Metadata Subscription:	\$239,095.84
FY2018 OCLC WorldShare ILL Subscription:	\$6,673.05
Total Subscription Renewal:	\$245,768.89

ILL Fee Management (IFM) libraries: Please note that IFM is not included in the above subscription, as activity for IFM is tracked on a transaction basis, and pricing is set by the libraries involved.

OCLC offers billing services, including a prompt payment discount and a Subscription Payment Program that earns interest on deposits (earning 2.0% APR from 7/1/17 – 12/31/17). If you wish to participate in the Subscription Payment Program and require additional documentation, please visit: oclc.org/SubscriptionPayment

OCLC's Order Services team will be happy to answer questions and offer further guidance about this renewal information. Please call Becky Hurley, Director, Order Fulfillment and Distribution, at 1-800-848-5878, ext. 4316 or send an email to oclc renewals@oclc.org.

THIS IS NOT AN INVOICE



April 25, 2017

OCLC Symbol: CLE

Andrea Johnson or Library Director
Cleveland Public Library
Catalog Department
17133 Lake Shore Blvd
Cleveland, OH 44110-4006

Please find your FY2018 OCLC Cataloging and Metadata and WorldShare Interlibrary Loan (ILL) subscription renewal notice on the reverse of this letter. By renewing your cataloging and ILL subscriptions, your library's valuable collection is shared with your users and those of other libraries worldwide.

OCLC Cataloging and Metadata Subscription

OCLC's full range of cataloging and metadata services gives you the tools you need to streamline your cataloging workflows, to reduce operational costs and to save your staff time. You have access to WorldCat, which includes more than 390 million high-quality records that have been created, enhanced and shared by libraries worldwide. This allows you to do more copy cataloging, to support interlibrary loan and to improve discovery of your collections. Additionally, to improve your local discovery, your subscription provides the ability to automatically receive enhanced MARC records when improvements are made to WorldCat records for items you hold.

OCLC continues to help you simplify and automate your electronic and print workflows to increase collection visibility. With WorldShare Collection Manager, you can manage 2,300 new WorldCat knowledge base collections, automate WorldCat holdings maintenance for collections from Odilo and ProQuest Ebook Central, and access streamlined print workflow enhancements to WorldCat cataloging partner collections.

For more information about your OCLC Cataloging and Metadata Subscription, visit oc.lc/cataloging.

WorldShare Interlibrary Loan Subscription

With your WorldShare ILL subscription, your users have access to the collections of over 10,300 libraries through the world's largest resource sharing network. In 2016, the global library community shared more than 7.2 million monographs, articles and other materials using WorldShare ILL. Your subscription includes the following:

- Article Exchange, which streamlines document delivery, supports documents up to 60MB in a wide range of formats, and is integrated into WorldShare ILL
- The ability to issue IFM refunds for ILL transactions that were updated in error
- Direct Request functionality within the WorldShare ILL user interface
- Improved navigation and request processing
- Access to Google Scholar, Google Books, and Google search within the WorldShare ILL user interface

For more information about your WorldShare Interlibrary Loan subscription, visit oc.lc/ill.

Please contact Becky Hurley, Director, OCLC Order Fulfillment, at 1-800-848-5878, ext. 4316, or via email at oclc renewals@oclc.org with any questions. **Thank you for your continued participation in the OCLC cooperative.**

Sincerely,

Bruce Crocco
Vice President, Library Services for the Americas

**Cleveland Public Library
East 118th Street
Engineer's Opinion of
Construction Cost**

May 5, 2017

Item	Description	Quantity	Price	Total
Roadway				
1	Clearing & Grubbing	0.17 Acre	\$5,000.00	\$850.00
2	Excavation & Embankment	220 C.Y.	\$18.00	\$3,960.00
3	Subgrade Compaction	700 S.Y.	\$4.50	\$3,150.00
4	6" Aggregate Base - 304	110 C.Y.	\$42.00	\$4,620.00
5	1-1/2" 448 Asphalt Concrete Surface Type 2	28 C.Y.	\$250.00	\$7,000.00
6	3-1/2" 448 Asphalt Concrete Type 1	65 C.Y.	\$225.00	\$14,625.00
7	Type 6 Curb	315 L.F.	\$22.00	\$6,930.00
8	8" Concrete Apron including 6" ODOT 304	350 S.F.	\$8.00	\$2,800.00
9	4" Concrete walk including 4" ODOT 304	100 S.F.	\$6.00	\$600.00
10	Pavement Striping (including hatching)	520 L.F.	\$1.00	\$520.00
11	Curb Cut	40 L.F.	\$25.00	\$1,000.00
12	Handi-Cap Signage, including paint symbol	1 Each	\$1,000.00	\$1,000.00
13	Topsoil Seeding & Mulching	1450 S.F.	\$3.50	\$5,075.00
Sub-Total				<u>\$52,130.00</u>
Storm and Detention				
14	24" Storm Sewer for Detention	80 L.F.	\$85.00	\$6,800.00
15	Catch Basins	2 EACH	\$3,000.00	\$6,000.00
16	6" Underdrain, including finger drains	315 L.F.	\$12.00	\$3,780.00
17	Storm Tie-in with Test Tee	1 EACH	\$5,000.00	\$5,000.00
Sub-Total				<u>\$21,580.00</u>
Erosion Control				
18	Silt Fence	175 L.F.	\$5.00	\$875.00
19	Temporary Construction Entrance	1 EACH	\$5,000.00	\$5,000.00
20	Inlet Protection	4 EACH	\$125.00	\$500.00
21	Concrete Washout Area	1 EACH	\$1,000.00	\$1,000.00
Sub-Total				<u>\$7,375.00</u>
Total				<u><u>\$81,085.00</u></u>

PLF AGREEMENT BETWEEN THE NINE LIBRARIES OF CUYAHOGA COUNTY 2018-2021

This Agreement ("Agreement") is entered into in Cuyahoga County, Ohio by and between the various free public libraries in Cuyahoga County, Ohio, including: Cleveland Heights-University Heights Public Library, Cleveland Public Library, Cuyahoga County Public Library, East Cleveland Public Library, Euclid Public Library, Lakewood Public Library, Porter (Westlake) Public Library, Rocky River Public Library, Shaker Heights Public Library ("the libraries") and the Cuyahoga County Budget Commission, pursuant to resolutions duly adopted by the above-referenced Boards of Library trustee, and the Cuyahoga County Budget Commission (copies of which are attached).

WHEREAS, the libraries constitute all of the libraries in Cuyahoga County entitled to participate in the fund presently referred to in R.C. 5705.28 and R.C. 5705.32 as the county Public Library Fund, formerly known as the county Library and Local Government Support Fund (hereinafter referred to as the "Fund"); and

WHEREAS, the libraries have in the past found that the statutory framework for allocating that fund has not always resulted in satisfactory allocations, and has led to appeals and litigation involving the libraries; and

WHEREAS, trustee and directors of the various libraries have met together in good faith to agree upon specific percentage allocations of the Fund for each library in order to eliminate disputes and litigation with regard to such allocations; and

WHEREAS, the libraries have agreed that for the four-year period commencing January 1, 2018 through December 31, 2021, the libraries will retain the current percentage allocations with regard to distributions from the Fund that are equal to or less than the amount distributed to all the libraries from the Fund in the year 2007 ("2007 Base Year"); and

WHEREAS, the libraries have further agreed that should the Fund receipts exceed the amount distributed to the libraries in the 2007 Base Year during the four-year period from 2018-2021, any excess shall be subject to a new agreed-upon percentage allocations, which new percentage allocations are based solely upon 2010 U.S. Census population figures;

NOW, THEREFORE, subject to the approval of the Cuyahoga County Budget Commission, the libraries hereby agree that the Budget Commission shall order an allocation of the Fund for the years 2018, 2019, 2020, and 2021 (the "subject years") in accordance with the following percentages:

CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS PUBLIC LIBRARY

4.80750 %

of Funds equal to or less than 2007 Base Year distribution

4.52 %

of Funds in excess of 2007 Base Year distribution

CLEVELAND PUBLIC LIBRARY

41.18430 %

of Funds equal to or less than 2007 Base Year distribution

31.17 %

of Funds in excess of 2007 Base Year distribution

CUYAHOGA COUNTY PUBLIC LIBRARY

38.23690 %

of Funds equal to or less than 2007 Base Year distribution

48.08 %

of Funds in excess of 2007 Base Year distribution

EAST CLEVELAND PUBLIC LIBRARY

2.59000 %

of Funds equal to or less than 2007 Base Year distribution

1.63 %

of Funds in excess of 2007 Base Year distribution

EUCLID PUBLIC LIBRARY

3.30830 %

of Funds equal to or less than 2007 Base Year distribution

3.82 %

of Funds in excess of 2007 Base Year distribution

LAKEWOOD PUBLIC LIBRARY

3.64400 %

of Funds equal to or less than 2007 Base Year distribution

4.06 %

of Funds in excess of 2007 Base Year distribution

<p style="text-align: center;">PORTER (WESTLAKE) PUBLIC LIBRARY</p> <p style="text-align: center;">2.14310 %</p> <p style="text-align: center;">of Funds equal to or less than 2007 Base Year distribution</p> <p style="text-align: center;">2.55 %</p> <p style="text-align: center;">of Funds in excess of 2007 Base Year distribution</p>

<p style="text-align: center;">ROCKY RIVER PUBLIC LIBRARY</p> <p style="text-align: center;">1.25070 %</p> <p style="text-align: center;">of Funds equal to or less than 2007 Base Year distribution</p> <p style="text-align: center;">1.61 %</p> <p style="text-align: center;">of Funds in excess of 2007 Base Year distribution</p>

<p style="text-align: center;">SHAKER HEIGHTS PUBLIC LIBRARY</p> <p style="text-align: center;">2.83520 %</p> <p style="text-align: center;">of Funds equal to or less than 2007 Base Year distribution</p> <p style="text-align: center;">2.52 %</p> <p style="text-align: center;">of Funds in excess of 2007 Base Year distribution</p>
--

When a budget for each library has been adopted in accordance with Ohio Revised Code 5705.28, the Budget Commission shall fix the amount of the fund to be distributed to each library board of trustees pursuant to § 5705.32 for the ensuing calendar year in accordance with this Agreement; or as otherwise unanimously agreed to in writing by the libraries and the Budget Commission.

When the Budget Commission orders an allocation distribution of the Fund in accordance with the terms of this agreement and any agreement of the libraries provided for herein, each library shall refrain from challenging and/or appealing the distribution of the fund to the Board of Tax appeals, or to any other agency or court of competent jurisdiction. The only basis upon which any library may challenge any such distribution shall be on the basis that the Budget Commission failed to follow the provisions of this Agreement and any agreement of the libraries provided for herein for any of the subject years.

In the event that during the term of this agreement one library should cease to operate or be included with another, the libraries and the Cuyahoga County Budget Commission agree to meet to discuss any revision to the allocation set forth above and amend the agreement accordingly.

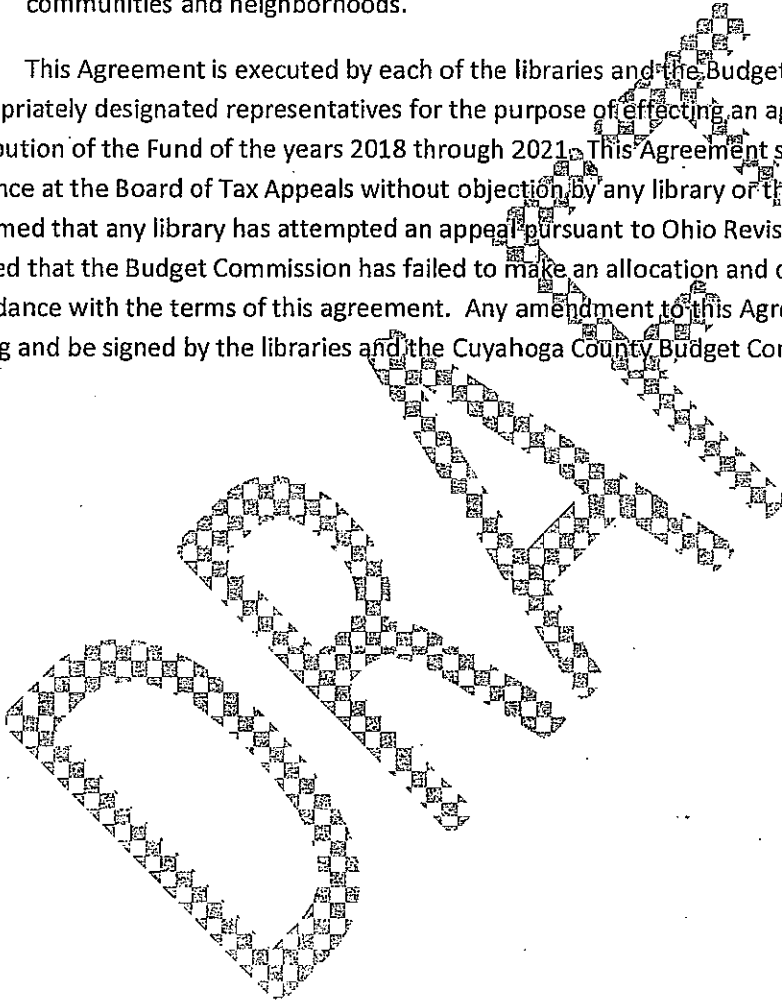
In addition to the foregoing, the libraries agree that they will do the following:

- (a) The directors of each library will attend a meeting to be held at least twice a year during years 2018 through 2021 in order to discuss the percentage share of the Fund to be allocated amongst the libraries after 2021, which discussions shall consider a new percentage allocation formula

taking into consideration the 2020 U.S. Census population figures, and in order to foster continued good faith and cooperation between the libraries. The directors will also explore ways and opportunities to utilize more effectively their resources to better serve their patrons and to achieve the goals of this agreement;

- (b) The libraries will work together through available political, civic and media channels to maintain and increase the level of financial support Ohio law provides for public libraries in Ohio; and
- (c) The libraries will work jointly to meet the needs of users in the present and in the future, with careful attention to population growth, circulation and particular requirements of different communities and neighborhoods.

This Agreement is executed by each of the libraries and the Budget Commission by their appropriately designated representatives for the purpose of effecting an agreed allocation and distribution of the Fund of the years 2018 through 2021. This Agreement shall be introduced into evidence at the Board of Tax Appeals without objection by any library or the Budget Commission when it is claimed that any library has attempted an appeal pursuant to Ohio Revised code 5705.37 or when it is claimed that the Budget Commission has failed to make an allocation and distribution of the Fund in accordance with the terms of this agreement. Any amendment to this Agreement must be made in writing and be signed by the libraries and the Cuyahoga County Budget Commission.





1765 Crawford Road Cleveland, Ohio 44106
(216) 721-6555
www.myafricanamericanmuseum.org

May 10, 2017

Founder

Isabod Flewellen

Cleveland Public Library
Cleveland, Ohio 44112

Executive Director

Frances Caldwell

Dear Board of Trustees:

The need intended use of the land, parcel #11905002 by the by the African American Museum will be to accommodate the public for parking purposes upon visiting the museum.

Trustee Members

John A. Boyd,
President
Dave Hammons
Hollis Crump
Mestophia Frame
May Williams

The museum is currently undergoing repairs and renovations. In addition, the conceptual design for the expansion of the museum cannot progress without the legal ownership of the aforementioned land/parcel #11905002.

The African American Museum gratefully accepts the Quit Claim Deed for the land and thank you sincerely for your continued support,

Sincerely,

John A. Boyd
President, Board of Trustees

Located in the Historic Hough Neighborhood

Cc: file
Frances Caldwell, Executive Director



1765 Crawford Road Cleveland, Ohio 44106
(216) 721-6555
www.myafricanamericanmuseum.org

May 10, 2017

Resolution # 2017-05
Quit Claim Deed

Founder

Isabod Flewellen

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE DONATION DEED AND CONVEYANCE OF CERTAIN REAL PROPERTY FROM THE CLEVELAND PUBLIC LIBRARY, TRUSTEE OF THE LAND AS A GIFT TO THE AFRICAN AMERICAN MUSEUM AUTHORIZING THE EXECUTION AND RECORDATION OF THE PROPERTY, PARCEL #11905002.

Executive Director

Frances Caldwell

WHEREAS, Cleveland Public Library, Trustee of the property/land, ("Grantor") owns certain real property lying and being situated in the City of Cleveland, Cuyahoga County, Ohio (the "Property"), parcel #11905002 and

Trustee Members

John A. Boyd,
President
Dave Hammons
Hollis Crump
Mestophia
Frame

WHEREAS, Grantor desires to voluntarily convey the Property and all improvements thereon, if any, as a donation to the African American Museum to be owned and held for unrestricted museum purposes; and

WHEREAS, the African American Museum desires to accept the donation of the Property subject to the terms and conditions of the Deed and the Board of Trustees has determined that it is in the African American Museums interest for the African American Museum to accept the donation and conveyance of the Property; and

Located in the
Historic
Hough
Neighborhood

WHEREAS, the Board of Trustee's desires to authorize the African American Museum to execute the Quit Claim Deed upon received and to expend such funds as are necessary to complete the donation and conveyance of the Property to the African American Museum;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE AFRICAN AMERICAN MUSEUM, 1765 CRAWFORD ROAD, CLEVELAND, OHIO, AS FOLLOWS:

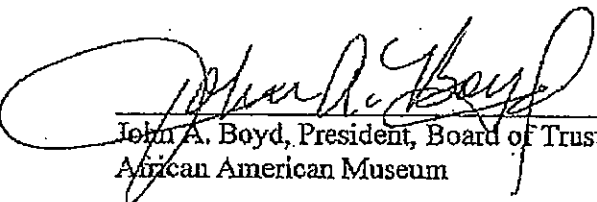
Section One. The Board of Trustees hereby authorizes the acceptance of the donation and conveyance of the Property from Grantor as a donation to the African American Museum for use for any valid public purpose and approves the Quit Claim Deed. The Property shall be conveyed by the Quit Claim Deed with general warranty provisions.


Section Two. The Cuyahoga County Auditor and the Cuyahoga County Fiscal Officer, is each hereby authorized to execute any and all documents necessary to effect the donation and conveyance of the Property as a donation to the African American Museum, including without limitation, the acceptance and recordation of the Quit Claim Deed in the Records of Cuyahoga County, Ohio.

Section Three. Nothing herein or in the conveyance shall be deemed to restrict the use of the Property by the African American Museum or the museums right to convey or transfer any interest therein.

This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED BY THE BOARD OF TRUSTEES AND APPROVED BY THEM
THIS 10th DAY OF MAY, 2017.


 John A. Boyd, President, Board of Trustees
 African American Museum


 Frances Caldwell, Executive Director
 African American Museum



SYNERGY

Mechanical Contractor

529 Grant Street, Suite # 105 Akron, Ohio 44311

Phone: (330) 253-3500 * Fax: (330) 253-3025

OFFICE@SYNERGYLLC.US.COM

We are an Equal Opportunity Employer

April 7, 2017

Cleveland Public Library

Attn: Michael Ucic

Re: Mt. Pleasant Branch – Rooftop Heating & A/C Unit Replacement

We are pleased to provide the following quotation to replace the existing rooftop unit at the above referenced project.

\$29,300

Included:

1. Demolition
2. New 12.5 ton rooftop heating and air conditioning unit
3. New curb adapter
4. Disconnect and reconnect sheet metal ductwork
5. Disconnect and reconnect electrical power and temperature control wiring
6. New 7-day programmable thermostat
7. Disconnect and reconnect natural gas piping
8. Rigging
9. Work to be performed on a Sunday morning due to the location of the crane set-up on the adjacent property

Excluded:

1. Sales Tax
2. Air balancing

Please call if you have any questions, or would like to modify our scope of work.

Sincerely,

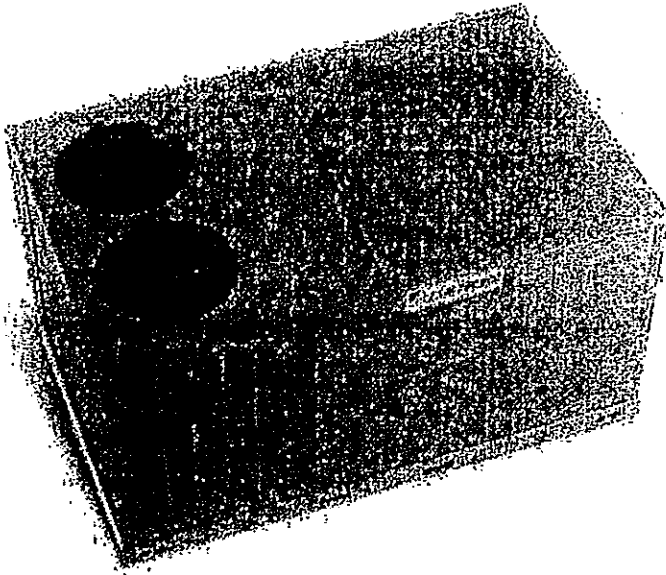
Synergy, LLC



DCG COMMERCIAL

7½ - 12½ TON PACKAGED GAS/ELECTRIC
UP TO 11.3 EER / 80% AFUE

COOLING CAPACITY: 88,000 — 144,000 BTU/H
HEATING CAPACITY (OUTPUT): 168,000 BTU/H



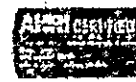
Contents	
Nomenclature.....	2
Product Specifications.....	4
Expanded Cooling Data.....	8
Airflow Data.....	16
Dimensions.....	20
Wiring Diagrams.....	24
—for Models with DDC Controls.....	36
Accessories.....	43

Standard Features

- TuffTube™ tubular heat exchanger
- High-efficiency scroll compressors
- Two-stage heating and cooling
- Copper tube / aluminum fin coils
- Power block for field wiring
- High-capacity, steel-cased filter drier
- Single-point entry
- 24-volt terminal strip
- Convertible airflow orientation
- Built-in filter rack with standard 2" filters
- Complies with California Low NOx emissions standards
- Units meet the performance outlined in Table 6.8.1A of ASHRAE Standard 90.1-2010
- AHRI Certified; ETL Listed

Cabinet Features

- Heavy-gauge, galvanized-steel cabinet with UV-resistant powder-paint finish
- Full perimeter rail
- Sloped drain pan
- Easy to service



* Complete warranty details available from your local dealer or at www.daikincomfort.com.

NOMENCLATURE

DCG 150 210 3B XXX

	D	C	G	090	210	3	B	*	*	*	A	*
	1	2	3	4,5,6	7,8,9	10	11	12	13	14	15	16
REVISION LEVELS Major & Minor												
FACTORY-INSTALLED OPTIONS												
BRAND D Daikin	<ul style="list-style-type: none"> X No Options A Non-powered convenience outlet B Powered convenience outlet C Low-ambient kit D Return air smoke detector E Supply air smoke detector F Non-powered convenience outlet; Low-ambient kit G Non-powered convenience outlet; Return air smoke detector H Non-powered convenience outlet; Supply air smoke detector J Non-powered convenience outlet; Return & Supply air smoke detectors K Non-powered convenience outlet; Low-ambient kit; Supply air smoke detector L Non-powered convenience outlet; Low-ambient kit; Return & Supply air smoke detectors M Powered convenience outlet; Low-ambient kit N Powered convenience outlet; Return air smoke detector O Powered convenience outlet; Return & Supply air smoke detectors P Powered convenience outlet; Supply air smoke detector Q Powered convenience outlet; Low-ambient kit; Return air smoke detector R Powered convenience outlet; Low-ambient kit; Supply air smoke detector T Powered convenience outlet; Low-ambient kit; Return & Supply air smoke detectors U Non-powered convenience outlet; Low-ambient kit; Return air smoke detector V Low-ambient kit; Return air smoke detector W Low-ambient kit; Supply air smoke detector Y Low-ambient kit; Return & Supply air smoke detectors Z Return & Supply air smoke detectors 											
CONFIGURATION C Commercial T High Efficiency (3-5 Tons)												
APPLICATION C Cooling G Gas Heat H Heat Pump ²												
NOMINAL COOLING CAPACITY												
036 3 Tons	102	8 1/2 Tons	300	25 Tons								
048 4 Tons	120	10 Tons										
060 5 Tons	150	12 1/2 Tons										
072 6 Tons	180	15 Tons										
090 7 1/2 Tons	240	20 Tons										
NOMINAL HEATING CAPACITY												
Gas/Electric	A/C H/P		Factory-Installed Electric Heat									
045 45,000 BTU/h	XXX	No Heat										
090 90,000 BTU/h	010	10 kW	030	30 kW								
115 115,000 BTU/h	015	15 kW	031	30 kW								
140 140,000 BTU/h	016	15 kW	045	45 kW								
210 210,000 BTU/h	018	18 kW	046	45 kW								
350 350,000 BTU/h	020	20 kW	060	60 kW								
400 400,000 BTU/h	025	25 kW										
See product specifications for heat size(s) available for each capacity.												
VOLTAGE												
1 208-230/1/60	4	400/3/60										
3 208-230/3/60	7	575/3/60										
SUPPLY FAN/DRIVE TYPE/MOTOR												
B Belt Drive (single speed)	V	Two-Speed Belt Drive (also designates 6-Ton with two-stage compressor)										
D Direct Drive (3-5 Tons)												
FACTORY-INSTALLED OPTIONS												
A Ultra Low-Leak Downflow Economizer ¹	R Ultra Low-Leak Downflow Economizer ¹											
B DDC-BACnet protocol	DDC-BACnet protocol;											
F Ultra Low-Leak Downflow Economizer ¹	Disconnect Switch (non-fused)											
DDC-BACnet protocol	V Low-Leak Downflow Economizer ¹											
H Disconnect Switch (non-fused)	W Low-Leak Downflow Economizer ¹											
J Ultra Low-Leak Downflow Economizer ¹	Disconnect Switch (non-fused)											
Disconnect Switch (non-fused)	X No Options											
M Disconnect Switch (non-fused); DDC-BACnet protocol												
FACTORY-INSTALLED OPTIONS												
X Standard Aluminized Heat Exchanger												
S Stainless-Steel Heat Exchanger												
D Hinged Panels (3-12 1/2 Tons)												
K Stainless-Steel Heat Exchanger; Hinged Panels (3-12 1/2 tons)												
B Phase Monitor												
J Stainless Steel Heat Exchanger; Phase Monitor												
M Hinged Panel (3-12 1/2 tons); Phase Monitor												
L Stainless-Steel Heat Exchanger; Hinged Panels (3-12 1/2 tons); Phase Monitor												
<p>Note: Not all options available for all products.</p> <p>¹Please contact HFS rooftop Systems directly if Power Exhaust is required. Ultra Low-leak economizer for DDC controls.</p> <p>²Please use part number DPE901502 / DPE901504 / DPE901507 if Power Exhaust is required.</p> <p>³X= No Options in character 13th</p>												

FACTORY-INSTALLED OPTIONS

- **Stainless-Steel Heat Exchanger (DCG units only):** A tubular heat exchanger made of 409-type stainless steel is installed in the unit.
- **Low-Ambient Kit:** Allows for cooling operation at lower outdoor temperatures. On the 3- to 6-ton units, cooling operation is extended from 60°F ambient temperature to 35°F outside air temperature. On 7½-20 ton units, cooling operation is extended from 35°F ambient temperature to 0°F outside air temperature. For 25 ton units, cooling operation is extended from 24°F ambient temperature to 0°F outside air temperature.
- **Economizers (Downflow):** Based on air conditions, can provide outside air to cool the space.
- **Electric Heat Kits (DCC and DCH units only):** Available in all voltage options.
- **Non-powered Convenience Outlet:** A 120V, 15A, GFCI outlet makes it easier for technicians to service the unit once an electrician runs power to the outlet.
- **Powered Convenience Outlet:** A 120V, 15A, GFCI outlet powered with a transformer built into the unit. When a factory-installed powered convenience outlet is installed in the equipment, the unit MCA (Min. Circuit Ampacity) will increase by 7.5A for 208/230V units, increase by 3.75A for 460V units, and by 3A for 575V units. The MOP (Max. Overcurrent Protection) device must be sized accordingly.
- **Disconnect Switch (non-fused; 3-phase units only):** A disconnect switch is installed in the unit and factory wiring will be complete from the switch to the unit. Please note that for air conditioning (DCC units) and heat pump models (DCH units), the appropriate electric heat kit must be ordered to be factory-installed along with the disconnect switch (non-fused) when it is ordered. Please note that for models with a powered convenience outlet option and a disconnect switch (non-fused) option, the power to the powered convenience outlet will be shut off when the disconnect switch (non-fused) is in the off position.
- **Return Air and/or Supply Air Smoke Detectors:** Return air and/or supply air smoke detectors are installed in the unit.
- **Two-speed indoor fan blower models are available on 6, 7½, 8½, 10, 12½, 15, 20 & 25 ton units.** Section 6.4.3.10.b of ASHRAE Standard 90.1-2010 and Section 6.5.3.2.1.a of ASHRAE Standard 90.1-2013 require a minimum of two fan speeds. Section 140.4(m)1 of California Energy Commission Title 24 2013 contains a similar provision. When the units with the two-speed indoor fan blowers operate on a call for the first stage of cooling, the fan operates at low speed, which is 66% of full speed. When the units operate on a call for the second stage of cooling, the fan operates at full speed. In heating operation, the fan operates at full speed. During ventilation operation, the fan operates at low speed.
- **Hinged Access Panels:** Allows access to unit's major components. Combined with latches for easy access to control box, compressor, filters and blower motor. Available on 3-12½ Tons units.

	DCG150 2103B***A*	DCG150 2103V***A*	DCG150 2104B***A*	DCG150 2104V***A*	DCG150 2107B***A*	DCG150 2107V***A*
COOLING CAPACITY						
Total, BTU/h	144,000	144,000	144,000	144,000	144,000	144,000
Sensible BTU/h	100,000	100,000	100,000	100,000	100,000	100,000
EER / IEER	10.8 / 11.0	10.8 / 11.0	10.8 / 11.0	10.8 / 11.0	10.8 / 11.0	10.8 / 11.0
Decibels	83	83	83	83	83	83
ARI Reference #s	6885862	6885865	6885862	6885865	6885862	6885865
HEATING CAPACITY						
High Input / Output BTU/h	210,000 / 168,000		210,000 / 168,000		210,000 / 168,000	
Low Input / Output BTU/h	157,500 / 126,000		157,500 / 126,000		157,500 / 126,000	
Steady State Efficiency	80	80	80	80	80	80
Temperature Rise Range (°F)	15 - 45	15 - 45	15 - 45	15 - 45	15 - 45	15 - 45
No. of Burners	6	6	6	6	6	6
EVAPORATOR MOTOR / COIL						
Motor Type (Belt Drive)	Belt Drive	2-speed Belt Drive	Belt Drive	2-speed Belt Drive	Belt Drive	2-speed Belt Drive
Indoor Nominal CFM	3,900	3,900	3,900	3,900	3,900	3,900
Indoor Motor FLA (Cooling)	9.4	9.1	4.7	4.3	4.2	3.5
Horsepower - RPM	3.0 - 1,725	3.0/1760-1165	3.0 - 1,725	3.0/1760-1165	3.0 - 1,725	3.0/1760-1165
Piston Size (Cooling)	0.092	0.092	0.092	0.092	0.092	0.092
Filter Size (Qty)	(4) 20" x 25" x 2"	(4) 20" x 25" x 2"	(4) 20" x 25" x 2"	(4) 20" x 25" x 2"	(4) 20" x 25" x 2"	(4) 20" x 25" x 2"
Drain Size (NPT)	¾"	¾"	¾"	¾"	¾"	¾"
R-410A Refrigerant Charge Cir #1/ #2 (oz.)	175	175	175	175	175	175
Evaporator Coil Face Area (ft²)	14.7	14.7	14.7	14.7	14.7	14.7
Rows Deep / Fins per Inch	4 / 15	4 / 15	4 / 15	4 / 15	4 / 15	4 / 15
BELT DRIVE EVAP FAN DATA						
# of Wheels (D x W)	(1) 15" x 15"	(1) 15" x 15"	(1) 15" x 15"	(1) 15" x 15"	(1) 15" x 15"	(1) 15" x 15"
Motor Sheave / Blower Sheave	VL40 / AK66	VP44 / AK71	VL40 / AK66	VP44 / AK71	VL40 / AK66	VP44 / AK71
Belt	AX49	AX48	AX49	AX48	AX49	AX48
CONDENSER FAN / COIL						
Quantity of condenser Fan Motors	2	2	2	2	2	2
Horsepower - RPM	½ - 1,075	½ - 1,075	½ - 1,075	½ - 1,075	½ - 1,075	½ - 1,075
Fan Diameter / # Fan Blades	22/3	22/3	22/3	22/3	22/3	22/3
Outdoor Nominal CFM	8,400	8,400	8,400	8,400	8,400	8,400
Face Area (ft²)	39.0	39.0	39.0	39.0	39.0	39.0
# Coils / Rows Deep - Fins per Inch	2/2 rows 27 fpi	2/2 rows 27 fpi	2/2 rows 27 fpi	2/2 rows 27 fpi	2/2 rows 27 fpi	2/2 rows 27 fpi
COMPRESSOR						
Quantity / Type / Stage	2 / Scroll / 1	2 / Scroll / 1	2 / Scroll / 1	2 / Scroll / 1	2 / Scroll / 1	2 / Scroll / 1
Compressor RLA / IRA ea.	22.4 / 149	22.4 / 149	10.6 / 75	10.6 / 75	7.7 / 54	7.7 / 54
ELECTRICAL DATA / STATIC						
Voltage / Phase / Frequency	208-230/3/60	208-230/3/60	460/3/60	460/3/60	575/3/60	575/3/60
Standard Max Static	1.4"	1.4"	1.4"	1.4"	1.4"	1.4"
Outdoor Fan FLA ea.	2.00	2.00	0.85	0.85	0.67	0.67
Total Unit Amps	59	57.9	28	26.9	21.4	20.7
Min. Circuit Ampacity ¹	65	63.5	31	29.9	23	23
Max. Overcurrent Protection (amps) ²	80	80	40	40	30	30
Entrance Power Supply	Locating	Locating	Locating	Locating	Locating	Locating
Entrance Control Voltage	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple
OPERATING WEIGHT (LBS)						
SHIP WEIGHT (LBS)	1315	1315	1315	1315	1315	1315
	1340	1340	1340	1340	1340	1340

¹ Wire size should be determined in accordance with National Electrical Codes. Extensive wire runs will require larger wire sizes.

² May use fuses or HACR-type circuit breakers of the same size as noted.

Note: Always check the S&R plate for electrical data on the unit being installed.

EXPANDED COOLING DATA — 12½ TONS

IDB	AIRFLOW	OUTDOOR AMBIENT TEMPERATURE																										
		65			75			85			95			105			115											
		59	63	67	71	59	63	67	71	59	63	67	71	59	63	67	71	59	63	67	71							
70	M/Bh	141	146	160	188	143	157	195	152	193	159	189	131	135	148	127	132	145	121	125	137	112	116	127	117	121	131	141
	S/T	0.65	0.58	0.40	0.72	0.60	0.42	0.74	0.62	0.43	0.76	0.63	0.44	0.76	0.63	0.44	0.79	0.66	0.46	0.79	0.66	0.46	0.80	0.65	0.46	0.80	0.65	0.46
	ΔT	20.4	17.7	13.4	20.7	17.9	13.6	11.2	11.4	11.8	11.9	12.1	12.5	12.5	12.8	13.2	13.7	13.5	13.0	13.3	13.5	13.5	13.2	13.6	13.5	13.8	14.2	14.2
	Hi PR	232	271	286	282	304	321	321	346	365	366	394	416	366	394	416	412	443	468	412	443	468	455	485	517	455	485	517
70	Lo PR	103	110	120	109	116	127	114	121	132	119	127	139	119	127	139	125	133	145	125	133	145	129	138	150	129	138	150
	M/Bh	137	142	156	194	139	152	131	135	148	127	132	145	131	135	148	127	132	145	121	125	137	112	116	127	112	116	127
	S/T	0.66	0.55	0.38	0.69	0.57	0.40	0.70	0.59	0.41	0.73	0.61	0.42	0.70	0.58	0.40	0.72	0.61	0.42	0.73	0.61	0.42	0.76	0.63	0.44	0.76	0.63	0.44
	ΔT	21.3	18.5	14.0	21.6	18.7	14.2	11.1	11.3	11.7	11.8	12.0	12.4	12.4	12.7	13.1	13.7	13.5	13.0	13.3	13.5	13.5	13.2	13.6	13.5	13.8	14.2	14.2
70	Hi PR	249	268	283	250	301	318	318	342	361	362	390	412	362	390	412	407	439	463	407	439	463	450	485	512	450	485	512
	Lo PR	102	109	119	108	115	126	112	120	131	118	126	137	118	126	137	124	132	144	124	132	144	128	136	149	128	136	149
	M/Bh	126	131	144	124	128	140	121	125	137	118	122	134	118	122	134	112	116	127	112	116	127	104	107	118	104	107	118
	S/T	0.64	0.55	0.37	0.66	0.55	0.38	0.68	0.57	0.39	0.70	0.58	0.40	0.70	0.58	0.40	0.72	0.61	0.42	0.73	0.61	0.42	0.79	0.61	0.42	0.79	0.61	0.42
75	ΔT	21.8	18.3	14.3	22.1	19.1	14.5	11.1	11.1	11.7	11.8	12.0	12.4	12.4	12.7	13.1	13.7	13.5	13.0	13.3	13.5	13.5	13.2	13.6	13.5	13.8	14.2	14.2
	Hi PR	242	260	275	271	292	308	308	332	351	351	378	399	351	378	399	395	425	449	395	425	449	437	470	496	437	470	496
	Lo PR	99	106	115	105	112	122	109	116	127	109	116	127	111	117	122	111	117	122	111	117	122	120	128	139	120	128	139
	M/Bh	143	148	160	140	144	156	137	141	152	164	133	137	148	155	159	133	144	155	123	127	137	114	117	127	114	117	127
75	S/T	0.79	0.70	0.53	0.82	0.73	0.55	0.84	0.75	0.57	0.84	0.73	0.58	0.82	0.74	0.56	0.82	0.74	0.56	0.85	0.77	0.58	0.86	0.77	0.58	0.86	0.77	0.58
	ΔT	23.6	21.2	17.8	23.9	22.0	18.0	12.5	12.5	12.9	12.5	12.9	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0
	Hi PR	254	274	289	295	307	324	338	324	346	369	385	373	398	420	438	416	447	472	416	447	472	459	494	522	459	494	522
	Lo PR	104	111	121	110	117	128	137	115	122	133	142	124	128	140	146	126	134	147	126	134	147	131	139	152	131	139	152
75	M/Bh	139	143	155	136	140	152	163	133	137	148	155	139	143	154	155	123	127	137	123	127	137	114	117	127	114	117	127
	S/T	0.75	0.67	0.51	0.78	0.70	0.53	0.80	0.71	0.54	0.83	0.74	0.56	0.82	0.74	0.56	0.82	0.74	0.56	0.85	0.77	0.58	0.86	0.77	0.58	0.86	0.77	0.58
	ΔT	24.7	22.7	18.6	25.0	23.0	18.8	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0
	Hi PR	252	271	285	282	304	321	335	321	346	365	381	365	394	416	434	412	443	468	412	443	468	455	489	517	455	489	517
75	Lo PR	103	110	120	109	116	127	135	114	121	132	141	119	127	139	146	125	133	145	125	133	145	129	138	150	129	138	150
	M/Bh	129	132	143	126	129	140	150	123	126	137	147	128	133	143	143	114	117	127	114	117	127	105	108	117	105	108	117
	S/T	0.72	0.65	0.49	0.75	0.67	0.51	0.77	0.67	0.51	0.83	0.75	0.57	0.82	0.74	0.56	0.82	0.74	0.56	0.85	0.77	0.58	0.86	0.77	0.58	0.86	0.77	0.58
	ΔT	25.2	23.2	19.0	25.5	23.5	19.2	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3	13.3
75	Hi PR	244	263	277	274	295	311	325	312	335	354	369	355	382	403	421	399	430	454	399	430	454	441	475	501	441	475	501
	Lo PR	100	107	117	106	113	123	131	110	117	128	136	116	123	134	143	121	129	141	121	129	141	125	133	146	125	133	146
	M/Bh	149	154	167	140	144	156	163	133	137	148	155	139	143	154	155	123	127	137	123	127	137	114	117	127	114	117	127
	S/T	0.75	0.67	0.51	0.82	0.73	0.55	0.84	0.75	0.57	0.84	0.73	0.58	0.82	0.74	0.56	0.82	0.74	0.56	0.85	0.77	0.58	0.86	0.77	0.58	0.86	0.77	0.58

IDA: Entering Indoor Dry Bulb Temperature
 Hi/L: and low pressures are measured at the liquid and suction access fittings.
 Shaded area reflects ACCA Rating Conditions
 Design Superheat 7.2°F; Design Subcooling 12.2°F; Pressures measured @ the suction and liquid service ports. AHRJ 65 221; conditions
 Amps: Unit amps (comp+evaporator + condenser fan motor)



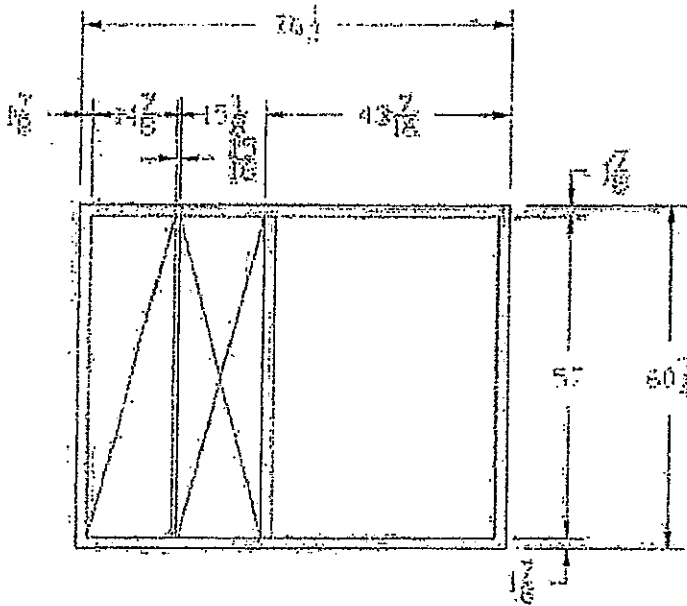
2716 Grassland Drive
 Louisville, Kentucky 40299
 Phone: 800-382-2872
 Fax: 502-491-1739

Adapter: KCC-137825

Height: 18"

For Office Use: TB4 | DKT3 | NON

Old Model: SFCBC12



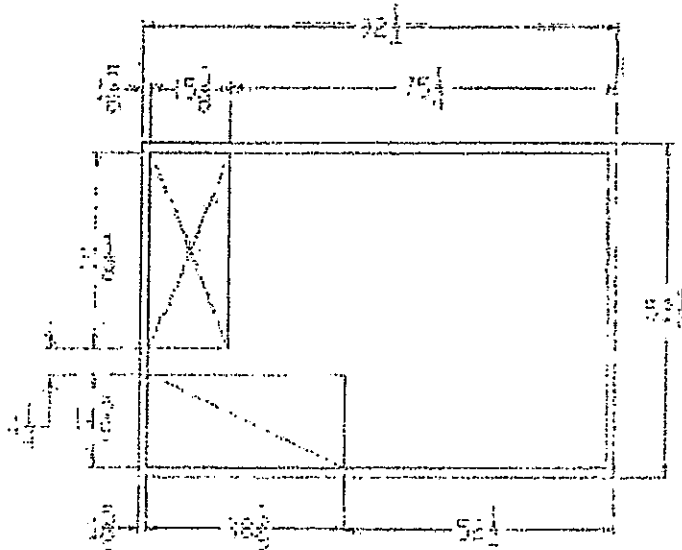
STATIC PRESSURE LOSS	
NEW UNIT CFM	TOTAL STATIC PRESSURE LOSS IN INCHES OF H ₂ O
0	0.000
0	0.000
0	0.000

KCC curb adapters allow 1.5" (3/4" on every side) clearance around existing curb as shown. Any modification to KCC design will require extended lead times and result in additional engineering charges

The new and old curb prints are provided for dimensional verification only and do Not Indicate new unit orientation.

KCC will Not be responsible for field clearance issues.

New Model: DCG150 (Daikin)



Print Name: _____

Signature: _____

Tag: _____

Date: _____

GARDINER

March 3, 2017

Cleveland Public Library – Mount St. Pleasant Branch
14000 Kinsman Road
Cleveland, OH 44120

Attention: Mr. Oliver Reyes

Quote: 60-4833

Re: Rooftop Unit Replacement

Dear Mr. Reyes,

As you requested, Gardiner has developed a proposal to furnish all engineering, supervision, labor and material to replace the existing Trane rooftop unit with new Trane packaged gas/electric rooftop HVAC unit sized to match the capacity and features of the unit being replaced.

Installation Services:

Scope of work for this project will include the following:

- 1) Disconnect existing gas, electrical and control from existing unit.
- 2) Evacuate refrigerant and remove existing unit from site.
- 3) Rig and install (1) new Trane HVAC unit with new curb adapter. The removal of the existing unit and installation of the new unit will require the use of a crane, and will be done during normal working hours.
- 4) Rework as necessary and reconnect existing gas piping, electrical and control wiring. All wiring is to be done in accordance with State and Local codes.
- 5) Start-up, check and adjust new unit for proper operation.
- 6) Provide a one year warranty for material and workmanship.
- 7) Five-year compressor warranty.

Price complete as noted: \$ 24,731

Notes:

WELL TO MAIN GRINGS COST \$ 8,900.00
\$ 33,631.00

- All labor proposed shall be performed during normal working hours (M-F; 07:00-16:00).
- This price includes provisions for safety under standard industry & Gardiner safety guidelines. Any special additional safety training, equipment, or processes required by your organization could affect the project scope and/or hours and may result in a price adjustment. If you have any specific safety practices or requirements, please alert your sales representative immediately so we ensure that our proposal fully meets your requirements.



Items excluded:

1. Repairs to existing system if required will be performed on a "Time and Material" basis.
2. State and local taxes.
3. Removal of hazardous materials.
4. Electrical power upgrades (if necessary).
5. Structural review or reinforcements (if necessary).
6. Any additional safety devices (smoke, GFI, etc.) required by code (if necessary).
7. Integration to existing building automation system (if necessary).

We are prepared to order the equipment and material and schedule the installation immediately upon receipt of your authorization to proceed. The equipment is currently available on a 1-2 week ship cycle.

Our standard terms and conditions of sale as well as an acceptance are contained on the reverse side of the proposal.

Best regards,

GARDINER

Terrance Eakin
Project Development

Standard Contract Terms and Conditions – Cleveland Public Library – Mount St. Pleasant Branch

Acceptance. If your order is an acceptance of a written proposal, on a form provided by Gardiner Service Company ("GSC"), without the addition of any other terms and conditions of sale or any other modification, this document shall be treated solely as an acknowledgment of such order, subject to credit approval. If your order is not such an acceptance, then this document is GSC's offer, subject to credit approval, to provide the goods and/or work solely in accordance with the following terms and conditions of sale. Customer's acceptance of goods and/or work by GSC on this order will in any event constitute an acceptance by Customer of these terms and conditions. This proposal shall remain valid for a period of 30 days from the date of proposal.

Payment Terms. Customer shall pay GSC's invoices within net thirty (30) days of invoice date. GSC will invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all work performed on-site or off-site on a monthly basis. All amounts outstanding 10 days beyond the due date are subject to a service charge not to exceed 1.5% of the principal amount due or the maximum allowable legal interest rate, retroactive to the due date. Customer shall pay all costs (including attorneys' fees) incurred by GSC in attempting to collect amounts due.

Asbestos and Hazardous Materials. GSC's work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials").

Indemnification. GSC and Customer shall mutually, in proportion to their respective degree of fault, indemnify, defend and hold each other harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or agents. With respect to any claims based on facts or conditions that occurred prior to expiration or termination of this agreement, the duty to indemnify will continue in full force and effect notwithstanding expiration or early termination.

No-Hire; No-Solicitation. Customer hereby covenants and agrees that, without the prior written consent of the Company, he/she will not, directly or indirectly (including, without limitation, through any affiliate or related party), (for a period of two (2) years after the date hereof) solicit the employment of, offer employment to or hire, any employee of the Company, or any individual whose employment with the Company ended less than one hundred eighty (180) days prior to such solicitation or offer. Customer acknowledges that in the event of a violation of the covenants contained in this Section, the Company's damages will be difficult to ascertain and the Company's remedies at law will be inadequate. Accordingly, the Customer agrees that, in addition to such remedies as the Company may have at law, the Company shall be entitled to specific performance of such covenants and to an injunction to prevent any continuing violation thereof.

Warranty. GSC guarantees service work and all materials of GSC's manufacture against defects in workmanship for 365 days from date of completion of work and will repair or replace such products or components as GSC finds defective. This warranty does not include cost of handling, shipping or transportation involved in supplying replacements for defective components. This warranty does not include the replacement of refrigerant lost from the system. On machinery and materials furnished by GSC, but manufactured by others, the only warranty provided is that of the manufacturer. **THE WARRANTY AND LIABILITY SET FORTH IN THE PRECEDING PARAGRAPH ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL GSC BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES.**

Limitation of Liability. All claims, causes of action or legal proceedings against GSC arising from GSC performance under this contract must be commenced by Customer within the express warranty period specified above. Failure to commence any such claim, cause of action or legal proceeding within such period shall constitute a voluntary and knowing waiver thereof of Customer. **IN NO EVENT SHALL GSC'S LIABILITY FOR DIRECT OR COMPENSATORY DAMAGES EXCEED THE PAYMENTS RECEIVED BY GSC FROM CUSTOMER UNDER THIS CONTRACT, NOR SHALL GSC BE LIABLE FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES. THESE LIMITATIONS ON DAMAGES SHALL APPLY UNDER ALL THEORIES OF LIABILITY OR CAUSES OF ACTION, INCLUDING BUT NOT LIMITED TO, CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER LEGAL THEORY. GSC DISCLAIMS ANY LIABILITY FOR DAMAGES OR ANY KIND ARISING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES.**

Disputes and Choice of Laws. This contract shall be deemed to have been entered into and shall be governed by the laws of the State of Ohio. All claims, disputes, and controversies arising out of or relating to this contract, shall be submitted to mediation, pursuant to the Commercial Dispute Resolution Procedures ("CDRP") of the American Arbitration Association. The mediation shall take place in Cleveland, Ohio within thirty (30) days of the date the dispute arises. If mediation is unsuccessful, the dispute shall proceed to binding arbitration, pursuant to the CDRP, in Cleveland, Ohio, no later than sixty (60) days after the mediation is concluded. Any judgement upon the arbitration award may be confirmed in any court having jurisdiction thereof. The parties agree that any party to the arbitration shall be entitled to discovery from the other party as provided by the Ohio Rules of Civil Procedure. All discovery shall be completed within (4) months from the date the Demand for Arbitration is filed with the American Arbitration Association. Unless otherwise agreed, the arbitration shall be completed no later than six (6) months after the arbitration commenced.

Entire Agreement. These terms and conditions, and the terms and conditions on the reverse side hereof, constitute the entire agreement between GSC and Customer. If there is a conflict with any other terms and conditions, these terms and conditions, together with those on the reverse side hereof, shall control. No course of dealing or performance, or prior, concurrent or subsequent understanding, agreements or representations become part of this contract unless expressly agreed to in writing by an authorized representative of GSC.

Contract Amount: \$24,731.00

Assignment. Neither GSC nor Customer may assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the other party.

Customer Signature of Acceptance: _____

Date: _____

GSC Representative: _____

Date: _____



Address 9800 Rockside Rd suite 1100
Valley View, Ohio 44125
Phone 216-904-9374
Fax
E-mail jason.lockett@carrier.utc.com

Contact Name Oliver Reyes
Account Cleveland Public Library - Mount Pleasant
Phone (216) 623-2845
Site Address 14000 Kinsman Ave
Cleveland, Ohio, 44120

Estimate Date 03/20/2017

Quote Number 00345112

Job Description RTU Replacement

Scope of Work

This quote is for the replacement of the Trane RTU located at 14000 Kinsman rd (Mount Pleasant branch) with a Carrier 48TCED14A2A5 unit. (1) Curb adapter, (1) thermostat and all miscellaneous piping, rigging and materials. This quote is for installation, Carrier unit and removal of the Trane RTU.

Exclusions / Clarifications

This quote does not include the waste disposal and labor performed outside normal business hours unless otherwise noted. In addition, the quoted price does not include any sales, excise, or similar taxes, any that apply will be added at cost.

Total Quoted Price

Total Price for Scope of Work excluding applicable taxes: \$35,800.00

This proposal is valid for 30 days from the date of proposal. Carrier's terms and conditions will govern in lieu of any other terms and conditions contained in any resulting Purchase, Order, Contract, Agreement, etc. Carrier would like to thank you for the continuing opportunity to be of service.

Sincerely,

Jason Lockett

Carrier Commercial Service

Title

Customer Acceptance (signature)

Date

Purchase Order

The attached Terms & Conditions shall govern.

CARRIER CORPORATION

TERMS AND CONDITIONS OF SALE - EQUIPMENT AND/OR SERVICE

1. **PAYMENT AND TAXES-** Payment shall be made net 30 days from date of invoice. Carrier reserves the right to require cash payment or other alternative method of payment prior to shipment or completion of work if Carrier determines, in its sole discretion, that Customer or Customer's assignee's financial condition at any time does not justify continuance of the net 30 days payment term. In addition to the price, the Customer shall also pay Carrier any taxes or government charges arising from this Agreement. If the Customer claims that any such taxes or government charges do not apply to the transactions governed by this Agreement, Customer shall provide Carrier with acceptable tax exemption certificates or other applicable documents.
2. **EXTRAS-** Equipment, parts or labor in addition to those specified in this Agreement will be provided upon receipt of Customer's written authorization and paid for as an extra and subject to the terms of this Agreement.
3. **RETURNS-** No items will be accepted for return without prior written authorization. Returned goods may be subject to a restocking charge. Special order and non-stock items cannot be returned.
4. **SHIPMENT-** All shipments shall be F.O.B. shipping point, freight prepaid and allowed to the job site. Shipment dates quoted are approximate. Carrier does not guarantee a particular date for shipment or delivery.
5. **PARTIAL SHIPMENT-** Carrier shall have the right to ship any portion of the equipment included in this Agreement and invoice Customer for such partial shipment.
6. **DELAYS-** Carrier shall not be liable for delays in manufacturing, shipping or delivery by causes beyond the control and without the fault or negligence of Carrier, including but not restricted to acts of God, acts of a public enemy, acts of government, acts of terrorism, fires, floods, epidemics, quarantine restrictions, freight embargoes, supplier delays, strikes, or labor difficulties (collectively "Force Majeure Events"). Carrier agrees to notify Customer in writing as soon as practicable of the causes of such delay. In the event that any materials or equipment to be provided by Carrier under this Agreement become permanently unavailable as a result of a Force Majeure Event, Carrier shall be excused from furnishing such materials or equipment.
7. **WARRANTY-** Carrier warrants that all equipment manufactured by Carrier Corporation and all Carrier equipment, parts or components supplied hereunder will be free from defects in material and workmanship. Carrier shall at its option repair or replace, F.O.B. point of sale, any equipment, part or component sold by Carrier and determined to be defective within one (1) year from the date of initial operation or eighteen (18) months from date of shipment, whichever is earlier. Carrier does not warrant products not manufactured by Carrier Corporation, but it does pass on to Customer any transferrable manufacturer warranties for those products. Carrier warrants that all service provided by Carrier hereunder shall be performed in a workmanlike manner. In the event any such service is determined to be defective within ninety (90) days of completion of that service, Carrier shall at its option re-perform or issue a credit for such service. Carrier's obligation to repair or replace any defective equipment, parts or components during the warranty period shall be Customer's exclusive remedy. Carrier shall not be responsible for labor charges for removal or reinstallation of defective equipment, parts or components, for charges for transportation, handling and shipping or refrigerant loss, or for repairs or replacement of such equipment, parts or components, required as a consequence of faulty installation, misapplication, vandalism, abuse, exposure to chemicals, improper servicing, unauthorized alteration or improper operation by persons other than Carrier.
- THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
8. **WORKING HOURS-** All services performed under this Agreement including major repairs, are to be provided during Carrier's normal working hours unless otherwise agreed.
9. **ADDITIONAL SERVICE-** Services or parts requested by Customer in addition to those specified in this Agreement will be provided upon receipt of Customer's written authorization and invoiced at Carrier's prevailing labor rates and parts charges. Additional services or parts shall be supplied under the terms of this Agreement.
10. **CUSTOMER RESPONSIBILITIES (Service Contracts only) -** Customer shall:
- Provide safe and reasonable equipment access and a safe work environment.
 - Permit access to Customer's site, and use of building services including but not limited to: water, elevators, receiving dock facilities, electrical service and local telephone service.
 - Keep areas adjacent to equipment free of extraneous material, move any stock, fixtures, walls or partitions that may be necessary to perform the specified service.
 - Promptly notify Carrier of any unusual operating conditions.
 - Upon agreement of a timely mutual schedule, allow Carrier to stop and start equipment necessary to perform service.
 - Provide adequate water treatment.
 - Provide the daily routine equipment operation (if not part of this Agreement) including availability of routine equipment log readings.
 - Where Carrier's remote monitoring service is provided, provide and maintain a telephone line with long distance direct dial and answer capability.
 - Operate the equipment properly and in accordance with instructions.

- Promptly address any issues that arise related to mold, fungi, mildew or bacterial
- Identify and label any asbestos containing material that may be present. The customer will provide, in writing, prior to the start of a job, a signed statement regarding the absence or presence of asbestos for any job where the building or the equipment to be serviced is older than 1981. Should this document state that no asbestos is present, the customer will also provide in writing the method used to determine the absence of asbestos.

11. **EXCLUSIONS**— Carrier is not responsible for items not normally subject to mechanical maintenance including but not limited to: duct work, casings, cabinets, fixtures, structural supports, grillage, water piping, steam piping, drain piping, cooling tower fill, boiler tubes, boiler refractory, disconnect switches and circuit breakers. Carrier is not responsible for repairs, replacements, alterations, additions, adjustments, repairs by others, unscheduled calls or emergency calls, any of which may be necessitated by negligent operation, abuse, misuse, prior improper maintenance, vandalism, obsolescence, building system design, damage due to freezing weather, chemical/electrochemical attack, corrosion, erosion, deterioration due to unusual wear and tear, any damage related to the presence of mold, fungi, mildew, or bacteria, damage caused by power reductions or failures or any other cause beyond Carrier's control. Carrier shall not be required to perform tests, install any items of equipment or make modifications that may be recommended or directed by insurance companies, government, state, municipal or other authority. However, in the event any such recommendations occur, Carrier, at its option, may submit a proposal for Customer's consideration in addition to this Agreement. Carrier shall not be required to repair or replace equipment that has not been properly maintained.

12. **EQUIPMENT CONDITION & RECOMMENDED SERVICE (Service Contracts only)** — Upon the initial scheduled operating and/or initial annual stop inspection, should Carrier determine the need for repairs or replacement, Carrier will provide Customer in writing an 'equipment condition' report; including recommendations for corrections and the price for repairs in addition to this Agreement. In the event Carrier recommends certain services (that are not included herein or upon initial inspection) and if Customer does not elect to have such services properly performed in a timely fashion, Carrier shall not be responsible for any equipment or control failures, operability or any long-term damage that may result. Carrier at its option will either continue to maintain equipment and/or controls to the best of its ability, without any responsibility, or remove such equipment from this Agreement, adjusting the price accordingly.

13. **PROPRIETARY RIGHTS (Service Contracts only)**- During the term of this Agreement and in combination with certain services, Carrier may elect to install, attach to Customer equipment, or provide portable devices (hardware and/or software) that shall remain the personal proprietary property of Carrier. No devices installed, attached to real property or portable device(s) shall become a fixture of the Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices that are used in connection with providing service on Customer equipment.

14. **WAIVER OF DAMAGES**- Under no circumstances shall Carrier be liable for any incidental, special or consequential damages, including loss of revenue, loss of use of equipment or facilities, or economic damages based on strict liability or negligence.

15. **LIMITATION OF LIABILITY**- Carrier's maximum liability for any reason (except for personal injuries) arising from this Agreement shall not exceed the value of the Agreement.

16. **CANCELLATION**- Customer may cancel this Agreement only with Carrier's prior written consent, and upon payment of reasonable cancellation charges. Such charges shall take into account costs and expenses incurred, and purchases or contract commitments made by Carrier and all other losses due to the cancellation including a reasonable profit.

17. **CUSTOMER TERMINATION FOR CARRIER NON-PERFORMANCE** — Customer shall have the right to terminate this Agreement for Carrier's non-performance provided Carrier fails to cure such non-performance within 30 days after having been given prior written notice of the non-performance. Upon early termination or expiration of this Agreement, Carrier shall have free access to enter Customer locations to disconnect and remove any Carrier personal proprietary property or devices as well as remove any and all Carrier-owned parts, tools and personal property. Additionally, Customer agrees to pay Carrier for all incurred but unamortized service costs performed by Carrier including overheads and a reasonable profit.

18. **CARRIER TERMINATION** — Carrier reserves the right to discontinue its service any time payments have not been made as agreed or if alterations, additions or repairs are made to equipment during the term of this Agreement by others without prior agreement between Customer and Carrier.

19. **CLAIMS**- Any suits arising from the performance or nonperformance of this Agreement, whether based upon contract, negligence, and strict liability or otherwise, shall be brought within one (1) year from the date the claim arose.

20. **GOVERNMENT PROCUREMENTS**- The components, equipment and services provided by Carrier are "commercial items" as defined in Section 2.101 of the Federal Acquisition Regulations ("FAR"), and the prices of such components, equipment and services are based on Carrier's commercial pricing policies and practices (which do not consider any special requirements of U.S. Government cost principles, FAR Part 31, or any similar procurement regulations). As such, Carrier will not agree to provide or certify cost or pricing data, nor will Carrier agree to comply with the Cost Accounting Standards (CAS). In addition, no federal government procurement regulations, such as FARs or DFARs, shall apply to this Agreement except those regulations expressly accepted in writing by Carrier.

21. HAZARDOUS MATERIALS- Carrier is not responsible for the identification, detection, abatement, encapsulating or removal of asbestos, products or materials containing asbestos, similar hazardous substances, or mold, fungi, mildew, or bacteria. If Carrier encounters any asbestos or other hazardous material while performing this Agreement, Carrier may suspend its work and remove its employees from the project, until such material and any hazards associated with it are abated. The time for Carrier's performance shall be extended accordingly, and Carrier shall be compensated for the delay.
22. WASTE DISPOSAL - Customer is wholly responsible for the removal and proper disposal of waste oil, refrigerant and any other material generated during the term of this Agreement.
23. SUPERSEDEURE, ASSIGNMENT and MODIFICATION- This Agreement contains the complete and exclusive statement of the agreement between the parties and supersedes all previous or contemporaneous, oral or written, statements. Customer may assign this Agreement only with Carrier's prior written consent. No modification to this Agreement shall be binding unless in writing and signed by both parties.
24. CUSTOMER CONSENT - Customer consents and agrees that Carrier may, from time to time, publicize Carrier related projects with Customer, including the value of such projects, in all forms and media for advertising, trade, and any other lawful purposes.
25. FOR WORK BEING PERFORMEND IN CALIFORNIA: Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints aguiust contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD APRIL 1 - APRIL 30, 2017

Carrie Kuenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending April 30, 2017

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	14,085,471.24	0.00	0.00	0.00	\$ 0.00	14,085,471.24
42 Intergovernmental	6,833,528.51	587,616.48	0.00	0.00	\$ 0.00	7,421,144.99
43 Fines & Fees	123,819.74	0.00	0.00	0.00	\$ 0.00	123,819.74
44 Investment Earnings	152,317.37	34,188.24	0.00	6,597.59	\$ 0.00	193,103.20
45 Charges for Services	0.00	2,660,743.31	0.00	0.00	\$ 0.00	2,660,743.31
46 Contributions & Donations	1,185.00	84,323.50	0.00	0.00	\$ 0.00	85,508.50
48 Miscellaneous Revenue	142,356.64	90,226.02	30,000.00	0.00	\$ 52,388.08	314,970.74
Total Revenues	\$ 21,338,678.50	\$ 3,457,097.55	\$ 30,000.00	\$ 6,597.59	\$ 52,388.08	\$ 24,884,751.72
51 Salaries/Benefits	10,813,770.45	935,492.70	0.00	0.00	\$ 0.00	11,749,263.15
52 Supplies	289,412.08	41,496.41	0.00	78.94	\$ 0.00	330,987.43
53 Purchased/Contracted Services	4,136,449.05	643,250.44	0.00	2,233.25	\$ 0.00	4,781,932.74
54 Library Materials	2,574,882.47	341,130.11	0.00	15,143.12	\$ 0.00	2,931,155.70
55 Capital Outlay	470,157.05	259,715.24	434,057.01	0.00	\$ 0.00	1,163,929.30
57 Miscellaneous Expenses	60,882.99	9,232.18	0.00	0.00	\$ 43,135.21	113,250.38
Total Expenditures	\$ 18,345,554.09	\$ 2,230,317.08	\$ 434,057.01	\$ 17,455.31	\$ 43,135.21	\$ 21,070,518.70
Revenue Over/(Under) Expenditures	\$ 2,993,124.41	\$ 1,226,780.47	\$(404,057.01)	\$(10,857.72)	\$ 9,252.87	\$ 3,814,243.02
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(101,500.00)	101,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,300,000.00)	0.00	1,300,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(1,401,500.00)	\$ 101,500.00	\$ 1,300,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 1,591,624.41	\$ 1,328,280.47	\$ 895,942.99	\$(10,857.72)	\$ 9,252.87	\$ 3,814,243.02
Beginning Year Cash Balance	\$ 27,013,868.65	\$ 16,832,090.86	\$ 10,492,034.84	\$ 3,684,678.73	\$ 7,601.54	\$ 58,030,274.62
Current Cash Balance	\$ 28,605,493.06	\$ 18,160,371.33	\$ 11,387,977.83	\$ 3,673,821.01	\$ 16,854.41	\$ 61,844,517.64

Cleveland Public Library
 Certified Revenue, Appropriations and Balances
 General Fund
 For the Period Ending April 30, 2017

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	22,115,860	6,821,039	15,294,821	31%	31%
General Property Tax	23,957,875	14,085,471	9,872,404	59%	61%
Rollback, Homestead, CAT	2,412,490	12,490	2,400,000	1%	69%
Fines & Fees	399,000	123,820	275,180	31%	33%
Investment Earnings	387,440	152,317	235,123	39%	34%
Contributions	0	1,185	(1,185)	100%	100%
Miscellaneous	1,079,699	142,357	937,342	13%	10%
Total	\$ 50,352,364	\$ 21,338,679	\$ 29,013,685	42%	46%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	37,285,718	10,847,903	26,437,815	29%	32%
Supplies	1,206,142	717,052	489,090	59%	47%
Purchased Services	11,589,886	8,721,676	2,868,210	75%	72%
Library Materials	10,194,363	5,324,239	4,870,123	52%	47%
Capital Outlay	1,566,470	591,914	974,555	38%	35%
Other	164,393	116,967	47,427	71%	60%
Sub Total	\$ 62,006,971	\$ 26,319,751	\$ 35,687,219	42%	43%
Advances Out	0	101,500	(101,500)	100%	100%
Transfers Out	1,300,000	1,300,000	0	100%	100%
Total	\$ 63,306,971	\$ 27,721,251	\$ 35,585,719	44%	45%

Note (1): Certificate from Cuyahoga County Budget Commission dated April 11, 2017.
 Note (2): Subtotal Amended Appropriation of \$57,604,803 plus carried forward encumbrance of \$5,702,168.
 Note (3): Subtotal includes 29.6% expended and 12.9% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,966,049.11	10,966,049.11	3,084,512.25	0.00	7,881,536.86
51120 Clerical Salaries	10,947,183.68	10,947,183.68	3,149,674.31	0.00	7,797,509.37
51130 Non-Clerical Salaries	1,230,677.60	1,230,677.60	331,849.98	0.00	898,827.62
51140 Buildings Salaries	4,488,079.03	4,488,079.03	1,193,480.21	0.00	3,294,598.82
51150 Other Salaries	548,735.98	548,735.98	154,311.43	0.00	394,424.55
51180 Severance Pay	0.00	141,660.75	207,257.64	0.00	(65,596.89)
51190 Non-Base Pay	311,881.13	311,881.13	64,051.88	0.00	247,829.25
51400 OPERS	4,006,560.61	4,006,560.61	1,122,853.11	0.00	2,883,707.50
51610 Health Insurance	3,775,744.08	3,775,744.08	1,296,554.00	0.00	2,479,190.08
51611 Dental Insurance	202,006.32	202,006.32	68,930.66	0.00	133,075.66
51612 Vision Insurance	14,781.84	14,781.84	5,036.53	0.00	9,745.31
51620 Life Insurance	12,420.00	12,420.00	4,224.44	0.00	8,195.56
51625 Short Term Disability Insurance	28,563.36	28,563.36	9,406.26	0.00	19,157.10
51630 Workers Compensation	163,599.67	176,033.51	(2,409.31)	0.00	178,442.82
51640 Unemployment Compensation	20,200.00	26,757.87	220.88	26,557.87	(20.88)
51650 Medicare - ER	381,531.21	383,878.79	107,508.96	266.61	276,103.22
51900 Other Benefits	11,674.66	24,703.97	16,307.22	7,308.10	1,088.65
Salaries/Benefits	\$37,109,688.28	\$ 37,285,717.63	\$ 10,813,770.45	\$ 34,132.58	\$ 26,437,814.60
52110 Office Supplies	51,637.75	59,393.97	21,022.47	2,449.21	35,922.29
52120 Stationery	42,700.00	52,206.47	14,328.51	6,361.64	31,516.32
52130 Duplication Supplies	39,850.00	40,959.30	8,603.62	1,114.64	31,241.04
52140 Hand Tools	3,200.00	3,015.66	0.01	315.29	2,700.36
52150 Book Repair Supplies	72,100.00	82,382.76	34,683.50	2,554.86	45,144.40
52210 Janitorial Supplies	118,800.00	122,938.28	39,520.88	17,359.48	66,057.92

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	63,750.00	71,365.80	20,300.01	30,244.90	20,820.89
52230 Maintenance Supplies	323,954.00	351,834.82	69,233.00	276,387.46	6,214.36
52240 Uniforms	23,000.00	23,000.00	0.00	3,715.71	19,284.29
52300 Motor Vehicle Supplies	78,000.00	101,334.05	14,385.70	57,781.60	29,166.75
52900 Other Supplies	259,050.25	297,710.46	67,334.38	29,355.05	201,021.03
Supplies	\$1,076,042.00	\$1,206,141.57	\$289,412.08	\$427,639.84	\$489,089.65
53100 Travel/Meetings	125,000.00	143,524.79	16,456.10	87,068.69	40,000.00
53210 Telecommunications	288,616.00	307,648.07	100,539.97	196,586.32	10,521.78
53230 Postage/Freight	89,000.00	98,376.86	25,182.28	58,042.39	15,152.19
53240 PR/Other Communications	153,000.00	174,133.72	15,887.64	28,694.30	129,551.78
53310 Building Repairs	480,800.00	531,989.90	45,121.90	138,517.12	348,350.88
53320 Machine Repairs	21,200.00	26,951.47	3,195.81	6,751.47	17,004.19
53340 Building Maintenance	267,000.00	286,053.74	44,812.32	54,973.61	186,267.81
53350 Machine Maintenance	262,286.46	381,815.12	84,225.90	105,686.00	191,903.22
53360 Computer Maintenance	179,847.00	240,228.78	203,390.00	26,686.78	10,152.00
53370 Motor Vehicle Repairs	37,000.00	40,958.92	5,959.27	12,306.95	22,692.70
53380 Contract Security	950,000.00	970,819.40	286,795.59	684,023.81	0.00
53390 Landscaping	62,210.00	65,052.00	0.00	10,582.00	54,470.00
53400 Insurance	451,885.00	510,524.92	58,985.92	0.00	451,539.00
53510 Rent/Leases	182,632.64	198,056.94	63,803.85	127,253.09	7,000.00
53520 Equipment Rental	30,853.20	34,353.78	12,070.29	15,227.75	7,055.74
53610 Electricity	1,859,045.00	1,984,365.83	595,867.65	1,363,197.32	25,300.86
53620 Gas	125,750.00	137,782.40	73,862.63	62,980.24	939.53
53630 Chilled Water	787,000.00	810,555.68	59,692.79	743,938.94	6,923.95

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	119,621.28	127,192.40	40,683.15	80,893.11	5,616.14
53710 Professional Services	1,009,985.00	1,661,322.21	280,533.31	630,582.52	750,206.38
53720 Auditors Fees	653,595.00	740,295.00	331,208.75	86,425.00	322,661.25
53730 Bank Service Charges	11,000.00	11,000.00	3,141.32	0.00	7,858.68
53800 Library Material Control	255,000.00	394,370.46	79,371.01	61,484.45	253,515.00
53900 Other Purchased Services	1,712,076.85	1,712,513.35	1,705,661.60	3,325.25	3,526.50
Purchased/Contracted Services	\$10,114,403.43	\$ 11,589,886.74	\$ 4,136,449.05	\$ 4,585,227.11	\$ 2,868,209.58
54110 Books	2,130,000.00	2,795,869.07	667,747.65	717,873.30	1,410,248.12
54120 Continuations	318,723.65	673,700.02	122,581.86	308,326.69	242,791.47
54210 Periodicals	760,000.00	1,076,484.24	75,548.37	242,190.18	758,745.69
54220 Microforms	31,000.00	230,878.22	30,835.74	168,287.22	31,755.26
54310 Video Media	1,765,000.00	2,293,401.76	749,214.81	274,984.00	1,269,222.95
54320 Audio Media - Spoken	136,000.00	183,737.46	51,847.00	48,679.90	83,210.56
54325 Audio Media - Music	332,000.00	535,171.67	84,927.81	200,294.95	249,948.91
54500 Database Services	570,000.00	1,212,873.41	540,134.47	97,723.10	575,015.84
54530 eMedia	602,000.00	1,030,747.12	239,264.45	649,261.81	142,220.86
54600 Interlibrary Loan	4,000.00	5,391.50	706.00	4,685.50	0.00
54710 Bookbinding	20,000.00	52,356.69	2,110.74	30,245.95	20,000.00
54720 Preservation Services	45,000.00	47,269.24	0.00	2,269.24	45,000.00
54730 Preservation Boxing	6,000.00	6,328.89	1,023.57	2,281.51	3,023.81
54790 Preservation Reformatting	30,000.00	50,153.33	8,940.00	2,273.33	38,940.00
Library Materials	\$6,749,723.65	\$ 10,194,362.62	\$ 2,574,882.47	\$ 2,749,356.68	\$ 4,870,123.47
55300 Construction/Improvements	20,452.87	24,438.08	3,747.21	0.00	20,690.87
55510 Furniture	210,025.00	270,435.78	47,450.93	27,913.13	195,071.72

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	226,653.23	69,161.16	10,981.27	146,510.80
55530 Computer Hardware	568,200.00	883,167.81	328,869.33	66,055.80	488,242.68
55540 Software	123,000.00	161,775.01	20,928.42	16,807.24	124,039.35
Capital Outlay	<u>\$1,109,182.87</u>	<u>\$ 1,566,469.91</u>	<u>\$ 470,157.05</u>	<u>\$ 121,757.44</u>	<u>\$ 974,555.42</u>
57100 Memberships	71,451.78	72,951.78	40,641.96	20,725.82	11,584.00
57200 Taxes	13,000.00	13,305.67	4,187.50	9,118.17	0.00
57500 Refunds/Reimbursements	61,310.60	78,135.93	16,053.53	26,239.73	35,842.67
Miscellaneous Expenses	<u>\$145,762.38</u>	<u>\$ 164,393.38</u>	<u>\$ 60,882.99</u>	<u>\$ 56,083.72</u>	<u>\$ 47,426.67</u>
59810 Advances Out	0.00	0.00	101,500.00	0.00	(101,500.00)
Advances	<u>\$0.00</u>	<u>\$ 0.00</u>	<u>\$ 101,500.00</u>	<u>\$ 0.00</u>	<u>\$(101,500.00)</u>
59900 Transfers Out	0.00	1,300,000.00	1,300,000.00	0.00	0.00
Transfers	<u>\$0.00</u>	<u>\$ 1,300,000.00</u>	<u>\$ 1,300,000.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
TOTAL	<u>\$56,304,802.61</u>	<u>\$ 63,306,970.85</u>	<u>\$ 19,747,054.09</u>	<u>\$ 7,974,197.37</u>	<u>\$ 35,585,719.39</u>

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2017

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	27,013,868.65	21,338,678.50	19,747,054.09	7,974,197.37	20,631,295.69
Total General Fund	\$ 27,013,868.65	\$ 21,338,678.50	\$ 19,747,054.09	\$ 7,974,197.37	\$ 20,631,295.69
201 Anderson	298,256.67	(985.49)	0.00	383.90	296,887.28
202 Endowment for the Blind	2,315,138.10	9,039.89	1,037.50	0.00	2,323,140.49
203 Founders	6,708,521.05	72,951.50	184,916.66	146,025.17	6,450,530.72
204 Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205 Kralej	186,463.48	475.81	1,012.53	291.71	185,635.05
206 Library	168,490.28	4,407.70	4,384.93	898.58	167,614.47
207 Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208 Wickwire	1,442,137.22	6,885.68	600.00	12,283.34	1,436,139.56
209 Wittke	93,248.13	0.00	0.00	593.84	92,654.29
210 Young	4,284,704.41	13,114.80	24,483.64	2,153.36	4,271,182.21
225 Friends	13,194.64	26,500.00	8,633.22	5,575.57	25,485.85
226 Judd	4,336.84	59,825.50	59,933.90	43,821.42	(39,592.98)
228 Lockwood Thompson Memorial	157,800.92	0.00	70,728.57	116,247.82	(29,175.47)
229 Ohio Center for the Book	0.00	900.00	0.00	875.00	25.00
230 Schweinfurth	122,685.75	2,485.00	22,100.00	0.00	103,070.75
231 CLEVNET	745,447.81	2,750,969.33	1,368,585.02	1,185,168.72	942,663.40
251 OLBPD-Library for the Blind	5,613.04	502,732.00	437,245.66	55,586.90	15,512.48
254 MyCom	21,065.13	110,062.62	22,312.00	43,662.05	65,153.70
256 Learning Centers	65,516.10	0.00	24,343.45	41,172.65	0.00
Total Special Revenue Funds	\$ 16,832,090.86	\$ 3,558,597.55	\$ 2,230,317.08	\$ 1,654,740.03	\$ 16,505,631.30
401 Building & Repair	10,492,034.84	1,330,000.00	434,057.01	1,160,948.24	10,227,029.59
Total Capital Project Funds	\$ 10,492,034.84	\$ 1,330,000.00	\$ 434,057.01	\$ 1,160,948.24	\$ 10,227,029.59
501 Abel	236,173.04	197.71	0.00	0.00	236,370.75

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending April 30, 2017

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	2,393.48	0.00	0.00	0.00	2,393.48
503 Beard	139,651.53	992.30	1,076.42	4,209.39	135,358.02
504 Klein	5,663.48	0.00	0.00	0.00	5,663.48
505 Malon/Schroeder	294,339.66	923.42	378.94	1,902.67	292,981.47
506 McDonald	197,274.68	(991.32)	0.00	0.00	196,283.36
507 Ratner	96,907.78	(618.62)	0.00	0.00	96,289.16
508 Root	41,410.29	0.00	0.00	0.00	41,410.29
509 Sugarman	201,173.37	0.00	0.00	500.00	200,673.37
510 Thompson	164,220.74	679.72	3,862.13	0.00	161,038.33
511 Weidenthal	7,022.12	0.00	0.00	0.00	7,022.12
512 White	2,210,080.02	5,194.62	11,280.99	634.17	2,203,359.48
513 Beard Anna Young	88,368.54	219.76	856.83	4,201.36	83,530.11
Total Permanent Funds	\$ 3,684,678.73	\$ 6,597.59	\$ 17,455.31	\$ 11,447.59	\$ 3,662,373.42
901 Unclaimed Funds	7,601.54	50.00	0.00	0.00	7,651.54
905 CLEVNET Fines & Fees	0.00	52,338.08	43,135.21	0.00	9,202.87
Others	\$ 7,601.54	\$ 52,388.08	\$ 43,135.21	\$ 0.00	\$ 16,854.41
Total All Funds	\$ 58,030,274.62	\$ 26,286,261.72	\$ 22,472,018.70	\$ 10,801,333.23	\$ 51,043,184.41

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending April 30, 2017

Balance of All Funds	\$ 61,844,517.64
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	(20,833.54)
KeyBank - Merchant Acct	0.00
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Charge Fund	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	\$(13,465.83)
PNC - Money Market	10,050.04
PNC - Investments	37,335,407.66
PNC - Investments Money Market	25,873.66
STAR Ohio Investment	6,661,459.85
STAR Plus Program	0.00
Investments	\$ 44,032,791.21
PNC- Endowment Account	17,825,192.26
Endowment Account	\$ 17,825,192.26
Cash in Banks and On Hand	\$ 61,844,517.64

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – April 2017

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period April 1, 2017 through April 30, 2017.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
04/01/17 - 04/30/17	30	Various	STAR Ohio	Various	5,953.37		Investment Pool
04/01/17 - 04/30/17	30	Various	STAR Plus	Various	0.00		Bank Deposit Program
04/01/17 - 04/30/17	30	Various	PNC	Various	10.35		Sweep Money Market
04/01/17 - 04/30/17	30	Various	PNC	Various	1.16		Money Market
11/06/16 - 04/27/17	173	750,000	Federal Farm Credit Bank	1.000%	4,815.00		Federal Agency
03/12/17 - 04/07/17	27	1,000,000	Federal Farm Credit Bank	1.125%	3,101.25		Federal Agency
10/15/16 - 04/15/17	183	250,000	Federal National Mortgage Assn.	1.000%	1,250.00		Federal Agency
10/22/16 - 04/22/17	183	300,000	Federal Farm Credit Bank	1.240%	1,860.00		Federal Agency
10/17/16 - 04/17/17	183	110,000	Federal Home Loan Bank	1.340%	737.00		Federal Agency
10/28/16 - 04/28/17	183	500,000	Federal National Mortgage Assn.	1.350%	3,375.00		Federal Agency
10/28/16 - 04/28/17	183	500,000	Federal National Mortgage Assn.	1.200%	3,000.00		Federal Agency
12/02/16 - 04/24/17	144	1,075,000	Federal National Mortgage Assn.	1.000%	4,240.28		Federal Agency
01/27/17 - 04/27/17	91	1,000,000	Federal Home Loan Mortgage Corp.	1.800%	4,500.00		Federal Agency

Earned Interest April 2017 \$ 32,843.41

Earned Interest Year To Date \$ 152,317.37

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee
May 16, 2017

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR APRIL 2017

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
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	4/4/2017	Jorge Arganza	25.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2017	Charles Bailey	31.57
Customers of SirsiDynix Users Group (COSUG) Annual Conference Salt Lake City, Utah	4/11/2017 - 4/13/2017	James Benson	1,508.52
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/30/2017	William Bradford	90.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/30/2017	Steven Capuozzo	131.20
Ohio Library Council Trustee Dinner Independence, Ohio	4/26/2017	Thomas Corrigan	40.00
Northeast Ohio Regional Library System Early Literacy 101: An Ohio Ready to Read Workshop Hudson, Ohio	3/24/2017	Emily Crompton	52.87
Kent State University Virginia Hamilton Conference Kent, Ohio	4/6/2017 - 4/7/2017	Jaime Declet	92.66
United States Patent and Trademark Office Annual PTRC Program Training Seminar Alexandria, Virginia	4/3/2017 - 4/7/2017	Sarah Dobransky	1,558.18
Kent State University Virginia Hamilton Conference Kent, Ohio	4/6/2017 - 4/7/2017	Maria Estrella	40.77
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2017	Cassandra Feliciano	19.85

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Kent State University Virginia Hamilton Conference Kent, Ohio	4/6/2017 - 4/7/2017	Olivia Geaghan	73.30
Northeast Ohio Regional Library System Early Literacy 101: An Ohio Ready to Read Workshop Hudson, Ohio	3/24/2017	Libby Hampton	15.00
Ohioana Library Ohioana Book Festival Columbus, Ohio	4/8/2017	Evone Jeffries	151.94
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	4/4/2017	Kenneth Knape	25.00
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Salt Lake City, Utah	4/11/2017 - 4/13/2017	Brian Leszcz	1,548.25
Information Today Computers in Libraries Arlington, Virginia	3/27/2017 - 3/30/2017	Forrest Lykins	869.25
American Payroll Association Chapter Meeting Cleveland, Ohio	4/6/2017	Ronelle Miller-Hood	30.00
Cleveland State University Women's Leadership Symposium Cleveland, Ohio	4/12/2017	Pasha Moncrief-Robinson	50.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/30/2017	Shayna Muckerheide	93.09
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Timothy Murdock	248.31
American Red Cross Adult First Aid/CPR/AED Cleveland, Ohio	3/23/2017	Sherry Parker	90.00
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Salt Lake City, Utah	4/10/2017 - 4/13/2017	John Pas	1,433.69
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Salt Lake City, Utah	4/10/2017 - 4/13/2017	Hilary Prisbylla	1,339.84
Kent State University Virginia Hamilton Conference Kent, Ohio	4/6/2017 - 4/7/2017	Joanna Rivera	88.38

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Trustee Dinner Independence, Ohio	4/26/2017	Alan Seifullah	40.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2017	Alexander Story	49.22
Digital Public Library of America DPLA Fest Chicago, Illinois	4/19/2017 - 4/22/2017	Rachel Senese	360.00
Ohio Library Council Trustee Dinner Independence, Ohio	4/26/2017	Felton Thomas	40.00
TOTAL			\$10,135.89

SUMMARY

FUND	APRIL	YEAR TO DATE
General	\$4,305.59	\$16,456.10
Lockwood Thompson	0.00	5,012.39
Library for the Blind and Physically Disabled	0.00	134.82
CLEVNET	5,830.30	6,815.06
TOTAL	\$10,135.89	\$28,418.37

CLEVELAND PUBLIC LIBRARY

Finance Committee

May 16, 2017

In accordance with the Board resolution adopted on November 19, 2015 and amended on December 17, 2015, a report to the Board of Trustees on expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP (1); and change orders with Higley for Additional Work, any change order in excess of \$50,000 would be submitted to the Board for approval, which increase the GMP (2), is hereby submitted:

For the Period Ending April 30, 2017						\$250,000.00 (1)
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86	
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	-	9,708.00	
3/29/2016		151965-1	Add'l repairs needed that were covered on (2) smaller rugs by bookcases	-	810.00	
12/31/2015	Barrie Projects, LLC	151998	To assist in the transformation of Brett Hall into a state-of-the-art gallery facility	-	20,000.00	
3/1/2016	Barrie Projects, LLC	151998-1	1st Amendment-work with design and fabrication to assure timely delivery, fabrication and installation of exhibit systems in Brett Hall..	-	25,000.00	
2/24/2016	The Ohio Desk Company	160447	Thread Power Distribution System	-	30,305.19	
6/28/2016	Plantscaping	161103	Indoor plants	-	71,408.04	
9/16/2016	Ohio Desk	161414	Recover Lending chairs	-	816.56	
9/16/2016	IPS	161419	People Counting, 3 entrances at Main	-	12,474.26	
9/29/2016	Ohio Desk	161465	Partitions to reconfigure OPS LSW2	-	16,730.31	
9/30/2016	Karen Skunta & Company	161479	Design and installation of the Andrew J. Venable, Jr. exhibit	-	10,685.00	
1/17/2017	Karen Skunta & Company	170256	LSW Self Check Out Sign	-	650.00	
				-	232,210.22	
					Available Balance	\$17,789.78

\$250,000.00 (2)

<u>Date</u>	<u>Change Order</u>	<u>PO</u>	<u>Description</u>	<u>Amount</u>	
2/5/2016	1	151476	AV owner increase	11,789.38	
2/5/2016	2	151476	Added power in Security	741.47	
2/5/2016	3	151476	Added door hardware in Security	1,425.34	
2/5/2016	4	151476	Added millwork	1,900.47	
2/25/2016	8	151476	Roof Access Ladder	5,719.84	
2/25/2016	9	151476	Millwork and Security Desk	2,823.56	
3/3/2016	7	151476	Millwork Shops Revisions	5,096.51	
3/3/2016	11	151476	New door frame	508.32	
3/22/2016	14	151476	Added under counter organizer	988.36	
4/13/2016	15	151476	New security desk for LSW	38,650.59	
4/13/2016	16	151476	Design assist adds	66,771.46	App'd by Board 3/29/16
4/13/2016	17	151476	Electrical work for th Thread system	5,154.66	
4/22/2016	18	151476	Paint tickets	1,108.81	
4/22/2016	19	151476	Extra wall protection	7,415.25	
4/22/2016	20	151476	Water pump move Extra time for Owner adds	5,233.09	
4/22/2016	21	151476	Extend contract 30 days Power and lighting for	-	
5/3/2016	22	151476	Welcome Room	7,528.96	
6/6/2016	23	151476	Added wayfinding signs	3,990.53	
6/19/2019	24	151476	Added sink on LSW 2	7,199.80	
				Available Balance	\$75,953.60
Executed Guaranteed Maximum Price (GMP) - Approved by the Board 11/19/15:				\$	3,356,247.00
Change Orders paid from Contingency Fund				\$	174,046.40 5.19%
Updated GMP as of June 30, 2016:				\$	<u>3,530,293.40</u>

Additionally, within the same resolution, the Board authorized the Executive Director, CEO or his designees, to make expenditures and enter into contracts in excess of \$25,000 for the purchase of furniture for the Project (an allowance of \$535,000 was granted).

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
4/7/2016	Environments 4 Business, LLC	160670	For LSW2, Front Lending, LSW Entry Lobby	-	34,098.67	
4/5/2016	Contract Source, Inc.	160665	For LSW2, Security, Front Lending, LSW Entry Lobby	-	209,136.62	
4/5/2016	Ohio Desk	160658	For LSW2, Indoor Garden, LSW Conference 1	-	73,078.79	
				-	316,314.08	
				Available Balance	\$218,685.92	\$535,000.00

In accordance with the Board resolution adopted on February 18, 2016, the Board of Trustees authorized the Executive Director to make expenditures and enter into agreements in excess of \$25,000 each in a combined amount not to exceed \$300,000 for the purchase of exhibit furniture and equipment for Brett Hall from the lowest and best exhibit furniture vendors. A report of such expenditures is hereby submitted:

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
4/26/2016	Benchmark Craftsman, Inc.	160768	Exhibit Furniture for Brett Hall	1,900.00	167,870.00	
3/8/2017	Benchmark Craftsman, Inc.	170506	Movable Wall Storage for Brett Hall	8,981.00	8,981.00	
				10,881.00	176,851.00	
				Available Balance	\$112,268.00	\$300,000.00

CLEVELAND PUBLIC LIBRARY
 Regular Employment Report
 4/01/2017 TO 4/30/2017

EXHIBIT 17

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERM/INACT DATE
RESIGNATIONS			
BROOKS, STEPHANIE B	East 131	LIBRARY ASST-COMP EMPH	04/15/2017
HARDY, NIAMBY K	Shelf Pages	PAGE	04/14/2017
JOHNSON, MARCIE	Fleet	LIBRARY ASST-COMP EMPH	04/29/2017
MOBLEY, TOBY A	Custodial A	CUSTODIAL SUBSTITUTE	04/14/2017
NEVAREZ, MELANIE A		PAGE	04/28/2017
RETIREMENTS			
WILLINGHAM, DONNA V	Hough	BRANCH MANAGER (MEDIUM)	04/29/2017

CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 4/01/2017 TO 4/30/2017

EMPLOYEE:	ABDULLAH, AALIA J	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	LANGSTON HUGHES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	BOYD, DEVON M	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	CAMPBELL, NIA M	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	STERLING	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	CARLTON, LA'METRIA	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	CARRASQUILLO, ANTHONY M	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	CERNEY, GORDON E	CURRENT GRADE:	F	HIRE DATE:	4/16/2017
JOB TITLE:	MAINTENANCE MECHANIC	CURRENT STEP:	12		
LOCATION:	BUILDING MAINT MECHANICS	SALARY:	60,609.80	HOURLY RATE:	31.03
EMPLOYEE:	CORBIN-MCKENZIE, LINDA G	CURRENT GRADE:	C	HIRE DATE:	4/16/2017
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	26,366.08	HOURLY RATE:	18.11
EMPLOYEE:	FIELDS, EBONY	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	EASTMAN	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	GARRETT, QUINICA	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	UNION	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	GREEN, GREGORY R	CURRENT GRADE:	C	HIRE DATE:	4/02/2017
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	26,366.08	HOURLY RATE:	18.11

CLEVELAND PUBLIC LIBRARY
 NEW HIRE REPORT
 FROM 4/01/2017 TO 4/30/2017

EMPLOYEE:	GRUNAU, VALERIE L	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	HARDY, HEATHER A	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	HEARD, DAIRIAN S	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	KRIEGER, NATHANIAL T	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	LANGFORD, ANDREW J	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	GLENVILLE	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	LEUNG, MICHELLE M	CURRENT GRADE:	Z	HIRE DATE:	4/23/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SOUTH BROOKLYN	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	NDUKWE, OBASI E	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	PAGE, DONOATHER	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	GLENVILLE	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	PETERMAN, TALIEA T	CURRENT GRADE:	Z	HIRE DATE:	4/30/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	CARNEGIE WEST	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	POWELL, ARIEL T	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76

CLEVELAND PUBLIC LIBRARY
 NEW HIRE REPORT
 FROM 4/01/2017 TO 4/30/2017

EMPLOYEE:	PRESSLER, JAMES V	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	WALZ	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	SAMSA, JUSTIN A	CURRENT GRADE:	F	HIRE DATE:	4/16/2017
JOB TITLE:	MAINTENANCE MECHANIC	CURRENT STEP:	12		
LOCATION:	BUILDING MAINT MECHANICS	SALARY:	60,509.80	HOURLY RATE:	31.03
EMPLOYEE:	STEFANOWICZ, SEAN M	CURRENT GRADE:	Z	HIRE DATE:	4/30/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	STRICKLAND, JONAH S	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	SULLIVAN, TRINITY A	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	SUMSER, AUDREY	CURRENT GRADE:	H	HIRE DATE:	4/30/2017
JOB TITLE:	CHILDRENS LIBRARIAN	CURRENT STEP:	1		
LOCATION:	RICE	SALARY:	53,328.34	HOURLY RATE:	27.35
EMPLOYEE:	WHEATLEY, AMIA C	CURRENT GRADE:	H	HIRE DATE:	4/30/2017
JOB TITLE:	METADATA ARCHIVIST	CURRENT STEP:	1		
LOCATION:	CLEVELAND DIGITAL PUBLIC LIB	SALARY:	53,328.34	HOURLY RATE:	27.35
EMPLOYEE:	WOLFORD, SHAWN A	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	LS SHIPPING AND SHELF	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	WRIGHT, LESLIE C	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	ZADELL, MICHAEL L	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	MEMORIAL NOTTINGHAM	SALARY:	0.00	HOURLY RATE:	9.76

CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 4/01/2017 TO 4/30/2017

EMPLOYEE:	ZEHNDER, CHRISTOPHER	CURRENT GRADE:	Z	HIRE DATE:	4/09/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SOUTH BROOKLYN	SALARY:	0.00	HOURLY RATE:	9.76

CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 04/01/2017 TO 04/30/2017

EMPLOYEE: CROMPTON, EMILY B CURRENT GRADE: H EFFECTIVE DATE
 JOB TITLE: CHILDRENS LIBRARIAN CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	43,510.48	53,328.34	PROMOTION

EMPLOYEE: MCCORD, SONJA CURRENT GRADE: F EFFECTIVE DATE
 JOB TITLE: LIBRARY ASST-COMP EMPH CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	32981.00	34300.24	MLIS STEP PER UNION CONTRACT
Annual Pay	32981.00	34300.24	TRANSFER

CLEVELAND PUBLIC LIBRARY

REPORT E

Human Resources Committee Report
 Meeting Date: May18, 2017
 Report Period: April 2017

Report on Paid Sick Time Used by the Month
 Hours Used Per Each Two Pay Periods

MONTH	2016 SICK LEAVE HOURS USED	2017 SICK LEAVE HOURS USED	2017 TOTAL HOURS
January	3,679.06	3,694.16	96,216.46
February	4,071.17	4,134.06	91,563.99
March	3,109.32	3,876.96	90,793.59
April	3,657.15	3,739.41	92,542.91
May	3,883.60		
June *	2,939.22		
July	5,035.66		
August	3,271.22		
September	3,728.05		
October	3,447.60		
November	3,861.75		
December *	5,835.93		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
April 1, 2017 - April 30, 2017
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT F**Human Resources Committee Report**

May 18, 2017

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	86	25	11	1			27	18	4				
Professionals	70	13	1			1	33	13	5	4			
Technicians	19	10	2	2			3	1	1				
Protective Service	28	9	12	2			1	4					
Para-Professionals	141	26	28	2	3		42	29	9	1	1		
Administrative Support	278	40	54	3	1		47	118	11		2	1	1
Skilled Craft	13	7	4	1				1					
Service Maintenance	51	8	35	1			2	4	1				
Grand Total	686	138	147	12	5	0	155	188	31	5	3	1	1

A= Total Column**B= White****C=Black****D=Hispanic****E=Asian/Pacific****G=White****H=Black****I=Hispanic****J=Asian/Pacific****F= American Indian/Alaskan Native****L= HAWAII****K=American Indian/Alaskan Native****M= Two or more races**

Insurance Report for the Month of April 2017

Human Resources Committee Report

May 18, 2017

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	4	1	5
Essential	32	11	43
Standard	246	151	397
Standard with OAD		2	2
Total MMO			447
Dental Insurance	281	193	474
Vision Employee			250
Vision Children			39
Vision Spouse			52
Vision Family			80
Total Vision			421
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2017**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	107,844	124,519	539	599	438,142	487,141	-10.1%
Branches	208,660	260,784	984	1,187	901,532	1,051,962	-14.3%
Mobile Units	2,844	2,291			10,090	7,127	41.6%
Library for the Blind	41,157	46,198			176,338	191,580	-8.0%
OLBPD BARD	13,248	11,493			50,378	46,322	8.8%
eMedia	31,557	29,483			127,415	120,830	5%
TOTAL CIRCULATION	405,310	474,768			1,703,895	1,904,962	-11%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
eBook	18,861	17,736	75,977	64,364			18.0%
eAudiobook	10,694	8,240	40,360	40,116			0.6%
eMusic	328	228	2,926	694			321.6%
eVideo	449	320	2,595	2,061			25.9%
eMagazines	1,225	2,959	5,557	13,595			-59.1%
TOTAL eCIRCULATION	31,557	29,483	127,415	120,830	5.4%	Included in circulation activity	

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2017	2016	2017	2016	
Main Library	100	45 minutes	40,214	42,337	30,404	34,163	-11.0%
Branches	527	40 minutes	269,603	306,529	182,040	204,225	-10.9%
TOTAL USAGE	627		309,817	348,866	212,444	238,388	-10.9%

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

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
TOTAL SESSIONS	152,455	74,946	450,529	274,355	64.2%

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	37,426	37,353	187	180	140,729	145,062	-3%
Branches	188,263	209,726	888	955	746,432	866,578	-14%
TOTAL VISITS	225,689	247,079	887,161	1,011,640	887,161	1,011,640	-12.3%

REPORT H

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR APRIL 2017

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLENET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLENET Systems	g Total Circulation (e+f)
Addison	4,422	374	499	700	5,995	492	6,487
Brooklyn	2,383	256	322	384	3,345	334	3,679
Carnegie West	9,962	656	1,053	1,389	13,060	961	14,021
Collinwood	3,340	323	436	713	4,812	567	5,379
East 131st	1,995	268	226	334	2,823	239	3,062
Eastman	9,145	916	1,127	1,853	13,041	1,855	14,896
Fleet	5,665	471	599	1,059	7,794	645	8,439
Fulton	6,052	608	573	780	8,013	719	8,732
Garden Valley	2,284	152	134	211	2,781	155	2,936
Glenville	3,004	314	293	590	4,201	331	4,532
Harvard-Lee	4,603	533	689	897	6,722	608	7,330
Hough	2,321	335	201	269	3,126	216	3,342
Jefferson	3,510	545	756	932	5,743	573	6,316
Langston Hughes	3,957	388	490	667	5,502	414	5,916
Lorain	3,722	438	596	956	5,712	511	6,223
Martin Luther King, Jr.	2,982	468	688	918	5,056	628	5,684
Memorial-Nottingham	5,990	626	1,212	1,513	9,341	923	10,264
Mt. Pleasant	1,886	261	160	219	2,526	180	2,706
Rice	6,274	481	516	1,111	8,382	688	9,070
Rockport	9,998	802	1,134	1,764	13,698	1,381	15,079
South	5,378	592	491	521	6,982	502	7,484
South Brooklyn	9,051	768	1,406	2,031	13,256	1,534	14,790
Sterling	2,873	244	231	311	3,659	243	3,902
Union	2,903	336	301	416	3,956	283	4,239
Walz	7,250	668	1,020	1,276	10,214	994	11,208
West Park	8,299	1,075	2,313	3,047	14,734	1,810	16,544
Woodland	4,454	418	442	600	5,914	486	6,400
TOTAL	133,703	13,316	17,908	25,461	190,388	18,272	208,660

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR APRIL 2017

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	6,487	8,105	30,081	32,651	-2,570	-8%
Brooklyn	3,679	5,639	18,215	23,134	-4,919	-21%
Carnegie West	14,021	12,883	51,661	51,581	80	0%
Collinwood	5,379	6,601	21,788	27,881	-6,083	-22%
East 131st	3,062	4,019	13,692	16,522	-2,830	-17%
Eastman	14,896	19,854	64,742	79,853	-15,111	-19%
Fleet	8,439	11,628	38,218	48,126	-9,908	-21%
Fulton	8,732	13,604	42,839	58,500	-15,661	-27%
Garden Valley	2,936	3,071	13,151	12,841	310	2%
Glenville	4,532	6,314	20,468	25,976	-5,508	-21%
Harvard-Lee	7,330	11,298	30,653	37,252	-6,599	-18%
Hough	3,342	4,516	16,821	20,445	-3,624	-18%
Jefferson	6,316	7,246	27,520	28,199	-679	-2%
Langston Hughes	5,916	6,240	24,847	23,886	961	4%
Lorain	6,223	9,078	28,012	37,073	-9,061	-24%
Martin Luther King, Jr.	5,684	8,080	24,076	30,750	-6,674	-22%
Memorial-Nottingham	10,264	12,205	43,312	49,514	-6,202	-13%
Mt. Pleasant	2,706	3,076	13,671	13,951	-280	-2%
Rice	9,070	10,129	37,625	42,633	-5,008	-12%
Rockport	15,079	17,055	63,477	69,691	-6,214	-9%
South	7,484	8,596	30,255	34,096	-3,841	-11%
South Brooklyn	14,790	18,995	62,338	75,562	-13,224	-18%
Sterling	3,902	4,447	18,747	17,811	936	5%
Union	4,239	6,075	18,028	25,099	-7,071	-28%
Walz	11,208	13,701	48,540	53,882	-5,342	-10%
West Park	16,544	20,162	69,725	81,466	-11,741	-14%
Woodland	6,400	8,167	29,020	33,587	-4,567	-14%
TOTAL	208,660	260,784	901,532	1,051,962	-150,430	-14%

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE APRIL 2017

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	4,548	5,207	19,549	20,701	-1,152	-6%
Brooklyn	3,704	3,838	14,329	15,457	-1,128	-7%
Carnegie West	8,540	10,413	37,852	44,034	-6,182	-14%
Collinwood	6,379	6,859	25,296	31,140	-5,844	-19%
East 131st	5,270	7,160	22,885	34,395	-11,510	-33%
Eastman	9,500	10,943	38,731	42,759	-4,028	-9%
Fleet	9,319	9,741	36,090	41,200	-5,110	-12%
Fulton	6,978	8,036	28,238	29,899	-1,661	-6%
Garden Valley	3,519	4,192	13,503	16,965	-3,462	-20%
Glenville	4,381	5,006	17,289	27,917	-10,628	-38%
Harvard-Lee	7,074	7,395	29,614	31,914	-2,300	-7%
Hough	7,400	5,811	26,680	30,354	-3,674	-12%
Jefferson	5,272	4,228	18,690	27,124	-8,434	-31%
Langston Hughes	6,397	7,195	27,383	25,920	1,463	6%
Lorain	6,074	6,797	22,293	28,560	-6,267	-22%
Martin Luther King, Jr.	7,525	8,006	28,996	34,056	-5,060	-15%
Memorial-Nottingham	5,231	5,222	19,548	20,542	-994	-5%
Mt. Pleasant	4,082	5,839	16,982	23,144	-6,162	-27%
Rice	11,165	11,998	43,832	45,542	-1,710	-4%
Rockport	8,172	11,312	32,392	41,365	-8,973	-22%
South	6,045	6,089	24,312	24,104	208	1%
South Brooklyn	13,253	15,531	53,084	62,368	-9,284	-15%
Sterling	8,564	9,637	33,355	40,068	-6,713	-17%
Union	5,650	6,604	20,570	24,342	-3,772	-15%
Walz	8,825	9,060	32,454	34,535	-2,081	-6%
West Park	7,366	10,999	29,348	42,277	-12,929	-31%
Woodland	8,030	6,608	33,137	25,896	7,241	28%
TOTAL	188,263	209,726	746,432	866,578	-120,146	-14%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS APRIL 2017**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	16,544	1 South Brooklyn	13,253	1 South Brooklyn	32,043
2 Rockport	15,079	2 Rice	11,165	2 West Park	27,814
3 Eastman	14,896	3 Eastman	9,500	3 Fleet*	26,727
4 South Brooklyn	14,790	4 Fleet	9,319	4 Eastman	23,674
5 Carnegie West	14,021	5 Walz	8,825	5 Rockport	19,896
6 Walz	11,208	6 Sterling	8,564	6 Fulton	19,647
7 Memorial-Nottingham	10,264	7 Carnegie West	8,540	7 Rice	19,462
8 Rice	9,070	8 Rockport	8,172	8 Memorial-Nottingham	19,271
9 Fulton	8,732	9 Woodland	8,030	9 Harvard-Lee	17,655
10 Fleet	8,439	10 Martin Luther King, Jr.	7,525	10 Walz	16,063
11 South	7,484	11 Hough	7,400	11 Collinwood	14,769
12 Harvard-Lee	7,330	12 West Park	7,366	12 Langston Hughes	14,439
13 Addison	6,487	13 Harvard-Lee	7,074	13 Glenville	14,006
14 Woodland	6,400	14 Fulton	6,978	14 Addison	13,603
15 Jefferson	6,316	15 Langston Hughes	6,397	15 East 131st	13,025
16 Lorain	6,223	16 Collinwood	6,379	16 Mt. Pleasant	12,792
17 Langston Hughes	5,916	17 Lorain	6,074	17 Lorain	12,588
18 Martin Luther King, Jr.	5,684	18 South	6,045	18 Martin Luther King, Jr.	12,392
19 Collinwood	5,379	19 Union	5,650	19 Carnegie West	10,487
20 Glenville	4,532	20 Jefferson	5,272	20 Union	8,416
21 Union	4,239	21 East 131st	5,270	21 Sterling	8,267
22 Sterling	3,902	22 Memorial-Nottingham	5,231	22 Woodland	7,946
23 Brooklyn	3,679	23 Addison	4,548	23 South	6,325
24 Hough	3,342	24 Glenville	4,381	24 Hough	5,667
25 East 131st	3,062	25 Mt. Pleasant	4,082	25 Brooklyn	5,524
26 Garden Valley	2,936	26 Brooklyn	3,704	26 Jefferson	3,515
27 Mt. Pleasant	2,706	27 Garden Valley	3,519	27 Garden Valley	2,310
	208,660		188,263	28 Broadway*	1,966
					388,323
					473,177

*Broadway and Fleet service areas merged

Prepared By: Northern Ohio Data and Information Service - NODIS,
Maxine Goodman Levine College of Urban Affairs, Cleveland State
University

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2017**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
CLEVNET	63,444	76,580	257,925	306,052	-16%
MORE	306	400	1,519	1,669	-9%
Other Libraries	930	537	2,392	2,028	18%
TOTAL	64,680	77,517	261,836	309,749	-15%

*Totals included in Main Library and Branch circulation counts

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Projected	16,776	20,260	59,840	88,061	-32%
Mail and Email Reference	360	198	1,558	753	107%
Interlibrary Loan Requests	1,236	937	3,911	3,697	6%
TOTAL	18,372	21,395	65,309	92,511	-29%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
New Titles Added	4,068	6,296	18,044	22,863	-21%
Total Items Added	18,203	23,924	92,059	80,742	14%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Main Library	200	208	800	808	-1%
Branches	5,724	5,931	22,882	23,130	-1%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Downloads	13,248	11,493	50,378	46,322	9%
Users	665	627	2,622	2,574	2%

Included in circulation activity