

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 June 19, 2012  
 Trustees Room                      Louis Stokes Wing  
 12:00 Noon

Present: Ms. Butts, Mr. Corrigan, Mr. Seifullah,  
 Mr. Werner, Mr. Hairston (arrived, 12:15 p.m.)

Absent: Ms. Rodriguez, Mr. Parker

Mr. Corrigan called the meeting to order at 12:04 p.m.

**Approval of the Minutes**

Mr. Werner moved approval of the minutes for the 5/17/12 Regular Board Meeting and the 5/15/12 Joint Finance, Human Resources and Community Services Committee Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

**IT/CLEVNET Status Update**

Bob Carterette, Director of Information Technology & CLEVNET, provided a department status update presentation. This presentation included department and CLEVNET history, current status as well as transition relative to Mr. Carterette's upcoming retirement in July.

Mr. Carterette offered the following recommendations for the future of CLEVNET: (1) maintain the core system and purpose so that it is reliable and beneficial; and (2) ensure that changes come with consensus.

Mr. Carterette stated that the following CLEVNET projects include, but are not limited to, voice over IP, mirroring systems data housed at the Lake Shore Facility, mobile applications for the catalogue, and on-line payment.

Mr. Carterette thanked the IT staff for their hard work and support.

REGULAR BOARD  
 MEETING OF  
 5/17/12; and JOINT  
 FINANCE, HUMAN  
 RESOURCES and  
 COMMUNITY  
 SERVICES  
 COMMITTEE  
 MEETING OF  
 5/15/12  
 Approved

IT/CLEVNET  
 STATUS UPDATE  
 Presented

After some discussion, Mr. Corrigan thanked Mr. Carterette for his presentation.

**COMMUNICATIONS**

Director Thomas acknowledged an article in May 2012 edition of the Call & Post highlighting the Urban League of Greater Cleveland's Celebration in Black & White, held on April 28, 2012. Trustee John Hairston was an awardee at the celebration.

**FINANCE COMMITTEE REPORT**

In the absence of Ms. Rodriguez, Mr. Corrigan presented the following report.

Resolution to Accept Gifts for the Month of May

(See page 651)

Mr. Corrigan moved approval of the following resolution. Mr. Seifullah 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 a Gift Report itemizing the gifts received by the Library for the month of May 2012; now therefore be it

RESOLVED, That the gifts described in the Gift Report for May 2012 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Fourth Amendment to the Year 2012 Appropriation

(See pages 652-657)

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

ARTICLE: CALL &  
POST (MAY 2012)  
Acknowledged

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF MAY  
Approved

FOURTH  
AMENDMENT TO  
THE YEAR 2012  
APPROPRIATION  
Approved

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 2012 Appropriation Measure to comply with the attached June 13, 2012 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Fourth Amendment to the Year 2012 Appropriation Schedule be approved.

Carrie Krenicky, Chief Financial Officer, stated that this amendment reflects an increase in Other sources-Special Revenue by \$2,000 relating to the George Gund Foundation Grant for Octavofest and a transfer of \$12,000 from the General Fund - Purchased/Contracted Services to Other Objects as may be needed for University Circle Police Membership fees.

Resolution to Establish Fund Balance Policies as Required by GASB 54

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

WHEREAS, In March 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*, to address issues related to how fund balances are reported in governmental financial statements. The intent of GASB Statement No. 54 is to bring greater transparency and consistency to fund balance reporting in the government sector; and

WHEREAS, The Library implemented GASB Statement No. 54 for the fiscal year ending December 31, 2011. The new standard does not change the Library's fund balance totals; rather, it changes the categories and terminology used to describe the components of fund

RESOLUTION TO ESTABLISH FUND BALANCE POLICIES AS REQUIRED BY GASB 54  
Approved

balance. GASB Statement No. 54 requires local governments to focus on the constraints imposed upon resources when reporting fund balances in governmental funds; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby adopts the following policy:  
**Cleveland Public Library Fund Balance Policy**

**Policy Overview**

This policy establishes the procedures for reporting, within the annual financial statements, the fund balances of the Library's governmental funds in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This policy also formally delegates to the Chief Financial Officer the authority to assign fund balances for specific purposes for inclusion in the annual financial statements.

**Definitions**

In the past, the Library's fund balances have been classified into two separate components: reserved and unreserved. GASB Statement No. 54 defines five new classifications of fund balance that will be reported in the Library's governmental fund balance sheet beginning with the fiscal year ending December 31, 2011. These five new classifications are:

**1. Nonspendable Fund Balance:** The nonspendable fund balance classification includes amounts that cannot be spent because they are either a) not in spendable form, or b) amounts that are legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash (for example, inventories and prepaid amounts). It also includes the long-term amount of interfund loans. The "legally or contractually required to be maintained intact" criterion includes, for example, the principal reported in a permanent fund.

**2. Restricted Fund Balance:** The restricted fund balance classification is used when constraints placed on the use of resources are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or b) imposed by law through constitutional provisions or enabling legislation.



Enabling legislation authorizes the Library to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that the Library can be compelled by an external party, such as citizens, public interest groups, or the judiciary, to use resources created by enabling legislation only for the purposes specified by the legislation.

**3. Committed Fund Balance:** The committed fund balance classification includes amounts that can be used only for the specific purposes pursuant to constraints imposed by formal action of the Library's highest level of decision-making authority (i.e., resolution of the Board of Trustees). Those committed amounts cannot be used for any other purpose unless the Board of Trustees removes or changes the specified constraint by taking the same type of action (resolution) it employed to previously commit those amounts.

In contrast to the restricted fund balance classification, committed fund balance constraints are imposed by the Board of Trustees, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints is not considered to be legally enforceable. Committed fund balances also incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. The type of contractual obligations that would meet this criteria would be a contract awarded by resolution or through the bid process authorized by resolution of the Board of Trustees.

The action to commit (or un-commit) funds must occur prior to the fiscal year-end, to report such commitments in the balance sheet of the respective period, though the exact amount may be determined subsequent to year end.

**4. Assigned Fund Balance:** Amounts in the assigned fund balance classification are intended to be used by the Library for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund,

assigned fund balance represents the remaining amount that is not restricted or committed. In the general fund, assigned amounts represent intended uses established by the Board of Trustees or a Library official delegated that authority by the Board of Trustees. Assignments of fund balance may occur subsequent to the fiscal year end.

**5. Unassigned Fund Balance:** Unassigned fund balance is the residual classification for the general fund that includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report deficit balances resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

**Policy for Applying Restricted Resources**

The Library will apply restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**Policy for Assignment of Fund Balances**

This policy delegates to the Chief Financial Officer the authority to assign unrestricted fund balance amounts where the Library's intent is for those amounts to be used for specific purposes. This delegation of authority is for the sole purpose of reporting these amounts in the annual financial statements.

Carrie Krenicky, Chief Financial Officer, stated that there were only two categories for Fund Balances; Reserved and Unreserved and now they have been divided into five separate classifications. Although these classifications have been instituted in 2011, this resolution formally adopts this new policy.

Resolution to Accept LSTA Grant to Administer KnowItNow

(See pages 658-670)

Mr. Corrigan moved approval of the following resolution.

RESOLUTION TO  
ACCEPT LSTA  
GRANT TO  
ADMINISTER  
KNOWITNOW  
Approved

Ms. Butts seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The KnowItNow Suite of virtual services was initiated by Cleveland Public Library and the CLEVNET Consortium in 2001; and

WHEREAS, In July 2004, KnowItNow evolved into a statewide program provided by three (3) equal library partners: Cleveland Public Library, Northeast Ohio-Regional Library System (NEO-RLS) and Cuyahoga County Public Library and was funded for a period of three (3) years with LSTA federal monies awarded by the State Library of Ohio; and

WHEREAS, Pursuant to an evaluation conducted in 2006 by Kent State University School of Library and Information Science, the State Library of Ohio asked that the KnowItNow statewide virtual service be consolidated under one organization, Cleveland Public Library, rather than operating as a partnership; and

WHEREAS, For the five (5) Fiscal Years commencing July 1, 2007 through June 30, 2012 the Board of Trustees has accepted the State Library Board's award of LSTA grant to continue this statewide virtual service; and

WHEREAS, In May 2012, the State Library Board awarded a LSTA grant in the amount of \$502,763.60 to Cleveland Public Library for the continued administration of KnowItNow for the period July 1, 2012 through June 30, 2013; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees accept this most recent LSTA grant in the amount of \$502,763.60 from the State Library of Ohio and that the Executive Director or his designee is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer; and be it further

RESOLVED, That the Cleveland Public Library Board of Trustees expresses its appreciation to the State Library of Ohio for the continued funding of KnowItNow.

Don Boozer, KnowItNow Coordinator, stated that over 60,000 sessions have been logged this year.

Resolution Regarding Library Insurance Renewals

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

WHEREAS, The Library's insurance policies for property (including boiler and machinery), general liability, auto coverage and umbrella coverage expire on August 1, 2012 and the public officials and employment practices liability insurance expires on September 19, 2012; and

WHEREAS, In March, 2012, the Library entered into an agreement with Crain, Langer & Co. to provide insurance and risk management consulting services regarding the Library's Property and Casualty insurance program adhering to a timeline to receive proposals and a recommendation prior to expiration; and

WHEREAS, The Library sought proposals for insurance coverage as specified in the Request For Proposal issued April 27, 2012 and due June 8, 2012; and

WHEREAS, Three (3) proposals were received and continue to be evaluated and reviewed by Crain, Langer & Co.; and

WHEREAS, The Board of Library Trustees deems it necessary to procure such policies of insurance; and

WHEREAS, The cost of Library's insurance policies for property (including boiler and machinery), general liability, auto coverage, umbrella and the public officials and employment practices liability insurance is estimated not to exceed \$490,000 paid from the general fund; and

WHEREAS, The Board of Library Trustees will not meet for regular business in July 2012, but may hold a Special Meeting at which insurance coverage may be awarded as proposals are evaluated in greater detail as to the various terms and conditions of other proposals to determine how they compare to the expiring program; and

RESOLUTION  
REGARDING  
LIBRARY  
INSURANCE  
RENEWALS  
Approved

WHEREAS, The Library management will report on the status of the insurance renewal process at any Special Meeting held in July 2012 including a resolution for awarding purchase of insurance coverage, if possible; now therefore be it

RESOLVED, That if insurance coverage is not purchased by action at a Special Meeting in July 2012, the Board of Library Trustees authorize the Executive Director to make the final determination to accept the insurance package that best meets the objectives defined in the specifications and the coverage purchased will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

Mr. Corrigan stated consultant work cannot always be completed by the June meeting of the Board of Trustees. Therefore, this resolution authorizes the Executive Director to make the final determination to accept the insurance package that best meets the library needs with ratification at the next regularly scheduled meeting.

A representative from Crain, Langer & Co, was present and stated that additional options were being evaluated that may present additional overages and savings to the library.

Resolution Authorizing Change Order #004 Tech Central: Phase I (Sterling Professional Group)

(See pages 671-674)

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

WHEREAS, On November 17, 2011, the Board of the Library Trustees awarded the combined general, furniture, electrical, mechanical and plumbing contracts to Sterling Professional Group and technology to US Communications and Electrical, Inc.; and

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

RESOLUTION  
AUTHORIZING  
CHANGE ORDER  
#004 TECH  
CENTRAL: PHASE I  
(STERLING  
PROFESSIONAL  
GROUP)  
Approved

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

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
Sterling Professional Group	CO-004	\$886.00	Cutting and patching holes to run data line for the people counter.

now therefore be it

RESOLVED, That the change order above be approved with the \$886.00 increase being charged to the Building and Repair Fund: Account No. 40190105-55300-10901.

Resolution Authorizing Change Order #002 Tech Central: Phase I (US Communications)

(See page 675-677)

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

WHEREAS, On November 17, 2011, the Board of the Library Trustees awarded the combined general, furniture, electrical, mechanical and plumbing contracts to Sterling Professional Group and technology to US Communications and Electrical, Inc.; and

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

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

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
US Communications	CO-002	\$822.00	Provide one additional network data drop for the people counter.

now therefore be it

RESOLUTION  
AUTHORIZING  
CHANGE ORDER  
#002 TECH  
CENTRAL: PHASE I  
(US  
COMMUNICATIONS)  
Approved

RESOLVED, That the change order above be approved with the \$822.00 increase being charged to the Building and Repair Fund: Account No. 40190105-55300-10901.

Mr. Corrigan expressed his approval for the timely completion of Tech Central and remaining close to budget.

Resolution Authorizing Purchase of DVD Security Cases

(See page 678)

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

WHEREAS, The Cleveland Public Library Management evaluated and reviewed options to change storage and check out procedures for DVDs to reduce the potential for theft and expedite check out times. One option involved not using any cases to store DVDs and another option was to separate the DVD cases from the actual DVD and have patrons wait until staff matched them up behind service desks prior to checkout; and

WHEREAS, The Library will increase the quality of its service to patrons by securing DVDs within locked cases and thereby allowing patrons to check out DVDs more easily at all circulation desks; and

WHEREAS, The Library Management has compared the quality, affordability and sturdiness of the DVD security cases manufactured by the vendor Gressco, LTD to other cases. It has been found that this system is of higher quality and is able to be unlocked with current mechanisms already affixed to circulation desks across the system; and

WHEREAS, The Library Management recommends the purchase of "Kwik Case" Security DVD Cases from Gressco, LTD; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director to enter into a purchase agreement, subject to the Chief Legal Officer's approval, to purchase 10,000 Gressco, LTD Kwik Case DVD II, at a cost of \$40,000 with the expenditure being charged to the Branches and Outreach

RESOLUTION  
AUTHORIZING  
PURCHASE OF DVD  
SECURITY CASES  
Approved

Fund Account 17xx0052-52900. The 10,000 cases will be shipped to 24 branches and the remaining cases will be shipped to Audio-Video at the Main Library. This will allow each location to secure 400 DVDs at one time.

John Skrtic, Director of Public Services, stated that a pilot project was held at West Park Branch, at which DVD's were secured within locked cases, determined that theft was deterred and customers were being serviced more efficiently and expeditiously. As a result, this resolution recommends that this new DVD case storage capability be incorporated system wide.

RESOLUTION  
AUTHORIZING  
PURCHASE OF  
FURNITURE AND  
ELECTRICAL  
WIRING  
Approved

Resolution Authorizing Purchase of Furniture and  
Electrical Wiring

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

WHEREAS, The Cleveland Public Library has determined that it is necessary to purchase new furniture and electrical wiring to accommodate the new computers being installed in the Learning Centers and in the Library's branches; and

WHEREAS, The purchase of this new furniture and electrical wiring is not a purchase which must be competitively bid pursuant to Ohio Revised Code Section 3375.41; and

WHEREAS, The Library's Department of Property Management has sought pricing proposals for the furniture and electrical wiring from at least four (4) different vendors; and

WHEREAS, All of the pricing proposals have not yet been received, but the Library expects to receive all proposals within the next six weeks; and

WHEREAS, The Library's Department of Property Management will review the pricing proposals when all are received and recommend to the Executive Director which are the lowest, responsible pricing proposals; and

WHEREAS, The Executive Director requests that the Board of Library Trustees authorize the Executive Director to make the final determination of the lowest, responsible



vendors from which to purchase the furniture and electrical wiring, and to enter into and execute an agreement and such other documents as may be necessary, for purchase; and now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director to select, based upon the recommendations of Property Management, those vendors which have provided the lowest, responsible proposals for the purchase of furniture and electrical wiring, and further authorizes the Executive Director or his designee to enter into and execute agreements and such other documents as may be necessary for the purchase from the selected vendors. No further action of this Board will be required. The cost of these expenditures shall be charged to Building and Repair Fund No. 4017xx05-55510.

Aaron Mason, Assistant Director, Outreach and Programming Services, stated that Learning Centers are proposed for Eastman, Fleet, Fulton, Sterling, Collinwood, and Langston Hughes.

Joyce Dodrill, Chief Legal Officer, stated that based upon the recommendations of Property Management, this resolution authorizes the Executive Director to select, those vendors which have provided the lowest, responsible proposals for the purchase of furniture and electrical wiring for branches with Learning Centers. The Ohio Revised Code requires that improvements, renovations and construction projects be competitively bid, but not purchases.

Resolution Ratifying the Purchases of Necessary Hardware, Software and Services for Information Technology

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

WHEREAS, On December 17, 1987, the Board of Library Trustees authorized and instructed the Director to continue to purchase hardware, software and services needed to maintain the Integrated Computer System at an adequate level; and

RESOLUTION  
RATIFYING THE  
PURCHASES OF  
NECESSARY  
HARDWARE,  
SOFTWARE AND  
SERVICES FOR  
INFORMATION  
TECHNOLOGY  
Approved

WHEREAS, On April 18, 1996, the Board of Library Trustees authorized the Clerk-Treasurer (Fiscal Officer) to issue purchase orders for goods and services up to and including \$25,000 without prior approval for all areas except construction related projects as defined and governed by Ohio Revised Code 3375.41; and

WHEREAS, For all other purchases of goods and services, Library practices have governed purchases. The current purchasing practices are not defined clearly and the Library's management has reviewed, approved and purchased hardware, software and services for the Cleveland Public Library Information Technology department, (other than CLEVNET), in amounts over \$25,000 without prior Board approval. The Library's management desires to draft purchasing guidelines for the Board of Library Trustees to review; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies and approves the following necessary hardware, software and services for Information Technology purchased this year to date.

PO#	Vendor	Org/Object	Description	Amount
120383	Business Smarts	40130105-55530	Branch PC's	\$315,244.37
120422	Business Smarts	40130105-55530	TechCentral PC's	\$82,616.58
120238	Business Smarts	13010053-53360	Laser Printer Maintenance	\$72,432.08
120698	Tyler Technologies	13010053-53360	MUNIS Software Maintenance	\$50,371.80
120385	Business Smarts	40130105-55530	Laptops, projectors and screens for Branch classes	\$33,976.55
120475	Business Smarts	40130105-55530	Virtual server blades	\$32,735.25
120717	Business Smarts	40130105-55530	Notebook computers for Outreach and Programming Services	\$29,583.54
120718	Business Smarts	40130105-55530	Replacement PC's for public and staff	\$27,313.10

Mr. Corrigan stated that this resolution ratifies purchases exceeding \$25,000 (without Board approval) for hardware, software and services for the Cleveland Public Library Information Technology department, (other than CLEVNET)for 2012.

Resolution Authorizing Agreement with URS Corporation and Authorizing Competitive Bidding for Improvement to Jefferson Branch Parking Lot

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

RESOLUTION  
 AUTHORIZING  
 AGREEMENT WITH  
 URS  
 CORPORATION  
 AND AUTHORIZING  
 COMPETITIVE  
 BIDDING FOR  
 IMPROVEMENT TO  
 JEFFERSON  
 BRANCH PARKING  
 LOT  
 Approved

WHEREAS, On December 15, 2011, the Board of Trustees of the Cleveland Public Library adopted a resolution authorizing storm water improvements to the parking lot of the Jefferson Branch of the Cleveland Public Library located at 850 Jefferson Avenue. The proposed improvements included the installation of a storm water reclamation demonstration project comprised of a bio-retention basin, 700 square feet of bio-swales, approximately 200 plantings, and the removal of asphalt and a concrete island allowing for the addition of 10 parking spaces, two of which would be designated handicapped spaces. The estimated cost of the project was \$35,000, which included a \$5,000 contribution from the Cleveland Public Library and a \$30,000 contribution from Tremont West Development Corporation; and

WHEREAS, The Library Board also authorized the installation of waterproofing on the parking lot side of the building to prevent seepage into the basement at an estimated cost of up to \$25,000; and

WHEREAS, Since December 15, 2011, the Library Administration has determined that because the subsurface of the parking lot is uneven and contains unstable voids, it is in the best interests of the project to also regrade, recompact, and repave the entire parking lot at an estimated additional cost of up to \$30,000; and

WHEREAS, In order to construct the project, it is necessary to engage the services of a design and engineering firm to finalize the plans, prepare bid specifications and packages, and to provide construction administration services; and

WHEREAS, Since URS Corporation prepared the original construction drawings on behalf of Tremont West Development Corporation, the Library Administration requested a proposal from URS Corporation for additional design, engineering services, bid preparation, and construction administration services. URS Corporation has submitted a written proposal for all these services in an amount not-to-exceed \$24,000, and the Library desires to enter into an agreement with URS Corporation; now therefore be it

RESOLVED, That the Executive Director or his designee is hereby authorized to enter into and execute an agreement

with URS Corporation for design, engineering, bid preparation, and construction administration services for the Jefferson Parking Lot improvement project in an amount not-to-exceed \$24,000 to be charged to Fund No. 40175405-55300-10754, subject to the approval of the Chief Legal Officer; and be it further

RESOLVED, That the Executive Director is authorized to proceed with the soliciting of competitive bids for construction of this project once URS Corporation has finalized the project plans and bid packages.

Mr. Corrigan stated that although the library initially entered into an agreement with Tremont West Development Corporation for improvements with the Jefferson Branch parking lot improvements, the library finds it necessary for additional design, engineering services for improvements. To ensure that the project is executed correctly, this resolution authorizes the Director to proceed with the soliciting of competitive bids for construction of this project once URS Corporation has finalized the project plans and bid packages.

Joyce Dodrill, Chief Legal Officer, stated that library expenses will total approximately \$85,000, not including URS fees.

Resolution Authorizing Main Library Consolidation  
Project Phase 2: Discovery Center for Families and  
Children

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

WHEREAS, In 2010, the Board of Trustees of the Cleveland Public Library determined that the Main Library complex required modifications to respond successfully to changes in library services models and to position itself as a destination experience; and

WHEREAS, At its January 20, 2011 board meeting, the Board of Trustees approved the scope of work for the Main Library Consolidation Project to be addressed in multiple phases that included: 1. Tech Central; 2. First floor of Main Library; 3. First floor Louis Stokes Wing; 4. Research Center; and 5. Discovery Center for Families and Children; and

RESOLUTION  
AUTHORIZING  
MAIN LIBRARY  
CONSOLIDATION  
PROJECT PHASE 2:  
DISCOVERY  
CENTER FOR  
FAMILIES AND  
CHILDREN  
Approved

WHEREAS, Phase 1: Tech Central has been successfully completed, and the Library Administration now recommends that the Board of Trustees approve moving forward with the Discovery Center for Families and Children as Phase 2 of the Main Library Consolidation Project. The creation of the Discovery Center for Families and Children furthers the Library's strategic priority of fighting community deficits by providing children in the Library's service district, most of whom are poor, with early learning opportunities that will increase their chances for scholastic success and educational attainment in the future; and

WHEREAS, Bostwick Design Partners delivered a report and presentation to the Board of Trustees at its May 17, 2012 board meeting outlining the proposed stages of work necessary for construction of the Discovery Center for Families and Children. These stages include: a) relocating Business/Economics/Labor; b) moving and creating new meeting rooms; c) relocating the Computer Learning Connection; d) creating the Discovery Center on the second floor of LSW and relocating Youth Services there; and e) relocating Young Adult/Teen services; and

WHEREAS, The total conceptual project budget for all stages of the Phase 2: Discovery Center for Families and Children is expected to approach \$5 million dollars; and

WHEREAS, The first two steps in the process to create the Discovery Center include engaging stakeholders in defining and funding the Discovery Center, and establishing a service model; now therefore be it

RESOLVED, That the Library Board of Trustees authorizes the Executive Director and his designees to commit the staff and resources necessary to create the Discovery Center for Families and Children as Phase 2 of the Main Library Consolidation Project, including the first two steps of engaging community stakeholders and establishing a service model, and further authorizes him to expend funds in an amount not-to-exceed \$75,000 for consultant fees, travel expenses, pre-design services, and other costs associated with these steps, to be charged to Building & Repair Fund Account 40190105-55300-11901.

Mr. Corrigan stated that it was the vision of the Board to move the Discovery Center from the last phase to

Phase 2. Therefore, it is necessary, as the next steps, to engage Stakeholders in defining and funding the Discovery Center, and establishing a service model.

Rick Ortmeyer, Principal, Bostwick Design Partnership, was available for any questions.

RESOLUTION  
AUTHORIZING TO  
RENEW 360  
SEARCH PRODUCT  
WITH SERIALS  
SOLUTIONS  
THROUGH  
OHIONET  
Approved

Resolution to Renew 360 Search Product with Serials  
Solutions Through OhioNet

(See page 679)

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

WHEREAS, The Cleveland Public Library has subscribed to the 360 Search product for many years; and

WHEREAS, The Cleveland Public Library's website utilizes the product allowing patrons to search across a group of subscription databases with one search tool; now therefore be it

RESOLVED, That the Board of Trustees approves the product renewal for the period of February 1, 2012 through January 31, 2013 for Serial Solution's 360 Search product through OhioNet for the amount of \$33,207.00 charged to General Fund Account 13010053-53710 Professional Services; now be it further

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

RESOLUTION TO  
ACCEPT  
ENDOWMENT  
FROM THE  
ANNA YOUNG  
BEARD TRUST  
Approved

Resolution to Accept the Endowment from the Anna Young  
Beard Trust

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

WHEREAS, On March 3, 1964, Anna Young Beard of the City of Shaker Heights, Ohio, declared her Last Will and Testament and designated the Cleveland Public Library to

be one of the remainder beneficiaries of the Trust Estate upon the death of her niece, Rose Meighen; and

WHEREAS, KeyBank National Association, as Trustee of the Trust, notified the Cleveland Public Library on April 11, 2012 that Rose Meighen had passed away on December 18, 2011, which triggered termination of the trust and that the Cleveland Public Library is entitled to ten percent (10%) of the balance of the trust; and

WHEREAS, On June 7, 2012, KeyBank National Association has issued official checks in the amount of \$726.41 income cash and \$67,281.01 principal cash payable to the Cleveland Public Library. Further income received, if any, will be forwarded to Cleveland Public Library; and

WHEREAS, The principal is to be invested by the Board of Library Trustees and the income is to be used to purchase or provide floral and plant decorations for display or as exhibits in any one or all of the library buildings under said institution's jurisdiction; now therefore be it

RESOLVED That the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts the endowment from Anna Young Beard Trust, as administered by KeyBank National Association, in the amount of \$726.41 income cash and \$67,281.01 principal cash and that a new permanent fund be established (513 - Beard Anna Young) along with organizational codes and objects to deposit the reserve of endowments in the amount of \$67,281.01 (513-34201) and the investment earnings in the amount of \$726.41 (513044-44200).

Carrie Krenicky, Chief Financial Officer, stated that the trust requires the library to utilize the funds specifically for plant and floral decorations in library buildings. Anna Young Beard was the wife of Edmund Beard, for which the Beard fund was established with the same restrictions in 1973. This will be a new fund.

Myron Scruggs, Director of Property Management, stated that plants were being installed in the lower level of Louis Stokes Wing in front of the entrance to Tech Central utilizing the Beard fund already established.

Mr. Corrigan submitted the following reports.

**FISCAL  
OFFICER'S  
REPORT**

Submitted

Fiscal Officer's Report

(See pages 680-689)

**REPORT ON  
INVESTMENTS**

Submitted

Report on Investments

(See page 690)

**REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES**

Submitted

Report on Conference and Travel Expenditures

(See pages 691-693)

**HUMAN RESOURCES COMMITTEE REPORT**

**REGULAR  
EMPLOYMENT  
REPORT**

Approved

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 694-701)

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

**RETIREMENT  
RECOGNITION  
CITATION**

Approved

Retirement Recognition Citation

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

A citation has been issued for the following staff members on the occasion of their retirement:

Otto L. Arendt (5 years of service), Security Officer, Grade C - Security, retires 06/01/2012

William V. Todd (8 years of service), Children's Librarian, Grade H - Walz, retires 06/30/2012

Robert Carterette (25 years of service), Director of Information Technology & CLEVNET, Grade O - Automation, retires 07/20/2012

Be it resolved that the citation for the above staff members be presented by the Board of Trustees in



appreciation of the loyal, faithful and dedicated service given to the Library by them be recorded in the minutes of this meeting, and

Be it further resolved that the citation be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

Bob Carterette gave remarks reflecting on his years of service at Cleveland Public Library. Various Trustees,

Administrators and staff expressed congratulations and well wishes to the retiree.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 702)

Affirmative Action Plan Report

(See page 703)

Insurance Summary Report

(See page 704)

**COMMUNITY SERVICES REPORT**

Mr. Werner presented the following report.

Revision to Policy on Internet and Computer Use

(See pages 705-708)

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

WHEREAS, The Library's Policy on Internet and Computer Use defines acceptable use for public access computers; and

WHEREAS, The Board of Library Trustees approved the revised Policy on Internet and Computer Use at its May 17, 2012, meeting; and

REPORT ON PAID  
SICK TIME  
Submitted

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

INSURANCE  
SUMMARY REPORT  
Submitted

REVISION TO  
POLICY ON  
INTERNET AND  
COMPUTER USE  
Approved

WHEREAS, The rapid pace of change in technology coupled with the desire to ensure the greatest access to technology requires Library Administration to calibrate procedures; and

WHEREAS, Library Administration endeavors to provide clarity regarding procedural changes in a transparent fashion; therefore now be it

RESOLVED, That the Board of Library Trustees approves the revised Policy on Internet and Computer Use, as attached, to be effective June 19, 2012.

Anastasia Diamond-Ortiz, Knowledge Manager, stated that this revision includes that a patron is required to have a library card in good standing, as defined by Library Administration, to use the public computers managed by the Library's reservation software.

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 709-715)

Building Status Update

Myron Scruggs, Director of Property Management, stated that Tech Central successfully opened on June 14, 2012.

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas commended Anastasia Diamond-Ortiz for graduation from Cleveland State University's Leadership Academy; and Ann Marie Weiland, Lynn Roderick and Anastasia Diamond-Ortiz for their leadership with the Harvest for Hunger Campaign as the Library was recognized as a Bronze Donor, donating approximately 5,000 lbs. of food to the Cleveland Foodbank Harvest for Hunger campaign.

**Monthly Statistics**

Circulation for the month of May was 564,159. This was an increase of 4% from last year's May circulation of 539,914. The increase may be in response to the clearing of a backlog in the shipping department which caused

MONTHLY  
ACTIVITY REPORT  
Submitted

BUILDING STATUS  
UPDATE  
Presented

DIRECTOR'S  
REPORT  
Presented

delays for our patrons. The circulation activity for eMedia has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. eMedia circulation continues to be a bright spot and is up over 34% for 2012.

The number of computer sessions for May was down from May, 2011 levels. There were 72,096 sessions this year in comparison to last year's 76,968. Not surprisingly,

the number of hours in use for our computers decreased from 51,408 in 2011 to 47,167 in 2012. This was a decrease of 9%. In 2011, we limited the use of computers for users with library cards that were blocked. With nearly a doubling of the computers in CPL, we have rescinded this policy, and will see if this increases usage.

Attendance for the month of May was 297,221. This is a decrease of less than 1% from last year's attendance number of 299,284. The Main Library reported a 5% increase in attendance, and a larger walk in count per hour. The branch attendance decreased by 2%.

### **Programming / Outreach**

May was another great month for CPL programming and outreach. Multicultural programs were spotlighted in the month and our patrons were entertained and educated as well. It started with a celebration of Hispanic culture through Eastman Branch's Cinco de Mayo program. Before a near capacity crowd, the community listened and learned about the origins of the holiday, and discussed the traditional Mexican costumes, folk dances, and food.

May is also Asian Pacific Heritage Month and CPL's Fine Arts Department hosted the Cleveland Chinese Music Ensemble. Over 100 people attended the concert entitled "A Celebration on Spring". Traditional Chinese music was played and an exhibit was held displaying the artwork of Guansheng Wang throughout the Louis Stokes lower lobby. The outreach and the mobile staff participated in the 2012 Cleveland Asian Festival. Over 42,000 people attended the festival and CPL's Bookmobile and table were very busy.

Lastly, CPL partnered with the African American Genealogical Society on a day long conference at the Main Library. I want to thank **Ron Burdick** (Public Services) for all his work on the conference and a special thank you to **Trustee Anthony Parker** for providing a welcome to the conference attendees.

### **Public Services**

CPL introduced a new Xerox multifunction device (MFD) to our customers at the Main Library, and then later at the branches. The MFDs enable us to provide services that we have been consistently asked to provide: faxing; scanning; double-sided printing, and color copying. All of the functions are accessible through one machine and will not only provide a better product, but save funds through efficiency.

The system is a fairly complex system and there were challenges in the implementation and training for staff. However, staff has given a wonderful effort to make sure that the challenges minimally affected our customers. I want to commend our Computer Learning Connection staff who served as tech support on the MFDs. Also, I would like to commend **Michael Ruffing** (Public Services) and **George Lenzer** (IT/CLEVNET) for their leadership.

### **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

#### **Meetings and Activities**

- I participated in the "Promise of Libraries Transforming Communities Round Table Discussion" meeting at the National Endowment for the Humanities.

- I provided the welcome to Congresswoman Marcia Fudge's Annual Congressional Art Competition.
- I was joined by the directors of all the Cuyahoga County Library systems in a discussion on PLF funding.
- I was joined by Trustees Corrigan and Parker along with leadership from the Friends of CPL board at the City Club's Business leader series.

### **GRANTS & DEVELOPMENT**

#### *Library Foundation*

Peter Pearson will be coming to CPL on Friday, August 10<sup>th</sup> to interview select staff and board members of both CPL and the Friends. Based on the interviews, he will make a recommendation for moving forward with the creation of a CPL Foundation. I worked with the Sears-Swetland Family Foundation to secure a \$2,500 grant to cover part of Peter's fees; the check was sent directly to the Friends.

#### *Mandel Foundation*

Met with the Director and Michael White at the Rice branch to visit the learning center and continue discussing a possible partnership with the Mandel Foundation.

#### *IMLS*

Began preparing to submit a request for the *Learning Labs in Libraries* program, due June 15.

#### *PNC Grow Up Great/On the Road to Reading Grant*

Attended mid-year update meeting at PNC offices. Began working with marketing department to secure media coverage for the program.

#### *America Reads*

Worked with Cleveland State University's College of Education to prepare a new contract for 2012/2013 tutoring.

#### *Cleveland Foundation Learning Labs Grant*

Submitted midterm report.

#### *NPI/St. Lukes Rice Branch Learning Center Grant*

Worked with Ali and Gwenda at Rice branch to determine

use of leftover 2011 funds and to prepare the midterm report on tutoring activities.

*Other*

- Helped prepare ppt presentations for Board Retreat
- Attended meeting(s) to discuss funding options for an energy audit/energy conservation project
- Attended Smartboard training at Fleet branch to learn more about the PBS *Ready to Learn* grant

**PUBLIC SERVICES**

Programs, Services & Exhibits

During the month of May the Library hosted 22 programs for adults, 18 for teens, and 27 for children. Total disbursements for programming related services during this month totaled \$4147.26. Notable programs for the month were: Community in Conversation: Interfaith Study and Discussion Group at the Walz Branch, Music @ Main Cleveland Chinese Music Ensemble which also featured the artwork of painter Guangsheng Wang and homemade Chinese jiozi dumplings.

In May the Library finalized the contracts, release forms, and camp schedule for the intensive reading summer camp at the Sterling Branch. The OPS department also finalized all planning for the 2012 summer reading club, Feed Your Mind ... Read! The Club, to focus on healthy eating and sustainable food production, will include roughly 215 programs developed by OPS over two months, 38 of which will be facilitated by outside providers such as: Art on Wheels, Reading R.A.M.M., CityFresh, Cleveland Clinic, NASA, OSU Extension, Lake Metroparks and Bark with Books.

*Xerox Multifunction Devices*

The Library's new Xerox multifunction devices (MFDs) were installed at Main Library during the week of May 7. The devices represent a generational shift for the staff and public as they offer from a single unit the functions of multiple machines. The devices enable the Library to provide services that the public has long requested: faxing; scanning; double-sided impressions; color copying and printing. Although the installation was not lacking in frustrating moments, the staff

rallied and made every effort to assist the public and each other with learning the finer points of the machines and the payment system. Many functional issues were resolved within the first three weeks of installation. Work continued at month's end in fine-tuning the operation of the entire system, establishing protocols for the operation of the payment system, and preparing informational placards for the public.

The staff of the Computer Learning Connection served as the tech support team for the entire staff and fielded an array of questions regarding every aspect of the MFD system. CLC staff worked diligently to assist everyone in an environment where absolute answers were not always immediately available. The staff kept logs of questions and problems that will be incorporated into new versions of the MFD Frequently Asked Questions and instructions, both of which will be posted on the staff intranet when completed.

*"The Right Fit: How to Determine the Insurance Needs of Your Business or Non-Profit"*

Organized by the Business, Economics and Labor Department, this program was held on May 16. The program's presenter was Darwin Rutledge, a local licensed insurance professional and founder of the Rutledge Group. The discussion focused on the utility of insurance for businesses and non-profits and it was attended by 12 people.

*Music at Main: Cleveland Chinese Music Ensemble*

The Fine Arts Department hosted the Cleveland Chinese Music Ensemble in a concert entitled "A Celebration on Spring" on May 12, with about 110 people in attendance. Besides featuring performances of authentic traditional Chinese music in honor of Asian Pacific Heritage Month, the program also featured artwork on display by Guansheng Wang as well as dumplings and noodles made by his wife. This program furthered the Library's strategic priority of "Cultivating a Global Perspective."

*Grand Masters of Chess Exhibit*

An exhibit highlighting the *Grand Masters of Chess* was installed in the 5 cases in the Special Collections Reading Room. This exhibit was to compliment the article that will be featured in *Chess Life* later in 2012.

*Classroom Instruction at Main and Branches*

The Computer Learning Connection taught 28 computer classes at Main Library and 29 classes in seven branches.

*Cinco de Mayo Program*

Mary Torres hosted a Cinco de Mayo program with branch staff at Eastman Branch Library on May 4. Sixty-five people attended the program, which featured a discussion about the origins of holiday, new book highlights, discussion of traditional Mexican costumes and folk dancing, bilingual story-time and piñata game for children.

*Public Square Display*

Librarian Beverly Austin installed a photographic display in the History & Geography Department chronicling the changes to Public Square between 1830 and the present.

*Multiple Chemical Sensitivity Awareness Month*

May was Multiple Chemical Sensitivity Awareness Month. An exhibit of books and handouts was presented in the Science & Technology Department. Proclamations from the City of Cleveland Mayor's Office and Cleveland City Council were part of the display. The department also sent materials to each of the branches.

*Non-Fiction Book Club*

The Social Sciences Department Non-Fiction Book Club discussion was facilitated by librarian Helena Travka. This month's book was *Who Moved My Cheese?* by Spencer Johnson. Madeline Corchado was guest book discussion leader.

*Sports Research Center: Baseball Display*

Senior Subject Department Librarian Mark Moore prepared an exhibit featuring instructional baseball books and materials for the display in the Sports Research Center.

Meeting Rooms and Scheduling

A total of 53 requests for meeting rooms, and 27 requests for AV resources and support were processed by OPS staff in the month of May. Meeting rooms were used by governmental groups on 3 occasions. On May 31 representatives from the Obama administration held an



all day African-American Policy forum. Wedding photography at Main library was scheduled for 12 parties.

### Outreach

#### *Asian Festival*

OPS and Mobile staff both staffed the May 19<sup>th</sup> Asian Festival at Asia Plaza on Payne Avenue. Library Assistant, Melanie McCarter staffed a table at the City of Cleveland Re-Entry Expo.

#### *Senior Day*

On May 16, Eddie Johnson and Elaine Herroon distributed Cleveland Public Library information at the City of Cleveland's annual Senior Day event. Elaine Herroon was on the planning committee for the event and had attended several meetings in the months leading up to the program. The public was very generous with positive comments about the Library throughout the daylong event. The Library was a sponsor of the event and provided funding for Lolly-the-Trolley bus rides for seniors in exchange for a prominent advertisement in the official program booklet.

#### *Art Classes in Branches*

Bruce Biddle visited the Sterling & Collinwood Branches on May 3 and May 10 to share his drawing talents with patrons. He taught a class on caricatures and drew quick portraits of about 15 patrons and staff at each location. The program at Collinwood was part of a Mother's Day program for children to make gifts for Moms & others. He also brought related books from the Fine Arts Department to display to and to share with patrons. He encouraged those who attended to visit the Main Library and get familiar with and check out art books that are not available in the branches.

#### *Spanish Chess Film Documentary*

Staff prepared rare research chess materials for a documentary film crew from Spain. Unfortunately, the film crew had to cancel at the last minute when its funding was canceled by the Spanish government in the midst of the economic crisis in that country. The crew had planned to visit the JGW Collection and learn more about his personal collection and his involvement with the Library.

*African American Genealogical Society of Cleveland Conference*

On May 5, 2012, The African American Genealogical Society of Cleveland held a day-long genealogical conference here at the Cleveland Public Library. Approximately 80 people participated in the conference. In the afternoon at one of the concurrent sessions Ronald Burdick presented a program on the resources available at the Library to 12 people.

*Teaching Cleveland Institute*

On May 19, 2012 R. Burdick attended the graduation program for the 2011-2012 teachers who participated in the Teaching Cleveland Institute. The participating teachers presented brief overviews of the curriculum programs they created based on aspects of Cleveland's history. The programs included The WPA in Cleveland, Innovators and Inventors in Cleveland History, John D. Rockefeller and the Founding of Standard Oil, a History of the 1960's (Hough Riots), the 7th OVI Civil War Unit formed in Cleveland. Mr. Burdick presented a program to the class in September 2011 and is scheduled to repeat the program for the next class on September 15, 2012.

*Cookbook Collection Tour*

Noelle Celeste and Jon Benedict, from *Edible Cleveland*, a new publication focusing on the Cleveland food scene, toured the cookbook collection on May 3. They were accompanied by Robert Pincus, a Friend of the Cleveland Public Library Board member, and his wife, Bobbie, who have a strong interest in cookbooks.

*Shaw High School Visit*

Shaw High School students toured the Sports Research Center and conducted research at Main Library for their year-end research papers. The majority of the students had never visited Main Library.

*"Local Food Challenge" Display*

Foreign Literature Department unveiled a "Local Food Challenge" display in conjunction with City of Cleveland's local food theme for Sustainability 2019. Posters encourage patrons to consider tending their own gardens and offer tips and suggestions on how to promote local food production and consumption.

*BEL Research Helps Local Youth Place 3<sup>rd</sup> at City Wide Business Plan Competition*

BEL Manager Sheba Marcus-Bey visited Shaw High School on May 18 to assist Shaw High School Junior Lakeisha Henderson in the preparation of her presentation at the E-City - City Wide Business Plan Competition. Ms. Marcus-Bey was invited to meet with her one on one by Youth Opportunities Unlimited (Y.O.U.). During the meeting she assisted her with the overall presentation and she supplied her with in-depth market research data in order to support her presentation.

The semi-final competition for the E-City - City Wide Business Plan Competition was held on May 24 and the students that participating in the event were invited to compete for \$1,000 and a trip to New York City to compete for \$10,000. Lakeisha Henderson placed 3<sup>rd</sup> and won \$250 for the implementation of her business - Besties for Life (a pet care business). Representatives from Cleveland Public Library included Carlos Latimer, Madeline Corchado, and Sheba Marcus-Bey.

*Asian Pacific Heritage Month*

On May 17, 2012, Caroline Han represented CPL at Cleveland City Hall during an Asian Pacific Heritage Month Celebration. Gifts and CPL promotional materials were distributed to the 200+ guests in attendance.

*Foreign Literature Long Loans*

During the month, Tatiana Shneyder managed the following Long Loan requests: CH-COV (243); CH-NOB (555); CH-UNHTS (200); CPL-MOB (454); TW-MAIN (195) and WE-E (170). These deposit loans help to encourage communities of learning at CLEVNET locations by providing easy access to foreign language reading materials. Staff selected and shipped 1,817 items to meet CLEVNET demand.

*Brecksville Travelers Tour*

Joseph Parnell, BEL Library Assistant, gave a guided tour of Main Library on May 22 to a group of 25 senior citizens - the *Brecksville Travelers* from the Brecksville. The group was very grateful for the tour and they followed up with a thank you note to Mr. Parnell.

*Ohioana Book Festival*

Amy Dawson attended the Ohioana Book Festival and moderated a panel, Food: The Seduction of Flavor

featuring panelists Jeni Britton Bauer, Marilou Suszko, Catherine St. John, Lisa Abraham, David Powers, and Mary Ann Winkowski

*Ohio Center for the Book Social Media and Website Promotion*

The Center for the Book posted 31 entries and had 129 LIKE on our Facebook page, with Twitter posts equaling 514 TOTAL tweets with 24 followers.

*Siegel and Schuster Society*

Amy Dawson and Sarah Flinn met with members of the Siegel and Schuster Society to discuss ideas for the 75th anniversary of the creation of Superman in 2013. Mike Olszewski, a member of the group, wrote: "Siegel and Shuster were avid readers and found great inspiration in the halls of the downtown library. In fact, on the 50th anniversary in 1988 Siegel wrote then Mayor George Voinovich to say he and Shuster considered the library the cultural center of Cleveland."

*S.T.E.P.S. (Security, Touch, Eyes, Play, Sound) through Beech Brook*

Youth and Families Services Manager Sandy Nosse met with staff from Beech Brook to discuss details of the grant and upcoming staff training. Ms. Nosse discussed program with branch managers from Brooklyn, Garden Valley and Sterling and Youth Librarians Laura McShane, Pasha Moncrief and Monica Rudzinski will be attending the two day training along with Nosse.

Collection Development

*Inventory of Cleveland and Ohio Maps, 1796-1920*

Library Assistant Danilo Milich compiled an inventory of Cleveland and Ohio maps dating from 1796 to 1920. The inventory was prepared as part of a Digital Projects Committee proposal for 2012/2013. The inventory includes 151 maps of Cleveland dating between 1796 and 1920. All maps that are not currently in the Digital Gallery will be included in the proposal

*Quarterly Schweinfurth Committee Meeting*

The Schweinfurth Committee met in May to review revised collection guidelines drafted by Committee Chair, Anthony Hiti. Once the committee approves a final draft, the document will be presented to Director Felton Thomas for consideration and approval. The Committee also

reviewed and selected trade catalogs and other historical architectural books. The Library's new Schweinfurth Collection brochure, prepared by Kelly Ross and designed by Christine Colnar, was well-received by the Committee.

#### *Preservation Workshops*

Preservation Manager Ann Olszewski presented a series of workshops for Main Library Managers and staff on May 25. The purpose of the training was to renew the Library's efforts to preserve important works within the collection, as well to demonstrate best practices.

#### Research That's Possible Only at Main Library

- A music and voice teacher from Lakewood reported that the Main Library collection is usually the only library that can fill her requests for obscure pre-1923 music.
- A Professor of Vedic Phonology requested citations from an index of the Government Oriental Manuscripts Library in Madras that only CPL owns. These are citations for Sanskrit manuscripts that he needed to provide to the Madras Library; without them, they were unable to locate the items for him.
- Milos Markovic assisted a patron who was interested in English language classics translated into Chinese. CPL was one of a few institutions which had holdings of many of the requested titles.
- A patron was researching the subject of bulk conveying. He used two books on this subject: *Pneumatic Conveying of Bulk Materials*, by Milton N. Kraus, and *Pneumatic and Hydraulic Conveying of Solids*, by O. A. Williams.
- A patron was looking for the manufacturers shop guide for a 1984 Lincoln Continental. The Cleveland Public Library has a five-volume reference set, for this time period. Other patron's requests included: a 1992 Lincoln Continental car manual, a 1995 Chevy Lumina car manual, a Haynes 1990 Toyota Corolla manual, and a GM1963 Pontiac shop manual.
- A patron was preparing for an internship in Milwaukee and was thrilled to use two books on x-ray spectrometry: *Handbook of X-Ray Spectrometry*, edited by Rene Van Grieken, and *X-Ray Fluorescence Spectrometry*, by Ron Jenkins.

- A material scientist from the world's leading diversified manufacturer of motion and control technologies used four of Science & Technology's book on thermoplastic elastomers.
- A woman from outside of Ohio came in to use *Colour Index International*, 3<sup>rd</sup> edition, published by The Society of Dyers & Colourists, and the American Association of Textile Chemists and Colorists. The Cleveland Public Library is one of a handful of libraries in the United States with this item. The index gives technical data on colors, including the chemical formulas for dyes for colors. The woman dyes wool for yarn and other projects.

### Staff Development

#### *BEL Staff Participate in Film for Staff Development Day 2012*

Joseph Parnell and Doris Yee, BEL Library Assistants, participated in the production of the Wellness Film for 2012 Staff Development Day. The film is titled *Wellness Trek*. The script for the film was written and directed by Parnell. Yee was one of the actors in the short film, playing the role of Ms. Direction.

- Stacie Brisker joined CAS: The Cleveland Archaeological Society (CAS), local chapter of the Archaeological Institute of America (AIA). She attended their final meeting of the year at the Natural History Museum.
- Kelly Brown was selected to be on the Library Advisory Committee for the Cleveland Botanical Garden's Eleanor Squire Library and Rare Book Collection. Our first meeting is Thursday, May 31, 2012 at the Gardens.
- Pam Eyerdam attended the presentation "*Outta Space: Best Practices in Storage & Space Planning*" sponsored by the State Library of Ohio, Ohio Museums Association, Ohio Historical Society, Ohio Preservation Council and hosted by Akron Public Library.
- Maureen Mullin attended a meeting of the CPL Sustainability Committee on May 23<sup>rd</sup>. She clarified the procedures for recycling toner cartridges and later submitted a selection of "green tips" for the staff newsletter.

- On May 5, BEL Manager, Sheba Marcus Bey and Director of Public Services interviewed candidates to fill Branch Library Assistant Substitute positions.

#### Other Main Library News

##### *Shelf/Shipping Updates*

On May 21, Daniel Oreskovic was named Materials Handling Manager, a position that includes oversight of both Shipping and Shelf Division. Mr. Oreskovic had been the acting manager of Shelf Division since the beginning of the year.

The next step of the new Shipping process, the Control Phase, was undertaken during the month. This phase involves monitoring the daily work production to see if the improvements that have been implemented are working and sustainable. Monitoring during May showed that the improvements are working and that the new process is sustainable. This is a major achievement in that the Library's previous turnaround time of ten days has been transformed into same-day turnaround. Department performance evaluation is based on a daily productivity number rather than on hallway observation. The number of materials (boxes, bags, totes) sent out for month of May 2012 was 8,863, a 52% increase over May 2011 (5,839).

#### MOBILE SERVICES DEPARTMENT

##### STATISTICS

58 Stops plus Asian Fest

11 New library card applications

1310 Persons on board

984 Reference, 2112 Directional in person

53 Reference, 6 directional via phone to the office

"On the Road to Reading":

##### STATISTICS:

- 12 Pediatric and WIC sites were visited with 52 people contacts at these sites. 81 daycare classes were visited with a total of 819 in attendance. 1061 items were circulated in 42 deposit kits.
- The PNC Grow up Great grant is in its 5th month at 25 early childcare centers. Storytimes worked on the concepts of spending. Pop-up stores for the children to spend their "Grow up Great Bucks" were set up for 13 classrooms.

The new bookmobile schedule will begin June 18. Prior to that we need to visit the new sites and market the bookmobile's services to these potential new patrons. The library's website still needs to be updated with new times/dates for the old sites, and the new sites need to be added. Linda Sperry is working with David Reynolds to accomplish this task.

Prior to the regular schedule commencing on June 18, the bookmobile will be cleared of library materials and will be used as a mobile store for the PNC grant. Eleven classrooms will be visited this way during the week of June 4. After this, the vehicle will be serviced during the week of June 11.

#### BRANCHES

In preparation for the 2012 summer programs and the library's strategic initiatives, all Branch Manager's received training from the City of Cleveland for the Summer Lunch Program and the Youth Opportunities Unlimited volunteer program. Children's Librarians and Library Assistants were given training for the upcoming Summer Reading Club.

New Xerox Multifunction Devices were installed at all the branches offering color printing, computer copying, faxing and scanning. Although there is a learning curve for the staff and public, this new state of the art technology offers the community new opportunities for their projects and school work needs.

There was a year end reading celebration through A Cultural Exchange where Guest speaker Basheer Jones spoke about his book "I'll Speak for Change" and shared some poetry and words of wisdom to children in participated through the city.

Adult and children's book readings, crafts, GED, ESOL, computer classes, school visits, movies, family nights, knitting/crocheting class, music workshops, book sales, etiquette programs, and preparation for Parade the Circle, are the activities that took place in the branches.

Quintina Barrett, P/T Regular Substitute Clerk from Public Services became the Full-time Branch Clerk at Addison Branch.



Branch Manager, Annisha Jeffries was promoted to the Youth Services Manager at Main Library.

Shanell Jones, former Library Assistant at East 131<sup>st</sup> Street Branch has been promoted to the Children's Librarian at Eat 131<sup>st</sup> Street Branch.

Marla McConnell started in the position of Branch Clerk at The Garden Valley Branch.

Carla Bennett was promoted from LA at Rockpork Branch to Children's Librarian at the Glenville Branch. Carol Johnson, Branch Manager of the Glenville Branch submitted her resignation, effective, June 16<sup>th</sup>, 2012.

Alexandria Staskiew's started as the Library Assistant, Computer emphasis at the Sterling Branch.

#### OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In May, OLBPD circulated 64,387 items directly to patrons. BARD users downloaded 9,613 items among 515 active users for May. OLBPD registered 170 new readers to the service.

OLBPD Manager Will Reed attended the National Library Service Biennial Conference from May 19 - 24<sup>th</sup> in Newport, RI. Important network updates included the anticipated release of compatible headphones to the digital talking book player, the development of an I-Phone and Android app for browsing, downloading, and listening to talking books, the transition from magazines on cassette to digital cartridges both nationally and locally by the end of the year featuring customized cartridges for individual patrons with unique, multiple subscriptions. Other updates included the merging of Web Braille into the BARD system, plans to initiate the first phase of recalling cartridges to be recycled and reused, improving NLS services to children and young adults, and a national public relations campaign to promote our service which will include a PSA, press releases, and print advertisements in newspapers.

OLBPD and North Water Partners have finished production of the PSA, and we are currently working to develop a statewide distribution strategy for radio and television advertisements.

OLBPD Manager Will Reed attended the State Library of Ohio Talking Book Program Consumer Advisory Council (CAC) meeting on Thursday, May 3<sup>rd</sup>. The CAC members were very pleased with news about the OLBPD PSA. Plans are being made to host two additional Family Fun and Learning Day events in 2013. Plans are to host events in Columbus at the State Library and in Cincinnati, and these would be in addition to the annual event held at OLBPD in hopes of better outreach to our patrons throughout the state.

OLBPD staff Ken Redd presented information about OLBPD services to the Ward 5 Health Fair on May 5, Mt. Pleasant United Methodist Church Health Fair on May 12, Cleveland Department of Aging Senior Day on May 16, two Avon Lake low vision groups on May 24, and Mt. Alverna Village Health Fair on May 30.

The OLBPD Cyber-Dialogue Book Discussion was held on May 10 where the group discussed "Catching Fire: Hunger Games Book 2" by Suzanne Collins.

#### **TECHNICAL SERVICES**

Patricia Lowrey, Director of Technical Services, and Stephen Wohl, the new Supervisor in the Lake Shore Shelf/Shipping Department, attended the Orientation for newly hired pages. Ms Lowrey and Carole Brachna, High Demand Manager, attended the IdeaScale meeting on May 11.

Ms Lowrey and most Technical Services Managers met with John Skrtic, Carlos Latimer, and Michael Ruffing to discuss several Public Services projects and issues. Ms. Lowrey and several Technical Services Managers and staff met with Bob Carterette, Ann Palomo, Jim Benson and Hilary Prisbylla of the Information Technology Department. Ms. Lowrey attended the Board of Trustees work session on Saturday, May 12.

Catalog: Catalog implemented new procedures for Main library books to make the priority given to all material more consistent, and to better integrate foreign language materials into the workflow. Andrea Johnson developed a table clarifying which catalogers are responsible for foreign language materials, and a new method of gathering statistics to help evaluate the new

procedures. A total of 4,066 items were added and 4,297 titles were cataloged.

Michael Monaco, Regina Houseman, and Dawn Grattino revised and clarified the departmental guidelines on the cataloging and classification of juvenile and young adult books. John Parsons reviewed serials cataloging with Barbara Satow. Jintao Huang became part of the Interoffice Mail delivery team for Technical Services. Muzhgan Nazarova, the only cataloger able to read Turkic languages, cataloged material in Turkish. Larisa Povitsky copy catalogued some books in Arabic. Mr. Huang, Ms. Nazarova, and Ms. Satow attended the IdeaScale Town Hall meeting at the Lake Shore Facility.

Shelf/Shipping: A Pitney Bowes representative came in on May 3 to give training on the Ascent and Arrival systems. Darryl Pless, William Parsons and Stephen Wohl spent about an hour working with the rep to learn more about using the shipping and receiving equipment more effectively. A new Multi-Function Device was delivered on May 10, and a Xerox associate provided training to the staff ten days later. The device allows staff to copy, fax, scan a document directly to an e-mail address and print all on the same machine.

Two new pages, Kiera McKissic and Aaron Gordon, began work on May 7. They have been working hard to learn all about the department and procedures.

The staff of the Lake Shore Shelf/Shipping Department sent 68 items to the Main Library for requests and 103 items to fill holds. A total of 1,841 telescopes of new materials were shipped out to the Main Library and Branches. The Technicians unpacked, sorted, checked in and sent 32,672 new items to the Acquisitions and High Demand Departments.

Materials Processing: The Associates cataloged 1,634 titles for CPL and 2,033 titles for CLEVNET. The Associates and Senior Clerks added 6,746 items. The Technicians processed 28,133 items.

The Materials Processing Technicians are now scanning all materials that go through the department, both book and non-book. From April 9th through May 4th, a statistics were kept on how many books were going to fill holds. During that time approximately 22% of books

were going to fill holds either for Cleveland Public Library patrons or CLEVNET patrons. A similar study was conducted for the non-book materials and approximately 58% of non-book materials were sent to fill holds from May 7 through May 31.

Elizabeth Hegstrom, Stephen Wohl from Shelf/Shipping, Andrea Johnson from Catalog, and Dawntae Jackson from HR, interviewed candidates for a Technical Services Associate vacancy. Ms. Hegstrom worked with Patricia Lowrey, Rollie Welch and Carole Brachna with a vendor to split Blu-Ray/DVD combo packs into two containers for circulation.

Shirley Jones and Paula Stout helped to receive items in Acquisitions when one of the Acquisitions staff was off for 2 weeks.

Collection Management: Collection Management staff began preparing for magazine renewals for 2013 by evaluating and checking the 50 core titles and revising the 200+ titles on the recommended list. Collection Manager Rollie Welch and Patricia Lowrey, Head of Technical Services visited four Branches (Addison, Eastman, Memorial Nottingham and South Brooklyn) to determine use on current magazine subscriptions.

Bonnie Bolton submitted weekly orders to Acquisitions totaling \$55,806 for 4,415 books. The breakdown was \$51,040 for 4,083 books for branches and \$4,766 for 332 books for Youth Services.

Nancy Mocsiran developed new recordkeeping reports for both the monthly branch discretionary spending and the weekly central ordering statistics. Ms. Mocsiran also created reports detailing magazine circulation statistics and free balance reports for branch funds. In addition, eighty-four telescopes of print and non-print materials were relocated to branches, college collections (CSU/CWRU/Tri-C) and Cleveland Public Library's book sale.

Ms. Mommers ordered a specific order of Bollywood DVDs for the Audio-Visual Department to meet patron requests. Ms. Mommers ordered 6,022 DVD's totaling \$27,118 for the Branch collections and 500 DVD's totaling 6250 for the AV Department. Ms. Mommers ordered 1,148 CD's totaling

\$11,283 for the Branch collections and 129 CD's totaling \$1,375 for the Popular Library.

On May 2, Mr. Welch, along with High Demand Manager Carole Brachna, presented an instructional workshop for Branch managers about discretionary ordering. On May 10 Mr. Welch presented a young adult literature update to 47 librarians attending the NEO-RLS Teen Symposium. Mr. Welch also had his monthly street lit column published online by *Library Journal* on May 18. A review written by Mr. Welch appeared in the Plain Dealer Sunday book page on May 27.

High Demand: The High Demand Department had a busy month, adding 948 titles and 20,150 copies.

Carole Brachna, the High Demand Manager, assisted Rollie Welch in presenting an Ingram iPage website refresher at the Branch Managers meeting on May 2. She attended the May 11 Town Hall meeting focusing on the ideaScale discussion.

Summer Salem, Technical Services Associate, continued to volunteer time to help deliver interdepartmental mail. Dale Dickerson, High Demand Librarian, updated cataloging documentation related to fiction/genre headings and generic subject headings. He also worked to train Ms. Salem on DVD copy cataloging.

Preservation: Thirteen East High Yearbooks from the period 1920-1940 were added to the Digital Gallery. Other items added were Cleveland City Directories for 1911, 1932, 1936; 1979 Aerial photographs of Cuyahoga County, and historic photos of Cleveland industrial scenes (92), Euclid Beach Park (26), and Johnny Kilbane (7). High Resolution files were copied to the digital storage archive.

Preservation Manager Ann Olszewski attended the Midwest CONTENTdm Users Group meeting at OCLC in Columbus May 3-4 where she led a panel presentation. The meeting included site visits to current digital initiatives at the State Library of Ohio and the Ohio Historical Society. She also attended "Outta Space," at the Akron Public Library May 15, a program presented by the State Library's Connecting to Collections, and by the Ohio Preservation Council.

Senior Preservation Technician Elizabeth Bardossy attended the Northeastern Ohio Alliance for Response Annual Meeting at the College of Wooster on May 1. She treated 19 plans of the Clark Avenue Bath House from the Cleveland Parks Collection. Gloria Massey, Preservation Technician processed 15 East High School Yearbook files, inspected City Directory files scanned from microfilm, checked files for Ohio Architect volumes 15-16, and prepared 11 high resolution scans of Coming Attraction lantern slides for projection at the San Francisco Silent Film Festival. Preservation Assistant Laura Wallencheck completed the inventory of 8 cube record boxes of microfilm master negatives, which were sent to Iron Mountain Underground Storage on May 21. She began preparation of ten years of the CPL Board of Trustees minutes for scanning.

Ms Olszewski met with groups of subject department staff at Main Library on May 25, reviewing preservation options for the collections, types of deterioration, the revised Preservation Request form, as well as the forms and procedures for transmitting materials to Technical Services.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, met with Alicia Naab, Acquisitions Coordinator, Leslie Pultorak, Acquisitions Librarian, and Lisa Kowalczyk, Technical Services Librarian, to discuss the annual Main Library periodical subscription renewals and provide an overview of the entire renewal process. Each Librarian was assigned to a particular vendor and then individually met with Ms. Jelar Elwell for a cross-training session on how to locate the expected costs for the 2013 subscription year and to integrate this information into the comprehensive spreadsheet of current periodical subscriptions. The updated spreadsheet will be used by Main Library Subject Department Managers to make subscription renewal decisions.

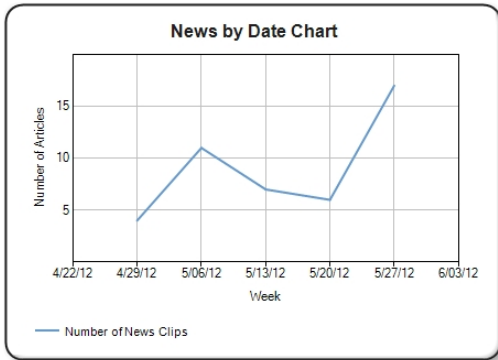
Acquisitions worked with Automation to get holding codes created for the materials being ordered for the new Cuyahoga Community College (Tri-C/CCC) collection. Acquisitions began placing orders for the Tri-C/CCC collection as soon as the new holding codes became available for use.

Nathaniel Infante, Technical Services Associate, attended a training session for members of the CPL Health and Safety Committee. Ms. Naab attended meetings of the Staff Development Day Committee on a weekly basis to plan and prepare for the 2012 Staff Development Day. Ms. Naab, Ms. Pultorak, and Ms. Kowalczyk attended the IdeaScale Staff Town Hall meeting at the Lake Shore Facility.

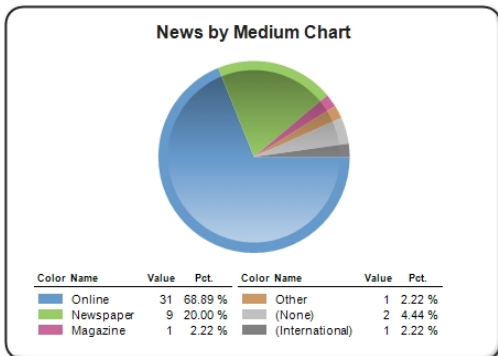
Shirley Jones and Paula Stout, Senior Catalog Clerks, volunteered to assist the Acquisitions Department with the receiving of library materials.

Acquisitions staff ordered a total of 6,105 titles, ordered 10,050 items, received 13,933 items, and processed a total of 2,276 invoices. Serials staff received 1,753 periodicals and 542 serials, added 579 periodical items, 294 serial items and 628 paperbacks, processed 104 periodical and serial claims, and modified 107 serial controls.

**MARKETING & COMMUNICATIONS**



Media coverage for the month of May included 45 print and online publications as well as TV and radio. The full report, available in the Marketing department, shows ad values of \$51,293.76 with a news circulation audience of 1,954,343 people. In May, the online media outlets that featured CPL events and programs received 9,219,975 unique visitors. Full report in the Marketing Department.



Ads to promote Summer Reading Club appeared in *Family Magazine* and the *Call & Post*. Dream, Create, Grow ads promoting library card

sign-up for teens and children appeared in *Family Magazine* and *Campus Observer*. Ad appeared in program for City of Cleveland Senior Day promoting services for

seniors. TechCentral ad appeared in the *Universe Bulletin*. Sports Research Center continues to be promoted in the *Cleveland Indians Yearbook*. Search Engine Marketing with cleveland.com resulted in CPL ad being viewed 141,000 on average per week, which resulted in an average of 345 clicks to website per week. eBlasts promoting the TechCentral opening were distributed through CPL and +Cleveland members. PSA for OLBDP was completed and distribution for radio and TV is being planned.

An overview of meetings conducted or attended by Assistant Marketing and Communications Administrator/Graphics Manager Cathy Poilpre will indicate marketing and graphics activities:

- Board meeting
- Regular Leadership Team meetings
- Regular meetings with director and marketing team consisting of public relations consultants David Fitz, Michael Graham and Erika McLaughlin; OPS manager; and Web Applications manager
- TechCentral planning meetings
- Youth Services monthly meeting
- New Library card/application planning

#### GRAPHICS

Graphics staff designed, printed and distributed 151 printed pieces in May, including graphics for the library website and 5 staff newsletters.

Promotional pieces included: Letters about Literature; Summer Reading Club collateral; Promotional brochure for the Schweinfurth Architecture Collection; 68,000 routing slips and 500,000 Clevnet slips; Promotional materials, invitations, and specialty items for the opening of TechCentral; *Upnext* June-August programming.

WEBWARE [www.cpl.org](http://www.cpl.org) and other CPL sites

Twitter followers are up from 2,660 in 2011 to 3,881 currently. Facebook fans are up from 3,204 in 2011 to 4,044 currently. Downloads of books in an electronic format (eBooks) were up from 35,666 in 2011 to 61,355 currently.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured the following items for May: Cleveland Public Library Board of Trustees Meeting.



During the month of May, the following events, programs, and information were promoted on [www.cpl.org](http://www.cpl.org): My Place 2 Dream, Create, Grow: Milena Streen; Eastman Reading Garden; Featured Resource: Gale Legal Forms; Brown Bag Book Clubs; My Tunes: Featured Artist Kelly Clarkson; Celebrating 90 Years at PlayhouseSquare!; Feed Your Mind - Read! CPL 2012 Summer Reading Club; Downloadable eMedia; Storytime; Celebrate with Books; When animal assignments attack: Grzimek's Animal Life; Muzzy Online: Language Courses for Children; TumbleBook Library: eBooks for eKids; Homework Help; Hot Summer Reads for Teens; Hungry for more Hunger Games?; For Students Online; Curl up with a good book; and Connecting to the community (Seniors site: Find Services).

29 Popular Topic pages and 8 Kid's Read It lists were updated with new content in May.

A Hot Summer Reads booklist was built and added to the Teens section.

A booklist was built for the PlayhouseSquare play "Come Fly Away" and was added to the Theater Popular Topic's PlayhouseSquare page.

The tenth "Off the Shelf" was sent out on May 11th to a distribution list of 2,282. The issue featured: Celebrating 90 Years of PlayhouseSquare!; Cleveland Chinese Music Ensemble; New Arrivals; Featured class: Career Assistance; and Featured Library News: Cleveland Public Library Board of Trustees Meetings; and 11th District 2011 Congressional Art Competition Awards Ceremony.

Webware worked with the Programming and Outreach Services department and the Graphics department to design and configure the 2012 Summer Reading website. The site was set live and linked on the Library's homepage on Tuesday, May 22 and encourages participants to register early for the program which begins on Monday, June 11.

### **PROPERTY MANAGEMENT**

The Property Management office completed numerous branch inspections and continues to monitor utility bills. Work

has been completed on the final details to prepare for the opening of Tech Central.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The condenser coils for the AC unit at Addison were cleaned again due to the buildup of cotton wood. The motor and fan sheaves were replaced on the rooftop air handling unit at Carnegie West. The rooftop A/C unit at East 131 was checked for leaks and refrigerant was added as needed. A new condenser coil assembly was installed in the drinking fountain at Eastman. The A/C unit at Hough was serviced. New filter, solenoid, and TXV were installed on the stack chiller and preparations were completed for staff development day at Lakeshore. Numerous bad light ballasts were replaced on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of LSW. A new data line was installed at P.A.L. for the new MFD (muti function device). Work was completed to rewire the garage thermostats and repair a leak in A/C unit #4 at Woodland.

The Carpenters and Painters completed work to reconfigure the Safety & Protective Services offices. A platform was constructed and installed in the ceiling of the work room behind Tech Central to be able to work on the Translogic system. End panels were made painted and install on the CD shelving in Main.

The Garage serviced vehicles 5, 12, 15, 16 and 20.

### **SAFETY & PROTECTIVE SERVICES**

#### PROTECTIVE SERVICES

##### Security Systems

- Continuing to develop specifications for upgrading access control and CCTV systems in order to obtain two additional quotations as directed by Legal and Finance.

##### Branch Patrol

- Supervisors and Officers continue to investigate Security Irregularity reports generated system-wide.
- Special attention was provided to two branches during the month.

#### Communications Center

- Repairs continue to be made to the communications center due to fire safety concerns. Repairs were made eliminating the fire safety issue as well as a premature DVR equipment failure.

#### Contract Security

- Safety & Protective Services met with G4S security to discuss service expectations. We are awaiting response from G4S concerning requested services.

#### INCIDENTS

- During the month, 9 alarms were received with no illegal entry being made nor any smoke or fire being detected.

#### SPECIAL EVENTS SUPPORT

- Safety & Protective Services provided support for the photo and video shooting project by Peter Lawson Jones.
- SPS also provided support to a Legal Aid Society program.

#### RECORDS AND EQUIPMENT MANAGEMENT

- Branch Patrol has received its laptops and has begun implementing use at the branches.
- Personal directories for officers to store records currently stored on external media have been completed. We are working with Automation to resolve login issues.

#### ADMINISTRATION

- We have extended employment offers to two Officers and one Supervisor, all of whom accepted. One Officer and one Supervisor began in May and one Officer will begin in June.
- One Officer will be retiring in June and the posting for that position will occur in May.

#### INFORMATION TECHNOLOGY & CLEVNET

##### Cleveland Public Library Projects:

IT has been continually working with Xerox and their partners to address the remaining concerns of the MFD

installation. Synchronization with the SirsiDynix system is now in place and occurring every 15 minutes.

78 PCs, 5 Macs and 2 Linux PCs, along with 4 Staff PCs have been installed in Tech Central to prepare for the grand opening. Phones have been configured and installed for staff.

Bandwidth for each Branch was upgraded from 10mb to 20mb in anticipation of increasing the number of public computers available and the planned reconfiguration of security cameras.

All branches received a productivity boost when a custom print program was installed on all circulation workstations. Instead of staff needing to handwrite a transit slip for every book they handle, the program automatically prints a slip with the destination library in large type, eliminating handwriting time and improves legibility and accuracy.

Accounts and configuration were set up on the Flowan Helpdesk test server for Safety & Protective Services to test the applicability of the software for incidence tracking.

Submission programs to Unique Management were revised to assess a \$15.00 referral fee per Board of Trustees decision.

At the request of Safety and Protective Services, a report was produced to help identify the extent of an incident of DVD theft at Fulton branch.

Statistics on the hourly activity at the Main Library drive-up window were prepared for Improve Consulting.

In preparation for the new cooperative with Tri-C in the fall, Software staff created a new library code so Technical Services could begin preparing materials for the collection.

New circulation configuration was created for the Criterion Collection in the Audio-Video Department. This new configuration allows patrons to place holds on items in this particular collection, but nothing in the collection will float to other branches.

A Hot Summer Reads booklist was added to the Teens section and a booklist for the play "Come Flay Away" was added to the Playhouse Square page.

The tenth "Off the Shelf" was sent out on May 11th to a distribution list of 2,282.

Webware worked with the Programming and Outreach Services department and the Graphics department to design and configure the 2012 Summer Reading website. The site was set live and linked on the library's homepage on Tuesday, May 22 and encourages participants to register early for the program which begins on Monday, June 11. Amy Pawlowski held a training session on the software at on May 16th Youth Services meeting.

Linda Sperry was trained on how to maintain the Bookmobile Schedule page on [www.cpl.org](http://www.cpl.org).

Webware worked with Ronelle Miller-Hood and Larry Novotny to create event entries in the online calendar for staff registration to Staff Development Day breakout sessions. Ms. Miller-Hood was provided with registration numbers after the first week of registration was complete.

The System Center Configuration Manager was upgraded from 2007 to 2012. This will enable more efficient software application management to Windows Servers and Desktop PCs.

#### CLEVNET Projects:

The initial deployment of new PC maintenance software has occurred at the Main library. LabTech software promises to provide more and usable information about the health of our public and staff machines, servers and the new systems in TechCentral and provide for improved remote management of PC workstations throughout CLEVNET.

The Cleveland Heights-University Heights Public Library engaged the Northern Ohio Data and Information Service (NODIS) to analyze data for them as part of their strategic planning process. Software staff worked with both agencies to determine the data needed and then extracted several different sets of data for the project.

The wireless access points at Hudson were upgraded as part of their implementation of VoIP. Initial programming of the Call Manager was added for Shaker Heights Public Library which will migrate to VoIP in the near future. A faulty router was replaced at the Seville branch of the Wayne County Public Library.

The cataloging webforms for CLEVNET required an SQL upgrade. Designed several years ago, these are a productivity and accuracy boosting tool for all technical services departments throughout CLEVNET including CPL's Catalog Department. Data entered by users is written to a SQL database, uploaded overnight to the Symphony server, with subsequent reporting to CPL Catalog the next morning regarding duplicate records, merges, and other bibliographic maintenance needed. When the Microsoft SQL server needed to be upgraded to SQL 2008, it was found that the software used to transfer the records overnight was not supported in that version. The entire process had to be migrated to SQL Server Integration Services (SSIS). This was a great collaborative effort between Software, Network and Web Services teams.

SirsiDynix Symphony configuration changes were done for Cleveland Heights, Hubbard, Lorain, Madison, Medina and Wickliffe libraries. Madison and Lorain were both changing their policies to allow children to check out DVDs.

Special reports were created for Barberton, Bristol, CPL Collection Management, Euclid, Hubbard, Hudson, Huron, Lorain, Madison, Medina, Milan-Berlin, Newton Falls, Ritter, and Wickliffe libraries.

2011 and 2012 CLEVNET database statistics to-date were added to the CLEVNET Members Site.

KnowItNow:

On May 31 the LSTA grant application for statewide virtual reference service was approved, and KnowItNow24x7 is looking forward to the new grant year beginning on July 1, 2012.

Ashlee Clark, KnowItNow24x7's first practicum student, visited Cleveland Public Library on May 18. Ashlee's practicum provided her with valuable experience in

virtual reference and provided KnowItNow24x7 with helpful resources and recommendations.

Preparations were made throughout the month in anticipation of the re-allocation of coverage hours. Beginning on July 1, 2012, live chat coverage will no longer be available from 1:00 am to 7:00 am. An analysis of usage data over the life of the project shows that there are few transactions after midnight and the State Library requested this change. Patrons will continue to be provided the opportunity to leave an email or text message for follow-up during those hours. During the 2012-2013 school year, NEO-RLS will be contracted to re-allocate those early morning hours to noon to 3:00 pm during the school year with two librarians each hour. In anticipation of these changes, the text was changed on the public KnowItNow24x7 webpages, notices were posted to the KnowItNow24x7 Provider Site, and code was updated to reflect the change in routing.

The KnowItNow24x7 Website Coordinator has applied for an iOS Developer License from Apple to facilitate the process of submitting the upcoming KnowItNow24x7 iPhone app to iTunes.

This month, the KnowItNow24x7 Statewide Coordinator and Website Coordinator collaborated with Missy Lodge (Associate State Librarian for Library Development, State Library of Ohio) on measures for KnowItNow24x7 to be included in the pending LSTA Five Year Plan 2013-2017.

#### MEETINGS

All members of the Software team attended the CLEVNET Circulation SIG meeting at the Hudson library. Some of the topics of discussion were the use of transit and hold slips, delivery labels and the changes in statewide delivery, and self-pickup of holds. Jim Benson participated on the CPL Staff Development day committee.

Ann Palomo participated on the CPL Innovation Grants committee.

Brian Leszcz attended a workshop on ArcGIS (a system for managing geographic data) at Cleveland State University. The knowledge acquired can be directly applied to

provide graphic visualizations of statistical data collected by KnowItNow24x7.

STATISTICS

	<b>May-11</b>	<b>May-12</b>
<b>OverDrive Downloads</b>	35,666	61,355
<b>Twitter Followers</b>	2,660	3,881
<b>Facebook Fans</b>	3,204	4,044



<b>Automation Services Statistics, 05/2012</b>				
	<b># Cases Opened</b>	<b># Cases Closed</b>	<b>Site Visits</b>	<b>TOTAL</b>
<b>HARDWARE</b>				
CPL Main	68	54	25	147
CPL Branch	102	81	41	224
CPL Lake Shore	27	20	9	56
CLEVNET	20	14	4	38
PUBLIC				0
<b>HARDWARE TOTAL</b>	<b>217</b>	<b>169</b>	<b>79</b>	<b>465</b>
<b>SOFTWARE</b>				
CPL Main	27	27		<b>54</b>
CPL Branch	18		8	<b>26</b>
CPL Lake Shore	9	9		<b>18</b>
CLEVNET	55	55		<b>110</b>
PUBLIC	96	96		<b>192</b>
<b>SOFTWARE TOTAL</b>	<b>205</b>	<b>187</b>	<b>8</b>	<b>400</b>
<b>WEBWARE</b>				
CPL Main	4	4	2	<b>10</b>
CPL Branch	3	3		<b>6</b>
CPL Lake Shore	2	2		<b>4</b>
CLEVNET	3	3		<b>6</b>
PUBLIC	179	179		<b>358</b>
<b>WEBWARE TOTAL</b>	<b>191</b>	<b>191</b>	<b>2</b>	<b>384</b>
<b>KIN</b>				
CPL Main	4	4		<b>8</b>
CPL Branch				<b>0</b>
CLEVNET				<b>0</b>
PUBLIC				<b>0</b>
KIN Library	9	9		<b>18</b>
OHIOLink Library				<b>0</b>
After Dark				<b>0</b>
<b>KIN TOTAL</b>	<b>13</b>	<b>13</b>	<b>0</b>	<b>26</b>
<b>GRAND TOTAL</b>	<b>626</b>	<b>560</b>	<b>89</b>	<b>1,275</b>

Mr. Corrigan adjourned the meeting at 1:40 p.m.

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Thomas D. Corrigan  
President

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Alan Seifullah  
Secretary

## GIFT REPORT FOR MAY 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	374	3,376
Periodicals	49	164
Publishers Gifts	0	0
Non-Print Materials	<u>101</u>	<u>349</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	524	3,889

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 131	\$ 518,314
Building & Repair Fund	Restricted	0	30,700
Library Fund	Unrestricted	100	5,072
Library Fund	Restricted	625	1,495
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	11,159
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	13,535
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	47,654
Lockwood Thompson Fund	Restricted	75,148	75,148
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Learning Centers	Restricted	0	162,000
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>0</u>
<b>TOTAL MONEY GIFTS</b>		\$ 76,004	\$ 865,976

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	13	97	524	3,889
Money Gifts	<u>3</u>	<u>38</u>	<u>3</u>	<u>38</u>
<b>TOTAL GIFTS</b>	16	135	527	3,927



# CLEVELAND PUBLIC LIBRARY

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

Sent via email June 8, 2012

Mr. Bryan Dunn, Department Manager  
Cuyahoga County Budget Commission  
1219 Ontario Street/Room 121  
Cleveland, Ohio 44113

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources with an increase in Other Sources – Special Revenue by \$2,000 relating to the George Gund Foundation Grant for Octavofest 2012 as summarized below.

Fund Category	Unencumbered Balance as of January 1, 2012	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$ 29,062,255.68	\$ 28,407,318.46 \$ 19,837,771.12	\$ 5,924,828.97	\$ 83,232,174.23
Special Revenue	\$ 10,756,112.89		\$ 2,737,788.43	\$ 13,493,901.32
Capital	\$ 8,822,333.75		\$ 10,030,700.00	\$ 18,853,033.75
Permanent Agency	\$ 1,950,743.65 \$ 8,431.04		\$ 41,402.44	\$ 1,992,146.09 \$ 8,431.04
<b>TOTAL</b>	<b>\$ 50,599,877.01</b>	<b>\$ 48,245,089.58</b>	<b>\$ 18,734,719.84</b>	<b>\$ 117,579,686.43</b>

Thank you for your assistance.

Very truly yours,

Carrie Krenicky  
Chief Financial Officer

**Board of Library Trustees**

Thomas D. Corrigan, President • Maritza Rodriguez, Vice President • Alan Seifullah, Secretary  
Alice G. Butts • John M. Hairston, Jr. • Anthony T. Parker • Rick Werner  
**Felton Thomas, Jr., Director**

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 78.95% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.  
Cleveland, Ohio June 13, 2012

To the Board of Library Trustees of the: Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2012, as revised by the Budget Commission of said County, which shall govern the total of appropriations appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2012	General Property Tax	PLF	Other Sources	Total
General Fund	29,062,255.68	28,407,318.46	19,837,771.12	5,924,828.97	83,232,174.23
Special Revenue	10,756,112.89			2,737,788.43	13,493,901.32
Capital	8,822,333.75			10,030,700.00	18,853,033.75
Permanent	1,950,743.65			41,402.44	1,992,146.09
Agency	8,431.04			0.00	8,431.04
<b>Totals/Subtotals</b>	<b>50,599,877.01</b>	<b>28,407,318.46</b>	<b>19,837,771.12</b>	<b>18,734,719.84</b>	<b>117,579,686.43</b>

<i>Wade B. ...</i>	Budget	<i>Ed Fitzgerald</i>
<i>[Signature]</i>	Commission	<i>Donna Oliver</i>

**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: FOURTH AMENDMENT  
JUNE 19, 2012**

<b>GENERAL FUND CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	29,062,255.68	0.00	29,062,255.68 (3)
Taxes - General Property	25,407,318.46	0.00	25,407,318.46
Public Library Fund (PLF)	19,837,771.12	0.00	19,837,771.12
State Rollbacks/CAT	5,000,000.00	0.00	5,000,000.00
Federal Aid	0.00	0.00	0.00
State Aid	0.00	0.00	0.00
Fines and Fees	300,000.00	0.00	300,000.00
Earned Interest	425,000.00	0.00	425,000.00
Services	2,493,251.97	0.00	2,493,251.97
Miscellaneous	706,577.00	0.00	706,577.00
Return of Advances	0.00	0.00	0.00
<b>TOTAL RESOURCES</b>	<b>83,232,174.23</b>	<b>0.00</b>	<b>83,232,174.23</b>

<b>GENERAL FUND APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	33,484,152.79	0.00	33,484,152.79
Supplies	1,016,874.22	0.00	1,016,874.22
Purchased/Contracted Services	9,987,398.44	(12,000.00)	9,975,398.44
Library Materials/ Information	9,389,266.85	0.00	9,389,266.85
Capital Outlay	220,266.25	0.00	220,266.25
Other Objects	71,960.00	12,000.00	83,960.00
<b>SUBTOTAL OPERATING</b>	<b>54,169,918.55</b>	<b>0.00</b>	<b>54,169,918.55</b>
Transfers/Advances	10,000,000.00	0.00	10,000,000.00
<b>TOTAL APPROPRIATION</b>	<b>64,169,918.55</b>	<b>0.00</b>	<b>64,169,918.55</b>



**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: FOURTH AMENDMENT  
JUNE 19, 2012**

SPECIAL REVENUE FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,491,901.32	2,000.00	13,493,901.32
SPECIAL REVENUE FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	181,146.55	0.00	181,146.55
Endowment for the Blind	1,599,509.14	0.00	1,599,509.14
Founders	2,108,727.13	2,000.00	2,110,727.13
Kaiser	42,737.60	0.00	42,737.60
Kraley	147,618.65	0.00	147,618.65
Library	170,717.27	0.00	170,717.27
Pepke	94,220.86	0.00	94,220.86
Wickwire	1,066,772.09	0.00	1,066,772.09
Wittke	63,041.28	0.00	63,041.28
Young	2,955,857.05	0.00	2,955,857.05
Friends	15,000.00	0.00	15,000.00
Judd	190,617.00	0.00	190,617.00
Lockwood Thompson	305,106.83	0.00	305,106.83
Ohio Center for the Book	958.00	0.00	958.00
Schweinfurth	45,609.07	0.00	45,609.07
Cleveland NCA Kiosks	9,673.78	0.00	9,673.78
Bill & Melinda Gates	57,867.98	0.00	57,867.98
Harvard Kiosk	7,333.38	0.00	7,333.38
MetLife-Fit for Life	0.00	0.00	0.00
LSTA-OLBPD	1,508,194.00	0.00	1,508,194.00
LSTA-Know It Now	205,968.59	0.00	205,968.59
MyCom	-33,617.18	0.00	-33,617.18
PNC Grow Up Great	94,784.75	0.00	94,784.75
Learning Centers-Cleveland Fdn	162,000.00	0.00	162,000.00
<b>TOTAL APPROPRIATION</b>	<b>10,999,843.82</b>	<b>2,000.00</b>	<b>11,001,843.82 (4)</b>

**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: FOURTH AMENDMENT  
JUNE 19, 2012**

<b>CAPITAL PROJECTS FUNDS CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	18,853,033.75	0.00	18,853,033.75
<b>CAPITAL PROJECTS FUNDS APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
BUILDING & REPAIR	18,853,033.75	0.00	18,853,033.75 (5)
<b>PERMANENT FUNDS CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	1,992,146.09	0.00	1,992,146.09
<b>PERMANENT FUNDS APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
Abel	160,820.28	0.00	160,820.28
Ambler	1,437.27	0.00	1,437.27
Beard	103,711.38	0.00	103,711.38
Klein	3,379.68	0.00	3,379.68
Malon/Schroeder	107,903.54	0.00	107,903.54
McDonald	124,883.94	0.00	124,883.94
Ratner	61,540.18	0.00	61,540.18
Root	22,221.12	0.00	22,221.12
Sugarman	27,328.84	0.00	27,328.84
Thompson	76,505.72	0.00	76,505.72
Weidenthal	4,322.62	0.00	4,322.62
White	1,298,091.52	0.00	1,298,091.52
<b>TOTAL APPROPRIATION</b>	<b>1,992,146.09</b>	<b>0.00</b>	<b>1,992,146.09 (6)</b>
<b>AGENCY FUNDS CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	8,431.04	0.00	8,431.04
<b>AGENCY FUNDS APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
UNCLAIMED FUNDS	8,431.04	0.00	8,431.04



**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: FOURTH AMENDMENT  
JUNE 19, 2012**

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- (1) Certificate dated April 3, 2012
- (2) Certificate dated June 13, 2012
- (3) \$28,852,255.68 unencumbered cash carried forward plus cash advances outstanding of \$210,000 @ January 1, 2012 (plus \$6,314,409.02 encumbered cash).
- (4) \$10,966,112.89 unencumbered cash carried forward less cash advances outstanding of \$210,000 @ January 1, 2012 (plus \$752,468.41 encumbered cash).  
\$2,737,788.43 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.  
( $\$10,966,112.89 - \$210,000 + \$2,737,788.43 - \$2,492,057.50 = \$11,001,843.82$ )
- (5) \$8,822,333.75 unencumbered cash carried forward (plus \$971,746.54 encumbered cash.)  
\$10,000,000 transfer from General Fund. \$30,700 additional revenue.  
( $\$8,822,333.75 + \$10,000,000.00 + \$30,700 = \$18,853,033.75$ )
- (6) \$2,667,779.00 unencumbered cash carried forward (plus \$6,128.22 encumbered cash.)  
\$41,402.44 additional revenue. Non-expendable principal amounts (\$717,035.35) are not included in either the certified fund balances or the appropriated amounts.  
( $\$2,667,779.00 + \$41,402.44 - \$717,035.35 = \$1,992,146.09$ )



**2012 – 2013  
LSTA Grant Proposal**

**Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114**

Submitted by

**Don Boozer**  
KnowItNow24x7 Statewide Coordinator  
216.623.2960  
dboozer@cpl.org

**Bob Carterette**  
Director of Information Technology and CLEVNET  
216.623.2854  
bob.carterette@cpl.org



## **KnowItNow24x7 2012 – 2013 LSTA Grant Proposal**

### **↻ Introduction ↻**

Cleveland Public Library is requesting LSTA funding for July 2012 through June 2013 to administer KnowItNow24x7, Ohio's collaborative virtual reference project. Beginning solely as a statewide online chat service, KnowItNow24x7 now incorporates email, instant messaging, and texting (SMS) and offers localized chat, text, and instant messaging options for Ohio libraries. Through the use of technology, KnowItNow24x7 complements the State Library of Ohio's vision of "ensuring the delivery of all information and library services to all Ohio residents, anywhere, anytime."

Ohio can be rightly proud of the fact that KnowItNow24x7 remains one of the busiest statewide virtual reference services in the country. From July 2011 through April 2012, librarians working with KnowItNow24x7 handled a total of 59,404 sessions – an average of over 194 sessions per day. Included in that total were 1,874 text messages. Text messaging, implemented in 2011, is currently the second most popular means for patrons to interact with the service although live online chat still accounts for almost 95% of all patron activity. Since going statewide in 2004, KnowItNow24x7 has allowed residents of every county in Ohio to ask a total of over three-quarters of a million questions of librarians staffing the service around the state.

All in all, 2011 – 2012 saw a number of positive developments and these will continue to bear fruit and lay the groundwork for more enhancements to the service in 2012 – 2013.

### **↻ Selected Activities from 2011 – 2012 ↻**

#### **On-Going Recruitment and Training**

##### ***New Libraries Join Collaborative Network***

Three libraries joined the KnowItNow24x7 network in the past grant year: Barberton Public Library, Rodman Public Library (in Alliance), and Stark County District Library (based in Canton). All three libraries accepted the invitation to attend KnowItNow24x7 training sessions to get a better idea of what the service had to offer and subsequently made the decision to join the collaborative service.

Barberton Public Library wanted to provide reference services through KnowItNow24x7 "because our patrons have access to and utilize this service. It is also a great opportunity for our staff to familiarize themselves with digital resources and hone reference skills," according to Rachel Helbing (Reference and Community Health Librarian).

When asked why Stark County District Library decided to join KnowItNow24x7, David Krajci (Reference and Nonfiction Services Manager) said, "The library's virtual reference task force felt that the library's best course of action to begin a virtual reference service was to actually become a part of KIN and to work with it in providing this essential reference service for our customers and all Ohioans. The task force members were drawn to KIN by its organization, support, training, and its statewide network of service providers."

##### ***On-going Training and Professional Development***

With both new libraries joining the collaborative and existing participants wishing to sharpen their staff members' skills, ten KnowItNow24x7 training days were hosted by libraries during 2011 – 2012. Basic hands-on training on the virtual reference software was provided as well as more advanced training in virtual reference customer service. In all, 147 librarians took part in these training opportunities at Massillon, Worthington,



Xenia, Shaker Heights, Twinsburg, Barberton, Canton, Cleveland (Cleveland Public Library and Cuyahoga Community College), Columbus (State Library of Ohio), and Parma (Cuyahoga County Public Library).

The KnowItNow24x7 Coordinator also presented programs on the efficient use of Google, Wikipedia, and other online tools at four Ohio Library Council Chapter Conferences (Kent, Wilmington, Toledo, and Independence), the Ohio Educational Library Media Association Conference, and the Ohio Library Council Convention. Well over 150 people attended these presentations which also included opportunities to share information about KnowItNow24x7 as well as to distribute promotional items for the service.

### ***Addressing Participation by Public Libraries***

To address the low participation of Ohio public libraries staffing the collaborative virtual reference service, a letter (see **Appendix I** for text) outlining the benefits of participation in KnowItNow24x7 was crafted and signed by Beverly Cain, State Librarian of Ohio. The letter was sent to over 40 library directors in February 2012, and, in March and April, the KnowItNow24x7 Coordinator followed up with each director by email. As of the end of April 2012, eleven libraries had responded with five stating that they would be unable to consider joining the service due to limited staffing: Hudson Library and Historical Society, Napoleon Public Library, Perry County District Library, Morley Library (Painesville), and Rocky River Public Library. Rocky River Public Library has expressed interest in reconsidering in 2013 and does currently assist in answering email questions left by KnowItNow24x7 patrons. Several libraries have expressed that they might consider joining the collaborative service, but none have made any commitments to date.

## **Educational Initiatives**

### ***Continuing Collaboration with Kent State University School of Library and Information Science***

KnowItNow24x7 collaborated again this year with Dr. Miriam Matteson to train students in her reference services class to staff the virtual reference service and reflect on their experience. This project has been extremely rewarding, and both Dr. Matteson and the KnowItNow24x7 Coordinator are looking forward to continuing this endeavor. One student during the Fall 2011 semester had one of her transcripts chosen by the Quality Assurance Committee for KnowItNow24x7 as a Transcript of the Month.

The KnowItNow24x7 Coordinator also attended Library Career Nights hosted by the School of Library and Information Science in Columbus and Kent. This was the fifth year for participating in the Kent event and the first for the Columbus location. Several students expressed interest in volunteering as interns for KnowItNow24x7 and promotional items were distributed to students as well as libraries attending the event.

### ***Practicum Experience and Volunteer Internships***

The Spring 2012 semester saw the inauguration of KnowItNow24x7 as a practicum site for students of Kent State's School of Library and Information Science. The service's first practicum student was Ashlee Clark who also serves as Executive Assistant to the State Librarian of Ohio. Dr. Matteson served as Ms. Clark's faculty advisor. Although the practicum was primarily "virtual," it did include regular phone and email contact between the KnowItNow24x7 Coordinator and Ms. Clark. One of the requirements of the practicum was to post regular blog entries on the KIN24x7 Provider Site (see <http://provider.knowitnow.org/blogs/aclark43>). These blog posts sparked some lively responses from other KnowItNow24x7 librarians.

## **Web and Software Platform Enhancements**

### ***Creation of Applications for iPhone and Droid Platforms***

In keeping with both the current year's objectives and the recommendations of the *LSTA Five Year Plan 2008-2012 Evaluation Summary* by Pelz and McDonnell, KnowItNow24x7 contracted with SourceN in Spring 2012



to begin developing applications (popularly known as “apps”) for the two most widely-available smart phone platforms: iPhone and Android. The apps will allow patrons to chat with a librarian from their smart phones in a controlled interface and not simply through their phone’s Internet browser. Debugging and user testing continued through the fourth quarter of the 2011 – 2012 grant year.

### ***Enhancement of Web Presence***

A major improvement to the KIN24x7 Provider Site (<http://provider.knowitnow.org>) was the implementation of searchable transcripts. Prior to this development, transcripts were available to KnowItNow24x7-participating librarians on the Provider Site but were simply accessible by day and time. Now, not only can transcripts be searched for those handled by a specific librarian, but searches can also be limited by day, a range of dates, type of library, and by keyword.

Another aspect of KnowItNow24x7’s web presence is its Twitter feed: @KIN24x7. As of mid-April, @KIN24x7 had 206 followers, over double the number from a year ago. The Twitter feed continues to be very helpful in sharing information with librarians and the public, both about the service itself as well as useful information concerning libraries and library service.

## **✎ Proposed Activities for 2012 – 2013 ✎**

### ***Implementation of the Smart Phone Apps***

With the development of the iPhone and Android apps scheduled for completion in the fourth quarter of the 2011 – 2012 grant year, the next step will be submitting them to Apple’s iTunes and Google Play’s Android Marketplace. The submission process will be overseen by the KnowItNow24x7 Website Coordinator, and the apps are projected to be available for downloading by the public during the early part of the 2012 – 2013 grant.

### ***Increased Marketing of KnowItNow24x7***

In response to the *LSTA Five Year Plan 2008-2012 Evaluation Summary* by Pelz and McDonnell, KnowItNow24x7 will look at ways to increase marketing opportunities in the upcoming grant year. Since the decision was made in 2007 to take a grassroots approach to marketing, an important component of this will be acquisition of additional promotional items to provide to libraries and schools. Opportunities to partner with education-related organizations (e.g., Ohio Educational Library Media Association (OELMA), INFOhio, etc.) will also be explored. The success of the increased marketing will also be dependent on adequate staffing levels of KnowItNow24x7 to handle any increased traffic resulting from these efforts.

### ***Continued Provider Recruitment Efforts***

After assessment of the effectiveness of the recruitment letter (**Appendix I**), KnowItNow24x7 will continue to encourage libraries to join the collaborative network. Those directors expressing interest in joining “in the future” will be followed-up with during the 2012 – 2013 grant year. Opportunities for sharing information at membership meetings of the regional library systems, directors’ meetings, and other venues will be explored. Regular statistical reports will also be shared in the monthly KnowItNow24x7 Newsletter (and posted to the OPLIN listserv) to demonstrate the impact on the service by patrons from non-participating libraries. These statistics can also continue to be shared with individual directors on a case-by-case basis. Other recruitment efforts will also be explored both in concert with the State Library and independently.

### ***Standardization of Training***

A range of instructional materials including manuals, handbooks, cheat sheets, and screencasts are currently available to train librarians on KnowItNow24x7 policies and procedures; however, it has been found that librarians being trained “in-house” by participating KnowItNow24x7 institutions do not always cover all applicable skills. To address this discrepancy as well as to provide standardized “refresher” materials for librarians currently staffing the service, a set of KnowItNow24x7 Core Competencies will be developed during



the upcoming grant year. These will be similar to core competencies in other areas which have been developed by the Ohio Library Council ([www.olc.org/corecompetencies.asp](http://www.olc.org/corecompetencies.asp)), the Public Library of Cincinnati and Hamilton County (Technology Core Competencies), and others. This will also include creating comprehensive training materials and providing training opportunities to allow librarians to meet the competency requirements. It will also be recommended that local supervisors include the KnowItNow24x7 Statewide Coordinator in any on-going training initiatives for new staff.

#### ***Continued Collaboration with Kent State University***

With the successes of the Spring 2012 semester, other opportunities to host practicum students will be explored. Dr. Miriam Matteson has already mentioned that another student is interested in the position. Openings for volunteer interns will also be advertised with the library school to expand the learning opportunities available through KnowItNow24x7. Dr. Matteson has also expressed interest in having another one of her reference services classes trained to staff two one-hour shifts on KnowItNow24x7 as part of their educational experience.

#### ***After-hours Coverage Re-allocation and Re-structuring***

For 2012 – 2013, KnowItNow24x7 (in consultation with the State Library of Ohio) decided to re-allocate early morning hours (1:00 am to 7:00 am) to mid-day (noon to 3:00 pm) during the K-12 school term to assist in coverage for this busy time on the service. In 2011, the activity from 1:00 am to 7:00 am accounted for less than 4.5% of all sessions initiated on the service. On the other hand, noon to 3:00 pm saw almost 25% of all sessions initiated. This re-allocation of contracted staffing will provide valuable coverage to the mid-day hours during the school term.

Since 2010, KnowItNow24x7 and Oregon's L-net have shared costs for after-hours reference staff coverage of their statewide services by NEO-RLS. For the past two years, L-net has also been required to conduct a Request for Informal Proposal (RIP) process in relation to its after-hours coverage. For the 2012 – 2013 grant year, L-net awarded their after-hours contract to OCLC. KnowItNow24x7 will be continuing with NEO-RLS for 2012-2013, but the loss of shared hours with L-net will impact cost and coverage. During the 2012 – 2013 grant year, other re-structuring of coverage may also be considered to both contain costs and provide the most advantageous coverage.

<b>2012 – 2013 LSTA Grant Proposal</b>			
<b>-- Budget Summary for KnowItNow24x7 --</b>			
<i>Line Item</i>	<i>Description</i>	<b>2011-2012 Expenditures</b>	<i>Contractor</i>
	<b>Platform &amp; Support</b>		
<b>1</b>	Software, Hosting, and Support	\$34,000.00	SourceN; Mosio; Cleveland Public Library (CPL)
<b>2</b>	KnowItNow24x7 Statewide Coordinator: Full-time (scheduling, training, planning, promotion, communication, etc.)	\$86,000.00	CPL
<b>3</b>	KnowItNow24x7 Web Services Coordinator: Full-time (tech support, programming, server maintenance, etc.)	\$83,500.00	CPL
<b>4</b>	Training	\$2,100.00	CPL
<b>5</b>	Marketing	\$4,000.00	CPL
<b>6</b>	Travel, Meetings, and Conferences	\$6,000.00	CPL
<b>7</b>	Equipment Program Expenses	\$1,200.00	CPL
<b>Subtotal</b>	<b>Platform &amp; Support</b>	<b>\$216,800.00</b>	
	<b>In-Kind Library Service Coverage</b>		
<b>8</b>	Daytime and Early Evening Reference Staff	In-kind	Ohio public, academic, and special libraries
	<b>After-hours Coverage</b>		
<b>9</b>	After-hours coverage by NEO-RLS AfterDark Virtual Reference Service (See Appendix II)	\$271,320.00	Northeast Ohio Regional Library System
<b>Subtotal</b>	<b>Lines 1-10</b>	<b>\$488,120.00</b>	
	<b>Administration Costs</b>		
<b>10</b>	3% of lines 1-10	\$14,643.60	CPL
<b>TOTAL</b>	<b>2012-2013 LSTA Grant Request</b>	<b>\$502,763.60</b>	



**KnowItNow24x7**  
**2012-2013 LSTA Grant Request**  
**Budget Justifications and Details**

1. **Software, Hosting, and Support:** This line covers the statewide SMS/texting contract with Mosio, the technical support with Source(N) for the SparkRef/Openfire software platform, costs of further development and upgrading of the SparkRef/Openfire platform to remain current and enhance reference service, and incidental funds to purchase selected print or digital reference manuals on specific software and programming topics to adequately support and augment the platform. Cleveland Public Library (CPL) supplies hosting hardware (i.e., servers, etc.) as an in-kind contribution for the SparkRef/Openfire platform.
2. **KnowItNow24x7 Statewide Coordinator:** This line covers one FTE (including benefits: OPERS, health insurance, Medicare and life insurance). This position oversees information-sharing and quality control of the service; coordinates implementation of new aspects of the service; recruits additional libraries to contribute staff time to handle sessions; schedules day-time providers; acts as liaison with partners; and organizes, facilitates, and coordinates regional and local efforts to provide training and grassroots marketing efforts.
3. **KnowItNow24x7 Web Services Coordinator:** This line covers one FTE (including benefits: OPERS, health insurance, Medicare and life insurance). This position coordinates configuration and maintenance of the SparkRef/Openfire software, maintains databases and web pages, manages upgrades, provides necessary coding for reports and enhancements, and assists in coordinating daytime and early evening staffing. This person also provides day-to-day technical support for participating librarians and is also on-call after-hours.
4. **Training:** This line covers the cost of a web conferencing and support software licenses to be determined (e.g., Dimdim, Webex, Adobe Connect, etc.) to enhance the ability of training new KnowItNow24x7 agents; to improve current agents' skills; to facilitate meetings of KnowItNow24x7 committees; and to share information with virtual reference stakeholders. The software licenses also allow the Web Site Coordinator to troubleshoot software issues with remote KnowItNow24x7 providers.
5. **Marketing:** This line covers the costs of materials to promote KnowItNow24x7 to the public, educators, librarians, administrators, and other stakeholders within Ohio.
6. **Travel, Meetings, and Conferences:** This line covers the expenses of traveling to meet with local libraries and librarians within Ohio for training, to present and exhibit at conferences and meetings to promote KnowItNow24x7; to explore potential partnerships with regional or statewide virtual reference services; to engage in professional meetings to maintain KnowItNow24x7's reputation and to learn from colleagues; and to share information at local, regional, and statewide meetings to explore recruitment efforts.
7. **Equipment Program Expenses:** This line covers the cost of cell phone and monthly cell phone charges for the Website Coordinator and the Statewide Coordinator and home Internet access for the Website Coordinator.
8. **Reference Staff:** Ohio public, academic, and special library staff will provide reference service during open hours as an in-kind contribution to the service as part of their regular library duties.

9. **After-hours Coverage:** See **Appendix II** for proposal submitted as quote for 2012-2013 AfterDark coverage by the Northeast Ohio Regional Library System (NEO-RLS). This year's NEO-RLS AfterDark coverage was negotiated and agreed to by the KnowItNow24x7 Statewide Coordinator and the NEO-RLS AfterDark Virtual Reference Service Coordinator.
10. **Administrative Costs:** 3%, Cleveland Public Library



## APPENDIX I

### Text of KnowItNow24x7 Recruitment Letter

February 14, 2012

[Name and Address of Director]

Dear Colleague:

Ohio libraries have been providing online reference service as part of KnowItNow24x7, Ohio's collaborative virtual reference project, since it went statewide in September 2004. Since that time, librarians from public, academic, and special libraries (as well as the after-hours freelance librarians contracted by the Northeast Ohio Regional System) have handled almost three-quarters of a million sessions.

I am writing to encourage you to consider becoming an active participant in KnowItNow24x7.

KnowItNow24x7 is built upon a model of collaboration and partnership. The statewide service is seamless for patrons: They receive an answer to their query whether it is answered by a librarian from their local public library or a librarian from another library. It is a service that is truly statewide, fiscally prudent, and which epitomizes library cooperation. This sense of shared commitment and reciprocal service figure prominently in the testimonials attached to this letter from several current KnowItNow24x7 libraries. In 2011, only 40 of Ohio's 251 public libraries were active participants volunteering staff time on the service. Of the questions asked by customers of KnowItNow24x7 last year, over 40% came from libraries who did not actively contribute staff time to the statewide service. I am requesting that you consider having your library become a KnowItNow24x7 provider.

There are many benefits to being a KnowItNow24x7 provider:

For management, participation in KnowItNow24x7 presents an opportunity:

- To increase statistics for reference transactions done by your library.
- To review the work of your reference librarians via virtual reference session transcripts.
- To provide more access options for your patrons to contact you.
- To expand reference service hours seamlessly.
- To demonstrate your commitment to regional and statewide resource sharing and collaboration.

For librarians, participation in KnowItNow24x7 presents an opportunity:

- To hone their reference skills in a variety of subjects.
- To get more "real" reference questions.
- To conduct self-evaluations via virtual reference session transcripts.
- To ask for assistance from other librarians on difficult questions directly through the KnowItNow24x7 software.
- To develop professionally through free training, online forums, virtual reference transcripts, and materials at the KnowItNow24x7 Provider Site.

There is no cost associated with training, software and support for provider libraries. By contributing a minimum of three hours per week to staff the statewide collaborative, libraries are also eligible to take advantage of locally-based benefits, such as:

- A plug-and-play online reference service for your library that allows your librarians to chat directly with your patrons.
- The ability to monitor your existing instant messaging accounts with AOL, Yahoo!, and MSN through the KnowItNow24x7 software.
- The opportunity to have a low-cost subscription with Mosio Text-a-Librarian for a local texting keyword, allowing your patrons to contact you via text message.

You are welcome to take a look at the materials available at the KnowItNow24x7 Provider Site (<http://provider.knowitnow.org>) including *Documentation*, *Statistics*, the *Quality Assurance Committee for KnowItNow24x7 Blog* (which includes exemplary transcripts), and *Training Materials*. Cumulative KnowItNow24x7 statistics for 2011 can be found at <http://provider.knowitnow.org/node/45191>.

I am asking all Ohio public libraries to evaluate the benefits KnowitNow24x7 is providing to your patrons. Please consider becoming an active KnowItNow24x7-participating library and continue the tradition of this statewide service providing cost-savings and equity of access to all.

If you have any questions, please feel free to contact the KnowItNow24x7 Statewide Coordinator, Don Boozer, by email at [support@knowitnow.org](mailto:support@knowitnow.org) or by phone at 216-623-2960.

Sincerely,  
[signature]  
Beverly L. Cain  
State Librarian



## APPENDIX II



4445 Mahoning Avenue NW  
 Warren, Ohio 44483  
 330.847.7744  
 330.847.7704 fax  
 www.neo-rls.org

## Proposal for AfterDark Virtual Reference Coverage NEO Regional Library System – Cleveland Public Library 2012-2013

### Introduction

Since 2004, The Northeast Ohio Regional Library System (henceforth NEO-RLS) has been committed to providing high quality Virtual Reference service.

In these times of library budget reductions and reduced library hours, the KnowItNow24x7 Reference Service is vital to meeting the informational needs of Ohioans. As more and more information is made available online, Virtual Reference Librarians are uniquely positioned to facilitate access and demonstrate the continuing relevance of Librarians as information specialists.

One of the strengths—and commitments—of the KnowItNow24x7 service is to provide direct service between librarian and citizen online anytime. NEO-RLS believes that this is a commitment to which any institution that manages KnowItNow24x7 must remain firm.

1. **On Demand Service.** As an ever increasing number patrons choose to conduct their library transactions online, KnowItNow24x7 is perfectly positioned to provide busy Ohioans access to high quality information whenever it fits into their schedule.
2. **AfterDark Virtual Reference Service staffed entirely by Ohio librarians.** Those who hear about the AfterDark service are impressed that AfterDark is staffed by Ohio librarians. AfterDark librarians are frequently asked “where” they are, and patrons have stated that they are pleasantly surprised that we are from Ohio, and possibly may even be their own local librarian. AfterDark’s Ohio-based service also fosters buy-in among the daytime librarians. Many of them know one or more of the AfterDark librarians, and consider them a vital part of the KnowItNow24x7 team.
3. **Direct control of customer service.** The AfterDark Librarians are continuously monitored and evaluated by the Project Coordinator. The Project Coordinator works closely with KnowItNow24x7 management to ensure the highest level of customer service.

Therefore, NEO-RLS submits this proposal to provide a vital component to the KnowItNow24x7 service from July 1, 2012 through June 30, 2013. This service includes ALA accredited MLS Librarian coverage, online chat, instant messaging, text messaging, email and other text based reference coverage.

**Expenses: \$271,320****After Hours Reference Staff: \$187,420**

Live reference service coverage at the rate of \$20.00/hr based on the schedule outlined by the KnowItNow24x7 Coordinator.

**After Hours Supervision: \$69,900**

- 18 hours a day/7 day a week management of the AfterDark service and the librarians, including evaluation, scheduling, supervising, communications, support and troubleshooting, training, collecting statistics, maintaining the Extranet website, and payroll.
- Communicating with the KnowItNow24x7 Coordinator to troubleshoot, and ensure high quality Virtual Reference and customer service.
- Providing Virtual Reference service during AfterDark shifts, as needed.
- Maintenance of the KnowItNow24x7 Wiki knowledge database.

**Material & Equipment Program Expenses: \$ 4,825**

Home Internet, Cellular Phones, Postage, Paper, Training, Contracts and Misc. Printing, Misc. Office Supplies, Hardware, Software and Equipment.

**Administrative costs: \$ 9,175**

3.5% to cover staff support from NEO-RLS Fiscal Officer, Administrative Assistants, and Technology Department. Also includes rent and cleaning for one office, electric, heat, water, phone service including long distance, use of NEO office equipment (printers, photocopier, fax, projector, computer cables), use of video equipment and sound studio, use of staff room and facilities, access to professional literature, use of meeting room and conference rooms.




**AIA** Document G701™ – 2001

### Change Order

<b>PROJECT</b> (Name and address): CPL Main Branch Consolidation	<b>CHANGE ORDER NUMBER:</b> 004 <b>DATE:</b> 5 June 2012	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Sterling Professional Group 5531 Turney Road Garfield Heights, Ohio 44125	<b>ARCHITECT'S PROJECT NUMBER:</b> 11001 <b>CONTRACT DATE:</b> 8 December 2011 <b>CONTRACT FOR:</b> General Construction, Furniture, Electrical, Mechanical, Plumbing	<b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>

**THE CONTRACT IS CHANGED AS FOLLOWS:**


(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
Provide cutting and patching for penetrations per Proposal Request 009 dated May 30, 2012, copy attached. Contractor proposal dated June 1, 2012 is attached.

The original Contract Sum was	\$ 679,000.00
The net change by previously authorized Change Orders	\$ 5,193.00
The Contract Sum prior to this Change Order was	\$ 684,193.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 886.00
The new Contract Sum including this Change Order will be	\$ 685,079.00

The Contract Time will be increased by Thirty Nine (39) days.  
The date of Substantial Completion as of the date of this Change Order therefore is 8 June 2012.

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

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

<u>Bostwick Design Partnership</u> <b>ARCHITECT</b> (Firm name)	<u>Sterling Professional Group</u> <b>CONTRACTOR</b> (Firm name)	<u>Cleveland Public Library</u> <b>OWNER</b> (Firm name)
<u>2729 Prospect Avenue</u> <u>Cleveland, Ohio 44115</u> <b>ADDRESS</b>	<u>5531 Turney Road</u> <u>Garfield Heights, Ohio 44125</u> <b>ADDRESS</b>	<u>325 Superior Avenue</u> <u>Cleveland, Ohio 44114</u> <b>ADDRESS</b>
 <b>BY</b> (Signature)	<b>BY</b> (Signature)	<b>BY</b> (Signature)
<u>Richard L. Ortmeyer</u> (Typed name)	<u>William J. Snodgrass</u> (Typed name)	<u>Myron Scruggs</u> (Typed name)
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>

# *SPG* - PROPOSAL REQUEST #008 & 009

**PR # 008 – PROVIDE COSTS ASSOCIATED WITH DRAWING A2.00  
LOWER LEVEL REFLECTED CEILING PLAN DATED MAY 23, 2012 AND  
PR #009 – PROVIDE COSTS ACCOSIATED WITH DRAWING A2.00  
LOWER LEVEL REFLECTED CEILING DATED MAY 30, 2012**

**PROJECT:** Cleveland Public Library –  
Main Library Consolidation Project  
Phase I Tech Central

**SUBMIT TO:** Bostwick Design Partnership  
2729 Prospect Avenue  
Cleveland, OH 44115  
Telephone: (216) 621-7900

**CONTRACTOR:** Sterling Professional Group  
5531 Turney Road  
Garfield Heights, Ohio 44125  
Telephone: (216) 475-7670 Fax: (216) 475-7675

**Please see the attached cost break down for Proposal requests 008 & 009.**

**Contact us with any questions.**

**Thank you,**

*Carolyn Mysza*



BOSTWICK DESIGN PARTNERSHIP			06/01/12
CPL - MAIN LIBRARY CONSOLIDATION PROJECT; PHASE 1 TECH CENTRAL			
PROPOSAL REQUEST 009			
1) a CUT THEN PATCH PENETRATIONS FOR US COMM			
1500	GENERAL CONDITIONS		
	LIFT		
	1 WEEK RENTAL @ \$450/WKLY		\$450
24119	DEMO, CLEAN UP & MISC WORK		
	2 MEN 1 HR @ \$50/HR		\$100
92900	GYP SUM		
	FRAME HANG TAPE FINISH OPENING		
	2 MEN 2 HRS @ \$58/HR		\$232
		SBTTL	\$782
		10 % OH/P	\$78
		STTL	\$860
		BOND	\$26
		<b>TOTAL</b>	<b>\$886</b>

## **PROPOSAL REQUEST 009**

---

DATE:	May 30, 2012	CLIENT NAME:	Cleveland Public Library
TO:	Sterling Professional Group US Communication	PROJECT NAME:	Main Library Consolidation Project; Phase 1 Tech Central
ISSUED BY:	Bryan Wahl	BDP PROJECT NUMBER:	11001
RETURN BY:	May 30, 2012	CLIENT'S NUMBER:	

---

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

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

### **DESCRIPTION:**

1. Provide costs associated with attached drawing A2.00 Lower Level Reflected Ceiling Plan, which includes the following.
  - a. Sterling: Cutting and then patching penetrations as required for US Communication to provide data cables to people counter as located on the attached.
  - b. US Communication: Provide data cable to people counter.
  - c. General: Work to be complete by June 8th 2012.

### **ATTACHMENTS:**

A2.00 Lower Level Reflected Ceiling Plan

**END OF PROPOSAL REQUEST**


**AIA® Document G701™ – 2001**

### Change Order

<b>PROJECT</b> <i>(Name and address):</i> CPL Main Branch Consolidation	<b>CHANGE ORDER NUMBER:</b> 002 <b>DATE:</b> 5 June 2012	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> US Communications and Electric Inc. 4933 NEO Parkway Garfield Heights, Ohio 44128	<b>ARCHITECT'S PROJECT NUMBER:</b> 11001 <b>CONTRACT DATE:</b> 19 December 2011 <b>CONTRACT FOR:</b> Technology	<b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*  
Provide 1 additional network data cable drop for the people counter per Proposal Request 009, copy attached. Contractor proposal dated June 4, 2012 is attached.


The original Contract Sum was	\$ 55,883.00
The net change by previously authorized Change Orders	\$ 745.00
The Contract Sum prior to this Change Order was	\$ 56,628.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 822.00
The new Contract Sum including this Change Order will be	\$ 57,450.00

The Contract Time will be increased by Thirty Nine (39) days.

The date of Substantial Completion as of the date of this Change Order therefore is June 8, 2012

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

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

<u>Bostwick Design Partnership</u> <b>ARCHITECT</b> <i>(Firm name)</i>	<u>US Communications and Electric Inc.</u> <b>CONTRACTOR</b> <i>(Firm name)</i>	<u>Cleveland Public Library</u> <b>OWNER</b> <i>(Firm name)</i>
<u>2729 Prospect Avenue</u> <u>Cleveland, Ohio 44115</u> <b>ADDRESS</b>	<u>4933 NEO Parkway</u> <u>Garfield Heights, Ohio 44128</u> <b>ADDRESS</b>	<u>325 Superior Avenue</u> <u>Cleveland, Ohio 44114</u> <b>ADDRESS</b>
 <b>BY</b> <i>(Signature)</i>	<b>BY</b> <i>(Signature)</i>	<b>BY</b> <i>(Signature)</i>
<u>Richard L. Ortmeier</u> <i>(Typed name)</i>	<u>Patricia Connole</u> <i>(Typed name)</i>	<u>Myron Scruggs</u> <i>(Typed name)</i>
<u>DATE</u>	<u>DATE</u>	<u>DATE</u>





June 4, 2012

US Communications and Electric, Inc.

Cleveland Public Library  
 326 Superior Ave.  
 Cleveland, OH 44114  
 Attention: Myron Scruggs

Subject: Additional Network Drop for People Counter

Dear Mr. Scruggs

US Communications and Electric, Inc is pleased to provide you with the following quote for work being performed at Cleveland Public Library, Tech Central Phase 1

**Scope of Work**

1. Add 1 additional network cable drop for the people counter. Removal of drywall will be needed to install the cable. All drywall patching will be by others. All work will be performed on 1<sup>st</sup> shift during normal business hours.

Total Cost: \$822.00

Regards;

Matt Musbach  
 Project Manager  
 US Communications and Electric, Inc.  
 Garfield Heights, Ohio 44128  
 e-mail [mmusbach@uscande.com](mailto:mmusbach@uscande.com)

**This quote Expires in 45 Days. No retainage on quotes under \$10,000.00. Retainage on quotes over \$10,000.00 will not be more than the specified amount in the Original Bid Documents. US Communications can't accept a credit card as payment or partial payment for quotes over \$999.00 Invoices to be sent upon Completion with a Net of 45 Days. If a Project extends beyond a Calendar month, an Invoice will be sent monthly for the labor and material expended during that month with a Net 30 Days except for AIA Projects where the Net will be within seven days of being paid. All labor and material is warranted for a period of one year from date of completion unless a Manufacturer's Warranty is issued for a longer specified period of time. US Communications will not be able to accept a new Purchase Order if the existing account isn't current. If Tax exempt, please provide Tax Exempt Certificate or Contractor's Exemption Certificate with Purchase Order.**

**PROPOSAL REQUEST 009**

---

DATE:	May 30, 2012	CLIENT NAME:	Cleveland Public Library
TO:	Sterling Professional Group US Communication	PROJECT NAME:	Main Library Consolidation Project; Phase 1 Tech Central
ISSUED BY:	Bryan Wahl	BDP PROJECT NUMBER:	11001
RETURN BY:	May 30, 2012	CLIENT'S NUMBER:	

---

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

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

**DESCRIPTION:**

1. Provide costs associated with attached drawing A2.00 Lower Level Reflected Ceiling Plan, which includes the following.
  - a. Sterling: Cutting and then patching penetrations as required for US Communication to provide data cables to people counter as located on the attached.
  - b. US Communication: Provide data cable to people counter.
  - c. General: Work to be complete by June 8th 2012.

**ATTACHMENTS:**

A2.00 Lower Level Reflected Ceiling Plan

**END OF PROPOSAL REQUEST**



Gressco, Ltd.  
 P.O. Box 339  
 Waunakee, WI 53597-0339  
 Toll Free: 1-800-345-3480  
 Phone: 608-849-6300  
 Fax: 608-849-6304  
 Email: Katie@Gresscoltd.com

## Quotation

QT000512

Customer CLE004

PR#INFO [GRE\_CNF], [], {QT000512}, [], [], []

**Bill To:**

CLEVELAND PUBLIC LIBRARY  
 ACCOUNTS PAYABLE  
 17001 LAKESHORE BLVD  
 CLEVELAND, OH 44110

216-623-6950

**Ship To:**

CLEVELAND PUBLIC LIBRARY  
 RECEIVING  
 17001 LAKESHORE BLVD  
 CLEVELAND, OH 44110

<b>Quote Date</b> 05/23/2012	<b>Ship Via</b> ABF	<b>F.O.B.</b> WAUNAKEE, WI	<b>Exp Ship Date</b> 2-4 WEEKS	<b>Terms</b> NET30
---------------------------------	------------------------	-------------------------------	-----------------------------------	-----------------------

\* Quotation \*

Qty.	Item Number	Description	Unit Price	Extended Price
10,000	89021	KWIK CASE DVD II	4.17	41,700.00
<b>Comments:</b>			<b>Discount</b>	<b>(3,000.00)</b>
** This Quote expires 30 days from Quote Date above **			<b>Subtotal</b>	<b>38,700.00</b>
SHIPPING ESTIMATE INCLUDES INSIDE DELIVERY. SPECIAL ONE TIME DISCOUNT EXPIRES JUNE 29TH 2012.			<b>Shipping</b>	<b>1,300.00</b>
			<b>Tax</b>	<b>0.00</b>
			<b>Total Quote</b>	<b>40,000.00</b>



**ohioNET**

1500 WEST LANE AVE  
 COLUMBUS, OH 43221-3975  
 Phone: (614) 486-2966

FIN: 31-0927345

**ORDER**

From Quote No CLE120524 - RPRQST  
 Date 5/24/2012  
 Order Type ORDER  
 Customer ID CLE

Library Name: Cleveland Public Library  
 Attn: Bob Carterette  
 Address: 325 Superior Ave.  
 City, State, Zip: Cleveland, Ohio 44114

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
Serials Solutions 360 Search for Cleveland Public Library 2/1/12 to 1/31/13	1.00		\$33,207.00	\$33,207.00

Approved By

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Cleveland Public Library -Main</b>
Addison Branch
Broadway Branch
Brooklyn Branch
Carnegie West Branch
Collinwood Branch
East 131st Street Branch
Eastman Branch
Fleet Branch
Fulton Branch
Garden Valley Branch
Glenville Branch
Harvard-Lee Branch
Hough Branch
Jefferson Branch
Langston Hughes Branch
Lorain Branch
Martin L. King, Jr. Branch
Memorial-Nottingham Branch
Mt. Pleasant Branch
Rice Branch
Rockport Branch
South Branch
South Brooklyn Branch
Sterling Branch
Union Branch
Walz Branch
West Park Branch
Woodland Branch

Order includes all of these locations.

REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD MAY 1 – MAY 31, 2012

*Carolyn Krenick*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES



**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending May 31, 2012**

	<b>General Fund</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	<b>Permanent</b>	<b>Agency</b>	<b>Total</b>
41 Taxes	15,233,537.39	0.00	0.00	0.00	\$ 0.00	15,233,537.39
42 Intergovernmental	10,349,378.94	1,009,063.84	0.00	0.00	\$ 0.00	11,358,442.78
43 Fines & Fees	171,911.63	0.00	0.00	0.00	\$ 0.00	171,911.63
44 Investment Earnings	99,773.86	3,502.17	0.00	5,034.32	\$ 0.00	108,310.35
45 Charges for Services	1,032,007.68	0.00	0.00	0.00	\$ 0.00	1,032,007.68
46 Contributions & Donations	518,314.16	316,962.45	30,700.00	0.00	\$ 0.00	865,976.61
48 Miscellaneous Revenue	155,644.91	5,795.00	0.00	0.00	\$ 0.00	161,439.91
<b>Total Revenues</b>	<b>\$ 27,560,568.57</b>	<b>\$ 1,335,323.46</b>	<b>\$ 30,700.00</b>	<b>\$ 5,034.32</b>	<b>\$ 0.00</b>	<b>\$ 28,931,626.35</b>
51 Salaries/Benefits	14,444,989.31	536,228.50	0.00	0.00	\$ 0.00	14,981,217.81
52 Supplies	391,701.87	8,232.98	0.00	1,813.00	\$ 0.00	401,747.85
53 Purchased/Contracted Services	4,007,602.43	522,346.99	0.00	13,336.25	\$ 0.00	4,543,285.67
54 Library Materials	3,654,928.74	83,531.55	0.00	13,347.91	\$ 0.00	3,751,808.20
55 Capital Outlay	109,096.89	18,796.00	1,388,178.37	0.00	\$ 0.00	1,516,071.26
57 Miscellaneous Expenses	56,781.39	22,545.59	0.00	0.00	\$ 869.84	80,196.82
<b>Total Expenditures</b>	<b>\$ 22,665,100.63</b>	<b>\$ 1,191,681.61</b>	<b>\$ 1,388,178.37</b>	<b>\$ 28,497.16</b>	<b>\$ 869.84</b>	<b>\$ 25,274,327.61</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 4,895,467.94</b>	<b>\$ 143,641.85</b>	<b>\$(1,357,478.37)</b>	<b>\$(23,462.84)</b>	<b>\$(869.84)</b>	<b>\$ 3,657,298.74</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	35,000.00	(35,000.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	(10,000,000.00)	0.00	10,000,000.00	0.00	\$ 732.39	732.39
<b>Total Other Sources / Uses</b>	<b>\$(9,965,000.00)</b>	<b>\$(35,000.00)</b>	<b>\$ 10,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 732.39</b>	<b>\$ 732.39</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$(5,069,532.06)</b>	<b>\$ 108,641.85</b>	<b>\$ 8,642,521.63</b>	<b>\$(23,462.84)</b>	<b>\$(137.45)</b>	<b>\$ 3,658,031.13</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 35,166,664.70</b>	<b>\$ 11,718,581.30</b>	<b>\$ 9,794,080.29</b>	<b>\$ 2,673,907.22</b>	<b>\$ 8,431.04</b>	<b>\$ 59,361,664.55</b>
<b>Current Cash Balance</b>	<b>\$ 30,096,912.64</b>	<b>\$ 11,827,223.15</b>	<b>\$ 18,436,601.92</b>	<b>\$ 2,650,444.38</b>	<b>\$ 8,293.59</b>	<b>\$ 63,019,475.68</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the period Ending May 31, 2012**

	<b>Certified Revenue (1)</b>	<b>Income To Date</b>	<b>Balance</b>	<b>Percent To Date</b>	<b>Percent Prior Year</b>
PLF State Income Tax	19,837,771	8,838,861	10,998,910	45%	43%
General Property Tax	25,407,318	15,233,537	10,173,781	60%	57%
Rollback, Homestead, CAT	5,000,000	1,510,518	3,489,482	30%	35%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	62%
Fines & Fees	300,000	171,912	128,088	57%	60%
Investment Earnings	425,000	99,774	325,226	23%	29%
Services to Others-Clevnet	2,493,252	1,032,008	1,461,244	41%	41%
Contributions	0	518,314	(518,314)	100%	0%
Miscellaneous	706,577	155,645	550,932	22%	5%
Return of Advances Out	0	50,000	(50,000)	100%	0%
<b>Total</b>	<b>\$ 54,169,919</b>	<b>\$ 27,610,569</b>	<b>\$ 26,559,350</b>	<b>51%</b>	<b>41%</b>

	<b>Appropriation(2)</b>	<b>Expended/ Encumbered</b>	<b>Balance</b>	<b>Percent To Date (3)</b>	<b>Percent Prior Year</b>
Salaries/Benefits	35,445,913	14,484,872	20,961,041	41%	40%
Supplies	1,093,672	581,504	512,168	53%	54%
Purchased Services	11,260,724	7,595,215	3,665,508	67%	79%
Library Materials	12,266,927	6,321,222	5,945,705	52%	49%
Capital Outlay	329,827	170,945	158,882	52%	49%
Other	87,264	77,178	10,086	88%	73%
<b>Sub Total</b>	<b>\$ 60,484,328</b>	<b>\$ 29,230,937</b>	<b>\$ 31,253,391</b>	<b>48%</b>	<b>50%</b>
Advances Out	0	15,000	(15,000)	100%	0%
Transfers Out	10,000,000	10,000,000	0	100%	0%
<b>Total</b>	<b>\$ 70,484,328</b>	<b>\$ 39,245,937</b>	<b>\$ 31,253,391</b>	<b>56%</b>	<b>50%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated February 8, 2012.

Note (2): Amended Appropriation of \$64,169,919 plus carried forward encumbrance of \$6,314,409.

Note (3): Subtotal includes 37% expended and 11% encumbered.

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	11,296,187.81	11,730,114.67	4,527,217.60	0.00	7,202,897.07
51120 Clerical Salaries	9,638,564.73	10,013,784.91	3,831,994.58	0.00	6,181,790.33
51130 Non-Clerical Salaries	354,550.82	403,880.99	536,082.32	0.00	(132,201.33)
51140 Buildings Salaries	3,708,667.56	3,858,989.63	1,430,652.24	0.00	2,428,337.39
51150 Other Salaries	1,130,370.78	1,177,772.47	407,191.11	0.00	770,581.36
51180 Severance Pay	0.00	366,811.61	400,284.88	0.00	(33,473.27)
51190 Non-Base Pay	0.00	4,478.72	86,536.46	0.00	(82,057.74)
51400 OPERS	3,692,829.90	3,841,959.70	1,522,404.78	0.00	2,319,554.92
51610 Health Insurance	3,302,962.48	3,449,403.47	1,358,818.97	0.00	2,090,584.50
51620 Life Insurance	11,842.56	12,834.24	4,736.76	0.00	8,097.48
51630 Workers Compensation	0.00	200,000.00	180,108.76	0.00	19,891.24
51640 Unemployment Compensation	31,836.51	49,026.85	24,389.96	24,636.89	0.00
51650 Medicare - ER	316,339.64	330,459.46	132,134.38	0.00	198,325.08
51900 Other Benefits	0.00	6,396.49	2,436.51	15,245.98	(11,286.00)
<b>Salaries/Benefits</b>	<b>\$33,484,152.79</b>	<b>\$ 35,445,913.21</b>	<b>\$ 14,444,989.31</b>	<b>\$ 39,882.87</b>	<b>\$ 20,961,041.03</b>
52110 Office Supplies	48,324.90	50,175.48	17,384.50	504.31	32,286.67
52120 Stationery	73,700.00	109,116.10	49,486.55	11,514.83	48,114.72
52130 Duplication Supplies	56,300.00	56,525.95	28,043.10	859.53	27,623.32
52140 Hand Tools	100.00	641.27	313.16	220.66	107.45
52150 Book Repair Supplies	82,800.00	90,377.39	21,448.02	3,246.40	65,682.97
52210 Janitorial Supplies	87,800.00	89,940.02	40,093.83	8,343.72	41,502.47
52220 Electrical Supplies	57,500.00	58,658.85	28,714.65	10,075.64	19,868.56
52230 Maintenance Supplies	147,400.00	160,245.21	54,234.68	62,317.72	43,692.81
52240 Uniforms	9,400.00	10,201.58	1,921.50	475.28	7,804.80



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52300	81,600.00	94,327.79	36,157.47	50,588.19	7,582.13
52900	371,949.32	373,462.69	113,904.41	41,655.82	217,902.46
<b>Supplies</b>	<b>\$1,016,874.22</b>	<b>\$ 1,093,672.33</b>	<b>\$ 391,701.87</b>	<b>\$ 189,802.10</b>	<b>\$ 512,168.36</b>
53100	100,000.00	108,564.00	16,918.04	43,221.31	48,424.65
53210	500,687.68	607,509.81	243,212.73	367,153.89	(2,856.81)
53230	123,800.00	149,591.35	42,815.07	77,471.73	29,304.55
53240	193,500.00	218,450.50	50,918.19	68,536.27	98,996.04
53310	190,000.00	195,603.50	26,894.37	6,857.00	161,852.13
53320	41,000.00	42,540.25	7,745.78	12,398.15	22,396.32
53340	174,600.00	194,453.25	65,985.09	50,524.00	77,944.16
53350	219,272.06	297,654.31	76,186.87	81,159.03	140,308.41
53360	947,126.00	948,643.36	668,580.86	15,769.06	264,293.44
53370	42,000.00	44,049.10	12,623.77	5,899.50	25,525.83
53380	995,688.00	1,041,534.21	425,850.31	31,447.67	584,236.23
53390	27,000.00	29,931.50	21,238.75	5,360.00	3,332.75
53400	440,900.00	440,900.00	2,598.00	0.00	438,302.00
53510	80,900.00	99,276.18	48,947.49	49,687.82	640.87
53520	93,017.14	136,262.11	71,714.80	53,964.94	10,582.37
53610	2,008,900.02	2,226,167.54	744,987.46	1,320,720.62	160,459.46
53620	257,500.00	318,474.41	107,897.96	158,663.33	51,913.12
53630	883,500.10	924,801.02	228,007.74	696,793.28	0.00
53640	87,295.03	141,122.82	56,249.58	83,094.55	1,778.69
53710	1,569,212.41	1,875,497.09	423,143.24	351,199.25	1,101,154.60
53720	732,000.00	793,092.97	566,921.04	43,759.48	182,412.45

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53800 Library Material Control	279,500.00	416,340.61	91,933.04	60,507.80	263,899.77
53900 Other Purchased Services	0.00	10,263.75	6,232.25	3,424.25	607.25
<b>Purchased/Contracted Services</b>	<b>\$9,987,398.44</b>	<b>\$ 11,260,723.64</b>	<b>\$ 4,007,602.43</b>	<b>\$ 3,587,612.93</b>	<b>\$ 3,665,508.28</b>
54110 Books	2,906,000.00	3,741,672.54	1,293,327.29	617,520.83	1,830,824.42
54120 Continuations	514,000.00	967,682.73	260,721.19	431,212.10	275,749.44
54210 Periodicals	1,105,000.00	1,834,712.58	591,834.56	212,084.13	1,030,793.89
54220 Microforms	205,000.00	225,950.65	2,939.61	21,746.00	201,265.04
54310 Video Media	1,459,999.99	1,522,637.31	556,679.15	315,223.48	650,734.68
54320 Audio Media - Spoken	208,000.00	240,157.63	76,128.52	58,504.75	105,524.36
54325 Audio Media - Music	566,000.01	663,685.36	228,519.32	139,378.39	295,787.65
54350 Computer Media	225,500.00	50,418.51	1,873.45	14,237.06	34,308.00
54500 Database Services	950,766.85	1,425,001.60	518,592.20	357,548.12	548,861.28
54530 eMedia	1,052,000.00	1,247,000.00	54,542.16	382,563.39	809,894.45
54600 Interlibrary Loan	0.00	6,859.33	1,641.15	4,818.85	399.33
54710 Bookbinding	29,000.00	56,490.76	5,563.46	21,927.30	29,000.00
54720 Preservation Services	60,000.00	134,962.23	38,754.12	48,965.31	47,242.80
54730 Preservation Boxing	8,000.00	9,940.85	8,169.22	1,626.24	145.39
54790 Preservation Reformatting	100,000.00	139,755.10	15,643.34	38,937.65	85,174.11
<b>Library Materials</b>	<b>\$9,389,266.85</b>	<b>\$ 12,266,927.18</b>	<b>\$ 3,654,928.74</b>	<b>\$ 2,666,293.60</b>	<b>\$ 5,945,704.84</b>
55510 Furniture	129,000.00	139,287.88	14,001.00	55,482.94	69,803.94
55520 Equipment	91,266.25	125,839.32	51,539.73	5,984.75	68,314.84
55530 Computer Hardware/Software	0.00	43,809.14	43,556.16	380.00	(127.02)
55700 Motor Vehicles	0.00	20,890.50	0.00	0.00	20,890.50
<b>Capital Outlay</b>	<b>\$220,266.25</b>	<b>\$ 329,826.84</b>	<b>\$ 109,096.89</b>	<b>\$ 61,847.69</b>	<b>\$ 158,882.26</b>

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	54,460.00	54,460.00	37,489.00	9,100.00	7,871.00
57200 Taxes	500.00	859.06	138.44	300.00	420.62
57500 Refunds/Reimbursements	17,000.00	31,945.31	19,153.95	10,996.79	1,794.57
<b>Miscellaneous Expenses</b>	<b>\$71,960.00</b>	<b>\$ 87,264.37</b>	<b>\$ 56,781.39</b>	<b>\$ 20,396.79</b>	<b>\$ 10,086.19</b>
59810 Advances Out	0.00	0.00	15,000.00	0.00	(15,000.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 15,000.00</b>	<b>\$ 0.00</b>	<b>\$(15,000.00)</b>
59900 Transfers Out	0.00	10,000,000.00	10,000,000.00	0.00	0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 10,000,000.00</b>	<b>\$ 10,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$54,169,918.55</b>	<b>\$ 70,484,327.57</b>	<b>\$ 32,680,100.63</b>	<b>\$ 6,565,835.98</b>	<b>\$ 31,238,390.96</b>



Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending May 31, 2012

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	35,166,664.70	27,610,568.57	32,680,100.63	6,565,835.98	23,531,296.66
<b>Total General Fund</b>	<b>\$ 35,166,664.70</b>	<b>\$ 27,610,568.57</b>	<b>\$ 32,680,100.63</b>	<b>\$ 6,565,835.98</b>	<b>\$ 23,531,296.66</b>
201 Anderson	201,289.06	0.00	0.00	0.00	201,289.06
202 Endowment for the Blind	1,611,009.14	0.00	14,500.00	0.00	1,596,509.14
203 Founders	4,495,884.53	0.00	10,716.67	48,979.00	4,436,188.86
204 Kaiser	42,737.60	0.00	0.00	0.00	42,737.60
205 Kralley	147,618.65	0.00	0.00	0.00	147,618.65
206 Library	165,217.27	6,566.98	500.00	0.00	171,284.25
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wickwire	1,052,526.56	3,502.17	1,294.55	11,510.72	1,043,223.46
209 Wittke	63,041.28	0.00	0.00	0.00	63,041.28
210 Young	2,915,857.05	11,158.72	0.00	0.00	2,927,015.77
225 Friends	5,690.49	15,000.00	4,829.60	920.24	14,940.65
226 Judd	7,784.12	47,654.25	56,461.92	35,925.74	(36,949.29)
228 Lockwood Thompson Memorial	400,544.73	75,147.50	93,547.32	267,396.34	114,748.57
229 Ohio Center for the Book	58.00	900.00	958.00	0.00	0.00
230 Schweinfurth	45,609.07	13,535.00	8,215.00	5,810.00	45,119.07
242 Cleveland NCA Kiosk	9,673.78	0.00	0.00	0.00	9,673.78
243 Gates Foundation	57,867.98	0.00	0.00	0.00	57,867.98
244 Harvard CS Kiosk Project	7,333.38	0.00	0.00	0.00	7,333.38
251 OLBPD-Library for the Blind	10,108.00	628,415.00	559,625.56	15,280.29	63,617.15
252 LSTA-Know It Now	266,747.87	219,590.39	244,656.34	80,221.35	161,460.57
254 MyCom	72,377.13	166,853.45	239,230.58	0.00	0.00
255 PNC-Grow Up Great	46,784.75	0.00	7,146.07	4,907.52	34,731.16
256 Learning Centers	0.00	162,000.00	0.00	0.00	162,000.00
<b>Total Special Revenue Funds</b>	<b>\$ 11,718,581.30</b>	<b>\$ 1,350,323.46</b>	<b>\$ 1,241,681.61</b>	<b>\$ 470,951.20</b>	<b>\$ 11,356,271.95</b>
401 Building & Repair	9,794,080.29	10,030,700.00	1,388,178.37	1,477,631.81	16,958,970.11

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending May 31, 2012**

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
<b>Total Capital Project Funds</b>	<b>\$ 9,794,080.29</b>	<b>\$ 10,030,700.00</b>	<b>\$ 1,388,178.37</b>	<b>\$ 1,477,631.81</b>	<b>\$ 16,958,970.11</b>
501 Abel	170,820.28	0.00	0.00	0.00	170,820.28
502 Ambler	1,637.27	0.00	0.00	0.00	1,637.27
503 Beard	111,925.14	791.83	1,813.00	0.00	110,903.97
504 Klein	3,879.68	0.00	0.00	0.00	3,879.68
505 Malon/Schroeder	217,903.54	0.00	0.00	0.00	217,903.54
506 McDonald	133,815.54	0.00	0.00	0.00	133,815.54
507 Ratner	65,522.18	0.00	0.00	0.00	65,522.18
508 Root	28,221.12	0.00	0.00	0.00	28,221.12
509 Sugarman	173,406.28	(36.78)	13,336.25	524.00	159,509.25
510 Thompson	120,259.47	0.00	0.00	0.00	120,259.47
511 Weidenthal	4,822.62	0.00	0.00	0.00	4,822.62
512 White	1,641,694.10	4,279.27	13,347.91	1,151.15	1,631,474.31
<b>Total Permanent Funds</b>	<b>\$ 2,673,907.22</b>	<b>\$ 5,034.32</b>	<b>\$ 28,497.16</b>	<b>\$ 1,675.15</b>	<b>\$ 2,648,769.23</b>
901 Unclaimed Funds	8,431.04	732.39	869.84	0.00	8,293.59
<b>Others</b>	<b>\$ 8,431.04</b>	<b>\$ 732.39</b>	<b>\$ 869.84</b>	<b>\$ 0.00</b>	<b>\$ 8,293.59</b>
<b>Total All Funds</b>	<b>\$ 59,361,664.55</b>	<b>\$ 38,997,358.74</b>	<b>\$ 35,339,327.61</b>	<b>\$ 8,516,094.14</b>	<b>\$ 54,503,601.54</b>



Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending May 31, 2012

<b>Balance of All Funds</b>	<b><u><u>\$ 63,019,475.68</u></u></b>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	2,109,084.22
KeyBank-MC/VISA	19,223.91
Fifth Third - Checking	810,542.61
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	206.61
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b><u><u>\$ 2,951,951.59</u></u></b>
PNC - Money Market	10,018.99
PNC - Investments	34,197,643.62
PNC/Allegiant Money Market	212,270.48
KeyBank - Victory Fund	0.00
STAR OHIO Investment	12,674,055.38
<b>Investments</b>	<b><u><u>\$ 47,093,988.47</u></u></b>
PNC Endowment Acct	12,973,535.62
<b>Endowment Account</b>	<b><u><u>\$ 12,973,535.62</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 63,019,475.68</u></u></b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – May 2012

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 and Agency issues as managed by United American Capital Corporation, STAR Ohio, and a federal money market fund.

Following is a description of interim deposit earnings for the period May 1, 2012 through May 31, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
05/01/12 - 05/31/12	31	Various	STAR Ohio	Various	822.15	Investment Pool
05/01/12 - 05/31/12	31	Various	PNC	Various	4.83	Sweep Money Market
05/01/12 - 05/31/12	31	Various	PNC	Various	0.85	Money Market
11/18/11 - 05/18/12	183	2,000,000	Federal Farm Credit Bank	0.500%	5,000.00	Federal Agency
11/23/11 - 05/21/12	181	750,000	Federal National Mortgage Assn.	0.750%	2,781.25	Federal Agency
				Earned Interest May 2012	\$ 8,609.08	
				Earned Interest Year To Date	\$ 99,773.86	

## CLEVELAND PUBLIC LIBRARY

REPORT C

**Board Meeting  
June 19, 2012**

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 2012**

**In accordance with Board Policy adopted by resolution on November 29, 1972,  
a description of Conference and Travel Expenditures is submitted.**

<b>ITEM</b>	<b>DATE</b>	<b>TRUSTEE/STAFF MEMBER</b>	<b>AMOUNT</b>
Alliance for Response Spring Meeting Wooster, Ohio	5/1/12	Elizabeth Bardossy	61.16
Ohio Library Council Legislative Day Columbus, Ohio	4/18/12	Madeline Corchado	40.00
Ohio Library Council Legislative Day Columbus, Ohio	4/18/12	Thomas Corrigan	20.00
Ohio Library Council Trustee Dinner Independence, Ohio	4/25/12	Thomas Corrigan	35.00
PNC Grow Up Grant Travel Mileage for May Cleveland, Ohio	4/23/12 - 5/17/12	Andrea Csia	18.98
Ohioana Library Association Ohioana Book Festival Columbus, Ohio	5/12/12	Amy Dawson	151.76
Cleveland State University ARCGIS Workshop Cleveland, Ohio	5/16/12 - 5/18/12	Anastasia Diamond-Ortiz	590.00
Ohio Library Council Ballot Issues Workshop Columbus, Ohio	5/1/12	Joyce Dodrill	50.00
Ohio Library Council Legislative Day Columbus, Ohio	4/18/12	Timothy Goergen	40.00
Ohio Library Council Legislative Day Columbus, Ohio	4/18/12	Angela Guinther	40.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Information Today Computers in Libraries 2012 Washington, D.C.	3/21/12 - 3/23/12	Olivia Hoge	483.74
Northern Ohio Technical Services Librarians Spring 2012 Meeting Parma, Ohio	4/27/12	Regina Houseman	40.00
Cleveland Society of Human Resorce Management Global Cleveland Workshop Cleveland, Ohio	4/18/12	Dawntae Jackson	25.00
Northern Ohio Technical Services Librarians Spring 2012 Meeting Parma, Ohio	4/27/12	Andrea Johnson	40.00
Ohio Library Council Ballot Issues Workshop Columbus, Ohio	5/1/12	Carlos Latimer	50.00
Ohio Library Council Legislative Day Columbus, Ohio	4/18/12	Carlos Latimer	40.00
Cleveland State University ARCGIS Workshop Cleveland, Ohio	5/16/12 - 5/18/12	Brian Leszcz	590.00
Ohio Library Council Legislative Day Columbus, Ohio	4/18/12	Paula Logan-Reid	40.00
Ohio Library Council Legislative Day Columbus, Ohio	4/18/12	Cynthia Lombardo	40.00
Ohio Library Council Legislative Day Columbus, Ohio	4/18/12	Sheba Marcus-Bey	40.00
Ohio Library Council Legislative Day Columbus, Ohio	4/18/12	Michelle Makkos	40.00
Jackson Lewis, LLP 2012 Employment Law Conference Independence, Ohio	5/2/2012	Lawrence Novotny	35.00
Online Computer Library Center Annual Conference Dublin, Ohio	5/3/12 - 5/4/12	Ann Olszewski	328.42

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Trustee Dinner Independence, Ohio	4/25/12	Anthony Parker	35.00
Northern Ohio Technical Services Librarians Spring 2012 Meeting Parma, Ohio	4/27/12	Larisa Povitsky	56.89
State Library of Ohio Consumer Advisory Meeting Columbus, Ohio	5/3/2012	Will Reed	135.42
Ohio Library Council Trustee Dinner Independence, Ohio	4/25/12	Alan Seifullah	35.00
Ohio Library Council Trustee Dinner Independence, Ohio	4/25/12	Felton Thomas	35.00
Ohio Library Council Legislative Day Columbus, Ohio	4/18/12	Felton Thomas	40.00
Ohio Library Council North Chapter Conference Independence, Ohio	4/26/2012	Helena Travka	80.00
<b>TOTAL</b>			<b>\$3,256.37</b>

**SUMMARY**

FUND	MARCH	YEAR TO DATE
General	\$1,921.97	\$16,918.04
Judd Fund	0.00	0.00
Lockwood Thompson	1,180.00	1,634.00
Metlife-Fit for Life	0.00	0.00
OLBPD-Library for the Blind	135.42	835.08
LSTA - Know it Know	0.00	774.68
PNC - Grow up Great	18.98	18.98
<b>TOTAL</b>	<b>\$3,256.37</b>	<b>\$20,180.78</b>

**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
05/01/2012 THROUGH 05/31/2012**

EXHIBIT 15

**Human Resources Committee Report  
Tuesday, June 19, 2012**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASONS</b>
<b>RESIGNATIONS</b>				
FALKENSTEIN, HELGA	YOUTH SERVICES	PAGE	5/18/2012	PERSONAL REASONS
RUTLEDGE, MONICA	RICE	PAGE	5/19/2012	MOVING

**RETIREMENTS**

ARENDR, OTTO	SECURITY	SEC. OFFICIER	6/1/2012	RETIREMENT
TODD, WILLIAM	CHILDREN'S LIB.	WALZ	6/30/2012	RETIREMENT

**OTHER TERMINATIONS**



Human Resources Committee Report  
June 19, 2012

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 05/01/2012 TO 05/31/2012**

**EMPLOYEE:** STASKIEWS, ALEXANDRIA  
**JOB TITLE:** LIBRARY ASST-COMP EMPH

**CURRENT GRADE:** F **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	19,937.32	22,524.84	TRANSFER

**EMPLOYEE:** DAVIS, SUMAYYAH  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** DAVIS, BRANDON  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** WILCOX, CACHE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** VEGA, JASLINE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** TRIPP, JOSEPH  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** BRYANT, SHALONDA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 05/01/2012 TO 05/31/2012**

**Human Resources Committee Report  
June 19, 2012**

**EMPLOYEE:** POPE, SHAWNRIEL  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** JACKSON, RICHARD  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** LEE, MIKAYLA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** SINCLAIR, BRITTANI  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** MADISON, CATHERINE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** GORDON, AARON  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE



**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 05/01/2012 TO 05/31/2012**

**Human Resources Committee Report  
June 19, 2012**

**EMPLOYEE:** GATEWOOD, ROBERT  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** FRANKLIN, TAZREL  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** HOGAN, LEANDRE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** RUSH, KHALIL  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** PIPPENS, RHONDA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** MCKISSIC, KIERA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

Human Resources Committee Report  
June 19, 2012

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 05/01/2012 TO 05/31/2012**

**EMPLOYEE:** TOLBERT, LAKITHA  
**JOB TITLE:** SUB DEPT CLERK  
**CURRENT GRADE:** B **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	16,490.50	30,919.72	NEW HIRE

**EMPLOYEE:** GATEWOOD, CORTNEY  
**JOB TITLE:** COMP EMP TECH  
**CURRENT GRADE:** F **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	22,524.84	42,233.88	TRANSFER

**EMPLOYEE:** PABON, BRITANY  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** RIVERA, NINA  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** RHODE, NICOLE  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** BREWER, ASHLI  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** CORCHADO-VALENTIN, HEVYNN  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z **EFFEC DATE** 05/06/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE



Human Resources Committee Report  
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CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 05/01/2012 TO 05/31/2012

EMPLOYEE: CLINKSCALE, LAWRENCE  
JOB TITLE: LA SUB

CURRENT GRADE: F EFFEC DATE 05/06/2012  
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	20.86	NEW HIRE

EMPLOYEE: AUSTIN, CHRISTOPHER  
JOB TITLE: PAGE

CURRENT GRADE: Z EFFEC DATE 05/06/2012  
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

EMPLOYEE: JENKINS, RICHARD A  
JOB TITLE: CUSTODIAN IV

CURRENT GRADE: D EFFEC DATE 05/06/2012  
CURRENT STEP: 6 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	41,093.00	42,152.76	PROMOTION

EMPLOYEE: PARKS, HARRIETTE D  
JOB TITLE: BRANCH MANAGER (MEDIUM)

CURRENT GRADE: J EFFEC DATE 05/06/2012  
CURRENT STEP: 4 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	62,047.18	65,592.28	PROMOTION

EMPLOYEE: LYNCE, CJ  
JOB TITLE: TECH. CENTRAL MGR.

CURRENT GRADE: L EFFEC DATE 05/13/2012  
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	74,284.34	NEW HIRE

EMPLOYEE: WOOD, ROBIN  
JOB TITLE: PAGE

CURRENT GRADE: L EFFEC DATE 05/13/2012  
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	74,284.34	NEW HIRE

Human Resources Committee Report  
June 19, 2012

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 05/01/2012 TO 05/31/2012**

**EMPLOYEE:** DURDA, NICHOLAS  
**JOB TITLE:** SUB. DEPT CLERK

**CURRENT GRADE:** B **EFFEC DATE** 05/20/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	29,057.86	30,919.72	NEW HIRE

**EMPLOYEE:** CLEVELAND, STRACY  
**JOB TITLE:** SECURITY OFFICIER

**CURRENT GRADE:** C **EFFEC DATE** 05/20/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	33,112.82	NEW HIRE

**EMPLOYEE:** ALHIBSHI-DEVORE, YEHIA  
**JOB TITLE:** LA COMP-EMPH

**CURRENT GRADE:** F **EFFEC DATE** 05/20/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	22,524.84	NEW HIRE

**EMPLOYEE:** BARRETT, QUINTINA A  
**JOB TITLE:** BRANCH CLERK

**CURRENT GRADE:** B **EFFEC DATE** 05/20/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	30,919.72	TRANSFER

**EMPLOYEE:** BENNETT, CARLA R  
**JOB TITLE:** CHILDRENS LIBRARIAN

**CURRENT GRADE:** H **EFFEC DATE** 05/20/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	47,507.46	50,998.74	PROMOTION

**EMPLOYEE:** JACKSON, BIANCA M  
**JOB TITLE:** BRANCH CLERK

**CURRENT GRADE:** B **EFFEC DATE** 05/20/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	29,057.86	30,919.72	PROMOTION

**EMPLOYEE:** JONES, SHANELL V  
**JOB TITLE:** CHILDRENS LIBRARIAN

**CURRENT GRADE:** H **EFFEC DATE** 05/20/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	49,407.54	50,998.74	PROMOTION



**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 05/01/2012 TO 05/31/2012**

**Human Resources Committee Report  
June 19, 2012**

**EMPLOYEE:** MCCONNELL, MARLA S  
**JOB TITLE:** BRANCH CLERK

**CURRENT GRADE:** B **EFFEC DATE** 05/20/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	30,919.72	TRANSFER

**EMPLOYEE:** DUNCAN III, LINDSEY  
**JOB TITLE:** SEC.& PROTEC SVCS, SUPERVISOR

**CURRENT GRADE:** F **EFFEC DATE** 05/27/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	41,003.82	NEW HIRE

## CLEVELAND PUBLIC LIBRARY

REPORT D**Human Resources Committee Report**

Meeting Date: June 19, 2012

Report Period: May, 2012

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

<b>MONTH</b>	<b>2011 SICK LEAVE HOURS USED</b>	<b>2012 SICK LEAVE HOURS USED</b>	<b>2012 TOTAL HOURS</b>
January	3,285.32	2,536.49	86,103.94
February	4,911.47	3,527.82	83,958.50
March	4,022.34	*4,923.36	*127,031.90
April	*5,835.32	3,161.77	85,432.56
May	4,491.99	3,623.45	86,909.56
June	3,359.51		
July	3,263.72		
August	3,441.30		
September	*5,464.39		
October	3,638.38		
November	3,931.66		
December	3,605.57		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**May 1, 2012- May 31, 2012 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT E****Human Resources Committee Report**

June 19, 2012

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	81	21	9	1			31	18	1		
Professionals	82	17	2		1		42	16	2	2	
Technicians	20	10	2	1			6	1			
Protective Service	21	10	8	1				2			
Para-Professionals	132	25	35		1		30	31	7	3	
Administrative Support	304	33	63	3	3		45	137	19	1	
Skilled Craft	11	6	3		1			1			
Service Maintenance	49	8	36	1			2	2			
<b>Grand Total</b>	<b>700</b>	<b>130</b>	<b>158</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>156</b>	<b>208</b>	<b>29</b>	<b>6</b>	<b>0</b>

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  
MAY  
2012**

REPORT F

Human Resources  
Committee Report JUNE  
2012

**Staff Enrollments-Health Care/Dental**

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	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Kaiser POS</b>	87	85	172
<b>Kaiser HMO</b>	243	107	350
<b>Delta Dental</b>	149	211	360

**Workers' Compensation Lost Time Report**

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
<b>No lost workdays for May</b>			



## CLEVELAND PUBLIC LIBRARY

### Policy on Internet and Computer Use

#### Computer Use

“Computer use” shall include using library computers for any purpose, including without limitation, word processing purposes, or for Internet and electronic mail use. Use of Library computers is subject to the Library’s Policy on Patron Guidelines.

1. A patron must have a library card in good standing, as defined by Library Administration, to use the public computers managed by the Library’s reservation software.
2. Persons using the computers, and accompanied by children six and under, may not leave the children unattended.
3. The Library employs reservation software to maximize the number of patrons who are able to access the Library’s public computers. To that end, patrons are limited to two hours of use per day on the public computers managed by reservation software, regardless of the number of library cards used or Cleveland Public Library locations visited. The Library reserves the right to limit the amount of time an individual user can devote to a single computer session. The last computer session of the day ends 10 minutes before the Library closes. Patrons must not attempt to disable or circumvent the Library’s reservation software.
4. Headphones are permitted, but volume must be kept low to not disturb others.
5. Only two persons may share a single workstation. Staff, in their discretion, may approve or disapprove requests for study group accommodations.
6. Workstations equipped with adaptive software and hardware such as ZoomText, JAWS and Braille printers may be used only by patrons in need of adaptive technology.
7. Patrons may not use library computers for any activity that is patently offensive, intrusive, disruptive, harassing, or creates an intimidating or hostile environment to staff and/or to other patrons.
8. There is a charge for printing from the Library’s computers. Printing costs are listed in the Fines and Fees Schedule. Printing must be completed and collected before the Library closes.
9. Staff are unable to recover data once a computer session ends. To save a document, the patron must copy it to personal media or online data storage during the computer session. The Library is not responsible for time or data lost due to computer failure or failure to save data during a computer session. Patrons should also be aware that documents saved to a desktop will not be available after the session ends and may be accessible to the next person using the computer.
10. The Library is not responsible for any loss or liability that may occur as a result of the disclosure of financial or other personal information over the Library’s public computer services, including Internet and electronic mail use. Users should be aware that use of



public computers is not a private or secure medium, and that third parties may be able to obtain information regarding user's activities. Users should also be aware that Library staff may monitor use of the computers for the limited purpose of ensuring compliance with this Policy, and hereby consent to such monitoring.

11. Patrons may not utilize the Library's computers in violation of any local, state, or federal ordinances, regulations, or laws, including copyright laws. Users are prohibited from disclosing confidential information, harming CLEVNET networks or other networks on the internet or other user accounts, invasions of privacy, engaging in spamming, unsolicited advertising, network reconnaissance, or denial of service attacks. Users engaged in illegal activities involving library computers may be subject to prosecution.
12. Users may be liable for alterations or damage they cause to library hardware or software, including knowingly uploading or installing worms, viruses, or Trojan horses, or transmitting viruses that affect other users' accounts or the Library's systems. Patrons should report any computer problems to Library staff and must not attempt maintenance on Library computers, including unplugging, disconnecting, powering on, powering off, and/or detaching and PC hardware or components.
13. Users must not make any attempt to access or modify passwords or data belonging to others, or seek unauthorized access to the Library's or any other computer system. Users are prohibited from using remote administration tools or root kits, for purposes other than to access a user's own personal computer.
14. Patrons wishing to use the Library's MyCloud service must have a library card in good standing and attend an instructional session, sign the MyCloud User Agreement, and accept responsibility for hardware costs while equipment is charged out on their library card. Photo identification is required at the time of checkout and will be held by staff until equipment is returned and discharged without damages. Overdue fines for equipment associated with MyCloud are listed in the Fines and Fees Schedule.
15. Whether or not they are in use, the Library reserves the right to designate computers for the exclusive use of children aged 17 and under and their accompanying caregivers.
16. By using a library computer, the user agrees to conform to all regulations contained in this Policy. All users of library computers agree to indemnify and hold the Library harmless for any claims, losses, damages, obligations, or liabilities arising out of the use of the Library's computers. The Library reserves the right to terminate a computer session and/or suspend library privileges of anyone who violates the Library's computer use policies without notice.

### **Internet Use: Generally**

1. In keeping with the Cleveland Public Library's objective to make accessible the broadest range of information in a variety of formats, the Library provides public access to the Internet. The Internet enables the Library to provide information beyond the confines of its own collection. However, the Library cannot control and is not responsible for the content of information obtained through the Internet, and does not warrant that information accessed through the Internet is accurate, reliable, legal or complete.



2. Parents, guardians and caregivers are encouraged to work with their children to develop acceptable rules of Internet use. It is their responsibility to set family standards and guidelines and to decide which library resources and Internet websites or resources are appropriate for their children. Library staff are available to assist parents and their children with using the Internet and to help identify appropriate Internet sites. However, Library staff are not responsible for monitoring information accessed by children from the Internet, and the Library will not act in loco parentis nor assume the functions of a parent's or legal guardian's authority with regard to the behavior of their children in the Library.
3. Patrons may not send, receive, print, disseminate, or display text or graphics which may be construed as obscene or "harmful to juveniles" under Chapter 2907 of the Ohio Revised Code.

### **MyCloud User Agreement**

#### **1. What can I do with MyCloud?**

MyCloud is a new way of thinking about the public computers at Cleveland Public Library. Instead of losing your work and preferences when your timed computer session is over, Cleveland Public Library is giving you the keys to a persistent virtual desktop that is yours to customize and use. We listened to your needs and created an experience that allows you to treat a Cleveland Public Library public computer as your own, allowing for a limited amount of storage in our "Cloud" for your documents, photos, music, and video. For the first time, you now have the ability to download software to your virtual desktop just as you would with a personal computer. Nothing goes away when your logout of the computer unless you delete it.

#### **2. What are my responsibilities when using MyCloud?**

By using MyCloud you agree to abide by the Library's Internet and Computer Use Policy approved by the Library Board of Trustees. As a MyCloud power user, you have some additional responsibilities.

You must agree to respect copyright in all forms. Because you will now have the ability to download content onto your virtual desktop, you are expected to only download software that is either freely distributable (open source) or software for which you have obtained licensing. You must not download copyrighted materials, spamware, bot-master or bot-herder software, peer-to-peer file sharing software, port scanners, packet sniffers, worms, viruses, Trojan horses, and tools for cracking encrypted passwords or any other software that is prohibited by law.

You are solely responsible for cost of software, updates of software, and entering into license agreements for software.

You own your data and are responsible for saving it and maintaining it while using MyCloud. To that end, the Library does not back up files, data, etc. and is not responsible for the loss thereof.

You are solely responsible for maintaining confidentiality and security of your accounts and passwords. The Library cannot access your MyCloud password, except for the initial temporary set up password, which should be changed immediately upon your first login to MyCloud. If you forget your password, you will be able to reset it.

3. **Who can use MyCloud?**

You must have a valid Cleveland Public Library card in good standing and valid photo identification to be eligible for a MyCloud account. MyCloud users ages eighteen and over may checkout a portable thin client for three hours for use within the Library building to access MyCloud. Users ages 13-17 may sign up for a MyCloud account and access it from computers in TechCentral. You agree to provide the Library with accurate registration information when applying for a MyCloud account and to update your information regularly.

4. **What happens to my personal information and data?**

We respect your privacy, but the Library cannot guarantee privacy or the security of the data that you store. Library staff will have access to your username and your library card number but will not monitor, use, or disclose your data unless required by law enforcement to do so. If you decide to close your MyCloud account, you must notify TechCentral staff, who will delete the account information in a timely manner.

5. **What happens if I violate the MyCloud User Policy or stop using MyCloud?**

Cleveland Public Library reserves the right to terminate or modify MyCloud service if you violate Library policies, applicable laws, or if your MyCloud account is not used for period of six (6) months. If you are late returning the equipment checked out to you, you will be charged according to the Library Fines and Fees Schedule. If you lose and/or damage equipment that you checked out to access MyCloud, you will be charged for the repair or replacement according to the Library Fines and Fees Schedule.

Approved by the Board of Library Trustees June 19, 2012  
Effective June 19, 2012



**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR MAY 2012**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	157,481	152,417	757	762	789,565	797,401	-1.0%
Branches	325,360	318,875	1,483	1,508	1,619,328	1,620,640	-0.1%
Mobile Units	5,960	7,050			29,588	31,011	-4.6%
Library for the Blind	64,387	52,922			311,464	282,836	10.1%
eMedia	10,971	8,650			55,579	41,372	34.3%
<b>TOTAL CIRCULATION</b>	<b>564,159</b>	<b>539,914</b>			<b>2,805,524</b>	<b>2,773,260</b>	<b>1.2%</b>
ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
eBook	8,182	5,444	40,911	25,153	62.6%		
eAudioBook	2,682	2,937	14,105	15,272	-7.6%		
eMusic	55	109	280	382	-26.7%		
eVideo	52	160	283	565	-49.9%		
<b>TOTAL eCIRCULATION</b>	<b>10,971</b>	<b>8,650</b>	<b>55,579</b>	<b>41,372</b>	<b>34.3%</b>		<b>Included in circulation activity.</b>
OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Downloads	9,613	9,747	47,500	42,690	11.3%		Not included in circulation activity.
Users	515	509	2,685	2,573	4.4%		
COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2012	2011	2012	2011	
Main Library	72	41 minutes	10,489	11,154	7,176	7,892	-9.1%
Branches	354	39 minutes	61,607	65,814	39,991	43,516	-8.1%
<b>TOTAL USAGE</b>	<b>426</b>		<b>72,096</b>	<b>76,968</b>	<b>47,167</b>	<b>51,408</b>	<b>-8.2%</b>
Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.							
WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	51,214	48,615	246	243	232,564	235,118	-1.1%
Branches	244,697	249,476	1,115	1,180	1,215,295	1,219,673	-0.4%
Mobile Unit	1,310	1,193			4,140	4,033	2.7%
<b>TOTAL VISITS</b>	<b>297,221</b>	<b>299,284</b>			<b>1,451,999</b>	<b>1,458,824</b>	<b>-0.5%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR MAY 2012**

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	8,426	945	787	1,111	11,269	991	12,260
Broadway	2,363	284	191	334	3,172	324	3,496
Brooklyn	5,566	676	583	767	7,592	809	8,401
Carnegie West	9,422	1,024	1,157	1,572	13,175	1,399	14,574
Collinwood	6,813	801	633	912	9,159	1,046	10,205
East 131st	3,534	389	363	450	4,736	431	5,167
Eastman	12,607	1,252	1,306	1,779	16,944	2,264	19,208
Fleet	10,706	1,072	913	1,255	13,946	1,357	15,303
Fulton	7,507	818	796	1,184	10,305	1,114	11,419
Garden Valley	3,940	349	215	267	4,771	355	5,126
Glenville	5,940	575	685	1,145	8,345	769	9,114
Harvard-Lee	6,230	565	531	914	8,240	772	9,012
Hough	4,483	532	342	378	5,735	446	6,181
Jefferson	5,883	731	859	1,079	8,552	989	9,541
Langston Hughes	5,377	692	517	851	7,437	608	8,045
Lorain	7,697	1,017	824	1,361	10,899	942	11,841
Martin Luther King, Jr.	5,454	476	719	888	7,537	942	8,479
Memorial-Nottingham	10,154	959	1,219	2,006	14,338	1,925	16,263
Mt. Pleasant	4,612	576	437	643	6,268	549	6,817
Rice	9,691	843	778	1,178	12,490	935	13,425
Rockport	14,804	1,598	1,561	2,119	20,082	2,461	22,543
South	6,404	484	549	593	8,030	818	8,848
South Brooklyn	14,374	1,609	1,799	2,297	20,079	2,493	22,572
Sterling	4,878	521	541	651	6,591	478	7,069
Union	5,517	692	412	578	7,199	638	7,837
Walz	10,980	1,066	1,371	1,801	15,218	1,635	16,853
West Park	14,012	1,825	2,660	3,602	22,099	3,244	25,343
Woodland	7,243	775	588	757	9,363	1,055	10,418
<b>TOTAL</b>	<b>214,617</b>	<b>23,146</b>	<b>23,336</b>	<b>32,472</b>	<b>293,571</b>	<b>31,789</b>	<b>325,360</b>



CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MAY 2012

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	12,260	14,408	68,247	69,770	-1,523	-2.2%
Broadway	3,496	3,573	16,150	17,898	-1,748	-9.8%
Brooklyn	8,401	8,678	44,008	47,754	-3,746	-7.8%
Carnegie West	14,574	12,529	71,247	63,943	7,304	11.4%
Collinwood	10,205	10,178	50,838	50,135	703	1.4%
East 131st	5,167	5,307	28,375	26,435	1,940	7.3%
Eastman	19,208	18,995	94,918	96,285	-1,367	-1.4%
Fleet	15,303	13,422	71,695	66,462	5,233	7.9%
Fulton	11,419	12,464	58,062	59,928	-1,866	-3.1%
Garden Valley	5,126	3,812	25,506	19,477	6,029	31.0%
Glenville	9,114	8,596	46,234	44,008	2,226	5.1%
Harvard-Lee	9,012	9,001	47,893	48,307	-414	-0.9%
Hough	6,181	6,623	29,702	31,271	-1,569	-5.0%
Jefferson	9,541	9,706	49,640	50,210	-570	-1.1%
Langston Hughes	8,045	8,255	35,326	41,435	-6,109	-14.7%
Lorain	11,841	11,796	59,950	60,068	-118	-0.2%
Martin Luther King, Jr.	8,479	8,894	40,782	42,850	-2,068	-4.8%
Memorial-Nottingham	16,263	17,425	84,527	91,076	-6,549	-7.2%
Mt. Pleasant	6,817	7,117	35,255	32,535	2,720	8.4%
Rice	13,425	12,563	62,608	64,940	-2,332	-3.6%
Rockport	22,543	22,319	116,257	113,586	2,671	2.4%
South	8,848	9,035	46,507	45,584	923	2.0%
South Brooklyn	22,572	21,537	106,357	112,567	-6,210	-5.5%
Sterling	7,069	6,288	30,701	31,613	-912	-2.9%
Union	7,837	6,105	36,051	33,738	2,313	6.9%
Walz	16,853	17,131	86,465	86,705	-240	-0.3%
West Park	25,343	24,344	124,139	126,202	-2,063	-1.6%
Woodland	10,418	8,774	51,888	45,858	6,030	13.1%
<b>TOTAL</b>	<b>325,360</b>	<b>318,875</b>	<b>1,619,328</b>	<b>1,620,640</b>	<b>-1,312</b>	<b>-0.1%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE MAY 2012**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2010	2012	2011		
Addison	6,877	6,080	36,900	28,204	8,696	30.8%	
Broadway	1,605	1,455	8,563	6,989	1,574	22.5%	
Brooklyn	4,546	4,553	21,730	21,214	516	2.4%	
Carnegie West	16,578	17,846	92,206	94,713	-2,507	-2.6%	
Collinwood	7,167	6,548	35,646	33,559	2,087	6.2%	
East 131st	6,905	6,210	35,557	30,239	5,318	17.6%	
Eastman	11,707	11,285	59,850	59,002	848	1.4%	
Fleet	11,115	10,665	53,097	49,527	3,570	7.2%	
Fulton	7,557	7,450	37,616	34,959	2,657	7.6%	
Garden Valley	4,820	5,191	22,748	23,962	-1,214	-5.1%	
Glenville	8,072	7,356	39,433	35,767	3,666	10.2%	
Harvard-Lee	8,330	8,339	41,914	41,363	551	1.3%	
Hough	12,259	13,430	59,460	64,479	-5,019	-7.8%	
Jefferson	9,548	8,185	42,665	39,316	3,349	8.5%	
Langston Hughes	6,589	6,255	30,936	29,976	960	3.2%	
Lorain	7,699	7,111	38,869	34,408	4,461	13.0%	
Martin Luther King, Jr.	6,340	6,398	28,791	30,533	-1,742	-5.7%	
Memorial-Nottingham	8,335	7,962	39,279	39,678	-399	-1.0%	
Mt. Pleasant	5,650	6,310	30,425	30,844	-419	-1.4%	
Rice*	12,095	14,709	61,582	71,780	-10,198	-14.2%	
Rockport	10,456	10,478	56,318	53,343	2,975	5.6%	
South	9,348	9,512	44,073	43,741	332	0.8%	
South Brooklyn	13,712	14,743	66,393	73,836	-7,443	-10.1%	
Sterling	12,299	14,359	58,475	63,309	-4,834	-7.6%	
Union	7,444	9,230	34,341	48,081	-13,740	-28.6%	
Walz	8,866	9,998	47,223	48,160	-937	-1.9%	
West Park	11,318	10,434	56,220	53,134	3,086	5.8%	
Woodland	7,460	7,384	34,985	35,557	-572	-1.6%	
<b>TOTAL</b>	<b>244,697</b>	<b>249,476</b>	<b>1,215,295</b>	<b>1,219,673</b>	<b>-4,378</b>	<b>-0.4%</b>	

\*Possible undercount: problem with electronic counter reported.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS MAY 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	25,343	1 Carnegie West	16,578	1 South Brooklyn	32,043
2 South Brooklyn	22,572	2 South Brooklyn	13,712	2 West Park	27,814
3 Rockport	22,543	3 Sterling	12,299	3 Fleet	25,478
4 Eastman	19,208	4 Hough	12,259	4 Eastman	23,674
5 Walz	16,853	5 Rice	12,095	5 Rockport	19,896
6 Memorial-Nottingham	16,263	6 Eastman	11,707	6 Fulton	19,647
7 Fleet	15,303	7 West Park	11,318	7 Rice	19,462
8 Carnegie West	14,574	8 Fleet	11,115	8 Memorial-Nottingham	19,271
9 Rice	13,425	9 Rockport	10,456	9 Harvard-Lee	17,655
10 Addison	12,260	10 Jefferson	9,548	10 Walz	16,063
11 Lorain	11,841	11 South	9,348	11 Collinwood	14,769
12 Fulton	11,419	12 Walz	8,866	12 Langston Hughes	14,439
13 Woodland	10,418	13 Memorial-Nottingham	8,335	13 Glenville	14,006
14 Collinwood	10,205	14 Harvard-Lee	8,330	14 Addison	13,603
15 Jefferson	9,541	15 Glenville	8,072	15 East 131st	13,025
16 Glenville	9,114	16 Lorain	7,699	16 Mt. Pleasant	12,792
17 Harvard-Lee	9,012	17 Fulton	7,557	17 Lorain	12,588
18 South	8,848	18 Woodland	7,460	18 Martin Luther King, Jr.	12,392
19 Martin Luther King, Jr.	8,479	19 Union	7,444	19 Carnegie West	10,487
20 Brooklyn	8,401	20 Collinwood	7,167	20 Union	8,416
21 Langston Hughes	8,045	21 East 131st	6,905	21 Sterling	8,267
22 Union	7,837	22 Addison	6,877	22 Woodland	7,946
23 Sterling	7,069	23 Langston Hughes	6,589	23 South	6,325
24 Mt. Pleasant	6,817	24 Martin Luther King, Jr.	6,340	24 Hough	5,667
25 Hough	6,181	25 Mt. Pleasant	5,650	25 Brooklyn	5,524
26 East 131st	5,167	26 Garden Valley	4,820	26 Jefferson	3,515
27 Garden Valley	5,126	27 Brooklyn	4,546	27 Garden Valley	2,310
28 Broadway	3,496	28 Broadway	1,605	28 Broadway	1,249
	325,360		244,697		388,323
					473,177

\*Prepared By: Northern Ohio Data and Information Service – NODIS,  
Maxine Goodman Levin College of Urban Affairs, Cleveland State  
University



**CLEVELAND PUBLIC LIBRARY**  
**MONTHLY ACTIVITY REPORT FOR MAY 2012**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
CLEVNET	85,821	76,381	409,128	374,412	9.3%
MORE	777	825	4,438	4,747	-6.5%
Other Libraries	450	564	2,101	2,864	-26.6%
<b>TOTAL</b>	<b>87,048</b>	<b>77,770</b>	<b>415,667</b>	<b>382,023</b>	<b>8.8%</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
	2012	2011	2012	2011	
Projected	26,451	24,119	127,630	122,280	4.4%
KnowtNow Web Reference*	1,280	426	6,067	5,256	15.4%
Interlibrary Loan Requests	4,106	3,494	18,346	19,443	-5.6%
<b>TOTAL</b>	<b>31,837</b>	<b>28,039</b>	<b>152,043</b>	<b>146,979</b>	<b>3.4%</b>

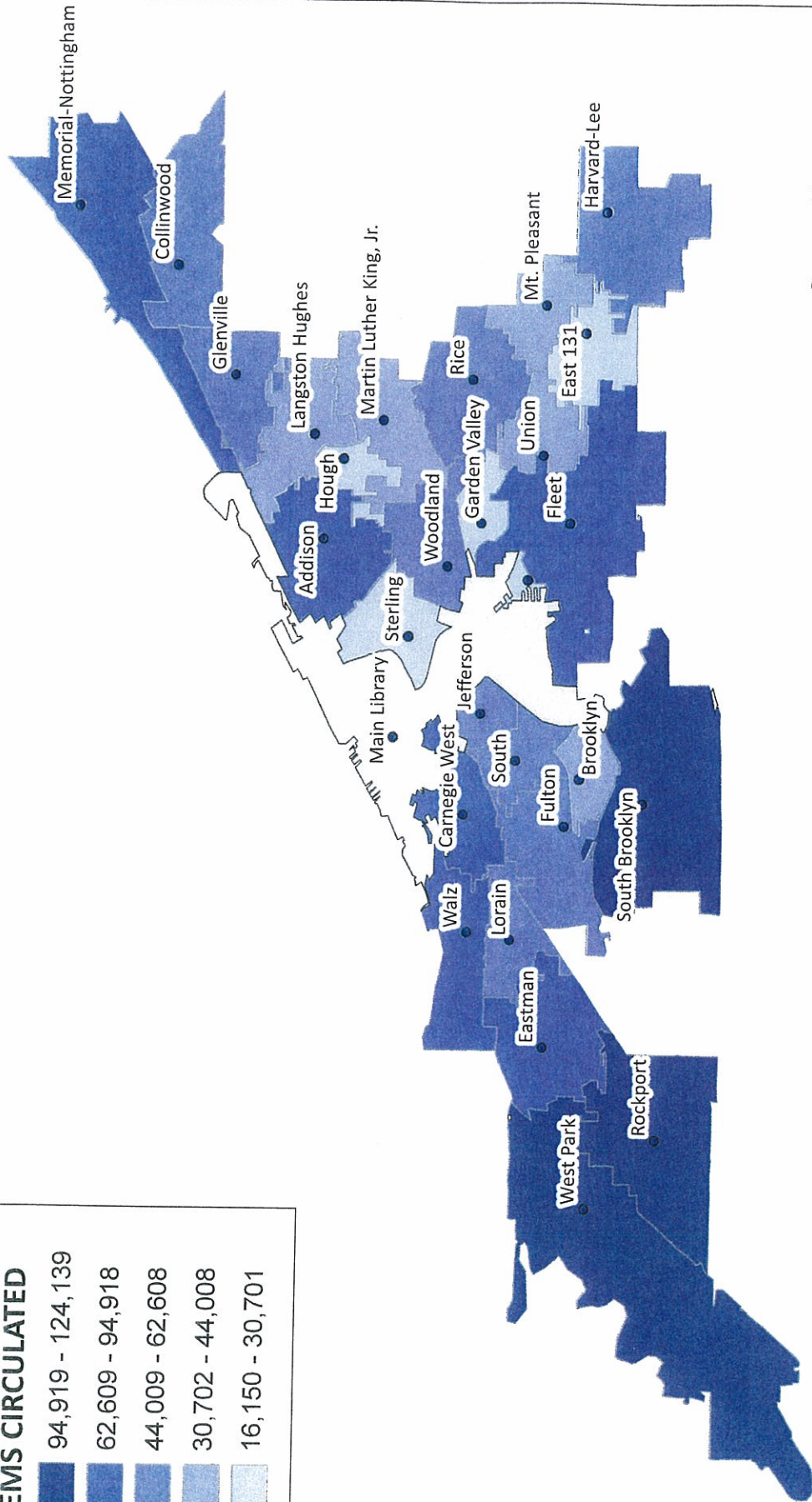
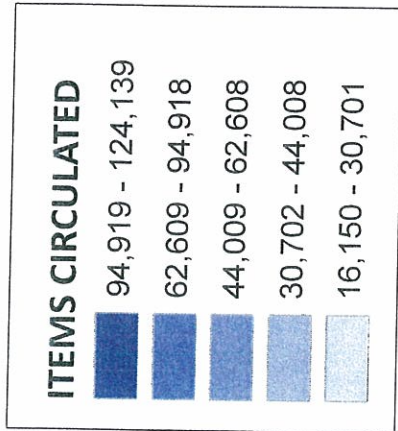
\*Questions taken by CPL staff only. An adoption of the KIN method for counting reference questions resulted in an adjustment to the YTD figure for 2012

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
New Titles Added	6,842	7,060	36,625	37,268	-1.7%
Total Items Added	31,884	31,113	131,349	150,189	-12.5%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Main Library	208	200	1,006	992	1.4%
Branches	6,143	5,919	29,727	29,275	1.5%

MYTUNES	May 2012		Apr 2012		Mar 2012		Feb 2012		Jan 2012	
Songs Downloaded	6,468	7,010	6,908	6,978	6,897	6,897	6,897	6,897	6,897	6,897
Users	982	1,087	1,097	1,080	1,080	1,043	1,043	1,043	1,043	1,043
New Registrations	17	14	21	24	24	27	27	27	27	27

# TOTAL BRANCH CIRCULATION, MAY 2012



Prepared by:  
Knowledge Office  
Cleveland Public Library  
June 2012 ADO