

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
May 19, 2016  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

Present: Mr. Seifullah, Mr. Corrigan, Ms. Rodriguez, Ms. Washington, Mr. Parker, Mr. Hairston (departed, 12:57 p.m.)

Absent: Ms. Butts

Ms. Rodriguez called the meeting to order at 12:09 p.m.

**Approval of the Minutes**

Ms. Rodriguez moved approval of the minutes for the 4/19/16 Regular Board Meeting. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

**COMMUNICATIONS**

After Director Thomas stated that there were no communications to be acknowledged, Ms. Rodriguez acknowledged Fran Mentch who read a letter to the Board and requested that the following letter be reflected in the Board minutes:

*"I am here to thank the Cleveland Public Library Board and management and staff who worked together to make the decision to renovate the South Branch Library. This Carnegie library is unique architecturally and has been loved, needed and enjoyed by many people over the past one hundred years.*

*Public libraries are part of our history and our culture and people expect public libraries to help preserve that history and culture. We need to know who we were. I have thanked you before and want to thank you again for the strength of your collection; particularly for the strength of your print collection and research databases. In an era when libraries are throwing out books by the dumpsterful and sacrificing their book budgets to buy DVDs, you seem to understand the need to*

REGULAR BOARD  
MEETING OF  
4/19/16  
Approved

*preserve a good print and other collections and not give the highest priority to having innumerable copies of the newest DVDs on hand. (Although I love videos as much as the next person!)*

*I would like to thank you for thinking for yourselves and not being unduly influenced by the area's other large library system-the Cuyahoga County Public Library. Please do not think you have to compete with them; please continue to think for yourselves. The Cuyahoga County Public Library, under the direction of Sari Feldman, sold the historic, unique and beautiful Telling Mansion properties for pennies on the dollar to one wealthy man, Dick Barone, who is using it as a tax deduction. The community was dispossessed of public wealth and their tax dollars used unwisely and disrespectfully. According to the library's consultants, Telling could have been renovated for \$5 million; instead CCPL spent \$13.6 million for a new library that the community did not want or need; citizens were excluded from the decision. The only role citizens were permitted was that of taxpayers.*

*Thank you for not making the same ill-founded decision about the South Branch.*

*I ask that you include this statement in the minutes. Thank you. Fran Mentch"*

After Ms. Rodriguez thanked Ms. Mentch for her remarks, she acknowledged library patron Steve Katanovich who gave brief remarks regarding his support for the library retaining CRT computer monitors as well his recommendation for energy efficient hand dryers in Library restrooms.

#### **FINANCE COMMITTEE REPORT**

Mr. Seifullah presented the following report.

#### **Resolution to Accept Gifts for the Month of April**

(See page 750)

Mr. Seifullah moved approval of the Gift Report. Mr. Hairston 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 2016; now therefore be it

RESOLVED, That the gifts described in the Gift Report for April of 2016 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Fifth Amendment to the Year 2016 Appropriation

(See pages 751-758)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan 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 2016 Appropriation Measure to comply with the attached May 10, 2016 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Fifth Amendment to the Year 2016 Appropriation Schedule be approved.

Year 2017 Tax Budget

(See pages 759-768)

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

FIFTH  
AMENDMENT TO  
THE YEAR 2016  
APPROPRIATION  
Approved

YEAR 2017  
TAX BUDGET  
Approved

WHEREAS, **Ohio Revised Code** Section 5705.28 requires the Board of Library Trustees to submit its Tax Budget for Fiscal Year 2017 to the Board of the Cleveland Metropolitan School District on or before June 1, 2016; 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 2017 Tax Budget to the County Fiscal Officer on or before July 20, 2016; and

WHEREAS, **Ohio Revised Code** Section 5705.281 permits the County Budget Commission to waive the filling 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 2017 have been determined to be at least \$54,876,000; now therefore be it

RESOLVED, That the Year 2017 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 Accept Gift from the Believe In Reading Foundation through the Friends of the Cleveland Public Library

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

WHEREAS, The Believe in Reading Foundation was created in 2016 by Steve Potash, owner of Overdrive; and

WHEREAS, The Foundation is focused on improving literacy and reading, and invited the Cleveland Public Library to submit a proposal; and

WHEREAS, The Believe in Reading Foundation approved a \$10,000 grant and issued a check to the Friends of the Cleveland Public Library to be used to purchase books

RESOLUTION TO  
ACCEPT GIFT  
FROM THE  
BELIEVE IN  
READING  
FOUNDATION  
THROUGH THE  
FRIENDS OF  
THE  
CLEVELAND  
PUBLIC  
LIBRARY  
Approved

that will be distributed as prizes during the 2016 Summer Reading Club; and

WHEREAS, The Friends of the Cleveland Public Library in turn issued a check for \$10,000, representing full payment of the grant, to the Cleveland Public Library; 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 Friends of the Cleveland Public Library, in the amount of \$10,000 to be used to purchase books for 2016 Summer Reading Club and for deposit into the Founders Fund Account 203046-46100-16801; 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 necessary to expend the grant funds to effectuate the terms and conditions of this Resolution, with the expenditures being charged to the Founders Fund 203 and Project Code 16801.

Resolution to Accept Gift from the Cleveland Foundation to Host a 2016 Summer Internship

(See page 769)

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

WHEREAS, The Cleveland Foundation's Summer Intern program provides a limited number of college students or recent graduates an opportunity to work in Cleveland-

area nonprofit organizations or governmental agencies during the summer months; and

WHEREAS, The Cleveland Public Library applied for and was selected to host a 2016 Summer Intern; and

WHEREAS, The Cleveland Foundation will issue the Cleveland Public Library a check for \$6,200; and

RESOLUTION  
TO ACCEPT  
GIFT FROM  
THE  
CLEVELAND  
FOUNDATION  
TO HOST A  
2016 SUMMER  
INTERNSHIP  
Approved

WHEREAS, The Cleveland Public Library will pay the selected intern as a full-time temporary sub from June 1, 2016 through August 12, 2016; and

WHEREAS, The selected intern will reside within the Cleveland Digital Public Library ("CDPL") department under the supervision of the department's Coordinator and will help the Library develop an oral history program that will allow the CDPL to capture the stories of our neighborhood branches; now 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 \$6,200 to be used to host a 2016 Summer Intern and for deposit into the Founders Fund Account 203046-46100-12965, 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 necessary to expend the grant funds to effectuate the terms and conditions of this Resolution, with the expenditures being charged to the Founders Fund 203 and Project Code 12965.

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

(See pages 770-771)

Mr. Seifullah moved approval of the following resolution. Mr. Parker 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

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

Approved

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

RESOLVED, That the Board of Trustees approves the subscription renewal for the period of July 1, 2016 through June 30, 2017 for OCLC Cataloging and Metadata Subscription of \$231,010.47 and OCLC WorldShare ILL Subscription of \$6,447.39, for a total amount not to exceed \$237,457.86, with the expenditure being charged to the General Fund, Account 14140053-53800 Library Material Control; now 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 Authorizing New Agreement with Strategy Design Partners LLC

(See pages 774-774)

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

WHEREAS, In January of 2011, the Board of Trustees of the Cleveland Public Library entered into an agreement with Strategy Design Partners, LLC ("Agreement") for the purpose of providing marketing and communications services and to supplement the Library's Marketing & Communications Office; and

WHEREAS, Two amendments to the Agreement were approved by this Board in 2012 at the cost of \$4,000 per month through June 30, 2013. On June 20, 2013, this Board approved a third amendment to the Agreement to extend the term through December 31, 2013 at the cost of \$8,000 per month; on December 19, 2013 this Board approved a fourth amendment to the Agreement for an additional six (6) month period commencing January 1, 2014, through June 30, 2014 at the cost of \$4,000 per month, and on June 19, 2014 this Board approved a fifth amendment extending the Agreement through December 31, 2014; and

WHEREAS, At the November 18, 2014 Finance Committee meeting, the Library's Leadership recommended that the

RESOLUTION  
AUTHORIZING  
NEW  
AGREEMENT  
WITH  
STRATEGY  
DESIGN  
PARTNERS LLC  
Approved

Library continue to engage Strategy Design Partners, LLC ("SDP") to assist the Library with social media communications and marketing on a month-to-month basis commencing January 1, 2015 at the cost of \$4,000 per month. In addition, the Director requested to include crisis management services in the scope of services provided by SDP on an as-needed basis, at the rate of \$ 150.00 per hour, at a cost not to exceed \$10,000. On November 20, 2014, this Board approved a sixth amendment to the Agreement based on these recommendations; and

WHEREAS, The Library's Director of Marketing & Communications unexpectedly resigned, effective May 6, 2016, leaving the Library without a designated manager to handle media relations, advertising, website and e-newsletter content, story cultivation, and strategy development; and

WHEREAS, Strategy Design Partners, LLC is able to expand the scope of services that they provide to the Library, as detailed in the attached proposal, to help fill the void in the Marketing & Communications Office until a new administrator is hired; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into a new agreement with Strategy Design Partners, LLC for media relations, crisis communications, advertising, vendor collaboration, story cultivation, website content, social media, e-newsletters, and strategy development and execution commencing on May 20, 2016, through September 20, 2016, at the rate of \$8,000 per month. The expenditures shall be charged to the General Fund Account 11610053-53710 (Professional Services), and such agreement shall be subject to review and approval of the Chief Legal Officer.

Ms. Washington asked how does the Library evaluate if this firm has achieved established marketing and communications goals in terms of the agreement.

Timothy Diamond, Chief Knowledge Officer, stated that Cathy Poilpre, former Director of Marketing & Communications, would prepare regular reports containing data that determined whether or not these services were effective. Ms. Poilpre indicated that she was satisfied with the services provided by Strategy Design Partners.



In response to Ms. Washington's inquiry about what type of information was included in these reports, Mr. Diamond explained that the report included strategies, data summaries and matrix.

Mr. Hairston asked who would now prepare the report.

Mr. Diamond indicated that he would now oversee the reporting.

Mr. Diamond stated that each contract states deliverables that are required. Each contract is carefully reviewed by the Chief Legal Officer.

Mr. Hairston asked what the timeline would be hiring a replacement for Ms. Poilpre and recommended that he and Mr. Seifullah would like to be a part of this discussion.

Director Thomas stated that it is important to have this discussion especially relative to effectively promoting Library initiatives such as The Peoples University.

Mr. Hairston stated that it important that the Library tell the story.

Resolution Authorizing Agreement with The Chilcote Law Firm LLP for Legal Services

(See pages 775-782)

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

WHEREAS, On September 17, 2015, the Board of Trustees of the Cleveland Public Library authorized the Library Administration to proceed with negotiating a development agreement with University Circle City Center LLC ("UC3") for the relocation and construction of a new Martin Luther King Jr. library branch as a part of UC3's overall development project in University Circle; and

WHEREAS, Due to the complexity of the development deal, which involves developing plans for the new Martin Luther King Jr. branch (MLK Jr.), coordinating the plans for the new branch with the overall development project at University Circle, particularly the construction of

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH THE  
CHILCOTE LAW  
FIRM LLP FOR  
LEGAL  
SERVICES  
Approved

the parking garage, obtaining financial assurances from the developers for the project, constructing the new branch, and exchanging the real estate upon which the current MLK Jr. branch sits with the parcel of real estate for the new branch on Euclid Avenue and performing the necessary due diligence review prior to transfer, the Chief Legal Officer has sought out the legal assistance of attorney Lee Chilcote of the Chilcote Law Firm; and

WHEREAS, Lee Chilcote has 43 years of experience in real estate, financing, environmental, and construction law, and is a member of both the American College of Real Estate Lawyers and American College of Mortgage Attorneys. He was a partner with the former Arter & Hadden law firm and with Hahn Loeser for many years, and has experience representing public entities, having worked with Cuyahoga County to develop legal documents for its brownfields and residential housing lending programs; and

WHEREAS, The Chilcote Law Firm has already been engaged to assist the Library in preliminary negotiations with UC3, and the Library has expended \$12,072.50 in fees to date. Mr. Chilcote has provided the Library with an estimate of the cost of legal services through the completion of the project which he estimates will cost an additional \$38,250.00, for a total contract amount of \$50,322.50. In light of the complexity of this project, the Chief Legal Officer recommends this fee as a reasonable fee; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or the Chief Legal Counsel to enter into an agreement with The Chilcote Law Firm to provide legal services in connection with the Martin Luther King Jr. branch relocation project, in an amount not-to-exceed \$50,322.50, which expenditure shall be charged to the General Fund Account 11400053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Resolution Authorizing Amendment to Agreement with Robert P. Madison International, Inc. for Architectural Services

(See pages 783-788)

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

WHEREAS, On September 17, 2015, the Board of Trustees of the Cleveland Public Library authorized the Library Administration to proceed with negotiating a development agreement with University Circle City Center LLC ("UC3") for the relocation and construction of a new Martin Luther King Jr. library branch as a part of UC3's overall development project in University Circle; and

WHEREAS, The Library determined it would be helpful to the Library in negotiations to engage an architect to prepare conceptual drawings of a potential new Martin Luther King Jr. branch, and obtain an estimate of the cost of constructing a new branch based upon that drawing. To that end, on January 26, 2016 the Library entered into an agreement in the amount of \$23,000.00 with Robert P. Madison International, Inc. architects ("Madison"), to prepare one conceptual drawing; and

WHEREAS, In order to advance negotiations of the development agreement, the Library would like to engage Madison to prepare two more conceptual drawings of different sized buildings, and Madison has provided an estimate of \$5,600.00 to prepare the additional drawings, for a total contract amount of \$28,600.00; and

WHEREAS, Once the development agreement has been negotiated, the Library plans to engage in a formal qualifications-based procurement process to select the design architect for the new Martin Luther King Jr., branch; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee to enter into an amendment to the agreement with Robert P. Madison International, Inc. to provide preliminary architectural services described in this Resolution in connection with the Martin Luther King Jr. branch relocation project, in an amount not-to-exceed

RESOLUTION  
AUTHORIZING  
AMENDMENT TO  
AGREEMENT  
WITH ROBERT P.  
MADISON  
INTERNATIONAL,  
INC. FOR  
ARCHITECTURAL  
SERVICES  
Approved

\$28,600.00, which expenditure shall be charged to the General Fund Account 11400053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

RESOLUTION  
AUTHORIZING  
AMENDMENT  
TO LEASE  
WITH THE  
CITY OF  
CLEVELAND  
FOR THE  
EASTMAN  
GARDEN  
Approved

Resolution Authorizing Amendment to Lease with the City of Cleveland for the Eastman Garden

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

WHEREAS, On May 19, 1994, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a lease of the surface space of a parcel of land owned by the City of Cleveland and known as Eastman Park for a term of twenty (20) years at a rental rate of One Dollar (\$1.00) for the entire lease term; and

WHEREAS, On or about May 19, 1994, the Cleveland Public Library and the City of Cleveland also entered into an easement agreement for the land under Eastman Park for a term of fifty (50) years commencing upon completion of the construction of the Louis Stokes Wing. The easement is set to expire on March 1, 2048; and

WHEREAS, At the request of the Library, on March 14, 2016, the Cleveland City Council passed Ordinance 153-16 to extend the term of the lease to the Cleveland Public Library of Eastman Park to run co-terminously with the easement, at a rental rate of One Dollar (\$1.00) for the entire extended lease term; and

WHEREAS, The Executive Director, CEO requests the authority to renew the lease with the City of Cleveland based upon the rental amount and term stated above; now therefore be it

RESOLVED, That this Board authorizes the President of the Board or the Executive Director, CEO, to negotiate and execute an amendment of the lease for the Eastman Reading Garden with the owner, the City of Cleveland, to extend the term until March 1, 2048 for the rental amount of One Dollar (\$1.00) for the entire lease term to be charged to the General Fund Account No.

19010053-53510 (Rent/Leases), which Lease amendment shall be subject to 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, That the agreement with Family Connections is expiring on May 31, 2016; and

WHEREAS, The program has been successful and is popular with Library patrons, and the Library would like to amend the agreement to extend the program for another year and increase the number of sessions per week from two to three; and

WHEREAS, Family Connections has submitted a proposal to promote the playroom throughout the community, and to operate it three times a week for two hour sessions each for a period of one year; and

WHEREAS, The cost to the Library for these services will be \$37,046.00, and will be paid from the grant received from the Saint Luke's Foundation, through the Friends of the Cleveland Public Library, that this Board accepted on October 15, 2015; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute an agreement with Family Connections of Northeast Ohio in the amount of \$37,046.00 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

RESOLUTION TO  
AMEND  
AGREEMENT  
WITH FAMILY  
CONNECTIONS  
OF NORTHEAST  
OHIO

Approved

(Professional Services), and which agreement shall be subject to the approval of the Library's Chief Legal Officer.

RESOLUTION TO  
ACCEPT GIFT  
FROM THE  
CLEVELAND  
INTELLECTUAL  
PROPERTY LAW  
ASSOCIATION

Approved

Resolution to Accept Gift from the Cleveland  
Intellectual Property Law Association

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 a long tradition of providing our patrons access to patents and trademarks and assisting them in the area of intellectual property research. The Library has provided uninterrupted service as a Patent and Trademark Resource Center (PTRC) since the program's inception in 1871. The year 2016 marks 145 years of service to the people of Cleveland in need of assistance in this area; and

WHEREAS, The Cleveland Public Library has also enjoyed a relationship with the Cleveland Intellectual Property Law Association ("CIPLA") since their early days when they were still known as the Cleveland Patent Law Association. In fact, the Library's annual reports from 1921 and 1922 indicate generous donations for the binding of patent materials during the post-World War One era; and

WHEREAS, In continuing this long tradition of working with CIPLA, the organization has generously donated \$10,000 to Cleveland Public Library for Children's Programming and the Creative Process. Cleveland Public Library will use this generous donation for youth oriented programs that will highlight the creative process and how new ideas can be of benefit to an entire community; 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 Intellectual Property Law Association in the amount of \$10,000 to be used for Children's Programming and the Creative Process and for deposit into the Founders Fund Account 203046-46100-10949; 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 necessary to expend the grant funds to effectuate the terms and conditions of this Resolution, with the expenditures being charged to the Founders Fund 203 and Project Code 10949.

Mr. Seifullah submitted the following reports.

Fiscal Officer's Report

(See pages 789-797)

Report on Investments

(See page 798)

Report on Conference and Travel Expenditures

(See pages 799-802)

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

(See pages 803-804)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 805-809)

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

Mr. Hairston stated that he had the opportunity to work with Ms. Poilpre during his tenure with Congresswoman Fudge on the annual Congressional District Art Competition held at Martin Luther King, Jr. branch and Memorial-Nottingham brach. Ms. Poilpre's attentiveness and hard work on this initiative was greatly appreciated.

Mr. Hairston gave background on the Art Competition and announced that the Art Competition will be held on

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  
EMPLOYMENT  
REPORT

Submitted

Saturday, May 24, 2016 at Memorial-Nottingham branch. Approximately 300 pieces of art will be displayed.

Mr. Corrigan asked if the Human Resources Department was fully staffed.

Cindy Lombardo, Deputy Director, stated that there were a number of retirements. The Human Resources Department has recently added a metrics analyst and occupational health and safety manager.

Mr. Hairston submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 810)

Employee Demographics (EEO-4) Report

(See page 811)

Insurance Summary Report

(See page 812)

**COMMUNITY SERVICES REPORT**

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 813-819)

Mr. Corrigan stated that there were no significant changes to note and acknowledged the Main Reference and Direction Questions, 2010-2015, diagram as prepared by Anastasia-Diamond-Ortiz, Director of Strategy and Innovation.

Ms. Diamond-Ortiz gave a brief explanation of the diagram and predicted that reference and directional questions in TechCentral would continue to increase.

Director Thomas stated that our peer libraries in Ohio and across the country are experiencing larger dips in statistics.

REPORT ON  
PAID SICK TIME  
Submitted

EMPLOYEE  
DEMOGRAPHICS  
(EEO-4) REPORT  
Submitted

INSURANCE  
SUMMARY  
REPORT  
Submitted

MONTHLY  
ACTIVITY  
REPORT  
Submitted



Ms. Diamond-Ortiz stated that although there are dips in statistics here, Cleveland Public Library appears to be doing better than our peer libraries.

Ms. Washington asked for an explanation that would cause Cleveland Public Library to do better than its peer libraries.

Ms. Diamond-Ortiz stated that Cleveland Public Library offers a variety of services that others may not offer and noted the quality of customer service the Library provides to its patrons and visitors.

Mr. Corrigan asked if there has been any significant impact related to the discontinued KnowItNow24X7 reference services.

Don Boozer, General Research Collections Manager, including the Business, Science & Technology, Government Documents, and Social Sciences Departments, shared his insights on alternative methods of acquiring information, such as Google searches, and stated that essentially the simple reference question gap has been filled and there is no significant effect on the Library.

#### Building Status Update

Eric Herman, Construction Project Manager, showed the Board pictures of the cleaned and restored carpet for Brett Hall. Preparations continue so that all will have been completed prior to the Shakespeare Folio opening. The punch list for the first floor of Louis Stokes Wing will be completed. Furniture will be delivered the first week of June. Signs will begin on next week.

Ms. Rodriguez inquired about the CAVS banner located on the outside of the Louis Stokes Wing.

Director Thomas stated that the CAVS approached the Library and requested to hang the sign and remove it at no expense to the Library.

Mr. Corrigan asked about the status of the Safety & Protective Services office.

**BUILDING  
STATUS  
UPDATE**  
Presented

Mr. Herman stated that Safety & Protective Services has moved into their new office space however, new furniture is scheduled to arrive in June.

Mr. Herman noted the kick-off meeting with HBM Architects for South Branch is scheduled for tomorrow. Next week will be interviews for architectural firms for Safe, Warm & Dry.

CPL150  
STRATEGIC  
PLAN  
UPDATE  
Presented

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, reported that Kent State University's Cleveland Urban Design Collaborative (CUDC) is in the process of scheduling the next round of public workshops and advisory committee meetings for the Community Vision Plan Group 2 Branches: Mt Pleasant, East 131st Street, Brooklyn, and South Brooklyn. CUDC is also working with community stakeholders to organize focus groups in these communities to reach people who are less likely to attend the public meetings, namely seniors and teens.

SAFE, WARM  
AND DRY  
UPDATE  
Presented

Safe, Warm and Dry Update

Eric Herman, Construction Project Manager, stated that statement of qualifications have been submitted. Five firms, who initially appear qualified, will be interviewed.

FRIENDS  
BOARD  
UPDATE  
Presented

Friends Board Update

Gretchen Farro, Executive Director, Friends of Cleveland Public Library, announced the 3<sup>rd</sup> Annual AMP FEST to be held on Thursday, June 2, 6:00-9:00 p.m. at the Cleveland Airport Marriott. The AMP FEST is an all-inclusive, infusion of local spirits, cuisine, and music festival benefiting the Friends of the Cleveland Public Library.

Ms. Farro also announced that the Shakespeare Preview Night is scheduled for Friday, June 24, 2016 in Brett Hall, Main Library. After Ms. Farro acknowledged the assistance of Chatham Ewing and the Graphics Department,

she gave an update on marketing efforts for the event and offering discounts to employees.

**NEW BUSINESS**

Mr. Corrigan presented the following item of New Business.

Resolution Commemorating the Life of Andrew A. Venable, Jr.

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

WHEREAS, Andrew A. Venable, Jr., served as the thirteenth Director of the Cleveland Public Library, "The People's University," from June 4, 1999, when the Honorable Louis Stokes administered the oath of office to him in this room, to June 30, 2008; and

WHEREAS, While much attention has been paid to his tremendous accomplishments during his tenure as director, Mr. Venable himself regarded his earlier years at CPL, dating back to 1970, as equally significant and with an awareness he sought to instill in all staff that this library is a great library because "we, today, stand on the shoulders of our predecessors"; and

WHEREAS, It was this deep and sincere appreciation he had for the contributions and service of each individual staff member, at all levels of the organization, in every agency, building and department, and how "together we achieve the extraordinary" that caused him to consider what his own legacy would be; and

WHEREAS, Mr. Venable often quoted Dr. Benjamin E. Mays: "Whatever one touches, his aim should always be to leave that which he touches better than he found it"; and

WHEREAS, Should there be any question as to whether Andrew Venable left Cleveland Public Library better than he found it, let it be answered now: he not only left the Library better than he found it, he left each person he encountered during his time here better for the experience; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library expresses its gratitude at the memory of this remarkable and talented man, and that a copy of

RESOLUTION  
COMMEMORATING  
THE LIFE OF  
ANDREW A.  
VENABLE, JR.  
Approved

this resolution be sent to the family of Andrew Venable, as an expression of sympathy from this Board.

Mr. Corrigan shared with the Board his deep respect and appreciation for Mr. Venable and his significant contributions to the Library and his commitment to staff and patrons.

Ms. Farro stated that at the request of Mr. Venable's daughter Angela, donations to the Friends of Cleveland Public Library could be made in lieu of gifts and flowers.

**DIRECTOR'S  
REPORT**  
Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas recommended that that Board consider naming the new Welcome Room after Mr. Venable. The Library will be sponsoring the repass following Mr. Venable's funeral on June 4, 2016.

Director Thomas announced that Cleveland Public Library was the recipient of Burten, Bell, Carr Development, Inc.'s Outstanding Partner Award and thanked Mr. Seifullah for accepting the award at their 25<sup>th</sup> Anniversary celebration on May 7, 2016.

Mr. Seifullah shared his experience on a community ride with former Councilman Frank Jackson and the opportunity to express the need for a new Garden Valley branch library.

Finally, Director Thomas acknowledged Tracy Martin, Grants & Development Coordinator, for her hard work in securing the Believe In Reading grant, Cleveland Foundation grant, Cleveland Intellectual Property Law Association gift, Mozilla grant and the New York Community Bank as a gold sponsor for the Library's Summer Reading Club.

**FIGHTING COMMUNITY DEFICITS**

On April 9<sup>th</sup> the Hough Branch hosted a Legal Aid clinic for the residents of its neighborhood. Approximately 37 patrons received consultations by area lawyers who donate their time free of charge in support of this program.

## **FORMING COMMUNITIES OF LEARNING**

Beginning on April 12<sup>th</sup> the Library in partnership with the Art Therapy Studio began art workshops at two locations: East 131<sup>st</sup> and the Martin Luther King Jr. Branches. Two days a week teenaged students work with licensed art therapists on visual arts projects that will be displayed at community events on May 26<sup>th</sup>.

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### **Adam Savage and White House Tour**

On April 27, Cleveland Public Library and TechCentral hosted a visit in the TechCentral MakerSpace for Adam Savage, television personality best known for *MythBusters*, and Andrew Coy, Senior Advisor for Making, Office of Science and Technology Policy, The White House. Their visit to Cleveland was intended to showcase the variety of maker resources available throughout the city. As part of the visit to TechCentral, both TechCentral staff and patrons demonstrated various uses of the MakerSpace equipment to guests of the event.

## **CELEBRATE DIVERSITY**

On April 8<sup>th</sup> at the Martin Luther King Jr. Branch, singers and instrumentalists from the Cleveland Institute of Music and The Music Settlement performed several works by local composer H. Leslie Adams. The program featured the first performance of Adams' composition *Danza di Bambole*. Mr. Adams is a resident of Glenville and a graduate of Glenville High, Oberlin College, and Ohio State University. He was winner of the 2015 Cleveland Arts Prize Lifetime Achievement in Music Award.

## **PARTNERSHIPS**

Family Passes to the Cleveland Museum of Natural History continue to be made available to patrons at 28 locations

throughout the city. Each Family Pass is good for one day's admission to the museum for a family of 6 (up to 2 adults and 4 children). Each location receives 15 passes per month from OPS.

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On April 27th, Science & Technology Library Assistant Peter London and General Research Collections Manager Don Boozer participated in a joint program with Rising Star Coffee held at the coffee shop in The Arcade across Superior Avenue from the Library. This program on brewing coffee was the first in a planned series addressing brewing, roasting, sourcing and the history of coffee.

#### ***Progress with Chess***

Fine Arts & Special Collections Manager Pam Eyerdam coordinated the 2016 *Progress with Chess* event held on April 27<sup>th</sup> and 28<sup>th</sup>. Over 400 children participated in the two day program. 32 CPL staff members across the system and 6 retirees volunteered to help make this event a success!

#### **Exhibits and Displays**

Main library staff members created a number of informative, educational and interesting displays during the month of April.

- Literature Department Library Assistant Nick Durda developed a poetry display for National Poetry Month, a display featuring books pertaining to the library profession and a Captain America graphic novel display to promote the new Captain America movie.
- Government Documents took advantage of April Fools' Day and created a Scam Alert display. It included

books from the Social Sciences department as well as free handout materials in both English and Spanish from the government. The topics ranged from protecting finances to medical alerts.

- Social Sciences Clerk Lisa Malone and Social Sciences Library Assistant Pete Elwell prepared two exhibits in the department: one celebrating the baseball season and the Cleveland Indians, and one celebrating the current success of the Cleveland Cavaliers in the NBA post-season.
- Subject Department Librarian Terry Metter created displays featuring political comics and the National Parks.
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#### **Research That's Possible Only at Main Library**

- Staff assisted a writer in Australia with a question about the 1929 Cleveland Air Races.
- A researcher requested assistance locating photographic coverage of Cleveland area hotels, restaurants and professional baseball players and management in the 1940s.
- Request for assistance in finding photographs of the Cleveland Play House bombing of 1937, along with additional images of pre-1915 Cleveland theaters, for a documentary.
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- Request for the Middle English 15<sup>th</sup> century text entitled *Brut's Chronicle of England* by a professor from the University of London. The manuscript is now digitized and posted in the Digital Gallery to the delight of the professor!
- Request for information related to the Mayan Lintel. This is a designation given to an ancient Mayan limestone carving that dates back to 725 AD. The imagery displays the bloodletting ritual. Special Collections has a number of resources related to these ancient customs (as part of the Folklore collection).
- Request for scans of 2 letters from the *Autograph Letters from Men of Prominence in the Affairs of*

*India in the 18<sup>th</sup> and 19<sup>th</sup> Centuries* (from the East India collection that dates from 1779-1858).

Letters written by Arthur Wellesley to Lord Mornington (c1800) and letter from Thomas Daniell to Thomas Pennant (c1790). Rare manuscripts only owned by CPL

- Request to have scans made from the Rochester (NY) Times Newspaper Building from *the Howell and Thomas Architectural Plans* collection. Original drawings owned only by CPL.
- Request for scans from the book about African village life called *Goye ki Darrira*, written in the Dangaleat language. Only copy in WorldCat.
- Request for scans from the 1880 chess book, *Mr. Blackburne's Simultaneous Games Played at the Athenaeum, Manchester* (England), March 5, 1880. This is the only copy in WorldCat.
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- Request for scans from chess magazine, *Sudwestdeutsche Schach-zeitung* [Southwest German Chess Life], 1886-1890. Only copy in North America in WorldCat.
- Request for a musical score from the Eyman Dance Collection, 1908 *Marceline: Dance of the Clowns* by George J. Trinkaus. The Eyman Dance Collection of music scores is very rare.
- Request for 9 books on the Kali language from the Folklore collection. It is a dialect from the northern Cameroon or the Central African Republic.
- Request from the 1928 *Nuzi Report on the Excavation at Yorgan Tepa Near Kirkuk, Iraq*. Nuzi was an ancient city in Mesopotamia; CPL is one of 5 libraries in the country that owns a copy in WorldCat.
- Chess Researcher from Stanford inquired about the bibliographic description for the 1766 edition of *Corsa del cavallo per tutt'I scacchi dello scacchiere*. Special Collections staff explained that the CPL copy was bound with another manuscript from 1836 which explains the discrepancy in pagination from the WorldCat record.
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Bowling Green professor with a tour of the Sports Research Center and a discussion of its resources that would be useful for college students. She also aided patrons from Ontario, Canada, on April 16<sup>th</sup> who were visiting the Sports Research Center to research the economic development and impact of Jacobs/Progressive Field.

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- A patron in Science & Technology this month was preparing a slide show about automobiles in Cleveland. The classic source is *Golden Wheels* by Richard Wager who has done extensive research on the automobile industry in Cleveland. The patron also studied the department's books on the World's Fair in Chicago (1920). Cleveland automobiles might have been displayed at the Fair, and it was likely that Cleveland manufacturers attended. One book used was *The Magic City: A Massive Portfolio of Original Photographic Views of the Great World's Fair* by J. W. Buel (1894). Cleveland Public Library is the only Ohio public library to own this volume and one of only seven in the entire.
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- Literature Department Library Assistant Nick Durda located old newspaper articles in the clipping files for a patron researching formation on local theater actor Lloyd Battista.
- Popular Library Library Assistant April Lancaster was able to locate fairy tales from 1820s for a microfilm patron.

## **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**

#### Ohio Humanities Council

CPL was listed as a partner in an application from Kent State University that was awarded a \$10,000 grant to support the Wonder Woman Symposium to be held at the Library September 22-24, 2016, hosted in part by the Ohio Center for the Book and Literature Department.

#### Martha Holden Jennings Foundation

CPL was listed as a partner in an application from the English Speaking Union, Cleveland Chapter that was awarded \$10,000 to support a two-day conference for area teachers, teaching them how to teach Shakespeare. The workshop will be held on July 28 & 29, 2016, in the Cleveland Digital Public Library.

#### Northeast Ohio Regional Sewer District

Burton, Bell, Carr Development was awarded a \$125,000 Green Infrastructure Grant in partnership with the Library for the Woodland Raingardens project which will create a rain garden at the front entrance to the Library's Woodland Branch as well as a rainwater harvesting system from the roof and parking lot.

#### New York Community Bank

Submitted request for a \$10,000 sponsorship of Summer Reading Club.

Mozilla Foundation

Submitted request for web literacy training for staff.

Knight Foundation News Challenge

Our application in response to their challenge "How might libraries serve 21st century information needs?" was selected as a finalist for a Knight Prototype Fund grant. The Knight Prototype Fund program provides \$35,000 over six months for applicants to test their early-stage idea. We have to participate in a competitive interview process to be selected to receive a Prototype Grant.

Cleveland Foundation

Met with program officers to discuss our Learning Centers proposal; it will go in front of the Foundation's Board of Directors in May.

Mythbusters & Making with Adam Savage

On April 27, CPL hosted Adam Savage along with White House Office of Science and Technology Policy Senior Advisor, Andrew Coy on their day-long tour exploring the maker movement in Cleveland.

Ohio Humanities Council

Submitted final report for Speakers Bureau grant that allowed Ric Sheffield to speak at the Library on February 27 as part of African American History Month.

Letters of Support

- United Way of Greater Cleveland for application to advance the patient-centered Accountable Health Care Model in Cuyahoga County
- New England Aquarium to be a partner site in their IMLS STEMEx application.

**PUBLIC SERVICES**

In the month of April the Library hosted approximately 189 programs ranging from a musical performance by a local composer and nationally known jazz musicians to the kick-off of the Library's Shakespeare themed programming. Educational services such as after-school tutoring for children K-8, ACT preparation courses, and GED classes continued at 13 branches. During the summer months the library has committed to continuing scaled back tutoring and reading instruction at select

branches. Braxton Educational & Technology Consulting will continue offering tutoring services at 4 locations and Cleveland State's, America Reads will be offered at approximately ten locations.

On April 8<sup>th</sup> at the Martin Luther King Jr. Branch, singers and instrumentalists from the Cleveland Institute of Music and The Music Settlement performed several works by local composer H. Leslie Adams. The program featured the first performance of Adams' composition *Danza di Bambole*. Mr. Adams is a resident of Glenville and a graduate of Glenville High, Oberlin College, and Ohio State University. He was winner of the 2015 Cleveland Arts Prize Lifetime Achievement in Music Award.

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that follows the efforts of a poet and like-minded youth to mount a modern adaptation of Shakespeare's *Romeo and Juliet*, The adaptations intent was to start a real dialogue about the cycle of violence in the city of Richmond, California. The film's theme ties in with the library's strategic initiative, *Fighting Community Deficits*, and with the upcoming exhibit of Shakespeare's *First Folio*.

#### **BOOKMOBILE**

Mobile Services Manager Rhonda Pai received feedback from Ms. Weakley a Pre-K teacher at Bright Star childcare center regarding deposit collection books that a part of the *On the Road to Reading* program. She shared her experience reading the book *Pete the Cat* to her class: "the best and only way I can think to describe it is my one of my developmentally delayed students immediately woke up. She woke up when we read *Pete the Cat* to her and the class." Ms. Weakley explained that before reading that story nothing had seemed to reach the child or make her engage with the class. She had asked if it was possible to keep the *Pete the Cat* book on a long loan instead of returning it with the monthly kit. OTRR staff was able to provide a giveaway copy of the *Pete the Cat* book through funding from the Friends of the Cleveland Public Library. Ms. Weakley will now have the book permanently in her classroom collection.

#### **STAFF**

Library Assistant, Deborah Hajzak conducted a training session for seven (7) new Main Library tour guides in preparation for the upcoming *First Folio* exhibit tours as well as expanding the pool of tour guides for general use. Additional training sessions may be scheduled in future months, as needed.

Mobile Services Manager, Rhonda Pai spoke at the MomsFirst literacy kickoff event on April 14<sup>th</sup> at the Friendly Inn Settlement. She encouraged all participants to get their children library cards and conducted a small workshop encouraging parents to make simple early literacy techniques part of their daily routine. There were roughly 35 parents and 25 MomsFirst Health Workers in attendance.

#### **Youth Services Programs**

Youth Services staff conducted Wee Read and Play and Super Sleuths Story times on Tuesdays and Wednesdays in

April. In addition, Children's Librarian Lan Gao conducted Art Lab drop-in programs and Fine Arts Library Assistant Mark Fox Morgan worked with Youth Services for an Art Lab program featuring the artist Salvador Dali on April 13<sup>th</sup>. Mr. Morgan showed 10 participants how to make Surrealist style paper clock mittens and promoted art books about Surrealism.

#### **Intellectual Property Programming**

Science & Technology Senior Librarian Jim Bettinger continues to teach courses for the intellectual property professional community on databases relevant to their field. In April, Mr. Bettinger held four classes in the Cleveland Digital Public Library Learning Commons.

#### **Coffee Brewing**

On April 27<sup>th</sup>, Science & Technology Library Assistant Peter London and General Research Collections Manager Don Boozer participated in a joint program with Rising Star Coffee held at the coffee shop in The Arcade across Superior Avenue from the Library. This program on brewing coffee was the first in a planned series addressing brewing, roasting, sourcing and the history of coffee.

#### **Making and Faking Shakespeare**

Fine Arts & Special Collections staff participated in the launch of the Shakespeare program on April 23<sup>rd</sup> highlighting the *Making and Faking Shakespeare* exhibit in the John G. White Exhibition Hall.

#### **Progress with Chess**

Fine Arts & Special Collections Manager Pam Eyerdam coordinated the 2016 *Progress with Chess* event held on April 27<sup>th</sup> and 28<sup>th</sup>. Over 400 children participated in the two day program. 32 CPL staff members across the system and 6 retirees volunteered to help make this event a success!

#### **Friday Frolics**

During the month of April, Literature Department Librarian Timothy Phillips hosted two Friday Freighting Frolics programs. *I am Spartacus* was featured on the 8<sup>th</sup> and patrons enjoyed John Steinbeck's *Acts of King Arthur and His Noble Knights* on the 29<sup>th</sup>.

### **Get Graphic Book Club**

On April 7<sup>th</sup>, *Mystique: Ultimate Collection* by local author Brian K. Vaughn, et al, was the 7th in the *Get Graphic! A Graphic Novel Book Club: Wonder Women* series. 6 people joined Senior Subject Department Librarian Jean Collins and Ohio Center for the Book Scholar-In-Residence Valentino Zullo for an enlightening and fun discussion of this work. The 8<sup>th</sup> and last entry in the *Wonder Women* book club was *Jessica Jones: Alias, Volume 1*, by local author Brian Michael Bendis held on April 21<sup>st</sup>. Ohio Center for the Book Scholar-In-Residence Valentino Zullo worked with Library Assistant Nick Durda to wrap up this series of book clubs.

### **Adult Student Resources**

The Business, Economics & Labor Department Senior Librarian Sandy Witmer and Library Assistant Joseph Parnell each proctored exams for adult students during the month of April and Librarian Susan Mullee taught the GED students writing skills to help them prepare for the writing section of the GED test.

### **Genealogy and Family History Research Clinics**

The Center for Local and Global History hosted a Genealogy and Family History Research Clinic presented by volunteers from the African American Genealogical Society of Cleveland on April 9<sup>th</sup>.

### **Music at Main**

A live music performance was held at Main Library on April 2<sup>nd</sup>. *The Espresso Wind Quartet* from the Cleveland Institute of Music performed pieces from the *Rustiques pour trio d'anches* by Joseph Canteloube, *Suite d'apres Corrette, Op. 161b* by Darius Milhaud, *Habanera* by Paquito d'Rivera, *Cinq pieces en trio* by Jacques Ibert, and *Trio pour Hautbois, Clarinette et Basson* by George Auric. There were 43 patrons in attendance.

### **Main Library Book Clubs**

Social Sciences Clerk Lakitha Tolbert led nine members of the Social Sciences Non-Fiction Book Club in a lively discussion of Susan Cain's *Quiet: The Power of Introverts in a World That Can't Stop Talking* on April 14<sup>th</sup>. Social Sciences Library Assistant Lakeisha Winstead and Social Sciences Librarian Helena Travka organized the event. CLGH Manager Olivia Hoge conducted the Brown Bag Book Club on April 18<sup>th</sup>. The book discussed was Sarah Vowel's *Lafayette in the Somewhat United States*.

Popular Library Assistant Doug Westerbeke led a book discussion on *The Buried Giant* by Kazuo Ishiguro. Popular Library Clerk Benjie Smith and Popular Library Assistant April Lancaster led a discussion of *Jam on the Vine* by LaShonda Katrice Barnett during the April Popular Department book club event.

#### **Foreign Literature Programs**

During the month of April, Foreign Literature staff members planned and coordinated a total of 39 programs. Senior Subject Librarian Caroline Han was responsible for planning 26 programs in coordination with the Cleveland Chapter of the Confucius Institute. A total of 359 patrons were served with these combined efforts.

#### **Main Library Tours and School Visits**

Main Library staff members provided tours throughout the month of April. Groups visiting included: Honor students from Maple Hts. High School, students visiting from I-Can Charter Schools, a group of students from Cleveland College Preparatory School, students from Chambers Elementary School, preschoolers from St. Clements School, students from St. Benedict School and Willow Hill Schools, members of the Cleveland Hiking Club, and a group of patrons who requested a private tour on April 26<sup>th</sup> of the Special Collections Department.

#### **Exhibits and Displays**

Main library staff members created a number of informative, educational and interesting displays during the month of April.

- Literature Department Library Assistant Nick Durda developed a poetry display for National Poetry Month, a display featuring books pertaining to the library profession and a Captain America graphic novel display to promote the new Captain America movie.
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baseball season and the Cleveland Indians, and one celebrating the current success of the Cleveland Cavaliers in the NBA post-season.

- Subject Department Librarian Terry Metter created displays featuring political comics and the National Parks.
- Fine Arts Librarian Andy Kaplan prepared a display of books for April Jazz Appreciation Month and biographical books about PRINCE.

### **Main Library Outreach**

On April 15<sup>th</sup> Children's Librarian Lan Gao collaborated with Eastman Branch Children's Librarian Rebecca Price-Donahue, for the CMSD Career Day program at John Marshall School of Civic and Business Leadership. They participated in a Q & A session about "Good Personality Goes a Long Way at the Workplace" to 17 students. In addition, Ms. Gao attended four additional Cleveland Metropolitan School Districts Career Day programs during the month of April.

Government Documents Supervisor Sarah Dobransky participated in Legislative Day in Columbus on April 13<sup>th</sup>.

The Seed Library headquartered in the Science & Technology department is blooming. Besides many interested patrons, at least two schools, one near the Jefferson Branch and one near the Garden Valley Branch are interested in obtaining seeds and information.

In conjunction with the on-going Shakespeare programming and publicity, Science & Technology Library Assistant Elvira Baron recited Hamlet monologues in Hungarian taped by Cleveland Digital Public Library Library Assistant Catherine Young.

Youth Services Librarians Lan Gao and Kristen Schmidt conducted several story times at Fed Kids and Metro Health Medical Center during the month of April serving over 90 young patrons!

Youth Services Manager Annisha Jeffries along with Popular Department Manager Sarah Flinn continuing to partner and promote the library and services through weekly story times for 1 to 9 month old children at

Rainbow Babies and Children's Hospital's Centering Pregnancy program.

### Collection Development Highlights

After putting in place a number of policy and procedural changes, the Government Documents Department has begun to fully process the current five-years-worth of the federal depository collection.

Staff at PAL is in the process of cataloging government document items to show holdings in the public catalog.

Social Sciences Library Assistant Pete Elwell acquired a game day program for the 1964 Cleveland Browns championship game for the Sports Research Center collection.

The microfilm storage on the fifth floor was rearranged so it is more accessible for staff to pull reels.

Staff completed labelling and shelving the 168 volume set of Tibetan Tripitaka books that were re-classed to Library of Congress.

Special Collections librarian Stacie Brisker ordered the winning titles for the 2016 *Anisfield -Wolf and Sugerman Children's* book awards for the collection.

CLGH Map Collection Librarian Tom Edwards and Library Assistant Dan Milich inventoried 226 park plans.

CLGH Subject Department Librarian Brian Meggitt has been actively researching the history of photographer Charles S. Hackett in support of the arrangement and description of the Charles S. Hackett Collection (which contains over 12,000 items). Mr. Meggitt also continues to work on the Cleveland Subject Collection identification project. Since his last monthly report Mr. Meggitt has added unique IDs and metadata for over 2,000 additional photographs to bring his total over 3,000 (the collection has roughly 25,000 images).

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## **TechCentral**

### **Adam Savage and White House Tour**

On April 27, Cleveland Public Library and TechCentral hosted a visit in the TechCentral MakerSpace for Adam Savage, television personality best known for *MythBusters*, and Andrew Coy, Senior Advisor for Making, Office of Science and Technology Policy, The White House. Their visit to Cleveland was intended to showcase the variety of maker resources available throughout the city. As part of the visit to TechCentral, both TechCentral staff and patrons demonstrated various uses of the MakerSpace equipment to guests of the event.

### **Community Engagement: Visits and Outreach**

CJ Lynce, TechCentral Manager, met with staff members on April 7 from a local High School that are looking to develop their own maker space.

Forrest Lykins, TechCentral Coordinator, represented the Library at the ConnectHome kickoff meeting on King Kennedy Boys & Girls Club on April 5.

Mr. Lynce led a tour of twenty teachers attending a conference at WVIZ Ideastream on April 7.

Mr. Lynce and Melissa Canan, Library Assistant, Computer Emphasis, hosted an after-hours meeting for the AIGA Cleveland professional organization in the TechCentral MakerSpace on April 12.

TechCentral hosted several groups of students from a local college preparatory school on April 18 through April 20.

TechCentral hosted a tour of the department and MakerSpace for a group of students as part of the Inner Muse Project on April 18.

Mr. Lynce hosted a tour of TechCentral and the MakerSpace for staff members from the Downtown Cleveland Alliance on April 20.

Suzi Perez, Library Assistant, Computer Emphasis, and Matthew Sucre, Library Assistant, Computer Emphasis, hosted a tour of the MakerSpace of students as part of the Cleveland Connectors initiative on April 23.

Mr. Lykins developed and implemented training for the Cleveland Connects initiative as part of the Library's partnership with the Cleveland Metropolitan Housing Authority. Mr. Lykins led the first training for Cleveland Connects on April 26.

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

The following are the statistics for Computer Class and MakerLab programs for April 2016:

	Branches	Main	<b>Total</b>
Number of Computer Classes	42	22	<b>64</b>
Attendance in Computer Classes	121	63	<b>184</b>
Cancelled Computer Classes (in-advance, no registrations)	3	0	<b>3</b>
No-Show Computer Classes	2	0	<b>2</b>
Cancelled Computer Classes Due to Weather	0	0	<b>0</b>

	Branches	Main	Total
Number of MakerLabs	16	6	<b>22</b>
Attendance at MakerLabs	196	13	<b>209</b>
Cancelled MakerLabs (in-advance, no registrations)	0	0	<b>0</b>
No-Show MakerLabs	0	0	<b>0</b>
Cancelled MakerLabs Due to Weather	0	0	<b>0</b>

## **Cleveland Digital Public Library**

### **Programs, Services & Exhibits**

#### **Learning Commons**

Cleveland Digital Public Library regularly hosts Tech Central's computer classes, International Services (ESL) classes, CPL Fit Yoga, and Government Documents database workshops. On April 16, the Center for Local and Global History's Genealogy for Kids workshop was located in the learning commons.

#### **Maple Heights High School honors program**

Cleveland Digital Public Library Coordinator Rachel Senese, Metadata Archivist Raymond Rozman, and Preservation Technician Elizabeth Bardossy gave tours of the touch wall, digital hub, and preservation lab to students in the Maple Heights High School honors program as part of the Educational Service Center of Cuyahoga County's Inner Muse Project Tour. They had lunch in the learning commons and discussed the Ora Coltman's *Dominance of a City*.

#### **Dr. Ross Duffin lecture and musical performance**

Dr. Ross Duffin came and gave a lecture on his book *Shakespeare's Songbook* followed by a performance of selected Shakespearean songs by Margaret Carpenter and Brian Kay. Approximately 90 people attended the April 23 event.

"Making and Faking Shakespeare", "A Rose by Any Other Name..." and "Digital Shakespeare" exhibits opening reception.

The opening for the exhibits was held on April 23 at 4:30 during which high tea was served, and a tour by Dr. James Merino was held. Approximately 55 people attended.

### **Papermaking**

Ms. Bardossy held a papermaking workshop in the Art Lab as part of the Shakespeare programming on April 30. 8 people attended.

### **Videography and Photography**

Library Assistant Catherine Young photographed Music at Main, Poet Kisha Foster, the Shakespeare exhibits opening high tea reception, *Shakespeare's Songbook* lecture and performance, and Adam Savage's Nation of Makers tour visit. She also filmed Music at Main, Hamlet in multiple languages for the "A Rose By Any Other Name..." exhibit, *Shakespeare's Songbook* lecture and performance, and Adam Savage's Nation of Makers tour visit.

### **Scanning Assistance**

Cleveland Digital Public Library staff assisted over 16 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**

Between April 1 and April 29 the Cleveland Digital Public Library had 721 visitors and 165 KIC Scanner sessions resulting in 6,886 images/12,192.5 MB or 12.2 GB. The Digital Gallery had 6,018 sessions by 4,502 users resulting in 28,959 page views. Of the 6,018 sessions, 681 originated located outside of the United States.

### **Library Staff Does Digitization**

Cleveland Digital Public Library staff has scanned 97 items, post processed 106 items, and uploaded 788 items containing 788 files into the Digital Gallery. Notable items include: John Hay High School yearbook, *Lincoln Log*, CPL Main Building renovation blueprints, South Branch annual reports, *Le Ieu de Esches*, *Qvesto Libro e Da Imparare giocare*, chess portraits, *Trattato del Nobilissimo et Militare Essercitio de Scacchi*, Karamu theatre programs, and the city record.

### **Preservation**

The preservation staff has received 107 books for preservation work, and has sent back 133 books to the



owning department. Preservation staff have completed 87 (43 complex, 44 simple) book treatments, 4 complex treatments to flat paper materials, 62 enclosures, and printed 86 labels. 23 book cradles were constructed for the exhibits.

### **Shakespeare Folio**

Planning has been ongoing on activities related to the Shakespeare Folio exhibit at Cleveland Public Library in summer 2016. Dr. Ewing has met with Library Staff, Folger Shakespeare Library Staff, Shaker Library Staff, ICA staff, Cleveland State University, and English Speaking Union to coordinate events to take place during spring and summer. Currently, Dr. Ewing is planning the Brett Hall exhibit.

### **Branches**

**Addison Branch** - Branch Manager, Magnolia Peters continues to provide literature drops at area community centers. Youth Librarian, Heidi Landskroener continued her off-site Storytime and provides emails concerning the Early Literacy calendar, branch program guide, and other items of interest to local teachers.

**Brooklyn** - Weekly visits to Little Bit of Loving DayCare continued in April, with LA Children's Emphasis Cathy Hankins conducting the sessions. Her sessions included storytelling and readings with an emphasis on Spring and gardening. Some of the sessions included planting and watering seeds.

**Carnegie West** - The final Tail Waggin' Tutors session of the school year took place April 9th. Thirteen children read to dogs Ziggy and Neil. Thanks to the CPL starter project grant, each child received a stuffed toy dog to take home to read to. Thanks to TechCentral, each dog wore a tag that had CPL's logo on one side, and 'I read to a Tail Waggin' Tutor at Carnegie West Branch' on the other. Branch Manager Angela Guinther helped organize CPL's participation in Ohio Library Council's Legislative Day and visited with legislators on behalf of CPL in Columbus, Ohio on April 13th. Computer Aide Lily Korte hosted a 'Tough Wallet Maker Lab' that had eight participants.

**Collinwood** - Healthy eating and health education highlights the Collinwood branch's focus this

month. The branch launched its "Healthy Eating -Family Gardening" project in collaboration with CSU's NeoMed program where non-traditional medical students participate in a community health project as part of their course requirements to enhance better health in communities.

**East 131<sup>st</sup>** - This month kicked off with two new workshops - one 6 weeks reading skills for families with third grade students with author Amanda Lowe of the book *Stretch and Catch: Teach your Child to Read in Less than 10 Minutes a Day* and the other for our branch teens to participate in a 7 week Arts Therapy workshop where they try a variety of art techniques to learn how to express themselves positively. Other activities this month included an arm knitting tutorial with computer aide Stephanie Brooks, weekly Chess Club, a new adult book club partnership with Thea Bowman Center, and the CPL150 Community Vision Plan Community Forum.

**Eastman** - On April 5th Rebecca Price-Donahue visited the Broadway Health Center for a weekly Reach Out and Read story time. On April 11th Nancy Smith and Rebecca put up a fish-themed bulletin board. Throughout the month, young patrons will be given the opportunity to enter a coloring contest by coloring an ocean scene. Their scenes will be added to the board and a winner will be selected the first week of May. The weekend of May 22nd young patrons are encouraged to bring their stuffed animals to the branch for a sleepover. Pictures will be taken and the children will be able to pick them up the last week of the month.

**Fleet** - Pasha Moncrief, Public Services Branch Manager, attended the April Manager's Meeting, P-16 Community Meeting, P-16 Opening Day/Back to School Committee Meeting, United Way/Community Shares Bowling Event, and Leadership Training at Lake Shore Facility. Ms. Moncrief will step down as Co-Chair of the United Way/Community Shares Committee effective Monday, June 6. Tracie Forfia, Children's Librarian, and Pasha Moncrief, met with Kurt Karakul, Executive Director of Third Federal Foundation, to learn about the history of the Broadway/Slavic Village P-16 initiative.

**Fulton** - Fulton Branch highlight was the sewing participants finishing Sewing 101. One person received a sewing machine for attending 6 classes!

Participants made pillows, sleep pants, drawstring bags, aprons and a tote. Fifteen children and three adults attended the final session of the Mean Green Science Machine. Children viewed a slide presentation of microscopic images of various natural items, and then worked in teams to identify them in a game format. Final plans were made for Mean Green Science Machine participants to go on a field trip to CWRU labs on May 5.

**Garden Valley** - All branch staff is promoting the annual "Food for Fines" Program to our patrons, benefiting the Cleveland Food Bank. Patrons expressed their great appreciation to be able to support reducing hunger in Northeast Ohio while paying-off their overdue library fines; A new preschool is visiting the branch weekly for story time; Kids Café continues to serve approximately 100 children and youth a healthy snack after school; In the absence of a Children's Librarian, the entire staff is pitching in to assist children of all ages.

**The Harvard-Lee Branch** - Mrs. Parks visited all branches for the month of April. Mrs. Scurka worked on a massive weeding project of our CD Collection. Mrs. Parks attended Board Meeting and Youth Services Meeting. Mrs. Parks visited the Fulton Branch for her Exchange visit. Kevin Moore completed two daycare story times at Louis Stokes Daycare. Mrs. Parks trained Erica Marks and Lori Scurka for their current positions. Mrs. Parks attended Lean Six Ohio meeting at Main on April 21.

**Hough Branch** - For the month of April, Hough Branch welcomed new Branch Clerk Catherine Pittman; this was a lateral transfer from the East 131 Branch. Computer Aide Romael Young continues to be an asset to the Hough staff, receiving two letters of appreciation in the same week from patrons commending him on his efficiency in assisting them with computer related problems. The Harvest for Hunger "Cans for Fines" campaign is going well; Hough Branch sent eight boxes of non-perishable items to shipping in the first week of the campaign. Computer Aide Dawneast Greene chooses a Cleveland Cavaliers theme for decorating the collection barrel.

**Jefferson** - The Jefferson Branch welcomed Steve Capuozzo as he accepted his new role as the Jefferson Assistant Manager. The Branch Staff and patrons bid

farewell to Alexandra Kmiecik as she also accepted a promotion into the new role as the MLK Branch Assistant Manager. The staff had the opportunity to attend conferences and training this month. Alexander Story and Mr. Declet attended the Virginia Hamilton Conference on Multicultural Children's Literature. Mr. Declet presented two sessions of *Bookmaking 101: Basic Bookmaking for the Classroom Library* during the conference. Mr. Story also attended a NEO-RLS program Youth Readers' Advisory: Guiding them to their next great book. Mr. Capuozzo had the opportunity to attend PLA in Denver, Colorado.

**Langston Hughes** - The Langston Hughes branch featured these programs during the month of April; Oberlin College Jazz Ensemble, (the 10th year of the event); "Egypt" participants were taught how to make self-portraits in the style of Egyptian wall drawings; Super Sleuth Readers for children 3-5 years of age; learn the basics of paper craft with Papercraft Alphabet Basics; Food for Fines and Tutoring with America Reads continues through the end of the month Fifth District Mgr., Mr. Bradford, attended the community meeting with the Cleveland Museum of Art and the Cleveland Orchestra. That group sponsored a community dinner at the Fatima Family Center on April 5th.

**Lorain** - This month, Lorain Branch staff implemented a new program, seized many outreach opportunities, and completed its Innovation Grant. Youth Services staff hosted a papermaking program and recycled materials craft session in celebration of Earth Day. They continued story times and promoted CPL materials, services, and programs during a Family Cultural Exchange event at Marion C. Seltzer School and Family Academic Night at H. Barbara Booker on April 14. Branch Manager Shayna Muckerheide and Youth Services staff walked around the corner and introduced themselves to local developers who rehabilitate nearby houses and move refugee families into them.

**Martin Luther King Jr.** - The MLK Branch has continues to facilitate several successful monthly programs, which included: The weekly Teen Network Time brought in-part by Neighborhood Connections. Art Therapy Studio collaboration continued to bring in teens to explore their artistic talent *A Spring Celebration: with the Music of H. Leslie Adams*. Toni Parker, Luigi Russo, and

Cathy Poilpre participated with Y.O.U. which held mock interviews for teens. Ron Roberts lead a chess club with about 10 participants. Ms. Davis featured a movie day for the Savvy Seniors and the Ladies Sippin Tea book club at Fenway manor. Shanell Jones visited the Juvenile Justice Center and attended the 32nd Virginia Hamilton conference at Kent State University. MLK welcomed Alexandra "Lexy" Kmiecik aboard as a new Assistant Manager for the Third District Team.

**Memorial Nottingham** - We have been working hard at the Memorial Nottingham branch to improve our services and outreach to the community. Listed below are the monthly highlights of our services. Programs: Chess Club, Microsoft Power Point, Russian Book, Club Russian Children's Program. Outreach: Grovewood Head Start and Brilliant Beginnings, OH Perry School. Marvin Benton facilitated. Story times: Three (4) Growing Readers Storytime's-Facilitated by Jamie Lauver. School Visits: St. John Nottingham - all grades -50 to 80 attendees per week. After School: Braxton tutoring - 15 students per week were tutored. Outreach: - Manager: Community Partners from the Ballot Box Project visited the branch to discuss future projects. Displays: this month's displays include: Spring, Healthy eating, Garden Care, Earth Day, Prince.

**Mt. Pleasant** - Ms. Marks and Mrs. Renita Carter attended the 32<sup>nd</sup> Annual Virginia Hamilton Conference on Multicultural Literature for youth. Ms. Marks attended a two day media and early literacy training hosted by Cuyahoga County Public Library System. All participants are now "Media Mentors" and must train 24 of their organizations youth librarians, followed by 24 regional youth librarians.

**Rice** - Youth programs at Rice included select Poetry programs and displays story times, school class visits 4 days a week; the Kids' Café, the Kid's Knitting Club, Friday Chess Club, Monday Word Bingo, Friday Movies, weekend video games. For adults, there was Books at Work Community Book Discussion, Book Discussion, Knitting Group, Poetic Power, yoga, meditation, and MetroHealth smoking cessation classes. Neighborhood Connections co-hosted Neighbor Up Network Night on April 20, the first of many. Neighbor Up will take place each third Wednesday.

**Rockport** - Rockport Branch continues to serve forty healthy and nutritious bagged meals each weekday to the large number of children and teenagers who visit the library after school. Rockport is also forming communities of learning by offering free tutoring Monday-Thursday to children in grades K-8. Several popular programs at the branch during the month of April included a Little Bits Synthesizer Maker Lab (twelve youth attended), the showing of Hotel Transylvania 1 (twenty-eight youth attended) and Hotel Transylvania 2 (twenty-nine youth attended), a Chinese paper lantern craft (twelve youth attended), and Free-for-All Fridays in which thirty-eight youth enjoyed using the video games, iPads and digital drums. All forty-five children who competed in Rockport's spring coloring contest received a prize and the top 3 winners won an additional prize. Approximately fifteen adults attended the Cleveland Consent Decree Community Forum in which experts helped educate and inform citizens about the Department of Justice Report as well as their individual civil and legal rights as a way to help our patrons fight community deficits.

**South Brooklyn** - South Brooklyn welcomed April snow and heat with the continuous flow of programming: AARP free tax preparation every Saturday, Food for Fines, and the ACT prep program, entitled impACT the 216! In partnership with the Greater Cleveland Food Bank, the branch received free produce once a week to give to patrons, along with free lunches for the students participating in impACT the 216! Various staff put up displays: the adult side had Spring Cleaning, Seasonal Fiction, Get Outdoors, Baseball movies & books, and Arbor/Earth Day; the children side had Magic Tree House, Baseball, Poetry, Space and Graphic Novels with vs. in the title.

**South Branch** - The month of April offered the staff a number of training opportunities. Joel Lefkowitz and Mr. Declet attended the Virginia Hamilton Conference on Multicultural Children's Literature. Mr. Declet presented two sessions of *Bookmaking 101: Basic Bookmaking for the Classroom Library* during the conference. Mr. Lefkowitz also attended a NEO-RLS program Youth Readers' Advisory: Guiding them to their next great book. The South Branch has a new customer, who is very hard to keep satisfied.

**Sterling** - Sterling is partnering with the Promise Neighborhood for two initiatives beginning in April. Read a Book, Make a Book is a series of seven monthly books arts projects presented by artists from Art Books Cleveland at Sterling. The first program, Accordion Fold Pocket Book, will be presented April 23 at Sterling. Students from CSU occupational therapy program will help facilitate. To encourage family / community participation, instructions for all the projects will be available in the Little Free Library on East 30. Supplies (recycled materials provided by Art Books Cleveland) are available at the Branch. The second project is a collaborative effort with Promise, CSU and Sterling. As steward of the Little Free Library on East 30, Monica Rudzinski is working with graphic design students to track LFL usage of and impact on literacy in the Central Neighborhood.

**Union Branch** - Manager, Marcie Williams attended the joint Managers meeting. Marcie Williams attended a Communication workshop as part of the Leadership Certification Series. Children's Librarian Kelli Minter attended the 32nd Annual Virginia Hamilton Conference which was held at Kent State University. Kelli Minter attended the Youth Services meeting. Computer Aide Nakeetha McKnight attended the Cleveland Public Library Interview workshop. Computer Aide Ashley Reddick presented a Duct Tape craft program to a group of students.

**Walz Branch** - Little Free Library is back in business at Walz! After numerous vandalism incidents the Little Free Library has been repaired and is operational. The children from Watterson Lake and Waverly schools attended a Signing Seuss program in honor of National Sign Language Day presented by Bill Morgan of the Sight Center. In addition to Lunch and tutoring after school programs featured altered books (book beads), planting seeds and seedlings. Walz has been measured for new carpeting.

**West Park** - Weeding of the juvenile collection has begun with picture books and juvenile fiction. Fashion Club had 7 members in attendance. They decorated small tote bags and personalized pens. Poetry month program had 20 students. Newton D. Baker kindergarten classes enjoyed books about spring and acted out rhymes from poetry collections. West Park was represented at Douglas

MacArthur Girl's Leadership Academy literacy event. We welcomed Crystal Tancak as our new Assistant Manager; Literacy for Little Ones was a huge success with 8 families (26 people) in attendance! Gunning Senior Book Club met and discussed Erma Bombeck's "If Life is a Bowl of Cherries- What am I Doing in the Pits?"

**Woodland Branch** - To celebrate Ohio Library Month the Youth created and decorated their very own bookmarks; We celebrated Poetry month by creating Poetry in my pocket craft with the children from the branch and then with the children from Cleveland School of the Arts- Ms. Payne's class; The children of the branch assisted creating the Spring display board by building a house, cutting out clouds and blowing up balloons; Children engaged in after school board game sessions. America Reads tutors assisted with board games after the children completed their homework; Arlist Hunter, LA-CE lead a MakerLab, with 3-D printing; Stacy Brown, LA-CE lead the effort to recruit and provide informative examples of Library of Congress and Dewey Decimal System - for our teens who signed up online; The Cleveland Central Promise neighborhood continues to hold meetings and keep the community informed through high visibility at the Woodland branch.

#### **OLBPD**

For April 2016, OLBPD circulated 46,198 books and magazines directly to patrons. OLBPD registered 156 new readers to the service. Approximately 627 BARD patrons among 2,546 active users downloaded 11,493 items.

OLBPD Manager Will Reed attended the National Library Service (NLS) 2016 Biennial National Conference in San Francisco, CA from April 2<sup>nd</sup>-7<sup>th</sup>. Mr. Reed participated in the Standards pre-conference, was part of a panel discussion regarding the revision of the NLS standards and guidelines, moderated a presentation on evaluating patron satisfaction, and conducted the Midlands Conference business meeting as Chair.

During the conference, NLS announced their future plans for the service within the next five to seven years. These plans included constructing virtual libraries with collections housed in the 'cloud' and sent directly to talking book players; evolving shelf schemes with no physical book copies; replacing hard copy braille books by issuing refreshable braille devices, with delivery of



materials that will work much in the same as audio books and magazines; and a new generation of digital talking book players with an accessible user interface and internet connectivity, communicating directly with circulation systems, and providing instantaneous push/pull delivery of books through the 'cloud.'

OLBPD and CPL Financial Services submitted the State Fiscal Year 2017 Program Budget to the State Library of Ohio for the OLBPD program. OLBPD funding remained flat for 2017, as it has since 2009.

NLS announced that they will be producing a television commercial to help promote library services nationwide as part of their 'That All May Read' public awareness campaign. Production should wrap by the end of 2016 and begin airing in 2017.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Strongsville Senior Center Low Vision Group on March 8<sup>th</sup>; Euclid Health Fair on March 16<sup>th</sup>; Westlake High School Wellness Fair on March 22<sup>nd</sup>; Friendly Cleveland Planning Summit on April 12<sup>th</sup>; Ohio Assistive Technology Fair on April 20<sup>th</sup>; Avon Vision Fair on April 22<sup>nd</sup>; Medical Mutual Staff Tour on April 25<sup>th</sup>; and the Cleveland Sight Center Consumer Technology Fair on April 28<sup>th</sup>.

The OLBPD adult book club met on April 8<sup>th</sup> to discuss "The Martian" by Andy Weir.

### **TECHNICAL SERVICES**

Patricia Lowrey, Director of Technical Services, and the Technical Services Managers completed the 1<sup>st</sup> Quarter Update of their 2016 Operational Plan. Ms. Lowrey, Eric Hanshaw, Technical Services Assistant, and Pam Matthews, Collection Manager, introduced the Open eBook program of the national ConnectED Project to the public service staff. Ms. Lowrey and Mr. Hanshaw provided an overview to the Public Services Managers on April 6 and the Youth Services staff on April 20. Mr. Hanshaw and Ms. Matthews presented the program to the Library Assistants—Computer Emphasis on April 27.

On Tuesday April 12, Marlene Pelyhes and Jon Pas from Information Technology/CLEVNET trained Ms. Lowrey and Ms. Matthews how to use Sirsi/Dynix Analytics. Ms. Lowrey & Ms. Matthews can now create some reports. Ms. Lowrey and the Technical Services Managers met with Ms. Pelyhes, Mr. Pas, and Jim Benson to discuss a variety of projects and issues.

On April 13, Ms. Lowrey and Ms. Matthews met with Acquisitions Manager Sandy Jelar Elwell and Acquisitions Coordinator Alicia Naab to review materials funds. Ms. Lowrey, Ms. Matthews, Main Library Self Shipping Manager Dan Oreskovic, and Human Resources Recruiter Dawntae Jackson interviewed candidates for the Lake Shore Shelf/Shipping Receiving & Distribution Supervisor vacancy on April 20 and 21. James Clardy was selected for the position.

Mr. Hanshaw attended Legislative Day on April 13. Ms. Lowrey volunteered to help out at the "Progress with Chess" program at the Main Library on April 27. She enjoyed working with such enthusiastic children.

**Lake Shore Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 99 items to the Main Library for requests and 118 items to fill holds. Main Library received 323 telescopes of new materials, the Branches received 908 telescopes, CLEVNET received 125, CASE received 5, CSU received 6, and Tri-C received 3 telescopes. A total of 1,370 telescopes of new materials were shipped out. The Technicians sent 397 items of foreign language material and a total 29,725 new items were sent to the Acquisitions and High Demand Departments.

**Collection Management:** Collection Management selected 2,184 titles, 16,402 copies, and spent \$313,627 in April. A total of 125 telescopes of materials were relocated.

In the absence of a Receiving and Distribution Supervisor, Collection Manager Pam Matthews continued to serve as interim Supervisor. Bonnie Bolton attended the Virginia Hamilton Conference on Multicultural Literature for Youth and the Spring and Summer Book Buzz held at Cuyahoga County Public Library. Ms. Matthews met with the District Managers for their bimonthly Collections focus group.

**Materials Processing:** The Materials Processing Associates cataloged 1,518 new titles for the Cleveland Public Library and added 1,925 records for the CLEVNET libraries. The Associates and Sr. Clerks added 5,613 items. The Technicians worked on 25,035 items.

Brenda McIntyre attended the Interview workshop. Materials Processing Manager Elizabeth Hegstrom attended the Ohio Library Council's North Chapter Conference. The Associates and Senior Clerks met to discuss issues with DVDs. Ms. Hegstrom met with the entire Materials Processing staff to tell them about upcoming changes.

**High Demand:** The High Demand Department had a very productive month. Staff ordered 1,507 titles and 13,595 items. They added 1,287 titles and 14,480 items.

One of the Library's major book vendors, Baker & Taylor, is requiring a transition from their current ordering website, Title Source 3 to their new website, Title Source 360. This will affect many staff in both Technical Services and at Main Library. Carole Brachna, High Demand Manager is working with the vendor to coordinate the migration and training. The schedule has been approved by both Technical Services and Public Service Administrators.

Technical Services Associates Summer Salem and Rosalyn Easley participated in a webinar on using the Ingram iPage website. Dale Dickerson, High Demand Librarian, worked with other departments to create a procedure for processing BOB books for beginning readers.

**Catalog:** Staff cataloged 3,533 titles and added 3,383 items for Cleveland Public Library, including 322 titles in 10 different languages. Senior Librarian Michael Monaco created documentation and instructed the Catalog staff in using MarcEdit, OCLC Connexion batch processing, the OhioLINK Encoded Archival Description (EAD) finding aid creation tool, WorldShare record delivery, and Sirsi utilities and reports so that they can take over his special projects. Librarian Amei Hu created the first English RDA record for Thai language material in WorldCat.

Librarian Yeshen Dugarova-Montgomery began sharing responsibility for creating MARC records for archival collections with Senior Librarian Dawn Grattino and

Librarian Regina Houseman. Librarians Michael Gabe, Celia Halkovich, and Ms. Houseman will use MarcEdit and MARC Export to update batches of records, particularly bibliographic records with authorized forms of names and subjects that have changed. Ms. Hu started to load the weekly WorldShare record delivery. Librarian Perry Huang began creating brief records for OverDrive e-resources. Librarian Barbara Satow assumed the duty of loading authority record files and became responsible for Marcive authority work.

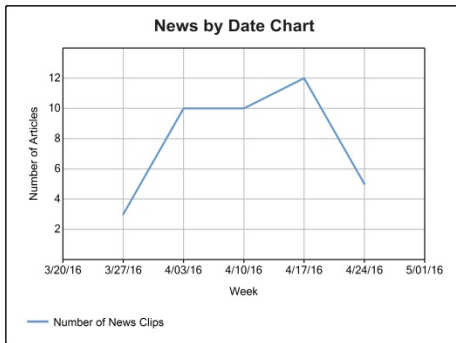
Mr. Monaco and Ms. Satow attended the Ohio Library Council (OLC) Technical Services Retreat March 31-April 1. Mr. Monaco was on the committee that planned this event, and led a break-out session on self-published and print-on-demand books. Catalog Manager Andrea Johnson attended the OLC North Chapter Conference. Mr. Monaco left Cleveland Public Library for a position at the University of Akron.

**Acquisitions:** Alicia Naab, Acquisitions Coordinator, worked with the vendor Recorded Books to set up CPL's logins and accounts on their new website and the ability to download MARC records with orders. Lisa Kowalczyk, Technical Services Librarian, assisted with the Harvest for Hunger donut sale at the Lake Shore Facility. Acquisitions Manager Sandy Jelar Elwell volunteered to help with the Progress with Chess program at the Main Library.

In March, the Acquisitions Department staff ordered a total of 7,989 titles and 13,050 items including periodical subscriptions and serial standing orders. They received 15,557 items, 1,605 periodicals, and 404 serials. They added 794 periodical items, 216 serial items, 437 paperbacks, and 1,989 comics and processed a total of 2,435 invoices.

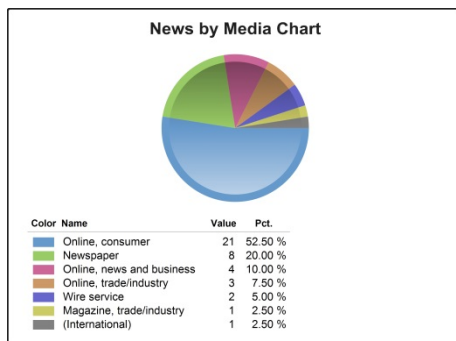
In April, the Acquisitions Department staff ordered a total of 6,585 titles and 9,157 items. They received 15,272 items, 1,606 periodicals, and 490 serials. They added 305 periodical items, 167 serial items, 357 paperbacks, and 1,472 comics and processed a total of 2,443 invoices.

## MARKETING & COMMUNICATIONS



Media coverage for the month of April included 46 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$53,235.11. In April, the online media outlets that featured CPL events and programs received 15,403,513

unique visitors. Most activity centered on the upcoming Shakespeare events. Online Consumer accounted for most of the media articles.



Ads to promote to promote the Amy Casey library card were placed in *La Prensa*, *Profile News Ohio*, *Campus Observer*, *Call & Post*, *Lotus* and *Ohio Life*.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 6,663 times

on average per week, with an average of 954 clicks to the website per week resulting in a 14% click-through rate for the month. *Public library + Cleveland* was the most clicked-through phrase and the ad most clicked on was *Great Collection of Digital and Written Materials*.

### April-SOCIAL MEDIA

Twitter followers are up from 10,400 in 2015 to 12,198 currently. Facebook fans are up from 7,148 in 2015 to 8,005 currently. We have 891 followers on Pinterest.

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

1. April 27<sup>th</sup>: Learn a new skill on your own time- @lynda is now FREE to all CPL cardholders! See how you can get started here: <http://ow.ly/4n9Kvq> (Link to Lynda info page)
2. April 28<sup>th</sup>: We enjoyed having Adam Savage @donttrythis of Myth Busters visit @techcentral\_cpl at Main Library yesterday. <http://ow.ly/4ncQPd> (Link to [Cleveland.com](http://Cleveland.com))
3. April 9<sup>th</sup>: Rosetta Stone online language learning

lessons are now accessible to all CPL patrons with valid library cards. <http://ow.ly/10tRmt> (Link to Rosetta Stone info page)

4. April 26<sup>th</sup>: Looking forward to the new public art coming to #DowntownCLE and the CPL this summer!

@clevelandstudio <http://ow.ly/4n7vjg> (Link to [Cleveland.com](http://Cleveland.com))

5. April 18<sup>th</sup>: Stop by our table at the Transgender Job Fair at @metrohealthCLE on 4/23. Register & learn more: <http://ow.ly/4mP3Xp> (link to Metrohealth)

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

1. April 27<sup>th</sup>: [Lynda.com](http://Lynda.com) now available

2. April 28<sup>th</sup>: Adam Savage of MythBusters visits CPL [Cleveland.com](http://Cleveland.com) article

3. April 3<sup>rd</sup>: Food for Fines

4. April 10<sup>th</sup>: Food for Fines

5. April 4<sup>th</sup>: Graphic Novel Book Club

**GRAPHICS**

Graphics staff designed, printed, and distributed 185 items in April in addition to graphics for ads; the library website; social media; 5 staff newsletters; Summer Reading Club collateral; Exhibit graphics and print collateral for *A Rose by Any Other Name*; Connected library card; UpNext monthly program guide and MyBranch branch activity fliers; weekly posting to website home page.

**PROPERTY MANAGEMENT**

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are meeting weekly on the progress of Phase II for Main and LSW.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. They continue to work with contractor installing new wiring and security cameras for the Main building. Addison branch is having new Sensi thermostats installed so we can remotely see and change building temperatures. Carnegie West branch had problem with A/C unit, added oil to compressor. Unit is running. E131, started making repairs to A/C unit on roof. Warehouse at

Lakeshore, ran wiring for new computer and printers. Rockport, worked with utility company on a single phasing problem with power to building. All equipment is up and running. Union, replaced timer for A/C unit compressor for main A/C unit for branch.

The carpenters and painters are working at South Brooklyn and Fulton repairing walls and painting interior walls. They have repaired several door locks in Mai and LSW buildings. They have relocated furniture from warehouse supervisor's office to new location. Carpenters met with roofing contractor to survey Lakeshore roofs. South Brooklyn, repaired panic bar on side entrance door. Installed dry wall in men's rest room so that new tile could be installed. Installed new wall tile. MLK, repaired metal gate leading to second floor, installed new lock. Replaced carpet tiles after shelving removed. Brooklyn, repaired front door locks. Carnegie West repaired entrance doorway to elevator. Fleet, repaired walls, primed and painted walls were shelving removed. Also installed carpet were shelving was.

The Garage is working on servicing lawn mowers, leaf blowers and weed cutters for the branches for summer season.

## **SAFETY & PROTECTIVE SERVICES**

### **Safety Services**

- SPS staff participated in a mandatory Professional Development Needs to Exist workshop on April 17<sup>th</sup> at Lakeshore.
- SPS is working on a Core Values Statement to help change the culture of the department.
- SPS still has an officer posted at East 131 daily to assist staff and the G4S guards enforce the Patron Code of Conduct.
- SPS held open interviews 4/29, over 70 applicants responded.
- SPS terminated Probationary Officer Kenneth Samuels for making racist/sexual remarks about a staff member at Hough to another SPS officer.
- Officer Louis Slesinger resigned amid allegations of falsifying return to work medical documents.

## 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 2016	4822	161	125	143	845	162	117	68
March 2016	5424	200	129	76	893	156	104	82
Feb 2016	4856	202	89	101	776	184	116	115
Jan 2016	4613	177	133	54	637	152	126	63
Dec 2015	4351	189	113	39	627	154	60	37
Nov 2015	4252	185	136	127	754	129	78	58
Oct 2015	5810	215	167	51	682	167	67	47
Sept 2015	5520	221	101	40	675	157	56	56
Aug 2015	6132	236	112	46	850	146	76	68
July 2015	7336	282	122	55	1006	144	87	73
June 2015	6992	280	140	42	592	170	55	58
May 2015	6010	240	140	37	390	250	52	55
April 2015	5818	223	154	39	219	294	50	64

### Special Attention, Special Events, and Significant Incidents

4/1, a female patron ran into Hough branch and hid on the floor behind the circulation desk stating her boyfriend was outside and had just hit her. The branch was locked down while the male circled the building; SPS and CPD were dispatched.

4/4, a missing juvenile entered South Brooklyn and staff contacted CPD and SPS. CPD arrived and escorted the child out of the building.

4/4, two male teenagers were caught having sex in the mezzanine of Main 2's Literature department.

4/8, at East 131 branch staff noticed a child outside of the branch who appeared lost. The child informed staff that he was suspended from school and sent home. Staff contacted CMSD and a CMSD police officer responded. The child was taken back to school to have a guardian pick him up.

4/12, a patron at Fleet branch made inappropriate comments to a staff member and threw a pencil at the staff member as well. SPS branch patrol arrived just



after the patron made threats to damage the staff member's vehicle and also claimed his parent who works on "the 10<sup>th</sup> floor" will get them fired. SPS expelled the male 30 days.

4/12, while on routine patrol the SPS guard posted at Hough branch noticed screws to the Plexiglas front windows were tampered with. Property management re-secured the screws.

4/13, SPS branch patrol was dispatched to Glenville for a female with mental issues in possession of a bat. SPS officers advised her she couldn't possess the bat inside and she left on her own.

4/14, a large group teens assembled outside Rockport branch as if preparing to fight. The teens went down the street after being instructed to leave the property. A group of students came back reporting a male brandished a gun and threatened the group. CPD and SPS responded.

4/13, an intern waiting for their ride outside of LSW had a male expose himself to her.

4/19, a patron at E. 131 demonstrated her stun gun to a friend which got staff members attention. SPS arrived a short time later and expelled the patron for having weapons on property.

4/22, a juvenile patron approached staff at Lorain branch to call the police because he had no safe place to go. CPD was contacted and transported the juvenile.

4/21, a concerned parent entered Hough branch to advise staff that his son had an active warrant, may be in a stolen vehicle, and was wanted by police. The juvenile entered the branch on 4/25 and staff contacted CPD. The juvenile was taken into custody by CPD.

4/27, a concerned parent called Sterling to alert staff of a juvenile outside of the branch waiting for another juvenile to exit so they could fight. The parent also reported the juvenile outside of the branch may have a knife on them. The guard went outside and had the aggressor leave the property; she also found a knife in the area. It was turned over to SPS.

#### Protective and Fire Systems

- SW fire panel issues have been corrected. IPS replaced a part in the panel last week.
- Panic alarm instruction and testing completed in LSW and Main buildings by staff.
- SPS is working with Sherri Parker on developing an Emergency Preparedness flipchart.
- SPS is working with property management to provide fire extinguisher use and deployment to downtown staff.

#### Contract Security

- Multiple companies have responded to the SPS contract security RFP.

#### Administration

- I had SPS officers identify personal and business values the department should focus on and adhere to. The consensus favorites were Professionalism, Respect, Integrity, Discipline, and Excellence. The Acronym will be PRIDE.

### **INFORMATION TECHNOLOGY & CLEVNET**

#### CLEVNET Quarterly Meeting

The CLEVNET Directors held their second quarterly meeting of 2016 on Friday, April 29, 2016, at Elyria Public Library's West River Branch. Virginia Sharp March, Chair of the CLEVNET Directors' Panel and Director of Perry Public Library, welcomed Katie Ringenbach, the new director of Burton Public Library. Prior to her appointment, Ms. Ringenbach had been the Branch Manager of CPL's Rockport Branch. Best wishes were extended to Joanne Eldridge, Director of Lorain Public Library, who plans to retire in September 2016, and to Luren Dickinson, Director of Shaker Heights Public Library, who has taken a new position in California.

Ms. Sharp March explained that Directors' Panel members serve three-year terms and the term of Nancy Levin, Director of Cleveland Heights-University Heights Public Library and Eastern Communities Representative on the Directors' Panel, has ended. Ms. Sharp March had not received any nominations for the ballot prior to the meeting and asked for nominations from the floor. There

being none, Ms. Sharp March asked Ms. Levin if she would be willing to serve another term. Ms. Levin said she would be very happy to serve again.

A discussion of the location of the next quarterly meeting (July 29, 2016) provided some excitement in the room when the directors learned that the choice was between Shaker Heights Public Library and the Kelleys Island Branch of Sandusky Public Library. The directors will vote at a later date.

Tim Diamond, CPL's Chief Knowledge Officer and CPL's liaison to CLEVNET, provided an update on CLEVNET's strategic plan with a focus on governance. The Pricing Model Review Group had received only one response to the RFP that was issued in fall of 2015 for a consultant to assist the group in the design of a new pricing model. The group released a second RFP on January 28, 2016, and received three responses. The group reviewed the responses and recommended the Government Finance Officers Association (GFOA) to the Directors' Panel. The Panel accepted the recommendation and gave their approval to proceed.

Mr. Diamond announced that Molly Carver, Director of Sandusky Public Library, is replacing Patrick Finan as a member of the Pricing Model Review Group. Mr. Finan retired from McKinley Memorial Library in February. Luren Dickinson's departure leaves another vacancy which will be filled by Amy Switzer, currently Deputy Director and soon-to-be Interim Director of Shaker Heights Public Library.

Mr. Diamond reminded the directors that the Panel had requested an annual meeting between the Panel Chair and CPL's Director to discuss CLEVNET's strategic priorities, staffing being one of them. The 2016 meeting took place on April 1<sup>st</sup> when Felton Thomas visited Virginia Sharp March at Perry Public Library. The two directors discussed the feasibility of a salary study for Hardware staff only. Director Thomas informed Director Sharp March that CPL's Human Resources Director was working on it and would forward cost estimates through Mr. Diamond to the Directors' Panel for their review.

On the topic of fiscal transparency, Mr. Diamond shared the following message from Carrie Krenicky, CPL's Chief

Financial Officer regarding CPL's Comprehensive Annual Financial Report: "Major fund reporting entails reporting the largest or most significant funds individually in their own columns, while reporting the smaller, less significant funds together in a single column. The primary motivation for major fund reporting is to improve transparency. Although the CLEVNET special revenue fund does not meet the criteria to be reported as a major fund, we have chosen to classify it as such because of its importance." This message was well received by the assembled directors.

Mr. Diamond shared once again that there had been a discussion at the Directors' Panel meeting in December 2015, regarding the timetable for the Bylaws Ad Hoc Committee and what should happen if a library approaches CLEVNET for membership before the bylaws are revised. While the decision to bring a new library system into CLEVNET currently rests with CPL's Board alone, the Panel would like the opportunity to weigh in on the question early in the process. The capacity for expansion was a concern raised during CLEVNET's strategic planning process. At the January 2016 quarterly meeting, the directors in attendance agreed to this approach. Well, lo and behold, Geauga County Public Library (GCPL) is asking to join.

The Board of GCPL appointed Ed Worso as their new director in September 2015. Mr. Worso had been Director of Henderson Memorial Public Library, in Jefferson, Ohio, and was the driving force to get the Ashtabula County libraries to join CLEVNET. In the short time he has been at GCPL, Mr. Worso has made a compelling argument that joining CLEVNET is a fiscally wise decision and one that will offer tremendous benefit to the patrons of GCPL. Discussions have begun with IT/CLEVNET staff to determine a plan of action. A formal resolution will likely be brought to CPL's Board of Trustees for their consideration in June 2016.

In the meantime, Hawken School is leaving CLEVNET in June 2016 to join INFOhio, a project of the Ohio Department of Education's Division of Information Management Services. Hawken School has been a valued member of CLEVNET since 2000, but, at this point, it makes more sense for the school library to become part of a network geared specifically for their needs. The

departure of Hawken School will leave only one non-public library member in CLEVNET: Cleveland Law Library.

Julianne Bedel, Director of Barberton Public Library, announced that the Bylaws Ad Hoc Committee is scheduled to meet immediately following the quarterly meeting.

Hilary Prisbylla, Director of CLEVNET, reported on the progress her team has made on their operational goals. Members of her team are focused on the configuration process for the new Enterprise public catalog. The new catalog is scheduled to launch June 20, 2016.

Ms. Prisbylla updated the group on the other key projects and initiatives underway:

- Bluecloud Visibility
- Analytics Station
- OverDrive Front Line Tech Support
- ProPay
- New Public Website for CLEVNET

Larry Finnegan, Director of IT, provided a status report on the many projects his team is working on, including:

- Open DNS
- Email Archiving and Encryption
- SharePoint
- Yammer
- Service Strategy during Republican National Convention

Nancy Levin, Director of Cleveland Heights-University Heights Public Library, spoke about Library Card Sign-Up Month in September 2016 and how the nine libraries in Cuyahoga County intend to cooperate on a joint campaign. One component of the campaign will be fine amnesty for juveniles. Ms. Levin explained that the libraries in Cuyahoga County would forgive each other's fines but non-Cuyahoga libraries would be reimbursed by the libraries in Cuyahoga County.

Reports from the various special interest groups followed. The Training SIG is focused on the new public catalog. Nancy Levin, liaison to the Public Relations & Marketing SIG, distributed drink coasters that promote *HeritageQuest* and *Consumer Reports* databases. The coasters are available to member libraries for distribution.

The next CLEVNET quarterly meeting will be held Friday, July 29, 2016, at either Shaker Heights Public Library or the Kelleys Island Branch of Sandusky Public Library, depending on the outcome of the vote.

CLEVNET PROJECTS

- McKinley Memorial Library migrated to CLEVNET VoIP
- Huron upgraded from a 10mb connection to 50mb
- New Domain Controller installed at Shaker Heights Public Library
- 

CPL PROJECTS

- Twenty new Virtual Desktops created for the MyCloud environment

Ms. Rodriguez adjourned the Regular Board meeting at 1:06 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary

## GIFT REPORT FOR APRIL 2016

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	840	3,802
Periodicals	1	94
Publishers Gifts	0	0
Non-Print Materials	298	651
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>1,139</b>	<b>4,547</b>

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 0	\$ 1,250
Library Fund	Restricted	200	3,190
Young Fund	Restricted	0	12,558
Schweinfurth Fund	Restricted	16,820	24,535
Founders Fund	Restricted	49,788	359,742
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	58,687
<b>TOTAL MONEY GIFTS</b>		<b>\$ 66,808</b>	<b>\$ 460,861</b>

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	18	1,221	1,139	4,547
Money Gifts	6	41	6	41
<b>TOTAL GIFTS</b>	<b>24</b>	<b>1,262</b>	<b>1,145</b>	<b>4,588</b>

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 79.25% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio


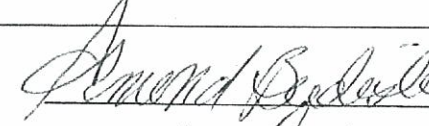
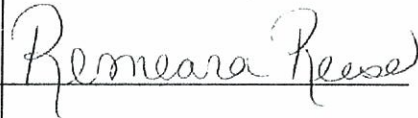

May 10, 2016

To the Board of Library Trustees of the: CLEVELAND PUBLIC LIBRARY

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2016, as revised by the Budget Commission of said County, which shall govern the total of appropriate appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2016	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	24,554,989.34	23,766,763.55	22,003,404.59	2,627,805.62	72,952,963.10
Special Revenue	14,513,201.23			8,162,817.36	22,676,018.59
Capital	9,083,634.76			1,503,500.16	10,587,134.92
Permanent	2,683,120.10			137,536.00	2,820,656.10
Agency	18,241.33			0.00	18,241.33

Totals/Subtotals	50,853,186.76	23,766,763.55	22,003,404.59	12,431,659.14	109,055,014.04
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	Budget	
	Commission	



## Cleveland Public Library

2016

May 10, 2016

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)
<b>General Fund</b>							
101	General Fund	\$ 24,554,989.34	\$ 23,766,763.55	\$ 23,766,763.55	\$ 2,627,805.62	\$ 2,627,805.62	\$ -
			\$ 22,003,404.59	\$ 22,003,404.59			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 276,296.99			\$ 11,000.00	\$ 11,000.00	\$ -
202	Endowment for the Blind	\$ 2,170,265.69			\$ 84,400.00	\$ 84,400.00	\$ -
203	Founders	\$ 5,885,671.83			\$ 604,141.78	\$ 614,141.78	\$ 10,000.00
204	Kaiser	\$ 58,614.88			\$ 2,300.00	\$ 2,300.00	\$ -
205	Kraley	\$ 179,009.06			\$ 6,400.00	\$ 6,400.00	\$ -
206	Library	\$ 177,111.07			\$ 10,700.00	\$ 10,700.00	\$ -
207	Pepke	\$ 127,745.59			\$ 4,800.00	\$ 4,800.00	\$ -
208	Wickwire	\$ 1,349,668.46			\$ 54,600.00	\$ 54,600.00	\$ -
209	Wittke	\$ 86,265.93			\$ 3,400.00	\$ 3,400.00	\$ -
210	Young	\$ 4,000,361.89			\$ 200,400.00	\$ 200,400.00	\$ -
225	Friends	\$ -			\$ 59,000.00	\$ 59,000.00	\$ -
226	Judd	\$ -			\$ 230,207.00	\$ 230,207.00	\$ -
228	Lockwood Thompson	\$ 54,674.88			\$ 180,399.00	\$ 180,399.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 80,722.29			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 158,419.24			\$ 5,037,729.97	\$ 5,037,729.97	\$ -
251	OLBPD	\$ (14,144.26)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ 27,058.22			\$ -	\$ -	\$ -
254	MyCom	\$ (104,540.53)			\$ 104,245.61	\$ 104,245.61	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
		\$ 14,513,201.23			\$ 8,152,817.36	\$ 8,162,817.36	\$ 10,000.00
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 9,083,634.76			\$ 1,503,500.16	\$ 1,503,500.16	\$ -
<b>Permanent Funds</b>							
501	Abel	\$ 208,076.10			\$ 9,000.00	\$ 9,000.00	\$ -
502	Ambler	\$ 2,018.69			\$ 86.00	\$ 86.00	\$ -
503	Beard	\$ 123,622.21			\$ 5,100.00	\$ 5,100.00	\$ -
504	Klein	\$ 4,751.17			\$ 200.00	\$ 200.00	\$ -
505	Malon/Schroeder	\$ 170,913.05			\$ 10,200.00	\$ 10,200.00	\$ -
506	McDonald	\$ 173,940.36			\$ 7,100.00	\$ 7,100.00	\$ -
507	Ratner	\$ 85,938.24			\$ 3,400.00	\$ 3,400.00	\$ -
508	Root	\$ 32,361.65			\$ 1,500.00	\$ 1,500.00	\$ -
509	Sugarman	\$ 49,674.54			\$ 7,000.00	\$ 7,000.00	\$ -
510	Thompson	\$ 111,293.32			\$ 6,000.00	\$ 6,000.00	\$ -
511	Weidenthal	\$ 6,013.72			\$ 250.00	\$ 250.00	\$ -
512	White	\$ 1,697,362.18			\$ 85,000.00	\$ 85,000.00	\$ -
513	Beard Anna Young	\$ 17,154.87			\$ 2,700.00	\$ 2,700.00	\$ -
		\$ 2,683,120.10			\$ 137,536.00	\$ 137,536.00	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 10,735.01			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 7,506.32			\$ -	\$ -	\$ -
		\$ 18,241.33			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$10,000.00 relating to the Founders fund for restricted gift of \$10,000 from the Cleveland Intellectual Property Law Association.

Thank You,  
*Carrie Krenicky*  
 Treasurer/CFO  
 Cleveland Public Library

**Cleveland Public Library**  
2016

May 4, 2016

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)
<b>General Fund</b>							
101	General Fund	\$ 24,554,989.34	\$ 23,766,763.55	\$ 23,766,763.55	\$ 2,627,805.62	\$ 2,627,805.62	\$ -
			\$ 22,003,404.59	\$ 22,003,404.59			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 276,296.99			\$ 11,000.00	\$ 11,000.00	\$ -
202	Endowment for the Blind	\$ 2,170,265.69			\$ 84,400.00	\$ 84,400.00	\$ -
203	Founders	\$ 5,885,671.83			\$ 597,941.78	\$ 604,141.78	\$ 6,200.00
204	Kaiser	\$ 58,614.88			\$ 2,300.00	\$ 2,300.00	\$ -
205	Kraley	\$ 179,009.06			\$ 6,400.00	\$ 6,400.00	\$ -
206	Library	\$ 177,111.07			\$ 10,700.00	\$ 10,700.00	\$ -
207	Pepke	\$ 127,745.59			\$ 4,800.00	\$ 4,800.00	\$ -
208	Wickwire	\$ 1,349,668.46			\$ 54,600.00	\$ 54,600.00	\$ -
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210	Young	\$ 4,000,361.89			\$ 200,400.00	\$ 200,400.00	\$ -
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226	Judd	\$ -			\$ 230,207.00	\$ 230,207.00	\$ -
228	Lockwood Thompson	\$ 54,674.88			\$ 180,399.00	\$ 180,399.00	\$ -
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230	Schweinfurth	\$ 80,722.29			\$ 50,000.00	\$ 50,000.00	\$ -
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251	OLBPD	\$ (14,144.26)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
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254	MyCom	\$ (104,540.53)			\$ 104,245.61	\$ 104,245.61	\$ -
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508	Root	\$ 32,361.65			\$ 1,500.00	\$ 1,500.00	\$ -
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512	White	\$ 1,697,362.18			\$ 85,000.00	\$ 85,000.00	\$ -
513	Beard Anna Young	\$ 17,154.87			\$ 2,700.00	\$ 2,700.00	\$ -
		\$ 2,883,420.10			\$ 137,536.00	\$ 137,536.00	\$ -
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901	Unclaimed Funds	\$ 10,735.01			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 7,506.32			\$ -	\$ -	\$ -
		\$ 18,241.33			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$6,200.00 relating to the Founders fund for restricted gift of \$6,200 from the Cleveland Foundation for being a 2016 Summer Internship Host Site Supervisor.

Thank You,  
*Cavie Krenicky*  
Treasurer/CFO  
Cleveland Public Library

**Cleveland Public Library**  
2016

May 3, 2016

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:

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			\$ 22,003,404.59	\$ 22,003,404.59			
<b>Special Revenue Funds</b>							
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202	Endowment for the Blind	\$ 2,170,265.69			\$ 84,400.00	\$ 84,400.00	\$ -
203	Founders	\$ 5,885,671.83			\$ 585,075.15	\$ 597,941.78	\$ 12,866.63
204	Kaiser	\$ 58,614.88			\$ 2,300.00	\$ 2,300.00	\$ -
205	Kraley	\$ 179,009.06			\$ 6,400.00	\$ 6,400.00	\$ -
206	Library	\$ 177,111.07			\$ 10,700.00	\$ 10,700.00	\$ -
207	Pepke	\$ 127,745.59			\$ 4,800.00	\$ 4,800.00	\$ -
208	Wickwire	\$ 1,349,668.46			\$ 54,600.00	\$ 54,600.00	\$ -
209	Wittke	\$ 86,265.93			\$ 3,400.00	\$ 3,400.00	\$ -
210	Young	\$ 4,000,361.89			\$ 200,400.00	\$ 200,400.00	\$ -
225	Friends	\$ -			\$ 59,000.00	\$ 59,000.00	\$ -
226	Judd	\$ -			\$ 230,207.00	\$ 230,207.00	\$ -
228	Lockwood Thompson	\$ 54,674.88			\$ 180,399.00	\$ 180,399.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 80,722.29			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 158,419.24			\$ 5,037,729.97	\$ 5,037,729.97	\$ -
251	OLBPD	\$ (14,144.26)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ 27,058.22			\$ -	\$ -	\$ -
254	MyCom	\$ (104,540.53)			\$ 104,245.61	\$ 104,245.61	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
		\$ 14,513,201.23			\$ 8,133,750.73	\$ 8,146,617.36	\$ 12,866.63
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 9,083,634.76			\$ 1,503,500.16	\$ 1,503,500.16	\$ -
<b>Permanent Funds</b>							
501	Abel	\$ 208,076.10			\$ 9,000.00	\$ 9,000.00	\$ -
502	Ambler	\$ 2,018.69			\$ 86.00	\$ 86.00	\$ -
503	Beard	\$ 123,622.21			\$ 5,100.00	\$ 5,100.00	\$ -
504	Klein	\$ 4,751.17			\$ 200.00	\$ 200.00	\$ -
505	Malon/Schroeder	\$ 170,913.05			\$ 10,200.00	\$ 10,200.00	\$ -
506	McDonald	\$ 173,940.36			\$ 7,100.00	\$ 7,100.00	\$ -
507	Ratner	\$ 85,938.24			\$ 3,400.00	\$ 3,400.00	\$ -
508	Root	\$ 32,361.65			\$ 1,500.00	\$ 1,500.00	\$ -
509	Sugarman	\$ 49,674.54			\$ 7,000.00	\$ 7,000.00	\$ -
510	Thompson	\$ 111,293.32			\$ 6,000.00	\$ 6,000.00	\$ -
511	Weidental	\$ 6,013.72			\$ 250.00	\$ 250.00	\$ -
512	White	\$ 1,697,362.18			\$ 85,000.00	\$ 85,000.00	\$ -
513	Beard Anna Young	\$ 17,154.87			\$ 2,700.00	\$ 2,700.00	\$ -
		\$ 2,683,120.10			\$ 137,536.00	\$ 137,536.00	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 10,735.01			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 7,506.32			\$ -	\$ -	\$ -
		\$ 18,241.33			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-General Revenue by \$8,000 relating to the IFLA Satellite Conference and Other Sources-Special Revenue by \$12,866.63 relating to the Founders fund for restricted gifts- \$2,866.63 from the Brody Estate Settlement and \$10,000 from OverDrive through the Friends of the CPL.

Thank You,  
*Carric Krenicky*  
Treasurer/CFO  
Cleveland Public Library

**CLEVELAND PUBLIC LIBRARY  
2016 APPROPRIATION: FIFTH AMENDMENT  
MAY 19, 2016**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	24,554,989.34	0.00	24,554,989.34 (3)
Taxes - General Property	21,766,763.55	0.00	21,766,763.55
Public Library Fund (PLF)	22,003,404.59	0.00	22,003,404.59
State Rollbacks/CAT	2,565,829.28	0.00	2,565,829.28
Fines and Fees	399,000.00	0.00	399,000.00
Earned Interest	320,862.50	0.00	320,862.50
Services	0.00	0.00	0.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	1,363,613.84	8,000.00	1,371,613.84
Return of Advances/(Advances Out)	(29,500.00)	0.00	(29,500.00)
<b>TOTAL RESOURCES</b>	<b>72,944,963.10</b>	<b>8,000.00</b>	<b>72,952,963.10</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	34,757,274.21	0.00	34,757,274.21
Supplies	1,052,538.00	0.00	1,052,538.00
Purchased/Contracted Services	10,437,800.55	0.00	10,437,800.55
Library Materials/ Information	7,348,180.00	0.00	7,348,180.00
Capital Outlay	1,191,200.00	0.00	1,191,200.00
Other Objects	131,760.00	0.00	131,760.00
<b>SUBTOTAL OPERATING</b>	<b>54,918,752.76</b>	<b>0.00</b>	<b>54,918,752.76</b>
Transfers/Advances	1,500,000.00	0.00	1,500,000.00
<b>TOTAL APPROPRIATION</b>	<b>56,418,752.76</b>	<b>0.00</b>	<b>56,418,752.76</b>

**CLEVELAND PUBLIC LIBRARY  
2016 APPROPRIATION: FIFTH AMENDMENT  
MAY 19, 2016**

**SPECIAL REVENUE FUNDS**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	22,646,951.96	29,066.63	22,676,018.59

<b>APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
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Anderson	267,154.48	0.00	267,154.48
Endowment for the Blind	2,254,665.69	0.00	2,254,665.69
Founders	4,006,084.62	29,066.63	4,035,151.25
Kaiser	60,914.88	0.00	60,914.88
Kraley	185,409.06	0.00	185,409.06
Library	187,811.07	0.00	187,811.07
Pepke	132,545.59	0.00	132,545.59
Wickwire	1,397,015.83	0.00	1,397,015.83
Wittke	89,665.93	0.00	89,665.93
Young	4,200,761.89	0.00	4,200,761.89
Friends	29,500.00	0.00	29,500.00
Judd	230,207.00	0.00	230,207.00
Lockwood Thompson	235,073.88	0.00	235,073.88
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	130,722.29	0.00	130,722.29
CLEVNET	5,196,149.21	0.00	5,196,149.21
LSTA-OLBPD	1,494,049.74	0.00	1,494,049.74
LSTA-Know It Now	27,058.22	0.00	27,058.22
MyCom	(294.92)	0.00	(294.92)
Learning Centers	0.00	0.00	0.00

<b>TOTAL APPROPRIATION</b>	<b>20,125,394.46</b>	<b>29,066.63</b>	<b>20,154,461.09</b> (4)
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**CAPITAL PROJECTS FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	10,587,134.92	0.00	10,587,134.92

<b>APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
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<b>BUILDING &amp; REPAIR</b>	<b>10,587,134.92</b>	<b>0.00</b>	<b>10,587,134.92</b> (5)
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**CLEVELAND PUBLIC LIBRARY  
2016 APPROPRIATION: FIFTH AMENDMENT  
MAY 19, 2016**

**PERMANENT FUNDS**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	2,820,656.10	0.00	2,820,656.10

<b>APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
Abel	217,076.10	0.00	217,076.10
Ambler	2,104.69	0.00	2,104.69
Beard	128,722.21	0.00	128,722.21
Klein	4,951.17	0.00	4,951.17
Malon/Schroeder	181,113.05	0.00	181,113.05
McDonald	181,040.36	0.00	181,040.36
Ratner	89,338.24	0.00	89,338.24
Root	33,861.65	0.00	33,861.65
Sugarman	56,674.54	0.00	56,674.54
Thompson	117,293.32	0.00	117,293.32
Weidenthal	6,263.72	0.00	6,263.72
White	1,782,362.18	0.00	1,782,362.18
Beard Anna Young	19,854.87	0.00	19,854.87
<b>TOTAL APPROPRIATION</b>	<b>2,820,656.10</b>	<b>0.00</b>	<b>2,820,656.10</b> (6)

**AGENCY FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	18,241.33	0.00	18,241.33

<b>APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
Unclaimed Funds	10,735.01	0.00	10,735.01
CLEVNET Fines & Fees	7,506.32	0.00	7,506.32
<b>TOTAL APPROPRIATION</b>	<b>18,241.33</b>	<b>0.00</b>	<b>18,241.33</b>

**CLEVELAND PUBLIC LIBRARY  
2016 APPROPRIATION: FIFTH AMENDMENT  
MAY 19, 2016**

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- (1) Certificate dated April 8, 2016
- (2) Certificate dated May 10, 2016
- (3) \$24,554,989.34 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$55,000 and \$54,160 to produce the carryover balance available for appropriation in 2016; plus \$5,848,058.18 encumbered cash.
- (4) \$14,513,201.23 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$55,000 and \$54,160 to produce the carryover balance available for appropriation in 2016; plus \$688,903.80 encumbered cash. \$8,133,317.36 additional revenue; plus cash advance of \$29,500 to Friends. 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. (\$14,513,201.23 + \$8,133,317.36 - \$2,492,057.50 = \$20,154,461.09)
- (5) \$9,083,634.76 unencumbered cash carried forward; plus \$4,164,989.49 encumbered cash. \$1,500,000.00 transfer from General Fund. \$3,500.16 additional revenue. (\$9,083,634.76 + \$1,500,000.00 + \$3,500.16 = \$10,587,134.92)
- (6) \$3,467,436.46 unencumbered cash carried forward; plus \$9,839.89 encumbered cash. \$137,536 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. (\$3,467,436.46 + \$137,536 - \$784,316.36 = \$2,820,656.10)



## 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 2017 Tax Budget

**DATE:** **May 19, 2016 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, 2016 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 2017 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 2017 expenses to \$65,666,574 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 2017 Appropriation Measure.

### **Board of Library Trustees**

Maritza Rodriguez, President • Alan Seifullah, Vice President • Thomas D. Corrigan, Secretary  
Alice G. Butts • John M. Hairston, Jr. • Anthony T. Parker • Alesha Washington  
**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 2016 is estimated at \$29,989,607 and we are currently certified at 79.25%. Applying this rate brings the estimated amount down to \$23,766,764.
- Amount requested from PLF, \$23,776,000, slightly exceeds anticipated actual collections. 2016 PLF was certified for \$22,003,405. 2017 is estimating that the percentage remains at 1.7% of the total General Revenue Fund with the State's next biennium budget along with a 3% annual growth.

The total **estimated tax calculations** are **\$47,542,764.**

(\$23,766,764 + \$23,776,000)

The total **2017 Tax Budget request** is **\$54,876,000.**

(\$31,100,000 + \$23,776,000)

- Estimated **other revenues for 2017** from earned interest, fines and fees, etc., are estimated to be **\$1,668,446**, including the Tangible Personal Property (TPP) tax reimbursement payments which is only estimated to generate \$12,490 and will be completely phased out as of June 30, 2017.
- Estimated **beginning unencumbered balance** from the General fund is **\$16,555,710.**
- The overall **estimated revenue calculations** total **\$49,211,210** (\$47,542,764 + \$1,668,446).
- The total General Fund **2017 Tax Budget Request** is **\$56,544,446** (\$54,876,000 + \$1,668,446), plus the estimated beginning unencumbered fund balance of \$16,555,710 totals \$73,100,156 of resources available for expenditures.

Cleveland Public Library's currently projected 2017 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 2017 Tax Budget Request is being distributed with the packet of materials for the May 19, 2016 Board Meeting.

## ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cleveland Public Library

For the Fiscal Year Commencing: January 1, 2017

Fiscal Officer Signature: Carrie Krenicky      Date: May 19, 2016

# 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.

## **GUIDELINES FOR COMPLETING THE ALTERNATIVE TAX BUDGET INFORMATION**

### **SCHEDULE 1**

The general purpose of schedule 1 is to meet the requirement of Ohio Revised Code (ORC) Section 5705.04 which requires the taxing authority of each subdivision to divide the taxes levied into separate levies. For help use the schedule B issued by the budget commission for the current year and add any new levies. This will help to ensure that no levies are missed.

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

### **NOTE:**

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

"Nothing in this section or any section of the ORC shall permit or require the levying of any rate of taxation, whether within the 10 mill limitation or whether the levy has been approved by the electors, the political subdivision or the charter of a municipal corporation in excess of such 10 mill limitation, unless such rate of taxation for the ensuing fiscal year is clearly required by a budget properly and lawfully, adopted under this chapter or by other information required per ORC 5705.281."

Property tax revenue includes real estate taxes, personal property taxes, homestead and rollback, and the personal property 10,000 exempt monies.

### **SCHEDULE 2**

The general purpose of schedule 2 is to produce an Official Certificate of Estimated Resources for all funds.

In column 3, total estimated receipts should include all revenues plus transfers in excluding property taxes and local government revenue. All taxing authorities, except school districts, must submit a list of all tax transfers.

### **SCHEDULE 3**

The general purpose of schedule 3 is to provide inside/charter millage for debt service. The basic security for payment of general obligation debt is the requirement of the levy of ad valorem property taxes within the 10 mill limitation imposed by Ohio law. Ohio law requires a levy and collection of ad valorem property tax to pay debt service on general obligation debt as it becomes due, unless that debt service is paid from other sources.

### **SCHEDULE 4**

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

### **SCHEDULE 5**

The general purpose of schedule 5 is to properly account for tax anticipation notes. See schedule 5 for more details.

## DIVISION OF TAXES LEVIED

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

Cleveland Public Library  
Tax Budget 2017

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



## Proposed 2017 Tax Budget With Historical Perspective

Prepared By:  
Carrie Krenicky

	2015			2016		2017
	Tax Budget	Final	Actual Rev/Exp	Tax Budget	(2)	Proposed
	2015	Actual Budget	2015	2016	Actual Budget	Tax Budget
		2015	2015	2016	2016	2017
<b>General Fund</b>						
Beginning Unencumbered Balance	\$ 13,205,265	\$ 22,909,201	\$ 22,909,201	\$ 19,111,564	\$ 24,445,829	\$ 16,555,710
Property Taxes (includes Rollbacks)	33,300,000	27,997,168	28,003,089	33,300,000 (1)	23,766,764	31,100,000 (3)
Public Library Fund (formerly LLGSF)	20,000,000	21,789,052	21,789,052	21,000,000	22,003,405	23,776,000 (4)
Other Sources (Includes TPP Tax)	5,058,173	3,510,057	3,635,642	3,853,886 (1)	2,649,306	1,668,446 (5)
Total Current Revenue	58,358,173	53,296,277	53,427,782	58,153,886	48,419,474	56,544,446
Return Adv/Advances Out		(14,160)			109,160	
Total Revenue With Beg Balance	71,563,438	76,191,318	76,336,983	77,265,450	72,974,463	73,100,156
Expenses & Encumbrances	(61,265,719)	(53,943,569)	(51,891,154)	(63,908,576)	(56,418,753)	(65,666,574) (6)
<b>Ending Unencumbered Balance</b>	<b>\$ 10,297,719</b>	<b>\$ 22,247,749</b>	<b>\$ 24,445,829</b>	<b>\$ 13,356,874</b>	<b>\$ 16,555,710</b>	<b>\$ 7,433,582</b>
<b>Special Revenue Funds</b>						
Beginning Unencumbered Balance	\$ 9,000,000	\$ 14,085,366	\$ 14,085,266	\$ 12,000,000	\$ 14,622,361	\$ 12,000,000
Other Sources	2,000,000	7,865,875	8,121,213	5,800,000	8,104,251	7,500,000
Total Current Revenue	2,000,000	7,865,875	8,121,213	5,800,000	8,104,251	7,500,000
Return Adv/Advances Out		14,160			(109,160)	
Total Revenue With Beg Balance	11,000,000	21,965,401	22,206,479	17,800,000	22,617,452	19,500,000
Expenses & Encumbrances	(2,000,000)	(19,473,343)	(7,584,118)	(5,800,000)	(20,125,394)	(7,500,000)
<b>Ending Unencumbered Balance</b>	<b>\$ 9,000,000</b>	<b>\$ 2,492,058</b>	<b>\$ 14,622,361</b>	<b>\$ 12,000,000</b>	<b>\$ 2,492,058</b>	<b>\$ 12,000,000</b>
<b>Capital Projects Fund</b>						
Beginning Unencumbered Balance	\$ 8,400,000	\$ 13,511,047	\$ 13,511,047	\$ 8,511,047	\$ 9,083,635	\$ 2,705,172
Other Sources	0	0	0	0	1,503,500	8,500,000
Total Current Revenue	0	0	0	0	1,503,500	8,500,000
Total Revenue With Beg Balance	8,400,000	13,511,047	13,511,047	8,511,047	10,587,135	11,205,172
Expenses & Encumbrances	(2,000,000)	(13,511,047)	(4,427,412)	(8,511,047)	(10,587,135)	(11,205,172)
<b>Ending Unencumbered Balance</b>	<b>\$ 6,400,000</b>	<b>\$ -</b>	<b>\$ 9,083,635</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>

Proposed 2017 Tax Budget With Historical Perspective

Prepared By:  
Carrie Krenicky

	2015			2016		2017
	Tax Budget 2015	Final Actual Budget 2015	Actual Rev/Exp 2015	Tax Budget 2016	(2) Actual Budget 2016	Tax Budget 2017
<b>Permanent Funds</b>						
Beginning Unencumbered Balance	\$ 1,700,000	\$ 2,591,960	\$ 3,376,276	\$ 2,000,000	\$ 2,683,120	\$ 2,000,000
Other Sources	130,000	175,372	216,155	250,000	137,536	200,000
Total Current Revenue	130,000	175,372	216,155	250,000	137,536	200,000
Total Revenue With Beg Balance	1,830,000	2,767,332	3,592,431	2,250,000	2,820,656	2,200,000
Expenses & Encumbrances	(130,000)	(2,767,331)	(124,994)	(2,250,000)	(2,820,656)	(2,200,000)
<b>Ending Unencumbered Balance</b>	<b>\$ 1,700,000</b>	<b>\$ 0</b>	<b>\$ 3,467,436</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>
<b>Agency Funds</b>						
Beginning Unencumbered Balance	\$ -	\$ 11,164	\$ 11,164	\$ -	\$ 18,241	\$ -
Other Sources	0	0	66,356	0	0	0
Total Current Revenue	0	0	66,356	0	0	0
Total Revenue With Beg Balance	0	11,164	77,520	0	18,241	0
Expenses & Encumbrances	0	(11,164)	(59,279)	0	(18,241)	0
<b>Ending Unencumbered Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,241</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ALL FUNDS</b>						
Beginning Unencumbered Balance	\$ 32,305,265	\$ 53,108,737	\$ 53,892,953	\$ 41,622,610	\$ 50,853,187	\$ 33,260,882
Property Taxes	33,300,000 (1)	27,997,168	28,003,089	33,300,000	23,766,764	31,100,000
Public Library Fund (formerly LLGSF)	20,000,000	21,789,052	21,789,052	21,000,000	22,003,405	23,776,000
Other Sources	7,188,173 (1)	11,551,304	12,039,366	9,903,886	12,394,593	17,868,446
Total Current Revenue	60,488,173	61,337,523	61,831,507	64,203,886	58,164,761	72,744,446
Ret Adv/Advances Out		(109,160)				
Total Revenue With Beg Balance	92,793,438	114,337,101	115,724,460	105,826,496	109,017,948	106,005,328
Expenses & Encumbrances	(65,395,719)	(89,706,454)	(64,086,957)	(80,469,623)	(89,970,180)	(86,571,746)
<b>Ending Unencumbered Balance</b>	<b>\$ 27,397,719</b>	<b>\$ 24,630,647</b>	<b>\$ 51,637,503</b>	<b>\$ 25,356,873</b>	<b>\$ 19,047,768</b>	<b>\$ 19,433,582</b>

Proposed 2017 Tax Budget With Historical Perspective

Prepared By:  
Carrie Krenicky

2015			2016		2017 Proposed
Tax Budget 2015	Final Actual Budget 2015	Actual Rev/Exp 2015	Tax Budget 2016	(2) Actual Budget 2016	Tax Budget 2017

- (1) The 2016 Tax Budget estimate for Property Tax included Rollback/Homestead Tax of \$2,000,000, but excluded TPP Tax of \$2,188,380 which is included with Other Sources; however, the TPP Tax has since been reduced to \$565,829 per the State's biennium budget (HB 64) July 1, 2015.
- (2) The 2016 Actual Budget is current as of the April 8, 2016 Certificate of Estimated Resources and April 19, 2016 Board-approved Fourth Amendment to the Annual 2016 Appropriation.
- (3) Based on Collection Year 2016'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 bill remains at 1.7% of the total General Revenue Fund and a 3% growth annually.
- (5) TPP Tax is considered as Other Sources revenue with the 2017 estimated amount and has decreased to \$12,490 for calendar year 2017 and eliminated as of June 30, 2017.
- (6) The proposed 2017 Tax Budget Expenditures/Encumbrances represents what the 2016 expenditures are currently projecting and including \$8.5 million for the Community Vision Plan.



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

Prepared By:  
Carrie Krenicky

	2015		2016		2017 Proposed			
	Ending Budget 2015	Actual Revenue 2015	Current Budget 2016	Tax Budget 2017				
41200 Property Tax	25,480,981	\$25,480,981	\$ 25,482,287	\$25,482,287	\$ 21,766,764	\$21,766,764	\$ 31,100,000	\$31,100,000
41100 PLF ( formerly LLGSF)	\$ 21,789,052		\$ 21,789,052		\$ 22,003,405		\$ 23,776,000	
41900 Rollbacks	\$ 2,516,187	\$ 2,516,187	\$ 2,520,802	\$ 2,520,802	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -
<b>Total Property Tax &amp; Rollbacks</b>		\$27,997,168	\$28,003,089		\$23,766,764		\$31,100,000	
<b>Total Tax Budget Request Per Board Resolution</b>							<b>\$ 54,876,000</b>	
<b>Other Sources</b>								
41900 TPP (CAT)	1,647,530	1,647,530	1,647,530	1,647,530	565,829	565,829	12,490	12,490
41900 Other Taxes			0	0				
<b>Other</b>								
42100 Federal Aid	34,993		34,993		0		0	
42200 State Aid	0		0		0		0	
43110 Fines	122,720		123,896		122,720		122,720	
43120 Fees	35,330		34,712		35,330		35,330	
43130 Lost Books	60,600		59,882		59,290		59,290	
43140 Book Deposits	0		0		0		0	
43150 Products	6,710		6,862		6,710		6,710	
43170 Sales Tax	11,630		11,612		11,630		11,630	
43180 Copiers	160,420		167,931		160,420		160,420	
43185 Class/Seminar Fees	1,500		1,500		1,000		1,000	
43190 Research Services	0		0		0		0	
43195 Dup Services	1,900		1,827		1,900		1,900	
44100 Investment Income	367,010		375,143		320,863		361,761	
45100 Computer Services	303,682		303,182		0		0	
45500 Other Services	0		500		0		0	
46500 Unrestricted Gifts	6,300		6,525		0		0	
48100 Sales of Surplus Property	3,015		3,015		0		0	
48300 Meeting Rooms	26,382		26,957		20,000		25,000	
48710 Retiree Insurance	0		0		0		0	
48720 Refunds/Reimbursements	702,444		710,469		1,318,614		840,195	
48730 COBRA Contributions	0		0		0		0	
48800 Fines in Transit	(10,099)		(10,099)		0		0	
48900 Miscellaneous	27,990		34,205		25,000		30,000	
49820 Return of Advances			95,000					
<b>Subtotal Other</b>		<b>1,862,528</b>	<b>1,988,112</b>		<b>2,083,476</b>		<b>1,655,956</b>	
<b>Total Other Sources (TPP Tax &amp; Other)</b>		<b>3,510,057</b>	<b>3,635,642</b>		<b>2,649,306</b>		<b>1,668,446</b>	
<b>Total All Sources</b>	\$ 53,296,277		\$ 53,427,782		\$ 48,419,474		\$ 56,544,446	
Beginning Unencumbered Balance	\$ 22,909,201		\$ 22,909,201		\$ 24,554,989			
Ret Adv/Advances Out	\$ (14,160)				\$ (29,500)			
<b>Total Available Revenue</b>	\$ 76,191,318		<b>\$ 76,336,983</b>		<b>\$ 72,944,963</b>		<b>\$ 56,544,446</b>	



April 29, 2016

Mr. Felton Thomas  
 Executive Director  
 Cleveland Public Library  
 325 Superior Avenue, N.E.  
 Cleveland, OH 44114-1271

Dear Mr. Thomas: *Felton*

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.

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 by September 30, 2016.

GRANT ID:	231231
GRANT PURPOSE:	2016 Cleveland Foundation Summer Internship host site
AMOUNT:	\$6,200.00
GRANT PERIOD:	05/01/2016 - 10/31/2016
PAYMENT/S (ON OR ABOUT):	05/31/2016      \$6,200.00 Funding Source: Combined Fund -Unrestricted/National City (63897)
REPORTING REQUIREMENT:	09/30/2016      Evaluation Form
PROGRAM OFFICER/DIRECTOR:	Stephen Love

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

Sincerely,

*Bob*

Robert E. Eckardt, Dr. P.H.  
 Executive Vice President

Enclosure

cc: Chatham Ewing, Tracy Martin



April 13, 2016

OCLC Symbol: CLE  
 Andrea Johnson  
 Catalog Manager  
 Cleveland Public Library  
 Catalog Department  
 17133 Lake Shore Blvd  
 Cleveland, OH 44110-4006

Please find your FY2017 OCLC Cataloging and Metadata and WorldShare ILL subscription renewal notice on the reverse of this letter. By renewing your cataloging and interlibrary loan 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 allows you to optimize your cataloging workflows, reduce operational costs and save your staff time. You have access to WorldCat and the high-quality records that have been created, enhanced and shared by libraries worldwide to do more copy cataloging, support interlibrary loan and improve discovery of your collections. You automatically receive enhanced MARC records when improvements are made to WorldCat records for items you hold.

OCLC continues to develop metadata services that make it easier to manage, share and deliver e-resources, providing your users faster access to recently published e-resources. OCLC added over 2,000 electronic collections last year to the WorldCat knowledge base and partnered with top providers (including EBL, ebrary, Elsevier, Ingram and JSTOR) to offer automated holdings maintenance for purchased and demand-driven acquisitions e-books and/or e-journals. Our newest partner is EBSCO, bringing us to a total of nine, with future plans to add Odilo and ProQuest Ebook Central.

Your subscription also supports development of new metadata standards and technologies. OCLC is exploring how linked data can improve visibility and access to library collections and influence library workflows.

For more information about your OCLC Cataloging and Metadata subscription, visit [oclc.org/cataloging](http://oclc.org/cataloging)

**WorldShare Interlibrary Loan Subscription**

With your WorldShare Interlibrary Loan subscription, your users have access to the collections of over 9,400 libraries through the world's largest resource sharing network. The global library community shared more than 8 million monographs, articles and other materials using WorldShare ILL. Your subscription includes:

- Article Exchange, which streamlines document delivery, is integrated into WorldShare ILL and supports documents up to 60MB in a wide range of formats
- The new book club functionality that 167 libraries have used to support more than 900 book clubs, borrowing multiple copies of an item in a one-step workflow.

For more information about your WorldShare Interlibrary Loan subscription, visit [oclc.org/ill](http://oclc.org/ill).

Please contact Becky Hurley, Director, OCLC Order Fulfillment, at 1-800-848-5878, ext. 4316, or via e-mail at [oclc renewals@oclc.org](mailto: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



2016 MAY 11 PM 2:33

**FY2017 OCLC Cataloging and Metadata and WorldShare ILL Subscription Renewal Notice**

April 13, 2016

Cleveland Public Library  
OCLC Symbol: CLE

OCLC will increase prices modestly in FY2017. The FY2017 OCLC Price List is available on the Online Service Center (OSC) for your convenience. Please visit [www.oclc.org/servicecenter/](http://www.oclc.org/servicecenter/) and then log on to your OSC account to access the price list.

Effective July 1, 2016, the following subscriptions will renew automatically for the period of July 1, 2016 – June 30, 2017 at the same billing frequency you requested last year. The new amount will be reflected beginning with your July 2016 OCLC invoice, which will arrive in early August 2016.

At the request of the OCLC membership, OCLC is simplifying our invoices by consolidating the line items for credits and Access services into the respective subscription prices. Please see the details below. Additionally, the name of the OCLC Cataloging subscription is changing to OCLC Cataloging and Metadata subscription to reflect the expanded capabilities of the service.

**Your FY17 OCLC Cataloging & Metadata and WorldShare ILL Annual Subscriptions**

<b>FY2017 OCLC Cataloging and Metadata Subscription:</b>	<b>\$231,010.47</b>
<b>FY2017 WorldShare ILL Subscription:</b>	<b>\$6,447.39</b>
<b>FY2017 Total</b>	<b>\$237,457.86</b>

<b>How your 2017 Cataloging and Metadata subscription was calculated</b>	
FY2017 Cataloging and Metadata subscription:	\$212,011.19
Cataloging Credits:	(\$23,069.73)
Cataloging portion of Access services:	\$42,069.01
<b>Total Cataloging and Metadata subscription:</b>	<b>\$231,010.47</b>
<b>How your 2017 WorldShare ILL subscription was calculated</b>	
FY2017 WorldShare ILL subscription:	\$7,207.26
ILL Lending Credits:	(\$2,189.99)
ILL portion of Access services:	\$1,430.12
<b>Total WorldShare ILL subscription:</b>	<b>\$6,447.39</b>

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 2.5% APR from 7/1/16 – 12/31/16). If you wish to participate in the Subscription Payment Program and require additional documentation, please visit: [oclc.org/SubscriptionPayment](http://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 e-mail to [oclc renewals@oclc.org](mailto:oclc renewals@oclc.org).

**THIS IS NOT AN INVOICE**

# STRATEGY

DESIGNPARTNERS

April 28, 2016

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

Dear Director Thomas:

SDP has enjoyed working with Cleveland Public Library (CPL) over the last several years and is excited about continuing to work with you and the CPL team.

## I. SCOPE

SDP would provide the following services to CPL over the next four months:

- **Media Relations:** SDP will continue providing media relations, including story placement, media strategy, crisis communications, and positioning CPL and the Director before print, electronic, and digital media audiences. Upon request, SDP will act as the spokesperson for the Library in responding to media inquiries.
- **Advertising:** SDP will serve as the lead contact for current advertising and sponsorship contracts for CPL, working with CPL staff to ensure ads are placed and content is written, while providing guidance on ad buys and relationships.
- **Vendor Collaboration:** SDP will work with CPL vendors such as web developers, other marketing firms, etc., to help execute marketing strategies that support CPL's work, including coordinating with Shark & Minnow in their development of The People's University and their marketing of the America's Civic Square event in July.
- **Story Cultivation:** SDP will help identify potential success stories that CPL can highlight and how to package them using various select marketing and communications vehicles.
- **Website Content:** SDP will work with the CPL web developer and staff to update the CPL website and maximize its effectiveness and drive traffic to [cpl.org](http://cpl.org).
- **Social Media:** SDP will continue to provide the strategy and execution for CPL's social media accounts including Twitter, Facebook, and Pinterest. SDP will offer

# STRATEGY

## DESIGNPARTNERS

consultation on CPL Youth Service's Instagram and Snapchat accounts. SDP will accommodate Shark & Minnow's requests for use of CPL's social medial accounts in connection with their work on The People's University and America's Civic Square.

- **Newsletter (Off the Shelf):** SDP will help frame and develop content for the e-newsletter and other digital and print communications.
- **Strategy Development & Execution:** SDP will be available to the Director and CPL team for strategy development, issue management, and seasonal campaign execution as needed.

### II. TIMETABLE/TERM/REPORT

SDP will provide the services described above from May 20, 2016 through September 20, 2016. SDP will review the terms of this contract with the Director 60 days before its expiration to determine the terms for future engagement. SDP will submit a written report on or about the 15th day of each month to the Director and Timothy Diamond, Chief Knowledge Officer, describing all work performed pursuant to the Agreement during the previous 30 days.

### III. COSTS

CPL will pay SDP \$8,000.00 each month for services provided during the term of this Agreement, for a total not-to-exceed \$32,000, which sum shall include all expenses. Invoices for the monthly fee along with the monthly written report will be provided by the 15<sup>th</sup> of each month, with payment due within 15 days of receipt of invoice and report.

### IV. TERMINATION

Either party may terminate this contract after providing thirty (30) days written notice.

### V. INDEPENDENT CONTRACTOR

Strategy Design Partners and its employees shall perform services under this Agreement as independent contractors, not as CPL agents or employees, and Strategy Design Partners shall be responsible for and have control over all details, manner, and methods of providing those services. Strategy Design Partners agrees that its employees are not "public employees" for the purpose of membership in the Ohio Public Employees Retirement System.

SDP shall report to Timothy Diamond with regard to services performed under this contract.

This contract will replace the contract entered into between SDP and CPL on December 19, 2014.

# STRATEGY

DESIGNPARTNERS

Thank you again for your time and consideration. Please sign below if you accept the terms of this proposal.

Sincerely,

David Fitz

\_\_\_\_\_  
David Fitz, Founding Partner  
Strategy Design Partners, LLC

\_\_\_\_\_  
Felton Thomas, Jr. Executive Director/CEO  
Cleveland Public Library

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Joyce M. Dodrill, Esq.  
Chief Legal Officer  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

May 17, 2016

Re: Development, Construction and Relocation of  
the Martin Luther King, Jr. Branch ("MLK Branch")  
of the Cleveland Public Library (sometimes, the "Project")

Dear Joyce:

Pursuant to our engagement letter of October 1, 2015, a copy of which is attached, we agreed to mutually endeavor to develop a budget for the development, construction and relocation of the MLK Branch as soon as practicable following initial meetings with the city and the developers. As you know, the principals of UC City Center, LLC ("Developer") have nearly completed their negotiations with the city for the purchase of the Police Station Parcel and the East Stokes Parcel and development of Phase I of the mixed-use development known as Circle Square ("Development"). In addition, we have now received and preliminarily reviewed a second iteration of a proposed development agreement prepared by the Developer. We are now in a position to more accurately estimate our legal fees for the Project. This letter will set forth our proposed scope of services and an estimated range of fees.

Please understand that the fluid nature of the Project may require further adjustment of our proposed scope or our estimated range of fees. We will make every effort to stay within the estimated range of fees, but much depends on whether the current proposed approach to the Project stays intact. Having worked with you successfully on many prior occasions and given the working relationship we have developed with your office as to the Project, we are reasonably confident that we will be able to stay within the estimate, but as you know, we are facing multiple unknowns regarding the Developer and the Project. We will simply need to adjust to any transaction changes as they arise and do our best. As we have indicated, all information in our monthly billing system is readily available to you upon request and we will keep you fully informed at all times, particularly if we approach the upper range of the estimate.

In connection with the Project, we propose the following scope of services and estimated breakdown of costs as follows (all estimates are based on a single blended rate of \$275.00/hour):

1. Pre-Engagement Work. Initial review of materials relating to the Project, including descriptions and presentation materials describing and detailing phases and other aspects of the Development; detailed review of requests for proposals and responses, maps, satellite imagery and geographic information system data; initial internal meetings to understand



status of Project and the needs of Cleveland Public Library ("CPL"). *The value of our work was \$3,575.00, but was performed without charge.*

\$0.00

2. Initial Work. Meetings with J. Dodrill and T. Nichols to understand status and details of the development of Phase I of the Development and to develop an approach protective of and meeting the needs of CPL; assist in identifying and vetting concept architect and cost estimating consultant to serve on CPL's behalf in the Project to develop estimated Project scope and cost for negotiation with Developer as to contributed construction and other costs; detailed review of initial version of development agreement; review of competitive bidding requirements under state law and development of brief memorandum confirming interpretation; development of detailed memorandum and points agenda identifying required modifications to initial version of development agreement and conferences and meetings relating thereto; extended meeting with S. Rubin and Z. Paris to present required modifications. *The value of our work was \$15,207.50, but was performed for a reduced amount of:*

\$12,072.50

3. Development Agreement. Review of and revisions to development agreement; negotiate and finalize development agreement with the Developer. *From an initial review of the second iteration of the development agreement, we believe that considerable additional time will be required for negotiation and revisions of the development agreement. Among other provisions, we anticipate additional work with respect to the (i) review of documents for the purchase of the Euclid parcels; (ii) review of the development and purchase agreement for the Police Station Parcel and the East Stokes Parcel; (iii) review of the Preliminary Site Plan for the Development; (iv) negotiation of the construction costs, soft costs and transaction and other costs to be paid for by the Developer following completion of concept drawings and development of sound preliminary cost estimate; (v) defining of the process for requests for proposals from and selection of the Project architect and construction manager at risk contractor; (vi) defining of the process for development, review and approval of Plans and Specifications; (vii) preparation, negotiation and finalization of the escrow arrangement with respect to the deeds to the Existing Library parcel and the New Library Parcel; and (viii) review of documents and arrangements for private financing, and public grants, financing and incentives necessary for the Development.*

\$14,500.00 - \$19,750.00

4. Due Diligence Review. Analyze environmental, geotechnical and other property assessment reports, surveys and title reports for the New Library Parcel; advise CPL based upon results of such review. *We will work closely with you and your staff, with a view that as much of the due diligence review as possible will be completed internally without our assistance.*

\$5,500.00 - \$6,500.00

5. Construction Contract. Assist CPL and the Developer with the selection of and negotiation with the construction manager at risk contractor; review and revise and/or supplement construction agreement proposed by Developer; work with Developer and CPL to finalize construction agreement. *We will work closely with the Developer and you and your staff to ensure that the most effective cost is obtained and the quality of the work to be performed is not compromised.*

\$4,500.00 - \$6,000.00

6. Closing and Exchange. Preparation and finalization of conveyancing instruments for transfer of the Existing Library to Developer and of the New Library to CPL; secure as-built survey, certificate of occupancy, warranties and commissioning information; complete exchange of properties. *We assume that with an existing escrow the conveyancing will be straight forward and that our focus will be on other closing details.*

\$4,000.00 - \$6,000.00

Based on the foregoing, we estimate a cost for the above services in the range of **\$40,572.50 to \$50,322.50**. Of this total range, please keep in mind that \$12,072.50 has already been paid by CPL. As a result, we estimate that the remaining services can be completed for a total charge between **\$28,680.00 and \$38,250.00**. *We are requesting your support for a total budget of \$50,000, including amounts paid.*

If you have any questions about any of the foregoing, please do not hesitate to call me.

Cordially



Lee A. Chilcote

cc: David T. Dohnal, Esq.

October 1, 2015

**VIA ELECTRONIC AND REGULAR U.S. MAIL**

Cleveland Public Library  
Attention: Joyce M. Dodrill, Esq., Chief Legal Officer  
325 Superior Avenue  
Cleveland, OH 44114

**Re: Relocation of the Martin Luther King, Jr. Branch of the Cleveland Public Library  
("Cleveland Public Library")**

It is our pleasure to welcome **Cleveland Public Library** as a client of Chilcote Law Firm LLP (the "Firm"). This letter and the attached Terms of Retention (which are incorporated herein) will confirm the terms and conditions on which the Firm will undertake to represent you in connection with an agreement for the sale of the property housing the Martin Luther King, Jr. Branch of the Cleveland Public Library, which is presently located at 1962 Stokes Boulevard, and the acquisition and development of a property housing this branch at a new location (collectively, the "Legal Matters").

We propose the following fee structure for the Legal Matters. We agree represent you at a rate of \$275.00 per hour, which represents a blending of the hourly rates of each of the lawyers at the Firm who will be involved in your representation. Lee A. Chilcote will involve David T. Dohnal or Christina C. Tizzano in specific aspects of your representation as appropriate to their strengths, in an effort to avoid duplication of time. We will mutually endeavor to develop a budget for the Legal Matters, as soon as practicable following initial meetings with the city and the developers of the University Circle Center complex, but in all events before incurring \$7,500 in fees.

You acknowledge that we are not your general counsel and that our acceptance of this engagement does not involve our representation of you or your business or other interests with respect to any matters other than the Legal Matters. We are being retained solely to advise you with respect to matters of applicable Ohio law, and not as to any other state law that may be applicable to the Legal Matters. Unless otherwise agreed in writing, the terms of this letter will also apply to any additional matters that the Firm may handle on your behalf.

We appreciate the opportunity to serve as your counsel and look forward to a long and mutually rewarding relationship. If you become dissatisfied with our charges or services in any way, we encourage you to bring that to our attention immediately.

If this letter and the Terms of Retention attached hereto correctly reflect your understanding of the scope, terms and conditions of our representation of you with respect to the Legal Matters, please indicate your acceptance hereof by executing the enclosed copy of this letter in the space provided below and returning it to the attention of the undersigned at our

office address set forth on the first page of this letter. By executing this letter you will be acknowledging that you have read this letter and understand its terms. If the Firm does not receive a signed copy of this letter from you and the Firm commences rendering services to you, you shall nevertheless be deemed to have accepted and to have agreed to all of the terms and conditions of this letter to the same extent and with the same force and effect that would be applicable if the Firm had received a signed copy of this letter as herein requested.

We are pleased to have this opportunity to represent you. If you have any questions concerning this letter or our representation, please call the undersigned at (216) 795-4117.

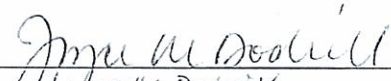
Very truly yours,

**CHILCOTE LAW FIRM LLP**

By:   
Lee A. Chilcote, Managing Partner

**Cleveland Public Library** agrees to the above terms and provisions.

**CLEVELAND PUBLIC LIBRARY**

By:  10/7/15  
Name: Joyce M Dadrill  
Title: Chief Legal Officer

**Terms of Retention  
Of  
Chilcote Law Firm LLP**

Except as modified in writing, the following provisions will apply to the relationship between **CHILCOTE LAW FIRM LLP** (the "Firm") and the client ("you") as identified in the accompanying letter agreement:

**1. Client; Conflicts.**

The Firm is being retained solely as counsel for you and our representation pursuant to the terms of this letter does not encompass the representation of any individual or any other entity, including but not limited to, any of your officers, directors, employees, agents or affiliates.

You are aware that the nature of the Firm's practice is such that the Firm may from time to time concurrently represent one client in a particular case or matter and an adversary of that client in such case or matter in an unrelated case or matter if it is the Firm's professional judgment that the Firm can undertake the concurrent representation impartially and without any adverse effect on the other responsibilities the Firm has to either client. You acknowledge that you do not consider such concurrent representation, in unrelated matters, to be inappropriate and consent to any such present or future concurrent representations.

**2. Fees and Billing.**

This letter will confirm your agreement to pay our fees for the professional services we render to you or on your behalf pursuant to this engagement and to reimburse us for any extraordinary costs and expenses which we incur or pay on your behalf. Statements for fees and costs normally will be submitted monthly and are payable upon presentation at the address specified on the invoice for payment. Please contact Lee A. Chilcote if you have any billing questions.

It is our practice to charge our client for services rendered primarily on the basis of the hours recorded, based upon our then current guideline hourly rates. Our guideline hourly rates take into consideration a number of factors, including the experience and capabilities of our lawyers who are involved. **Our hourly rate for our representation of you with respect to the Legal Matters is a blended hourly rate of \$275.00 per hour, in accordance with the accompanying letter agreement.** We will not increase this rate during the engagement period covered by this agreement.

### **3. Reimbursement of Costs.**

Our invoices may include charges for extraordinary costs, if any, we incur in connection with the Legal Matters. We will not charge you for ordinary costs we incur in the course of representing you in connection with the Legal Matters. Examples of such ordinary costs for which you will not be billed include local travel expenses (including mileage, parking, meals and ground transportation), messenger and delivery services, photocopying, long distance telephone, telecopying or computerized legal research.

### **4. Discharge and Withdrawal.**

Each of us reserves the right to terminate our representation in the Legal Matters at any time by delivering a written notice of termination to the other. For example, we may withdraw if you do not honor the terms of this letter or fail or refuse to cooperate with us or follow our advice on a material matter, or if we become aware of any fact or circumstance that would, in our view, render our continuing representation of you unlawful or unethical.

If you discharge us or we elect to withdraw, you will take all steps necessary to free us of any obligation to perform further services, including the execution of any documents necessary to complete the termination of the representation (including, without limitation, any substitution of attorney form that may be required in any legal proceeding in which the Firm is counsel of record) and we will take such steps which, in our view, are reasonably practicable to protect your interests. If a discharge or withdrawal occurs, we will be entitled to be paid or reimbursed for all costs and expenses paid or incurred by us on your behalf, and we also will be entitled to be paid our fees for the professional services we have rendered to you to the date of termination and for which we previously have not been paid.

### **5. No Guarantee of Outcome; Limitation on Liability.**

We do not and cannot guarantee the outcome in any matter. You also agree that the Firm shall not have any liability to you in connection with our representation except for liability for losses, claims, damages, liabilities or expenses incurred by you that result from our professional malpractice, gross negligence or willful misconduct. Further, the Firm is an Ohio registered limited liability partnership. As a result, with certain possible limited exceptions, none of which may be applicable, the partners of the Firm are not liable or accountable, directly or indirectly, including by way of indemnification, contribution, assessment, or otherwise, for debts, obligations, or liabilities of or chargeable to the Firm or another partner in the Firm, whether arising in tort, contract, or otherwise, that are incurred, created, or assumed by the Firm, by reason of being a partner or acting in the conduct of the business or activities of the Firm.

### **6. Document Retention and Destruction.**

In the course of our engagement, we are likely to come into possession of copies or originals of documents or other materials belonging to your or others. Once the particular matter to which those materials relate has been concluded, it is your obligation to advise us as to which, if any, of the documents in our files you wish us to return to you. We may keep copies

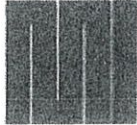
thereof to the extent we believe advisable for our records. We will retain any remaining documents in our files for a certain period of time and ultimately destroy them in accordance with our document retention program then in effect.

**7. Applicable Law.**

This letter and the engagement contemplated hereby shall be governed by the laws of the State of Ohio.

**8. Entire Agreement.**

This letter constitutes the entire agreement between you and the Firm regarding your engagement of the Firm to represent you with respect to the Legal Matters, is subject to no oral agreements or understandings and can be modified or changed only by a further written agreement signed by you and the Firm. No obligation or undertaking not set forth expressly in this letter shall be implied on the part of either you or the Firm.



Robert P. Madison International, Inc.

April 28, 2016

Ms. Joyce Dodrill  
 Chief Legal Officer  
 Cleveland Public Library  
 525 Superior Avenue  
 Cleveland, OH 44114

Re: Martin Luther King, Jr. Branch Library

Dear Ms. Dodrill:

Thank you for the opportunity offered to Robert P. Madison International, Inc. (RPMI) to provide conceptual design/schematic design services for the new Martin Luther King, Jr. Library Branch. Per your request, we are pleased to submit this proposal for the development of two additional conceptual design schemes as follows.

Additional Scheme 2 : 1 Story 16,000 gross square feet  
 Additional Scheme 3 : 2 Story 20,000 gross square feet

The two additional schemes will consist of floor plans only at this time. Additional Structural, Mechanical, Plumbing, Fire Protection, Electrical and Technology narratives are not required at this time.

#### **RPMI Team**

Roy Kevin Madison – Project Manager  
 Yaunshuai Si – Designer

#### **Project Schedule**

RPMI will require approximately two weeks to complete the two additional schemes. We will begin upon your approval of our proposal.

#### **Fee Proposal**

RPMI Fee

\$5,600.00

A handwritten signature in black ink, appearing to read "Roy Kevin Madison", is written over the printed name.

Thank You,  
 Roy Kevin Madison, AIA, LEED AP BD+C

cc: Robert Klann



AGREEMENT BETWEEN ROBERT P. MADISON INTERNATIONAL,  
INC. AND THE CLEVELAND PUBLIC LIBRARY

This Agreement is made and entered into as of the 26 day of January 2016 (the "Effective Date") by and between ROBERT P. MADISON INTERNATIONAL, INC., an Ohio corporation with a principal place of business at 2930 Euclid Avenue, Cleveland, Ohio 44115 ("MADISON" or "Architect") and the BOARD OF TRUSTEES OF THE CLEVELAND PUBLIC LIBRARY, with a principal place of business at 325 Superior Avenue, Cleveland, Ohio 44114 ("CPL" or "Library"), by and through its authorized representative.

RECITALS

A. MADISON has submitted a proposal to the Cleveland Public Library for preliminary conceptual architectural design services for a new Dr. Martin Luther King Jr. branch to be located on Euclid Avenue near the intersection of E. 105<sup>th</sup> Street, adjacent to and east of 10501 Euclid Avenue (the "Project"), in the amount of TWENTY-THREE THOUSAND DOLLARS (\$23,000). A copy of MADISON's proposal is attached hereto and incorporated herein by reference as Exhibit "A".

B. In accordance with Ohio Revised Code Section 153.71(A), the Library is authorized to enter into an agreement for design services in an amount less than FIFTY THOUSAND DOLLARS (\$50,000) if the design professional has submitted a current statement of qualifications within the immediately preceding year, and provided that contract negotiations comply with the criteria set forth in Ohio Revised Code Section 153.69(B).

C. MADISON submitted a current statement of qualifications to CPL on November 30, 2015 and the Library has determined that the criteria set forth in Ohio Revised Code Section 153.69(B) have been met.

NOW, THEREFORE, for and in consideration of the mutual promises and conditions contained in this Agreement, CPL and MADISON hereby agree as follows:

1. **Scope of Services.** MADISON shall provide certain conceptual architectural and schematic engineering services ("Services") in accordance with the terms and conditions contained herein, which Services are more fully described in MADISON's proposal dated January 15, 2016 attached as Exhibit "A" to this Agreement. The design shall be developed with the input of CPL to the satisfaction of CPL in its sole discretion.

1.1 **Meetings.** MADISON shall meet with CPL on a periodic basis to review MADISON's progress and to solicit CPL's input on design. MADISON shall be available to make presentations to the Library's Board of Trustees.

1.2 **Approvals/Revisions.** CPL must approve all aspects of the design before MADISON produces the final drawings.

2. **Term/Schedule.** MADISON acknowledges that CPL is in the process of negotiating a development agreement concerning the new Dr. Martin Luther King Jr. branch and that developing a conceptual design is critical so that the Library may obtain an estimate for the cost of the proposed building and incorporate the information into the development agreement

negotiations. MADISON, therefore, agrees to work expeditiously and acknowledges that time is of the essence. MADISON has estimated that the Services can be provided within two months, and shall present a detailed draft time line and schedule for design within one (1) week of execution of this Agreement for CPL's input and approval. This timeline may change as the process evolves and requests for changes and revisions from CPL are proposed. Except as otherwise provided in this Agreement, the term of this Agreement shall expire when MADISON has completed all Services to the satisfaction of CPL and MADISON has received all payments due, unless extended by written agreement of the parties.

3. Payment for Services.

(a) CPL agrees to pay MADISON for services as described in Exhibit "A", including all expenses and reimbursable costs, an amount not-to-exceed Twenty-Three Thousand One Hundred Dollars (\$23,000.00). The Architect's compensation includes all compensation for services, including without limitation, salaries or other compensation of the Architect's employees at the principal office, general operating expenses of the Architect's principal office, any part of the Architect's capital expenses, including interest on the Architect's capital employed for the Project, overhead or expenses of any kind, the Architect's general advertising, federal, state or local income, sales or other taxes, state franchise taxes and qualification fees, fees and expenses of consultants, and membership in trade, business or professional organizations.

(b) MADISON shall submit monthly invoices to CPL itemizing the S

(c) Services performed by MADISON, its consultants or subcontractors during the previous month (specifying the services performed, the number of hours worked, and the hourly rate. CPL shall provide payment to MADISON within 30 days of receipt of a complete invoice. MADISON is responsible for payments to its consultants and subcontractors, and agrees to indemnify and hold CPL harmless from the responsibility for such payments. CPL shall have no responsibility to pay any sums in excess of Twenty-Three Thousand Dollars (\$23,000.00) without prior written approval by CPL.

(d) Additional Services: Any additional services requested by the Library shall be charged at MADISON's Direct Billable Hourly Rates in the Statement of Qualifications dated November 30, 2015. CPL shall have no responsibility to pay for Additional Services performed by MADISON without prior written approval by CPL.

4. Taxes. CPL is a public entity and is exempt from the obligation to pay sales taxes. CPL shall provide RPI with a sales tax exemption certificate. Any sales taxes shall be paid by MADISON, and MADISON shall be solely responsible for payment of all employment and other tax obligations arising out of payments from CPL.

5. Insurance. MADISON shall maintain at its own cost and expense from a qualified insurance company acceptable to CPL, a broad form commercial general liability insurance policy naming CPL, its officers and employees, as additional insureds which insurance shall provide coverage to CPL for damage or loss to CPL resulting from the performance of MADISON's Services. The amount of primary and secondary coverage shall be a minimum of

one million dollars (\$1,000,000.00) for each single occurrence, \$2,000,000 aggregate, with a deductible or self-insured retention of no greater than five thousand dollars (\$5,000.00), unless prior written approval of a greater deductible amount is specifically provided by CPL.

MADISON shall also maintain professional liability insurance in the amount of \$1,000,000 per claim, \$2,000,000 aggregate, with a deductible or self-insured retention of no greater than seventy-five thousand dollars (\$75,000).

MADISON shall maintain the insurance required by this Section 5 for the period during which a cause of action related to this Project may be filed in accordance with ORC 2305.131. MADISON shall provide certificates of insurance evidencing all insurance required by this Section 5 at the time of execution of this Agreement. This Paragraph 5 shall survive the termination or expiration of this Agreement.

6. Representations and Warranties. MADISON warrants that MADISON and its employees shall exercise the degree of care and diligence in the rendering Services under this Agreement in accordance with the professional and industry standards expected of an architectural firm with significant experience and expertise with projects of a similar design, size, function and complexity as the Project.

7. Indemnification by MADISON. MADISON shall indemnify, defend, save and hold CPL harmless from all loss, damage (including, without limitation personal injury or property damages) and expenses (including, without limitation, reasonable attorneys' fees) arising out of or connected with the Services provided by MADISON or its subcontractors under this Agreement, including, without limitation, any claim asserted by any third party alleging the infringement of copyright(s), trademark(s), or other intellectual property as a result of MADISON's designs in relation to the Project, (each, a "Claim"). CPL shall give notice to MADISON of any Claim, and MADISON shall provide a legal defense on behalf of CPL to that Claim. CPL shall have the right to participate in the defense of the Claim at CPL's sole cost and expense. In the event CPL determines that there exists a conflict of interest by reason of having common defense counsel with MADISON, then CPL may employ separate counsel satisfactory to CPL to represent it with respect to a Claim, and MADISON shall pay the reasonable fees and expenses of such counsel. This Paragraph 7 shall survive the termination or expiration of this Agreement.

8. Copyright and Intellectual Property Ownership. Upon full payment of MADISON's Services in accordance with the terms of this Agreement, CPL shall own all copyright and intellectual property rights in the design, drawings and specifications and other documents related to the Project prepared by MADISON. Unless this Agreement is terminated by reason of MADISON's breach or default, MADISON is hereby granted a non-exclusive, limited, perpetual license to use pictures, images, or samplings of the Project for marketing purposes, provided MADISON first obtains CPL's approval for use of any interior photographs of the Project. This Paragraph 8 shall survive the termination or expiration of this Agreement.

9. Independent Contractor. MADISON is an independent contractor and shall not be deemed a partner or agent of or joint venturer with the Library. The employees, agents and subcontractors of MADISON who will be involved in the performance of the Services shall not be deemed the employees or agents of the Library. Neither party shall have any right, power or authority to create any contract or obligation on behalf of, or binding upon, the other party,

without the prior written consent of such other party. MADISON agrees that its employees are not "public employees" for the purpose of membership in the Ohio Public Employees Retirement System.

10. Amendments. Any modifications to this Agreement shall be made only in writing, signed by the duly authorized representatives of both parties, and a copy shall be attached to the original Agreement.

11. Choice of Law; Forum. This Agreement is entered into within the State of Ohio and shall be construed in accordance with the laws of Ohio (the "State") (without giving effect to conflicts of law principles) applicable to contracts to be wholly performed in Ohio. Any action, suit or proceeding based upon any matter, claim or controversy arising under or related to this Agreement shall be brought in a court of competent jurisdiction in Cuyahoga County, Ohio.

12. Severability; Entire Understanding. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision of this Agreement. This writing sets forth the entire understanding between MADISON and CPL with respect to the subject matter of this Agreement. This Agreement shall be binding upon MADISON and CPL, their successors and/or assigns.

13. Termination. CPL shall have the right to cancel or terminate this Agreement for any reason upon fourteen (14) days prior written notice to MADISON. CPL may also terminate this Agreement immediately in the event of MADISON's bankruptcy, insolvency, or dissolution. CPL shall be responsible for payment of actual work satisfactorily completed by MADISON in accordance with MADISON's obligations under this Agreement up through the date of MADISON's receipt of notice of termination, once MADISON has transferred all documents, drawings, reports, and files concerning the Project to CPL.

14. Assignment/Subcontractors. MADISON may not assign, subcontract, sublicense or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of CPL. CPL acknowledges that MADISON will subcontract with Barber & Hoffman and Tec Inc. for engineering schematic design services, and approves the engagement of these subcontractors.

15. Paragraph Headings. Paragraph headings in this Agreement are for convenience only and will not be construed as part of this Agreement.

16. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which together will constitute one and the same agreement. Faxed signatures or signatures in PDF copies transmitted via e-mail will be deemed original signatures for all purposes.

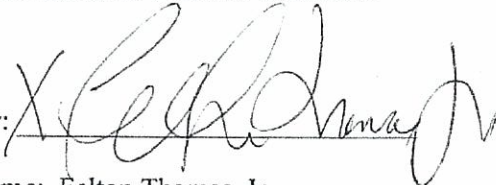
17. Conflict. In the event of a conflict between the terms and conditions of this Agreement and Exhibit "A" and its attachments, the terms and conditions of this Agreement shall control.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed

as of the Effective Date, on the last day and year written below.

“CPL”

THE BOARD OF TRUSTEES OF THE  
CLEVELAND PUBLIC LIBRARY

By: 

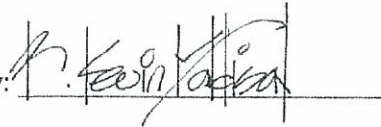
Name: Felton Thomas, Jr.

Its: Executive Director, CEO

Date: 1/26/16

“MADISON”

ROBERT P. MADISON INTERNATIONAL  
INC.

By: 

Name: Roy Kevin Madison

Its: Vice President

Date: January 26, 2016

REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD APRIL 1 – APRIL 30, 2016

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending April 30, 2016**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	13,331,554.61	0.00	0.00	0.00	\$ 0.00	13,331,554.61
42 Intergovernmental	8,621,994.65	536,195.36	0.00	0.00	\$ 0.00	9,158,190.01
43 Fines & Fees	132,211.87	0.00	0.00	0.00	\$ 0.00	132,211.87
44 Investment Earnings	107,574.82	20,333.05	0.00	13,084.02	\$ 0.00	140,991.89
45 Charges for Services	0.00	2,882,948.42	0.00	0.00	\$ 0.00	2,882,948.42
46 Contributions & Donations	1,250.00	459,610.87	0.00	0.00	\$ 0.00	460,860.87
48 Miscellaneous Revenue	134,385.89	0.00	3,500.16	0.00	\$ 41,100.62	178,986.67
<b>Total Revenues</b>	<b>\$ 22,328,971.84</b>	<b>\$ 3,899,087.70</b>	<b>\$ 3,500.16</b>	<b>\$ 13,084.02</b>	<b>\$ 41,100.62</b>	<b>\$ 26,285,744.34</b>
51 Salaries/Benefits	11,224,536.23	929,270.79	0.00	0.00	\$ 0.00	12,153,807.02
52 Supplies	241,400.59	26,105.23	0.00	308.10	\$ 0.00	267,813.92
53 Purchased/Contracted Services	4,164,960.70	906,562.92	0.00	4,356.00	\$ 0.00	5,075,879.62
54 Library Materials	2,257,254.46	201,337.20	0.00	40,514.19	\$ 0.00	2,499,105.85
55 Capital Outlay	280,852.92	134,650.74	1,225,408.98	0.00	\$ 0.00	1,640,912.64
57 Miscellaneous Expenses	46,212.26	8,627.93	0.00	0.00	\$ 39,036.10	93,876.29
<b>Total Expenditures</b>	<b>\$ 18,215,217.16</b>	<b>\$ 2,206,554.81</b>	<b>\$ 1,225,408.98</b>	<b>\$ 45,178.29</b>	<b>\$ 39,036.10</b>	<b>\$ 21,731,395.34</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 4,113,754.68</b>	<b>\$ 1,692,532.89</b>	<b>\$(1,221,908.82)</b>	<b>\$(32,094.27)</b>	<b>\$ 2,064.52</b>	<b>\$ 4,554,349.00</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(29,500.00)	29,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,500,000.00)	0.00	1,500,000.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(1,529,500.00)</b>	<b>\$ 29,500.00</b>	<b>\$ 1,500,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 2,584,254.68</b>	<b>\$ 1,722,032.89</b>	<b>\$ 278,091.18</b>	<b>\$(32,094.27)</b>	<b>\$ 2,064.52</b>	<b>\$ 4,554,349.00</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 30,293,887.52</b>	<b>\$ 15,311,265.03</b>	<b>\$ 13,248,624.25</b>	<b>\$ 3,477,276.35</b>	<b>\$ 18,241.33</b>	<b>\$ 62,349,294.48</b>
<b>Current Cash Balance</b>	<b>\$ 32,878,142.20</b>	<b>\$ 17,033,297.92</b>	<b>\$ 13,526,715.43</b>	<b>\$ 3,445,182.08</b>	<b>\$ 20,305.85</b>	<b>\$ 66,903,643.48</b>

Cleveland Public Library  
 Certified Revenue, Appropriations and Balances  
 General Fund  
 For the Period Ending April 30, 2016

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	\$ 22,003,405	\$ 6,843,944	\$ 15,159,460	31%	32%
General Property Tax	21,766,764	13,331,555	8,435,209	61%	59%
Rollback, Homestead, CAT	2,565,829	1,778,051	787,779	69%	0%
Fines & Fees	399,000	132,212	266,788	33%	36%
Investment Earnings	320,863	107,575	213,288	34%	50%
Contributions	0	1,250	(1,250)	100%	0%
Miscellaneous	1,363,614	134,386	1,229,228	10%	18%
<b>Total</b>	<b>\$ 48,419,474</b>	<b>\$ 22,328,972</b>	<b>\$ 26,090,502</b>	<b>46%</b>	<b>43%</b>

	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	\$ 35,067,672	\$ 11,325,691	\$ 23,741,980	32%	33%
Supplies	1,132,081	530,326	601,755	47%	49%
Purchased Services	12,087,367	8,749,517	3,337,850	72%	69%
Library Materials	10,671,638	5,038,974	5,632,663	47%	49%
Capital Outlay	1,669,663	590,409	1,079,253	35%	27%
Other	138,391	83,708	54,682	60%	59%
<b>Sub Total</b>	<b>\$ 60,766,811</b>	<b>\$ 26,318,626</b>	<b>\$ 34,448,185</b>	<b>43%</b>	<b>43%</b>
Advances Out	0.00	29,500.00	(29,500.00)		
Transfers Out	1,500,000	1,500,000	0	100%	0%
<b>Total</b>	<b>\$ 62,266,811</b>	<b>\$ 27,848,126</b>	<b>\$ 34,418,685</b>	<b>45%</b>	<b>43%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated April 8, 2016.

Note (2): Subtotal Amended Appropriation of \$66,418,753 plus carried forward encumbrance of \$5,848,058.

Note (3): Subtotal includes 32% expended and 13% encumbered.



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending April 30, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,357,232.30	10,357,232.30	3,141,615.73	0.00	7,215,616.57
51120 Clerical Salaries	9,763,561.38	9,774,149.54	3,184,257.56	0.00	6,589,891.98
51130 Non-Clerical Salaries	1,352,494.21	1,352,494.21	382,346.62	0.00	970,147.59
51140 Buildings Salaries	4,231,071.52	4,231,071.52	1,224,153.39	0.00	3,006,918.13
51150 Other Salaries	504,715.64	504,715.64	145,601.72	0.00	359,113.92
51180 Severance Pay	0.00	160,032.62	182,355.20	0.00	(22,322.58)
51190 Non-Base Pay	268,614.73	268,614.73	163,205.98	0.00	105,408.75
51400 OPERS	3,747,870.46	3,749,352.84	1,159,181.11	0.00	2,590,171.73
51610 Health Insurance	3,666,090.97	3,666,090.97	1,274,399.93	0.00	2,391,691.04
51611 Dental Insurance	202,195.26	202,195.26	68,465.95	0.00	133,729.31
51612 Vision Insurance	14,758.07	14,758.07	5,024.98	0.00	9,733.09
51620 Life Insurance	12,528.25	12,528.25	3,997.26	0.00	8,530.99
51625 Short Term Disability Insurance	29,467.05	29,467.05	9,749.52	0.00	19,717.53
51630 Workers Compensation	216,511.75	347,043.22	151,314.62	64,055.52	131,673.08
51640 Unemployment Compensation	20,000.00	25,299.12	1,880.00	18,120.00	5,299.12
51650 Medicare - ER	348,684.34	351,148.29	109,966.04	293.54	240,888.71
51900 Other Benefits	21,478.28	21,478.28	17,020.62	18,686.19	(14,228.53)
<b>Salaries/Benefits</b>	<b>\$34,757,274.21</b>	<b>\$ 35,067,671.91</b>	<b>\$ 11,224,536.23</b>	<b>\$ 101,155.25</b>	<b>\$ 23,741,980.43</b>
52110 Office Supplies	45,600.00	46,024.94	17,302.18	2,307.08	26,415.68
52120 Stationery	54,200.00	57,279.80	12,027.55	0.00	45,252.25
52130 Duplication Supplies	39,850.00	40,295.23	12,518.89	839.46	26,936.88
52140 Hand Tools	600.00	600.00	358.00	0.00	242.00
52150 Book Repair Supplies	102,500.00	102,500.00	20,068.45	12,744.25	69,687.30
52210 Janitorial Supplies	118,900.00	119,776.24	38,711.33	7,667.75	73,397.16

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending April 30, 2016**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	63,600.00	66,645.01	17,838.03	25,973.78	22,833.20
52230 Maintenance Supplies	263,050.00	287,212.31	63,893.29	119,538.21	103,780.81
52240 Uniforms	23,000.00	23,000.00	3,531.30	0.00	19,468.70
52300 Motor Vehicle Supplies	78,000.00	114,693.14	15,749.36	53,559.37	45,384.41
52900 Other Supplies	263,238.00	274,054.18	39,402.21	66,295.01	168,356.96
<b>Supplies</b>	<b>\$1,052,538.00</b>	<b>\$ 1,132,080.85</b>	<b>\$ 241,400.59</b>	<b>\$ 288,924.91</b>	<b>\$ 601,755.35</b>
53100 Travel/Meetings	200,000.00	209,764.37	32,209.17	52,230.24	125,324.96
53210 Telecommunications	300,316.00	374,527.62	103,182.96	232,902.36	38,442.30
53230 Postage/Freight	91,500.00	100,893.23	26,673.87	37,429.97	36,789.39
53240 PR/Other Communications	166,000.00	205,232.52	40,131.74	66,084.43	99,016.35
53310 Building Repairs	407,000.00	519,098.03	118,973.65	22,944.34	377,180.04
53320 Machine Repairs	17,550.00	21,791.19	1,989.24	7,265.19	12,536.76
53340 Building Maintenance	171,279.00	204,759.05	54,277.08	78,405.52	72,076.45
53350 Machine Maintenance	240,641.00	362,334.02	101,157.65	130,483.25	130,693.12
53360 Computer Maintenance	347,189.95	352,342.97	123,895.03	1,431.78	227,016.16
53370 Motor Vehicle Repairs	25,000.00	35,668.55	9,360.76	17,380.58	8,927.21
53380 Contract Security	800,000.00	824,091.35	282,679.28	141,412.07	400,000.00
53390 Landscaping	25,440.00	28,277.75	1,056.00	25,837.75	1,384.00
53400 Insurance	429,039.00	487,812.33	68,780.44	0.00	419,031.89
53510 Rent/Leases	178,749.24	189,545.42	64,791.31	119,571.70	5,182.41
53520 Equipment Rental	57,403.00	62,591.86	9,974.74	12,579.51	40,037.61
53610 Electricity	1,936,774.33	2,046,756.83	464,165.45	1,571,463.42	11,127.96
53620 Gas	195,527.22	249,079.54	66,115.49	182,964.05	0.00
53630 Chilled Water	946,859.92	999,966.95	58,315.12	876,962.91	64,688.92

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending April 30, 2016**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	87,230.72	95,446.07	25,255.75	70,190.32	0.00
53710	963,562.58	1,697,899.95	327,473.30	841,656.04	528,770.61
53720	780,030.07	814,530.07	313,369.77	34,500.00	466,660.30
53730	20,060.00	20,060.00	3,579.06	0.00	16,480.94
53800	250,000.00	384,097.96	70,190.82	58,641.72	255,265.42
53900	1,800,648.52	1,800,799.52	1,797,363.02	2,219.00	1,217.50
	<b>\$10,437,800.55</b>	<b>\$ 12,087,367.15</b>	<b>\$ 4,164,960.70</b>	<b>\$ 4,584,556.15</b>	<b>\$ 3,337,850.30</b>
<b>Purchased/Contracted Services</b>					
54110	2,360,000.00	2,871,015.38	685,151.23	458,184.06	1,727,680.09
54120	372,000.00	819,280.36	171,081.96	356,739.98	291,458.42
54210	825,000.00	1,191,144.17	69,615.70	309,065.86	812,462.61
54220	77,000.00	261,216.13	59,842.23	130,720.33	70,653.57
54310	1,928,180.00	2,241,568.68	508,027.24	454,609.25	1,278,932.19
54320	151,000.00	171,561.13	37,123.31	30,188.03	104,249.79
54325	363,000.00	555,698.03	132,239.18	172,847.98	250,610.87
54500	570,000.00	1,010,333.08	360,963.62	166,480.95	482,888.51
54530	602,000.00	1,366,171.51	213,494.71	628,817.51	523,859.29
54600	3,000.00	3,978.00	902.50	3,075.50	0.00
54710	25,000.00	53,641.14	7,282.71	21,358.43	25,000.00
54720	45,000.00	95,762.59	8,602.21	42,216.34	44,944.04
54730	5,000.00	5,994.15	1,931.40	1,123.48	2,939.27
54790	22,000.00	24,273.33	996.46	6,292.17	16,984.70
	<b>\$7,348,180.00</b>	<b>\$ 10,671,637.68</b>	<b>\$ 2,257,254.46</b>	<b>\$ 2,781,719.87</b>	<b>\$ 5,632,663.35</b>
<b>Library Materials</b>					
55510	152,200.00	231,039.69	40,286.49	47,862.14	142,891.06
55520	188,500.00	262,936.00	81,655.44	5,101.00	176,179.56

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending April 30, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	536,000.00	628,765.47	65,138.27	77,566.69	486,060.51
55540 Software	314,500.00	546,921.59	93,772.72	179,026.69	274,122.18
<b>Capital Outlay</b>	<b>\$1,191,200.00</b>	<b>\$ 1,669,662.75</b>	<b>\$ 280,852.92</b>	<b>\$ 309,556.52</b>	<b>\$ 1,079,253.31</b>
57100 Memberships	70,555.78	73,551.16	40,240.90	21,083.04	12,227.22
57200 Taxes	12,000.00	13,352.97	3,830.33	9,047.95	474.69
57500 Refunds/Reimbursements	49,204.22	51,486.47	2,141.03	7,365.12	41,980.32
<b>Miscellaneous Expenses</b>	<b>\$131,760.00</b>	<b>\$ 138,390.50</b>	<b>\$ 46,212.26</b>	<b>\$ 37,496.11</b>	<b>\$ 54,682.23</b>
59810 Advances Out	0.00	0.00	29,500.00	0.00	(29,500.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 29,500.00</b>	<b>\$ 0.00</b>	<b>\$(29,500.00)</b>
59900 Transfers Out	0.00	1,500,000.00	1,500,000.00	0.00	0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 1,500,000.00</b>	<b>\$ 1,500,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$54,918,752.76</b>	<b>\$ 62,266,810.94</b>	<b>\$ 19,744,717.16</b>	<b>\$ 8,103,408.81</b>	<b>\$ 34,418,684.97</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending April 30, 2016

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,293,887.52	22,328,971.84	19,744,717.16	8,103,408.81	24,774,733.39
<b>Total General Fund</b>	<b>\$ 30,293,887.52</b>	<b>\$ 22,328,971.84</b>	<b>\$ 19,744,717.16</b>	<b>\$ 8,103,408.81</b>	<b>\$ 24,774,733.39</b>
201 Anderson	276,296.99	0.00	0.00	0.00	276,296.99
202 Endowment for the Blind	2,170,265.69	0.00	23,056.65	0.00	2,147,209.04
203 Founders	6,094,545.65	394,310.39	103,899.51	180,740.36	6,204,216.17
204 Kaiser	58,614.88	0.00	0.00	0.00	58,614.88
205 Kralley	179,670.47	599.53	205.47	335.09	179,729.44
206 Library	178,122.12	5,395.53	5,840.60	1,887.96	175,789.09
207 Pepke	127,745.59	(1,485.96)	0.00	0.00	126,259.63
208 Wickwire	1,350,020.58	6,090.87	389.92	11,871.96	1,343,849.57
209 Wittke	86,265.93	0.00	0.00	0.00	86,265.93
210 Young	4,000,361.89	(9,087.94)	14,845.89	6,204.49	3,970,223.57
225 Friends	0.00	29,500.00	1,425.00	1,034.64	27,040.36
226 Judd	5,972.23	58,686.50	49,186.56	45,721.01	(30,248.84)
228 Lockwood Thompson Memorial	136,626.00	0.00	25,724.59	85,814.23	25,087.18
229 Ohio Center for the Book	0.00	900.00	0.00	675.00	225.00
230 Schweinfurth	89,172.29	24,535.00	12,965.00	0.00	100,742.29
231 CLEVNET	490,999.25	2,882,948.42	1,456,562.62	971,239.76	946,145.29
251 OLBPD-Library for the Blind	0.00	502,732.00	488,152.64	13,679.87	899.49
252 LSTA-Know It Now	27,058.22	0.00	0.00	0.00	27,058.22
254 MyCom	39,527.25	33,463.36	24,300.36	10,312.50	38,377.75
<b>Total Special Revenue Funds</b>	<b>\$ 15,311,265.03</b>	<b>\$ 3,928,587.70</b>	<b>\$ 2,206,554.81</b>	<b>\$ 1,329,516.87</b>	<b>\$ 15,703,781.05</b>
401 Building & Repair	13,248,624.25	1,503,500.16	1,225,408.98	3,630,219.36	9,896,496.07
<b>Total Capital Project Funds</b>	<b>\$ 13,248,624.25</b>	<b>\$ 1,503,500.16</b>	<b>\$ 1,225,408.98</b>	<b>\$ 3,630,219.36</b>	<b>\$ 9,896,496.07</b>
501 Abel	218,076.10	1,902.62	0.00	0.00	219,978.72

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending April 30, 2016

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	2,218.69	0.00	0.00	0.00	2,218.69
503 Beard	132,508.14	(614.51)	776.00	1,552.00	129,565.63
504 Klein	5,251.17	0.00	0.00	0.00	5,251.17
505 Malon/Schroeder	280,913.05	622.26	3,888.10	590.90	277,056.31
506 McDonald	182,871.96	0.00	0.00	0.00	182,871.96
507 Ratner	90,938.24	(1,138.21)	0.00	0.00	89,800.03
508 Root	38,361.65	0.00	0.00	0.00	38,361.65
509 Sugarman	198,051.98	1,627.54	0.00	0.00	199,679.52
510 Thompson	155,047.07	360.20	2,850.00	0.00	152,557.27
511 Weidenthal	6,513.72	0.00	0.00	0.00	6,513.72
512 White	2,082,088.70	10,379.15	37,664.19	728.65	2,054,075.01
513 Beard Anna Young	84,435.88	(55.03)	0.00	0.00	84,380.85
<b>Total Permanent Funds</b>	<b>\$ 3,477,276.35</b>	<b>\$ 13,084.02</b>	<b>\$ 45,178.29</b>	<b>\$ 2,871.55</b>	<b>\$ 3,442,310.53</b>
901 Unclaimed Funds	10,735.01	483.98	100.00	0.00	11,118.99
905 CLEVNET Fines & Fees	7,506.32	40,616.64	38,936.10	0.00	9,186.86
<b>Others</b>	<b>\$ 18,241.33</b>	<b>\$ 41,100.62</b>	<b>\$ 39,036.10</b>	<b>\$ 0.00</b>	<b>\$ 20,305.85</b>
<b>Total All Funds</b>	<b>\$ 62,349,294.48</b>	<b>\$ 27,815,244.34</b>	<b>\$ 23,260,895.34</b>	<b>\$ 13,066,016.59</b>	<b>\$ 53,837,626.89</b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – April 2016

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, 2016 through April 30, 2016.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
04/01/16 - 04/30/16	30	Various	STAR Ohio	Various	2,179.50	Investment Pool
04/01/16 - 04/30/16	30	Various	STAR Plus	Various	1,044.70	Bank Deposit Program
04/01/16 - 04/30/16	30	Various	PNC	Various	3.76	Sweep Money Market
04/01/16 - 04/30/16	30	Various	PNC	Various	0.40	Money Market
10/15/15 - 04/15/16	184	250,000	Federal National Mortgage Assn.	1.000%	1,250.00	Federal Agency
10/29/15 - 04/29/16	184	250,000	Federal Home Loan Bank	1.050%	1,312.50	Federal Agency
10/29/15 - 04/29/16	184	500,000	Federal Home Loan Bank	1.300%	3,250.00	Federal Agency
10/15/15 - 04/15/16	184	500,000	Federal Home Loan Mortgage Corp.	1.220%	3,050.00	Federal Agency
10/29/15 - 04/29/16	184	550,000	Federal Home Loan Mortgage Corp.	1.200%	3,300.00	Federal Agency
10/29/15 - 04/29/16	184	1,000,000	Federal National Mortgage Assn.	1.300%	6,500.00	Federal Agency
10/26/15 - 04/22/16	180	300,000	Federal Farm Credit Bank	1.240%	1,818.67	Federal Agency
10/30/15 - 04/29/16	183	500,000	Federal National Mortgage Assn.	1.050%	2,610.42	Federal Agency
					Earned Interest April 2016	\$ 26,319.95
					Earned Interest Year To Date	\$ 107,574.82

## CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee  
May 16, 2016

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR APRIL 2016

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
United States Patent and Trademark Office Annual PTRC Program Training Seminar Alexandria, Virginia	3/21/2016 - 3/24/2016	James Bettinger	1,987.99
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/23/2016	William Bradford	90.00
Ohio Library Council Legislative Day Columbus, Ohio	4/13/2016	Alice Butts	20.00
Public Library Association 2016 Conference Denver, Colorado	4/5/2016-4/8/2016	Steven Capuozzo	1,162.73
Kent State University Virginia Hamilton Conference Kent, Ohio	4/8/2016	Renita Carter	153.96
Vital Smarts Influencer Training - Fast Track Certification Chicago, Illinois	4/26/2016 - 4/29/2016	Madeline Corchado	1,895.00
Ohio Library Council Trustee Dinner Independence, Ohio	4/26/2016	Thomas Corrigan	40.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/8/2016	Brianna Daniels	136.74
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2016 - 4/8/2016	Jaime Deplet	137.80
Ohio State University Tableau Desktop Training Columbus, Ohio	3/24/2016	Anastasia Diamond-Ortiz	144.72
Public Library Association 2016 Conference Denver, Colorado	4/6/2016-4/9/2016	Anastasia Diamond-Ortiz	1,195.10



ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
United States Patent and Trademark Office Annual PTRC Program Training Seminar Alexandria, Virginia	3/21/2016 - 3/24/2016	Sarah Dobransky	1,188.84
Jackson Lewis Employment Law Review of 2015 and Preview of 2016 Independence, Ohio	4/7/2016	Joyce Dodrill	35.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2016 - 4/8/2016	Maria Estrella	150.00
Ohio Library Council Trustee Dinner Independence, Ohio	4/26/2016	John Hairston	40.00
Northeast Ohio Regional Library System Best Practices for Good Attitudes on Negative Days Hudson, Ohio	3/29/2016	Yvonne Harper	20.63
Public Library Association 2016 Conference Denver, Colorado	4/6/2016-4/9/2016	Olivia Hoge	1,200.00
Council on East Asian Libraries Cataloging Workshop and Users Group Meeting Seattle, Washington	3/28/2016 - 3/29/2016	Amei Hu	837.95
Northeast Ohio Regional Library System Best Practices for Good Attitudes on Negative Days Hudson, Ohio	3/29/2016	Bianca Jackson	29.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2016 - 4/8/2016	Kiaria Jefferson	150.00
Cleveland Society for Human Resource Management Northern Ohio Human Resources Conference Cleveland, Ohio	3/10/2016 - 3/11/2016	Cedric Johns	4.16
Kent State University Virginia Hamilton Conference Kent, Ohio	4/8/2016	Shanell Jones	136.95
Ohio Library Council Public Library Fiscal Officer Conference Columbus, Ohio	3/31/2016 - 4/1/2016	Carrie Krenicky	342.35
Kent State University Virginia Hamilton Conference Kent, Ohio	4/8/2016	Joel Lefkowitz	120.00
Public Library Association 2016 Conference Denver, Colorado	4/6/2016-4/9/2016	Cynthia Lombardo	1,200.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2016 - 4/8/2016	Erica Marks	150.00
Public Library Association 2016 Conference Denver, Colorado	4/6/2016-4/9/2016	Aaron Mason	1,566.96
Ohio Library Council Technical Services Retreat Columbus, Ohio	3/31/2016 - 4/1/2016	Pamela Matthews	446.86
Lyrasis All History is Local: Find, Preserve, and Digitize Collections Cleveland, Ohio	4/7/2016	Terrence Metter	100.00
American Payroll Association Greater Cleveland Chapter Meeting Independence, Ohio	4/8/2016	Ronelle Miller-Hood	100.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/8/2016	Kelli Minter	30.43
Ohio Library Council Technical Services Retreat Columbus, Ohio	3/31/2016 - 4/1/2016	Michael Monaco	347.30
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/23/2016	Shayna Muckerheide	98.56
Ohio Library Council Northwest Chapter Conference Toledo, Ohio	4/15/2016	Shayna Muckerheide	68.25
Northeast Ohio Regional Library System Best Practices for Good Attitudes on Negative Days Hudson, Ohio	3/29/2016	Kendra Proctor	17.65
Ohio Library Council Trustee Dinner Independence, Ohio	4/26/2016	Anthony Parker	40.00
National Library Service 2016 Biennial Conference San Francisco, California	4/2/2016 - 4/7/2016	William Reed	2,735.43
Public Library Association 2016 Conference Denver, Colorado	4/7/2016-4/9/2016	Maritza Rodriguez	1,064.25
Ohio Library Council Technical Services Retreat Columbus, Ohio	3/31/2016 - 4/1/2016	Barbara Satow	427.35

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Best Practices for Good Attitudes on Negative Days Hudson, Ohio	3/29/2016	Lori Scurka	21.96
Ohio Library Council Trustee Dinner Independence, Ohio	4/26/2016	Alan Seifullah	40.00
Public Library Association 2016 Conference Denver, Colorado	4/6/2016-4/9/2016	John Skrtic	827.26
Kent State University Virginia Hamilton Conference Kent, Ohio	4/8/2016	Alexander Story	169.68
Northeast Ohio Regional Library System Best Practices in Youth Readers' Advisory Hudson, Ohio	4/19/16	Alexander Story	43.20
Ohio Library Council Trustee Dinner Independence, Ohio	4/26/2016	Felton Thomas	40.00
Public Library Association 2016 Conference Denver, Colorado	4/5/2016-4/9/2016	Felton Thomas	1,090.02
Public Library Association 2016 Conference Denver, Colorado	4/5/2016-4/9/2016	Donna Willingham	1,200.00
<b>TOTAL</b>			<b>\$23,044.08</b>

## SUMMARY

FUND	APRIL	YEAR TO DATE
General	\$17,575.70	\$32,209.17
Lockwood Thompson	2,732.95	3,883.04
Endowment for the Blind Fund (OLBPD)	2,735.43	2,735.43
<b>TOTAL</b>	<b>\$23,044.08</b>	<b>\$38,827.64</b>

## CLEVELAND PUBLIC LIBRARY

Finance Committee  
May 17, 2016

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, up to \$50,000 each, which increase the GMP (2), is hereby submitted:

For the Period Ending April 30, 2016

<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	4,854.00	4,854.00	
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	1,000.00	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..			
				20,000.00	5,000.00	
2/24/2016	The Ohio Desk Company	160447	Thread Power Distribution System	30,348.27		
				57,012.27	63,476.86	

\$250,000.00 (1)

Available Balance

\$129,510.87

\$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	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	5,233.09
			Extra time for Owner adds	
4/22/2016	21	151476	Extend contract 30 days	-

Available Balance

\$161,444.35

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 11/19/15: \$ 3,356,247.00

Change Orders paid from Contingency Fund \$ 88,555.65

Change Orders in excess of \$50,000 approved by the Board \$ 66,771.46 4.63%

Updated GMP as of April 30, 2016: \$ 3,511,574.11 (a)

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	135,938.81	73,197.82	
4/5/2016	Ohio Desk	160658	For LSW2, Indoor Garden, LSW Conference 1	73,078.79		
				243,116.27	73,197.82	
				<b>Available Balance</b>		<b>\$218,685.91</b>

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	86,085.00	83,685.00	
				86,085.00	83,685.00	
				<b>Available Balance</b>		<b>\$130,230.00</b>
<b>Total Estimated Construction (1 + a + b + c)</b>						<b>\$ 4,596,574.11</b>

**CLEVELAND PUBLIC LIBRARY**  
**Regular Employment Report**  
**4/01/2016 TO 4/30/2016**  
**Board Meeting May 19, 2016**

**EXHIBIT 13**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
<b>RESIGNATIONS</b>			
BROWN, KELLY R	Fine Arts	LIBRARIAN (SUBJECT DEPARTMENT)	04/18/2016
HOLOVACH, HETHER N		SAFETY&PROTECTIVE SVC OFFICER	04/19/2016
KING, TAI-RENEE D	Branch Substitues	BRANCH CLERK SUBSTITUTE	04/30/2016
POILPRE, CATHY A	Public Relations	AST DIR GRAPHICS PUBLIC RELATI	04/29/2016
RINGENBACH, KATHRYN A	Rockport	BRANCH MANAGER (LARGE)	04/15/2016
RODRIGUEZ, KEYSHLE A	Carnegie West	PAGE	04/09/2016
SLESINGER, LOUIS A	Security	SAFETY&PROTECTIVE SVC OFFICER	04/20/2016
<b>OTHER TERMINATIONS</b>			
FRATUS, LAURA T	Carnegie West	LIBRARY ASST-COMP EMPH	04/04/2016

**CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 4/01/2016 TO 4/30/2016**

<b>EMPLOYEE:</b>	MOBLEY, TOBY A	<b>CURRENT GRADE:</b>	B	<b>HIRE DATE:</b>	4/03/2016
<b>JOB TITLE:</b>	CUSTODIAL SUBSTITUTE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	16.42
<b>LOCATION:</b>	CUSTODIAL A	<b>SALARY:</b>	15,686.32		
<b>EMPLOYEE:</b>	PARKER, SHERRY	<b>CURRENT GRADE:</b>	J	<b>HIRE DATE:</b>	4/18/2016
<b>JOB TITLE:</b>	OCCUPATIONAL HEALTH AND SAFETY	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	31.89
<b>LOCATION:</b>	HUMAN RESOURCES	<b>SALARY:</b>	62,183.69		
<b>EMPLOYEE:</b>	SANDERS, ARTAVIA M	<b>CURRENT GRADE:</b>	H	<b>HIRE DATE:</b>	4/18/2016
<b>JOB TITLE:</b>	HR GENERALIST METRICS ANALYST	<b>CURRENT STEP:</b>	3	<b>HOURLY RATE:</b>	29.29
<b>LOCATION:</b>	HUMAN RESOURCES	<b>SALARY:</b>	57,109.71		
<b>EMPLOYEE:</b>	STALLWORTH-ESTRADA, TRAC	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	4/05/2016
<b>JOB TITLE:</b>	LIBRARY ASST SUBSTITUTE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	22.42
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	21,426.34		
<b>EMPLOYEE:</b>	WALTER, LAURA	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	4/26/2016
<b>JOB TITLE:</b>	LIBRARY ASST SUBSTITUTE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	22.42
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	21,426.34		

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 04/01/2016 TO 04/30/2016  
May Board Meeting**

**EMPLOYEE:** CAPUOZZO, STEVEN K      **CURRENT GRADE:** I      **EFFECTIVE DATE** 04/03/2016  
**JOB TITLE:** ASSISTANT BRANCH MANAGER I      **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	0.00	58,889.21	PROMOTION

**EMPLOYEE:** FOX, CANDACE E      **CURRENT GRADE:** F      **EFFECTIVE DATE** 04/17/2016  
**JOB TITLE:** LIBRARY ASST SUBSTITUTE      **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	0.00	22.42	PROMOTION

**EMPLOYEE:** HOLLAMAN, ELIZABETH      **CURRENT GRADE:** B      **EFFECTIVE DATE** 04/03/2016  
**JOB TITLE:** BRANCH CLERK      **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 NON BASE WAGE	0.00	32,332.04	PROMOTION

**EMPLOYEE:** HUTSON, AMIYA P      **CURRENT GRADE:** K      **EFFECTIVE DATE** 05/01/2016  
**JOB TITLE:** BRANCH MANAGER (LARGE)      **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	0.00	62,183.69	TRANSFER

**EMPLOYEE:** KMIECIK, ALEXANDRA M      **CURRENT GRADE:** I      **EFFECTIVE DATE** 04/03/2016  
**JOB TITLE:** ASSISTANT BRANCH MANAGER I      **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	0.00	58,889.21	PROMOTION



EMPLOYEE: LAUVER, JAMIE CURRENT GRADE: I EFFECTIVE DATE 04/03/2016  
 JOB TITLE: ASSISTANT BRANCH MANAGER I CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	0.00	58,889.21	PROMOTION

EMPLOYEE: MARKS, ERICA T CURRENT GRADE: J EFFECTIVE DATE 04/03/2016  
 JOB TITLE: BRANCH MANAGER (MEDIUM) CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	0.00	62,183.69	PROMOTION

EMPLOYEE: PARKER, SHERRY CURRENT GRADE: J EFFECTIVE DATE 04/17/2016  
 JOB TITLE: OCCUPATIONAL HEALTH AND SAFETY CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE

EMPLOYEE: REYES, OLIVER T CURRENT GRADE: H EFFECTIVE DATE 04/17/2016  
 JOB TITLE: MAINTENANCE MECHANIC FOI CURRENT STEP: 11 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	0.00	70,926.74	PROMOTION

EMPLOYEE: SANDERS, ARTAVIA M CURRENT GRADE: H EFFECTIVE DATE 04/17/2016  
 JOB TITLE: HR GENERALIST METRICS ANALYST CURRENT STEP: 3 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE

EMPLOYEE: SCURKA, LORI J CURRENT GRADE: I EFFECTIVE DATE 04/03/2016  
 JOB TITLE: ASSISTANT BRANCH MANAGER I CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	0.00	58,889.21	PROMOTION

EMPLOYEE: STALLWORTH-ESTRADA, TRA CURRENT GRADE: F EFFECTIVE DATE 04/03/2016  
 JOB TITLE: LIBRARY ASST SUBSTITUTE CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
NEW HIRE	0.00	22.42	VACANCY

EMPLOYEE: TANCAK, CRYSTAL M CURRENT GRADE: I EFFECTIVE DATE 04/03/2016  
 JOB TITLE: ASSISTANT BRANCH MANAGER 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	0.00	58,889.21	PROMOTION

EMPLOYEE: WALTER, LAURA CURRENT GRADE: F EFFECTIVE DATE 04/24/2016  
 JOB TITLE: LIBRARY ASST SUBSTITUTE CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
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## CLEVELAND PUBLIC LIBRARY

REPORT E

Human Resources Committee Report  
 Meeting Date: May 19, 2016  
 Report Period: April, 2016

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

<b>MONTH</b>	<b>2015 SICK LEAVE HOURS USED</b>	<b>2016 SICK LEAVE HOURS USED</b>	<b>2016 TOTAL HOURS</b>
January	4,564.09	3,679.06	98,023.38
February	3,605.82	4,071.17	93,936.09
March	3,202.84	3,109.32	94,816.27
April	3,809.46	3,657.15	94,683.73
May	3,615.00		
June	3,229.18		
July *	5,098.30		
August	4,176.95		
September	3,736.86		
October	3,865.35		
November	3,198.85		
December *	5,348.30		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**April 1, 2016- April 30, 2016**  
**EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT F****Human Resources Committee Report**

May 19, 2016

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	22	10	1			28	16	1		
Professionals	76	15	1			1	39	15	4	3	
Technicians	19	9	2	1			4	1	1		
Protective Service	16	7	8					2			
Para-Professionals	129	23	31	2	2		36	28	7	2	
Administrative Support	300	45	64	4	3	1	51	137	17	2	1
Skilled Craft	11	7	3	1	1			1			
Service Maintenance	50	7	31	1			2	5	1		
Grand Total	707	135	150	10	7	1	160	205	31	7	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****K=American Indian/Alaskan Native**

# Insurance Report for the Month of April 2016

Human Resources Committee Report  
May 19, 2016

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	6	0	6
<b>Essential</b>	22	6	28
<b>Standard</b>	267	148	415
<b>Standard with OAD</b>		1	1
<b>Total MMO</b>	295	155	450
<b>Dental Insurance</b>	298	185	483
<b>Vision Employee</b>			259
<b>Vision Children</b>			40
<b>Vision Spouse</b>			47
<b>Vision Family</b>			80
<b>Total Vision</b>			426
<b>Workers' Compensation Lost Time Report</b>			
<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 2016**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library Branches	124,519	127,074	599	611	487,141	501,371	-2.8%
Mobile Units*	260,784	270,556	1,187	1,224	1,051,962	1,084,474	-3.0%
Library for the Blind	2,291	5,211			7,127	25,590	-72.1%
OLBPD BARD	46,198	50,554			191,580	195,958	-2.2%
eMedia	11,493	9,916			46,322	47,745	-3.0%
<b>TOTAL CIRCULATION</b>	<b>29,483</b>	<b>22,059</b>			<b>120,830</b>	<b>86,147</b>	<b>40.3%</b>
	474,768	485,370			1,904,962	1,941,285	-1.9%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
eBook	17,736	14,361	64,364	58,781	9.5%
eAudiobook	8,240	5,437	40,116	21,544	86.2%
eMusic	228	16	694	72	863.9%
eVideo	320	205	2,061	814	153.2%
eMagazines	2,959	2,040	13,595	4,936	175.4%
<b>TOTAL eCIRCULATION</b>	<b>29,483</b>	<b>22,059</b>	<b>120,830</b>	<b>86,147</b>	<b>40.3%</b>

Included in circulation activity.

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2016	2015	2016	2015	
Main Library Branches	100	45 minutes	42,337	45,988	34,163	33,779	1.1%
	547	40 minutes	204,225	198,285	306,529	301,004	1.8%
<b>TOTAL USAGE</b>	<b>647</b>		<b>246,562</b>	<b>244,273</b>	<b>340,692</b>	<b>334,783</b>	<b>1.8%</b>

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
	2016	2015	2016	2015	
<b>TOTAL SESSIONS</b>	<b>74,946</b>	<b>NA</b>	<b>274,355</b>	<b>NA</b>	<b>NA</b>

Each session represents a unique user of public wireless internet. January number does not include Brooklyn and Lorain branches

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library Branches	37,353	42,660	180	205	145,062	155,660	-6.8%
Mobile Unit*	209,726	233,714	955	1,058	866,578	864,831	0.2%
	0	340			0	1,831	-100.0%
<b>TOTAL VISITS</b>	<b>247,079</b>	<b>276,714</b>			<b>1,011,640</b>	<b>1,022,322</b>	<b>-1.0%</b>

**REPORT H**

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR APRIL 2016**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	5,171	623	804	921	7,519	586	8,105
Brooklyn	3,367	427	616	709	5,119	520	5,639
Carnegie West	7,684	847	1,554	1,652	11,737	1,146	12,883
Collinwood	4,209	494	575	833	6,111	490	6,601
East 131st	2,640	242	356	514	3,752	267	4,019
Eastman	11,724	1,247	2,317	2,424	17,712	2,142	19,854
Fleet*	7,586	791	1,031	1,365	10,773	855	11,628
Fulton	9,906	730	949	1,138	12,723	881	13,604
Garden Valley	2,167	206	179	301	2,853	218	3,071
Glenville	4,428	469	422	598	5,917	397	6,314
Harvard-Lee	6,136	948	1,410	2,119	10,613	685	11,298
Hough	3,120	347	358	408	4,233	283	4,516
Jefferson	3,795	666	966	1,270	6,697	549	7,246
Langston Hughes	4,168	454	450	680	5,752	488	6,240
Lorain	5,628	700	950	1,116	8,394	684	9,078
Martin Luther King, Jr.	5,079	502	742	1,010	7,333	747	8,080
Memorial-Nottingham	6,713	926	1,467	1,982	11,088	1,117	12,205
Mt. Pleasant	1,869	299	293	325	2,786	290	3,076
Rice	6,766	531	812	1,230	9,339	790	10,129
Rockport	10,766	981	1,638	1,841	15,226	1,829	17,055
South	5,652	604	765	1,066	8,087	509	8,596
South Brooklyn	10,850	1,199	2,200	2,841	17,090	1,905	18,995
Sterling	2,693	334	404	663	4,094	353	4,447
Union	3,724	620	578	698	5,620	455	6,075
Walz	8,784	818	1,260	1,665	12,527	1,174	13,701
West Park	9,870	1,605	2,997	3,549	18,021	2,141	20,162
Woodland	5,926	414	508	789	7,637	530	8,167
<b>TOTAL</b>	<b>160,421</b>	<b>18,024</b>	<b>26,601</b>	<b>33,707</b>	<b>238,753</b>	<b>22,031</b>	<b>260,784</b>

\*Fleet branch circulation includes remaining circulation generated by Broadway branch items

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR APRIL 2016**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015		
Addison	8,105	9,961	32,651	38,620	-5,969	-15.5%
Brooklyn	5,639	6,151	23,134	25,217	-2,083	-8.3%
Carnegie West	12,883	12,657	51,581	49,782	1,799	3.6%
Collinwood	6,601	7,855	27,881	31,513	-3,632	-11.5%
East 131st	4,019	4,339	16,522	17,461	-939	-5.4%
Eastman	19,854	20,543	79,853	78,482	1,371	1.7%
Fleet*	11,628	11,175	48,126	45,680	2,446	5.4%
Fulton	13,604	11,607	58,500	41,830	16,670	39.9%
Garden Valley	3,071	2,771	12,841	12,274	567	4.6%
Glenville	6,314	6,844	25,976	27,100	-1,124	-4.1%
Harvard-Lee	11,298	8,194	37,252	31,587	5,665	17.9%
Hough	4,516	4,400	20,445	18,459	1,986	10.8%
Jefferson	7,246	8,010	28,199	32,211	-4,012	-12.5%
Langston Hughes	6,240	6,846	23,886	28,530	-4,644	-16.3%
Lorain	9,078	9,483	37,073	38,065	-992	-2.6%
Martin Luther King, Jr.	8,080	9,362	30,750	42,684	-11,934	-28.0%
Memorial-Nottingham	12,205	11,780	49,514	48,649	865	1.8%
Mt. Pleasant	3,076	4,259	13,951	17,206	-3,255	-18.9%
Rice	10,129	11,553	42,633	45,646	-3,013	-6.6%
Rockport	17,055	19,635	69,691	75,906	-6,215	-8.2%
South	8,596	8,576	34,096	35,830	-1,734	-4.8%
South Brooklyn	18,995	18,657	75,562	75,088	474	0.6%
Sterling	4,447	5,240	17,811	21,422	-3,611	-16.9%
Union	6,075	6,503	25,099	26,212	-1,113	-4.2%
Walz	13,701	13,739	53,882	56,113	-2,231	-4.0%
West Park	20,162	21,595	81,466	84,848	-3,382	-4.0%
Woodland	8,167	8,821	33,587	38,059	-4,472	-11.8%
<b>TOTAL</b>	<b>260,784</b>	<b>270,556</b>	<b>1,051,962</b>	<b>1,084,474</b>	<b>-32,512</b>	<b>-3.0%</b>

\*Fleet branch circulation includes remaining circulation generated by Broadway branch items



**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE APRIL 2016**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015			
Addison	5,207	5,767	20,701	20,983	-282	-1.3%	
Brooklyn	3,838	3,462	15,457	13,673	1,784	13.0%	
Carnegie West	10,413	16,077	44,034	62,218	-18,184	-29.2%	
Collinwood	6,859	6,640	31,140	24,348	6,792	27.9%	
East 131st	7,160	8,054	34,395	27,969	6,426	23.0%	
Eastman	10,943	11,308	42,759	43,715	-956	-2.2%	
Fleet	9,741	10,373	41,200	39,121	2,079	5.3%	
Fulton	8,036	7,206	29,899	27,220	2,679	9.8%	
Garden Valley	4,192	4,785	16,965	17,147	-182	-1.1%	
Glenville	5,006	7,981	27,917	26,862	1,055	3.9%	
Harvard-Lee	7,395	7,943	31,914	30,729	1,185	3.9%	
Hough	5,811	12,284	30,354	41,941	-11,587	-27.6%	
Jefferson	4,228	7,149	27,124	28,533	-1,409	-4.9%	
Langston Hughes	7,195	8,377	25,920	27,889	-1,969	-7.1%	
Lorain	6,797	7,037	28,560	27,033	1,527	5.6%	
Martin Luther King, Jr.	8,006	8,202	34,056	29,767	4,289	14.4%	
Memorial-Nottingham	5,222	4,978	20,542	18,779	1,763	9.4%	
Mt. Pleasant	5,839	7,108	23,144	25,105	-1,961	-7.8%	
Rice	11,998	13,381	45,542	52,985	-7,443	-14.0%	
Rockport	11,312	11,650	41,365	40,184	1,181	2.9%	
South	6,089	7,662	24,104	27,897	-3,793	-13.6%	
South Brooklyn	15,531	14,056	62,368	53,173	9,195	17.3%	
Sterling	9,637	9,437	40,068	35,911	4,157	11.6%	
Union	6,604	7,234	24,342	25,606	-1,264	-4.9%	
Walz	9,060	8,485	34,535	31,833	2,702	8.5%	
West Park	10,999	9,873	42,277	37,510	4,767	12.7%	
Woodland	6,608	7,205	25,896	26,700	-804	-3.0%	
<b>TOTAL</b>	<b>209,726</b>	<b>233,714</b>	<b>866,578</b>	<b>864,831</b>	<b>1,747</b>	<b>0.2%</b>	

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS APRIL 2016**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	20,162	1 South Brooklyn	15,531	1 South Brooklyn	32,043
2 Eastman	19,854	2 Rice	11,998	2 West Park	27,814
3 South Brooklyn	18,995	3 Rockport	11,312	3 Fleet**	26,727
4 Rockport	17,055	4 West Park	10,999	4 Eastman	23,674
5 Walz	13,701	5 Eastman	10,943	5 Rockport	19,896
6 Fulton	13,604	6 Carnegie West	10,413	6 Fulton	19,647
7 Carnegie West	12,883	7 Fleet	9,741	7 Rice	19,462
8 Memorial-Nottingham	12,205	8 Sterling	9,637	8 Memorial-Nottingham	19,271
9 Fleet*	11,628	9 Walz	9,060	9 Harvard-Lee	17,655
10 Harvard-Lee	11,298	10 Fulton	8,036	10 Walz	16,063
11 Rice	10,129	11 Martin Luther King, Jr.	8,006	11 Collinwood	14,769
12 Lorain	9,078	12 Harvard-Lee	7,395	12 Langston Hughes	14,439
13 South	8,596	13 Langston Hughes	7,195	13 Glenville	14,006
14 Woodland	8,167	14 East 131st	7,160	14 Addison	13,603
15 Addison	8,105	15 Collinwood	6,859	15 East 131st	13,025
16 Martin Luther King, Jr.	8,080	16 Lorain	6,797	16 Mt. Pleasant	12,792
17 Jefferson	7,246	17 Woodland	6,608	17 Lorain	12,588
18 Collinwood	6,601	18 Union	6,604	18 Martin Luther King, Jr.	12,392
19 Glenville	6,314	19 South	6,089	19 Carnegie West	10,487
20 Langston Hughes	6,240	20 Mt. Pleasant	5,839	20 Union	8,416
21 Union	6,075	21 Hough	5,811	21 Sterling	8,267
22 Brooklyn	5,639	22 Memorial-Nottingham	5,222	22 Woodland	7,946
23 Hough	4,516	23 Addison	5,207	23 South	6,325
24 Sterling	4,447	24 Glenville	5,006	24 Hough	5,667
25 East 131st	4,019	25 Jefferson	4,228	25 Brooklyn	5,524
26 Mt. Pleasant	3,076	26 Garden Valley	4,192	26 Jefferson	3,515
27 Garden Valley	3,071	27 Brooklyn	3,838	27 Garden Valley	2,310
	260,784		209,726	28 Broadway**	1,966
					388,323
					473,177

\*\*Broadway and Fleet services areas merged

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**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR APRIL 2016**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
CLEVNET	76,580	75,788	306,052	305,218	0.3%
MORE	400	392	1,669	1,600	4.3%
Other Libraries	537	362	2,028	1,521	33.3%
<b>TOTAL</b>	<b>77,517</b>	<b>76,542</b>	<b>309,749</b>	<b>308,339</b>	<b>0.5%</b>

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

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Projected	20,260	22,507	88,061	75,318	16.9%
KnowItNow Web Reference*	0	129	0	582	-100.0%
Mail and Email Reference	198	99	753	353	113.3%
Interlibrary Loan Requests	937	754	3,697	3,121	18.5%
<b>TOTAL</b>	<b>21,395</b>	<b>23,489</b>	<b>92,511</b>	<b>79,374</b>	<b>16.6%</b>

\*KnowItNow statewide reference service ceased on 12/31/2015.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
New Titles Added	6,296	5,831	22,863	22,610	1.1%
Total Items Added	23,924	21,199	80,742	76,336	5.8%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Main Library	208	208	808	799	1.2%
Branches	5,931	5,967	23,130	22,883	1.1%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Downloads	11,493	9,916	46,322	47,745	-3.0%
Users	627	607	2,574	2,584	-0.4%

Included in circulation activity

