

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
March 21, 2013
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Mr. Corrigan, Ms. Rodriguez, Mr. Seifullah,
Mr. Parker

Absent: Ms. Butts, Mr. Hairston, Mr. Werner

Mr. Corrigan called the meeting to order at 12:09 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes for the 2/21/13 Regular Board Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

Presentation: CLEVNET Ap & Mobile Site

Amy Pawlowski, Web Applications Manager, gave a presentation on the new CLEVNET Ap and Mobile Site highlighting the home screen, search functions, finding titles and availability, map branch locations, placing holds, scan ISBN tool, library card bar code. This Ap is currently available for download. A press release will be available next week.

Mr. Corrigan thanked Ms. Pawloski for her hard work on this initiative and her thorough presentation.

COMMUNICATIONS

Director Thomas stated that there were no communications to report but acknowledged the March 6, 2013 Call And Post Newspaper article, featuring Mr. Seifullah at "An Afternoon at the Theater" hosted by the Ohio University Alumni Association and the Ebony Bobcat Network.

Mr. Corrigan introduced Sterling Branch patron, Mildred Lowe, who did not want to make remarks but presented a letter with recommendations for the library to consider.

REGULAR BOARD
MEETING OF
2/21/13
Approved

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

Because there was no prior Finance Committee Meeting, Mr. Seifullah moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of February

(See page 292)

Ms. Rodriguez 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 the Gift Report itemizing the gifts received by the Library for the month of February 2013; now therefore be it

RESOLVED, That the gifts described in the Gift Report for February of 2013 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Third Amendment to the Year 2013 Appropriation

(See pages 293-298)

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

WHEREAS, **Ohio Revised Code** Section 5705.40 provides for the amendment of an appropriation measure when necessary; and

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF FEBRUARY
2013
Approved

WHEREAS, It is now deemed necessary to amend the Year 2013 Appropriation Measure to comply with the attached March 13, 2013 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Third Amendment to the Year 2013 Appropriation Schedule be approved.

Resolution to Advance Cash from the General Fund to the Friends Fund

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

WHEREAS, **Ohio Revised Code** Section 5705.14 provides for the transfer and advance of funds from the General Fund to other funds; and

WHEREAS, Libraries generally do not follow ORC Section 5705 for budgetary compliance, so the Library looks to the Auditor of State Bulletin 1997-003 to provide guidance pertaining to the accounting treatment for inter-fund cash advances; and

WHEREAS, The Board of Trustees of the Friends of the Cleveland Public Library approved the 2013 budget for Programs & Exhibits for the Cleveland Public Library in the amount of \$17,500; and

WHEREAS, The Friends of the Cleveland Public Library will disburse the \$17,500 to the Library on a reimbursement basis. Therefore, a cash advance from the Library's General Fund to the Friends Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for grants that are allocated on a reimbursement basis; now therefore be it

RESOLUTION TO
ADVANCE CASH
FROM THE
GENERAL FUND
TO THE FRIENDS
FUND

Approved

RESOLVED, That General Fund advance cash in the amount of \$17,500 to the Friends Fund for the same purpose for which the fund was established, for which repayment in an equal amount is made within the current year.

Resolution Authorizing Agreement with Carrier Corporation for Rebuild and Upgrade of Chiller at Lake Shore Facility

RESOLUTION
AUTHORIZING
AGREEMENT
WITH CARRIER
CORPORATION
FOR REBUILD
AND UPGRADE
OF CHILLER AT
LAKE SHORE
FACILITY
Approved

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

WHEREAS, The Cleveland Public Library Lakeshore Facility has a 23XL chiller manufactured by Carrier Corporation ("Carrier") that is a part of the air conditioning system that was replaced in 1998; and

WHEREAS, The chiller has reached excessive service hours and Property Management has determined that at this time it is more cost effective to rebuild and upgrade the chiller than to replace it; and

WHEREAS, Since the chiller was manufactured by Carrier, Carrier is the most qualified to repair and rebuild the chiller and is the only HVAC vendor that can provide Carrier replacement parts for the unit; and

WHEREAS, Carrier has submitted two proposals, one to rebuild the chiller in the amount of \$59,855.00, and one to upgrade the controls for the chiller in the amount of \$32,315.00, totaling \$92,170.00; and

WHEREAS, Under R.C. 3375.41, the Library is permitted to repair library facilities without competitive bidding when necessary for the security and protection of Library property; and

WHEREAS, The Lakeshore facility, Ohio Library for the Blind and Physically Disabled, and Memorial Nottingham Branch contain equipment and library materials that must be kept in a temperature controlled environment in order to avoid damage; now therefore be it

RESOLVED, That the Board of Trustees determines that the repairs to the chiller are necessary for the security and protection of Library property at the Lakeshore

Facility and Memorial Nottingham branch; and be it further

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an Agreement with Carrier Corporation, subject to approval of the Chief Legal Officer, to rebuild the chiller and upgrade the chiller control systems for the Cleveland Public Library Lakeshore Facility in the amount of \$92,170.00 with the expenditure being charged to the General Fund account 12100053-53310 Building Repair.

Responding to an inquiry by Mr. Seifullah regarding the cost of a new chiller, Myron Scruggs, Director of Property Management, stated new chillers cost approximately \$235,000. He also stated that because the current chiller has reached excessive service hours, it is more cost effective to rebuild and upgrade the chiller than to replace it.

Resolution Authorizing Change Orders for Heat Conversion Construction Project at the Main Library

(See pages 299-312)

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

WHEREAS, On November 15, 2012, the Board of Trustees of the Cleveland Public Library awarded contracts for the Heat Conversion Construction Project to Marlin Mechanical LLC for mechanical work in the amount of \$639,455.92, and to Siemens Industry Inc. for temperature controls work in the amount of \$481,000, for conversion of the existing electrical heating system to a steam heating system at the Main Library building; and

WHEREAS, Since the contracts were awarded, the Library's consultant, Spectrum Energy Concepts, Inc., has determined through additional analysis (attached to this Resolution) that it would be far more cost effective for the Main Library to convert to a gas heating system than to a steam heating system, estimating that the Library would save more than \$1.7 million in fuel costs in contrast to the cost of steam; and

RESOLUTION
AUTHORIZING
CHANGE ORDERS
HEAT
CONVERSION
CONSTRUCTION
PROJECT AT THE
MAIN LIBRARY
Approved

WHEREAS, In order to modify the contracts to accommodate the switch to gas equipment instead of steam conversion equipment, the Library Administration recommends that the Board of Library Trustees approve the change orders attached to this Resolution and set forth below; and

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

WHEREAS, Spectrum Energy Concepts Inc. has reviewed the necessity of the following, has prepared and recommends acceptance of the change orders as detailed in the attached;

Contractor	Change	Amount
Marlin Mechanical	CO-M001	(- \$88,904)
	Deduct for steam Humidification	
	CO-M002	+\$68,750
	Add for electric humidification	
	CO-M003	+\$157,617
	Add for gas boilers, including bonding	
	Net total increase	\$137,463
Siemens Industry	CO-S001	(\$6,700)
	Deduct for alts. humidification	
	CO-S002	(\$8,558)
	Deduct for heat exchange control valves	
	CO-S003	+\$2,558
	Add for boiler control components	
	Net total decrease	(\$12,700)

Now therefore be it

RESOLVED, That the above listed change orders are hereby approved with a \$137,463 increase to the Marlin Mechanical LLC contract being charged to the Building & Repair Fund Account 40190105-55300-12901, and a decrease to the Siemens Industry Inc. contract in the amount of \$12,700.

Mr. Corrigan stated that this resolution is a result of his extensive follow up with Cleveland Thermal who was going to be our steam vendor and continues as our chilled water vendor. They were unable to provide the type of savings that the Library will realize from gas service.

Resolution Authorizing First Amendment to Agreement with Spectrum Energy Concepts, Inc. for the Heat Conversion Construction Project at the Main Library

(See page 313)

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

WHEREAS, On August 23, 2012, the Board of Trustees for the Cleveland Public Library authorized an agreement with Spectrum Energy Concepts, Inc. to provide engineering consulting services in connection with the Heat Conversion Construction Project at the Main Library, including bid analysis and contract awards, reviewing contractor submittals and drawings for compliance with bid specifications, hold construction meetings and supervise construction for an amount not to exceed \$24,960; and

WHEREAS, The Board of Trustees has determined that it is more cost efficient for the Library to switch to gas heat instead of steam heat as originally planned, which will require changes to drawings and specifications and additional project administration services; and

WHEREAS, Spectrum has submitted a proposal in the amount of \$10,610 for these additional services, as more fully described in the quotation attached to this Resolution; now therefore be it

RESOLVED, That the Executive Director or his designee is hereby authorized to enter into an amendment to the agreement between the Library and Spectrum for services described in this Resolution in an amount not-to-exceed \$35,570 to be charged to the Building & Repair Fund Account No. 40190105-55300-12901, which amendment shall be approved by the Library's Chief Legal Officer.

RESOLUTION
AUTHORIZING
FIRST
AMENDMENT TO
AGREEMENT
WITH SPECTRUM
ENERGY
CONCEPTS, INC.
FOR THE HEAT
CONVERSION
CONSTRUCTION
PROJECT AT THE
MAIN LIBRARY
Approved

Joyce Dodrill, Chief Legal Officer, stated that we are removing from Spectrum Energy Concept's agreement the commissioning services that Spectrum was originally asked to perform, and will be utilizing the services of a third party vendor to perform those services. This result in an additional savings of approximately \$12,000.

Resolution to Enter Into Agreement With the Child Care Resource Center of Cuyahoga County, Inc. DBA Starting Point For MYCOM Out-Of-School Time Transitions Program

(See pages 314-319)

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

WHEREAS, Childcare Resource Center of Cuyahoga County Inc. d.b.a. Starting Point and Cleveland Public Library desire to form a partnership for the provision of out-of-school time transition services; and

WHEREAS, The Library wishes to enter into an agreement from March 1, 2013 though September 30, 2013 with Starting Point for tutoring services under MyCom/Cuyahoga County's Youth Development Initiative; and

WHEREAS, Starting Point will purchase and Cleveland Public Library will provide after-school tutoring services for at least six Cleveland Public Library branches; and

WHEREAS, Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$89,994.24; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute an agreement with the Child Care Resource Center of Cuyahoga County, Inc. (dba Starting Point), and such additional agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of

RESOLUTION TO
ENTER INTO
AGREEMENT
WITH THE CHILD
CARE RESOURCE
CENTER OF
CUYAHOGA
COUNTY, INC.
DBA SSTARTING
POINT FOR
MYCOM OUT-OF-
SCHOOL TIME
TRANSITIONS
PROGRAM
Approved

this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Resolution to Rescind Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Cleveland Metropolitan School District and the Amount to be Generated During the First Year of Collection of a 5.8 Mill Renewal Levy for the Current Expenses of the Cleveland Public Library

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

(R.C. Sections 5705.03, 5705.23, 5705.25)

WHEREAS, On September 18, 2012, the Board of Trustees of the Cleveland Public Library adopted a resolution requesting the Cuyahoga County Fiscal Officer to certify the total current tax valuation of the Cleveland Metropolitan School District and the amount to be generated during the first year of collection of a renewal tax for the benefit of the Cleveland Public Library, at a rate not exceeding 5.8 mills for each one dollar of valuation for the current expenses of the Cleveland Public Library, in order to place the issue on the May 7, 2013 ballot; and

WHEREAS, The Board of Library Trustees has determined it is not in the best interests of the Cleveland Public Library to place the renewal tax on the May 7, 2013 ballot, and therefore wishes to rescind the Resolution adopted on September 18, 2012;

NOW THEREFORE BE IT RESOLVED THAT:

Section 1. The Board of Trustees of the Cleveland Public Library hereby rescinds the Resolution adopted on September 18, 2012, requesting the Cuyahoga County Fiscal Officer to certify the total current tax valuation of the Cleveland Metropolitan School District and the amount to be generated during the first year of tax collection of a 5.8 renewal levy for the current operating expenses of the Cleveland Public Library.

Section 2. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified

RESOLUTION TO
RESCIND
RESOLUTION
REQUESTING THE
CUYAHOGA
COUNTY FISCAL
OFFICER TO
CERTIFY THE
TOTAL CURRENT
TAX VALUATION
OF THE
CLEVELAND
METROPOLITAN
SCHOOL
DISTRICT AND
THE AMOUNT TO
BE GENERATED
DURING THE
FIRST YEAR OF
COLLECTION OF
A 5.8 MILL
RENEWAL LEVY
FOR THE
CURRENT
EXPENSES OF
THE CLEVELAND
PUBLIC LIBRARY
Approved

copy of this resolution to the Cuyahoga County Fiscal Officer.

Section 4. It is hereby found and determined that all formal actions of the Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees that resulted in such formal action were conducted in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Ms. Rodriguez introduced the resolution and moved for passage;

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

Ayes: 4

Nays: 0

CERTIFICATE

The undersigned Fiscal Officer of the Board of Trustees of the Cleveland Public Library hereby certifies that the foregoing is a true copy of a resolution duly adopted by said Board on the March 21, 2013.

Carrie Krenicky, Fiscal Officer
Cleveland Public Library

Mr. Seifullah wanted the record to reflect that he is currently employed by the Cleveland Municipal School District to avoid potential conflict of interest.

Mr. Corrigan stated that he was unaware of any potential conflict with Mr. Seifullah voting on this item.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 320-329)

Report on Investments

(See page 330)

Report on Conference and Travel Expenditures

(See page 331)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 332-335)

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

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 336)

Affirmative Action Plan Report

(See page 337)

Insurance Summary Report

(See page 338)

COMMUNITY SERVICES REPORT

On behalf of Mr. Werner, Mr. Corrigan submitted the following report.

**FISCAL OFFICER'S
REPORT**

Submitted

**REPORT ON
INVESTMENTS**

Submitted

**REPORT ON
CONFER. &
TRAVEL
EXPENDITURES**

Submitted

**REGULAR
EMPLOYMENT
REPORT**

Approved

**REPORT ON PAID
SICK TIME**

Submitted

**AFFIRMATIVE
ACTION PLAN
REPORT**

Submitted

**INSURANCE
SUMMARY REPORT**

Submitted

**MONTHLY
ACTIVITY REPORT**
Submitted

Monthly Activity Report

(See pages 339-345)

**BUILDING
STATUS UPDATE**
Presented

Building Status Update

Myron Scruggs, Director of Property Management, stated the temporary South Branch successfully opened last weekend and there are some punch list items that remain to be completed. The Jefferson Branch Parking Lot Improvement Project will officially begin when permits have been secured. The steam conversion project has begun.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked Aaron Mason and the Outreach and Programming Services for their hard work on African American History Month; acknowledged staff for their assistance with the opening of the temporary South Branch; and announced that Timothy Diamond will take the lead in engaging the community through a task force for recommendations on moving forward with the South Branch.

Monthly Statistics

Circulation for the month of February was 528,235. This was a decrease of less than 3% from last year's February circulation of 544,009. 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 35% from February of 2012.

The number of computer sessions for February was up from 2012 levels. There were 91,064 sessions this year in comparison to last year's total of 65,016. Not surprisingly, the number of hours in use for our computers increased from 43,408 in February of 2012 to 62,649 in 2013. This was an increase of 31%. With the addition of TechCentral, the numbers of computers throughout CPL has increased the number of sessions and the numbers of hours in use.

Attendance for the month of February was 266,250. This is a 5% decrease from last year's attendance number of 278,898. The Main library reported a 3% increase in attendance. Main library's attendance continues to grow, however, the campus continues to show large drops in circulation.

Programming / Outreach

African American History Month

In celebration of African American History month the Library focused on education related topics. Over the course of the month the Library hosted six featured programs and coordinated 59 programs that were offered to neighborhood branches; branch programs focused on poetry, art history, African American quilting, and drum making.

World Peace and Other 4th Grade Achievements

The featured programs began with a visit from internationally renowned educator, John Hunter. On February 1, Hunter the subject of the documentary *World Peace and Other 4th Grade Achievements*, spoke to a group of CPL staff members about his experiences as an educator. The public screening of the film on February 2 was followed by a question and answer session with both Hunter and the film director, Chris Farina.

Dr. Howard Fuller Visit

On February 5, in partnership with the Black Alliance for Educational Outcomes the Library hosted a lecture by Marquette University professor, Dr. Howard Fuller. Fuller spoke about the history of educational reform in the African American community to an audience of 60 members of the public.

RAMM Program

On February 9, in the Louis Stokes Wing Auditorium, Edward "Phatty" Banks of the Reading RAMM program showcased various digital projects that were created by CPL patrons that were made in the past year. In attendance were students from the Cleveland Metropolitan School District and library patrons that were featured in the video and music projects.

Jazz Performance

At the Rice Branch on February 15, musicians Ralph Miles Jones of Oberlin College and Issa Abramaleem of Detroit,

Michigan performed before an audience of roughly 100 people. The performance culminated with a participatory musical experience where the audience was given percussion instruments to play as a group.

EXHIBITS

Centuries of Childhood Exhibit

The Centuries of Childhood Exhibit opened on February 14th. During Saturday public hours a total of 45 children and caregivers toured the exhibit. Due to inclement weather the 4 class visits scheduled in February were cancelled and reschedule. To assist with staffing during the public viewing hours, the Library employed the use of three volunteers provided by Youth Opportunities Unlimited. The volunteers were given training by the Youth Services department and assisted Library staff with ushering young people through the exhibit.

Labor & New Deal Art exhibit

The opening of the *Labor & New Deal Art exhibit* was on February 19. The exhibit is a traveling print exhibition of Depression-era prints organized by the Massillon Museum and Youngstown State University to commemorate the 75th Anniversary of The Little Steel Strike. The exhibit includes works of art from the collections of the Columbus Museum of Art, Massillon Museum, and Butler Institute of American Art, in partnership with the Ohio Humanities Council and Cuyahoga Arts and Culture.

To coincide with the exhibit opening was a reception on the 3rd floor of Main Library that featured a gallery talk by Intermuseum Conservation Association conservators Andrea Chevalier and Wendy Partridge about the history and conservation of Cleveland Public Library's three famous 1933-1934 WPA murals: Ora Coltman's *The Dominance of the City*, William Sommer's *The City in 1833*, and Donald Bayard's *Early Transportation (Cleveland's Waterfront About 1835)*.

Science and Technology Exhibits

Exhibits in the Science and Technology department include those related to Temple Grandin's visit, Lunar New Year-Year of the Snake, and Valentine's Day. For Lunar New Year, Chinese food, arts & crafts, gardens, bridges, and dogs are on display. Some specific titles include *China's Threatened Wildlife*, by Liz and Keith Laidler, *On Their Own Terms: Science in*

China, 1550-1900, by Benjamin A. Elman, *Snakes of the Southeast*, by Whit Gibbons and Mike Dorcas, and *Boas and Pythons of the World*, by Mark O'Shea.

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 presented to the Cleveland Bridge Builders Breakfast Series.
- I met with the Cuyahoga County Library Directors to discuss possible collaborations and funding issues.
- I spoke to the Park Synagogue Sisterhood on the history of the Cleveland Public Library.
- I attended a reception for Jose Antonio Vargas as a guest of Margaret Wong.

CLEVNET

February's total OverDrive CLEVNET eMedia collection circulation was 77,270, significantly up from last year's total of 59,674. CPL has 5,217 total followers on Twitter and the Facebook page currently has 4,987 fans.

GRANTS & DEVELOPMENT

Starting Point/MyCom - Submitted request for \$90,000 for MyCom funds to continue after school tutoring at CPL branches

Alcoa - Submitted request for \$15,000 to purchase solar-powered trash compactors for Eastman Reading Garden.

Friends of CPL

- Held fourth meeting of the Friends/Foundation Nominating Committee.
- Created materials for and held the first meeting of the Implementation Committee; discussed Friends involvement in programming. Worked on materials for second meeting.
- Prepared Director's report to Friends on 2012 spending.
- Submitted 'Letter from the Director' for Friends April newsletter.

PUBLIC SERVICES

Outreach & Programming Services

During the month of February the Library hosted a total of 87 programs. Educational programming and services, not included in the above totals, accounted for approximately 168 adult education classes, 927 hours of after-school tutoring was delivered to a total of 495 children at 7 locations, and 90 hours of high-school ACT preparation and digital arts programming. After school snacks were served 5 days a week at 9 branch locations during the month to 3257 children. Twenty Chinese language classes were held throughout the month at five locations. Total programming/educational services related expenditures for February totaled \$5177.45.

African-American History month

In celebration of African-American History month the Library focused on education related topics. Over the course of the month the Library hosted six featured programs and coordinated 59 "canned" programs that were offered to neighborhood branches; branch programs focused on poetry, art history, African-American quilting, and drum making.

World Peace and Other 4th Grade Achievements

The featured programs began with a visit from internationally renowned educator, John Hunter. On February 1, Hunter the subject of the documentary *World Peace and Other 4th Grade Achievements* spoke to a group of CPL staff members about his experiences as an educator. The public screening of the film on February 2

was followed by a question and answer session with both Hunter and the film director, Chris Farina.

Dr. Howard Fuller Visit

On February 5, in partnership with the Black Alliance for Educational Outcomes the Library hosted a lecture by Marquette University professor, Dr. Howard Fuller. Fuller spoke on the history of education reform in the African-American community to an audience of 60 members of the public.

RAMM Program

On February 9, in the Louis Stokes wing auditorium, Edward "Phatty" Banks of the Reading RAMM program showcased various digital projects that were created by CPL patrons that were made in the past year. In attendance were students from the Cleveland Metropolitan School District and library patrons that were featured in the video and music projects.

Jazz Performance

At the Rice Branch on February 15, musicians Ralph Miles Jones of Oberlin College and Issa Abramaleem of Detroit, Michigan performed before an audience of roughly 100 people. The performance culminated with a participatory musical experience where the audience was given percussion instruments to play as a group.

Natural Love Train

On February 16, Monica Green, author of the book *Natural Love Train* and a panel of experts spoke on hair and health issues in the Louis Stokes Wing auditorium.

Push: Madison vs Madison

The final program of the month was a screening of the documentary *Push: Madison vs Madison* at the Martin Luther King Jr. branch. In attendance for the screening were film director Rudy Hypolite and Coach Dennis Wilson of Madison Park Vocational High School.

Legal Aid Clinic

On February 9 the Eastman Branch hosted the first Legal Aid @ Your Library, the second of a yearlong series of brief advice and referral in neighborhood branches. Thirty-nine attendees received free consultations on civil legal matters from a team of approximately four Legal Aid attorneys, 2 high-school student volunteers and 14 volunteer attorneys from the Cleveland Metropolitan Bar Association, Women in Law section.

Tax Preparation Clinics

Tax Preparation assistance programs began in the month of February. Over 20 clinics were held at 7 branch locations throughout the system.

Cleveland Shambhala Buddhist Group

Ms. Eyerdam gave a tour for a group of 6 people from a Cleveland Shambhala Buddhist group who wanted to see materials from the JGW collection of Orientalia. Another tour of Special Collections was given to 3 staff members from the State Library. They were shown items that represented the collections of chess, Orientalia, folklore, Lockwood Thompson, and Schweinfurth.

Cleveland Public Poetry: Poetry of Love Edition

The Ohio Center for the Book @ Cleveland Public Library hosted a poetry reading on February 14. Steve Capuzzo hosted the event and prepared a book display to coordinate with the reading that featured books of love poetry and love letters. The event featured thirty-two people reading poems with forty-five people in attendance.

Sports Icon Oral History Series

Larry Chernauskas, a Hall of Fame basketball coach with 508 wins in a career that spanned 37 years as both a boys and girls head coach was interviewed by Dan Coughlin on February 25. Larry Chernauskas coached at the following schools: West Tech, Gilmour Academy, and Magnificat. Peter Elwell and D. Ronney coordinated the Icon program. In attendance were Director of Public Services, John Skrtic, Assistant Head of Branches, Carlos Latimer, Milos Markovic, Foreign Literature Manager, and Social Sciences Department staff.

MEETING ROOMS and SCHEDULING

In February a total of 286 meeting room requests (64 staff requests and 222 patron requests) were processed by the OPS department, with a total of 5896 estimated number of attendees. This number includes reservations placed for meeting room space in each of the 27 branches, Main Library and Technical Services. Thirty-six AV requested were filled for both Branches and Main Library.

EXHIBITS

Centuries of Childhood Exhibit

The Centuries of Childhood Exhibit continued during Saturday public hours in February. During Saturday public hours a total of 79 children and caregivers toured the exhibit. To assist with public-viewing the library employed the use of one volunteer provided by Youth Opportunities Unlimited.

Labor & New Deal Art Exhibit

As a part of the *Labor & New Deal Art exhibit* the Library hosted the Laborfest forum, a daylong celebration of music, theater and featured speakers. The program included an on-stage adaptation of "Capitalization," a short play performed by members of the Cleveland Public Theater and live music from the New Deal Era performed by members of Local 4 of the Cleveland Federation of Musicians. Three speakers, Prof. Ahmed White, Colorado School of Law; Prof. Patricia Hills, Boston University; and Dr. M. Melissa Wolfe, Curator of American Art at the Columbus Museum of Art spoke on various topics related to the history Labor movement in the United States. Also in attendance was Ohio Senator, Sherrod Brown.

Science and Technology Exhibits

Exhibits in the Science and Technology department include those related to Temple Grandin's visit, to the Chinese New Year - Year of the Snake, and to Valentine's Day. For Chinese New Year, Chinese food, arts & crafts, gardens, bridges, and dogs are on display. Some specific titles include "China's Threatened Wildlife," by Liz and Keith Laidler, "On Their Own Terms : Science in China, 1550-1900," by Benjamin A. Elman, "Snakes of the Southeast," by Whit Gibbons and Mike Dorcas, and "Boas and Pythons of the World," by Mark O'Shea

OUTREACH

On February 18, Caroline Han co-hosted with Youth Services Department Chinese New Year Stories and Traditions program to 47 students and teachers from Laurel School. Following the program students were given tour by manager Annisha Jefferies. The program's objective was to familiarize students with the vast educational resources of CPL and to expose them to Asian culture and traditions.

Foreign Literature Librarian Mary Torres conducted bilingual story time at Puritas Head Start for 60 students. Spanish and English language books were highlighted with hand puppets and interactive instructional techniques. Program's objectives were to expose students to bilingual approach to learning and to stimulate their desire to read on their own.

Over Fifty books from Science & Technology, and a few other departments, were sent to the Greater Cleveland Aquarium in support of their exhibit: Sea Monsters: Truth or Tale.

Manager, Annisha Jeffries is conducting Storytime every Monday to, 3-5 year olds at the YMCA Preschool located in the Old Stone Church. This month Christine Feczkanin and Eanas Salem assisted Jeffries with storytime.

OPS department supported 6 outreach events in the month of February. On February 28, Aaron Mason, Assistant Director of Outreach & Programming spoke to the board of St. Paul AME Church about Library Services available in the Rockport neighborhood.

Literacy & Education Coordinator Sherri Jones represented the Library at 5 outreach events in February. She attended the Buckeye-Union Collaborative Meeting and presented information regarding Library programs and services; the Mt. Pleasant Zone to engage neighborhood residents and stakeholders in a discussion about the Library's educational services; the P-16 collaborative meeting; John Adams OGT Parent/Student Night at which she hosted a Literacy and Education resource table for community, took library-card applications, and networked with various community stakeholders.

On Tuesday, February 12, 2013 BEL hosted the Entrepreneurship Primer in which patrons explored their ideas for establishing their own small businesses. Patrons were instructed how to incorporate databases such as Reference USA, D&B Million Dollar Database, and Gale Legal Forms in their business decision making activities.

On February 21, Maureen Mullin presented *What Your Public Library Can Do For You: Premium Online Market Research and More*, to the Uptown Business Association, an association of businesses located in Cleveland's

Uptown neighborhoods of Buckeye-Shaker, Fairfax, Glenville, Hough, Little Italy and University Circle. Twenty members of the community attended, including bankers, entrepreneurs, consultants, and members of the hospitality industry. The audience was very appreciative of the information available to them with a library card, including on-line classes, music downloads, primary resources, mailing lists, business research, and e-media.

Mr. Biddle attended *Young Audiences* artist recruitment meeting at their Shaker Square offices. They are currently expanding their artist in residence staff. He also began studying various approaches to digital arts to explore ways that our art outreach can provide support for CMSD during their cutbacks on art education and a possible opportunity to network with Youth Services iPad outreach project. Fine Arts pulled books for Science & Technology to be shipped to the Aquarium for their display. The article about Special Collections was printed in the February issue of *Currents Magazine*.

Michael Dalby attended a Classical Revolution Cleveland lunchtime performance at the Happy Dog after which the library's *Music at Main* series received a nice plug to the capacity crowd; he also finalized MLA Midwest Chapter (which will be held in Cleveland this October) plans with OPS.

Mark Moore completed an email interview with Austin Eilbeck for the Sports Rules Forever Blog. The interview was posted on January 7th.

Ms. Ronney met with Bob Zimmer, CEO of the Baseball Heritage Museum to revisit topics and ideas discussed last year. Ms. Ronney created a plan to revise the former periodical room into a Sports Icon Meeting room. Ms. Ronney and Mark Moore met to discuss a special collection of sports icon materials, similar to the special collection.

Mark Moore met with John Skrtic on February 14 about an article featuring the Cleveland Public Library Sports Research Center, and prepared a draft outline.

Research That's Possible Only at Main Library

Two Universities have been sending requests through ILL/Photoduplication for our older issues of Sport and Baseball digest. Most of the years requested range from the 1950's to the 1960's. It is interesting to find that some of our past patrons have made their own clipping files. Many of the color pictures, of the featured sports players, were carefully clipped from these older issues.

BEL Librarian, Sandy Witmer worked with Susan Mullee to answer a reference question on historical mutual fund prices February 12 and 13. The patron needed the prices in a different format than the department's print sources use, so they downloaded the prices from yahoo.com/finance into a spreadsheet to sort them for the patron.

On February 26, Witmer researched Timcor, Inc. a Cleveland company from around 1950. The patron was interested in the company's history. She used microfilm from the Cleveland Corporations file, the Historical Plain Dealer database and city directories.

One researcher requested information in regards to the Nickel Plate Superintendent Albert William Johnston to see who may have his letters and papers. He is writing a book about the wreck of an excursion train on the Nickel Plate Railroad on June 21, 1891 at what is now Bay Village.

Fine Arts scanned information for the Curatorial Research Assistant at the Whitney Museum of American Art in New York working on the exhibition catalogue for the upcoming Jeff Koons Retrospective. She needed bibliographic and content information scanned from *A Passion for Art Collectors and Their Houses* Gludowacz, Irene.

Chess researcher from Ireland requested scans from *Een tiental schaakpartijen tegelijk en uit het geheugen gespeeld* (1879) for an article.

Researcher from England is writing essay for publication in an edited volume called "*Power and Justice in Medieval French Culture: Textual and Visual*

Representations." She is referencing our copy of the mediaeval text *Songe du Vieil Pelerin* (c.1400).

Mother and daughter patrons came in to look for information on Jan Metzlinger, an African-American inventor. They had gone to several suburban libraries, incl. Maple Heights to locate biographical info and copies of his patents to no avail.

Successful research in assisting Mr. John Meurs, Switzerland in finding descendants of Cleveland native Second Lieutenant John W. Turocy, a bomber navigator during World War II. Mr. Meur is working on a history of the April 29, 1944 mission of the 8th USAAF. One of the B-17's, not Lieutenant Toucy's bomber, was shot down and was assisted by Mr. Meur's brother-in-law who was a member of the Dutch underground.

Collections

Manager, Annisha Jeffries continues shelf reading and looking at the picture books and jfiction in stacks in order to make a final decision what books need weeding.

Library Assistant, Eanas Salem, scanned 15 Shelf Division stack carts that needed to be shelved. Salem discharged items that were marked missing and removed items that were not in catalog or did not belong to department. Salem also sorted 20 Stack carts this month and shelved a few stack carts.

Helena Travka shifted the United Nations microfiche collection. The Social Sciences Department received the arrival of complete run of the 2003 microfiche.

Mark Moore worked on the rare book inventory for the Sports Research Center, and updated the want-lists for SRC collection development. Mr. Moore continues to take lead on the collection development coordination.

The Sheltie Dog Collection is now in SIRSI thanks to Jim Bettinger. The Cleveland Shetland Sheepdog Club has donated \$100 to the library to be used as needed.

Maureen Mullin arranged a meeting with Felton Thomas, Cindy Lombardo, and Tim Diamond, of CPL, with Andre Bryan and James Morrow of APB & Associates to discuss ways to better market CPL's environmental books. The

meeting was held on February 12. The increasing need for companies of all sizes to be compliant with federal and international laws and regulations relating to the environment and labor and how the library can assist them was the main point of discussion.

Cleveland Public Library is now a FamilySearch Affiliate Library. CPL joins numerous libraries across the United States in providing patrons local access to thousands of genealogical records on microfilm held by Family History Library in Salt Lake City, Utah.

Ten copies of the *Federal Art in Cleveland* book were sent to bindery. Mr. Biddle continues to sort and process numerous gift books from MOCA and others, many of which are new additions to the collection. Some are also going to Better World Books and to other departments.

Special Collections

Preservation sent the 1921 Kokoon Invite Poster that had conservation work done by ICA.

Ms. Brown is processing the *George Koltanowski Chess Collection*, he was a chess master, president of American Chess Federation and famous for his blindfold chess and simultaneous chess tournaments. He was also the editor of the column for the *San Francisco Chronicle* for over 50 years. Koltanowski died in 2000 and his family donated his collection of papers shortly after his death. This archive was selected for processing because of a patron request. The collection was very disheveled and unorganized and had to be given a new arrangement. The collection also includes over 100 photographs.

Ms. Eyerdam contacted Preservation to consider re-digitizing the Charles Chesnutt photos at a higher resolution for publication requests. She also delivered the Chesnutt manuscript on Frederick Douglass (25 pages) to be encapsulated - the manuscript was beginning to chip and crack. An Automation request was submitted to run a list of Special Collection titles that were still stored at Lake Shore. Some of these titles were found at Main Library and corrected in Sirsi.

Schweinfurth: The Schweinfurth Committee met for its first quarterly meeting. The group reviewed approval

books from Bernett and made selections from Bookpress and Jordan Books (trade catalogs). The meeting focused on planning the Schweinfurth exhibit in conjunction with the Cleveland Artists Foundation. Dates were set to review various items from Special Collections, Maps, and the Photo departments for the exhibit. In the meantime, Ms. Eyerdam is contacting outside sources for materials such as Trinity Cathedral, CWRU, and Five Oaks in Massillon OH.

Staff Development

Ms. Eyerdam, Ms. Brown, and Ms. Brisker attended a workshop called "*The Care of Objects*" , dealing with handling objects in a special collection. This was presented by the ICA at Akron University, Feb. 14^t- where they learned about different types of gloves to wear depending on the object. Best practice is to have clean hands and wear gloves when handling metal objects and photographs. Never hold objects by handles - always hold the base of an item. Do not wrap objects with newspaper because the ink and acid from the paper will stain the objects over time. The best thing to do for objects is to keep them in a room with a constant temperature and humidity level.

Female staff member in the Literature Department attended a three day RAD Self-Defense workshop to learn security techniques.

Marilyn Nichols attended a webinar on February 28 to prepare for the migration to the new OCLC WorldShare™ Interlibrary Loan service that will replace WorldCat Resource Sharing this year. The migration will take place over several months and by November, 2013 the WorldCat Resource Sharing will become obsolete.

Staff Development

Manager, Annisha Jeffries attended a program on Thursday, February 28, at Memorial- Nottingham program featuring author and educator, Dr. Candy Dawson Boyd. Dr. Boyd also gave another presentation at Ideasteam Center where she discussed Common Core Standards which was sponsor by A Cultural Exchange.

Annisha Jeffries, Sarah Flinn, and Amy Dawson are working with the Siegel and Shuster Society to plan a celebration of the 75th anniversary of Superman.

BRANCHES

The month of February for Harvard-Lee Branch began with Mrs. Parks attending the OPS Private Education Reception for John Hunter. With approval from Mrs. Tyus, Mrs. Parks was named to the Legislative Day Committee and the FIT Team Committee. Harvard-Lee team members have been encouraged to gain continued education throughout their careers. Four team members have signed up to take ed2go courses this month. Rockin 216 Parent Session had a wonderful turn out as the students gave parents a preview of what they have been working on. Mrs. Scurka attended and participated in an African American Reading at JFK. Additionally, she attended a workshop orchestrated by the YS Department.

The highlights for this month at MLK include the African-American Artist Reception in collaboration with Sankofa. Local and national artist were present to give inspiring words about their work and network among other patrons. There were 55 patrons in attendance for the reception.

The month was a busy month for the Memorial Nottingham Branch community. There were eight GED classes and each class averaged about 20 per class. Staff members have hosted a number of winter programs: The History of the first Black Communities Program on 2/13/2013; Self-defense Class on 2/9/2013; Metroparks Naturalist on 2/5/2013 and has hosted several class visits from the local schools. Ms. Estrella hosted The Talking Drum Program on 2/4/2013 and the Escape on the Underground Railroad Program on 2/22/2013. She has conducted a Growing Readers Story Hour and has hosted several class visits from the local schools. The CLC held computer classes on every Thursday of the month teaching the local community new computer techniques.

Excitement was in the air during the month of February on the West Team as anticipation of the New South Branch continued to build. Branch Manager Jaime DeClet reported that the Branch received a number of visitors coming in to reminisce about their younger days as South Branch patrons. Other West Team staff members kept

things exciting in February by offering some incredible and well attended programs. The Fulton Branch delighted 35 children from the Salvation Army's After School Program with an "Art on my block" activity. This collage making activity based on African-American artist, Romare Bearden was a big hit. A similar program at the South Brooklyn Branch delighted 18 children. Twelve additional children made and played drums at the Talking Drums program also held at the South Brooklyn Branch.

An African Spurred Tortoise made it's way into the Walz Branch along with it's owner Jack to answer questions about Tortoises/turtles and keeping exotic pets. Along with great children's programming and activities, there were program opportunities for adults as well. 25 patrons learned about couponing at the Fulton Branch through a program conducted by the Stockyard Clark Fulton Brooklyn CDO. Annual tax clinics at West Team Branches continue to be very well attended and for the first time, a Legal Aid Clinic was held at the Eastman Branch. On February 9, 37 people received a free legal consultation from a licensed attorney at their local Cleveland Public Library Branch.

Opportunities for learning and development continue to bring patrons into the West Team Branches. The Eastman Branch has three new tutors, 4 days per week and the Fulton Branch reports that many children that attended the first quarter session of after school tutoring are returning for the second quarter. In addition, she reports that they saw a record number of 15 students in one day in February.

The Sterling Branch reports success with their Chinese language classes and the Brooklyn Branch hosted an instructor from Tech Central every Thursday afternoon to teach Word programs. In an effort to continue the theme of learning and development, The Rockport Branch is hosting a student volunteer. High School Senior volunteer Nada Sabry from Lincoln West High School will be completing her 40 hrs volunteer work at The Rockport Branch. Nada has been helping in preparing crafts for Children's Librarian Cassandra Feliciano and other library related tasks.

Promotion of the Library and the great services available to the community continued into February. West Park Branch Manager Andrew Harant spoke at a

meeting of West Park Kiwanis Club about the upcoming 85th anniversary of the Branch, library services and programs and about the partnerships with neighborhood organizations.

Assistant Director Public Services, Carlos Latimer, presided over the North Broadway Services Advisory Committee's meeting. In attendance were Fleet Manager, Rekiat Olayiwola and Fleet Branch Clerk, Betty Hollowell. Carnegie West Branch Manager Angela Guinther attended the Lorain Avenue Stakeholders and Ohio City Stakeholders meetings and Sterling Branch Manager Cal Zunt attended a Ward 5 Community Meeting and the Marion-Sterling Partnership Meeting. Outreach services to the North Broadway community continue to be strong with visits to seven daycares and presentation of story hour's to 179 children.

TechCentral Visits and Outreach

TechCentral presented at the First Friday MIX Event at the Cleveland Museum of Art on February 1. Eight staff members were in attendance to give visitors an opportunity to see and learn about 3D printing technologies and how they might relate to art and design. The event was a rousing success, with the display proving busy throughout the event. It was estimated that nearly 1000 people were in attendance at the MIX event that evening.

Several staff members from the Kent State University Libraries visited TechCentral on February 6 in order to gather information on similar endeavors at the University. Visitors were given a tour of TechCentral, as well as an overview of the 3D Printer, myCloud, and TechToyBox services.

Two staff members and a practicum student from the State Library of Ohio visited TechCentral on February 15. The visits were given a tour and overview of TechCentral, as well as a tour of the Main Library Campus, led by Pam Eyerdam.

Meetings and Professional Development

The TechCentral staff participated in evacuation training on February 4 with the Safety and Protective Services Manager and Supervisor. Staff learned the proper procedures for leaving the TechCentral area in

the event of an emergency, multiple escape routes, as well as how to direct patrons during an emergency. A copy of the evacuation routes has been posted in the TechCentral offices.

Staffing Changes

Interviews for the TechCentral Coordinator Position were held in early February. Several candidates, both internal and external, were interviewed for the position. The successful candidate for the position will likely start in late March.

Forrest Lykins transferred laterally to the role of Library Assistant, Youth Emphasis at the Rockport Branch on February 10, 2013.

Robert Carroll's last day with the Cleveland Public Library was February 16, 2013. Robert has accepted a position with another organization.

Computer Classes, One-on-One Sessions, and Maker Labs
In January, TechCentral staff conducted a total of 19 classes at Main Library and 44 classes in 11 branches. Attendance was 126 students at the Main Library and 141 students at the branches.

In addition to these computer classes, TechCentral staff held 11 scheduled one-on-one sessions on the following topics:

- Amazon.com
- Backups
- eBooks & eReaders
- Excel Charts
- File Management
- Gmail
- LinkedIn
- PayPal
- Resume

Jon (Yehia) Alhibshi-Devore presented the *Making Your Own Font* MakerLab on February 15. Due to technical difficulties with the myCloud system, only the presentation portion of the lab was given. The MakerLab will be rescheduled in order to allow patrons to experience the entire lab, including the hands-on portion.

Karmar Clifton presented the *Video Slideshow MakerLab* on February 25th. The lab showed participants how to create a video slideshow using still images, as well as how to share the video online via services like Facebook and YouTube.

Beginning in March, myCloud orientations will be offered on-demand and via schedule one-on-one appointments. This change will allow more easy access to the orientation at times convenient for the patron. Additionally, changes to the orientation class as well as the myCloud service are being investigated in order to increase demand for and access to the myCloud service.

Beginning in March, TechCentral Computer classes will be shorted by ½ hour to 1.5 hours in length in order to allow for improved logistics in scheduling, travel, and personnel aspects. The reduced length of classes will allow the use of CPL Cars for traveling to and from branches, allow for staff to more easily transport teaching supplies and small equipment, as well as reducing the number of mileage reimbursement requests made each month. Additionally, the reduced time better allows for staff to schedule break and lunches times, which was challenging with the longer class times.

TechCentral staff began making the necessary preparations for these changes in February, including examining and altering class handouts reflect to reflect the shorted class times, as well as performing logistical tasks related to using CPL cars for travel.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In February, OLBPD circulated 52,186 books and magazines directly to patrons. OLBPD registered 149 new readers to the service. Approximately 597 active BARD users downloaded 12,565 braille and audio materials for February.

The National Library Service will begin distribution of audio magazines on digital cartridges beginning in March. Patrons will receive customized digital cartridges bundled with their magazines subscriptions. As NLS begins this transition, patrons will continue to receive their magazines on cassette for short period of time through the transition, but magazines on cassette will stop by the end of the year.

The National Library Service will be conducting a survey of patrons and potential patrons in 2013. NLS plans to begin the survey in March, and patrons and participants will have options to complete the survey via the Internet or telephone.

OLBPD is pleased to announce that it will host two NLS narrators as speakers for Family Fun and Learning Day events in 2013. NLS narrator Michael Kramer will speak at the Cincinnati Family Fun and Learning Day on Wednesday, July 10, 2013 at the Clovernook Center for the Blind and Visually Impaired. NLS narrator Laura Giannarelli will speak at the Columbus Family Fun and Learning Day on Wednesday, August 14, 2013 at the State Library of Ohio in Columbus as well as the Cleveland Family Fun and Learning Day on Wednesday, September 11, 2013 at OLBPD.

On February 19, OLBPD welcomed Cuyahoga East Vocational Education Consortium student Ciara Bell. Ciara will spend ten hours a week through the rest of the school year learning valuable vocational skills in OLBPD's patron services, shipping department, and duplication services.

OLBPD Manager Will Reed met with Greater Cleveland Volunteers Janet Vectirelis on February 20th to arrange volunteer support for Family Fun and Learning Day as well as discuss volunteer recruitment for OLBPD.

The OLBPD Cyber-Dialogue Book Discussion was held on February 14th where the group discussed "Dead Until Dark" by Charlaine Harris.

OLBPD Librarian Michelle Makkos provided information and talks about the service at the Healthy Solon Health Fair on February 9th.

TECHNICAL SERVICES

Patricia Lowrey and the Technical Services Managers all attended Labor Management Training offered by the Federal Mediation and Conciliation Service. Ms. Lowrey presented a workshop on selecting eBooks to a group of librarians from the Upper Hudson Library System in upstate New York on February 7.

Ms. Lowrey attended several meetings about the

relocation of the South Branch to a temporary location including an evening meeting with the public on February 27. She attended the Board of Trustees work session on Saturday, February 23. Ms. Lowrey led the Revenue Enhancement Task Force meeting on February 28.

Collection Management: Collection Management, along with the Acquisitions department, organized a detailed training session for Branch personnel on claiming undelivered periodicals. Representatives from eleven Branches attended. Nathaniel Infante of Acquisition's staff prepared helpful instructions and Nancy Mocsiran and Rollie Welch assisted. Staff left the training with a much clearer understanding about checking-in and claiming procedures. On site training on using Ingram for discretionary ordering continued with visits to the Mobile Library and East 131 Branch. Laura Mommers also offered hints on using Midwest's website for ordering DVDs to staff at East 131.

During February Bonnie Bolton selected a total of 2,556 books for Main Library and Branch children's collections. Ms. Mommers ordered 3,607 DVDs titles for the Branches and the AV Department. Ms. Mommers also ordered 2,401 CDs for the Branches and the Popular Library. Collection Management staff relocated thirty-seven telescopes of print and non-print items to the Branches, book sale, or college collections held at Cleveland State, Case Western Reserve University and Cuyahoga Community College-Metro Campus.

Mr. Welch continued to represent Cleveland Public Library this month with his byline associated with a young adult review in *The Plain Dealer*, an online column with *Library Journal* and a column co-authored in the February issue of *VOYA (Voice of Youth Advocates)*.

Materials Processing: The Associates cataloged 1,038 titles for the Cleveland Public Library, added 1,696 records for the CLEVNET libraries. The Associates and Senior Clerks added 5,643 items. The Technicians worked on 21,209 items.

Elizabeth Hegstrom provided basic RDA training for the Technical Service Associates and Sr. Clerks in Materials Processing. Regina Houseman from the Catalog Department assisted in training Christon Hicks on copy cataloging books, serials and DVDs. Paula Stout and Shirley Jones

helped Acquisitions by adding comic books for the branches into Sirsi.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, created instructions detailing the new procedures for the handling of automatically paid invoices in the Acquisitions and High Demand Departments. Ms. Jelar Elwell worked with Carole Brachna, High Demand Manager, and Alicia Naab, Acquisitions Coordinator, to get feedback and make any needed revisions. Ms. Naab began handling the processing of automatically paid invoices on a daily basis and also cross-trained the other Librarians in the Department on the procedures. These procedures have now been incorporated into the workflow of daily tasks for all the Librarians in the Acquisitions Department.

Ms. Naab participated in cross-training with Ann Olszewski, Preservation Manager, to learn about some of the basic tasks and responsibilities in the Preservation Department and about ongoing digitization and conservation projects. Ms. Naab continued to work with Rollie Welch, Collection Manager, to resolve some issues related to the logins used for accessing the Ingram website.

Nathaniel Infante, Technical Services Associate, assisted Mr. Welch and Nancy Mocsiran, Technical Services Assistant, Collection Management, with the group training session for Branch staff on using the Wolper website and claiming periodicals.

Staff ordered a total of 6,590 titles and 9,691 items (includes serial standing orders); they received 13,096 items, 1,790 periodicals, and 369 serials. They added 610 periodical items, 167 serial items, 281 paperbacks, and 3,021 comics. They processed a total of 1,710 invoices and 65 periodical and serial claims.

High Demand: Staff cataloged 677 new titles, and added 13,185 items. They ordered 1,134 titles and 12,510 items. The paperless invoicing project is moving along. About 25% of the High Demand invoices were handled with the auto-paid process this month.

The Manager, Carole Brachna, met with other Technical Services Managers to come up with a plan to keep High Demand staff productive during slower times. Tasks were

found for each person without a clearly defined backup projects. These tasks are generally ones that other departments had a difficult time keeping up with, so staff time will be well spent.

Dale Dickerson, High Demand Librarian, began to work through the RDA training as suggested by the Catalog Department. He continued to add descriptive data about baseball and football photographs to the Digital Gallery. Summer Salem, Technical Services Associate, selected about 30 Arabic language titles to be added to branch collections. These included cookbooks, health, children's titles and some popular fiction. She continued to do some copy cataloging of Arabic language materials for the Catalog Department.

Rosalyn Easley, Technical Services Associate, received 243 items for Acquisitions and changed the owning location on 175 DVDs. Mya Warner, Technical Services Senior Clerk, helped add 104 comic books to the collection. She also changed the owning location on 73 DVDs. She received 116 items for Acquisitions. Steven Best received 219 items for Acquisitions. Mr. Dickerson, Mr. Best, and Ms. Brachna volunteered to help cover breaks and lunches for Shipping Dept. one day. Ms. Brachna got price quotations for tote bags for Patricia Lowrey's Revenue Enhancement Task Force.

Preservation: More than 1,000 objects were added to the Digital gallery, including 279 Cleveland photos. For the Public Affairs Library's "History of African Americans in Cleveland" project, 11 monographs and 71 photographs were added. From the Standiford Collection, the "G" section (21 portraits) and "H" section (47 portraits) were added. From the Edmondson collection, the 57 Hanna family portraits were added. For the Photograph Collection "Brooklyn Centre" project, 26 photographs were loaded.

Gloria Massey learned the workflow for the CONTENTdm project client, loading digital objects to the OCLC hosted-server. She loaded digital editions for John Marshall yearbooks, the 2012 Cleveland City Record, and added metadata for historic photographs of Public Square. Dale Dickerson added metadata for 72 baseball photos and 9 football photos.

Renee Pride prepared the 1995 City Directory for scanning by removing the text block from the case and dividing it into three sections. Lyla Chilcutt prepared two outgoing digicovers shipments of Russian books. Gloria Massey completed scanning the glass plate negatives of the Hanna family portraits from the Edmondson collection. She combined weekly City Record PDF files into a single file for each month. Elizabeth Bardossy treated 24 park plans and two chess photographs from the White Collection. Laura Wallencheck completed the inventory of historic American railroad annual reports. The collection covers 38 railroads, comprises 13 linear feet, and spans the years 1851 to 1976. Ann Olszewski worked with Acquisitions Coordinator Alicia Naab, introducing her to the Preservation operations.

Catalog: Amei Hu, John Parsons, and Barbara Satow completed the self-training process for Research Description and Access (RDA). Michael Monaco began creating name authority records according to the RDA rules. His records were reviewed by Paul Frank of the Library of Congress, who granted Mr. Monaco and the Library independence in NACO for RDA records. Regina Houseman, Mr. Parsons, and Larisa Povitsky read extra RDA material. Ms. Satow watched a webcast in addition to the required training.

Diana Olivares joined the department as a Technical Services Librarian. She previously worked at the Arizona State Museum Library and Archives. Mr. Monaco began training Ms. Olivares. Regina Houseman and Mr. Monaco trained a new Technical Services Associate in Materials Processing to copy catalog books, serials, and DVDs. Andrea Johnson trained Ms. Hu and Ms. Satow to review items and labels.

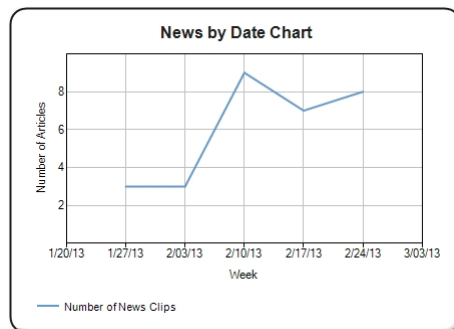
Catalogers added 2,604 titles and 2,137 items for Cleveland Public Library. Dawn Grattino cataloged a set of etchings of the construction of Terminal Tower by Louis Conrad Rosenberg (ocn826370709) for Special Collections. The set features 19 prints of various phases of the clearing of the construction site, the building process, and views of the completed edifice.

Mr. Monaco continued to create catalog records for Overdrive titles, adding 659 brief records using MarcEdit and 515 full OCLC records. Mr. Monaco is also using MarcEdit to edit records for titles for Gale ebook

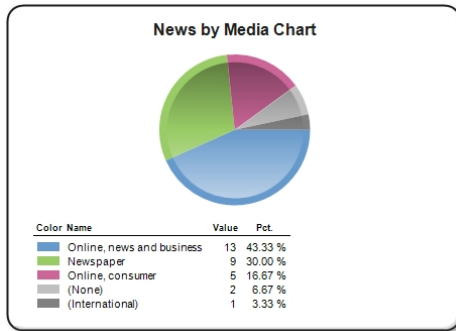
collections the Library has purchased. Mr. Monaco loaded 30,960 records in February and will continue to add batches so that large collections of titles are made accessible in the catalog. These collections include *"Eighteenth Century Collections Online, Part I and Part II," "Nineteenth Century British Library Newspapers,"* and *"Slavery and anti-slavery: a transactional archive."* Mr. Monaco took part in a CPL150 Team meeting at Woodland Branch and a meeting of the Ohio Library Council 2013 Convention & Expo Programming Committee. Ms. Grattino attended the first of three labor-management relations training sessions.

Shelf/Shipping: Stephen Wohl assisted the Page New Hire committee in interviewing over 40 applicants over a 4 day span to fill the page vacancies at the Main library and our branches. The staff of the Lake Shore Shelf/Shipping Department sent 146 items to the Main Library for requests and 129 items to fill holds. Main Library received 501 telescopes of new materials and the Branches received 968 telescopes. CASE received 4 telescopes of new materials, CSU received 3 telescopes, and Tri-C received 4 telescopes. Over 100 telescopes of new CPL titles were sent to CLEVNET to fill holds. The Technicians unpacked 20,740 new items and sent them to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS



Media coverage for the month of February included 30 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$37,662.07 with a news circulation audience of 2,577,645 people. In February, the online print media outlets that featured CPL events and programs received 1,589,374 unique visitors. Full report in the Marketing Department.



Ads to promote ed2go appeared in *Kaleidoscope Magazine*. Ads to promote African American History Month programs appeared in *Campus Observer*, *Call & Post*, *Plain Dealer*, *La Prensa*, *Ohio Live News*, *Freshwater*, and *cleveland.com*. Events were also posted in CoolCleveland.com and the UCI

online newsletter. An eblast to promote the Writers & Readers series was sent out by Positively Cleveland. South Branch new location was promoted in *La Prensa*. Radio ads for African American History Month aired on Radio 1, 93.1 FM and 90.3 FM WCPN.

Online news and business and newspaper were the media most featuring Cleveland Public Library in February.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 23,961 on average per week, which resulted in an average of 626 clicks to website per week.

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 consultant Erika McLaughlin; OPS manager; and Web Applications manager
- Monthly Branch and Main Manager's meetings
- Meeting with vendors to discuss advertising plans for 2013

GRAPHICS

Graphics staff designed, printed, and distributed 117 printed pieces in February, in addition to graphics for the library website, and 4 staff newsletters.

Promotional pieces included: *UpNext*-March; *MyBranch* March events fliers; New shelf signage for Sterling and Main Shipping; Harvest for Hunger promotional material and barrel covering; Lunar New Year promotional

material; ads for various print and online publications; Computer class schedule March/April; Booklist for Cleveland Play House *Sister Act*; RTA Busboard graphics for the MyPlace, MyCard campaign.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 3,487 in 2012 to 5,217 currently. Facebook fans are up from 3,779 in 2012 to 4,987 currently. Downloads of books in an electronic format (eBooks) were up from 59,674 in 2012 to 77,270 currently.

Library News on the www.cpl.org homepage featured the following items for February: Opening of Temporary South Branch; Legal Aid Partners with Public Libraries to Enhance Understanding of the Law - Upcoming Free Legal Advice Clinics; Cleveland Public Library Board of Trustees Meeting; and Lunar New Year: Year of the Snake.

During the month of February, the following events, programs, and information were promoted on www.cpl.org: African American History Month; Ed2Go; Writers & Readers: Temple Grandin; Lunar New Year; Exhibits (Labor & New Deal Art, and Centuries of Childhood); Read in the CLE featuring Connie Schulz; Download eMedia; AHA; Legal Aid Clinics; CultureGrams; Sesame Street eBooks; Tumble Book Library; Centuries of Childhood (exhibit); Rockin' the 216; Testing & Education Reference Center; 100 Sizzling Titles; Homework Help; Opposing Viewpoints; Curl up with a Good Book (Seniors' Read It!); and Connecting to the Community (Seniors' Find Services).

8 Popular Topic pages were updated with new book lists in February.

The eighteenth "Off the Shelf" was sent out on [February 3rd](#) to a distribution list of 4,535. This issue featured African American History Month: A Message from the Director; and programs: World Peace and Other 4th Grade Achievements; Dr. Howard Fuller; The Youth Renaissance: Utilizing Pop Culture to Re-engage At-Risk Youth; The Seekers of Truth Revolutionary Ensemble; Natural Hair and Fitness Movement; and PUSH: Madison vs. Madison.

The Collection Highlights section of the "Books, Movies, and More" page was updated to feature the Fine Arts Blog post "Federal Art in Cleveland."

A "forgot your password" page was created and linked on cpl.org under "Using the Library" and on the CPL database remote user log-in page. The page allows patrons to enter their library card number and upon submittal (using the email account listed in their account), will email the patron their password. The "forgot your password" tool was also used to create pages on www.clevnet.org so CLEVNET libraries have access to the same tool without having to direct patrons to the CPL website.

A new section of the website titled "Read in the CLE" was launched on February 4. Read in the CLE is the library's new online reader's advisory and book discussion group. With just a click, patrons can check out book recommendations, chat with librarians and patrons about what they are reading, or get the inside scoop on what some of their favorite Clevelanders are reading.

Six CPL librarians are participating in the initial launch and are sharing their own books. They are Jaime Delet, Sarah Flinn, Angela Guinther, Annisha Jeffries, April Lancaster, and Rollie Welch. In addition, each month we will have a new "featured reader" from the community. Our first featured reader was Pulitzer Prize-winning author, Connie Schultz. She shares her insight on the book she is currently reading: Richard Russo's *Elsewhere*.

March's featured reader is Amelia Sawyer, wife of Jonathan Sawyer, owner of Greenhouse Tavern and Noodle Cat, and is known in the blogosphere as "Chef's Widow".

The "Research" section of www.cpl.org was changed to "Research & Learning" to accommodate the growth of learning resources the Library has recently purchased. Examples of learning resources include Ed2Go and Tutor.com.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are attending weekly construction meetings for the temporary South branch.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The heating valve actuator for the multipurpose room heating unit was replaced at Fulton. All pre filters on all air handling units were changed and a defective sheave was replaced at Lakeshore. All pre filters on all units were changed and Cat. 6 cables were run for the new Card Access system for LSW and Main.

The Carpenters and Painters made repairs to the front steps at Brooklyn. Drywall was removed from the staff room to repair a broken pipe in the wall at Fulton. Repairs were made to door locks and door closers at Fleet, Lorain, Rockport, South Brooklyn, and Woodland. The parking lot fence at Sterling was repaired. A new opening at the circulation desk was installed at Walz. Painting was completed at South Brooklyn and the Shipping department at Main.

The Garage serviced vehicles #1, #5, #9, #13, #15, #24, and #25. The oil was changed and the oil and fuel filters were replaced on the Book Mobile.

SAFETY & PROTECTIVE SERVICES

PROTECTIVE SERVICES

Activity

Month	Total calls	Average per day	Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents
February 2013	3090	134	35	35	472	140

Special Attention, Special Events, and Significant Incidents

- Centuries of Childhood Exhibit Main 341. The exhibit is open every Saturday through April 2013 for four hours per day.
- MLK Branch PUSH program.
- Cuyahoga County Board of Revision Meeting.
- South Branch Fire Watch for heating issue.
- Rice Branch Juvenile activity branch support.
- Two separate weapons events involving juveniles at East 131st Branch.
- Dignitary protection coordination with Ohio State Patrol and the FBI for US Security of Transportation Ray LaHood and two US Coast Guard Admirals.
- Met with Public Services concerning increased DVD thefts from LSW.

Security Systems

- Will develop schedule concerning upgrades to access control.
- ID access card design is complete.

Communications Center

- The communications center is being staffed and processes are being developed to engage in active surveillance of CPL properties. Safety & Protective Services is also continuing to refine communications procedures to meet streamlined communications processes and increase efficiency of response.

Contract Security

- Safety & Protective Services has been staffing fire watch at staff South Branch. G4S is unable to staff the South Branch.
- G4S is not able to staff contract guards are awaiting background checks from G4S before being able to be staffed.

Records and Equipment Management

- No activity.

Administration

- Three new hires have completed training are now regular staff of the Agency.

INFORMATION TECHNOLOGY & CLEVNETCPL Projects

CPL's new online readers' advisory and book discussion group, "Read in the CLE" was launched on February 4. With just a click, patrons can check out book recommendations, chat with librarians and patrons about what they are reading, or get the inside scoop on what some of their favorite Clevelanders are reading. Six CPL librarians are participating in the initial launch and are sharing their own books: Jaime Declet, Sarah Flinn, Angela Guinther, Annisha Jeffries, April Lancaster, and Rollie Welch. In addition, each month the site will have a new "featured reader" from the community. The first featured reader was Pulitzer Prize-winning author, Connie Schultz., sharing her insight on Richard Russo's Elsewhere.

In preparation for the implementation of the new RDA cataloging standard, Software ran a script to update the cataloging formats in SirsiDynix Symphony configuration to include the new RDA bibliographic and authority record standards. RDA (Resource Description and Access) will replace the Anglo-American Cataloging Rules. The Library of Congress intends to fully implement RDA by the end of March.

Xerox deployed barcode scanners to all CPL branches, which simplifies the patron experience with the multi-function devices. Patrons no longer need to key in their card number.

A self-service password recovery tool for patrons was developed for patrons and linked to cpl.org and clevnet.org. With the masking of passwords implemented in the ILS at the beginning of the year, staff is no longer able to assist patrons with password recovery. Patrons can use this tool, and similar to password recovery for other online situations, the password will be emailed to the address in their library account.

Microsoft System Center Configuration Manager (one of CPL's core remote desktop management tools) has been updated to Service Pack 1 (bug fixes and system enhancements) in order to support Windows Server 2012 and Windows 8.

IT/CLEVNET staff installed a new network switch on the 1st and 10th floor of the Louis Stokes Wing to

accommodate a new card reader system for Safety and Protective Services.

An additional Wi-Fi access point was installed at Harvard Lee branch to allow more wireless access. Statistics collection on PC usage for the Knowledge Office was implemented and will take place between March 1 and May 1.

Adjustments were made to Cleveland Public Library's version of the Daily Fine Report to make checking nightly cash register totals for CPL agencies easier for the Finance staff.

Software created report of the 200 most-circulated book titles in the past 6 months at the Lorain Branch, as well as eight additional weeding reports for Collection Management.

Updates to www.cpl.org and other CPL sites:

Library News on the www.cpl.org homepage featured the following items for February:

Opening of Temporary South Branch; Legal Aid Partners with Public Libraries to Enhance Understanding of the Law - Upcoming Free Legal Advice Clinics; Cleveland Public Library Board of Trustees Meeting; and Lunar New Year: Year of the Snake.

During the month of February, the following events, programs, and information were promoted on www.cpl.org: African American History Month; Ed2Go; Writers & Readers: Temple Grandin; Lunar New Year; Exhibits (Labor & New Deal Art, and Centuries of Childhood); Read in the CLE featuring Connie Shulz; Download eMedia; AHA; Legal Aid Clinics; CultureGrams; Sesame Street eBooks; Tumble Book Library; Centuries of Childhood (exhibit); Rockin' the 216; Testing & Education Reference Center; 100 Sizzling Titles; Homework Help; Opposing Viewpoints; Curl up with a Good Book (Seniors' Read It!); and Connecting to the Community (Seniors' Find Services).

8 Popular Topic pages were updated with new book lists in February.

The eighteenth "Off the Shelf" was sent out on February 3rd to a distribution list of 4,535. This issue featured African American History Month: A

Message from the Director; and programs: World Peace and Other 4th Grade Achievements; Dr. Howard Fuller; The Youth Renaissance: Utilizing Pop Culture to Re-engage At-Risk Youth; The Seekers of Truth Revolutionary Ensemble; Natural Hair and Fitness Movement; and PUSH: Madison vs. Madison.

The Collection Highlights section of the "Books, Movies, and More" page was updated to feature the Fine Arts Blog post "Federal Art in Cleveland."

The "Research" section of www.cpl.org was changed to "Research & Learning" to accommodate the growth of learning resources the library has recently purchased, such as Ed2Go and Tutor.com.

CLEVNET Projects

Six independent public libraries in Ashtabula County finalized their contracts for CLEVNET membership: Andover, Conneaut, Harbor-Topkey, Henderson, Kingsville and Rock Creek. IT staff will begin the assessments of their network infrastructure and system data in order to develop an implementation timeline.

The first rollout of the Xerox multi-function devices in CLEVNET was started with Hudson and Hubbard libraries. Since this was the first CLEVNET deployment, new and unexpected issues were encountered. All issues were resolved.

IT/CLEVNET staff continued to assist Milan-Berlin with the library's major renovation. Staff met with Time Warner to plan the cutover of Milan Public Library's fiber T1 to their Berlin Heights branch and their phone system to the new wiring closet. Software staff shadowed large sections of the collection since the library is working with limited space due to the building project.

Three readers' advisory tools from Novelist were implemented for all CLEVNET libraries. Novelist Plus and Novelist K-8 Plus, are for adults and children respectively. Users can use these resources to find author read-a-likes, book discussion guides, and "Grab and Go" book lists. The Web and Software teams worked together to implement Novelist Select, which links Novelist reading recommendations to records in the Bibliocommons catalog. Patrons that select to view the

recommendations will be taken to a new page of items within the CLEVNET collection that are similar in nature.

Software staff worked with Shaker Heights to implement copy processing with Ingram (like the vendor loads already done for Cleveland Heights) and also developed data extracts to help implement CollectionHQ.

Software staff created a holdings extract for the Cleveland Law Library which will allow them to display their holdings in the shared catalog for the regional law library consortium. This will be updated on an annual basis.

Birchard Public Library's DHCP (Dynamic Host Control Protocol for automatically assigning Internet Protocol addresses to PCs and devices) server was moved off of their Windows 2000 server onto a newer Windows 2003 Server for reliability.

A virtual domain controller and child domain were created for McKinley Public Library so they can move forward with the Xerox printing solution and for compatibility with CPL's Active Directory infrastructure design.

Software on WiFi Access Points at Cleveland Heights and Shaker Heights was upgraded for VoIP projects.

Bristol Library's connection to CPL was upgraded from 1.5MB to 5MB.

IT/CLEVNET staff migrated the email service for Cleveland Heights-University Heights Public Library from Exchange 2010 to CLEVNET's Zimbra collaboration suite. There were 33 CLEVNET reports requested and delivered in February and seven item types added for Euclid Public Library.

IT/CLEVNET staff met with Wayne County Public Library to assist in planning their migration to virtual servers utilizing SAN storage.

Know-It-Now

On February 13, the KnowItNow Statewide Coordinator and Website Coordinator spoke with an upcoming practicum student from Kent State University School of Library and Information Science who will be starting with KnowItNow

in March. As part of her practicum project, she will be evaluating the KnowItNow Provider Site and suggesting revisions to make the site more user-friendly.

Answerland, Oregon's statewide virtual reference service, initiated its own server for the SparkRef/Openfire software in mid-February. Up until then, KnowItNow and Answerland were sharing a server housed at Cleveland Public Library. This separation of servers will allow each service to customize the software and hardware to their own requirements and to experiment with enhancements to address their local needs. Answerland and KnowItNow will continue to constitute a "SparkRef user group" and to collaborate on any software development.

On February 5, the KnowItNow Statewide Coordinator and Website Coordinator had a phone conference with several administrators of OCLC QuestionPoint which will be handling after-hours sessions for KnowItNow beginning July 1. The KnowItNow Website Coordinator has also begun investigating methods for importing transcripts from OCLC into the current session database.

The KnowItNow Statewide Coordinator presented an all-day KnowItNow training session at the State Library of Ohio on February 28.

The KnowItNow Website Coordinator began a conversation with Mosio Text-a-Librarian to investigate methods for importing text messages into the KnowItNow transcript database to provide easier access for quality control and searching.

Meetings and Professional Development

Larry Finnegan and Darren Novak were judges for Ohio Qualifier of the Collegiate Cyber Defense Competition (CCDC). This competition specifically focuses on the operational aspect of managing and protecting an existing "commercial" network infrastructure. Not only do students get a chance to test their knowledge in an operational environment, they also get a chance to network with industry professionals who are always on the lookout for up and coming engineers. CCDC provides a unique opportunity for students and industry professionals to interact and discuss many of the security and operational challenges the students will soon face as they enter the job market. It speaks well

for the professionalism of the IT staff and for CPL and CLEVNET that Mr. Finnegan and Mr. Novak were invited to judge this event.

Amy Pawlowski attended the CLEVNET Training SIG meeting at Cleveland Heights - University Heights library on February 12.

Statistics

IT/CLEVNET Statistics	Feb-13			
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
Hardware				
CPL Main	85	74	34	193
CPL Branch	97	89	24	210
CPL Lake Shore	26	18	5	49
CLEVNET	22	13	23	58
PUBLIC				0
HARDWARE TOTAL	22	13	23	58
Software				
CPL Main	17	16		33
CPL Branch	22	22	0	44
CPL Lake Shore	70	70		140
CLEVNET	145	139		284
PUBLIC	132	131		263
SOFTWARE TOTAL	386	378	0	764
Webware				
CPL Main	8	8	2	18
CPL Branch	7	7		14
CPL Lake Shore	3	3		6
CLEVNET	2	2		4
PUBLIC	396	396		792
WEBWARE TOTAL	416	416	2	834
KnowItNow				
CPL Main	4	4		8
CPL Branch	0	0		0
CLEVNET	0	0		0
PUBLIC	0	0		0
KIN Library	13	12		25
OHIOLINK	2	2		4
After Dark	0	0		0
KNOWITNOW TOTAL	19	18	0	37
GRAND TOTAL	843	825	25	1693

Mr. Corrigan adjourned the meeting at 12:38 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR FEBRUARY 2013

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	759	1,082
Periodicals	8	53
Publishers Gifts	0	0
Non-Print Materials	<u>230</u>	<u>274</u>
TOTAL LIBRARY SERVICE MATERIALS	997	1,409

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 170	\$ 1,566
Building & Repair Fund	Restricted	0	0
Library Fund	Unrestricted	0	0
Library Fund	Restricted	20	260
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	8,670	8,670
Ohio Center fo the Book	Restricted	900	900
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Learning Centers	Restricted	0	0
Founders Fund	Unrestricted	4,998	4,998
Founders Fund	Restricted	<u>0</u>	<u>0</u>
TOTAL MONEY GIFTS		\$ 14,758	\$ 16,394

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	23	37	997	1,409
Money Gifts	<u>6</u>	<u>18</u>	<u>6</u>	<u>18</u>
TOTAL GIFTS	29	55	1,003	1,427



CLEVELAND PUBLIC LIBRARY

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

Sent via email March 9, 2013

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 \$5,500 relating to the Friends fund as summarized below.

Fund Category	Unencumbered Balance as of January 1, 2013	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$23,600,307.54	\$24,213,904.06 \$20,336,111.67	\$ 6,141,797.50	\$ 74,292,120.77
Special Revenue	\$11,449,605.87		\$ 2,710,692.00	\$ 14,160,297.87
Capital	\$15,525,279.75		\$ -	\$ 15,525,279.75
Permanent	\$ 2,033,648.38		\$ 64,290.00	\$ 2,097,938.38
Agency	\$ 8,913.99			\$ 8,913.99
TOTAL	\$52,617,755.53	\$44,550,015.73	\$ 8,916,779.50	\$ 106,084,550.76

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 76.55% current collection of current levy for previous tax year.~~

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

March 13, 2013

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, 2013, as revised by the Budget Commission of said County, which shall govern the total of approved appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2013	General Property Tax	PLF	Other Sources	Total
General Fund	23,600,307.54	24,213,904.06	20,336,111.67	6,141,797.50	74,292,120.77
Special Revenue	11,449,605.87			2,710,692.00	14,160,297.87
Capital	15,525,279.75			0.00	15,525,279.75
Permanent	2,033,648.38			64,290.00	2,097,938.38
Agency	8,913.99				8,913.99
Totals/Subtotals	52,617,755.53	24,213,904.06	20,336,111.67	8,916,779.50	106,084,550.76

<i>Wade Steen</i>	Budget	<i>Ed Fitzgerald</i>
<i>Donna Johnson</i>	Commission	<i>[Signature]</i>

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: THIRD AMENDMENT
MARCH 21, 2013**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	23,600,307.54	0.00	23,600,307.54 (3)
Taxes - General Property	22,213,904.06	0.00	22,213,904.06
Public Library Fund (PLF)	20,336,111.67	0.00	20,336,111.67
State Rollbacks/CAT	4,000,000.00	0.00	4,000,000.00
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	225,000.00	0.00	225,000.00
Services	3,053,415.50	0.00	3,053,415.50
Unrestricted Gifts	1,500.00	0.00	1,500.00
Miscellaneous	561,882.00	0.00	561,882.00
Return of Advances	0.00	0.00	0.00
TOTAL RESOURCES	74,292,120.77	0.00	74,292,120.77

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	33,120,713.00	0.00	33,120,713.00
Supplies	990,080.00	0.00	990,080.00
Purchased/Contracted Services	9,977,427.00	0.00	9,977,427.00
Library Materials/ Information	8,750,996.00	0.00	8,750,996.00
Capital Outlay	523,309.00	0.00	523,309.00
Other Objects	113,260.00	0.00	113,260.00
SUBTOTAL OPERATING	53,475,785.00	0.00	53,475,785.00
Transfers/Advances	0.00	0.00	0.00
TOTAL APPROPRIATION	53,475,785.00	0.00	53,475,785.00

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: THIRD AMENDMENT
MARCH 21, 2013**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,154,797.87	5,500.00	14,160,297.87
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	196,388.69	0.00	196,388.69
Endowment for the Blind	1,704,515.93	0.00	1,704,515.93
Founders	2,257,909.44	0.00	2,257,909.44
Kaiser	46,004.88	0.00	46,004.88
Kraley	156,818.84	0.00	156,818.84
Library	171,726.81	0.00	171,726.81
Pepke	99,625.18	0.00	99,625.18
Wickwire	1,103,791.15	0.00	1,103,791.15
Wittke	67,821.37	0.00	67,821.37
Young	3,200,357.38	0.00	3,200,357.38
Friends	12,000.00	5,500.00	17,500.00
Judd	190,000.00	0.00	190,000.00
Lockwood Thompson	180,704.17	0.00	180,704.17
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	69,409.08	0.00	69,409.08
LSTA-OLBPD	1,523,020.08	0.00	1,523,020.08
LSTA-Know It Now	586,914.71	0.00	586,914.71
PNC Grow Up Great	55,225.11	0.00	55,225.11
Learning Centers	39,607.55	0.00	39,607.55
TOTAL APPROPRIATION	11,662,740.37	5,500.00	11,668,240.37 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,525,279.75	0.00	15,525,279.75
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	15,525,279.75	0.00	15,525,279.75 (5)

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: THIRD AMENDMENT
MARCH 21, 2013**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,097,938.38	0.00	2,097,938.38
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	173,772.26	0.00	173,772.26
Ambler	1,557.73	0.00	1,557.73
Beard	101,702.41	0.00	101,702.41
Klein	3,661.48	0.00	3,661.48
Malon/Schroeder	122,244.60	0.00	122,244.60
McDonald	134,829.37	0.00	134,829.37
Ratner	65,454.86	0.00	65,454.86
Root	24,308.48	0.00	24,308.48
Sugarman	22,111.14	0.00	22,111.14
Thompson	85,191.70	0.00	85,191.70
Weidenthal	4,670.65	0.00	4,670.65
White	1,357,707.29	0.00	1,357,707.29
Beard Anna Young	726.41	0.00	726.41
TOTAL APPROPRIATION	2,097,938.38	0.00	2,097,938.38 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	8,913.99	0.00	8,913.99
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
UNCLAIMED FUNDS	8,913.99	0.00	8,913.99

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: THIRD AMENDMENT
MARCH 21, 2013**

- (1) Certificate dated February 11, 2013
- (2) Certificate dated March 13, 2013
- (3) \$23,600,307.54 unencumbered cash carried forward (plus \$6,869,256.73 encumbered cash.)
- (4) \$11,449,605.87 unencumbered cash carried forward (plus \$501,483.39 encumbered cash.)
\$2,710,692.00 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.
($\$11,449,605.87 + \$2,710,692.00 - \$2,492,057.50 = \$11,668,240.37$)
- (5) \$15,525,279.75 unencumbered cash carried forward (plus \$874,337.84 encumbered cash.)
\$-0- transfer from General Fund. \$-0- additional revenue.
- (6) \$2,817,964.74 unencumbered cash carried forward (plus \$8,945.07 encumbered cash.)
($\$2,817,964.74 = \$2,750,683.73 + \$67,281.01$ -received 6/2012; not in Beg Yr Bal)
\$64,290 additional revenue. Non-expendable principal amounts (\$784,316.36)
are not included in either the certified fund balances or the appropriated amounts.
($\$2,817,964.74 + \$64,290.00 - \$784,316.36 = \$2,097,938.38$)



3346 Arbor Way

Westlake, Ohio 44145

440-915-1200

March 6, 2013

Cleveland Public Library
 325 Superior Avenue NE
 Cleveland, OH 44114

RE: CHANGE ORDERS –
 Main Branch Energy Conservation Project: Electric Heat Conversion

Gentlepeople:

As a result of ongoing investigation into various post-bid scenarios and the thorough vetting of the potential use of Natural Gas as a source of Heating, we offer the following Summary of proposed change orders which will enable the library to benefit from significant ADDITIONAL Energy Savings in the projected amount of \$1,700,000 over the next 10 years.

For simplicity we have broken them down by Vendor. For tracking we use both a letter and number. For example, the first Change Order for Marlin will be designated as "M" and the number 1. The Siemens change orders will all start with an "S" for Siemens.

Marlin Mechanical

Base Bid	\$ 639,455.92
Change Order # M1 - Deduct for all Steam Humidification	- 88,904.00

Base bid for Steam Heating w/o Humidification	\$ 550,551.92
Change Order # M2 – Add for Electric Humidification AHU 1,2,3,4,	+ 68,750.00

Sub Total	\$ 619,301.92
Change Order # M3 – ADD for 3 – Gas Boilers installed, including Additional Bonding cost of \$2072	+ 157,617.00

Sub Total	\$ 776,918.92
NET TOTAL INCREASE TO MARLIN MECHANICAL CONTACT	\$ 137,463.00

Cleveland Public Library
Page 2

RE: CHANGE ORDERS –
Main Branch Energy Conservation Project: Electric Heat Conversion

Siemens Industry

Base Bid	\$ 481,000.00
Change Order # S1 - Deduct Alternate # 3 – AHU5 Humidification	- 3,350.00
Change Order # S2 - Deduct Alternate # 4 – AHU6 Humidification	- 3,350.00
Sub Total Base Bid Items	----- \$ 474,300.00
Change Order # S3 - Deduct for Control Valves on Heat Exchanger not needed with Gas Boilers	- 8,558.00
Change Order # S4 – ADD for Controls components for boilers	+ 2,558.00
Sub Total	----- \$ 468,300.00
NET TOTAL DECREASE TO SIEMENS CONTRACT	\$ 12,700.00

CONTINGENCY

In order to allow for unknown and unforeseeable factors we recommend the amount of \$39,000 be approved as a contingency to accommodate things which may arise. In particular the venting in the Eastman Gardens could prove to be more challenging than has been anticipated in the bids. Generally, it is good practice to have some practical leeway during the course of the project so as to allow the schedule to proceed without revisiting the Board for approval in the event a change is needed.

Recommended Contingency allowance **\$ 39,000.00**

Cleveland Public Library
Page 3

RE: CHANGE ORDERS –
Main Branch Energy Conservation Project: Electric Heat Conversion

Spectrum Energy

Additional Professional Fees for drawings, submittal reviews of Boiler System and Components, Project Management, additional analysis and meetings. **\$ 22,860.00**

SUMMARY OF CHANGES

Net of changes to Marlin, Siemens ADD	\$ 124,763.00
Recommended Allowance for Contingency	\$ 39,000.00
Additional Professional Fees for added Scope	\$ 22,860.00
TOTAL	<u>\$ 186,623.00</u>

This should summarize all the needed adjustments to install the Natural Gas Boilers as well as the electric humidification systems which are required to protect the integrity of the books in the library. Please note that the projected additional savings from the Gas Boilers adds nearly \$1,750,000 in reduced energy costs over the next 10 years.

Respectfully submitted:



Timothy B. Janos - President
C.E.M., C.E.A., C.R.M., C.S.D.P., C.D.S.M., C.B.E.P.

Attachment F - AIA form G701

CHANGE ORDER

OWNER
 PROJECT MANAGER
 CONTRACTOR
 FIELD
 OTHER

AIA DOCUMENT G701

PROJECT: CLEVELAND PUBLIC LIBRARY
 325 Superior Avenue
 Cleveland, Ohio 44114

CHANGE ORDER NUMBER: M-1
 DATE: 3/13/2013
 SPECTRUM PROJECT: Main Library Heat Conversion Project

TO CONTRACTOR: MARLIN MECHANICAL, LLC
 1812 E. 47th Street
 Cleveland, Ohio 44103

CONTRACT DATE:
 CONTRACT FOR: Mechanical Work

The Contract is changed as follows: Deduct for Direct Steam Humidification as offered as Deduct Alternate on Original Bid. It was determined that direct steam would pose a potential detrimental condition for the preservation of the library books.

APPROVED: _____
 Construction Management

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was	\$639,455.92
Net change by previously authorized Change orders	\$0
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	\$639,455.92
The (Contract Sum) (Guaranteed maximum price) will be (i decreased) by this Change Order in the amount of	(\$88,904.00)
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	\$550,551.92

The Contract Time will be (increased) decreased) (unchanged) by No change
 The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

<u>Spectrum Energy Concepts, Inc.</u>	<u>Marlin Mechanical, LLC</u>	<u>CLEVELAND PUBLIC LIBRARY</u>
<u>Project Manager</u>	<u>CONTRACTOR</u>	<u>OWNER</u>
<u>3346 Arbor Way</u>	<u>1812 E. 47th Street</u>	<u>325 Superior Avenue</u>
<u>Address</u>	<u>Address</u>	<u>Address</u>
<u>Westlake, OH 44145</u>	<u>Cleveland, Ohio 44103</u>	<u>Cleveland, Ohio 44114</u>
<u>BY</u>	<u>BY</u>	<u>BY</u>
<u>DATE</u>	<u>DATE</u>	<u>DATE</u>

**CHANGE
ORDER**

OWNER
 PROJECT MANAGER
 CONTRACTOR
 FIELD
 OTHER

AIA DOCUMENT G701

PROJECT: CLEVELAND PUBLIC LIBRARY 325 Superior Avenue Cleveland, Ohio 44114	CHANGE ORDER NUMBER: M-2
TO CONTRACTOR: MARLIN MECHANICAL, LLC 1812 E. 47th Street Cleveland, Ohio 44103	DATE: 3/13/2013 SPECTRUM PROJECT: Main Library Heat Conversion Project CONTRACT DATE: CONTRACT FOR: Mechanical Work

The Contract is changed as follows: ADD for Electric Humidification as offered for AHU's 1,2,3,4 systems, as proposed by Marlin Mechanical on December 20, 2012.

APPROVED: _____
 Construction Management

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was	\$639,455.92
Net change by previously authorized Change orders	(\$88,904)
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	\$550,551.92
The (Contract Sum) (Guaranteed maximum price) will be (i increased by this Change Order in the amount of	\$68,750.00
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	\$619,301.92

The Contract Time will be (increased) decreased) (unchanged) by No change
 The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

<u>Spectrum Energy Concepts, Inc.</u>	<u>Marlin Mechanical, LLC</u>	<u>CLEVELAND PUBLIC LIBRARY</u>
<u>Project Manager</u>	<u>CONTRACTOR</u>	<u>OWNER</u>
<u>3346 Arbor Way</u>	<u>1812 E. 47th Street</u>	<u>325 Superior Avenue</u>
<u>Address</u>	<u>Address</u>	<u>Address</u>
<u>Westlake, OH 44145</u>	<u>Cleveland, Ohio 44103</u>	<u>Cleveland, Ohio 44114</u>
<u>BY</u>	<u>BY</u>	<u>BY</u>
<u>DATE</u>	<u>DATE</u>	<u>DATE</u>

**CHANGE
ORDER**

OWNER
 PROJECT MANAGER
 CONTRACTOR
 FIELD
 OTHER

AIA DOCUMENT G701

PROJECT: CLEVELAND PUBLIC LIBRARY 325 Superior Avenue Cleveland, Ohio 44114	CHANGE ORDER NUMBER: M-3
TO CONTRACTOR: MARLIN MECHANICAL, LLC 1812 E. 47th Street Cleveland, Ohio 44103	DATE: 3/13/2013 SPECTRUM PROJECT: Main Library Heat Conversion Project CONTRACT DATE: CONTRACT FOR: Mechanical Work

The Contract is changed as follows: ADD for furnishing and installing 3 Natural Gas Boilers each having a capacity of 3MM BTU for a total of 9MM BTU's, complete with venting into Eastman Gardens as well as all required specialties as quoted by Marlin Mechanical, LLC., price includes additional Bonding Costs in the amount of \$2072.00

APPROVED: _____
 Construction Management

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was	<u>\$639,455.92</u>
Net change by previously authorized Change orders M1, M2	<u>(\$20,154)</u>
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	<u>\$619,301.92</u>
The (Contract Sum) (Guaranteed maximum price) will be (i increased by this Change Order in the amount of	<u>\$157,617.00</u>
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	<u>\$776,918.92</u>

The Contract Time will be (increased) decreased) (unchanged) by No change
 The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

<u>Spectrum Energy Concepts, Inc.</u>	<u>Marlin Mechanical, LLC</u>	<u>CLEVELAND PUBLIC LIBRARY</u>
<u>Project Manager</u>	<u>CONTRACTOR</u>	<u>OWNER</u>
<u>3346 Arbor Way</u>	<u>1812 E. 47th Street</u>	<u>325 Superior Avenue</u>
<u>Address</u>	<u>Address</u>	<u>Address</u>
<u>Westlake, OH 44145</u>	<u>Cleveland, Ohio 44103</u>	<u>Cleveland, Ohio 44114</u>
<u>BY</u>	<u>BY</u>	<u>BY</u>
<u>DATE</u>	<u>DATE</u>	<u>DATE</u>

**CHANGE
ORDER**

OWNER
 PROJECT MANAGER
 CONTRACTOR
 FIELD
 OTHER

AIA DOCUMENT G701

PROJECT: CLEVELAND PUBLIC LIBRARY 325 Superior Avenue Cleveland, Ohio 44114	CHANGE ORDER NUMBER: S-1
TO CONTRACTOR: SIEMENS INDUSTRY, INC. 5350Transportation Blvd Suite 9 Cleveland, Ohio 44125	DATE: 3/13/2013 SPECTRUM PROJECT: Main Library Heat Conversion Project CONTRACT DATE: CONTRACT FOR: Building Automation

The Contract is changed as follows: Deduct for Humidification Control additions for AHU 5 and AHU6 as shown on Original Bid Form. This work has been removed from the revised scope.

APPROVED: _____
Construction Management

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was	\$481,000.00
Net change by previously authorized Change orders	\$0
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	\$481,000.00
The (Contract Sum) (Guaranteed maximum price) will be (i decreased by this Change Order in the amount of	(\$6,700.00)
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	\$474,300.00

The Contract Time will be (increased) decreased) (unchanged) by No change
 The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

<u>Spectrum Energy Concepts, Inc.</u>	<u>SIEMENS INDUSTRY, INC.</u>	<u>CLEVELAND PUBLIC LIBRARY</u>
<u>Project Manager</u>	<u>CONTRACTOR</u>	<u>OWNER</u>
<u>3346 Arbor Way</u>	<u>5350Transportation Blvd Suite 9</u>	<u>325 Superior Avenue</u>
<u>Address</u>	<u>Address</u>	<u>Address</u>
<u>Westlake, OH 44145</u>	<u>Cleveland, Ohio 44125</u>	<u>Cleveland, Ohio 44114</u>
<u>BY</u>	<u>BY</u>	<u>BY</u>
<u>DATE</u>	<u>DATE</u>	<u>DATE</u>

Attachment F - AIA form G701

CHANGE ORDER

OWNER

PROJECT MANAGER

CONTRACTOR

FIELD

OTHER

AIA DOCUMENT G701

PROJECT: CLEVELAND PUBLIC LIBRARY 325 Superior Avenue Cleveland, Ohio 44114	CHANGE ORDER NUMBER: S-2 DATE: 3/13/2013 SPECTRUM PROJECT: Main Library Heat Conversion Project
TO CONTRACTOR: SIEMENS INDUSTRY, INC. 5350Transportation Blvd Suite 9 Cleveland, Ohio 44125	CONTRACT DATE: CONTRACT FOR: Building Automation

The Contract is changed as follows: Deduct for Automatic Control Valves specified for Steam Heat Exchangers.
This work has been removed from scope. Per Quotation furnished by Siemens.

APPROVED: _____
Construction Management

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was	\$481,000.00
Net change by previously authorized Change orders	(\$6,700)
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	\$474,300.00
The (Contract Sum) (Guaranteed maximum price) will be (i decreased by this Change Order in the amount of	(\$8,558.00)
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	\$465,742.00

The Contract Time will be (increased) decreased) (unchanged) by No change
The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Spectrum Energy Concepts, Inc.
Project Manager
3346 Arbor Way
Address
Westlake, OH 44145

SIEMENS INDUSTRY, INC.
CONTRACTOR
5350Transportation Blvd Suite 9
Address
Cleveland, Ohio 44125

CLEVELAND PUBLIC LIBRARY
OWNER
325 Superior Avenue
Address
Cleveland, Ohio 44114

BY _____

BY _____

BY _____

DATE _____

DATE _____

DATE _____

**CHANGE
ORDER**

OWNER
 PROJECT MANAGER
 CONTRACTOR
 FIELD
 OTHER

AIA DOCUMENT G701

PROJECT: CLEVELAND PUBLIC LIBRARY 325 Superior Avenue Cleveland, Ohio 44114	CHANGE ORDER NUMBER: S-3 DATE: 3/13/2013 SPECTRUM PROJECT: Main Library Heat Conversion Project
TO CONTRACTOR: SIEMENS INDUSTRY, INC. 5350Transportation Blvd Suite 9 Cleveland, Ohio 44125	CONTRACT DATE: CONTRACT FOR: Building Automation

The Contract is changed as follows: ADD for Control work and components needed to control the three Natural Gas Boilers being installed by Marlin Mechanical, LLC. As quoted by John Rush of Siemens.

APPROVED: _____
 Construction Management

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was	<u>\$481,000.00</u>
Net change by previously authorized Change orders	<u>(\$15,258.00)</u>
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	<u>\$465,742.00</u>
The (Contract Sum) (Guaranteed maximum price) will be (i increased by this Change Order in the amount of	<u>\$2,559.00</u>
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	<u>\$468,301.00</u>

The Contract Time will be (increased) decreased) (unchanged) by No change
 The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

<u>Spectrum Energy Concepts, Inc.</u>	<u>SIEMENS INDUSTRY, INC.</u>	<u>CLEVELAND PUBLIC LIBRARY</u>
<u>Project Manager</u>	<u>CONTRACTOR</u>	<u>OWNER</u>
<u>3346 Arbor Way</u>	<u>5350Transportation Blvd Suite 9</u>	<u>325 Superior Avenue</u>
<u>Address</u>	<u>Address</u>	<u>Address</u>
<u>Westlake, OH 44145</u>	<u>Cleveland, Ohio 44125</u>	<u>Cleveland, Ohio 44114</u>
<u>BY</u>	<u>BY</u>	<u>BY</u>
<u>DATE</u>	<u>DATE</u>	<u>DATE</u>

ALTERNATE ENERGY SOURCES OPERATING COSTS

Month	Heating kWh	Equiv BTUs	\$ Electric ops at \$.089/kWh Blend	\$ Steam ops at \$25/mlbs	\$ Nat Gas ops at \$6.00/mcf
January	385200	1314302400	\$34,282.80	\$32,857.56	\$8,762.02
February	303600	1035883200	\$27,020.40	\$25,897.08	\$6,905.89
March	396000	1351152000	\$35,244.00	\$33,778.80	\$9,007.68
April	198000	675576000	\$17,622.00	\$16,889.40	\$4,503.84
May	58200	198578400	\$5,179.80	\$4,964.46	\$1,323.86
June	0	0	\$0.00	\$0.00	\$0.00
July	35400	120784800	\$3,150.60	\$3,019.62	\$805.23
August	115000	392380000	\$10,235.00	\$9,809.50	\$2,615.87
September	286200	976514400	\$25,471.80	\$24,412.86	\$6,510.10
October	171000	583452000	\$15,219.00	\$14,586.30	\$3,889.68
November	103200	352118400	\$9,184.80	\$8,802.96	\$2,347.46
December	195600	667387200	\$17,408.40	\$16,684.68	\$4,449.25
Totals	2247400	7668128800	\$200,018.60	\$191,703.22	\$51,120.86

This table shows annual consumption of Electricity for heating use at both Superior Avenue Buildings, Stokes and Main, based on a two year average. The right hand three columns convert the consumption into monthly costs and total yearly costs for each fuel source.

Escalating Electricity and Natural Gas at 5% per year and use 2% per year for Steam for the purpose of looking at potential 10 year operating costs for the various fuel types yields the following analysis for the next 10 years.

PERIOD	ELECTRIC	STEAM	NATURAL GAS
2013	\$210,020	\$195,537	\$53,677
2014	\$220,521	\$199,448	\$56,361
2015	\$231,547	\$209,420	\$59,179
2016	\$243,124	\$219,891	\$62,138
2017	\$255,280	\$230,886	\$65,245
2018	\$268,044	\$242,430	\$68,507
2019	\$281,446	\$254,552	\$71,932
2020	\$295,519	\$267,279	\$75,529
2021	\$310,294	\$280,643	\$79,305
2022	\$325,809	\$294,676	\$83,270
10 YEAR TOTALS	\$2,841,622	\$2,586,467	\$726,263

SUMMARY

10 years of operating costs for each utility is summarized as follows:

Use existing Electric heating **\$2,841,622**

Use Steam from Cleveland Thermal **\$2,586,467**

Use Natural Gas Boilers* **\$726,263**

* for comparison we project some additional maintenance costs that will be incurred in the amount of \$11,500 per annum

\$115,000

TOTAL GAS COSTS W/ MRO

\$841,263

**10 YEARS SAVINGS USING NATURAL GAS BOILERS IN LIEU
OF PURCHASING STEAM ARE THEREFORE:**

STEAM COSTS OVER 10 YEARS	\$2,586,467
NATURAL GAS COSTS INCL. MAINTENANCE	\$841,263
NET SAVINGS FROM NATURAL GAS	\$1,745,204

Note that Natural Gas Boilers have a projected lifespan of approximately 20 years according to ASHRAE*

*American Society of Heating Refrigerating Air
Conditioning Engineers



3346 Arbor Way
Westlake, Ohio 44145

440-915-1200 V

March 15, 2013

Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114
Attn: **Joyce Dodrill** – Chief Legal Officer

Dear Ms. Dodrill:

In accordance with our discussions, we are pleased to offer the following modifications to our existing Consulting Services Agreement to perform the services as outlined below for the Energy Conservation Project involving the conversion of electric heating, demand ventilation controls, and control system upgrades.

- A.) Drawings for Permits and Construction. ADD \$12,710
Preparation of drawings for permits of new boiler plants and venting into the garden.
Preparation and Review of drawings for all new piping and hydronic accessories related to the boiler installation.
- B.) Submittal review and site supervision additions ADD \$ 4,900
Additional services required to include detailed review of all hydronic specialties and Boilers and related piping accessories and locations and application as well as additional services for site supervision of boiler installation (28 hours)
- C.) Project Commissioning. DEDUCT \$ 7,000
Remove Project Commissioning from our Work Scope to allow for bidding of the Project Commissioning functions by the CPL.

Summary of requested changes is a net addition of \$10,610.00 (+\$12,710 + \$4,900 - \$7000)

Thank you for the opportunity to provide this proposal for our services. We look forward to a continuing our relationship and encourage you to ask any questions about our services or our proposals.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy B Janos".

Timothy B Janos, CEM, CEA, CRM, CDSM, CBEP, CSDP
President

MEMO

TO: Tracy Martin
FROM: Billie Osborne-Fears
DATE: March 8, 2013
RE: FY 2013 Contract

It is with great pleasure that we enter into this partnership with you and the Cleveland Public Library for the provision of out-of-school time transitions services. Attached you will find a copy of your FY 2013 (March 1, 2013 – September 30, 2013) Contract in the amount of \$89,994.24 for tutoring services under MyCom/Cuyahoga County's Youth Development Initiative. Please print 2 copies of the attached contract and have Mr. Felton Thomas Jr. sign both copies. Return one original copy to me at the address below and keep the other one for your files.:

Starting Point
 4600 Euclid Avenue, Suite 500
 Cleveland Ohio 44103

Should you have any questions please feel free to call me at 575-0061.



FOR CHILD CARE
 AND EARLY EDUCATION
 4600 EUCLID AVENUE, SUITE 500
 CLEVELAND, OHIO 44103
www.starting-point.org



A United Way Agency

216-575-0061 • FAX 216-575-0102 • 1-800-880-0971 • TTY: 1-800-750-0750



ANDREW HERTZ, MD, PRESIDENT • ZULMA ZABALA, VICE PRESIDENT • LAURA STEINBRINK, VICE PRESIDENT
 STEFAN HOLMES, TREASURER • CATHERINE BOYLE, SECRETARY • BILLIE OSBORNE-FEARS, EXECUTIVE DIRECTOR

CONTRACT WITH CLEVELAND PUBLIC LIBRARY

This contract made and entered into on the 8TH day of March 2013 by and between Child Care Resource Center of Cuyahoga County Inc. d.b.a. Starting Point (hereinafter referred to as Starting Point and Cleveland Public Library (hereinafter referred to as the Contractor) for MyCom (Cuyahoga County's Youth Development Initiative) – Out-of-School Time Transitions Program. The following are the terms of this Contract:

ARTICLES:

1. **SCOPE OF WORK/PROVIDER DELIVERABLES:** Subject to the terms and conditions set forth in this contract, Starting Point agrees to purchase and the Contractor agrees to provide After-School Tutoring Services at six Cleveland Public Library branches for approximately 150 children to include the following services:

- Baseline reading and math assessments at the beginning of the program;
- Align tutoring curriculum to the Cleveland Public School's curriculum;
- Creation of individual learning plans for students;
- Homework assistance offered in addition to instructional support on the learning plan;
- One-to-one tutoring provided for students that require individualized instruction;
- Small group tutoring offered for similar academic needs to work cooperatively;
- Peer-to-peer tutoring (when possible);
- Student attendance will be monitored and all data tracked daily and reported on monthly basis;
- On-going assessments for each student, monitoring progress and tracking growth;
- Open communication with educators and parents through a session to be offered specifically for parents to explain the learning needs of their child in an effort to assist them in advocating for their children and creating a solid learning environment in the home.
 - To include results of Learning Styles Analysis administered on each student to determine their learning style, the best learning environment, and what time of day is best for learning.
- Usage of Social Solutions Efforts to Outcome data collection system;
- During the term of this Contract, maintain records on students and services provided as prescribed by Starting Point;
- Prepare and provide monthly program status and fiscal reports as required by Starting Point;
- Attend periodic briefing meetings with appropriate Starting Point staff to ensure continuity of service delivery and effective program management; and
- Participate in Out-of-School Time evaluation process.

2. **CONTRACT PERIOD AND AMOUNT:** This contract is effective for the period March 1, 2013 through September 30, 2013. The contract in the aggregate, shall not exceed \$89,994.24.
3. **AVAILABILITY OF FUNDS:** Payments for all services provided in accordance with the provisions of this contract are contingent upon the availability of Grant funds or other funds designated for this program. The Contractor warrants that any cost incurred pursuant to this contract will not be allowable or included as a cost of any other financed program.
4. **COST AND DELIVERY OF PURCHASED SERVICES:** Subject to the limitations specified in Article 1 hereof, the Contractor will be paid according to the criteria listed in Article 2.
5. **ELIGIBILITY OF SERVICES:** the Contractor and Starting Point shall jointly determine a practitioner's eligibility for service(s) provided through this contract. All services provided under the terms of this contract will be billed to Starting Point for reimbursement as described in Exhibit "A" attached hereto and made a part hereof.
6. **PAYMENT FOR PURCHASED SERVICES:** Starting Point will reimburse the Contractor on a monthly basis for charges and expenditures incurred by the Contractor as described in Exhibit "A" up to the aggregate set forth in Article 2. The Contractor will submit invoices on a monthly basis for actual charges and expenditures incurred the prior month with accompanying support documentation to Starting Point up to the not to exceed amounts specified in Article 2. Starting Point will review such invoices for completeness, correctness and appropriateness of support documentation and will make payment within (45) calendar days after receipt of an accurate invoice. All invoices should be mailed to:

Sandra Driscal
Starting Point
4600 Euclid Avenue, Suite 500
Cleveland, Ohio 44103
7. **DUPLICATE BILLING:** The Contractor warrants that claims made to Starting Point for payment of purchased services shall be for actual services rendered to or on behalf of eligible individuals and do not duplicate claims made by the Contractor and do not supplant other sources of public and private grant funds for the same services.
8. **MONITORING AND EVALUATION:** Starting Point and the Contractor will monitor the manner in which the terms of the agreement are being carried out. Objectives should be set and level of compliance monitored in order to evaluate the extent to which program objectives/outcomes contained in the agreement are being achieved. Failure to achieve performance goals may result in the termination of this

Agreement. The Contractor agrees to provide Starting Point with reports relative to the effective operation of the program (when applicable).

Evaluation by MyCom. Contractor agrees to cooperate and participate in the Cuyahoga County Youth Development evaluation process.

9. **SUBCONTRACT AUTHORITY:** Nothing in this document shall preclude the Contractor from entering into approved subcontract agreements with other agencies.
10. **SUBCONTRACTING:** All subcontracting agencies are subject to the same terms, conditions, and covenants contained herein. No such subcontracted work shall in any case release the Contractor of its Liability under this contract.
11. **FINANCIAL RECORDS:** The Contractor shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, county or department personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit if required by Article 25 of this contract.
12. **AVAILABILITY AND RETENTION OF RECORDS:** The Contractor shall maintain and preserve all records related to this agreement and the administration of the program for a period of three (3) years. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three (3) years period, the Contractor shall retain the records until completion of the action and all issues which arise from it or until the end of the three (3) year period, whichever is later.
13. **RESPONSIBILITY FOR AUDIT EXCEPTIONS:** The Contractor agrees to accept responsibility for receiving, replying to or complying with any audit exception by appropriate federal, state and county audit directly related to the provisions of the provider contract. The Contractor agrees to pay Starting Point for all amounts due as a result of audit exceptions through this contract.
14. **SAFEGUARDING OF CLIENTS:** The Contractor agrees that the use or disclosure by any party of any information concerning public assistance recipients for any purpose not directly related with administration of this program by Starting Point or the Contractor's responsibilities with respect to purchased services is prohibited except upon the written consent of the public assistance recipients.
15. **CIVIL RIGHTS AND HANDICAPPED:** Starting Point and the Contractor agree that as a condition of this contract, there shall not be discrimination against any participant or any other employee because of race, color, sex, religion, national origin, age, sexual preference, disability, or any other factor as specified in Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1983 and

subsequent amendments. It is further agreed that the Contractor will comply with all appropriate federal and state laws regarding such discrimination and the rights to and method of appeal will be made available to all persons under this contract. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights Commission and termination of this contract.

16. **INSURANCE:** The Contractor shall be insured or contract for such insurance as is reasonably necessary to adequately secure the persons against reasonable foreseeable torts, which would cause injury or death.
17. **VIOLATION OR BREACH OF CONTRACT:** This contract is subject to administrative, contractual or legal remedies for violation or breach of contract terms by the Contractor or Starting Point.
18. **TERMINATION:** Upon thirty (30) calendar day's written notice to the other party, either party may terminate this agreement. Starting Point and the Contractor shall agree on a reasonable phase out of the program as a condition of the termination.
19. **APPLICABILITY OF CONDITIONS:** Both parties to this agreement shall comply with those rules set forth in the Ohio Administrative Code (OAC) as they relate to the operation of activities under the Child Care Program.
20. **GRIEVANCE PROCEDURES:** The Contractor will notify Starting Point in writing of all grievances initiated by subcontractors or participants, which involve the services provided through this contract. The Contractor shall submit any pertinent facts or resolution of the grievances. The notification should be sent to:

Billie Osborne-Fears, Executive Director
Starting Point
4600 Euclid Avenue, Suite 500
Cleveland, Ohio 44103
21. **AMENDMENT OF CONTRACT:** This agreement may be amended at any time upon the agreement of both parties with the addition of an amendment signed by both parties.
22. **PUBLICITY:** In any publicity release or other public reference including a media release, information pamphlets, etc., on the services provided under this agreement, it will be clearly stated that the project is part of and funded by the Cuyahoga County Youth Development Initiative. The Contractor is also responsible for providing a copy of above to Starting Point prior to the time of the release.
23. **RESPONSIBILITY FOR AUDIT AND FISCAL:** The Contractor shall submit any reporting, auditing, monitoring or quality assurance requests made in writing to the Contractor by Starting Point during the contract period. The Contractor also agrees

to, if required by the Executive Director of Starting Point on the basis of evidence of misuse or improper account of funds, to conduct an independent audit of expenditures and make copies of the audit available to Starting Point. Failure to provide such information shall be reason to suspend payments to the Contractor until any and all questions or irregularities are resolved. The Contractor shall submit to Starting Point a final report not more than 45 days after the end of the funding cycle containing a complete financial reconciliation and a full program evaluation of activities during the contract period. The Contractor shall also submit to Starting Point, an Annual Compliance Audit conducted by an independent CPA individual or firm in compliance with Federal OMB Circular A-133 if the expense is over \$300,000.00 or Government Auditing Standards and Statement on Auditing Standards No. 74 if under \$300,000.00.

- 24. **LAW:** This Agreement is subject to and will be interpreted in accordance with all applicable Federal, State and Local laws.
- 25. **MAINTENANCE OF SERVICES:** The Contractor certifies that the services being reimbursed are not available from the Contractor on a non-reimbursable basis or for less than the unit cost. The Contractor certifies that the level of service existing prior to the contract shall be maintained.

IN WITNESS WHEREOF, Starting Point and the Contractor have entered into this agreement as of the day and year first written above.

BY:

Cleveland Public Library

Felton Thomas, Jr., Director

Date

BY:

Child Care Resource Center of Cuyahoga County Inc. dba Starting Point

Billie Osborne - Fears

Billie Osborne-Fears, Executive Director

March 8, 2013

Date

EXHIBIT A**Cleveland Public Library
Out-of-School Time Transitions-Tutoring Budget
For the Period of March 1, 2013 – September 30, 2013****EXPENSES**

The total amount of the contract is \$89,994.24 for the time period of **March 1, 2013 through September 30, 2013.**

For the Provision of Student Tutoring and Assessment Services. The maximum billable rate shall be \$34.72 per hour x 2,592 hours = \$89,994.24

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD FEBRUARY 1 – FEBRUARY 28, 2013

Carolyn Kenrick

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending February 28, 2013

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	11,709,000.00	0.00	0.00	0.00	\$ 0.00	11,709,000.00
42 Intergovernmental	3,690,927.15	308,238.15	0.00	0.00	\$ 0.00	3,999,165.30
43 Fines & Fees	73,950.77	0.00	0.00	0.00	\$ 0.00	73,950.77
44 Investment Earnings	27,678.76	10,423.34	0.00	8,267.79	\$ 0.00	46,369.89
45 Charges for Services	479,328.34	0.00	0.00	0.00	\$ 0.00	479,328.34
46 Contributions & Donations	1,565.50	14,828.00	0.00	0.00	\$ 0.00	16,393.50
48 Miscellaneous Revenue	140,593.94	0.00	0.00	0.00	\$ 56.39	140,650.33
Total Revenues	\$ 16,123,044.46	\$ 333,489.49	\$ 0.00	\$ 8,267.79	\$ 56.39	\$ 16,464,858.13
51 Salaries/Benefits	5,691,648.46	210,639.97	0.00	0.00	\$ 0.00	5,902,288.43
52 Supplies	110,140.39	358.13	0.00	0.00	\$ 0.00	110,498.52
53 Purchased/Contracted Services	1,997,149.67	103,036.11	0.00	370.00	\$ 0.00	2,100,555.78
54 Library Materials	1,573,666.79	19,932.50	0.00	14,991.45	\$ 0.00	1,608,590.74
55 Capital Outlay	3,118.95	41,559.01	219,626.13	0.00	\$ 0.00	264,304.09
57 Miscellaneous Expenses	46,986.53	7,347.68	0.00	0.00	\$ 68.27	54,402.48
Total Expenditures	\$ 9,422,710.79	\$ 382,873.40	\$ 219,626.13	\$ 15,361.45	\$ 68.27	\$ 10,040,640.04
Revenue Over/(Under) Expenditures	\$ 6,700,333.67	\$ (49,383.91)	\$ (219,626.13)	\$ (7,093.66)	\$ (11.88)	\$ 6,424,218.09
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 45.34	45.34
Total Other Sources / Uses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.34	\$ 45.34
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 6,700,333.67	\$ (49,383.91)	\$ (219,626.13)	\$ (7,093.66)	\$ 33.46	\$ 6,424,263.43
Beginning Year Cash Balance	\$ 30,469,564.27	\$ 11,951,089.26	\$ 16,399,617.59	\$ 2,826,909.81	\$ 8,913.99	\$ 61,656,094.92
Current Cash Balance	\$ 37,420,569.86	\$ 11,901,705.35	\$ 16,179,991.46	\$ 2,819,816.15	\$ 8,947.45	\$ 68,331,030.27

Cleveland Public Library
 Certified Revenue, Appropriations and Balances
 General Fund
 For the period Ending February 28, 2013

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	20,336,112	3,690,927	16,645,185	18%	19%
General Property Tax	22,213,904	11,709,000	10,504,904	53%	50%
Rollback, Homestead, CAT	4,000,000	0	4,000,000	0%	0%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	300,000	73,951	226,049	25%	22%
Investment Earnings	225,000	27,679	197,321	12%	9%
Services to Others-Clevnet	3,053,415	479,328	2,574,087	16%	15%
Contributions	1,500	1,566	(66)	100%	0%
Miscellaneous	561,882	140,594	421,288	25%	11%
Return of Advances Out	0	0	0	0%	0%
Total	\$ 50,691,813	\$ 16,123,044	\$ 34,568,768	32%	31%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	34,842,578	5,795,599	29,046,978	17%	16%
Supplies	1,109,175	397,482	711,692	36%	40%
Purchased Services	11,813,469	7,202,234	4,611,235	61%	59%
Library Materials	11,850,401	4,338,360	7,512,041	37%	35%
Capital Outlay	606,435	84,469	521,967	14%	37%
Other	122,985	75,542	47,443	61%	62%
Sub Total	\$ 60,345,042	\$ 17,893,686	\$ 42,451,356	30%	28%
Advances Out	0	0	0	0%	0%
Transfers Out	0	0	0	0%	100%
Total	\$ 60,345,042	\$ 17,893,686	\$ 42,451,356	30%	39%

Note (1): Certificate from Cuyahoga County Budget Commission dated February 11, 2013.
 Note (2): Amended Appropriation of \$53,475,785 plus carried forward encumbrance of \$6,869,257.
 Note (3): Subtotal includes 16% expended and 14% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending February 28, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,833,576.56	11,241,858.38	1,602,259.37	0.00	9,639,599.01
51120 Clerical Salaries	9,268,097.49	9,640,273.93	1,491,657.97	0.00	8,148,615.96
51130 Non-Clerical Salaries	538,563.20	583,221.43	179,025.78	0.00	404,195.65
51140 Buildings Salaries	3,584,856.34	3,724,271.94	550,469.95	0.00	3,173,801.99
51150 Other Salaries	1,015,586.00	1,055,009.58	150,634.63	0.00	904,374.95
51180 Severance Pay	0.00	53,648.22	57,132.26	0.00	(3,484.04)
51190 Non-Base Pay	0.00	13,616.97	195,544.35	0.00	(181,927.38)
51400 OPERS	3,542,707.00	3,685,801.80	565,470.05	0.00	3,120,331.75
51610 Health Insurance	3,487,626.76	3,630,361.31	570,618.42	0.00	3,059,742.89
51611 Dental Insurance	210,999.74	228,486.82	34,979.46	0.00	193,507.36
51612 Vision Insurance	15,643.49	15,643.49	2,601.54	0.00	13,041.95
51620 Life Insurance	11,007.36	11,927.04	1,830.72	0.00	10,096.32
51630 Workers Compensation	244,528.00	548,274.00	233,305.97	70,440.03	244,528.00
51640 Unemployment Compensation	45,000.00	75,208.54	2,352.37	27,856.17	45,000.00
51650 Medicare - ER	302,521.06	314,932.44	51,492.01	0.00	263,440.43
51900 Other Benefits	20,000.00	20,041.65	2,273.61	5,654.75	12,113.29
Salaries/Benefits	\$33,120,713.00	\$ 34,842,577.54	\$ 5,691,648.46	\$ 103,950.95	\$ 29,046,978.13
52110 Office Supplies	43,400.00	49,032.10	9,982.42	1,457.35	37,592.33
52120 Stationery	58,700.00	59,289.93	5,372.77	2,980.33	50,936.83
52130 Duplication Supplies	40,527.18	44,055.18	4,110.71	524.85	39,419.62
52140 Hand Tools	100.00	157.44	0.00	57.44	100.00
52150 Book Repair Supplies	73,500.00	74,734.17	3,625.63	5,163.28	65,945.26
52210 Janitorial Supplies	87,000.00	105,371.10	16,424.95	19,805.44	69,140.71
52220 Electrical Supplies	59,500.00	79,644.95	19,211.39	37,898.35	22,535.21

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending February 28, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230	150,350.00	165,722.73	18,038.08	72,577.96	75,106.69
52240	10,850.00	18,199.43	13.00	7,336.43	10,850.00
52300	89,350.00	104,592.07	10,410.84	86,050.12	8,131.11
52900	376,802.82	408,375.67	22,950.60	53,490.49	331,934.58
Supplies	\$990,080.00	\$ 1,109,174.77	\$ 110,140.39	\$ 287,342.04	\$ 711,692.34
53100	152,000.00	165,192.23	5,486.61	57,705.62	102,000.00
53210	490,521.56	577,434.04	45,378.98	455,410.56	76,644.50
53230	110,300.00	118,083.07	20,488.30	83,594.77	14,000.00
53240	156,700.00	202,654.44	24,127.21	103,320.54	75,206.69
53310	175,000.00	247,856.82	38,962.82	57,232.00	151,662.00
53320	35,000.00	37,290.18	4,530.20	11,396.46	21,363.52
53340	190,000.00	219,251.70	4,825.32	52,061.38	162,365.00
53350	223,073.65	287,301.12	45,481.99	115,427.89	126,391.24
53360	989,433.43	1,019,515.00	609,090.21	65,428.07	344,996.72
53370	30,000.00	31,266.10	6,141.18	21,824.92	3,300.00
53380	1,100,000.00	1,142,475.47	142,199.99	455,075.48	545,200.00
53390	30,000.00	30,000.00	0.00	23,000.00	7,000.00
53400	398,000.00	455,500.00	58,352.00	1,685.00	395,463.00
53510	111,487.96	120,490.77	29,826.16	82,420.47	8,244.14
53520	59,168.88	74,663.63	14,373.34	13,568.43	46,721.86
53610	1,743,650.00	1,939,400.03	399,519.83	1,536,605.10	3,275.10
53620	183,500.00	302,203.88	49,903.57	244,512.40	7,787.91
53630	916,000.00	970,567.66	71,995.49	898,572.17	0.00
53640	132,407.20	151,324.02	6,115.07	81,605.15	63,603.80

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund

For the Period Ending February 28, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,464,243.90	2,249,786.28	374,234.07	682,466.31	1,193,085.90
53720 Auditors Fees	973,340.42	983,582.92	0.00	10,242.50	973,340.42
53730 Bank Service Charges	33,600.00	33,600.00	5,665.77	0.00	27,934.23
53800 Library Material Control	270,000.00	440,364.10	40,082.06	145,633.40	254,648.64
53900 Other Purchased Services	10,000.00	13,665.25	369.50	6,295.75	7,000.00
Purchased/Contracted Services	\$9,977,427.00	\$ 11,813,468.71	\$ 1,997,149.67	\$ 5,205,084.37	\$ 4,611,234.67
54110 Books	2,728,000.41	3,413,642.14	355,415.10	632,005.93	2,426,221.11
54120 Continuations	481,496.00	1,056,837.60	47,042.29	538,071.64	471,723.67
54210 Periodicals	905,000.00	1,442,853.46	44,666.49	503,634.52	894,552.45
54220 Microforms	180,000.00	221,412.78	271.10	41,465.16	179,676.52
54310 Video Media	1,419,999.55	1,480,604.88	160,125.30	156,632.56	1,163,847.02
54320 Audio Media - Spoken	169,000.01	194,266.36	24,676.28	27,791.13	141,798.95
54325 Audio Media - Music	458,500.03	542,848.28	59,174.36	113,047.64	370,626.28
54350 Computer Media	26,000.00	65,668.00	7,903.00	32,655.00	25,110.00
54500 Database Services	1,141,000.00	1,439,048.40	305,731.02	280,856.66	852,460.72
54530 eMedia	1,047,000.00	1,678,894.00	507,680.37	368,642.00	802,571.63
54600 Interlibrary Loan	6,000.00	8,257.75	327.00	4,370.00	3,560.75
54710 Bookbinding	29,000.00	54,140.86	3,637.67	21,503.19	29,000.00
54720 Preservation Services	60,000.00	92,566.70	16,447.80	17,188.90	58,930.00
54730 Preservation Boxing	10,000.00	10,911.77	1,590.86	8,820.91	500.00
54790 Preservation Reformatting	90,000.00	148,447.52	38,978.15	18,007.75	91,461.62
Library Materials	\$8,750,996.00	\$ 11,850,400.50	\$ 1,573,666.79	\$ 2,764,692.99	\$ 7,512,040.72
55510 Furniture	166,116.34	194,044.10	2,719.57	25,243.19	166,081.34
55520 Equipment	243,472.66	269,677.50	399.38	27,112.81	242,165.31

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending February 28, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	78,720.00	78,869.10	0.00	149.10	78,720.00
55540 Software	35,000.00	35,000.00	0.00	0.00	35,000.00
55700 Motor Vehicles	0.00	28,844.50	0.00	28,844.50	0.00
Capital Outlay	\$523,309.00	\$ 606,435.20	\$ 3,118.95	\$ 81,349.60	\$ 521,966.65
57100 Memberships	71,739.00	72,796.61	39,233.17	14,336.64	19,226.80
57200 Taxes	6,000.00	11,171.12	4,333.92	0.00	6,837.20
57500 Refunds/Reimbursements	35,521.00	39,017.28	3,419.44	14,218.72	21,379.12
Miscellaneous Expenses	\$113,260.00	\$ 122,985.01	\$ 46,986.53	\$ 28,555.36	\$ 47,443.12
Advances	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$53,475,785.00	\$ 60,345,041.73	\$ 9,422,710.79	\$ 8,470,975.31	\$ 42,451,355.63

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2013

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,469,564.27	16,123,044.46	9,422,710.79	8,470,975.31	28,698,922.63
Total General Fund	\$ 30,469,564.27	\$ 16,123,044.46	\$ 9,422,710.79	\$ 8,470,975.31	\$ 28,698,922.63
201 Anderson	211,537.20	0.00	0.00	0.00	211,537.20
202 Endowment for the Blind	1,665,651.93	4,812.50	0.00	0.00	1,670,464.43
203 Founders	4,712,432.66	7,924.53	45,650.20	55,188.66	4,619,518.33
204 Kaiser	44,934.88	0.00	0.00	0.00	44,934.88
205 Kralley	153,804.84	0.00	0.00	0.00	153,804.84
206 Library	165,074.25	260.00	75.00	862.44	164,396.81
207 Pepke	97,395.18	0.00	0.00	0.00	97,395.18
208 Wickwire	1,086,072.03	2,684.31	100.00	764.25	1,087,892.09
209 Wittke	66,255.37	0.00	0.00	0.00	66,255.37
210 Young	3,094,870.38	0.00	0.00	0.00	3,094,870.38
225 Friends	5,086.47	0.00	86.47	5,000.00	0.00
226 Judd	6,743.25	0.00	13,001.25	57,275.73	(63,533.73)
228 Lockwood Thompson Memorial	263,528.36	0.00	32,632.65	218,088.04	12,807.67
229 Ohio Center for the Book	0.00	900.00	0.00	0.00	900.00
230 Schweinfurth	25,159.08	8,670.00	3,670.00	5,900.00	24,259.08
251 OLPPD-Library for the Blind	62,210.67	251,366.00	186,071.69	37,771.11	89,733.87
252 LSTA-Know It Now	120,849.73	56,872.15	85,462.64	121,516.59	(29,257.35)
255 PNC-Grow Up Great	58,640.05	0.00	4,942.11	0.00	53,697.94
256 Learning Centers	110,842.93	0.00	11,181.39	68,442.00	31,219.54
Total Special Revenue Funds	\$ 11,951,089.26	\$ 333,489.49	\$ 382,873.40	\$ 570,808.82	\$ 11,330,896.53
401 Building & Repair	16,399,617.59	0.00	219,626.13	1,453,194.91	14,726,796.55
Total Capital Project Funds	\$ 16,399,617.59	\$ 0.00	\$ 219,626.13	\$ 1,453,194.91	\$ 14,726,796.55
501 Abel	179,528.26	0.00	0.00	0.00	179,528.26

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending February 28, 2013

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	1,717.73	0.00	0.00	0.00	1,717.73
503 Beard	107,816.34	2,283.64	370.00	740.00	108,989.98
504 Klein	4,069.48	0.00	0.00	0.00	4,069.48
505 Malon/Schroeder	227,545.60	31.58	0.00	0.00	227,577.18
506 McDonald	140,502.97	215.07	0.00	0.00	140,718.04
507 Ratner	68,838.86	0.00	0.00	0.00	68,838.86
508 Root	29,624.48	0.00	0.00	0.00	29,624.48
509 Sugarman	166,899.58	807.74	0.00	0.00	167,707.32
510 Thompson	126,099.45	0.00	0.00	0.00	126,099.45
511 Weidenthal	5,056.65	0.00	0.00	0.00	5,056.65
512 White	1,701,202.99	4,929.76	14,991.45	870.20	1,690,271.10
513 Beard Anna Young	68,007.42	0.00	0.00	0.00	68,007.42
Total Permanent Funds	\$ 2,826,909.81	\$ 8,267.79	\$ 15,361.45	\$ 1,610.20	\$ 2,818,205.95
901 Unclaimed Funds	8,913.99	101.73	68.27	0.00	8,947.45
Others	\$ 8,913.99	\$ 101.73	\$ 68.27	\$ 0.00	\$ 8,947.45
Total All Funds	\$ 61,656,094.92	\$ 16,464,903.47	\$ 10,040,640.04	\$ 10,496,589.24	\$ 57,583,769.11

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending February 28, 2013

Balance of All Funds	<u><u>\$ 68,331,030.27</u></u>
Chase-Checking	7,237.09
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	2,067,252.25
KeyBank-MC/VISA	78,573.96
Fifth Third - Checking	526,511.75
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$ 2,684,721.89</u></u>
PNC - Money Market	10,026.47
PNC - Investments	34,446,495.83
PNC/Allegiant Money Market	111,990.01
KeyBank - Victory Fund	0.00
STAR OHIO Investment	2,479,376.45
STAR Plus Investment	15,004,121.07
Investments	<u><u>\$ 52,052,009.83</u></u>
PNC Endowment Acct	13,594,298.55
Endowment Account	<u><u>\$ 13,594,298.55</u></u>
Cash in Banks and On Hand	<u><u>\$ 68,331,030.27</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – February 2013

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, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period February 1, 2013 through February 28, 2013.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
02/01/13 - 02/28/13	28	Various	STAR Ohio	Various	141.52	Investment Pool
02/01/13 - 02/28/13	28	Various	STAR Plus	Various	1,493.78	Investment Pool
02/01/13 - 02/28/13	28	Various	PNC	Various	0.84	Sweep Money Market
02/01/13 - 02/28/13	28	Various	PNC	Various	0.77	Money Market
08/27/12 - 02/27/13	185	1,000,000	Federal Home Loan Mortgage Corp.	0.375%	1,875.00	Federal Agency
08/09/12 - 02/09/13	185	2,000,000	Federal Farm Credit Bank	0.460%	4,600.00	Federal Agency
08/21/12 - 02/21/13	185	2,000,000	Federal Farm Credit Bank	0.300%	3,000.00	Federal Agency
08/27/12 - 02/27/13	185	500,000	Federal National Mortgage Assn.	0.550%	1,375.00	Federal Agency
08/28/12 - 02/28/13	185	1,000,000	Federal Home Loan Mortgage Corp.	0.500%	2,500.00	Federal Agency

Earned Interest February 2013 \$ 14,986.91
 Earned Interest Year To Date \$ 27,678.76

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee
March 19, 2013

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 2013

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Midwinter Conference Seattle, Washington	1/25/13 - 1/29/13	Don Boozer	1,278.27
American Library Association Midwinter Conference Seattle, Washington	1/25/13 - 1/28/13	Anastasia Diamond-Ortiz	749.40
American Library Association Midwinter Conference Seattle, Washington	1/25/13 - 1/29/13	Buffy Hamilton	818.49
State of Ohio - eTech Ohio Commission Educational Technology Conference Columbus, Ohio	2/13/2013	Buffy Hamilton	69.26
American Library Association Midwinter Conference Seattle, Washington	1/25/13 - 1/29/13	Cindy Lombardo	569.29
Ohio Library Council Convention & Expo Programming Meeting Columbus, Ohio	2/22/13	Michael Monaco	138.99
American Library Association Midwinter Conference Seattle, Washington	1/25/13 - 1/29/13	Carolyn Neal	635.05
National Wellness Institute Workplace Wellness Certification Program Tampa, Florida	1/25/13 - 1/30/13	Beverly White-Yates	1,025.61
TOTAL			\$5,284.36

SUMMARY

FUND	FEBRUARY	YEAR TO DATE
General	\$4,006.09	\$5,486.61
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	1,278.27	1,278.27
TOTAL	\$5,284.36	\$6,764.88

**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
02/01/2013 THROUGH 02/28/2013**

EXHIBIT 9

Human Resources Committee Report

March 21, 2013

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
CARROLL, ROBERT J	TECH CENTRAL	LA-COMP-EMPH	2/16/2013	ANOTHER JOB
FEELEY, KATHRYN M	WOODLAND	BRANCH MGR-LGE	2/19/2013	ANOTHER JOB
PARKER, PATRISHA	BRANCH SUBS	LA- SUB	2/7/2013	ANOTHER JOB
AYALA, ELIJAH	WEST PARK	PAGE	2/16/2013	RETURN TO SCHOOL

OTHER TERMINATIONS

BLAIR, NATHANIEL	MLK	CUSTODIAN II	2/6/2013	TERM INVOL
------------------	-----	--------------	----------	------------

RETIREMENTS

N/A

334
**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 02/01/2013 TO 02/28/2013**

EMPLOYEE: GLENDELL, AMBER
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: LAWSON, KEVIN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: CORPENING, ALESIA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: ADAMS, JERROLD
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: WILLIAMS, MAXINE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: MILAN, KATIE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: WALKER, TATEANA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: WILLIAMS, JASMINE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

335
**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 02/01/2013 TO 02/28/2013**

EMPLOYEE: DUCKWORTH, ANTWAN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: GRAMAJO, MELISSA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/26/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: WU, HUIYU
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: MIKOL, ALISON
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/26/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

EMPLOYEE: AUSTIN, LETIA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 02/24/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

CLEVELAND PUBLIC LIBRARY

REPORT D**Human Resources Committee Report**

Meeting Date: March 21, 2013

Report Period: February 2013

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

MONTH	2012 SICK LEAVE HOURS USED	2013 SICK LEAVE HOURS USED	2013 TOTAL HOURS
January	2,536.49	3,301.62	89,193.74
February	3,527.82	3,939.49	87,312.00
March	*4,923.36		
April	3,161.77		
May	3,623.45		
June	2,593.94		
July	2,344.66		
August	*4,221.65		
September	3,037.74		
October	2,760.23		
November	2,833.57		
December	3,277.75		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
February 1, 2013- February 28, 2013 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

REPORT E**Human Resources Committee Report**

March 21, 2013

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	77	20	9	1			29	17	1		
Professionals	81	15	2			1	41	16	4		2
Technicians	21	11	2	1			6	1			
Protective Service	23	9	11	1				2			
Para-Professionals	139	29	33	1	1		36	30	7		2
Administrative Support	306	31	63	6	3		48	130	23		2
Skilled Craft	12	7	3			1		1			
Service Maintenance	47	7	32	2			2	3	1		
Grand Total	706	129	155	12	6	0	162	200	36	6	0

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
FEBRUARY
2013**

REPORT F

Human Resources Committee Report
MARCH 21, 2013

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Med Mutual Silver	20	14	34
Med Mutual Gold	255	148	403
Delta Dental	187	274	461
Vision	236	171	407
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>
LIBRARIAN	FULTON	12/18/2012	28

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR FEBRUARY 2013**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library	135,053	153,480	694	762	276,967	314,945	-12.1%
Branches	310,088	304,972	1,593	1,514	656,620	639,461	2.7%
Mobile Units	4,792	5,607			10,440	11,395	-8.4%
Library for the Blind	52,186	60,172			111,705	121,169	-7.8%
OLBPD BARD	12,565	9,071			24,326	18,334	32.7%
eMedia	13,551	10,707			29,406	22,851	28.7%
TOTAL CIRCULATION	528,235	544,009			1,109,464	1,128,155	-1.7%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2013	2012	2013	2012	Gain/Loss	YTD Gain/Loss
eBook	10,356	7,805	22,621	16,583	36.4%	
eAudioBook	2,997	2,784	6,418	6,019	6.6%	
eMusic	66	67	150	112	33.9%	
eVideo	132	51	217	137	58.4%	
TOTAL eCIRCULATION	13,551	10,707	29,406	22,851	28.7%	Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2013	2012	2013	2012	Gain/Loss	YTD Gain/Loss
Downloads	12,565	9,071	24,326	18,334	32.7%	Included in circulation activity
Users	597	535	1,235	1,078	14.6%	

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2013	2012	2013	2012	
Main Library	102	47 minutes	13,120	8,935	10,234	6,323	61.8%
Branches	539	40 minutes	77,944	56,081	52,415	37,085	41.3%
TOTAL USAGE	641		91,064	65,016	62,649	43,408	44.3%

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
	2013	2012	2013	2012	2013	2012	
Main Library	42,527	41,487	231	236	87,736	85,075	3.1%
Branches	223,175	235,766	1,147	1,271	468,787	477,180	-1.8%
Mobile Unit	548	645			1,256	1,363	-7.9%
TOTAL VISITS	266,250	277,898			557,779	563,618	-1.0%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR FEBRUARY 2013

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	6,638	627	615	700	8,580	832	9,412
Broadway*	0	39	7	34	80	12	92
Brooklyn	5,786	544	426	616	7,372	811	8,183
Carnegie West	8,000	1,005	999	1,489	11,493	1,156	12,649
Collinwood	6,225	713	683	922	8,543	949	9,492
East 131st	3,419	409	304	395	4,527	402	4,929
Eastman	12,315	1,234	1,189	1,783	16,521	2,268	18,789
Fleet	10,847	1,041	948	1,517	14,353	1,186	15,539
Fulton	11,261	809	575	1,034	13,679	974	14,653
Garden Valley	3,350	367	152	241	4,110	295	4,405
Glenville	6,335	642	503	928	8,408	634	9,042
Harvard-Lee	6,610	861	673	1,131	9,275	907	10,182
Hough	3,287	343	330	342	4,302	407	4,709
Jefferson	5,188	609	860	1,107	7,764	802	8,566
Langston Hughes	5,403	526	539	815	7,283	599	7,882
Lorain	7,812	886	848	1,243	10,789	899	11,688
Martin Luther King, Jr.	5,723	542	590	735	7,590	821	8,411
Memorial-Nottingham	10,137	716	1,048	1,482	13,383	1,440	14,823
Mt. Pleasant	4,109	468	420	642	5,639	446	6,085
Rice	9,207	670	530	1,044	11,451	1,116	12,567
Rockport	14,130	1,122	1,324	1,876	18,452	2,188	20,640
South**	6,244	609	433	789	8,075	788	8,863
South Brooklyn	13,943	1,119	1,630	2,513	19,205	2,391	21,596
Sterling	5,158	570	546	763	7,037	485	7,522
Union	5,345	731	453	798	7,327	611	7,938
Walz	12,236	1,046	1,065	1,733	16,080	1,512	17,592
West Park	12,774	1,313	2,338	2,852	19,277	2,670	21,947
Woodland	9,155	669	416	729	10,969	923	11,892
TOTAL	210,637	20,230	20,444	30,253	281,564	28,524	310,088

*Broadway branch library permanently closed its doors to the public on November 16, 2012

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR FEBRUARY 2013

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison	9,412	13,989	20,534	30,535	-10,001	-32.8%
Broadway*	92	2,757	224	5,903	-5,679	-96.2%
Brooklyn	8,183	8,411	16,502	17,618	-1,116	-6.3%
Carnegie West	12,649	13,559	26,814	28,048	-1,234	-4.4%
Collinwood	9,492	9,827	20,544	20,722	-178	-0.9%
East 131st	4,929	5,781	10,434	11,821	-1,387	-11.7%
Eastman	18,789	17,609	39,699	36,693	3,006	8.2%
Fleet	15,539	12,826	32,906	27,305	5,601	20.5%
Fulton	14,653	10,727	29,551	22,807	6,744	29.6%
Garden Valley	4,405	4,759	9,709	10,437	-728	-7.0%
Glenville	9,042	9,150	18,762	18,304	458	2.5%
Harvard-Lee	10,182	9,269	21,284	19,514	1,770	9.1%
Hough	4,709	5,586	10,113	11,773	-1,660	-14.1%
Jefferson	8,566	9,378	18,332	19,841	-1,509	-7.6%
Langston Hughes	7,882	6,484	16,529	13,293	3,236	24.3%
Lorain	11,588	11,006	25,230	23,336	1,894	8.1%
Martin Luther King, Jr.	8,411	7,604	16,634	15,926	708	4.4%
Memorial-Nottingham	14,823	16,672	30,719	33,896	-3,177	-9.4%
Mt. Pleasant	6,085	6,040	12,976	13,738	-762	-5.5%
Rice	12,567	10,728	27,233	23,957	3,276	13.7%
Rockport	20,640	22,352	44,660	45,864	-1,204	-2.6%
South**	8,863	8,840	18,936	19,385	-449	-2.3%
South Brooklyn	21,596	19,915	45,139	40,029	5,110	12.8%
Sterling	7,522	5,158	16,500	11,314	5,186	45.8%
Union	7,938	6,301	17,439	13,420	4,019	29.9%
Walz	17,592	16,472	37,757	34,461	3,296	9.6%
West Park	21,947	23,985	45,983	48,581	-2,598	-5.3%
Woodland	11,892	9,787	25,477	25,477	0	0.0%
TOTAL	310,088	304,972	656,620	643,998	12,622	2.0%

*Broadway branch library permanently closed its doors to the public on November 16, 2012

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE FEBRUARY 2013**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012			
Addison	6,240	7,172	12,823	14,918	-2,095	-14.0%	
Broadway*	0	1,483	0	2,945	-2,945	-100.0%	
Brooklyn	3,956	4,301	8,214	8,190	24	0.3%	
Carnegie West	15,865	19,820	32,299	40,286	-7,987	-19.8%	
Collinwood	6,769	7,052	14,209	14,170	39	0.3%	
East 131st	7,037	6,971	15,118	14,095	1,023	7.3%	
Eastman	11,788	11,694	24,929	23,366	1,563	6.7%	
Fleet	11,078	9,643	22,502	19,447	3,055	15.7%	
Fulton	7,521	6,722	16,120	14,566	1,554	10.7%	
Garden Valley	3,958	4,059	8,457	8,188	269	3.3%	
Glenville	6,851	7,375	14,551	15,193	-642	-4.2%	
Harvard-Lee	8,807	8,464	18,180	16,712	1,468	8.8%	
Hough	8,434	11,044	18,304	22,656	-4,352	-19.2%	
Jefferson	7,117	7,843	15,545	15,726	-181	-1.2%	
Langston Hughes	6,354	5,667	13,082	11,633	1,449	12.5%	
Lorain	7,095	7,628	15,623	15,374	249	1.6%	
Martin Luther King, Jr.	6,913	5,235	14,671	10,797	3,874	35.9%	
Memorial-Nottingham	5,398	7,323	11,393	14,733	-3,340	-22.7%	
Mt. Pleasant	6,165	6,035	13,075	12,606	469	3.7%	
Rice	13,646	13,320	28,506	26,637	1,869	7.0%	
Rockport	9,927	11,365	21,714	22,598	-884	-3.9%	
South	6,849	8,404	13,680	16,928	-3,248	-19.2%	
South Brooklyn	13,405	12,978	27,714	25,355	2,359	9.3%	
Sterling	12,094	11,159	24,545	23,066	1,479	6.4%	
Union	4,568	6,580	10,265	13,085	-2,820	-21.6%	
Walz	9,130	9,415	19,381	19,762	-381	-1.9%	
West Park	9,637	10,946	19,630	21,543	-1,913	-8.9%	
Woodland	6,573	6,068	14,257	12,605	1,652	13.1%	
TOTAL	223,175	235,766	468,787	477,180	-8,393	-1.8%	

*Broadway branch library permanently closed its doors to the public on November 16, 2012

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS FEBRUARY 2013**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	21,947	1 Carnegie West	15,865	1 South Brooklyn	31,511
2 South Brooklyn	21,596	2 Rice	13,646	2 Fleet	27,822
3 Rockport	20,640	3 South Brooklyn	13,405	3 West Park	27,291
4 Eastman	18,789	4 Sterling	12,094	4 Eastman	23,686
5 Walz	17,592	5 Eastman	11,788	5 Rice	22,240
6 Fleet	15,539	6 Fleet	11,078	6 Fulton	20,026
7 Memorial-Nottingham	14,823	7 Rockport	9,927	7 Memorial-Nottingham	19,553
8 Fulton	14,653	8 West Park	9,637	8 Rockport	19,404
9 Carnegie West	12,649	9 Walz	9,130	9 Harvard-Lee	18,834
10 Rice	12,567	10 Harvard-Lee	8,807	10 Langston Hughes	17,982
11 Woodland	11,892	11 Hough	8,434	11 Glenville	17,317
12 Lorain	11,688	12 Fulton	7,521	12 Walz	16,558
13 Harvard-Lee	10,182	13 Jefferson	7,117	13 Collinwood	16,270
14 Collinwood	9,492	14 Lorain	7,095	14 Addison	16,169
15 Addison	9,412	15 East 131st	7,037	15 East 131st	15,658
16 Glenville	9,042	16 Martin Luther King, Jr.	6,913	16 Martin Luther King, Jr.	15,212
17 South**	8,863	17 Glenville	6,851	17 Mt. Pleasant	14,724
18 Jefferson	8,566	18 South	6,849	18 Lorain	13,233
19 Martin Luther King, Jr.	8,411	19 Collinwood	6,769	19 Carnegie West	10,549
20 Brooklyn	8,183	20 Woodland	6,573	20 Union	10,316
21 Union	7,938	21 Langston Hughes	6,354	21 Sterling	8,046
22 Langston Hughes	7,882	22 Addison	6,240	22 Woodland	7,492
23 Sterling	7,522	23 Mt. Pleasant	6,165	23 South	7,009
24 Mt. Pleasant	6,085	24 Memorial-Nottingham	5,398	24 Hough	6,197
25 East 131st	4,929	25 Union	4,568	25 Brooklyn	5,419
26 Hough	4,709	26 Garden Valley	3,958	26 Jefferson	3,587
27 Garden Valley	4,405	27 Brooklyn	3,956	27 Garden Valley	2,857
28 Broadway*	92	28 Broadway*	0	28 Broadway	1,687
	310,088		223,175		416,649
					473,177

*Broadway branch library closed its doors on November 16, 2012

*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 FEBRUARY 2013**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
CLEVNET	77,164	76,137	150,569	155,431	-3.1%
MORE	720	911	1,582	1,810	-12.6%
Other Libraries	708	448	1,508	847	78.0%
TOTAL	78,592	77,496	153,659	158,088	-2.8%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Projected	22,833	24,544	46,359	49,344	-6.0%
KnowItNow Web Reference*	561	786	1,266	1,572	-19.5%
Interlibrary Loan Requests	4,631	3,740	10,060	7,388	36.2%
TOTAL	28,025	29,070	57,685	58,304	

*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

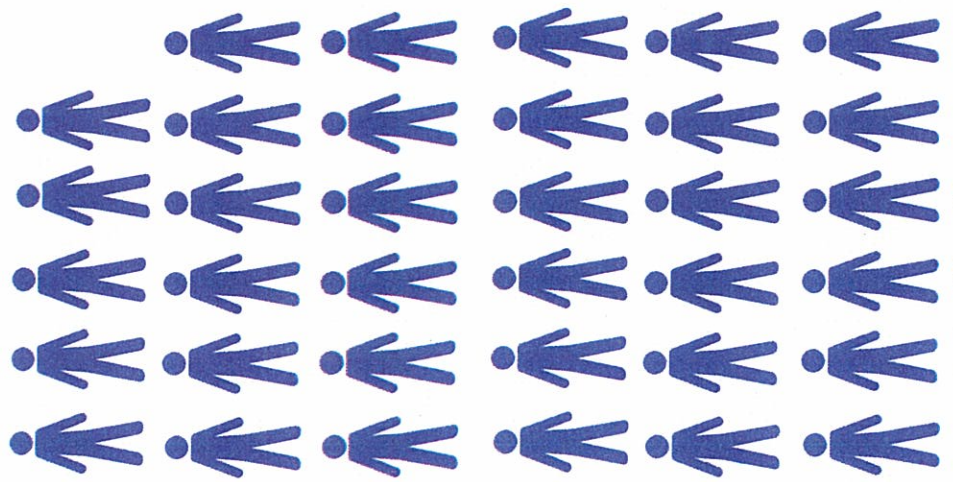
CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
New Titles Added	5,096	7,588	9,605	14,070	-31.7%
Total Items Added	20,576	22,667	40,013	42,364	-5.5%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Main Library	184	192	384	384	0.0%
Branches	5,265	5,641	10,972	11,307	-3.0%

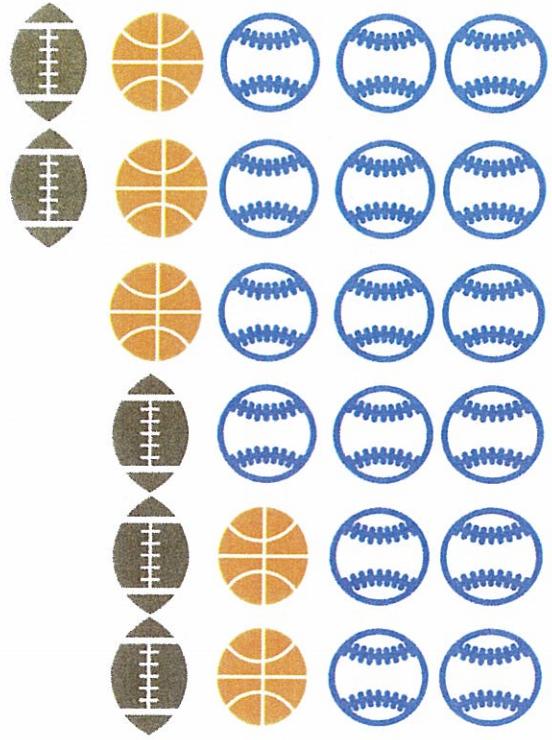
MYTUNES	Feb 2013	Jan 2013	Dec 2012	Nov 2012	Oct 2012
	Songs Downloaded	4,494	5,296	6,944	6,433
Users	742	950	1,055	972	979
New Registrations	8	18	6	7	37

In 2012, more people visited Cleveland Public Library than attended games by Cleveland's three major sports teams combined.

Each icon represents 100,000 people in attendance.



3.5 million library visits



2.6 million total visits