

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
May 16, 2013
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Corrigan, Ms. Rodriguez, Mr. Werner, Mr. Parker, Mr. Hairston (arrived 12:24 p.m.), Mr. Seifullah (departed, 1:05 p.m.)

Absent: None

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

Approval of the Minutes

Mr. Werner moved approval of the minutes for the 4/18/13 Regular Board Meeting. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

REGULAR BOARD
MEETING OF
4/18/13
Approved

Presentation: Community Attitude Survey Regarding Cleveland Public Library (Burgess & Burgess)

Ms. Galen Schuerlein, Vice President, and Darryle Torebert, Consultant, Burgess & Burgess Strategist, gave a detailed presentation that included but was not limited to: qualitative research methods such as on-line survey, in-depth interviews and audited library publications and media coverage; research results on programs and services, online offerings, perceptions on library finances and fiscal responsibility, impressions on budget issues; and the library's future goals. The data collected was used to identify major themes for testing via TRIAD survey.

The results were provided to TRIAD Research Group to complete the Community Attitude Survey Regarding Cleveland Public Library.

Kathy Servinski, President, TRIAD Research Group, gave a presentation on TRIAD Research and stated that they conducted a telephone survey of 400 registered voters.

Following are the results on Opinion and Use of Cleveland Public Library regarding (1) Quality Ratings and (2) Library Use:

- Ninety percent rated the quality of the Cleveland Public Library system positively;
- More than four-fifths rated the library positively on 4 of 5 specific items;
- Six-out-of-seven voters (86%) said they or someone in their household have used the library in the past year;
- Two-thirds (68%) come to the library to look for books and other library materials;
- Half of the users go to one library (49%) and half go to more than one library (50%);

Following are the results of Attitudes towards Cleveland Public Library regarding (1) Importance of Services; (2) Awareness of Cuts; and (3) Agree/Disagree Statements:

- More than four-fifths rated each of five services Cleveland Public Library provides as extremely or very important;
- More than 90% think it's important that Cleveland Public Library is the state library for the blind and that it started CLEVNET;
- Three of four possible new programs were rated as top priorities by well over half of residents;
- Only one third are aware that Library funding is lower and that Cleveland Public Library has had to make cuts;
- Over half (55%) are very concerned that Cleveland Public Library will have to make more cuts to balance their budget;
- There was strong agreement that libraries are needed, but the increased Internet use could have an impact on libraries.

The following Key Findings were presented:

- Cleveland Public Library is very well regarded in the community and its strengths are:
 - High usage (86% use, with 56% going weekly or monthly)
 - Good quality ratings-overall and most specific items, including use of money

- o Strong support for current services and 3 out of 4 possible new programs
 - Children's programs rated highest
- o 83% think libraries are a good value
- Cleveland Public Library's relative weakness:
 - o Keeping the public informed-63/36; positive/negative
 - o Only one third aware of loss in funding and cuts in library hours
 - o 55% are very concerned about more library cuts, 45% are less concerned
 - o 36% don't think libraries are as important as they used to be.

The following Communications Recommendations were provided:

- Community needs more communication regarding plans, budget and finance
- Data shows:
 - o Limited knowledge of state funding cuts
 - o Lack of knowledge about internal cuts
 - o Knowledge about branch programs and services
 - o Concern regarding Broadway and South branches and process to close/temporarily close
- Address concern/confusion about Cleveland Public Library relationship to CMSD Issue 107

The following were offered as Next Steps:

1. Emphasize email gathering and outreach (2,560 on email distribution list as of February 2012)
2. Include one page message document in branches about library basics
3. Increase visibility by ensuring logo and messaging are clear
4. Incorporate Messaging from Administration into "off the Shelf"
5. Communicate the following messages:
 - o State has cut our budget
 - o Cleveland Public Library is providing excellent service with smaller budgets but has made cuts
 - o More cuts will affect quality of services and programs for patrons.

After some discussion, Mr. Corrigan thanked the presenters for their thorough and informative presentation.

COMMUNICATIONS

Director Thomas stated that there were no communications to report.

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

Because there was no prior Finance Committee Meeting, Mr. Werner 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. Ms. Butts 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 April

(See page 546)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of April 2013; now therefore be it

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

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF APRIL 2013
Approved

Fifth Amendment to the Year 2013 Appropriation

(See pages 547-552)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2013 Appropriation Measure to comply with the attached May 7, 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 Fifth Amendment to the Year 2013 Appropriation Schedule be approved.

Year 2014 Tax Budget

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

(See pages 553-561)

WHEREAS, **Ohio Revised Code** Section 5705.28 requires the Board of Library Trustees to submit its Tax Budget for Fiscal Year 2014 to the Board of the Cleveland Metropolitan School District on or before June 1, 2013; and

WHEREAS, **Ohio Revised Code** Section 5705.30 requires the Board of the Cleveland Metropolitan School District to adopt and submit the Library's Year 2014 Tax Budget to the County Fiscal Officer on or before July 20, 2013; and

FIFTH AMENDMENT
TO THE YEAR 2013
APPROPRIATION

Approved

YEAR 2014 TAX
BUDGET

Approved

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

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

WHEREAS, The financial needs of Cleveland Public Library from **Tax Sources** for Fiscal Year 2014 have been determined to be at least \$24,300,000; now therefore be it

RESOLVED, That the Year 2014 Tax Budget and Alternate Tax Information Forms for Cleveland Public Library be presented to the Board of the Cleveland Metropolitan School District and the Cuyahoga County Budget Commission as required by **Ohio Revised Code**.

Responding to a query by Mr. Hairston, Director Thomas stated that the Tax Budget would be presented at the Cleveland Metropolitan School District Work Session on June 11, 2013 and subsequently considered for approval at the Cleveland Metropolitan School District Board Business Meeting on June 25, 2013.

Resolution to Renew OCLC Cataloging, Worldcat Resource Sharing and Access Subscription Services

(See pages 562-563)

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

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

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

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

RESOLUTION TO
RENEW OCLC
CATALOGING,
WORLDCAT
RESOURCE
SHARING AND
ACCESS
SUBSCRIPTION
SERVICES
Approved

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

WHEREAS, OhioNet is subsidiary of OCLC; and

WHEREAS, The Cleveland Public Library entered into renewal agreements with OhioNet for services in 2011, 2012 and 2013; now therefore be it

RESOLVED, That the Board of Trustees approves the subscription renewal for the period of July 1, 2013 through June 30, 2014 for OCLC Cataloging, WorldCat Resource Sharing and Access Services at an amount not to exceed \$240,423.82 charged to the General Fund, Account 14140053-53800 Library Material Control; now be it further

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

Mr. Corrigan asked if all CLEVNET members have similar OhioNet contracts.

Director Thomas requested that Ms. Lombardo follow up with and provide a response.

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 Mills Renewal Levy for the Current Expenses of the Cleveland Public Library

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

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

WHEREAS, On May 4, 2008 the electors of the Cleveland Metropolitan School District approved the levy of a five-year 5.8 mills replacement tax for the purpose of the current expenses of the Cleveland Public Library, which is scheduled for last collection in calendar year 2013; and

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
FISCAL YEAR OF
COLLECTION OF A
5.8 MILLS
RENEWAL LEVY
FOR THE CURRENT
EXPENSES OF THE
CLEVELAND
PUBLIC LIBRARY
Approved

WHEREAS, The Board of Library Trustees wishes to initiate proceedings for the submission to the electors of the Cleveland Metropolitan School District at the general election to be held on November 5, 2013, the question of a 5.8 mills renewal tax for the purpose of the current expenses of the Cleveland Public Library;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees, two-thirds of all the members thereof concurring that:

Section 1. The amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Cleveland Public Library, and it is therefore necessary to renew an existing tax for the purpose of the current expenses of the Cleveland Public Library; and

Section 2. The Cuyahoga County Fiscal Officer is hereby requested 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, which amounts to fifty-eight cents (\$.58) for each one hundred dollars of valuation, for the current expenses of the Cleveland Public Library; and

Section 3. The Fiscal Officer of this Board, acting on behalf of the Board, is hereby authorized and directed to deliver a certified 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. Werner seconded the motion and, after discussion a roll call vote was taken and the results were

Ayes: 6

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 May 16, 2013.

Carrie Krenicky, Fiscal Officer
Cleveland Public Library

Myron Scruggs, Director of Property Management, gave a presentation summarizing the following resolutions categorized by building location:

- Lakeshore - Additional emergency repairs to the Chiller(\$14,443.00)
- Temporary South Branch - Relocate a smoke detector (\$295.98)
- South Branch - Professional services to develop plans to preserve the building (\$39,790.00)
- Louis Stokes Wing and Main -Unforeseen overtime expenses for steam conversion (\$2,643.21); Add access control on 5 doors in LSW (\$12,182.73); Add Reverse Osmosis System to the steam conversion (\$21,688.00); Commission Services to ensure proper installation and function(\$16,400.00); Emergency repairs to Chilled Water System as a result of burst coils(\$49,975.00); Emergency repairs Water Service Line as the main water line was inoperable for two weeks resulting in emergency repairs (\$37,246.88).

RESOLUTION
 AUTHORIZING
 SECOND
 AMENDMENT TO
 THE
 AGREEMENT
 WITH
 INTEGRATED
 PRECISION
 SYSTEMS FOR
 FIRE BURGLAR
 AND ACCESS
 CONTROL
 SYSTEMS
 Approved

Resolution Authorizing Second Amendment to the Agreement
 with Integrated Precision Systems for Fire Burglar and
 Access Control Systems

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

WHEREAS, On September 20, 2012, the Library Board of Trustees authorized the Executive Director to enter into an Agreement with Integrated Precision Systems, Inc. to purchase access control systems for the Cleveland Public Library Main Downtown Campus, Lakeshore, Garden Valley, and Rice Branch facilities in the amount of \$307,360.46; and

WHEREAS, On January 17, 2013, the Library Board of Trustees authorized the Executive Director to enter into a First Amendment to the Agreement with Integrated Precision Systems, Inc. to purchase and install fire, burglar and access control systems for the Temporary South Location in the amount of \$33,121.30; and

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

WHEREAS, The Director of Property Management has reviewed the necessity and recommends approval of additional work needed as follows:

	Amount	PO#	Account
Relocate a smoke detector per the Fire Alarm Inspector's request.	\$295.98	130262	40178205-55300-10783
To add access control on 5 doors in LSW that were not included in the contract. These additions will secure these doors from unauthorized use.	\$12,182.73	121755	40129305-55300-11293
Total	\$12,478.71		

Now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into a Second Amendment to the Agreement with Integrated Precision Systems, Inc., subject to approval of the Chief Legal Officer, in the amount of \$12,478.71.

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

(See pages 564-577)

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

WHEREAS, On November 15, 2012, the Board of Trustees of the Cleveland Public Library (the "Board") 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, On March 21, 2013, the Board approved three (3) change orders to the contract with Marlin Mechanical LLC for the installation of gas boilers and electric humidification, for a net increase in the amount of \$137,463; and

WHEREAS, At the end of April of 2013, Marlin incurred unforeseen overtime expenses in the amount of \$2,643.21 during removal of a pipe, when the isolation valves in the chilled water line failed to hold, requiring Marlin to drain all the water from the chilled water line before it could remove the pipe, thus requiring several hours of "half time" work beyond regular work hours; and

WHEREAS, In addition, the Consultant Spectrum Energy Concepts, Inc. has recommended that in connection with the air handling systems, the Library install a reverse osmosis system which will demineralize the water and result in fewer maintenance issues in the future. If the system is installed, the life expectancy of the humidification system is expected to be extended past 20 years, and will operate more efficiently and use less energy to create the steam for the humidification load.

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

The cost of installing two reverse osmosis systems is \$21,688.00; and

WHEREAS, In order to modify the contract with Marlin to accommodate these additional costs, 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, and has prepared and recommends acceptance of the change orders as detailed in the attached;

Contractor	Change	Amount
Marlin Mechanical	CO-M004 Add for half time Extra cost incurred due to existing building valves leaking.	+\$ 2,643.21
	CO-M005 Add for Reverse Osmosis System for humidification units.	+\$21,688.00
	Net total increase:	\$ 24,331.21
	TOTAL CONTRACT AMOUNT:	\$ 801,250.13

Now therefore be it

RESOLVED, That the above listed change orders are hereby approved with a \$24,331.21 increase to the Marlin Mechanical LLC contract being charged to the Building & Repair Fund Account 40190105-55300-12901.

A representative from Siemens Industry Inc. was present to answer any questions about the osmosis system. The representative stated that this is a chemical free system that will not harm the collections.

Resolution Authorizing Agreement for Commissioning
Services for the Heat Conversion Construction Project
at the Main Library

(See pages 578-583)

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

WHEREAS, The Board of Trustees of the Cleveland Public Library has previously authorized contracts for construction of the Heat Conversion Project to convert the electric heat system for the Main Branch and Louis Stokes Wing building to gas heat; and

WHEREAS, The Library desires to engage the services of an independent project commissioning agent to verify that once the project is complete, all the mechanical and temperature controls have been installed and that all systems are fully functional, tested, operational, and in full compliance with specifications prepared by the Library's consultant, Spectrum Energy Concepts, Inc. ("Spectrum"); and

WHEREAS, On March 21, 2013 the Board authorized a deduction of \$7,000 from the Library's agreement with Spectrum, removing commissioning services from the scope of Spectrum's services. The Library prefers to engage an independent commissioning agent to provide additional checks and balances; and

WHEREAS, The Director of Property Management received quotes from three (3) different commissioning agents listed herein: TEC Inc. Engineering & Design -\$48,000; TES Engineering - \$17,500; and Energy Management Specialists, Inc ("EMS") - \$16,400; and

WHEREAS, The Library has engaged the services of EMS in the past and is satisfied with its services; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee is authorized to enter into and execute an agreement with Energy Management Specialists, Inc. aka EMS, for independent commissioning services for the Heat Conversion Project in the amount of \$16,400.00, which agreement shall be subject to the approval of the

RESOLUTION
AUTHORIZING
AGREEMENT FOR
COMMISSIONING
SERVICES FOR
THE HEAT
CONVERSION
CONSTRUCTION
PROJECT AT THE
MAIN LIBRARY
Approved

Library's Chief Legal Officer. The cost shall be charged to the Building & Repair Fund Account 40190105-55300-12901.

RESOLUTION
RATIFYING
AMENDED
AGREEMENT
WITH CARRIER
CORPORATION
FOR ADDITIONAL
EMERGENCY
REPAIR
SERVICES TO
CHILLER AT
LAKE SHORE
FACILITY
Approved

Resolution Ratifying Amended Agreement with Carrier Corporation for Additional Emergency Repair Services to Chiller at Lake Shore Facility

(See pages 584-589)

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

WHEREAS, On March 21, 2013, the Board of Library Trustees authorized an agreement with Carrier Corporation for the rebuild and upgrade of the chiller control systems for the Cleveland Public Library Lakeshore Facility in the amount of \$92,170.00; and

WHEREAS, Carrier commenced work and discovered at the end of April that additional repairs to the chiller not originally anticipated were necessary to restore the chiller to working condition, costing an additional \$14,443.00; and

WHEREAS, With the onset of warm weather, it is necessary to maintain the air conditioning system at Lakeshore to preserve Library materials and provide comfortable working conditions for Library employees. Therefore, the Library determined the situation constituted an emergency, and the Library's Executive Director executed an amendment to the Carrier agreement increasing the amount by \$14,443.00 and thereby increasing the total amount payable to Carrier under the agreement to \$106,613.00; and

WHEREAS, The Executive Director hereby requests that the Board of Library Trustees ratify the amendment to the Carrier agreement and authorize the expenditure of additional funds in the amount of \$14,443.00 for the additional necessary repairs; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies and approves the amendment entered into with Carrier Corporation by the Library's Executive Director, to perform necessary and emergency repairs to the chiller control systems for the Cleveland Public Library

Lakeshore Facility, which repairs cost an additional \$14,443.00, increasing the total amount payable to Carrier under the agreement to \$106,613.00. The expenditure shall be charged to the General Fund Account 12100053-53310 Building Repair.

Resolution Ratifying Agreement for Emergency Repairs to Chilled Water System at the Louis Stokes Wing

(See pages 590-594)

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

WHEREAS, In February of 2013, the dampers in the air handling units of the Louis Stokes Wing Building of the Main Library Campus froze in the open position, causing four (4) chilled water coils to freeze and rupture. This resulted in significant flooding in the building which took several days to clean up; and

WHEREAS, Due to the arrival of warm weather, it is necessary to replace the chilled water coils as soon as possible in order to maintain the air conditioning system in the Louis Stokes Wing Building; and

WHEREAS, The Library obtained three (3) quotes for the purchase and installation of the coils, and Energy Management Specialists ("EMS") offered the lowest price in the amount of \$49,975.00. Marlin Mechanical quoted \$58,808, and Castle Heating quoted \$71,500; and

WHEREAS, It takes approximately four (4) weeks to receive shipment of the coils once ordered. In order to expedite this repair, the Library determined that the situation constituted an emergency and the Library's Executive Director executed an agreement with EMS in the amount of \$49,975.00; and

WHEREAS, The Executive Director hereby requests that the Board of Library Trustees ratify the agreement with EMS and authorize the expenditure of funds in the amount of \$49,975.00 for the necessary repairs; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies and approves the agreement entered into by the Library's Executive Director with Energy Management

RESOLUTION
RATIFYING
AGREEMENT FOR
EMERGENCY
REPAIRS TO
CHILLED WATER
SYSTEM AT THE
LOUIS STOKES
WING

Approved

Specialists, Inc., for the emergency purchase and installation of four (4) chilled water coils in the main air handling unit located in the Louis Stokes Wing, in the amount of \$49,975.00. The expenditure shall be charged to the General Fund Account 12100053-53310 Building Repair.

RESOLUTION
RATIFYING
AGREEMENT
FOR
EMERGENCY
REPAIRS TO
WATER
SERVICE LINE
AT THE MAIN
BUILDING

Resolution Ratifying Agreement for Emergency Repairs to
Water Service Line at the Main Building

(See page 595)

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

WHEREAS, At the end of April, 2013, the water service line connecting the water main in Rockwell Avenue to the Main Building ruptured, causing flooding in the building and undermining in the street; and

WHEREAS, As a result, the Library was compelled to perform emergency repairs and hired V.A. Conkey Company to perform the work. V.A. Conkey has submitted an invoice in the amount of \$37,246.88 for supplying the labor, equipment and material to excavate on Rockwell in order to install a new 4 inch ductile water main into the building and to connect to the existing water meter in the Library's meter room; and

WHEREAS, The Executive Director hereby requests that the Board of Library Trustees ratify the agreement with V.A. Conkey Company and authorize the expenditure of funds in the amount of \$37,246.88 for the necessary repairs; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies and approves the agreement with V.A. Conkey Company, and authorizes the expenditure of funds in the amount of \$37,246.88 for the necessary emergency repairs. The expenditure shall be charged to the General Fund Account 12100053-53310 Building Repair.

Approved

Resolution Authorizing Agreement with Westlake, Reed, Leskosky for Professional Services Necessary to Develop Plans to Preserve the South Branch of the Cleveland Public Library

(See pages 596-600)

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

WHEREAS, The Board of Trustees of the Cleveland Public Library has previously engaged the services of the architectural and engineering firm of Westlake, Reed, Leskosky ("Westlake") to provide an in-depth assessment of the Library's South Branch at 3096 Scranton Road, in order to determine the status of the architectural, structural, mechanical and electrical condition of the building; and

WHEREAS, Westlake completed its assessment and presented the Library with a report identifying the maintenance items and repairs necessary to preserve the building; and

WHEREAS, This Board closed the South Branch in January of 2013 and temporarily moved the operations of the South Branch to the South Branch location on Clark Avenue for a period of two (2) years, while it contemplates the options for future use of the South Branch/Scranton location; and

WHEREAS, This Board desires to perform those repairs necessary to preserve the South Branch/Scranton building and prevent any further deterioration to the structure and the mechanical and electrical systems during the period the South Branch/Scranton is closed; and

WHEREAS, Westlake has submitted a proposal to the Library in the amount of \$39,790.00 for professional services necessary to develop plans and specifications for repairs to the roof, exterior walls, foundation, and the replacement of downspouts and drains, and repairs to other parts of the building. Westlake also proposes to provide bidding oversight services, assistance with Cleveland Landmark Commission approvals, and construction administration services; and

WHEREAS, Pursuant to R.C. Section 153.71, the Board is

RESOLUTION
AUTHORIZING
AGREEMENT WITH
WESTLAKE, REED,
LESKOSKY FOR
PROFESSIONAL
SERVICES
NECESSARY TO
DEVELOP PLANS
TO PRESERVE THE
SOUTH BRANCH
OF THE
CLEVELAND
PUBLIC LIBRARY
Approved

authorized to enter into a contract in an amount less than \$50,000 with an architectural and engineering firm, provided the design firm has submitted a current statement of qualifications within the immediately preceding year and the Board has determined that the firm is the most qualified to provide the required professional design services;

WHEREAS, Westlake submitted a current statement of qualifications to the Library on February 14, 2013, and has extensive knowledge of the Library's South Building/Scranton, having performed an in-depth assessment of the condition of the building and its mechanical and electrical systems; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee is hereby authorized to enter into and execute an agreement subject to approval of the Chief Legal Officer, between the Cleveland Public Library and Westlake, Reed, Leskosky for those services as described in the accompanying proposal dated May 8, 2013, in an amount not-to-exceed \$39,790.00, to be charged to General Fund Account: 11020053-53710 (Professional Services).

Myron Scruggs, Director of Property Management, introduced a representative from Westlake, Reed, Leskosky, who was available to answer questions.

Mr. Corrigan stated that the Board wants to be ensured that this is the responsible amount of money to spend to preserve the options for the community and the library on that facility while the future of the building is in doubt.

The Westlake representative stated that the repairs will seal out the weather to prevent the further interior and exterior deterioration. Westlake will present strategies to control utility usage and prevent any further deterioration to the structure and the mechanical and electrical systems.

Ms. Rodriguez asked for clarification on the proposed services.

The representative also stated that the facilities assessment reviewed the entire building and assessed issues. Items highlighted in the assessment that were

ranked as critical will be taken care of to reduce further deterioration and decrease risk. Items that will be recommended for bid will be brought before the Board for consideration. It is anticipated that a plan will be developed within the next couple of months.

Discussion continued about restoration, bid document preparation and execution.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 601-610)

Report on Investments

(See page 611)

Report on Conference and Travel Expenditures

(See pages 612-614)

Mr. Corrigan stated that Finance Committee has been cancelled on several occasions. However, it is important that the public is aware of the Board's fiduciary confidence especially in a levy year. Therefore, Finance Committee Meeting will not be cancelled for the balance of the year and will proceed as scheduled for the Tuesday prior to regular board meetings.

HUMAN RESOURCES COMMITTEE REPORT

Retirement Recognition Citation

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

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

Ann Olszewski (33 years of service), Preservation Manager, Grade K - Preservation, retires 05/17/2013

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

FISCAL OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

RETIREMENT
RECOGNITION
CITATION
Approved

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

Be it further resolved that the citation be sent to her forthwith if she is not present at this meeting of the Board of Trustees.

Ms. Olsezewski gave remarks reflecting on her years of service at Cleveland Public Library. Various Trustees, Administrators and staff expressed congratulations and well wishes to the retiree.

On behalf of Mr. Seifullah, Ms. Butts presented the following report.

Regular Employee Report

(See pages 615-618)

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

Ms. Butts submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 619)

Affirmative Action Plan Report

(See page 620)

Insurance Summary Report

(See page 621)

COMMUNITY SERVICES REPORT

Mr. Werner submitted the following report.

**REGULAR
EMPLOYMENT
REPORT**
Approved

**REPORT ON PAID
SICK TIME**
Submitted

**AFFIRMATIVE
ACTION PLAN
REPORT**
Submitted

**INSURANCE
SUMMARY
REPORT**
Submitted

Resolution to Engage Enlightenment Consulting Group, LLC
for Community Engagement Services

(See pages 622-632)

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

WHEREAS, Cleveland Public Library's Strategic Plan
2012-2014 introduced five strategic priorities,
including *Ready for the Future: CPL150*; and

WHEREAS, For the Library to be successful in 2019, when
it will celebrate 150 years of service to the people of
Cleveland, it must shape itself around the needs of our
community; and

WHEREAS, That process begins with engaging our
community in substantive conversations about the
Library's current service model, the changing
demographics of the City, the Library's fiscal
situation, and the condition of the neighborhood branch
buildings; and

WHEREAS, This first level of conversation is to be the
foundation for a new model of civic engagement that will
provide community residents and library staff with

the leadership and capacity building training needed to
address community deficits; and

WHEREAS, The new engagement model will be piloted in
three neighborhoods over the course of seven months,
June through December 2013, with a final report and
recommendations to be presented to this Board in
February 2014; and

WHEREAS, Enlightenment Consulting Group has experience
coaching and training neighborhood resident leaders in
Cleveland and developing sustainable engagement
strategies; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes
the Executive Director, CEO, or his designee, to enter
into an agreement with Enlightenment Consulting Group,
LLC, subject to the approval of the Chief Legal Officer,
to provide the services as outlined in their proposal

RESOLUTION TO
ENGAGE
ENLIGHTENMENT
CONSULTING
GROUP, LLC FOR
COMMUNITY
ENGAGEMENT
SERVICES

Approved

for a total contract amount (including reimbursables) not to exceed \$68,700 charged to General Fund Account 11020053-53710 (Professional Services).

Mr. Corrigan stated that this contract is substantially less than an additional position that was being considered.

Mr. Thomas introduced Peter Whitt, Consultant, Enlightenment Consulting Group, who will lead the community engagement process.

Mr. Whitt gave background on the engagement process that will take place in the Central, Broadway and Scranton neighborhoods. This process will allow community members and library staff to partner in different ways that are sustainable creating a unique resource to that community.

Director Thomas stated that Mr. Whitt was instrumental in creating the Promise Neighborhood Ambassadors who continue to engage their community members to discuss what they want in their neighborhood. That information is then presented to the Sisters of Charity for consideration.

Mr. Werner stated that this initiative is significant and important to the future of the library.

Monthly Activity Report

(See pages 633-639)

Building Status Update

Myron Scruggs, Director of Property Management, stated that some punch list items remain to be completed at South Branch. The Jefferson Branch Parking Lot Improvement Project is progressing. Mr. Scruggs gave background on the recent water main break. Finally, he gave information regarding street closings due to filming.

Mr. Hairston introduced two professional interns assisting in the Office of Congresswoman Marcia L. Fudge.

MONTHLY
ACTIVITY
REPORT
Submitted

BUILDING
STATUS
UPDATE
Presented

DIRECTOR'S REPORTDIRECTOR'S
REPORT
Presented

Before presenting his report, Director Thomas thanked Myron Scruggs for his hard work as well as Aaron Mason and the Outreach and Programming Services for successful programs. Director Thomas introduced Kelly Ross Brown Librarian, John G. White and Special Collections Department Special Collections, who gave background on a recently donated copy of *Kopfe berühmter Schachmeister* (*Heads of Famous Chess Players*) by David Friedmann (1924), which is a collection of lithographs of famous chess players.

Monthly Statistics

Circulation for the month of April was 584,906. This is an increase of 3% from last year's April circulation of 566,133. 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 30% from April of 2012.

The number of computer sessions for April was up from 2012 levels. There were 103,159 sessions this year in comparison to last year's total of 74,285. Not surprisingly, the number of hours in use for our computers increased from 49,940 in April of 2012 to 70,190 in 2013. This was an increase of 29%. 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 April was 310,004. This is a 9% increase from last year's attendance number of 281,357. The Main library reported a 3% increase in attendance. Main library's attendance continues to grow, however, the campus continues to show circulation that is flat.

Programming / Outreach**Mini-Maker Faire and the Cleveland Scene Magazine Party**

In April, the Library hosted 4 major events resulting in approximately 4,000 people of all ages visiting the Library's downtown campus. On Friday, April 12, *Cleveland Scene Magazine* rented the first floor of Main Library to host their annual Best of Cleveland gala. On

Saturday, April 13, on 5 floors of the Louis Stokes Wing, the Library held Cleveland's first Mini-Maker Faire. From 10-6 p.m., approximately 50 presenters, hobbyists, and tech lovers provided programming, lectures and workshops to an audience of all ages. This program was the result of a partnership between Ingenuity Cleveland and the Cleveland Public Library.

RZA

On Friday, April 19 the Library hosted its final Writers & Readers event of the 2012-13 season. Author, filmmaker, and musician RZA of the Wu-Tang spoke to an audience of 700 plus people in a discussion moderated by youth advocate Basheer Jones. Prior to the event, RZA visited the CMSD high-school, SuccessTech. He played chess with Maalik Graves, Senior at East Tech and Chris Cowan, Junior at SuccessTech; both students tied for first place for CMSD's chess championship in December 2012. Maalik Graves won a best-of-3 match with RZA. RZA also played the Districts 2nd place winner - Kayuta Taylor. The school visit which lasted 3 hours was well received by the School's students and administration. Students not involved in the informal tournament freely interacted with RZA and discussed chess strategy and the arts.

Who We Are: Comedy, Tragedy & Cleveland

On Thursday, April 25 the Library hosted the 17th Annual Lockwood Thompson Dialogues, *Who We Are: Comedy, Tragedy & Cleveland*, a lively and reflective conversation on the shaping of Cleveland's regional personality. *Modern Family's* executive producer Dan O'Shannon, *Community's* Yvette Nicole Brown, and Dave Hill, a comedian, writer, and frequent contributor to *This American Life* on NPR, engaged in a conversation moderated by local public radio host and *Plain Dealer* columnist Mike McIntyre.

OHIO CENTER FOR THE BOOK

Letters About Literature

Tim Phillips helped in the Library's hosting of the Ohio Center for the Book Letters About Literature Awards Ceremony on April 20 which was attended by 75 students, teachers and family members.

Winners and semifinalists are:

Level I - First Place Winner: **Abigail McNaughton**, a student at the Birchwood School in Cleveland. Her letter was addressed to author Armstrong Sperry and concerned his Newbery Award winning book, **Call it Courage**.

Level I - Second Place Winner: **Lillianna Romaker**, of St. Timothy's School in Columbus, who wrote to author Joanne "Jo" Rowling OBE FRSL about her **Harry Potter** series.

Level I - Third Place Winner: **Christopher Haddad**, a student at the Birchwood School in Cleveland, who wrote to author Bette Bao Lord about her book, **In the Year of the Boar and Jackie Robinson**.

Level I - Semifinalist: **Natalyn Kaser**, a student at the Central Intermediate School in Wadsworth, wrote to author Sarah Weeks about her book, **As Simple as it Seems**.

Level I - Semifinalist: **David Potts**, a student at the Holy Angels School in Sidney, wrote to author James Dashner about his book, **The Death Cure**.

Level I - Semifinalist: **Rae Russell**, a student at the Birchwood school in Cleveland, who wrote to author Sharon Draper about her book, **Out of My Mind**.

Level II - First Place Winner: **Haya Saadeh**, a student at Olmsted Falls Middle School, for his letter to author R. J. Palacio discussing his book, **Wonder**.

Level II - Second Place Winner: **Alexandra Wilkin**, a student at Worthington Middle School, for her letter to author Laurie Halse Anderson about her book, **Winter Girls**.

Level II - Third Place Winner: **Joey Lagucki**, a student at Hastings Middle school in Columbus for his letter to author Kate DiCamillo about her book, the **Miraculous Journey of Edward Tulane**.

Level II - Semifinalist: **Mackenzie Glaser-Addison**, a student at the Brooklyn Middle school, for her letter to author Cynthia Lord about her book, **Rules**.

Level II - Semifinalist: **Drew Mayerson**, a student at Hastings Middle school in Columbus, for his letter to author Jim Tressel about his book, **Winner's Manual: For the Game of Life**.

Level II - Semifinalist: **Alexander Riggs**, a student at Worthington Middle school, for his letter to author Jeanette Walls on her book, the **Glass Castle**.

Level II - Semifinalist: **Ioana Spiridonica**, a student at Brooklyn Middle School, for her letter to author Veronica Roth about her book, **Divergent**.

Level III - First Place Winner: **Caroline Clauson**, a student at Xenia Christian High School, for her letter to Ralph Waldo Emerson on his poem, **"A Nation's Strength."**

Level III - Second Place Winner: **Abby White**, a student at Shaker Heights High School, for her letter to author

Stephen Chbosky on his book, the **Perks of Being a Wallflower**.

Level III - Third Place Winner: Logan Shackelford, a student at Fostoria Junior/Senior High, for his letter to David Wright on his edition of **Beowulf**.

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Level III - Semifinalist: Amber Green, a 10th Grade student who visits the South Branch of the Cleveland Public Library, for her letter to author Traci Jones about her novel, **Standing Against the Wind**.

Collection Development

Monica Lacks and her sister inherited a very rare collection of lithographic portraits by David Friedmann (*Kopfe berühmter Schachmeister* #26) of famous chess players from their late uncle, and would like to donate the set to the Cleveland Public Library. The collection is very scarce, only 50 sets were created, and the artist was a Jewish man living in Eastern Europe during WWII. Most of his artwork was destroyed by the Nazis. There are only two other complete sets known to exist, one in the Royal Library of the Netherlands and the other in a private collection. This would be the only library set in North America. A Deed of Gift was prepared by legal council and signed by Ms. Lacks.

Research That's Possible Only at Main Library

Manuel Aaron, an Indian Chess Grand Master, contacted JGW collection to get a copy of the 4 volume hand-written manuscript entitled "*Loose Leaves of Indian Chess*." The manuscript is available on microfilm so he wanted to purchase a copy from ILL.

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 attended the Ohio Library Council's Trustee Dinner along with **Trustees Corrigan, Seifullah, and Werner.**
- I welcomed the Ohio Homecoming Movement group to CPL during their Cleveland Rocks NYE 2013 Information Session.
- I introduced our new CTO to the CLEVNET Directors.
- I attended the Open House for Overdrive's new headquarters.

CLEVNET

April's total OverDrive CLEVNET eMedia collection circulation was 82,826, significantly up from last year's total of 60,773. CPL has 5,676 total followers on Twitter and the Facebook page currently has 5,189 fans.

GRANTS & DEVELOPMENTSubmitted Grants

Library of Congress American Prize- submitted application materials for the Ohio Center for the Book's Octavofest program.

Library of Congress David M. Rubenstein Awards - submitted separate application for all Ohio Center for the Book programs, including Octavofest, Little Free Libraries, etc.

Award winners will be announced in October.

Pending Grants

Alcoa Foundation - \$15,000 to purchase solar-powered trash compactors for Eastman Reading Garden. I completed additional paperwork this month for the Foundation in Pittsburgh to consider the request.

Nord Family Foundation - \$5,000 in support of the Literary Lots project (decision expected June 23)

Friends of CPL

- Held third meeting of the Friends Foundation Implementation committee which will be the final meeting until the Friends Board of Directors can bring back Peter Pearson or discuss their role in more detail.

Literary Lots

Working with Strategic Urban Solutions to develop this new program at the Library's Carnegie West Branch this summer. This includes coordinating with the Branch staff on logistics, with the Library's programming dep't on film licensing and the Youth Services dep't on use of books.

Revenue Enhancement Task Force

Met with Blackbaud staff via conference call to discuss getting the Raiser's Edge database for the Library. Working with Amy Pawlowski and Cathy Poilpre.

Dance Programs

Working with Marina Marquez to host a flash dance mob in the Reading Garden on Tuesday, June 4. We are also working on bringing a series of fitness programs to the staff and general public later this summer. To be paid for by the Friends of CPL, this could include yoga, tai chi, ballet or other dance classes.

Other

- Attended "Coffee and Conversation with a Grantmaker" to learn about Dominion Foundation's giving.
- Met with Sherwin Williams Foundation to discuss the Library and specifically the On the Road to Reading program.
- Attended Foundation Center program about new trends in foundation grantmaking.

PUBLIC SERVICES

PROGRAMS

During the month of April the OPS departments facilitated a total of 97 programs. Educational

programming and services, not included in the above totals, accounted for approximately 220 adult education classes; 1,160 hours of after-school tutoring were performed by America Reads tutors to a total of 805 children at 7 locations. In the month of April the menu for the after-school snack program was changed from a snack to meals (i.e. bagged lunch and carton of milk). This change accounted for an 18% increase in number of meals served. After school snacks were served 5 days a week at 9 branch locations during the month.

Other notable education programs that were held during the month of April were the ACT Boot Camp and Eastman Branch college visit to Oberlin College; both programs were facilitated by College Now Greater Cleveland with funds provided by the Cleveland Foundation. Approximately 23 students visited Oberlin College on April 30 and 25 students attended a 4-day intensive ACT prep-course at the Collinwood branch.

Fifteen tax clinics were held throughout the month of April, as well as 1 Legal Aid clinic at the Carnegie West Branch. The Carnegie West Branch Legal Aid clinic had the highest attendance to date, servicing 47 Cleveland residents in need of legal advice.

Total programming/educational services related expenditures for April totaled \$11,466.46.

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In the Kitchen with Cleveland's Favorite Chefs

The Science & Technology Department hosted a Friends author event. Maria Isabella, author of *In the Kitchen with Cleveland's Favorite Chefs*, presented a visual history of the making of her book. She then whipped up a fabulous bean dip for the audience to sample.

Ted Ginn Sr.

Tracey Allen and Peter Elwell collaborated in arranging for the interview of Sports Icon Ted Ginn Sr. Mr. Ginn is a well-known coach, educator and the founder of Ginn Academy. Mr. Ginn spoke on his accomplishments as a coach and his reasons for starting Ginn Academy. Director Thomas, Alan Seifullah, Director of Public Services, John Skrtic, and Assistant Director of Public Services-Branches, Carlos Latimer joined the luncheon.

Social Sciences Book Club

Helena Travka and Lakeisha hosted the April Book Club and had an interesting discussion of Niccolo Machiavelli's, ***The Prince***. A majority of the five participants did not care for the writing style; however

there was a lively discussion on the principles, and main concepts, presented in the book.

Russian Book Club

On April 20, Victoria Kabo hosted a Russian-language "History of Cleveland Cultural Gardens" program at the Memorial Nottingham Branch. Members of the audience were given a detail history of the origins and growth of gardens.

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MEETING ROOMS and SCHEDULING

In April a total of 332 meeting room requests were processed by the OPS department, with a total of 5964 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-eight AV requested were filled for both Branches and Main Library. Fees generated from the rental of the

Library Auditorium, meeting rooms, and public space total \$6,500.00.

EXHIBITS

Kelly Brown is preparing the Exhibit: *Beautiful Botanicals* - in preparation for the group of artists coming on May 9 to see our floral prints in the Special Collections Reading Room.

BOOKMOBILE/ON THE ROAD TO READING

The bookmobile conducted 71 stops, served 785 patrons and processed 4 new library-card applications.

On The Road to Reading staff visited 76 classrooms with a total attendance of 987, and visited 12 Pediatric and WIC sites. Forty-five deposit collections were circulated to classrooms with a total of 1058 items.

OUTREACH

Literacy & Education coordinator, Sherri Jones attended and/or made presentations on behalf of the Library at three events sponsored by the Cleveland Municipal School District.

The U.S. Chess Federation inquired about possibly filming a documentary about Bobby Fischer by a French film company in the near future. Administration approved the request (per legal council) and will attend to any necessary permission forms as things possibly transpire. They also gave permission for the Digital Gallery to post the article about the JGW Chess Collection from the December 2012 issue of *Chess Life!*

The Spanish Film Crew requested scans for the documentary *The Men Who Were Inspired by their Queen* and took pictures of the Egyptian senet pieces we have.

On April 20, Olivet Institutional Baptist Church "Rites of Passage," class visited the library. Sixteen young people attended this program which was held in the southeast tower room on the 6th floor of the Louis Stokes Wing.

On April 20, Map Collection hosted Wil Skora, Stephen Mather and other volunteers with the organization Open Geo Cleveland as they accessed Open Street Map (www.openstreetmap.org) to edit/update the virtual city of Cleveland and Cuyahoga County. Open Street Map had

asked groups worldwide to access their cities on the 20th to accomplish these volunteer efforts on the same day.

Urban Otaku's annual video game tournament took place in the LSW Auditorium on Saturday, April 27. Over 100 young adults were there to compete and see the action up on the big screen. OPS staff member, Tristan Wheeler set up the game systems and kept the brackets in order.

Maureen Mullin and Marilyn Nichols met with Peter McCracken, co-founder of Serials Solutions and Shipindex, to learn about the Shipindex database. Mr. McCracken and his Jr. Chief Sales Officer (nine-year old son) visited on a Saturday morning and demonstrated the features of the database including its use in genealogy.

Maureen Mullin and Rose Mary Hoge met with Marilyn McHugh, from The Hummingbird Project. Marilyn is very interested in working with the library to develop a community seed sharing library.

CCC Culinary Arts school teacher brought his class over and was shown the circulating and reference cook books area, *Modernist Cuisine*, 5 vols. and *Modernist Cuisine Home Edition*, 2 vols.

Mark Moore served as a judge for the Negro Leagues Committee Library Grant Applications for 2013.

Manager, Annisha Jeffries and Youth Services staff conducts weekly story times every Monday to 8, 3-6 year olds at the YMCA Preschool located in the Old Stone Church.

On April 23, Milos Markovic assisted YS manager Annisha Jeffries in providing a tour to Nepali immigrants from US Together resettlement agency.

On April 25, Milos Markovic assisted YS manager Annisha Jeffries with tour of CPL for Nordonia High School.

Travis Leonard and Evone Jeffries made weekly trips to the Little Free Library locations at Dave's Market and Seeds of Literacy. During these trips, we filled the libraries with roughly 30 books a week, as well as information about upcoming library events and Ohio Center for The Book flyers.

Travis Leonard, Evone Jeffries, Deb Nunez, and Amy Dawson participated in Poem in Your Pocket Day on April 18. They took copies of poems out into the streets for distribution.

Pam Eyerdam, Kelly Brown, and Stacie Brisker gave a tour to a group of 15 people who won a charity auction bid from the Visiting Nurses Association (approved by Administration in Fall 2012). Items that were on display included: Catesby's 1731 *The Natural History of Carolina, Florida, and the Bahama Islands; Microcosm of London 1808 (London in Miniature)*; Samuel Johnson's 1755 *Dictionary of the English Language*; *The Egyptian Book of the Dead*; Curtis' *North American Indians* set (produced 1907-1930), the Cleveland Kookon Klub; and the Otto Ege manuscript sets.

Harvest for Hunger Bake Sale was held on April 10. Pam Eyerdam, Kelly Brown and Ann Marie Wieland coordinated the Main Library Harvest for Hunger Bake Sale and sold \$380 worth of baked goods for the charity.

Collection Development

Monica Lacks and her sister inherited a very rare collection of lithographic portraits by David Friedmann (*Kopfe beruhmter Schachmeister #26*) of famous chess players from their late uncle and would like to donate the set to the Cleveland Public Library. The collection is very scarce, only 50 sets were created, and the artist was a Jewish man living in Eastern Europe during WWII and most of his artwork was destroyed by the Nazis. There are only two other complete sets known to exist, one in the Royal Library of the Netherlands and the other in a private collection. This would be the only library set in North America. A Deed of Gift was prepared by legal council and signed by Ms. Lacks.

As a member of the Society of American Archivists, Pam Eyerdam responded to a listserv posting from the Museum of the City of New York that deaccessioned some President McKinley documents. These were free upon request. The transfer of documents were signed and the documents will be added to the collection level record of *Autographs, Original Documents, and Primary Source Material Collection*.

The Shipping Department had an outstanding month of April. A third workstation was added in the old

carpenter's room to help unpack and sort incoming deliveries. This resulted in the elimination of the backlogged materials. Additionally, the department was able to achieve a same day turnaround on all deliveries for the remaining month of April. Furthermore, the department sent out 9,335 boxes, bags and totes (vs. 7,741 for April 2012).

Research That's Possible Only at Main Library

Manuel Aaron, an Indian Chess Grand Master, contacted JGW collection to get a copy of the 4 volume handwritten manuscript entitled "*Loose Leaves of Indian Chess.*" The manuscript is available on microfilm so he wanted to purchase a copy from ILL.

Research request for *Voyage a Méroé, au Fleuve blanc, au-delà de Fâzoql dans le midi du Royaume de Sennâr, a Syouah et dans cinq Autres Oasis; fait dans les Années 1819, 1820, 1821 et 1822.* [*Travels to Meroe, the White River, beyond Fâzoql in the South of the Kingdom of Sennar, Syouah and five Other Oasis; made in the Years 1819, 1820, 1821 and 1822*] was valued at \$9750.00. This work gives an account of Cailliaud's second Journey in Egypt between 1819 and 1822 published in collaboration with Jomard. Two Research requests were sent by email pertaining to Yoruba religions; Tantra; Ancient African creation myths and stories called Tep Zep; Elements of Egyptian theology.

Researcher for the Buckeye neighborhood area requested material on architectural styles of the neighborhood. Fine Arts has a guidebook by the Cleveland Landmarks Commission that proved to be helpful as well as citing various architects that constructed some of the commercial buildings in the area.

A rare copy of *T.R. in Cartoons (Teddy Roosevelt- 1910)* was found uninventoried on the Fine Arts shelf. This was sent to catalog and will be transferred to Special Collections and sent to Preservation (only 51 libraries in the world own this title). Another rare item was also identified based on the NY Times article posted April 14, 2013 - *Sketches in Afghaunistan 1842* (part of the JGW Orientalia collection). This documents the Shah Shuja who was considered a puppet of the West in the 19th century. Only 36 libraries in the world own this title - as well as Special Collections at CPL.

A researcher from WW Norton's *Anthology of African American Literature* requested permission to use images of Charles Chesnutt from the Digital Gallery. A professional musician and musicologist from the University of Salzburg requested a copy of a music score from the Eyman Collection by composer Albert. W. Ketelbey.

Pam Eyerdam and Ann Marie Weiland have been working with the Antiquities Education officer, David Smart identifying provenance information pertaining to the commission by Napoleon, *Description de l'Egypte* (1809). We were documenting how CPL came into possession of this

40 volume set - for which there are only 50 or so libraries in the world who own a copy (the Cairo copy was destroyed during the conflict that broke out in December 2011).

The rapper, writer, actor RZA from the Wu Tang Clan came to the CPL as part of the Writers and Readers series. Before his talk, he came to Special Collections to see the JGW Chess Collection. Kelly Brown pulled out many highlights from the chess collection and led him through a personal tour. Stacie Brisker then showed him material from our Orientalia collection that included: Islam (both NOI, Five Per centers and Sufism); Buddhism; Numerology; Islamic Philosophy featuring *The Mystical Philosophy of Muhyid Dín-Ibnul Arabí*; *The Persian Mystic*.

Staff

On Tuesday, April 2, History and Geography Public Services Manager Ronald L. Burdick was appointed as Acting Public Services Manager for Social Sciences to replace Darlene Rooney who retired March 30. Mr. Burdick will supervise both departments in the interim until a new Public Services Manager for the Social Sciences is selected.

Rhonda Fulton Public Services, Children's Librarian Mobile Services (PFT) was promoted to Public Services, Mobile Services Manager (PFT).

BRANCHES

East Team Manager, Stephanie Tyus, Director of Public Services, John Skrtic, and Asst. Director of Public Services-Branches, Carlos Latimer conducted a panel

interview for the vacant Branch Manager position at Woodland/Garden Valley. The successful candidate was offered the position and accepted.

Collinwood Branch Manager Caroline Peak attended the East Cleveland-South Collinwood Collaborative Meeting on Tuesday, April 16 and shared information about upcoming CPL programs. Peak received a special invitation for the branch to participate in Resource Fair on Tuesday, June 18.

Martin Luther King Jr. Branch Manager Toni Parker attended the Parade the Circle Meeting at Judson Manor this month. Youth Services Librarian, Kevin Ray attended Mayfield Montessori School for International Day and visited the Juvenile Detention Center for book talks and dropped of a deposit collection of 200 books. Library Assistant, Ron Roberts conducted the Men's Book Club, Chess program, and outreach at Erie Square.

Rice Branch Manager Ali Boyd attended the Buckeye Larchmere Luncheon, the Shaker Square Alliance Meeting, and also met with 4th District Commander McCauley. Youth Services Librarian Ginaya Willoughby attended the CPL 150 committee. Library Assistant Eric Eubanks attended the Youth Services Meeting/Tutors.com training and Staff Development Day Committee meetings.

Harvard Lee Branch manager Harriette Parks participated in the CPL Fit Smoothie Sale held at the Lakeshore Facility. Harvard Lee Branch hosted a program on April 11, entitled Connecting Seniors where patrons had an opportunity to hear representatives from the Northeast Ohio Regional Sewer District. NEORS presented cost-saving programs, and filtered any billing questions that patrons had. Glenville Branch Manager Sharon Jefferson attended the Ward 9 and Ward 10 Council meetings,

Youth Services staff made visits to Glenville High School for book talks and visited Brightside Academy, Brackland Day Care and Wade Day Care to present story times. Addison Branch Manager Magnolia Peters attended the Ward 7 Community Meeting to distribute April-May What's Next program booklets and library services literature.

Hough and Langston Hughes Staff participated in the Civility Training Workshop conducted by Human Resources staff member Sharon Allen.

Union Branch Manager, Marcie Williams conducted her first full staff meeting at the branch. She also attended the Joint Manager's Meeting this month. Mt. Pleasant/East 131 manager Joyce Bowers reported that Mt. Pleasant Branch hosted a group from the Mandel Jewish Community Center on April 29. Approximately 30 senior citizens toured the branch and asked questions about the neighborhood.

Community Outreach continues to be a major focus of the West Team Managers in April. Carnegie West Branch Manager Angela Guinther attended Ohio City Incorporated's Annual Meeting at St. Ignatius High School.

South/Jefferson Dyad Manager Jaime Declet attended the Tremont West Meeting, Professor Avenue Streetscaping Meeting and the Central Tremont Block Club Meetings.

Lorain Branch Manager, Olivia Hoge attended the Bridge Brigade Block Club Meeting, Madison Pathway Block Club and hosted a CPL table at the West Side Community House Healthy Aging Event.

South Brooklyn Branch Manager Susan Martin attended the Ward 13 Council Meeting. Sterling Branch Manager Cal Zunt attended the Ward 5 Community Meeting, the Marion-Sterling Partnership meeting and the Trinity Cathedral's "Blessing in a Backpack" committee meeting. Fulton Branch Manager Cheryl Diamond attended the Mandel School of Applied Sciences Book & Author Series Program event and was able to inform the group about the great things CPL has to offer the community.

Fleet Branch Manager Reki Olayiwola attended a focus group interview at CPL hosted by Third Federal Foundation and Cobalt Inc. At the meeting, twenty-two parents from the Broadway-Slavic Village area unanimously mentioned the Library as a trusted community organization!

Arrays of interesting and exciting program opportunities were available to West Team patrons including a visit to the West Park Branch by *The Great American Cereal Book* author, Marty Gitlin. Gitlin presented a program about his book and signed autographed copies. Cuyahoga National Park Ranger's Brady Bourquin and Daniel Callowed held a "Day in the Life of a National Park

Ranger" program at the Fulton Branch. This program was attended by 65 participants including the Salvation Army after School Care Program and children in CPL's after school tutoring program.

Other west side children were treated to a spring break program at the Brooklyn Branch. Staff members, Laura McShane and Cathy Hankins created mini gardens with the children and teens. All participants were able to take home a planted seed watch it grow.

Arts Renaissance Tremont sponsored an Art Tales program at the Jefferson Branch and the Lorain Children's Librarian, Crystal Tancak participated in a Community Outreach Day in a special needs classroom where she taught students about her job as a librarian and how a library operates.

Rockport Children's Librarian, Cassandra Feliciano conducted a book discussion at Artemus Ward School where she worked with a pre-school class on how to "Use Their Kind Words."

Opportunities for interaction and participatory learning continue to be a major patron draw at the West Team Branches. On April 10, auditions for the upcoming Captain Marvel movie, which is to be filmed in Cleveland, brought in over 250 visitors to the Carnegie West Branch. The visitors were impressed with the facility and eagerly made use of the technology to make color copies of their audition photos with help from the staff. This event, along with a Food for Fines segment was broadcast on the local news.

Nearby at the South Branch, the partnership with Esperanza had an extremely successful launch with CPL offering Spanish speaking computer classes to patrons at the Esperanza facility. Attendance has ranged from 15 to 20 per class and is steadily increasing. Finally, with the tax season officially over, the South Brooklyn and Eastman Branches report that over 500 patrons took advantage of the tax preparation program at their branches combined!

TechCentral

CJ Lynce held a 3D Printer demonstration at Hawken School on April 1 for teaching staff in-service day. Several teachers from the science department were in

attendance for the demonstration which showcased 3D printer technologies and the services TechCentral has to offer. Approximately two weeks after the in-service, one

science student had his school project printed using TechCentral's 3D printer.

CJ Lynce, along with Anastasia Diamond-Ortiz and Olivia Hoge, attended the Computer In Libraries 2013 conference in Washington D.C. As part of the conference, Mr. Lynce, Ms. Diamond-Ortiz, and Ms. Hoge presented two sessions. The first session, *In the Cloud: Personalized Virtual Desktop*, covered development and implementation of the myCloud service. The second session, *Becoming TechCentral*, looked at the background, design, and implementation of the TechCentral department, including myCloud, the TechToyBox service, as well as the Makerspace elements developed after TechCentral's opening.

On April 10, Sam Tripodis and Suzi Perez attended the Overdrive open house where they demonstrated TechCentral's 3D printer to attendees of the event.

On April 17, Sam Tripodis visited the Employment Connection in Cleveland to talk about CPL and TechCentral, as well as some databases that their GED students could utilize.

On April 18, Sam Tripodis gave a demonstration of TechCentral's 3D printer to a group from the Lerner School for Autism

On April 19, Suzi Perez gave a tour of TechCentral to two representatives from the Carnegie Library of Pittsburgh.

On April 29, several TechCentral staff members toured Case Western Reserve University's *think[box]* makerspace. Staff members were able to see some of the equipment available for use, including 3D printers, laser cutters, vinyl cutters, and more. Think[box] is open for CWRU staff, students, as well as the general public to use.

Computer Classes and One-on-One Sessions

In April, TechCentral began partnering with Esperanza, Inc. to offer computer classes at Esperanza's offices,

located across the street from the temporary South Branch location. The class series was offered in both English and Spanish, with the assistance of Jennifer Moncayo, Library Assistant, Computer Emphasis, Jefferson Branch. Between 15 and 25 people were in attendance for each of the four classes offered in April. Additional classes will be held at Esperanza in May and again this fall.

In April, TechCentral staff conducted a total of 20 classes at Main Library and 43 classes in 11 branches. Attendance was 116 students at the Main Library and 188 students at the branches.

In addition to these computer classes, TechCentral staff held 9 scheduled one-on-one sessions on the following topics:

- Apple iPad
- Barnes & Noble NOOK
- Creating PDFs
- Cut, Copy, Paste
- eMedia
- Internet
- Microsoft Windows
- myCloud
- Creating screenshots

Meetings and Professional Development

Karmar Clifton, Cortney Gatewood, Adam Jaenke, Terry Metter, Suzi Perez, and Jon Alhibshi-Devore attended the

Violent Intruder Response Strategies workshop offered by NEO-RLS at the Lakeshore Facility on April 9.

CJ Lynce and Sam Tripodis met with Joyce Dodrill and John Skrtic on April 18 to discuss objectionable materials viewed on library computers. CPL policies as well as applicable state and federal laws were reviewed in relation to this topic.

On April 18, CJ Lynce met with Rod Houpe, Larry Finnegan, and Bill Hood to discuss the status of the myCloud service. Mr. Lynce, Mr. Finnegan, and Mr. Hood will work on creating a plan of action for improving the myCloud service, increasing the adoption rate, as well as developing new use possibilities for myCloud 2.0.

This plan of action is to be submitted by May 13.

CJ Lynce and Sam Tripodis developed the *Cleveland Public Library Basic Technology Competencies Checklist* for use in reviewing skills and identifying necessary technology training for all CPL employees.

TechCentral Staffing

Interviews for two full-time Library Assistant, Computer Emphasis positions were completed in early April. Deman Deng and Matthew Sucre were the successful candidates for the positions, and began in their new roles in TechCentral on April 22.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In April, OLBDP circulated 54,539 books and magazines directly to patrons. OLBDP registered 122 new readers to the service. BARD statistics were not available at the time of the report.

OLBDP and Automation has completed upgrading adaptive computers with new hardware and software, including access to Sorenson nTouch videophone service. Sorenson nTouch is software that uses a web cam to allow patrons who are deaf or hard of hearing and/or are fluent in American Sign Language (ASL) to access a videophone and communicate through the Sorenson video relay service. OLBDP adaptive computers are located in OLBDP, Tech Central, Eastman Branch, Martin Luther King Jr. Branch, Memorial-Nottingham Branch, Rice Branch, Rockport Branch, South Brooklyn Branch, Union Branch, and Walz Branch.

OLBDP was approved to host two programs at the 2013 OLC Annual Conference. OLBDP will participate and staff a poster session table which will be part of the conference along with hosting a one hour program on "What's New at OLBDP."

On April 3, OLBDP Manager Will Reed chaired the ASCLA Awards Committee Nomination Selection meeting. Also on the awards committee is retired manager of OLBDP Barbara Mates.

On April 18, OLBDP Manager Will Reed met with Robin Usalis from the Clovernook Center for the Blind and Visually Impaired and Jackie Connor from NLS MultiState Center East to firm up plans for OLBDP Family Fun and Learning Day in Cincinnati.

The OLBDP Cyber-Dialogue Book Discussion was held on April 11 where the group discussed "Unbroken" by Laura Hildenbrand.

OLBDP Librarian Michelle Makkos and OLBDP Library Assistant Ken Redd provided information and talks about the service at the Tri-C Metro Community Resource Fair on April 2 and at Tri-C East Community Resource Fair on April 4.

TECHNICAL SERVICES

Mya Warner, Technical Services Senior Clerk in the High Demand Department, was awarded the 2013 WOW Employee Recognition Cornerstone Award. Ms. Warner shows her dedication to her duties every day and she is productive in her primary tasks of receiving and adding items to Sirsi. She demonstrates integrity as a CPL employee and her co-workers enjoy her upbeat attitude. She often volunteers to help out in other departments.

Rollie Welch, Collection Manager, was the subject of a complimentary profile by Regina Brett in the Sunday *Plain Dealer* on April 28. Mr. Welch also served as a judge for a *Los Angeles Times* Book Prize and a panel moderator for the *LA Times* Book Festival on April 19.

Patricia Lowrey and all Technical Services Managers attended the final workshop in the Labor Management Training series. They all attended the April Technical Services/Public Services meeting with John Skrtic and

Carlos Latimer. Ms. Lowrey participated in an Urban Libraries Council webinar in eBooks. Ms. Lowrey was pleased to give Rod Houpe, the new Chief Technology Officer, a tour of the Lake Shore Facility on April 22. She chaired the Revenue Enhancement Task Force meeting on April 25.

Collection Management: Laura Mommers ordered 591 DVD titles (4,663 items) for Branch collections and the Audio-Visual Department. She ordered 224 CD titles (2,539 items) for the Branches and the Popular Library. Bonnie Bolton selected 212 titles (2,391 copies) for Main Library and Branch juvenile collections during April. She participated in the *School Library Journal* webcast, "The Common Core and the Public Librarian," sponsored by the Lerner Publishing Group.

Collection Management staff relocated 93 telescopes of print and non-print items by to Branches, book sale, or college collections housed at Cleveland State, Case Western Reserve and Cuyahoga Community College-Metro.

Mr. Welch represented Cleveland Public Library in April by presenting workshop sessions at the Virginia Hamilton Conference and at Warren-Trumbull County Public Library's Staff Development day. Mr. Welch also moderated an author panel discussion at the Los Angeles Times Book Festival. The well-attended session was summarized in an online *Publishers' Weekly* article. Mr. Welch was interviewed by Regina Brett of The Plain Dealer for an article about the trend of adults reading young adult novels. Finally, Mr. Welch's online review column of African American books for *Library Journal* appeared this month.

Materials Processing: The Associates cataloged 1,644 titles for the Cleveland Public Library and added 1,504 records for the CLEVNET libraries. The Associates and Sr. Clerks added 6,711 items. The Technicians worked on 27,418 items.

Vivian Grayson and Karima Ward attended the Violent Intruder/Response Strategies training. Cathy Jo Graves, Brenda McIntyre and Marsha Draeger attended the Ohio Deferred Compensation workshop. Elizabeth Hegstrom, Materials Processing Manager, conducted meetings with the entire Materials Processing staff concerning upcoming changes and events that will be held at the Lake Shore Facility.

High Demand: Staff cataloged 575 new titles, and added 12,217 items. They ordered 1,259 titles and 15,224 items.

Mya Warner, winner of the 2013 WOW Employee Recognition Cornerstone Award, volunteered to work on bindery tasks in the Materials Processing Department. She spent about 14 hours preparing materials to be sent to the bindery and checking in materials returned from the bindery.

Dale Dickerson, High Demand Librarian, assisted Manager Ann Olszewski of the Preservation Department in the ongoing digital collection project, adding descriptive metadata for 87 History of Cleveland/African-American photographs. He also volunteered to help in Shipping for

two hours at a time when they were short-staffed. He attended several meetings about RDA with the Catalog staff.

Summer Salem, Technical Services Associate, completed bibliographic work on about 25 Arabic language titles for the Catalog Department. Rosalyn Easley, Technical Services Associate, continued working on reconciling the Cleveland Public Library's holdings in OCLC, also for the Catalog Department. Steven Best, Technical Services Senior Clerk, received a number of books for the Acquisitions Department. Carole Brachna, High Demand Manager, checked four Catalog trucks while Andrea Johnson, Catalog Manager, was on vacation.

Acquisitions: Staff members ordered a total of 7,766 titles and 11,834 items, including periodical subscriptions and serial standing orders. They received 15,141 items, 1,916 periodicals, and 396 serials. They added 558 periodical items, 153 serial items, 393 paperbacks, and 2,666 comics. They processed a total of 2,393 invoices and 64 periodical and serial claims

Alicia Naab, Acquisitions Coordinator, continued to participate in cross-training with Ann Olszewski, Preservation Manager. She collaborated with Ms. Polly Reynolds of the Hudson Library & Historical Society to complete an application to receive grant funding to attend the Ohio Connecting to Collections Preservation Boot Camp this summer. Ms. Naab attended the weekly meetings of the Staff Development Day committee. Anarie Lanton, Technical Services Associate, attended the NEO-

RLS "Violent Intruder/Response Strategies" training session at the Lake Shore facility.

Shelf/Shipping: Lakeshore Shelf/Shipping lost 2 pages during the month of April as Imane Blaine and Devonte Brown left to pursue other opportunities. Supervisor Stephen Wohl volunteered to be a Wellness Ambassador. On 4/30, Mr. Wohl and Rollie Welch, Collection Manager visited Collinwood, Garden Valley, East 131, Rice and South Branches.

The Technicians unpacked 22,405 new items and delivered them to the Acquisitions and High Demand Departments. The staff of the Lake Shore Shelf/Shipping Department sent 72 items to the Main Library for requests and 147

items to fill holds. A total of 1,829 telescopes of new materials were shipped out to the Main Library, the Branches, CLEVNET libraries, and the college collections.

Preservation: New high resolution digital images of the Charles Chesnutt family photograph collection were uploaded to replace the older scanned images in the Digital Galleries. Two patrons were waiting for the new images: one for use in the upcoming Norton Anthology of African American Literature, and one for a biographical film about Charles Chesnutt.

The Digital Gallery was increased by 1,307 items, with major additions to the Cleveland photos and the High School yearbooks and newspaper collections. The Gallery of Cleveland photographs grew by 783 images to 6,125. High Demand Librarian Dale Dickerson added final metadata for the Cleveland African-American photos project, completed at 320 images. Gloria Massey processed files and loaded digital editions for three volumes of John Marshall High School *Vanguard* yearbook, and Cleveland City Directories for 1890, 1894, 1943. She added metadata to complete three more digital projects: Standiford Portraits, historic Cleveland bridge photos, and Cooley Farms photos. Twenty-three volumes of high school newspaper the *Glenville Torch* were added and sixteen volumes of high school newspaper the *Collinwood Spotlight*.

Preservation Manager Ann Olszewski continued training Acquisitions Coordinator Alicia Naab and Nancy Mocsiran, Technical Services Assistant, in using CONTENTdm. Ms

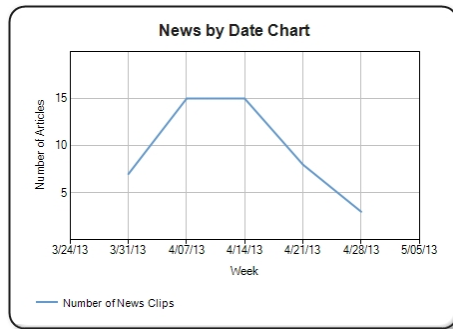
Olszewski and Ms Naab met with Archivist Ann Marie Wieland and Public Administration librarian Elaine Herroon on April 17 to assess materials from the Parks Collection.

Catalog: The librarians in Catalog, along with High Demand Librarian Dale Dickerson, met on a weekly basis to work on the transition to Resource Description and Access. Yeshen Dugarova-Montgomery, Regina Houseman, Amei Hu, Jintao Huang, Diana Olivares, John Parsons and Barbara Satow started RDA self-training for name authority work. Ms. Hu listened to OCLC's RDA Policy Statement Webinar, and started RDA training for Chinese, Japanese, and Korean materials provided by the Council on East Asian Libraries. Mr. Huang started creating RDA

records for Chinese titles. Ms. Olivares started original cataloging in Spanish, Italian and Portuguese. Mrs. Dugarova-Montgomery started working with Russian, Polish, and Ukrainian books. Mr. Parsons gave a presentation to the Catalog Department on serials cataloging. Ms. Grattino, Ms. Houseman, Mr. Parsons, and Ms. Satow attended the Northern Ohio Technical Services Librarians (NOTSL) Spring Meeting, "Getting practical with RDA authorities and implementation." Michael Monaco participated in the CPL150 Team's development of the CPL Rewards Program for the Hough Branch in May. Mr. Monaco was named Assistant Coordinator of the Ohio Library Council (OLC) Technical Services Division Action Council. He repeated his presentation on public service search tips at the OLC North Chapter Conference. Catalog Manager Andrea Johnson attended the conference. Ms. Grattino attended the last of three labor-management relations training sessions.

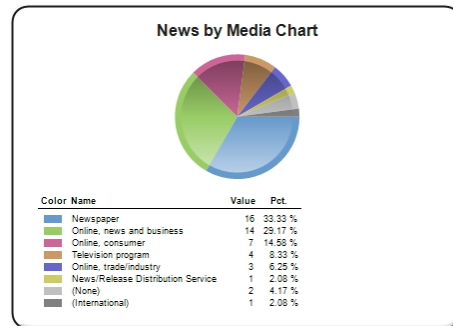
Catalogers added 4,106 titles and 3,518 items for Cleveland Public Library.

MARKETING & COMMUNICATIONS



Media coverage for the month of April included 50 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$55,783 with a news circulation audience of 5,645,503 people.

In April, the online print media outlets that featured CPL events and programs received 2,942,393 unique visitors. Full report in the Marketing Department.



Online ads to promote Writers and Readers-RZA appeared in *Freshwater Cleveland* and *Cleveland.com*. Print ads ran in *Campus Observer* and *La Prensa*. A double-page spread to promote CPL in Your Neighborhood appeared in *Cleveland Magazine's Live*

Cleveland insert. Ads to promote the Library awareness campaign appeared in the following: Senior Day program-My eBooks, Scene Magazine's Best of Cleveland-My Music. Billboards promoting My Music, My eBooks, My Online classes and "I'm Ready to Read" appeared in print and digital. Digital boards also promoted Food for Fines and the MiniMaker Faire. *Indians Yearbook* featured an ad to promote the Sports Research Center. Ad to promote the Library was printed on the Spring Sports Calendars of East Tech and Collinwood High Schools. MyTunes ads appeared in *Freshwater Cleveland*.

Newspaper and Online News and Business were the media that most featured Cleveland Public Library in April.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 65,540 on average per week, which resulted in an average of 493 clicks to website per week. *Public library* is the most clicked-through phrase with *free music* being second with the exception of *newspapers*, during the announcement of *Plain Dealer* changes.

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
- LAND Studio regarding AHA project

SOCIAL MEDIA

The top 5 more clicked on tweets were as follows:

1. April 24th: Who We Are Program (Tweeted to Yvette Nicole Brown)
2. April 21st: Who We are Program (Tweeted to Dave Hill, Yvette Nicole Brown and Dan O'Shannon)
3. April 3rd: Writers & Readers-Save the date for RZA
4. April 11th: Throwback Thursday photo
5. April 23rd: Burges survey push

GRAPHICS

Graphics staff designed, printed, and distributed 110 items in April, in addition to graphics for the library website, and 4 staff newsletters.

Promotional and printed pieces included: Staff Development day logo and t-shirt design; MyPlace Eastman Garden banners and vitrine graphics; Hough Rewards Program branding; Friends newsletter; Wes Moore collateral; TechCentral May/June class calendar; Cultural Exchange Magazine; Friends Lunchtime Author Series mailer; Booklist for PlayhouseSquare *Guys and Dolls*;

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 3,734 in 2012 to 5,676 currently. Facebook fans are up from 3,914 in 2012 to 5,189 currently. Downloads of books in an electronic format (eBooks) were up from 60,773 in 2012 to 82,826 currently.

Library News on the www.cpl.org homepage featured the following items for April: Cleveland Public Library Welcomes Wu-Tang Clan Founder RZA to Writers & Readers Series; and Cleveland Public Library Board of Trustees Meeting.

During the month of April, the following events, programs, and information were promoted on www.cpl.org: Writers & Readers: RZA; CLEVNET Mobile App; MyPlace/MyCard: My eBooks are Free; Ed2Go; Read in the

CLE featuring Bob DiBiasio; Musicarnival; Mini Maker Faire; Lockwood Thompson Dialogue - Who We Are: Comedy, Tragedy, & Cleveland; MyTunes featuring Justin Timberlake; Genealogy Clinics; Legal Aid Clinics; CultureGrams; Sesame Street eBooks; Tumble Book Library; BookFlix; 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).

11 Popular Topic pages were updated with new book lists in April.

The twentieth "Off the Shelf" was sent out on April 9, 2013, to a distribution list of 3,526. This issue featured Writers & Readers: RZA; Harvest for Hunger - Food for Fines; Cleveland's First MiniMaker Faire; and The Magic of CLEVNET in the Palm of Your Hand (CLEVNET App). The following Library News was featured: Lockwood Thompson Dialogue - Who We Are: Comedy, Tragedy, & Cleveland. The following new releases were featured: Mom & me & mom by Maya Angelou; Star Trek, the visual dictionary: the ultimate guide to characters, aliens, and technology by Paul Ruditis; and Bringing Mulligan home: the other side of the good war by Dale Maharidge. The following programs were featured: Legal Aid at the Library; Meet Author Marty Gitlin; and Play Reading with Cleveland Play House: Rich Girl by Victoria Stewart.

Mobile pages were created and posted for the mobile version of the site to help promote the Writers & Readers: RZA event and the new CLEVNET mobile app.

Booklists were created in the Theater Popular Topic for the plays "Rich Girl" at Cleveland Play House and "Guys & Dolls" at Playhouse Square.

Last fall, the Marketing Department helped to create a public service announcement video for The Ohio Library for the Blind and Physically Disabled's (OLBPD). To help create more awareness, Webware uploaded the video to the Cleveland Public Library's YouTube channel and embedded it on the OLBPD web page.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. Work has started at the Jefferson branch to resurface the parking lot and to include a bioswale. Work continues in LSW and Main to replace the electric heat with steam. The water line that feeds the Main building had to be shut down due to a break in the line from the shut off valve in the street to our meter. The water line has been repaired and water has been restored to the Main building. Work continues to repair the street and the west ramp that had to be opened up to make the repairs on the water line.

The Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. A/C units at the branches are being serviced and turned on for the season. The Lakeshore chiller has been sent out for repairs and the water tower has been serviced to be ready when the chiller is returned and installed.

The Carpenters and Painters fabricated and installed a gate at the main desk at Walz. Wallpaper was removed and the walls were painted in one of the meeting rooms and the sink and cabinet was removed from the children's room at Carnegie West. Repairs were made on the fascia on one of the sky lights at Rockport. Painting was completed in the auditorium, the 10th floor hallway and several offices in LSW.

The Garage picked up the snow blowers and delivered lawn mowers to the branches. New LED lights were installed on the rear of the Book Mobile and a new battery was installed in the Sprint van.

SAFETY & PROTECTIVE SERVICES

Protective Services

Activity

Month	Total Dispatch Activities	Average per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents
April 2013	4525	185	36	30	466	297
March 2013	3,791	145	25	40	564	188
Feb 2013	3,090	134	35	35	472	140

Special Attention, Special Events, and Significant Incidents

- Scene Best of Cleveland Event for 1,200 people
- Writers and Readers Program with RZA with 600 people
- Mayor Jackson Meeting 90 people
- Lockwood-Thompson event 250 people

- Ohio Homecoming Event
- Cleveland Mini Maker Faire

Protective and Fire Systems

- Will continue evaluation of fire systems and working on obtaining three quotations for fire system inspections.

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

- Staffing is at full complement.

Records and Equipment Management

- Prepared for inventory of equipment with USA Inventory per finance requirements.

Administration

- Will be obtaining quotations from consultants with respect to developing specifications for camera system CPL facilities.

INFORMATION TECHNOLOGY & CLEVNET

On April 8, 2013, Rod Houpe joined the Cleveland Public Library as the Chief Technology Officer. He has over 25 years of Information Technology experience including 13 years in senior leadership roles. Mr. Houpe has worked in both public and private sectors including the state of Ohio's Department of Administrative Services and as the Chief Information Officer (CIO) of the Ohio State Department of Commerce. In his capacity of the CIO he also served as the Technology Advisor/Director for three of Ohio's Governors. He also served as CIO of the Columbus City Schools and of the Lower Colorado River Authority. We look forward to his leadership at CPL.

CPL Projects

IT managers met with Rod to map out a schedule for upgrading the HP-UX operating system, the Oracle servers, and the SirsiDynix software.

Zimbra Collaboration Suite was upgraded from version 7.1.4 to 7.2.3. This new version was released mid-March and fixed an ActiveSync problem that was preventing many Verizon Droid phones from syncing with the server. Additionally, a "Send Later" feature was added. Outreach and Programming Services requested assistance in simplifying and automating the holds process for the Mobile Unit services. By making some very finely tuned changes to the Symphony configuration, and with MOB staff implementing the use of the holds note when placing holds, the process has been largely automated.

At the request of Collection Management, the Software team made an adjustment to the Holds Reorder Report, substantially reducing the size of the report while increasing the efficiency of handling the report. This affects all CLEVNET libraries, also, and has been a benefit to all recipients.

Two new domain controller servers were prepared and installed at Lorain and East 131 St. branches due to the age and increasing unreliability of their existing servers. Upgraded and installed a new wireless access point at Fulton and configured it as a member of the wireless LAN controllers.

A proactive monitoring server (running Microsoft Operations Manager 2000) in the IT / CLEVNET computer room was retired and its clients were transferred to a modern blade server (running System Center Operations Manager <SCOM> 2012), expanding our ability to monitor later versions of Windows like Server 2012.

The staff at our satellite installation at Tri-C Metro asked for self-check statistics each month. Those were scripted and put into production.

Updates to websites

www.cpl.org :

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Other CPL sites

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CLEVNET Projects

Cleveland Hts. Library is preparing for the opening of their Heights Knowledge and Innovation Center (HKIC) in June. IT/CLEVNET network staff assisted with configuring and installing an additional switch to handle the extra ports for the additional PCs that will be in the facility.

Mr. Finnegan, Mr. Houpe, and Ms. Palomo met with a large number of the leadership and Board of the East Cleveland Public Library. The CLEVNET agreement, cost recovery pricing, communications and benefits of CLEVNET membership were reviewed. The ECPL staff and Board expressed appreciation.

Shaker Heights Public Library is implementing a copy pre-processing program with Ingram. To assist with the success of the project, Software staff setup additional holding codes in the SirsiDynix Symphony configuration.

Software staff also assisted Barberton Public Library in setting up the process for 9xx ordering of materials. The 9xx ordering process greatly increases ordering efficiency for those libraries that implement it.

Software staff made good progress in developing the migration data for the Ashtabula libraries. Using the test server, library policies were set up. Working from a SQL database of the Koha data for the libraries, they worked out the MARC record migration and how to migrate item data using a process similar to 9xx. They also worked out how to format charge data as a flat file for loading into Symphony. They completed an initial test load of bibliographic and patron data onto the test server.

The clevnet.org domain function level was raised from Windows 2000 to Windows 2003. This allows more features of Active Directory to be used.

An additional wireless access point was configured and installed at Shaker Hts. allowing more access at the main library facility.

An additional switch was also configured and installed at Barberton Public Library to handle additional access. The firewall at the Elyria Keystone branch was upgraded. Mr. Finnegan assisted Shaker Heights in interviewing applicants for their open technology position. Mr. Hood assisted CPL with interviews for computer aide positions.

CLEVNET member library, Wickliffe, went live with the Xerox MFD solution.

Mail archiving for specified administrative users was set up for Shaker as requested.

CLEVNET IT staff met with IT personnel at the Kalahari Resort to prepare for providing workstation access for the upcoming Ohio Library Council Meeting that will be held there in October.

KnowItNow

The KnowItNow24x7 Statewide Coordinator spoke at the State Library of Ohio to the INFOhio Technical Round Table, the quarterly meeting of regional INFOhio representatives. In addition to distributing KnowItNow24x7 promotional materials, the Coordinator shared information on how the online reference service can provide resources to K-12 students and how educators can introduce the service to their students. In the afternoon at the State Library, the Coordinator taught a training session to current and prospective KnowItNow24x7 providers.

This month, the KnowItNow24x7 Statewide Coordinator presented "Googling, Tweeting, and Wikifying: Utilizing

(and Participating in) the Internet's Most Popular Sites" at the Ohio Library Council's Northwest and North Chapter Conferences in Toledo and Independence, respectively. The program was designed to encourage reference librarians (virtual and in-person) to hone their online skills. The reaction from attendees was unanimously positive with one attendee even saying in their evaluation that "This program alone made my conference attendance worthwhile."

On April 23, the KnowItNow24x7 Statewide Coordinator spoke to the North Coast Council, one of the regional affiliates of INFOhio, based in Valley View. Over fifty attendees were told about KnowItNow24x7 and how to integrate it into their curriculum.

The KnowItNow24x7 Website Coordinator continues to work with OCLC to configure sharing of information between the services in preparation for July 1 when OCLC QuestionPoint will begin to serve KnowItNow24x7 after-hours. The Website Coordinator also continues to work with Mosio Text-a-Librarian to streamline the input of

text message sessions into the KnowItNow24x7 Provider Site database of transcripts.

Meetings and Professional Development

The quarterly meeting of the CLEVNET Directors was held on April 26. Rod Houpe, Larry Finnegan, Ann Palomo, Amy Pawlowski, Jim Benson, Marlene Pelyhes and Hilary Prisbylla attended.

Ann Palomo met with the CLEVNET Directors' Advisory Panel on April 4.

Mr. Houpe and Ms. Palomo met with Mr. Chris Harris, SirsiDynix Director of Sales (U.S.) and Mr. Matt Jadwisiak, the new regional sales representative for SirsiDynix.

Software staff participated in the SirsiDynix Strategic Partner Program web meetings for BlueCloud PAC, Mobile Circ, and BlueCloud Analytics Station. They continued to work with the Analytic Station developers to get a "sandbox" containing our data in order to test that product.

David Reynolds attended the NEOUPA (North East Ohio Usability Professional Association) event at the Precision Dialogue offices on April 23, 2013. The presentation was titled "Updates on Eye Tracking, Demo & Tour" and covered the various aspects of eye tracking during usability testing, as well as a tour of the Precision Dialogue usability labs.

Amy Pawlowski attended the Ohio Library Council's North Conference meeting on Thursday, April 18. She along with two other members of the IT Division hosted a hands-on session for eBooks and tablets.

Mr. Corrigan adjourned the meeting at 2:09 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR APRIL 2013

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	589	2,409
Periodicals	0	730
Publishers Gifts	0	0
Non-Print Materials	<u>29</u>	<u>343</u>
TOTAL LIBRARY SERVICE MATERIALS	618	3,482

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 5	\$ 2,591
Building & Repair Fund	Restricted	0	0
Library Fund	Unrestricted	0	0
Library Fund	Restricted	150	1,009
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	10,830
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	8,670
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	50,532
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	0	0
Founders Fund	Restricted	<u>0</u>	<u>22,998</u>
TOTAL MONEY GIFTS		\$ 155	\$ 97,530

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	17	74	618	3,482
Money Gifts	<u>4</u>	<u>36</u>	<u>4</u>	<u>36</u>
TOTAL GIFTS	21	110	622	3,518



CLEVELAND PUBLIC LIBRARY

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Sent via email May 7 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 \$15,386 relating to the Cleveland Foundation Grants for the Judd fund, \$8,111, and the Lockwood Thompson fund, \$7,275, 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	\$ 6,124,297.50	\$ 74,274,620.77
Special Revenue	\$11,449,605.87		\$ 2,761,578.00	\$ 14,211,183.87
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	\$ 8,950,165.50	\$ 106,117,936.76

Thank you for your assistance.

Very truly yours,

Carrie Krenicky
Chief Financial Officer

Board of Library Trustees

Thomas D. Corrigan, President • Maritza Rodríguez, 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
May 7, 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:

	Unencumbered	General		Other	
General Fund	23,600,307.54	24,213,904.06	20,336,111.67	6,124,297.50	74,274,620.77
Special Revenue	11,449,605.87			2,761,578.00	14,211,183.87
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	8,950,165.50	106,117,936.76

<i>Wade Steen</i>	Budget	<i>Ed Fitzgerald</i>
<i>Donna Johnson</i>	Commission	<i>D-2</i>

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: FIFTH AMENDMENT
MAY 16, 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/Advance Out	(17,500.00)	0.00	(17,500.00)
TOTAL RESOURCES	74,274,620.77	0.00	74,274,620.77

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: FIFTH AMENDMENT
MAY 16, 2013**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,195,797.87	15,386.00	14,211,183.87
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	2,275,909.44	0.00	2,275,909.44
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	17,500.00	0.00	17,500.00
Judd	190,000.00	8,111.00	198,111.00
Lockwood Thompson	180,704.17	7,275.00	187,979.17
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	11,686,240.37	15,386.00	11,701,626.37 (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: FIFTH AMENDMENT
MAY 16, 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: FIFTH AMENDMENT
MAY 16, 2013**

- (1) Certificate dated April 8, 2013
- (2) Certificate dated May 7, 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.)
\$2,744,078.00 additional revenue (not including outstanding cash advance of \$17,500).
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 + \$2,744,078.00 - \$2,492,057.50 = \$11,701,626.37)
- (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)



CLEVELAND PUBLIC LIBRARY

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

FROM: Carrie Krenicky, Chief Financial Officer

RE: Background and Assumptions for the 2014 Tax Budget

DATE: **May 16, 2013 Board Meeting**

Annually, the Cleveland Public Library submits the Alternate Tax Information Forms as requested by the Cuyahoga County Budget Commission. These forms must be approved by the Board of Trustees before May 31 each year to allow for sufficient time to have it placed on Cleveland Metropolitan School District's Board agenda prior to the July 20, 2013 deadline for submission to the Cuyahoga County Budget Commission. The Tax Budget (sometimes referred to as the "request" or "needs" budget) documents the Library's need to receive revenue from tax sources, i.e. the Public Library Fund and the Library's general property tax levies, to cover the estimated expenditures for the budget year.

The Library uses a simplified approach for development of its 2014 Tax Budget as reflected in the use of the Alternate Tax Information Forms. In lieu of having administrators develop a "wish list" budget that must be revisited and revised later in the year, we have set the 2014 expenses to \$50,784,694 with minimal program-by-program analysis in order to meet the current estimated revenue, which includes the beginning unencumbered balance. This is \$13,346,601 under 2013 Tax Budget expenses of \$64,131,295, or a 21% decrease.

Again, this budget includes utilizing the entire General fund's unencumbered balance for 2014, at this time, since the 3/4/2008 5.8 levy for current expenses expires in collection year 2013. There is a special board meeting scheduled for May 31, 2013 for the Board to vote on the Resolution requesting the Cleveland Municipal School Board to submit to the electors of the CMSD the question of a 5.8 mill tax for the current expenses of the Cleveland Public Library at the election to be held November 5, 2013. In November, the Library may need to hold a Special Board meeting, to amend the Tax Budget accordingly. Also, in the fall, there will be more information regarding funding and better estimates for CPL's year-end fund balances, and the entire administrative team will participate in the detailed development of the 2014 Appropriation Measure.

Board of Library Trustees

Thomas D. Corrigan, President • Maritza Rodriguez, Vice President • Alan Seifullah, Secretary
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Revenue Assumptions (General Fund)

- Amount requested from property tax levies, \$3,300,000, exceeds anticipated actual collections. **Full** collection rate (100%) of the 1 mill perpetual is estimated to yield approximately \$3,050,000. We are currently certified at 76.55%. Applying this rate brings the estimated amount down to \$2,335,000.
- Amount requested from PLF, \$21,000,000, exceeds anticipated actual collections. 2013 PLF was certified for \$20,336,112. 2014 is estimating a small increase from 2013 due to the Governor's proposal release in February, 2013, but taking into consideration the uncertain effect of percentage of revenue-based funding that resumes July 2013.

The total **estimated tax calculations** are **\$24,050,000**.

(\$3,050,000 + \$21,000,000)

The total **2014 Tax Budget request** is **\$24,300,000**.

(\$3,300,000 + \$21,000,000)

- Estimated **other revenues for 2014** from CLEVNET, earned interest, fines and fees, etc., are estimated to be **\$5,668,358**, including the Commercial Activity Tax (CAT Tax) which is estimated to generate only \$1,375,390 due to continued phase-out with complete elimination in 2016.
- Estimated **beginning unencumbered balance** from the General fund is **\$20,816,336**.
- The **overall estimated revenue calculations, with beginning unencumbered balance, total to the General Fund 2014 Tax Budget Request of \$50,784,694** (\$24,300,000 + 5,668,358 + 20,816,336).

Cleveland Public Library's currently projected 2014 program of library service needs could greatly exceed anticipated revenues. For the Year 2013, the Tax Budget presented by Cleveland Public Library totaled \$64,131,295 available for expenditure; this 2014 Tax Budget totals \$50,784,694, a 21% decrease, but ***includes the General fund's beginning unencumbered balance due to the expiring 5.8 mill renewal levy in collection year 2013.***

The Resolution for the Year 2014 Tax Budget Request is being distributed with the packet of materials for the May 16, 2013 Board Meeting.

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

ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cleveland Public Library

For the Fiscal Year Commencing: January 1, 2014

Fiscal Officer Signature: Carrie Krenicky Date: May 16, 2013

COUNTY OF CUYAHOGA

Background

Substitute House Bill No. 129 (HB129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC)

Ohio Revised Code Section 5705.281

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

County Budget Commission Duties

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

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

County Budget Commission Action

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

Alternative Tax Budget Information Filing Deadline

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

GUIDELINES FOR COMPLETING THE ALTERNATIVE TAX BUDGET INFORMATION

SCHEDULE 1

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

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

NOTE:

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

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

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

SCHEDULE 2

The general purpose of schedule 2 is to produce an Official Certificate of Estimated Resources for all funds. In column 3, total estimated receipts should include all revenues plus transfers in excluding property taxes and local government revenue. All taxing authorities, except school districts, must submit a list of all tax transfers.

SCHEDULE 3

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

SCHEDULE 4

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

SCHEDULE 5

more details.

DIVISION OF TAXES LEVIED

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

Cleveland Public Library
 Tax Budget 2014

SCHEDULE 1

I Fund	II Purpose	III Authorized By Voters On MM/DD/YY	IV Levy Type	V Number Of Years Levy To Run	VI Tax Year Begins/ Ends	VII Collection Year Begins/ Ends	VIII Maximum Rate Authorized	IX \$ AMOUNT Requested Of Budget Commission
General Fund	Current Expenses	11/5/1985	Replacement	Continuous	1985-	1986-	1.00	\$3,300,000.00
See Note Below								
Totals								\$3,300,000.00

Note: The 3/4/2008 5.8 levy for current expenses expires in collection year 2013. There is a special board meeting scheduled for May 31, 2013 for the Board to vote on the Resolution requesting the Cleveland Municipal School Board to submit to the electors of the CMSD the question of a 5.8 mill tax for the current expenses of the Cleveland Public Library at the election to be held November 5, 2013.

STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

Cleveland Public Library
Tax Budget 2014

SCHEDULE 2

I	II	III	IV	V	VI	VII
Fund BY Type	Beginning Estimated Unencumbered Fund Balance	Property Taxes and Local Government Revenue/(PLF)	Other Sources Receipts	Total Resources Available for Expenditures	Total Estimated Expenditures & Encumbrances	Ending Estimated Unencumbered Balance
General Fund	20,816,336.00	24,300,000.00	5,668,358.00	50,784,694.00	50,784,694.00	0.00
Special Revenue Funds	9,000,000.00	0.00	2,000,000.00	11,000,000.00	2,000,000.00	9,000,000.00
Capital Projects Fund	10,000,000.00	0.00	0.00	10,000,000.00	10,000,000.00	0.00
Permanent Funds	1,700,000.00	0.00	130,000.00	1,830,000.00	130,000.00	1,700,000.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00

Proposed 2014 Tax Budget With Historical Perspective

Prepared By:
Carrie Krenicky

	2012		Actual Rev/Exp 2012	2013		2014 Proposed
	Tax Budget 2012	Final Actual Budget 2012		Tax Budget 2013	Actual Budget (2) 2013	
General Fund						
Beginning Unencumbered Balance	\$ -	\$ 29,062,256	\$ 28,852,255	\$ -	\$ 23,600,308	\$ 20,816,336 (3)
Property Taxes (includes Rollbacks)	38,000,000	28,407,318	30,628,451	38,000,000 (1)	24,213,904	3,300,000 (4)
Public Library Fund (formerly LLGSF)	20,000,000	19,837,771	19,837,771	20,000,000	20,336,112	21,000,000 (5)
Other Sources (Includes CAT Tax)	6,854,000	5,924,829	7,889,731	6,131,295 (1)	6,141,798	5,668,358 (6)
Total Current Revenue	64,854,000	54,169,919	58,355,953	64,131,295	50,691,813	29,968,358
Advances Out		(40,000)				
Total Revenue With Beg Balance	64,854,000	83,192,174	87,208,208	64,131,295	74,292,121	50,784,694
Expenses & Encumbrances	(64,854,000)	(64,169,919)	(63,607,901)	(64,131,295)	(53,475,785)	(50,784,694) (7)
Ending Unencumbered Balance	\$ -	\$ 19,022,256	\$ 23,600,307	\$ -	\$ 20,816,336	\$ -
Special Revenue Funds						
Beginning Unencumbered Balance	\$ 9,000,000	\$ 10,756,113	\$ 10,966,113	\$ 9,000,000	\$ 11,449,606	\$ 9,000,000
Other Sources	750,000	3,097,776	3,516,765	2,000,000	2,700,194	2,000,000
Total Current Revenue	750,000	3,097,776	3,516,765	2,000,000	2,700,194	2,000,000
Total Revenue With Beg Balance	9,750,000	13,853,889	14,482,878	11,000,000	14,149,800	11,000,000
Expenses & Encumbrances	(750,000)	(11,321,831)	(3,033,272)	(2,000,000)	(11,657,742)	(2,000,000)
Ending Unencumbered Balance	\$ 9,000,000	\$ 2,532,058	\$ 11,449,606	\$ 9,000,000	\$ 2,492,058	\$ 9,000,000
Capital Projects Fund						
Beginning Unencumbered Balance	\$ 3,000,000	\$ 8,822,334	\$ 8,822,334	\$ -	\$ 15,525,280	\$ 10,000,000
Other Sources	0	10,030,700	10,030,700	3,000,000	0	0
Total Current Revenue	0	10,030,700	10,030,700	3,000,000	0	0
Total Revenue With Beg Balance	3,000,000	18,853,034	18,853,034	3,000,000	15,525,280	10,000,000
Expenses & Encumbrances	(3,000,000)	(18,853,034)	(3,327,754)	(3,000,000)	(15,525,280)	(10,000,000)
Ending Unencumbered Balance	\$ -	\$ -	\$ 15,525,280	\$ -	\$ -	\$ -
Permanent Funds						
Beginning Unencumbered Balance	\$ 1,700,000	\$ 1,950,744	\$ 2,667,779	\$ 1,700,000	\$ 2,033,648	\$ 1,700,000
Other Sources	50,000	41,402	137,736	150,000	64,290	130,000
Total Current Revenue	50,000	41,402	137,736	150,000	64,290	130,000
Total Revenue With Beg Balance	1,750,000	1,992,146	2,872,796	1,850,000	2,097,938	1,830,000
Expenses & Encumbrances	(50,000)	(1,992,146)	(54,831)	(150,000)	(2,097,938)	(130,000)
Ending Unencumbered Balance	\$ 1,700,000	\$ 0	\$ 2,817,965	\$ 1,700,000	\$ -	\$ 1,700,000

Proposed 2014 Tax Budget With Historical Perspective

Prepared By:
Carrie Krenicky

	2012		Actual Rev/Exp 2012	2013		2014 Proposed
	Tax Budget 2012	Final Actual Budget 2012		Tax Budget 2013	Actual Budget (2) 2013	
Agency Funds						
Beginning Unencumbered Balance	\$ -	\$ 8,431	\$ 8,431	\$ -	\$ 8,914	\$ -
Other Sources	0	0	2,776	0	0	0
Total Current Revenue	0	0	2,776	0	0	0
Total Revenue With Beg Balance	0	8,431	11,207	0	8,914	0
Expenses & Encumbrances	0	(8,431)	(2,293)	0	(8,914)	0
Ending Unencumbered Balance	\$ -	\$ 0	\$ 8,914	\$ -	\$ -	\$ -
ALL FUNDS						
Beginning Unencumbered Balance	\$ 13,700,000	\$ 50,599,877	\$ 51,316,912	\$ 10,700,000	\$ 52,617,756	\$ 41,516,336
Property Taxes	38,000,000 (1)	28,407,318	30,628,451	38,000,000	24,213,904	3,300,000
Public Library Fund (formerly LLSGF)	20,000,000	19,837,771	19,837,771	20,000,000	20,336,112	21,000,000
Other Sources	7,654,000 (1)	19,094,707	21,577,707	11,281,295	8,906,282	7,798,358
Total Current Revenue	65,654,000	67,339,797	72,043,930	69,281,295	53,456,297	32,098,358
Advances Out	(40,000)					
Total Revenue With Beg Balance	79,354,000	117,899,674	123,428,122	79,981,295	106,074,053	73,814,694
Expenses & Encumbrances	(68,654,000)	(96,345,361)	(70,026,051)	(69,281,295)	(82,765,659)	(62,914,694)
Ending Unencumbered Balance	\$ 10,700,000	\$ 21,554,314	\$ 53,402,071	\$ 10,700,000	\$ 23,308,393	\$ 10,700,000

- (1) The 2013 Tax Budget estimate for Property Tax included Rollback/Homestead Tax of \$2,000,000, but excludes CAT Tax of \$2,188,380 which is included with Other Sources.
- (2) The 2013 Actual Budget is per the January 10, 2013 Certificate of Estimated Resources and January 17, 2013 Board-approved Annual Appropriations. (First Amendment to the Year 2013 Appropriation)
- (3) As of April 30, 2013, the General Fund Unencumbered Balance is \$25.7 million. In the past, we have planned for the worst case scenario in these uncertain financial times, where we could potentially appropriate and encumber that entire balance prior to 12/31/13 thus resulting in -0- carryover for 2014 Tax Budget beginning balance. However this year, the unencumbered balance is included due to the unknown status of the expiring 5.8 mill renewal levy to be placed on the November, 2013 ballot.
- (4) Based on 2013's effective rate & 100 % collection rate of the 1985 continuing 1 mill ONLY. Collection on the 3/4/08 voter-approved 5.8 mills expires in 2013.
- (5) PLF has been estimated based on the Governor's proposal released in February, 2013. Percentage of revenue-based funding resumes July 2013.
- (6) CAT Tax is considered as Other Sources revenue with the 2014 estimated amount being \$1,375,390 plus \$4,292,968 from other sources. This is a 37% reduction in CAT Tax from 2013 and continues phase-out with complete elimination in calendar year 2016. (2013 Other Sources = CAT \$2,188,380 + Other \$3,942,915)
- (7) The proposed 2014 Tax Budget Expenditures/Encumbrances includes utilizing the entire General fund's unencumbered balance for 2014 appropriations; the 2013 Tax Budget Expenditures/Encumbrances did not.

**Revenue Sources Detail
For The
Proposed 2014 Tax Budget
For Board Presentation May 16, 2013**

Prepared By:
Carrie Krenicky

	2012		2013		2014 Proposed			
	Ending Budget 2012	Actual Revenue 2012	Original Budget 2013	Tax Budget 2014				
41200 Property Tax	25,407,318	\$ 25,407,318	\$ 27,604,803	\$ 27,604,803	\$ 22,213,904	\$ 22,213,904	\$ 3,300,000	\$ 3,300,000
41100 PLF (formerly LLGSF)	\$ 19,837,771	\$ 19,837,771			\$ 20,336,112		\$ 21,000,000	
41900 Rollbacks	\$ 3,000,000	\$ 3,000,000	\$ 3,023,648	\$ 3,023,648	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -
Total Property Tax & Rollbacks		\$ 28,407,318	\$ 30,628,451	\$ 30,628,451	\$ 24,213,904	\$ 24,213,904	\$ 3,300,000	\$ 3,300,000
Total Tax Budget Request Per Board Resolution							\$ 24,300,000	
Other Sources								
41900 CAT	2,000,000	2,000,000	3,001,370	3,001,370	2,000,000	2,000,000	1,375,390	1,375,390
41900 Other Taxes			0	0				
Other								
42100 Federal Aid	0	0	0	0	0	0	0	0
42200 State Aid	0	0	0	0	0	0	0	0
(Moved to Special Revenue Fund in 2012)								
43110 Fines	161,500	210,418	210,418	210,418	161,500	161,500	190,000	190,000
43120 Fees	28,000	68,074	68,074	68,074	28,000	28,000	50,000	50,000
43130 Lost Books	18,000	19,187	19,187	19,187	18,000	18,000	18,000	18,000
43140 Book Deposits	0	0	0	0	0	0	0	0
43150 Products	1,000	2,494	2,494	2,494	1,000	1,000	1,000	1,000
43170 Sales Tax	500	4,495	4,495	4,495	500	500	200	200
43180 Copiers	62,000	65,363	65,363	65,363	65,000	65,000	20,000	20,000
43185 Class/Seminar Fees	0	0	0	0	0	0	0	0
43190 Research Services	3,000	0	0	0	0	0	800	800
43195 Dup Services	26,000	10,927	10,927	10,927	26,000	26,000	20,000	20,000
44100 Investment Income	425,000	230,116	230,116	230,116	225,000	225,000	225,000	225,000
45100 Computer Services	2,493,252	2,753,323	2,753,323	2,753,323	3,053,416	3,053,416	3,206,086	3,206,086
46500 Unrestricted Gifts	0	541,085	541,085	541,085	1,500	1,500	0	0
48100 Sales of Surplus Property	0	6,420	6,420	6,420	0	0	0	0
48300 Meeting Rooms	0	3,300	3,300	3,300	0	0	0	0
48710 Retiree Insurance	0	0	0	0	0	0	0	0
48720 Refunds/Reimbursements	681,577	650,983	650,983	650,983	536,882	536,882	536,882	536,882
48730 COBRA Contributions	0	18,162	18,162	18,162	0	0	0	0
48800 Fines in Transit	0	15,062	15,062	15,062	0	0	0	0
48900 Miscellaneous	25,000	38,953	38,953	38,953	25,000	25,000	25,000	25,000
49820 Return of Advances		250,000	250,000	250,000				
Subtotal Other		3,924,829	4,888,361	4,888,361	4,141,798	4,141,798	4,292,968	4,292,968
Total Other Sources (CAT Tax & Other)		5,924,829	7,889,731	7,889,731	6,141,798	6,141,798	5,668,358	5,668,358
Total All Sources	\$ 54,169,919	\$ 58,355,953	\$ 58,355,953	\$ 58,355,953	\$ 50,691,813	\$ 50,691,813	\$ 29,968,358	\$ 29,968,358
Beginning Unencumbered Balance	\$ 29,062,256	\$ 28,852,256	\$ 28,852,256	\$ 28,852,256	\$ 23,600,308	\$ 23,600,308	\$ 20,816,336	\$ 20,816,336
Advances Out	\$ (40,000)							
Total Available Revenue	\$ 83,192,174	\$ 87,208,209	\$ 87,208,209	\$ 87,208,209	\$ 74,292,121	\$ 74,292,121	\$ 50,784,694	\$ 50,784,694

March 29, 2013

OCLC Symbol: CLE

2013 APR 15 AM 2:15



Andrea Johnson
Catalog Manager
Cleveland Public Library
325 Superior Ave
Cleveland, OH 44114-1271

6565 Kilgour Place
Dublin, OH 43017-3395

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1-800-848-5878
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WWW.OCLC.ORG

Dear OCLC Member:

On the back of this letter, please find your FY2014 OCLC Subscription Renewal Notice.

OCLC will increase prices modestly in FY2014, 2.75% on most services, including cataloging and resource sharing services. The FY2014 OCLC Price List is available via the Online Service Center (OSC) for your convenience. You can access the price list by logging on to your OSC account at www.oclc.org/servicecenter. If you have questions about accessing your OSC account or need assistance, please contact us at 1-877-747-4819 or e-mail us at oclc renewals@oclc.org.

Your cooperative has been very active this year with the implementation of the WorldShare strategy we launched last year. We are bringing together OCLC cataloging and resource sharing services onto a new cloud-based platform that is delivering new functionality to you and your users. In 2013, we are pleased to provide migration of your WorldCat Resource Sharing service to the new OCLC WorldShare Interlibrary Loan service, along with many new metadata and cataloging advancements.

The WorldShare Interlibrary Loan service launched on March 12. Over the next several months, all WorldCat Resource Sharing users will migrate to this new service as part of existing Resource Sharing subscriptions. Your library has the flexibility of migrating anytime from now through the end of 2013, at a time that is most convenient for you. With the new WorldShare ILL service, workflows that were once managed in multiple systems are brought together, speeding fulfillment of ILL requests and saving time for your staff and users. New functionality will be added, including the ability to manage flexible purchasing options and interoperability with the OCLC Policies Directory to display lender costs and item availability. To learn how to get started with your migration, visit www.oclc.org/worldshare-ill/getting-started.en.html.

OCLC Cataloging subscriptions have also been enhanced to help with the management of metadata for your growing electronic collections. In August 2012, OCLC introduced WorldShare Metadata Collection Manager. This service automatically delivers WorldCat MARC records and updates for e-resource metadata, ensuring that URLs are current in your discovery interface. Your OCLC Cataloging subscription delivers metadata management solutions for your physical, licensed and digital resources. For more information on these and other planned enhancements, please visit www.oclc.org/worldshare-metadata.en.html.

We hope that you will find this information helpful as you plan for the upcoming year. Please call OCLC's team of consultative librarians at 1-877-747-4819 or e-mail us at oclc renewals@oclc.org with any questions regarding your renewal information or to learn more about the new services and enhancements. Thank you for your membership in the OCLC cooperative.

Sincerely,

Bruce Crocco
Vice President, Library Services for the Americas



FY2014 OCLC Subscription Renewal Notice

March 29, 2013

Cleveland Public Library
OCLC Symbol: CLE

Effective July 1, 2013, the following subscriptions will renew automatically for the period of July 1, 2013—June 30, 2014 at the same payment frequency you requested last year. The new amount will be reflected on your OCLC invoice beginning in August 2013.

Services	Annual Amount
FY2014 OCLC Cataloging Subscription Price:	\$194,020.28
FY2014 WorldCat Resource Sharing/WorldShare ILL Subscription Price:	\$6,595.66
FY2014 Access Subscription Price:	<u>\$39,807.88</u>
 FY2014 Total	 \$240,423.82

As a reminder, OCLC offers an array of billing services, including a prompt payment discount and an optional Subscription Deposit Program that earns interest on deposits (currently earning 4% APR). Please see the OCLC Price List (www.oclc.org/servicecenter/) for additional information.

Please note: Credits are not included in the amounts noted above. Credit activity will result in deductions from the FY2014 subscription prices and are awarded on a transaction basis.

The credits will be deducted on your invoice as the credit activity occurs or until the total credits earned exceed the prior year's total OCLC billings. Total aggregate cataloging and ILL lending credits are capped at an amount equal to 100% of a library's charges from the prior fiscal year (excluding credits and ILL Fee Management, or IFM, charges). Credits earned will be applied to your invoice on a FIFO (First In, First Out) basis and are valid for use in the fiscal year earned. Any credits earned in excess of your total annual OCLC billing will be applied to your OCLC invoice for the following two fiscal years. All credits earned prior to July 1, 2012 will not expire. These credits will continue to carry forward until all credits have been applied against billing for OCLC products and services.

To help you estimate the credits for FY2014, your credit activity for calendar year 2012 is noted below:

Cataloging Credits in 2012: (\$24,399.11)

Lending Credits in 2012: (\$2,297.41)

OCLC's team of consultative librarians will be happy to answer questions and offer further guidance about this renewal information. Please call 1-877-747-4819 or send an e-mail to oclc renewals@oclc.org.

For information only. No payment is due at this time.

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-4 DATE: 4/26/2013 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: ADD for Hot Tap Welding in the hallway for Garage Heaters and for 12 Inch CHW/HW return interceptor. Chages are only for the "half time" extra cost incurred due to exiting building valves leaking.

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, M3	<u>\$137,463.00</u>
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	<u>\$776,918.92</u>
The (Contract Sum) (Guaranteed maximum price) will be (i)increased by this Change Order in the amount of	<u>\$2,643.21</u>
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	<u>\$779,562.13</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>

MARLIN MECHANICAL, llc.
1812 EAST 47TH STREET
CLEVELAND, OHIO 44103
PHONE (216) 881-5155 FAX (216) 881-2924

MARLIN MECHANICAL LLC.

March 12th, 2013

Cleveland Public Library
325 Superior Ave
Cleveland, Ohio 44114

Attn: Project Team

Re: Main Library Energy Conservation Project – Electric Heat Conversion
Current Change Order(s)

To Whom It May Concern:

Marlin Mechanical respectfully submits the current status of work/services that were conducted outside of the contract terms and RFP scope of work.

To Date the following hours have been expensed by Marlin Mechanical outside of the normal work hour period used per the agreement terms.

- HOT TAP WELDING HOURS IN HALL WAY FOR GARAGE HEATING LOOP
 - Date of Service – 4/20/2013
 - Charges are for the half time only to conduct the welding in the hall way.

- 12 INCH MAIN CHW/HW RETURN INTERCEPTION
 - Date of Service – 4/22/2013
 - Charges are for the half time only to conduct the interception due to the facility loop not draining completely once Facility management allowed our forces to begin the interception.

Please see our work sheets that address the Change Order format.

These hours submitted were at the direction of facility personnel and or due to circumstances not accounted for within the estimated scope of work.

.....

CHANGE ORDER PRICING REVIEW

Date: 22-Apr-13

WMLLC

Project No.: 160812

Customer: CLEVELAND PUBLIC LIBRARY

County: Cuyahoga

Project: ENERGY CONSERVATION

Description: Premium Time used to conduct Hot Tap welding direct

CPI due to Hallway activities.

Contractor: MARLIN MECHANICAL LLC

Premium Time used for 12 inch Interception

Constr. Mgr.: Tim Janos

(hours noted in worksheet are just the half time hours.

Architect: Design Build

A. LABOR: (straight time only)			
worker classification	pipefitters	23.25	x 35.92
worker classification	Foreman	12.5	38.55
		hours x rate =	

B. FRINGES: (on labor only, may include FICA etc.)			
Health & Welfare	35.75	8.02
		hours x rate =	
Pension	35.75	5.2
		hours x rate =	
Vacation Fund	35.75	1
		hours x rate =	
Taxes (FICA, SUTA)	35.75	8.99
		hours x rate =	
Group Fringes (shown in table at right)	35.75	3.03
		hours x rate =	

C. EQUIPMENT RENTALS	0	0
(Heavy/specialized equipment)	hour,day,week	x rate =

D. OWNED EQUIPMENT	0	hrs. 25
(Specialty Tools/Torches/Equipment)	hour,day,week	x rate =

E. TRUCKING:	0	hrs. 50
(Delivery charge - Portal - Portal)	hour,day,week	x rate =

Subtotal (A,B,C,D,E): \$2,255.10

F. OVERHEAD: @ 10% (on items A,B,C,D & E =< 10%) \$225.51

G. MATERIALS 1 x 1 \$0.00
quantity x unit cost

Subtotal (A,B,C,D,E,F,G): \$2,480.60

H. PROFIT: @ 5.5% (on items A,B,C,D,E,F & G) \$136.43

Subtotal (A thru H): \$2,617.04

I. SUBCONTRACTOR \$ - \$0.00

J. SUBCONTRACTOR MARKUP 5% \$0.00

Subtotal (I and J): \$0.00

TOTAL COST (A thru H) + (I and J): \$2,617.04

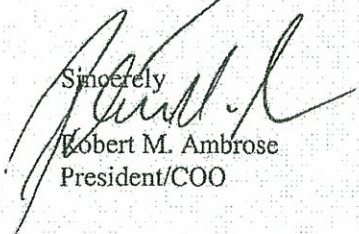
K. MISCELLANEOUS ITEMS (allowable @ cost only)

1. Bond extension Total	Cost x <u>1%</u>	<u>\$26.17</u>
2. *Premium portion of approved OT wages	<u>\$0.00</u>
3. Fees for permits, licenses, etc.	<u>\$0.00</u>
4. Portal to Portal Charges	<u>\$0.00</u>
<small>(not to exceed state travel guidelines)</small>		

TOTAL COST (A thru H) + (I and J) + (K): \$2,643.21

TOTALS	Additional Fringes		
	Type	hours	x rate
\$835.14			
\$481.88	Training fund		0.88
	Annuity fund		1.75
	unemploy		0.4
\$286.72			
\$185.90			
\$35.75			
\$321.39			
\$108.32			
Total		0	3.03

If there are concerns or questions, with our materials presented herein do not hesitate to contact me. I'm the President and COO of Marlin Mechanical LLC, my direct number is 440-773-3081, office at 216-881-5155, or robertambrose@marlinmech.com

Sincerely

Robert M. Ambrose
President/COO

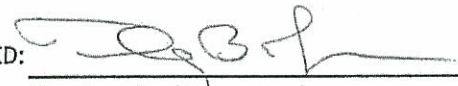
**CHANGE
ORDER**

OWNER
PROJECT MANAGER
CONTRACTOR
FIELD
OTHER

AIA DOCUMENT G701

PROJECT: CLEVELAND PUBLIC LIBRARY 325 Superior Avenue Cleveland, Ohio 44114	CHANGE ORDER NUMBER: M-5 DATE: 5/8/2013 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: ADD for REVERSE OSMOSIS SYSTEMS to extend life of humidification systems for AHU 1 and AHU 3 all per Marlin proposal dated 4/24/13 and attached hereto for reference.


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, M3	<u>\$140,106.21</u>
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	<u>\$779,562.13</u>
The (Contract Sum) (Guaranteed maximum price) will be (increased by this Change Order in the amount of	<u>\$21,688.00</u>
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	<u>\$801,250.13</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 5/9/13</u>	<u>DATE</u>	<u>DATE</u>

MARLIN MECHANICAL llc.
1812 EAST 47TH STREET
CLEVELAND, OHIO 44103
PHONE (216) 881-5155 FAX (216) 881-2924

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MARLIN MECHANICAL LLC.

April 24, 2013

Cleveland Public Library
325 Superior Ave
Cleveland, Ohio 44114

Attn: Project Team

Re: Main Library Energy Conservation Project – Electric Heat Conversion
Humidification RO System recommendation

To Whom It May Concern:

Marlin Mechanical respectfully submits a voluntary recommendation to Furnish and Install a dedicated Reverse Osmosis (RO) water treatment feed system for the new humidification units slated for AHU1 and AHU 3.

Our recommendation is based on discussions with both Tim Murdock, the Humidifier manufacturer(s) and based on the chronic issues CPL has experienced with similar humidification units. The RO system will minimize if not eliminate the fouling and calcification of the humidification unit and that of the distribution tubes.

The life expectancy of the humidification system will be extended well past 20 yrs if employed, the system will operate more efficiently and use less energy to create the steam for the humidification load.

The maintenance required for the humidification units will be reduced dramatically. (Please see the Manufacturer's write up on employing the RO system in conjunction with their system), and the potential replacement of the Main Humidification generator from water quality will be eliminated.

The pricing submitted herein is for both Air Handling systems.

Based on the prior Humidification load study, each humidifier will have its own reverse osmosis treatment system. The system will consist of an activated carbon filter and water softener that feeds the reverse osmosis unit. Each reverse osmosis unit is rated for 2535 gallons per day in optimal conditions. The reverse osmosis then fills the humidifier's storage tank. The RO will turn off when the humidifier signals its tank is full.

•••••

The following equipment is intended with the reverse osmosis system:

- Two (2) simplex softener units, 7" diameter x 44" tall, with an automatic timer head.
- Two (2) 20" filter housing with an activated carbon filter cartridge.
- Two (2) RO units with the potential to produce 2535 gallons a day. It is rated for a max flow of 1.88 gallons per minute.

These units will be located and piped closed coupled to the Humidification stations that are basically in the same area as the prior stations.

A dedicated electrical service will be extended to each RO system and interlocks for each humidifier bank.

Pricing for Two RO systems (Furnish & Installation) to address the humidification needs for AHU1 and AHU3. \$ 21,688.00

Please see our work sheets that address the Change Order format that created the cost started above.

If there are concerns or questions, with our materials presented herein do not hesitate to contact me. I'm the President and COO of Marlin Mechanical LLC, my direct number is 440-773-3081, office at 216-881-5155, or robertambrose@marlinmech.com

Sincerely

Robert M. Ambrose
President/COO



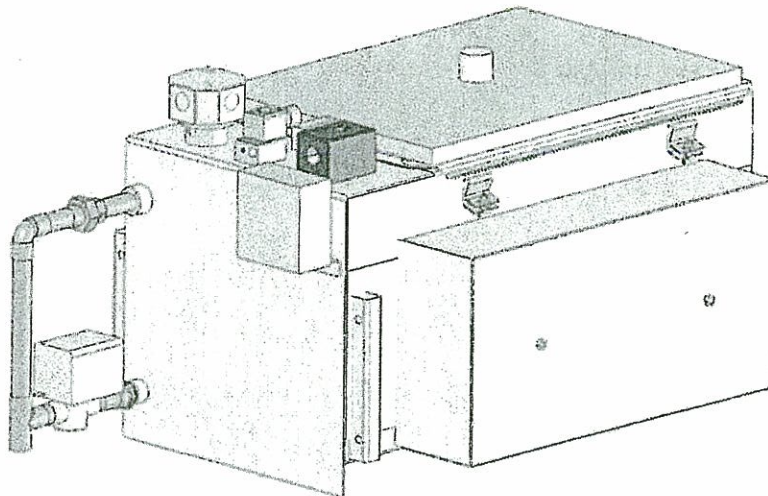
"Read and Save These Instructions"

Standard Water

"ES" Series Electric Humidifier

Installation Instructions

Operation and Maintenance Manual



ETL LISTED HUMIDIFIER

Our results are comforting

Form No: ESOM-12-12



Introduction

To the user of PURE Humidifier Co.'s Electric Humidifiers

We at PURE Humidifier Co. thank you for choosing one of our quality products. PURE Humidifier Co.'s "ES" Series humidifiers are models of simplicity to install, operate and maintain. However, they must be maintained to provide maximum operating efficiency.

PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY. PROPER OPERATION AND HUMIDITY CONTROL IS POSSIBLE ONLY WITH PROPER INSTALLATION AND MAINTENANCE.

The "ES" Series Humidifier utilizes a Tri-Probe conductive type water control system, which is designed for use with standard (hard or soft) tap water. Use of demineralized, deionized or reverse osmosis water will cause a failure of the water level control system and void the warranty.

High chloride content in feed water can cause chloride stress cracking and chloride pitting in stainless components. Chloride stress corrosion cracking (CSCC) and chloride pitting of stainless steel components is not covered by warranty. Do not use hydrochloric acid descalers or bleach to clean the tank. Consult the factory if you are unsure about which chemical descaler to use.

PURE Humidifier Co.'s "ESDDR" Series should be installed on applications that require demineralized, deionized or reverse osmosis water.

To ensure proper installation of this product, it must be installed by qualified HVAC and electrical contractors, and must be in compliance with local, state, federal, and governing codes. If installed improperly this product may cause damage to property, severe personal injury, or death as a result of electric shock, burns, and/or fire.

Do not adjust any components inside humidifier control box without consulting the factory

For indoor installation only unless supplied with an outdoor enclosure.

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CAN NOT add the R.O. SYSTEM LABOR w/out Replacing the Probe & some standard hardware!
COSTLY LATER

The PURE Humidifier Co. Warranty

PURE Humidifier Co. guarantees its products to be free from defects in material and workmanship for a period of one year from the date of shipment; provided the product is properly installed, serviced, and put into the service for which it was intended.

PURE Humidifier Co. is obligated under the terms of this warranty to the repair or replacement of the defective part(s), excluding any labor charges, or to refund the purchase price at our option. PURE Humidifier Co. assumes no obligation for incidental or consequential damages. The above provisions are in lieu of all other guarantees, obligations, liabilities or warranties, expressed or implied.



Maintenance Instructions

PURE Humidifier Co. "ES" Maintenance Instructions

The "ES" Series Humidifier is designed to provide the best possible operation with minimum maintenance. However, the humidifier should be inspected and placed on a dedicated maintenance schedule to ensure continued operation of the humidifier and its accessories. **PURE Humidifier Co. recommends that the following items be inspected and/or cleaned on a minimum basis of twice a year.** If excessive mineral build-up occurs, the maintenance schedule should be increased.

Inspect / Maintenance Item

Procedure to Follow

Water Fill Valve

Check to make sure the fill valve is operating properly. If the valve appears to continually fill, check the valve seat and seal (see trouble shooting instructions).

Safety Interlocks
(air flow, high-limit)

Check to make sure the safety interlocks (air flow, high-limit, etc.) will shut down the humidifier.

Immersion Heaters

Verify the correct amperage is being drawn by the Immersion heaters. Reference the wiring diagram for correct amperage.

Humidifier Cover / Tank

Inspect for any leaks. Repair as required. Remove the mineral deposits from floor of the humidifier reservoir. If excessive build-up is found, the cover may need to be removed to facilitate complete cleaning of the humidifier.

Tri-Probe

Remove Tri-Probe assembly from humidifier (set-screw and o-ring seal) and inspect for excessive mineral build-up. Inspect plastic housing for cracks. Probe ends should be cleaned and the probe assembly re-installed.

Drain Valve & Drain Piping

The drain valve seat and seal should be inspected and cleaned as required. The drain line and water seal should be inspected and cleaned to ensure free flow of the overflow and drain line.

Flexible Hose

Inspect for cracks or leaks. It is normal for the hose to become hard and develop a "set".



PURE
Humidifier

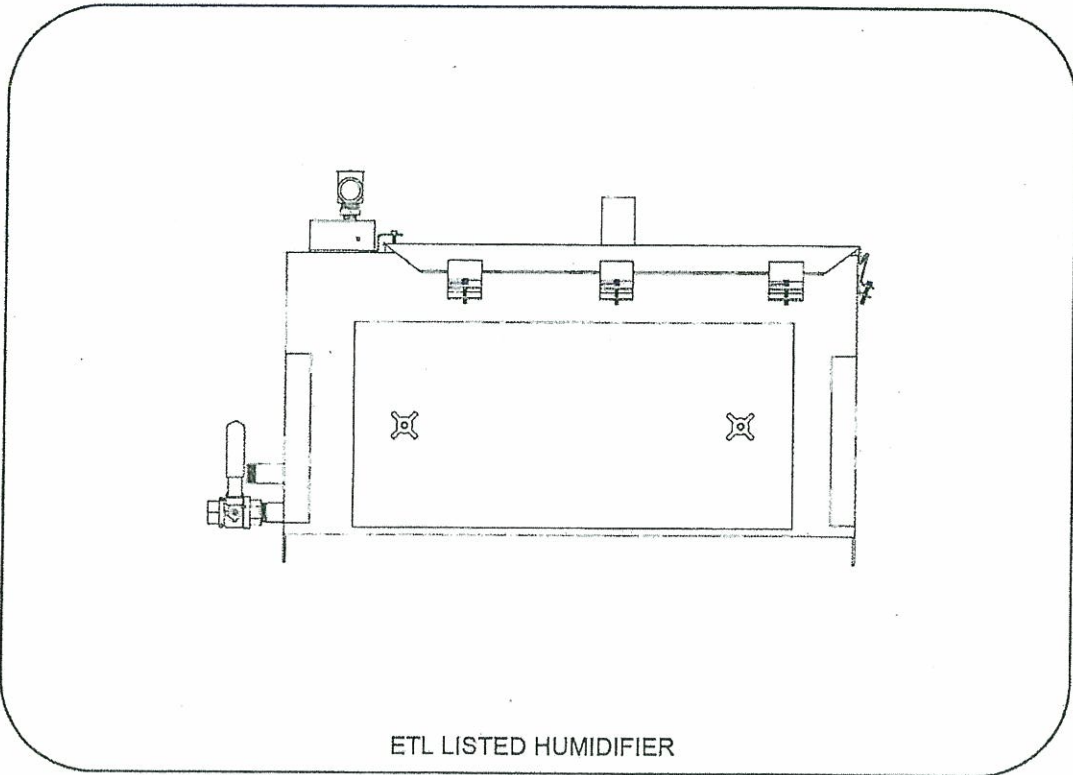
“Read and Save These Instructions”

Deionized, Demineralized, or Reverse Osmosis Water

“ESDDR” Series Electric Humidifier

Installation Instructions

Operation and Maintenance Manual



Our results are comforting



Introduction

To the user of PURE Humidifier Co.'s Electric Humidifiers

We at PURE Humidifier Co. thank you for choosing one of our quality products. PURE Humidifier Co.'s "ESDDR" Series humidifiers are models of simplicity to install, operate and maintain. However, they must be maintained to provide maximum operating efficiency.

PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY. PROPER OPERATION AND HUMIDITY CONTROL IS POSSIBLE ONLY WITH PROPER INSTALLATION AND MAINTENANCE.

High chloride content in feed water can cause chloride stress cracking and chloride pitting in stainless components. Chloride stress corrosion cracking (CSCC) and chloride pitting of stainless steel components is not covered by warranty. Do not use hydrochloric acid descalers or bleach to clean the tank. Consult the factory if you are unsure about which chemical descaler to use.

The "ESDDR" Series Humidifier is designed to operate with deionized, demineralized, or reverse osmosis water. All components that will be in contact with the water are constructed of type 304 stainless steel, incoloy or corrosion resistant materials.

To ensure proper installation of this product, it must be installed by qualified HVAC and electrical contractors, and must be in compliance with local, state, federal, and governing codes. If installed improperly this product may cause damage to property, severe personal injury, or death as a result of electric shock, burns, and/or fire.

The PURE Humidifier Co. Warranty

PURE Humidifier Co. guarantees its products to be free from defects in material and workmanship for a period of one year from the date of shipment; provided the product is properly installed, serviced, and put into the service for which it was intended.

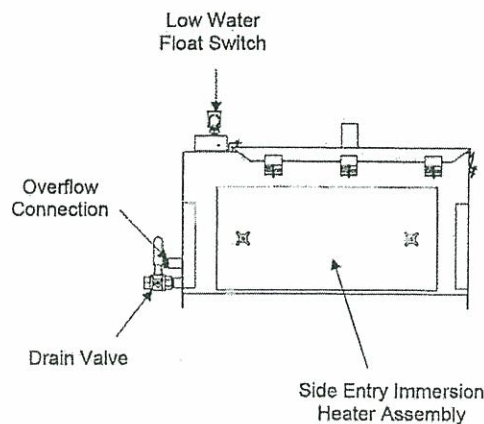
PURE Humidifier Co. is obligated under the terms of this warranty to the repair or replacement of the defective part(s), excluding any labor charges, or to refund the purchase price at our option. PURE Humidifier Co. assumes no obligation for incidental or consequential damages. The above provisions are in lieu of all other guarantees, obligations, liabilities or warranties, expressed or implied.

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Manufacturers for these types of systems!

External Features of the PURE Humidifier Co. "ESDDR" Series Electric Humidifier





Water Supply Piping

Water Supply Piping

This style humidifier utilizes a float operated fill valve system which is designed for use with deionized, demineralized, or reverse osmosis water. Use of mineralized tap water will cause fill valve failure and will void the humidifier warranty.

Cold or hot deionized, demineralized, or reverse osmosis water can be supplied to the humidifier. A minimum water pressure of 15 psi (1.03 Bar) should be maintained to provide the proper water level within the humidifier. If the water pressure is above 50 psi (3.5 Bar), water hammer could occur and a pressure reducing valve or shock arrester should be used. The humidifier has a factory built-in 1.5" (4 cm) air gap between the water inlet and the overflow. Local codes should be checked to see if the addition of the vacuum breaking device is required.

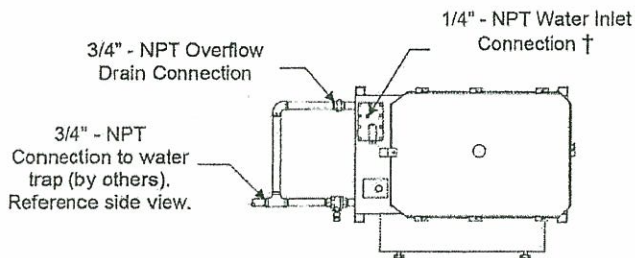
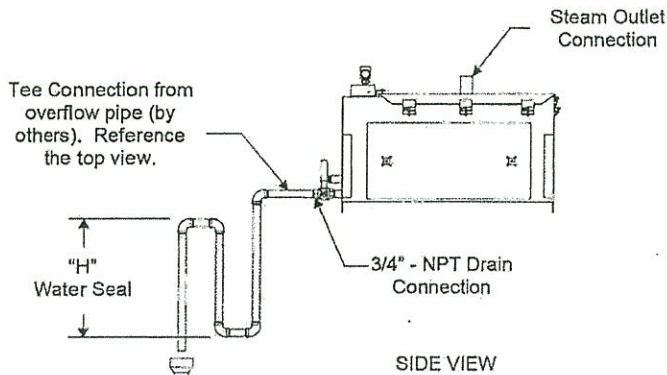
Drain Piping

The "ESDDR" style humidifier requires two drain piping connections; a drain and an overflow connection. The drain lines should be piped together before the water seal as shown in the drain piping illustration.

A water seal (as shown in the piping illustration) should be installed to prevent steam from escaping through the drain line. The water seal should be of sufficient height to overcome the pressure developed in the humidifier (reference water seal height table) and the duct static pressure.

The drain piping should be copper or stainless steel. The use of PVC piping is not recommended; the humidifier temperature may cause the PVC to soften and fail.

If gravity drain is not possible please use a condensate pump rated for 212°F water or contact a PURE Humidifier Co. representative to purchase one.



Water Seal Height Δ

Total KW	"H"
3 thru 19.5	8" (20 cm)
22 thru 33	11" (28 cm)
39 thru 49.5	17" (43 cm)
58.5 thru 102	19" (48 cm)

Δ The water seal height may have to be increased if excessive duct static pressure exists.

NOTES

1. All drain piping is by others.
2. Drain and overflow connections require field piping. The overflow connection must be piped to the drain line before the water seal.
3. Do NOT use PVC or other plastic piping that is not rated for 220°F or higher.
4. The humidifier has a 1.5" (4 cm) air gap between the water inlet and humidifier water level. Consult the local code to determine if a vacuum breaking device is required.



Maintenance Instructions

PURE Humidifier Co. "ESDDR" Maintenance Instructions

The "ESDDR" Series Humidifier is designed to provide the best possible operation with minimum maintenance. However, the humidifier should be inspected and placed on a dedicated maintenance schedule to ensure continued operation of the humidifier and its accessories. **PURE Humidifier Co. recommends that the following items be inspected and/or cleaned on a minimum basis of twice a year.** If excessive mineral build-up occurs, the maintenance schedule should be increased.

Inspect / Maintenance Item

Procedure to Follow

Water Make-up Float Valve

Check to make sure the fill valve is operating properly. If the valve appears to continually fill, check the valve seat and seal (see trouble shooting instructions).

Low Water Float Switch

Check to make sure the switch will shut the humidifier off when the water level drops too low. Open the drain valve to allow water to drain out for checking purposes. Make sure to reset the drain valve after inspection is completed.

Safety Interlocks
(air flow, high-limit)

Check to make sure the safety interlocks (air flow, high-limit, etc.) will shut down the humidifier.

Immersion Heaters

Verify the correct amperage is being drawn by the heating element. Reference the wiring diagram for correct amperage.

Humidifier Cover / Tank

Inspect for any leaks. Repair as required. Remove the mineral deposits from floor of the humidifier reservoir. If excessive build-up is found, the cover may need to be removed to facilitate complete cleaning of the humidifier.

Flexible Hose

Inspect for cracks or leaks. It is normal for the hose to become hard and develop a "set".

Less Maintenance w/ R.O. SYSTEM -

Less Costly TO MAINTAIN!



One Energy Plaza • 15800 Industrial Parkway • Cleveland, Ohio 44135 • Phone (216) 676-9045 • Fax (216) 676-5948

SALES/ENGR.: JJG

CUSTOMER: CLEVELAND PUBLIC LIBRARY
ATTN: MYRON SCRUGGS

OFFICE ADDRESS: 325 SUPERIOR AVE
CLEVELAND, OHIO 44114

JOB ADDRESS: SAME

JOB NAME: COMMISSIONING FOR NEW BOILERS AND TEMPERATURE CONTROL

We propose to furnish and install heating and/or air conditioning products and related equipment for your building located at the job address above. In accordance with the conditions and specifications set forth in this proposal.

THIS QUOTATION IS FOR PROFESSIONAL SERVICES TO FURNISH COMMISSIONING SERVICES IN ACCORDANCE WITH GENERALLY ACCEPTABLE INDUSTRY PROCEDURES FOR THE CLEVELAND PUBLIC LIBRARY ON THE PROJECT DESCRIBED AS THE ELECTRIC HEAT CONVERSION PROJECT.

WE WILL FURNISH THESE SERVICES TO COMMISSION THE UPGRADE TO THE SIEMENS APOGEE BUILDING AUTOMATION SYSTEM AS WELL AS THE INSTALLATION OF THREE NEW HOT WATER BOILERS AND ACCESSORIES.

THIS WORK WILL BE PERFORMED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PREPARED BY SPECTRUM ENERGY CONCEPTS, INC. DATED 2/20/2012.

WE WILL WORK WITH THE INSTALLING CONTRACTORS AND APPROVE ALL DOCUMENTATION AND PERFORM THE PROJECT COMMISSIONING NEEDED FOR THE PROJECT.

IN ACCORDANCE WITH STANDARD INDUSTRY PRACTICES WE WILL PERFORM AND/OR OBSERVE TESTING OF THE SYSTEMS AND DOCUMENTATIONS FOR SAME.

We propose to furnish MATERIAL and LABOR in accordance with the above specifications for the SUM OF:

\$ 16,400.00

CONTRACT EXPIRATION:

This PROPOSAL will become a Contract between us if accepted by you on or before APRIL 28, 2013 and subsequently approved by our Credit Department.

PURCHASER ACCEPTANCE:

P.O.#

DEALER APPROVAL:

JOE GUZIK

DATE:

03-21-13

ACCEPTED:

DATE:

JOB NO.:



electrical | mechanical | lighting design | technology design

April 9, 2013

Mr. Tim Murdock
 Assistant Director of Property Management
 325 Superior Avenue
 Cleveland, Ohio 44114

Re: Commissioning Services for the Cleveland Public Library

Mr Murdock;

Thank you for considering Tec Inc. for Commissioning Services of the Cleveland Public Library (CPL) Buildings. The buildings have the following characteristics:

525 Superior Ave.	11 Stories	267,000 s.f. (East Stokes Bldg)
325 Superior Ave.	7 Stories	205,000 s.f. (Main Bldg)

BACKGROUND

The management structure for the project is traditional design-bid-build with full design documents and specifications being developed by architectural and engineering firms. The bid and award of the project has already occurred and awarded to Marlin Mechanical.

The project has already commenced and will finish in approximately 6 months.

In general, the project is understood to include the following items.

- Conversion of the existing chilled water loop to a two pipe hot water and chilled water loop with seasonal change over. New control valves will provide automatic change-over.
- Three new high efficiency boilers and associated piping, valving and controls have been included to replace the electric heating system.
- Replace existing 17 control panels and front end software and 1 Simplex gateway for transfer of data from fire alarm system.
- Existing control sequences for the fan coils, VAV boxes, air handlers, make-up air, unit, heaters and air door. This includes DCV (Demand Control Ventilation), humidity control and VAV minimum stops.
- Recertify the smoke control system with the new controls.

33851 Curtis Blvd
 Suite 216
 Eastlake, OH 44095
 t 440.953.8760
 f 440.953.1289
 www.tecinc1.com

It is assumed that obligations to perform Commissioning Process activities have been agreed to in a contract with the Owner, by the Design Team and Contractors. This commissioning service proposal and fee does not include costs to be borne by the Contractors, Architect, Engineer, Owner or others associated with the Commissioning Services work.

cleveland | columbus

SCOPE OF WORK

Tec Inc. will work in conjunction with the Design and Construction Team to commission the project as described in this proposal. The following is a summary of the Commissioning Process that will be implemented by our Commissioning Department.

FUNDAMENTAL COMMISSIONING SERVICES

1. Perform design review of construction documents
2. Develop and implement a Commissioning Plan that identifies processes and procedures necessary for a successful Commissioning Process.
3. Integrate Commissioning Process Activities into the project schedule.
4. Conduct and document the Commissioning Kick-Off Meeting.
5. Develop test procedures and direct the execution of these tests to verify operation of systems and assemblies to be commissioned.
6. Document the correction and retesting of non-conformance items with the use of an Issues Log.
7. Complete a Commissioning Process Report.

The following systems and assemblies are the focus of the Commissioning Process:

- Fan coil units (approx. 200) Spot check 10% or 20 fan coil units.
- Door Heater (1)
- Hot water boilers (3)
- Pumps (3)
- Make-up air unit (1)
- VAV boxes (estimated qty 132, assume 20 spot check)
- Air handlers (+/-17)
- Unit heaters (4)
- Control panels (17)
- Gateway from fire alarm system (1)
- Control valves – used for changeover of heating to cooling (6)
- Humidifiers (17)
- CO2 sensors for DCV (38)
- Smoke control system recertification (1)

LIMITS OF RESPONSIBILITY

Tec Inc. acting as a Commissioning Authority for the Owner shall not be responsible for design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The Commissioning Authority may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and design professionals. All design related issues identified will be deferred to the Project Design Team for clarification or change.

ADDITIONAL SERVICES

The following general items are not included in the basic services in this fee proposal and, if requested and mutually agreed upon in writing, will be performed as additional services requiring additional compensation.

1. Work factors which could necessitate additional services include: effective participation of the Commissioning Team Members or construction not being performed in accordance with industry standard practices. If additional work is required to overcome these or other project factors to provide the Commissioning Services described in this proposal, the additional work will be identified and an estimate of additional cost will be submitted for consideration and approval.
2. If there are design changes that modify the scope of the project and commissioning work, additional services associated with these changes will be identified and an estimate of additional cost will be submitted for consideration and approval.
3. Reimbursable expenses shall be compensated by your office to us in addition to those fees stated herein for basic services for expenses incurred by Tec, Inc. in the interests of the project for the following items:
 - a. Delivery service fees as required for the prompt exchange of information where normal mailing is not practical. These fees will be passed through at 1.1 times their direct expense.
 - b. Expense of additional insurance coverage or limits including professional liability insurance in excess of \$1,000,000.00 per claim; \$2,000,000.00 aggregate.
4. Not included in our scope of work will be responsibility for the discovery, presence, handling, removal, or disposal of (or exposure of persons to) hazardous or toxic materials at the job site.

COMPENSATION

For the purposes of this project, we propose to work on a flat fee basis.

Our fee for Commissioning Services of the scope and systems listed above will be \$48,000.

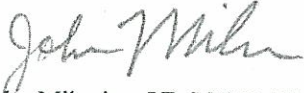
Should additional services as defined herein be requested by your office, with our mutual agreement we propose to renegotiate the flat fee.

Our terms of payment are net 30 days after invoicing. Invoicing for this project will be monthly based upon a percentage of completion to date. Please advise if special billing formats or reference numbers are required. Our fees and rates are based on the timely receipt of payment for our services performed.

We reserve the right to renegotiate fees in the event that the project is suspended and later resumed.

Thank you for the opportunity to present this proposal. If the proposal meets with your approval, please sign and return the original proposal, retaining the copy for your files. Should any item in the proposal require clarification, please contact us. We look forward to working with you to the completion of this project.

Respectfully submitted,
Tec Inc.



John Milenius, PE, LEED AP
Director of Mechanical Engineering

accepted:

company name

authorized signature

printed name & title

date

25760 First Street
Cleveland, OH 44145
P: 440-871-2410
F: 440-871-7954
tesengineering.com



Service Authorization Request
From TES Engineering

This **Service Authorization** is for a specific project or assignment. No services shall be performed until Consultant receives a signed approval from an authorized agent of the Client. Receipt of this signed document shall constitute an Authorization for the TES Engineering to proceed and invoice for the work described when complete.

Client Contact: Mr. Myron Scruggs
Client: Cleveland Public Library
Date of Request: March 21, 2013
Project: Mechanical System Renovation
City, State: Cleveland, OH 44114
Service Description: System Commissioning

Scope is as described below:

Serve as the CPL representative working with CPL Staff and Contractors to review and approve all documentation and perform the Project Commissioning needed for the project.

Along with the installing Contractors, provide commissioning services to verify Mechanical and Temperature Controls installed, to assure all systems are fully functional, tested, operational, and in full compliance with the specifications prepared by Spectrum Energy Concepts, Inc. and the project intent.

Observe all functional testing of each installed system and provide approval of as-built drawings and documentation for same.

Consultant Service Price: \$17,500.00 including expenses.

Submitted by 

K. Dieter Hausmann, P.E., LEED AP
Director of Mechanical Engineering

Authorized By: _____ Date:

Client Cost Code or PO: _____ Date:



turn to the experts

Ph 216.214.6226
Fax 216.520.3625

HVAC Commercial Service

Carrier Commercial Service
9800 Rockside Road, Suite 1100
Valley View, Ohio 44125

May 2, 2013

Mr. Timothy Murdock
Cleveland Public Library
17001 Lake Shore Boulevard
Cleveland, Ohio 44110

Subject: Perform Major Inspection/Rebuild on (1) One Carrier 23XL Chiller

Carrier Commercial Service is pleased to present you this proposal to provide all supervision, labor, parts and material to perform the below scope of work.

This proposal replaces the proposal and agreement dated March 27, 2013

Scope of Work:

- Lock out/tag out chiller
- Remove refrigerant into storage vessels
- Provide rigging and disassembly to remove compressor and ship to Carrier National Repair Center
- Remove slide valve assembly from compressor; disassemble and inspect components including: spring retainer assembly, piston, capacity rod, lock washer, lock-nut, spring retainer, slide bore, guides, o-rings, and seals
- Rebuild capacity rod shaft surfaces (machine and/or polish) to ensure proper operation
- **Rebuild slide valve surfaces (polish and/or machine and chrome)**
- Rebuild (build up and machine) or provide new spring rod
- Machine compressor inlet casing
- **Remove compressor motor. Inspect motor rotor and stator for damage or unusual discoloration. The motor will be meggar tested**
- Remove and inspect refrigerant rotors for unusual wear or damage
- Inspect rotor bores for rotor contact or any unusual wear
- **Advise customer of any failed components and provide repair costs for approval (if applicable)**
- **Replace all rolling element bearings & ball bearings**
- Re-install rotors and set thrust (rotor end clearance)
- Reassemble compressor with new o-rings and gaskets
- **Re-assemble the slide valve assembly with new guide seals, seal rings, lock washers, lock-nut, load solenoid, unload solenoid, O-rings and gaskets**
- Torque bolts, nuts, and fasteners to factory specifications
- Receive and reinstall compressor from Carrier National Repair Center
- Remove oil separator cover and inspect element
- Install oil separator cover with new o-ring

- Pull float assembly and inspect
- Install new refrigerant filter and oil filter
- Leak test at 100 lbs. of pressure then dehydrate chiller to 29.8 in HG
- Charge with new oil
- Charge with recovered refrigerant
- Start-up chiller, record operational temperatures and pressures
- Clean up worksite
- Provide a 1 year parts and labor warranty from date of rebuilt chiller start up

Carrier's price to perform the above scope of work is Fifty Nine Thousand Eight Hundred Fifty Five Dollars (\$59,855.00).

****NOTE: If during current operation the chiller fails or seizes before being inspected it may not be repairable.**

Pricing for additional repairs parts & labor Included:

File and Hone male and female rotors (progressive wear pattern)	\$3,243.00
Chrome and bore slide valve case (major wear)	\$5,943.00
Replace all 6 motor terminals (near failure)	\$3,000.00
Replace male rotor spacers (major wear)	\$ 988.00
Motor rotor has dings (recommend growl test)	\$ 1,269.00
Total for additional repairs	\$14,443.00
Original Project Total (3/27/13)	\$59,855.00
Project Total (4/25/13)	\$74,298.00

Note: Customer will provide adequate access for rigging of equipment into mechanical room

All work is to be performed during NORMAL business hours M-F: 7am - 4pm.

Carrier shall promptly notify Property Management (216-623-2845) when parts will be shipped, and shall ship parts to the Cleveland Public Library Lakeshore facility at 17001 Lakeshore Boulevard, Cleveland, Ohio 44110, Attention: Property Management.

Work shall be completed within 4-6 weeks after parts are received.

Quoted price includes all labor, material as outlined, supervision, transportation and tools. The price quoted herein is valid for (30) thirty days from the date herein.

Services other than quoted will be performed only upon your authorization.

Carrier shall not be required to identify, detect, encapsulate or remove asbestos products or materials containing asbestos or similar hazardous substances.

We appreciate the opportunity to present our proposal and we look forward to serving all your air conditioning and heating needs in the future.

Thank you for your continued interest in Carrier Commercial Service. If you have any questions, or require additional information, please call me - Cell (216) 214-6226.

Sincerely,

Mathew Barbicas

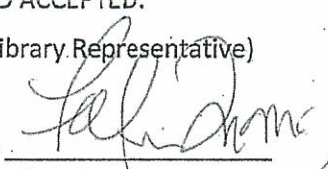
Mathew Barbicas

Service Account Manager

AGREED AND ACCEPTED:

(Cleveland Library Representative)

SIGNATURE:



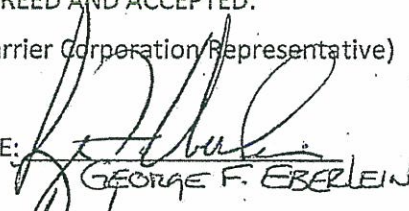
TITLE:

Director

AGREED AND ACCEPTED:

(Carrier Corporation Representative)

SIGNATURE:


GEORGE F. EBERLEIN

TITLE:

SP3/13

**Cleveland Public Library – Carrier Agreed Upon terms and conditions below.

CARRIER CORPORATION
TERMS AND CONDITIONS OF SALE – EQUIPMENT AND/OR SERVICE

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

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

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

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

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

14. LIMITATION OF LIABILITY- Under no circumstances shall Carrier be liable for any incidental, special or consequential damages, including loss of revenue, loss of use of equipment or facilities, or economic damages based on strict liability or negligence. Carrier shall be liable for damage to property, other than equipment provided under this Agreement, and to persons, to the extent that Carrier's negligent acts or omissions directly contributed to such injury or property damage. Carrier's maximum liability for any reason (except for personal injuries) shall consist of the refunding of all moneys paid by Customer to Carrier under this Agreement, or the amount of available insurance coverage, whichever is greater.

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

16. CUSTOMER TERMINATION FOR CARRIER BREACH OR NON-PERFORMANCE - Customer shall have the right to terminate this Agreement for Carrier's breach of this Agreement or non-performance provided Carrier fails to cure such breach non-performance within 14 days after having been given prior written notice of the non-performance. Upon early termination or expiration of this Agreement, Carrier shall have free access to enter Customer locations to disconnect and remove any Carrier personal proprietary property or devices as well as remove any and all Carrier-owned parts, tools and personal property. Carrier will be paid for all work performed up to and including the date of breach.

17. CARRIER TERMINATION - Carrier reserves the right to discontinue its service any time payments have not been made as agreed after Customer has been given prior written notice of non-payment and has failed to cure after

14 days , or if alterations, additions or repairs are made to equipment during the term of this Agreement by others without prior agreement between Customer and Carrier.

18. CLAIMS- Any suits arising from the performance or nonperformance of this Agreement, whether based upon contract, negligence, and strict liability or otherwise, shall be brought within the Ohio Statute of eight (8) years from the date the claim arose.

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

20. HAZARDOUS MATERIALS- Carrier is not responsible for the identification, detection, abatement, encapsulating or removal of asbestos, products or materials containing asbestos, similar hazardous substances, or mold, fungi, mildew, or bacteria. If Carrier encounters any asbestos or other hazardous material while performing this Agreement, Carrier may suspend its work and remove its employees from the project, until such material and any hazards associated with it are abated. The time for Carrier's performance shall be extended accordingly.

21. WASTE DISPOSAL - Customer is wholly responsible for the removal and proper disposal of waste oil, refrigerant and any other material generated during the term of this Agreement.

22. SUPERSEDURE, ASSIGNMENT and MODIFICATION- This Agreement contains the complete and exclusive statement of the agreement between the parties and supersedes all previous or contemporaneous, oral or written, statements. Neither Customer nor Carrier may assign this Agreement only with the other party's prior written consent. No modification to this Agreement shall be binding unless in writing and signed by both parties.

23. CUSTOMER CONSENT - Customer consents and agrees that Carrier may, from time to time, publicize Carrier related projects with Customer, including the value of such projects, in all forms and media for advertising, trade, and any other lawful purposes.

24. FOR WORK BEING PERFORMED IN CALIFORNIA: Contractors are required by law to be licensed and regulated by the Contractors State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors State License Board, P.O. Box 26000, Sacramento, California 95826.



One Energy Plaza • 15800 Industrial Parkway • Cleveland, Ohio 44135 • Phone (216) 676-9045 • Fax (216) 676-5948

SALES/ENGR.: JJG

CUSTOMER: CLEVELAND PUBLIC LIBRARY
ATTN: MYRON SCRUGGS

OFFICE ADDRESS: 325 SUPERIOR AVE
CLEVELAND, OHIO 44114

JOB ADDRESS: SAME

JOB NAME: COIL REPLACEMENTS

We propose to furnish and install heating and/or air conditioning products and related equipment for your building located at the job address above. In accordance with the conditions and specifications set forth in this proposal.

THIS QUOTE IS FOR THE REPLACEMENT OF THE 4 CHILLED WATER COILS IN THE MAIN AIR HANDLING UNIT LOCATED IN THE BASEMENT OF THE LOUIS STOKES BLDG.

THE NE COILS WILL BE OF THE SAME SIZE AND CAPACITY OF THE EXISTING COIL. WE HAVE MATCHED THE MODEL NUMBER WITH THE EXISTING COILS TO THE NEW ONES. THEY ARE MADE WITH STAINLESS STEEL CASINGS.

PIPING WILL BE DISCONNECTED FROM THE DAMAGED COILS. COILS WILL BE REMOVED AND DISPOSED OF OFF SITE. NEW COILS RIGGED TO AIR HANDLER AND EXISTING PIPING RECONNECTED TO COILS. ANY NEW PIPING NEEDED IS INCLUDED. ANY PIPE INSULATION WILL BE REPLACED AS NEEDED.

NEW COILS WILL BE FILLED AND LEAKED CHECKED.

INCLUDES ALL RIGGING EQUIPMENT, COILS, PIPING, INSULATION AND LEAK CHECKING.

.EXCLUDES ALL SALES TAXES

WARRANTY IS 1 YEAR PARTS AND LABOR

We propose to furnish MATERIAL and LABOR in accordance with the above specifications for the SUM OF:

\$ 49,975.00

TERMS NET 30 DAYS

CONTRACT EXPIRATION:

This PROPOSAL will become a Contract between us if accepted by you on or before APRIL 28, 2013 and subsequently approved by our Credit Department.

PURCHASER ACCEPTANCE:

P.O.#

DEALER APPROVAL:

JOE GUZIK

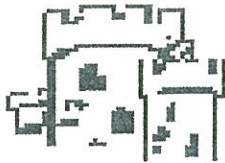
DATE:

05-09-13

ACCEPTED:

DATE:

JOB NO.:


Castle Heating and Air

2020 Lakeside Avenue
Cleveland, Ohio 44114

Phone 216.696.3940
Fax 216.696.3942

May 9, 2013

Myron Scruggs
Cleveland Public Library

Re: AHU #3 & #25 Cooling Coil Replacement

Myron,

The following is our scope of work for the above referenced project:

1. Provide all labor required to remove existing cooling coils from the above noted AHU's and remove from site including disconnection of existing piping & removal of existing pipe insulation.
2. Furnish and install new cooling coils for noted AHU's with equal capacity as to existing.
3. Furnish and install all required pipe & fittings to reconnect existing piping to new coil connections.
4. Furnish and install all required pipe insulation to replace what was removed
5. Provide labor & material for cleaning of the new piping for coils
6. Provide water balancing reports for new coils

We exclude the following items:

1. Replacement of existing coil drain pans
2. Replacement of existing drain pan piping
3. Replacement of existing cooling coil supports or coil framing (existing supports & framing will accept new coil installation)
4. Replacement of existing AHU pipe gasket's (gaskets used where pipe penetrates AHU exterior)
5. Asbestos removal if found
6. Temperature control work or control valves
7. Premium time labor
8. Tax

Our price for the above noted scope of work shall be :

AHU #3 : \$71,500.00

AHU #25 : \$19,700.00

Thank You

Ken Plewacki
Project Manager

MARLIN MECHANICAL llc.
1812 EAST 47TH STREET
CLEVELAND, OHIO 44103
PHONE (216) 881-5155 FAX (216) 881-2924

.....
MARLIN MECHANICAL LLC.

April 30, 2013 - updated

Cleveland Public Library
325 Superior Ave
Cleveland, Ohio 44114

Attn: Myron Scruggs – Director of Property Management

Re: Main Library – AHU 3 & Cooling Coil replacements.

Mr. Scruggs:

Marlin Mechanical is grateful and appreciative to be presenting our proposal for the above
aforementioned project, **revised to reflect AHU 3 coil(s) replacement only.**

Marlin Mechanical has taken this opportunity very seriously and with great care to address the
means of rigging and handling of this type of equipment in and around your active facility but also
the proper arrangement and selections of these coils to match AHU # 3 cooling needs has been
addressed.

We propose the following turnkey proposal to facilitate this project: **(As related to AHU #3
Coils only).**

- Complete removal and crating of the existing coils from the both AHU’s in a manner and means to avoid any damage and or interruptions to the Library facility and its operation.
- Complete sterilization of the immediate area/space once the coils are removed. (We will use a Microbial agent to “kill” any pathogens and follow up with a treatment to ensure the vacated area and pans are void of any microbial during our project services.)
- Reuse the existing drain pans and drain piping weep piping b/w upper and lower pans.
- Reuse the existing framing and coil supports.

- Modify the existing pipe extension that extend out of the air stream – this modification will allow the use of a Victaulic fitting versus the threaded style currently used. This will avoid or eliminate any chronic leaks or potential leaks once the system rolls over to Hot water from its steady state CHW duty. (*this pertains more to AHU 3 than AHU 24*)
- Furnish replacement coils of equal capacity – actually have the original manufacturer remake the exact coils less the coil connections that are modified to improve longevity.
- Provide for an allowance to repair and or adjust the “piping thimbles “that are used to seal the piping that extend thru the side wall of the AHU 3 casing.
- Provide cleaning/flush of the piping, valves and circuit t setters to ensure no debris can obstruct each of those components operation.
- The re Insulation of any disturbed piping that will be removed to facilitate the Coil replacement.
- Provide Coil Performance capacity runs with certifications.

PRICING –

As we proposed and suggested earlier, Marlin mechanical can use the current energy project as a means to secure the Cooling coils immediately. Our proposal herein is broken down in that fashion for review.

Purchase of Cooling Coils only (AHU #3 & AHU 24)

Marlin Mechanical Cost **\$ 33,455.00**

This includes a total of (6) coils crated and delivered to the dock area for installation by others.

FURNISH & INSTALL SUBJECT COILS IN EACH RESPECTIVE AIR HANDLER (AHU #3 & AHU 24)

Marlin Mechanical Cost **\$ 58,808.00**

This includes a total of (4) coils replacement with the **one target Air Handler** per the scope of Services described herein.

Lead time -

AHU# 3 coils (standard Lead time is 11-15 business days)

Labor to Remove and Install new Coils

EXCEPTION TO OUR PROPOSAL PRESENTED HEREIN:

- Premium labor hours/working periods.
- Asbestos
- Applicable taxes
- Conditions of equipment and or components not able to be inspected and or determined at time of inspection for developing the estimate herein.
- Operation of Air Handlers based on existing condition and original design / construction parameters.
- New Controls and or Isolation Valves.

Marlin Mechanical understands the trying times public institutions have with capital and operating expenses. We have conducted similar projects for institutions such as; Case Western University, CSU , Tri –CCC , Cleveland Public Schools , Lakewood High School, John Carroll University , Carlyle Condominiums and Medical Mutual to name a few.

If there are concerns or questions, with our proposal do not hesitate to contact me. I'm the President and COO of Marlin Mechanical LLC, my direct number is 440-773-3081, office at 216-881-5155, or robertambrose@marlinmech.com

Sincerely

Robert M. Ambrose
President/COO



V.A. CONKEY COMPANY
 1701 JOSEPH LLOYD PKWY.
 WILLOUGHBY, OHIO 44094
 PHONE: 440-269-5555 FAX: 440-269-1355

Invoice

Date	Invoice #
5/10/2013	2601

Bill To
Cleveland Public Library 325 Superior Avenue Cleveland, Ohio 44114 Tim Murdock

Service Date	Description	Service	Amount
4/26/2013 5/6/2013	EMERGENCY WATER MAIN BREAK 325 Superior Supply labor, equipment, and material to excavate on Rockwell to install a new 4" ductile water main into the building and connect to the existing water meter setting in the meter room.		
	Plumbing Labor	Labor	4,000.00
	Excavator, labor's, and Cleveland Police labor	Sub Contractor	13,278.30
	Saw Cutting	Sub Contractor	475.00
	Core Drilling	Sub Contractor	325.00
	Excavation equipment and safety shoring	Sub Contractor	7,444.70
	Cleveland spec low set motor backfill, concrete, asphalt, and dumping fees	Sub Contractor	7,018.61
	Water main material	Material	2,377.09
	Fork lift rental	Equipment	1,903.18
	Plumbing Permit	Material	50.00
	Emergency street opening permit	Material	375.00

Terms	30 Days	P.O. No.	130734	Total	\$37,246.88
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Westlake
Reed
Leskosky

Principals
Paul Westlake Jr. FAIA
Ronald A. Reed FAIA
Vince Leskosky AIA
Philip LiBassi AIA
Jason Adolff AIA
Roger Chang PE
Thomas Gallagher AIA
Monica Green FAIA
Rebecca Olson AIA
Paul Siemborski AIA
Jonathan Kurtz AIA

May 8, 2013 VIA EMAIL

Myron Scruggs
Director of Property Management
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

RE: Client Name: Cleveland Public Library
Project Name: Proposal for Services: South Branch Deactivation
Commission Number/File: 20131.54/13052.00

Dear Myron:

Thank you for reviewing our first draft proposal. Please see your comments per the April 30, 2013 email from Joyce Dodrill addressed below including a more detailed description of staff scope and the requirement for thru wall emergency scuppers, removal of the window replacement from the scope, the addition of City Landmark and Planning review assistance, the addition of an opinion of probable cost and bidding assistance, the removal of the multiplier on reimbursables, and a clarification on the roof replacement scope.

In regards to the South Branch, I want to thank Cleveland Public Library for asking Westlake ReedLeskosky to propose on providing professional services and working with you and your team. The following proposal is for Architectural and Engineering services for the South Branch Deactivation.

The program as we understand it consists of preparing the Cleveland Public Library, South Branch for deactivation for approximately two (2) years. Preparation should focus on repairs needed to mitigate further interior and exterior deterioration until building reuse is determined. We recognize that this project will be publicly bid and awarded to a qualified contractor.

SUMMARY OF SERVICES

1. Project Description

- Develop documentation for Critical and Serious Building Envelope Repairs including:
 - a. Exterior Wall Repair:
 - i. West Wall Repair with EIFS (Exterior Insulated Finish System)
 - ii. Masonry Tuck Pointing at North, East, and South Walls
 - iii. Epoxy Stone Repairs
 - iv. Lintel Replacement as needed
 - v. Reset Coping Stones and Flashing
 - vi. Stone Replacements
 - b. Roof, Flashing, and Scupper/Downspout Replacement & Add Thru Wall Emergency Scuppers. With Ozanne Construction, WRL recommends replacement of the 20+ year old membrane roof. It is currently delaminating in several areas and will continue to cause serious damage to the interior until it is replaced. Per the South Branch Assessment Dated December 11, 2012, page A-2: "Current code requires that roofs have through wall scuppers or emergency drains that discharge where it can be observed if they ever become operational. It would be more economical to provide several through wall scuppers on the north and west elevations several inches above the roof line."
 - c. Foundation Waterproofing at South Wall

New York	1140 Broadway Suite 501 New York, New York 10001	F 212.659.0050	T 212.564.8705
Phoenix	One East Camelback Road Suite 690 Phoenix, Arizona 85012	F 602.212.1020	T 602.212.0451
Washington	1634 Eye Street NW Suite 900 Washington, DC 20006	F 202.296.6116	T 202.296.4344
Cleveland	1422 Euclid Avenue Suite 300 Cleveland, Ohio 44115	F 216.522.1357	T 216.522.1350
Los Angeles	2140 Hyperion Avenue Los Angeles, CA 90027	F 323.664.3566	T 213.804.4531

www.WRLdesign.com

- Develop Documentation for Shutdown of Select Mechanical, Electrical, and Plumbing and Provide for Temporary Services to Mitigate Further Deterioration.
- Provide Bidding Assistance, including attendance at the prebid meeting, response to bidder questions, preparing addendum, performing due diligence on bidders, and providing a recommendation to the Library of the lowest, responsible bidder.
- Oversee the City Landmark and Planning Commission approvals (if required). In a call to City Landmarks, based on initial description of scope, they feel that the work described would probably only warrant Administrative Approval, and not go beyond to full Commission Approval.
- Provide Limited Construction Administration, including a maximum of four (4) site visits per trade (architecture, electrical, mechanical), review of Submittals and Requests for Information (RFI) as required in the Project Manual.
- Provide Opinion of Probable Cost of Work to be included in Construction/Bidding Documents

2. Project Deliverables

- a. AutoCAD Base Drawings of Plans and Exterior Elevations
- b. Construction Documents & Specifications suitable for Bidding
- c. Construction Document Opinion of Probable Cost
- d. Bid Award Recommendation Letter

3. Project Meetings / Approvals

- a. Owner Scope Review Meeting On-Site
- b. Owner Approval Meeting
- c. Cleveland Landmarks Commission Review and Approval
- d. City Planning Commission Review and Approval
- e. City Permitting
- f. Construction Administration Site Visits (max. 4)

Summary of Fees and Expenses

Based on the scope of services and descriptions noted above, Westlake Reed Leskosky will provide Documentation Services for Construction Documentation through Construction Administration, as well as Field Verification and Documentation (creating AutoCAD base drawings) for a lump sum fee of **\$39,790** plus reimbursable expenses.

Probable Staff Hours and Costs Used to Calculate Fee:

Staff	Hours	Cost	2013 Rate
Specifications	40	\$ 5,760	\$ 144.00
Electrical Engineer	40	\$ 6,440	\$ 161.00
Mechanical Engineer	40	\$ 6,440	\$ 161.00
Structural Engineer	10	\$ 1,610	\$ 161.00
Principal	8	\$ 1,720	\$ 215.00
Intern	80	\$ 7,760	\$ 97.00
Project Director	54	\$ 7,560	\$ 140.00
Ozanne Construction		\$ 2,500	
Totals	272	\$ 39,790	

Detailed Scope Per Staff:

Specifications: Division 01 Customization & Coordination – 16 hrs; Technical Section Coordination & Production – 24 hrs

Electrical Engineer: Owner Scope Review On-Site – 3 hrs; Field Survey & Documentation of Existing Conditions – 8 hrs; Construction Documents Coordination & Production – 20 hrs; Bidding Assistance – 3 hrs; Construction Administration – 6 hrs

Mechanical Engineer: Owner Scope Review On-Site – 3 hrs; Field Survey & Documentation of Existing Conditions – 8 hrs; Construction Documents Coordination & Production – 20 hrs; Bidding Assistance – 3 hrs; Construction Administration – 6 hrs

Structural Engineer: Field Survey & Documentation of Existing Conditions – 3 hrs; Construction Documents Coordination & Production – 5 hrs; Construction Administration – 2 hrs

Principal: Owner Approval Meeting – 2 hrs; Construction Documents Management – 2 hrs; Permit Documents Approval & Sealing – 2 hrs; Bidding Assistance – 2 hrs

Intern: Field Survey and Documentation of Existing Conditions – 32 hrs; Construction Documents Coordination & Production – 40 hrs; Construction Administration – 8 hrs

Project Director: Owner Scope Review On-Site – 3 hrs; Owner Approval Meeting – 2 hrs; Field Survey & Documentation of Existing Conditions – 8 hrs; Construction Documents Coordination & Production – 19 hrs; Bidding Assistance – 6 hrs; Construction Administration – 8 hrs; City Planning & Landmark Commission Review & Approval – 8 hrs

Ozanne Construction: Opinion of Probable Cost Included in Construction/Bidding Document; Bidding Assistance

Tentative Drawing List (Approximately 20 Sheets):

G-001 Cover/Information Sheet
 S-001 Structural General Notes
 S-501 Structural Sections and Details
 AS-101 Site Plan
 AD-102 Roof Demolition Plan
 AD-201 Exterior Elevation Demolition Plan (West)
 AE-102 Roof Plan
 AE-201 Exterior Elevations
 AE-501 Details & Sections
 M-001 Mechanical Legends, Abbreviations, and Schedules
 MD-101 Mechanical Basement and Ground Level Demolition Plans
 M-101 Mechanical Basement and Ground Level Floor Plans
 P-001 Plumbing Schedules, Legends, and Abbreviations
 PD-101 Plumbing Basement and Ground Level Demolition Plans
 P-101 Plumbing Basement and Ground Level Floor Plans
 P-501 Plumbing Isometric and Details
 E-001 Electrical Legends, Abbreviations, and Schedules
 ED-101 Electrical Basement and Ground Level Demolition Plans
 E-101 Electrical Basement and Ground Level Floor Plans
 E-601 Electrical One-Line Diagram, Schedules, and Details

Westlake
Reed
Leskosky

Consultants

Any required outside consultants shall be in addition to fees noted above and shall be invoiced at a multiplier of 1.1 times our direct expense, to compensate for our related coordination, accounting and clerical time. At this time we do not assume any consultants are required.

Reimbursable Expenses

Reimbursable expenses shall be in addition to fees and include expenses incurred on behalf of the project for reproduction and binding, long distance telecommunications and facsimile transmission, shipping and handling, and other expenses customarily invoiced as reimbursable expenses.

Changes to Scope of Work

Changes to the defined scope of this project, as outlined in this proposal, may result in changes to fee structure. WRL will advise Owner to this situation if it occurs prior to incurring additional expenses.

Payment Terms

We will invoice Cleveland Public Library against work progress. Payments are due within thirty (30) days of statement date.

Schedule

We understand the intention is to have the construction completed in September of 2013. The overall schedule is contingent on the Owner and City approvals.

Form of Agreement

We will work with Cleveland Public Library to establish our agreement to be based on standard AIA contracts.

I would be happy to answer any questions regarding this proposal and can be reached directly at (216) 623.7845 or ekgib@wrldesign.com. We are grateful for this opportunity to continue developing our relationship with Cleveland Public Library. If the proposal meets your expectations, please sign and return to me via email or hardcopy and we will proceed with the above understanding. We will then follow up with a contract.

Sincerely,



Elicia Keebler Gibbon

Cc Paul Siemborski, AIA, WRL
Cindy Lombardo, CPL

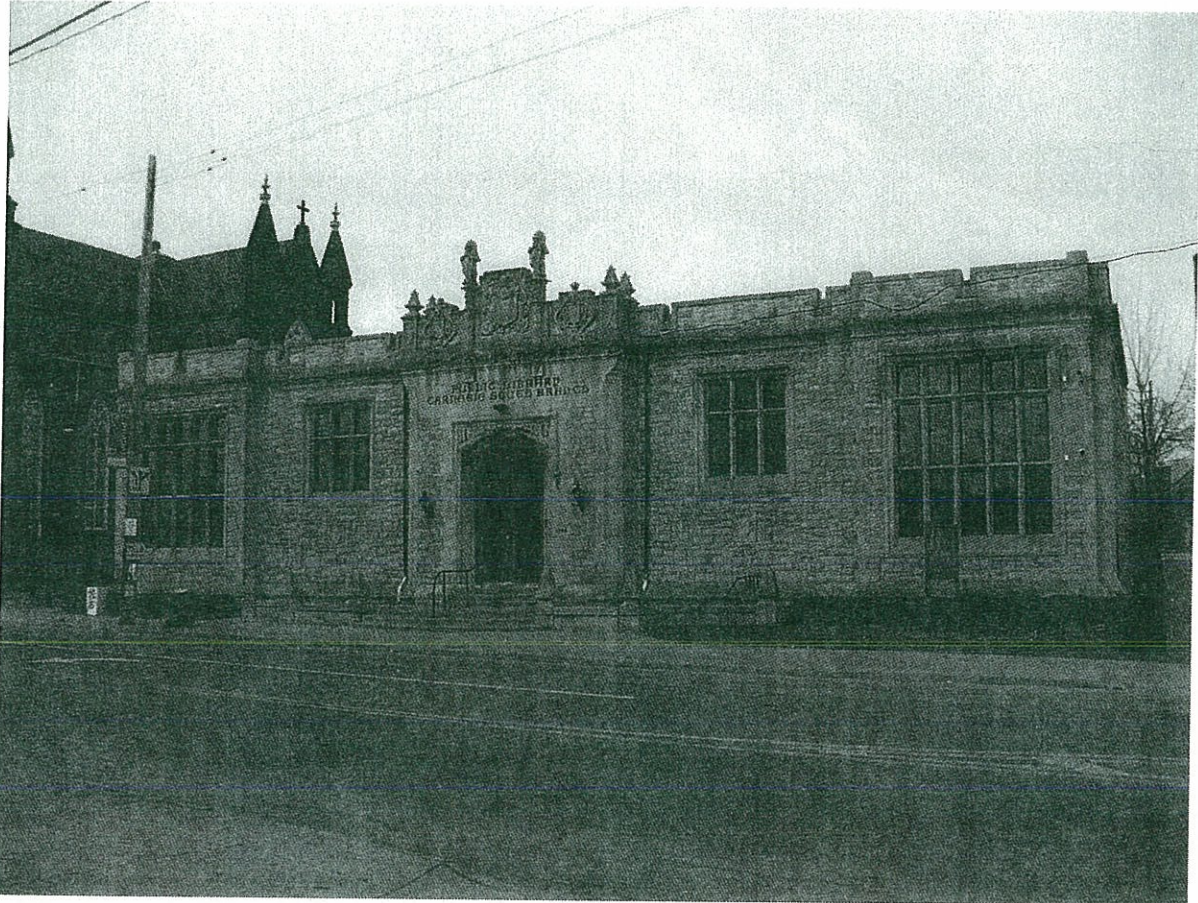
ACCEPTED:
Westlake Reed Leskosky

ACCEPTED:
Cleveland Public Library

By: _____
Paul Siemborski, AIA
Principal

By: _____
Myron Scruggs
Director of Property Management

Westlake
Reed
Leskosky



CLEVELAND PUBLIC LIBRARY – South Branch

Built: 1911
Gross SQFT: 9,500
Occupied SQFT: 8,350

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD APRIL 1 - APRIL 30, 2013

Carrie Kuenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending April 30, 2013

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	13,550,968.48	0.00	0.00	0.00	\$ 0.00	13,550,968.48
42 Intergovernmental	6,361,801.78	637,262.31	0.00	0.00	\$ 0.00	6,999,064.09
43 Fines & Fees	138,399.18	0.00	0.00	0.00	\$ 0.00	138,399.18
44 Investment Earnings	70,937.32	10,423.34	0.00	8,267.79	\$ 0.00	89,628.45
45 Charges for Services	1,032,441.23	0.00	0.00	0.00	\$ 0.00	1,032,441.23
46 Contributions & Donations	2,590.50	94,939.13	0.00	0.00	\$ 0.00	97,529.63
48 Miscellaneous Revenue	294,303.44	0.00	0.00	0.00	\$ 56.39	294,359.83
Total Revenues	\$ 21,451,441.93	\$ 742,624.78	\$ 0.00	\$ 8,267.79	\$ 56.39	\$ 22,202,390.89
51 Salaries/Benefits	12,141,905.73	448,484.56	0.00	0.00	\$ 0.00	12,590,390.29
52 Supplies	258,044.37	7,532.80	0.00	0.00	\$ 0.00	265,577.17
53 Purchased/Contracted Services	3,343,700.26	222,801.54	0.00	975.00	\$ 0.00	3,567,476.80
54 Library Materials	2,797,556.09	33,281.69	0.00	15,048.53	\$ 0.00	2,845,886.31
55 Capital Outlay	36,825.94	41,838.14	725,012.92	0.00	\$ 0.00	803,677.00
57 Miscellaneous Expenses	55,675.70	15,103.33	0.00	0.00	\$ 68.27	70,847.30
Total Expenditures	\$ 18,633,708.09	\$ 769,042.06	\$ 725,012.92	\$ 16,023.53	\$ 68.27	\$ 20,143,854.87
Revenue Over/(Under) Expenditures	\$ 2,817,733.84	\$(26,417.28)	\$(725,012.92)	\$(7,755.74)	\$(11.88)	\$ 2,058,536.02
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(17,500.00)	17,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 997.09	997.09
Total Other Sources / Uses	\$(17,500.00)	\$ 17,500.00	\$ 0.00	\$ 0.00	\$ 997.09	\$ 997.09
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 2,800,233.84	\$(8,917.28)	\$(725,012.92)	\$(7,755.74)	\$ 985.21	\$ 2,059,533.11
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	\$ 33,269,798.11	\$ 11,942,171.98	\$ 15,674,604.67	\$ 2,819,154.07	\$ 9,899.20	\$ 63,715,628.03

Cleveland Public Library
 Certified Revenue, Appropriations and Balances
 General Fund
 For the period Ending April 30, 2013

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	20,336,112	6,361,802	13,974,310	31%	32%
General Property Tax	22,213,904	13,550,968	8,662,936	61%	60%
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	138,399	161,601	46%	46%
Investment Earnings	225,000	70,937	154,063	32%	21%
Services to Others-Clevnet	3,053,415	1,032,441	2,020,974	34%	33%
Contributions	1,500	2,591	(1,091)	100%	100%
Miscellaneous	561,882	294,303	267,579	52%	22%
Return of Advances Out	0	0	0	0%	100%
Total	\$ 50,691,813	\$ 21,451,442	\$ 29,240,371	42%	43%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	34,842,578	12,243,363	22,599,215	35%	34%
Supplies	1,109,175	545,905	563,270	49%	49%
Purchased Services	11,813,469	7,841,772	3,971,696	66%	65%
Library Materials	11,850,401	5,348,470	6,501,931	45%	48%
Capital Outlay	606,435	93,531	512,904	15%	42%
Other	122,985	85,863	37,122	70%	87%
Sub Total	\$ 60,345,042	\$ 26,158,904	\$ 34,186,137	43%	43%
Advances Out	0	17,500	(17,500)	100%	100%
Transfers Out	0	0	0	0%	100%
Total	\$ 60,345,042	\$ 26,176,404	\$ 34,168,637	43%	51%

Note (1): Certificate from Cuyahoga County Budget Commission dated April 8, 2013.

Note (2): Amended Appropriation of \$53,475,785 plus carried forward encumbrance of \$6,869,257.

Note (3): Subtotal includes 31% expended and 12% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 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	3,598,586.65	0.00	7,643,271.73
51120 Clerical Salaries	9,268,097.49	9,640,273.93	3,362,085.83	0.00	6,278,188.10
51130 Non-Clerical Salaries	538,563.20	583,221.43	415,365.52	0.00	167,855.91
51140 Buildings Salaries	3,584,856.34	3,724,271.94	1,235,090.49	0.00	2,489,181.45
51150 Other Salaries	1,015,586.00	1,055,009.58	335,744.56	0.00	719,265.02
51180 Severance Pay	0.00	53,648.22	82,142.45	0.00	(28,494.23)
51190 Non-Base Pay	0.00	13,616.97	263,004.77	0.00	(249,387.80)
51400 OPERS	3,542,707.00	3,685,801.80	1,274,282.43	0.00	2,411,519.37
51610 Health Insurance	3,487,626.76	3,630,361.31	1,141,295.77	0.00	2,489,065.54
51611 Dental Insurance	210,999.74	228,486.82	70,104.40	0.00	158,382.42
51612 Vision Insurance	15,643.49	15,643.49	5,234.52	0.00	10,408.97
51620 Life Insurance	11,007.36	11,927.04	4,108.92	0.00	7,818.12
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	3,524.24	26,684.30	45,000.00
51650 Medicare - ER	302,521.06	314,932.44	114,433.35	0.00	200,499.09
51900 Other Benefits	20,000.00	20,041.65	3,595.86	4,332.50	12,113.29
	\$33,120,713.00	\$ 34,842,577.54	\$ 12,141,905.73	\$ 101,456.83	\$ 22,599,214.98
Salaries/Benefits					
52110 Office Supplies	43,400.00	49,032.10	16,915.56	2,473.32	29,643.22
52120 Stationery	58,700.00	59,289.93	17,081.97	3,474.71	38,733.25
52130 Duplication Supplies	40,527.18	44,055.18	6,925.47	4,098.27	33,031.44
52140 Hand Tools	100.00	157.44	55.17	0.00	102.27
52150 Book Repair Supplies	73,500.00	74,734.17	11,440.14	3,087.24	60,206.79
52210 Janitorial Supplies	87,000.00	105,371.10	33,006.21	24,446.61	47,918.28
52220 Electrical Supplies	59,500.00	79,644.95	37,943.36	31,790.81	9,910.78

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending April 30, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230	150,350.00	165,722.73	38,815.59	60,048.24	66,858.90
52240	10,850.00	18,199.43	6,792.51	1,712.12	9,694.80
52300	89,350.00	104,592.07	24,941.23	72,948.55	6,702.29
52900	376,802.82	408,375.67	64,127.16	83,780.66	260,467.85
Supplies	\$990,080.00	\$ 1,109,174.77	\$ 258,044.37	\$ 287,860.53	\$ 563,269.87
53100	152,000.00	165,192.23	13,834.75	49,357.48	102,000.00
53210	490,521.56	577,434.04	121,284.70	389,505.70	66,643.64
53230	110,300.00	118,083.07	34,041.78	70,041.29	14,000.00
53240	156,700.00	202,654.44	52,748.71	92,180.02	57,725.71
53310	175,000.00	297,856.82	51,429.94	67,350.00	179,076.88
53320	35,000.00	37,290.18	4,824.75	11,396.46	21,068.97
53340	190,000.00	219,251.70	28,075.09	54,008.31	137,168.30
53350	223,073.65	287,301.12	59,549.25	107,776.30	119,975.57
53360	989,433.43	1,019,515.00	687,907.93	80,291.98	251,315.09
53370	30,000.00	31,266.10	9,618.29	19,694.05	1,953.76
53380	1,100,000.00	1,142,475.47	275,841.65	321,973.82	544,660.00
53390	30,000.00	30,000.00	10,453.00	12,547.00	7,000.00
53400	398,000.00	455,500.00	60,037.00	0.00	395,463.00
53510	111,487.96	120,490.77	48,887.16	63,359.47	8,244.14
53520	59,168.88	74,663.63	18,288.58	9,979.11	46,395.94
53610	1,743,650.00	1,889,400.03	559,517.54	1,246,813.54	83,068.95
53620	183,500.00	288,689.24	97,746.45	92,698.04	98,244.75
53630	916,000.00	970,567.66	151,565.06	819,002.60	0.00
53640	132,407.20	151,324.02	19,262.92	126,152.70	5,908.40

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending April 30, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,464,243.90	2,263,300.92	543,232.77	739,537.34	980,530.81
53720 Auditors Fees	973,340.42	983,582.92	406,528.33	10,242.50	566,812.09
53730 Bank Service Charges	33,600.00	33,600.00	10,808.19	0.00	22,791.81
53800 Library Material Control	270,000.00	440,364.10	76,302.67	109,412.79	254,648.64
53900 Other Purchased Services	10,000.00	13,665.25	1,913.75	4,751.50	7,000.00
Purchased/Contracted Services	\$9,977,427.00	\$ 11,813,468.71	\$ 3,343,700.26	\$ 4,498,072.00	\$ 3,971,696.45
54110 Books	2,728,000.41	3,413,642.14	773,244.40	652,791.40	1,987,606.34
54120 Continuations	481,496.00	1,056,837.60	207,093.10	488,960.16	360,784.34
54210 Periodicals	905,000.00	1,442,853.46	64,430.25	466,100.20	912,323.01
54220 Microforms	180,000.00	221,412.78	1,703.10	40,089.16	179,620.52
54310 Video Media	1,419,999.55	1,480,604.88	357,416.83	256,496.35	866,691.70
54320 Audio Media - Spoken	169,000.01	194,266.36	48,055.48	36,857.82	109,353.06
54325 Audio Media - Music	458,500.03	542,848.28	140,198.67	104,979.85	297,669.76
54350 Computer Media	26,000.00	65,668.00	9,710.00	32,155.00	23,803.00
54500 Database Services	1,141,000.00	1,439,048.40	476,149.58	150,746.67	812,152.15
54530 eMedia	1,047,000.00	1,678,894.00	623,045.85	253,090.70	802,757.45
54600 Interlibrary Loan	6,000.00	8,257.75	877.00	3,820.00	3,560.75
54710 Bookbinding	29,000.00	54,140.86	6,795.88	18,344.98	29,000.00
54720 Preservation Services	60,000.00	92,566.70	18,410.27	25,950.99	48,205.44
54730 Preservation Boxing	10,000.00	10,911.77	3,768.74	6,319.22	823.81
54790 Preservation Reformatting	90,000.00	148,447.52	66,656.94	14,211.16	67,579.42
Library Materials	\$8,750,996.00	\$ 11,850,400.50	\$ 2,797,556.09	\$ 2,550,913.66	\$ 6,501,930.75
55510 Furniture	166,116.34	194,044.10	2,842.84	25,697.36	165,503.90
55520 Equipment	243,472.66	266,677.50	4,682.60	30,859.08	231,135.82

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	78,720.00	81,869.10	456.00	149.10	81,264.00
55540 Software	35,000.00	35,000.00	0.00	0.00	35,000.00
55700 Motor Vehicles	0.00	28,844.50	28,844.50	0.00	0.00
Capital Outlay	\$523,309.00	\$ 606,435.20	\$ 36,825.94	\$ 56,705.54	\$ 512,903.72
57100 Memberships	71,739.00	72,796.61	40,692.17	14,336.64	17,767.80
57200 Taxes	6,000.00	11,171.12	6,428.51	4,405.41	337.20
57500 Refunds/Reimbursements	35,521.00	39,017.28	8,555.02	11,445.54	19,016.72
Miscellaneous Expenses	\$113,260.00	\$ 122,985.01	\$ 55,675.70	\$ 30,187.59	\$ 37,121.72
59810 Advances Out	0.00	0.00	17,500.00	0.00	(17,500.00)
Advances	\$0.00	\$ 0.00	\$ 17,500.00	\$ 0.00	\$(17,500.00)
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$53,475,785.00	\$ 60,345,041.73	\$ 18,651,208.09	\$ 7,525,196.15	\$ 34,168,637.49

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 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	21,451,441.93	18,651,208.09	7,525,196.15	25,744,601.96
Total General Fund	\$ 30,469,564.27	\$ 21,451,441.93	\$ 18,651,208.09	\$ 7,525,196.15	\$ 25,744,601.96
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	25,924.53	61,802.14	48,992.05	4,627,563.00
204 Kaiser	44,934.88	0.00	0.00	0.00	44,934.88
205 Kralej	153,804.84	0.00	0.00	0.00	153,804.84
206 Library	165,074.25	1,009.25	75.00	862.44	165,146.06
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	9,974.25	1,078,682.09
209 Wittke	66,255.37	0.00	0.00	0.00	66,255.37
210 Young	3,094,870.38	10,829.88	0.00	0.00	3,105,700.26
225 Friends	5,086.47	17,500.00	909.36	7,537.11	14,140.00
226 Judd	6,743.25	50,532.00	36,052.28	39,854.74	(18,631.77)
228 Lockwood Thompson Memorial	263,528.36	0.00	44,608.54	206,592.15	12,327.67
229 Ohio Center for the Book	0.00	900.00	825.00	0.00	75.00
230 Schweinfurth	25,159.08	8,670.00	9,605.00	0.00	24,224.08
251 OLBDP-Library for the Blind	62,210.67	502,732.00	467,686.11	44,817.89	52,438.67
252 LSTA-Know It Now	120,849.73	134,530.31	120,576.58	118,618.07	16,185.39
255 PNC-Grow Up Great	58,640.05	0.00	7,883.81	2,023.49	48,732.75
256 Learning Centers	110,842.93	0.00	18,918.24	68,442.00	23,482.69
Total Special Revenue Funds	\$ 11,951,089.26	\$ 760,124.78	\$ 769,042.06	\$ 547,714.19	\$ 11,394,457.79
401 Building & Repair	16,399,617.59	0.00	725,012.92	1,597,339.46	14,077,265.21
Total Capital Project Funds	\$ 16,399,617.59	\$ 0.00	\$ 725,012.92	\$ 1,597,339.46	\$ 14,077,265.21
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 April 30, 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	975.00	135.00	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	15,048.53	1,240.00	1,689,844.22
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	\$ 16,023.53	\$ 1,375.00	\$ 2,817,779.07
901 Unclaimed Funds	8,913.99	1,053.48	68.27	0.00	9,899.20
Others	\$ 8,913.99	\$ 1,053.48	\$ 68.27	\$ 0.00	\$ 9,899.20
Total All Funds	\$ 61,656,094.92	\$ 22,220,887.98	\$ 20,161,354.87	\$ 9,671,624.80	\$ 54,044,003.23

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending April 30, 2013

Balance of All Funds	<u><u>\$ 63,715,628.03</u></u>
Chase-Checking	7,237.09
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,268,309.42
KeyBank-MC/VISA	104,378.03
Fifth Third - Checking	640,989.71
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>\$ 2,026,061.09</u></u>
PNC - Money Market	10,028.14
PNC - Investments	34,547,918.33
PNC/Allegiant Money Market	48,744.59
KeyBank - Victory Fund	0.00
STAR OHIO Investment	2,479,631.34
STAR Plus Investment	11,008,945.99
Investments	<u><u>\$ 48,095,268.39</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>\$ 63,715,628.03</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – April 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 April 1, 2013 through April 30, 2013.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Form
04/01/13 - 04/30/13	30	Various	STAR Ohio	Various	147.89	Investment Pool
04/01/13 - 04/30/13	30	Various	STAR Plus	Various	2,801.07	Investment Pool
04/01/13 - 04/30/13	30	Various	PNC	Various	1.02	Sweep Money Market
04/01/13 - 04/30/13	30	Various	PNC	Various	0.88	Money Market
10/28/12 - 04/28/13	183	1,000,000	Federal Home Loan Mortgage Corp.	0.375%	1,875.00	Federal Agency
10/30/12 - 04/30/13	183	2,000,000	Federal National Mortgage Assn.	0.700%	7,000.00	Federal Agency

Earned Interest April 2013 \$ 11,825.86
 Earned Interest Year To Date \$ 70,937.32

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee
May 14, 2013

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR APRIL 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
Tyler Technologies Tyler Connect 2013 Conference Boston, Massachusetts	4/28/13 - 5/1/13	Laura Armstrong	695.00
Ohio Library Council Northwest Chapter Conference Toledo, Ohio	4/12/13	Don Boozer	148.60
InfoOhio Presentation and Training Columbus, Ohio	4/9/13	Don Boozer	157.07
US Patent and Trademark Office Annual Training Seminar Alexandria, Virginia	4/15/13 - 4/18/13	Mona Brown	1,544.32
State Library of Ohio ILEAD USA Seminar Mt Sterling, Ohio	3/26/13 - 3/28/13	Anastasia Diamond-Ortiz	197.74
Jackson Lewis. LLP Health care Reform Seminar Cleveland, Ohio	2/28/13	Joyce Dodrill	30.00
Northern Ohio Technical Services Librarians Spring 2012 Meeting Cleveland, Ohio	4/5/2013	Dawn Grattino	60.00
InfoToday Computers in Libraries 2013 Seminar Washington, D.C.	4/8/13 - 4/11/13	Olivia Hoge	88.62
Northern Ohio Technical Services Librarians Spring 2012 Meeting Cleveland, Ohio	4/5/2013	Regina Houseman	60.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Kent State University Virginia Hamilton Conference Kent, Ohio	4/5/13	Amiya Hutson	120.00
Tyler Technologies Tyler Connect 2013 Conference Boston, Masschuesetts	4/28/13 - 5/1/13	Dawntae Jackson	695.00
Cleveland Society of Human Resorce Management Global Cleveland Workshop Cleveland, Ohio	3/8/2013	Dawntae Jackson	245.00
Ohio Library Council Public Library Fiscal Officer Conference Lewis Center, Ohio	4/4/13 - 4/5/13	Carrie Krenicky	210.35
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/27/2013	Michelle Makkos	142.58
Tyler Technologies Tyler Connect 2013 Conference Boston, Masschuesetts	4/28/13 - 5/1/13	Ronelle Miller-Hood	695.00
American Payroll Association Chapter Meeting Independence, Ohio	4/18/2013	Ronelle Miller-Hood	30.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/27/2013	Michael Monaco	10.59
Northern Ohio Technical Services Librarians Spring 2012 Meeting Cleveland, Ohio	4/5/2013	John Parsons	60.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/27/2013	Jennifer Rhodes	135.00
Northern Ohio Technical Services Librarians Spring 2012 Meeting Cleveland, Ohio	4/5/2013	Barbara Satow	60.00
TOTAL			\$5,384.87

SUMMARY

FUND	APRIL	YEAR TO DATE
General	\$2,851.62	\$13,834.75
Judd Fund	0.00	0.00
Lockwood Thompson	2,085.00	2,085.00
Metlife-Fit for Life	0.00	0.00
OLBPD - Library for the Blind	142.58	415.50
LSTA - Know it Know	305.67	1,970.81
PNC - Grow up Great	0.00	13.45
TOTAL	\$5,384.87	\$18,319.51

615
**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
04/01/2013 THROUGH 04/30/2013**

EXHIBIT 13

Human Resources Committee Report
May 16, 2013

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
GRAZIANO, PATTI	MAIN OFFICE	SUBJ - DEPT LIBRARIAN	4/1/2013	PERSONAL REASONS
HARANT, ANDREW J	WEST PARK	BRANCH MGR LGE	4/1/2013	ANOTHER JOB
HOLLOWAY-WALKER,C	MT PLEASANT	PAGE	4/6/2013	RETURN TO SCHOOL
REESE, EVANGELINE G	BRANCH SUBS.	ADULT LIBRARIAN	4/6/2013	PERSONAL REASONS
JAMES,CORDARO	FACILITIES	CUSTODIAN II	4/12/2013	RELOCATION
PATTON,JAMES E	FACILITIES	MAINT MECHANIC	4/12/2013	ANOTHER JOB
BROWN,DARRELL	SHELF PAGES	PAGE	4/13/2013	RETURN TO SCHOOL
BROWN, DEVONTE	LS SHIP & SHELF	PAGE	4/17/2013	ANOTHER JOB
CRANFIELD,STEPHANIE	YOUTH SVCS.	PAGE	4/30/2013	PERSONAL REASONS
BLAINE,IMANE	LS SHIP & SHELF	PAGE	4/26/2013	PERSONAL REASONS
FLAK, CHRISTOPHER	SAFETY & PROT SVCS.	SAFETY PROT SVCS. SUP	4/26/2013	RETURN TO SCHOOL
DAVIS,SUMAYYAH	YOUTH SVCS.	PAGE	2/23/2013*	RETURN TO SCHOOL
CARTER,LAVERNE	LA SUBS.	PUBLIC SVCS.	3/30/2013*	PERSONAL REASONS

OTHER TERMINATIONS

N/A

RETIREMENTS

N/A

* Delayed notice of resignation

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 04/01/2013 TO 04/30/2013**

EMPLOYEE: HOUPE, RODERICK **CURRENT GRADE:** O **EFFEC DATE** 04/07/2013
JOB TITLE: CHIEF TECHNOLOGY OFFIC **CURRENT STEP:** 7 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		140,000	NEW HIRE

EMPLOYEE: ROZMAN, RAYMOND **CURRENT GRADE:** B **EFFEC DATE** 04/07/2013
JOB TITLE: BRANCH CLERK SUB **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		14,709.50	NEW HIRE

EMPLOYEE: STOCKWELL, LAURA **CURRENT GRADE:** B **EFFEC DATE** 04/07/2013
JOB TITLE: BRANCH CLERK SUB **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		14,709.50	NEW HIRE

EMPLOYEE: PALOMA, ANN **CURRENT GRADE:** K **EFFEC DATE** 04/07/2013
JOB TITLE: SYSTEM SYST MGR **CURRENT STEP:** 12 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	91,158.86	89,902.80	FROM TEMP ACT TO PERM

EMPLOYEE: FINNEGAN, LAWRENCE **CURRENT GRADE:** L **EFFEC DATE** 04/07/2013
JOB TITLE: SYSTEM MGR **CURRENT STEP:** 13 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	117,187.98	114,550.00	FROM TEMP ACT TO PERM

EMPLOYEE: DENG, DEMAN **CURRENT GRADE:** F **EFFEC DATE** 04/21/2013
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	23,425.74	43,923.36	PTR TO FT

EMPLOYEE: FOX-MORGAN, MARK E **CURRENT GRADE:** F **EFFEC DATE** 04/21/2013
JOB TITLE: LIBRARY ASSISTANT-YOUTH **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	42,233.88	PROMOTION

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 04/01/2013 TO 04/30/2013**

EMPLOYEE: SUCRE, MATTHEW
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F **EFFEC DATE** 04/21/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	42,233.88	PROMOTION

EMPLOYEE: JOHNSON, WHITNEY
JOB TITLE: LA SUB PUB SVC

CURRENT GRADE: F **EFFEC DATE** 04/21/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	20,091.76	22,524.84	PT TO PTR

EMPLOYEE: RUDOLPH, REGINALD
JOB TITLE: BRANCH CLERK SUB

CURRENT GRADE: B **EFFEC DATE** 04/21/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		14,709.50	NEW HIRE

EMPLOYEE: MILAN, KATHERINE
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFEC DATE** 04/21/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.15	22,524.84	PROMOTION

EMPLOYEE: BLACKWELL, JOSLYN
JOB TITLE: LA - ADULT

CURRENT GRADE: F **EFFEC DATE** 04/21/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	32,156.80	42,233.88	PROMOTION

CLEVELAND PUBLIC LIBRARY

REPORT D

Human Resources Committee Report

Meeting Date: May 16, 2013

Report Period: April 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	*4,379.14	*133,048.04
April	3,161.77	3,481.44	88,641.21
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
April 1, 2013- April 30, 2013 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

Human Resources Committee Report

May 16, 2013

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	78	20	10	1			29	17	1		
Professionals	79	14	2			1	40	15	4	3	
Technicians	21	11	2	1			6	1			
Protective Service	23	9	11	1				2			
Para-Professionals	137	28	33	1	1		37	29	7	1	
Administrative Support	300	32	61	7	3		48	126	22	1	
Skilled Craft	11	7	2			1		1			
Service Maintenance	47	7	32	2			2	3	1		
Grand Total	696	128	153	13	6	0	162	194	35	5	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**

REPORT F

Human Resources Committee Report
MAY 16, 2013

**APRIL
2013**

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Med Mutual Silver	20	14	34
Med Mutual Gold	259	146	405
Delta Dental	276	185	461
Vision	245	168	413
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	30



**Enlightenment
Consulting Group, LLC**

awareness | capacity | impact

A catalyst for transformation.

May 10, 2013

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

Dear Director Thomas:

It is my privilege to submit this proposal to the Cleveland Public Library for consideration to provide community engagement expertise during the implementation of the Library's Strategic Plan 2012-2014.

The overall focus of the consultation is to develop a new model of authentic engagement through community and civic partnerships. The sustainable partnerships will be led by residents in Cleveland's neighborhoods and be incorporated as a part of the CPL team's work. The human and social capital of the team will be aligned with the mission of the Library. The alignment will primarily focus on authentic community engagement that becomes a valued added resource to uplift and address community deficits.

The attached proposal indicates project outcomes, process objectives, action steps, phases, and deliverables to meet the project goals. My knowledge and practices of organizational development, coaching, and community engagement provide the valued understanding and insight to be a collaborative partner with CPL.

I look forward to working with you and your team.

Sincerely,

Peter Whitt
Enlightenment Consulting Group, LLC

Background

Cleveland Public Library's Strategic Plan 2012-2014 introduced five Strategic Priorities, including *Ready for the Future: CPL150*.

If we are to be—in 2019—what our users and our CLEVNET partners will need us to be . . . we have to get ready now! That means engaging our community in substantive conversations about our service model, the changing demographics of the city, our fiscal situation, and the condition of our buildings.

Strategic Plan 2012-2014, p. 7

Director Felton Thomas and his Executive Team have made it clear that if truly *substantive* conversations are to be had with the public about the future of library services in their neighborhoods, the Library must up its game. The types of “conversations” the Library has had with the public in the past will not suffice.

For the conversations to be both substantive and deeply authentic, Director Thomas articulated a vision where CPL would form *communities of learning* in these neighborhoods, made up of residents and library staff: “learning together from each other, united in common concerns and shared aspirations.”

In their first iteration, the communities of learning would come together to explore the future of library services in their neighborhoods. From there, these communities of learning would delve deeper into the issues confronting their communities and become community ambassadors, and, in the words of Martin Luther King, Jr., “drum majors for change.”

. . . study and conversation can inspire people to use their collective power to create a different future, a future with a healthy ecosystem, healthy social structures, and positive economic outcomes.

Strategic Plan, p. 6

But first, these communities of learning have to come together.

The Library is perfectly situated to help form these communities. We are in the business of making connections. We are also in the business of providing information, resources for sharing information, and the physical and virtual spaces for people to come together.

Strategic Plan, p. 6

However well-situated the Library is to form these communities of learning, it also recognizes its limitations and when outside support is needed to transition this transformational work to ordinary organizational practice. Enlightenment Consulting Group (ECG) welcomes the opportunity to support this important strategic work.

Primary Outcomes

Develop an authentic sustainable residential and stakeholder engagement model for CPL in three neighborhoods during a seven-month period (June – December 2013). The Library suggested the following neighborhoods for the development of a model that can later be replicated in neighborhoods across the city:

- Central (Woodland and Sterling Branches)
- Slavic Village/North Broadway (Fleet Branch)
- Scranton/Clark (South Branch)

Primary Process Objectives

The process outcomes are typically achieved by having realistic, relevant and flexible planning efforts using a collaborative approach:

1. Establish a clear understanding of the Library's vision of community and civic engagement.
2. Establish a clear understanding of sustainable resources (e.g. staffing and partnerships) that will promote and support this new model for community and civic engagement.
3. Establish a solid knowledge of resident and stakeholders' concept of community engagement and their will to support this effort in each of the targeted neighborhoods.
4. Develop formal and flexible resident leader engagement structures that will provide CPL a sustainable practice and model. (The model may serve as vehicles for multi-perspective continuous feedback and continuous improvement.)
5. Assist CPL's effort to establish marketing resources created to promote project purpose and build community and organizational support for a new model.
6. Establish a formal engagement-training curriculum for both staff and residents to ensure success and capacity building and to promote competency and effectiveness for engagement plan.
7. Provide Leadership with coaching to ensure continuous development of mission-aligned short and long-term sustainable practices.

Key Action Steps

1. Coach, identify and fully solidify vision and concepts for engagement with Executive Director Felton Thomas.
2. Facilitate discussions with Director Thomas and other key staff to identify current organizational practices that will support sustainable community and civic engagement partnerships.
3. Identify emerging roles and responsibilities that will ensure CPL's capacity to establish a sustainable engagement project and partnerships leading towards CPL150.
4. Identify CPL marketing resources to develop communication tools and transparent action steps to support project goals.
5. Develop a flexible and sustainable engagement plan rooted in best practices for targeted communities.
6. Identify and align community residents and stakeholders to meet CPL engagement objectives.
7. Collaboratively identify, train and facilitate community residents to become CPL community ambassadors.
8. Work closely with CPL leadership to identify best methods for sustainable engagement strategy and meaningful projects tailored to CPL and community needs.
9. Identify resources that build the capacity and effectiveness of CPL community ambassadors.
10. Collaboratively assist CPL leadership with identifying sustainable practices in context of funding climate from both local and national resources.

Project Work Plan

The project aims to enhance sustainable organizational development and community and civic engagement practices to realize the CPL150 strategic priority.

Organizational development, coaching and visioning

1. Monthly meetings with Executive Director. The initial meetings (coaching sessions) will be one hour and may be reduced to 30 minutes as the project moves forward.

Outcome

- *Identify key concepts and priorities that influence direction, initial messaging and realistic sustainable commitment for engagement beyond 2019.*
 - *ECG will facilitate at least one session with designated staff whereby Director Thomas will present his vision to further shape the overall engagement approach with staff support. ECG will use concepts of appreciative inquiry to support this process.*
2. Project meetings with Knowledge Office and other library staff to ensure co-collaborative efforts and sustainable practices. (This will be adjusted according to project needs.)

Outcome

- *Identify current organizational practices that will support sustainable community and civic engagement partnerships*

Design and data collection

1. ECG will co-design engagement sessions between resident/stakeholder group and CPL staff to maximize information sharing and project collaboration.
2. ECG will conduct small group conversations to gather needs, suggestions, data, and intentions from residents, stakeholders, and CPL staff.
3. ECG will meet with initial stakeholders to scan communities for partnerships that may align with the CPL engagement plan.
4. CPL will staff meetings and compile data from conversations.
5. CPL will provide alternate survey methods from various stakeholder groups including, citizens, c.b.o.'s, government, faith, ECG team, etc.
6. CPL will be responsible for community meeting logistics that may include securing meeting locations, incentives (meals, give-away's, pens, flip charts etc.) that support all community engagement needs.

Outcome

- *Information will guide process and provide sufficient feedback to ensure we are meeting goals and objectives and best practices are being implemented to establish a sustainable model.*
- *ECG will analyze data, provide oral and written project updates in concert with designated library staff.*
- *Results of this process will be discussed and engagement strategy finalized with CPL Leadership.*

The engagement sessions and group conversations may vary in frequency and time depending on group needs (e.g. stakeholders only, residents and stakeholders, etc).

Communication and Transparency

Utilize CPL marketing resources to develop communication tools that illustrate transparent action steps to support project goals. ECG will work collaboratively with CPL marketing team to ensure continuity for project goals related to marketing materials.

Outcome

Develop internal and external communication strategy that promotes staff engagement and clarity for external partners, stakeholders and engaged residents.

Development and Implementation

1. Identify emerging roles and responsibilities that will ensure CPL's capacity to establish a sustainable engagement project and partnerships leading towards CPL 150. Include HR staff to ensure any new staff roles or adjusted staff roles align with building a sustainable model. This may include primary target branches depending upon outreach method per community.
2. ECG will support the development of the CPL ambassador model.
3. ECG will conduct formal training for staff and community so that internal and external CPL ambassadors emerge.

Outcome

- *Develop a flexible engagement plan rooted in best practices that provides CPL with a sustainable approach for targeted communities.*
- *Identify up to 3 frameworks of engagement that will provide sustainable engagement practices whereby residents become partners with CPL.*
- *Frameworks will be designed to ensure residents are addressing the needs of the community and providing continuity of relevant services and progressive input that increases the output of CPL.*
- *CPL engagement staff will highlight the mission of CPL engagement, purpose, and provide relevant educational curriculum training.*
- *ECG will discover community/resident interest and develop a customized training process that will support citizens' needs and that will align with the CPL strategic plan's call to address community deficits.*
- *ECG will develop 4 general training modules.*
- *ECG will recommend incentives and tools to support resident development component.*
- *Additionally, up to 3 more tailored modules may be developed to support the collective interest, but tailored to address resident interest.*

Sustainable development and practice

Provide coaching to Leadership to strategically plan and identify sustainable resources beyond the scope of this project timeline. ECG will provide recommendations for sustainable authentic engagement. CPL engagement staff will participate to ensure continuity and sustainable practice.

Outcome

- *ECG and CPL staff will determine the best action steps to implement the sustainable engagement staff team model.*
- *ECG will provide ongoing coaching and thought leadership in tandem with CPL staff leadership.*
- *Identify resources that build the capacity and effectiveness of CPL community ambassadors.*
- *ECG will continue to provide ongoing training and strategic planning support for both CPL community ambassadors and CPL staff.*

- ECG will develop formal training curriculum applicable to staff and community who will serve as engagement oversight committee.
- Develop a sustainable engagement strategy and meaningful projects tailored for CPL and to meet community needs per best practices and resources.

Phase One (ongoing): Cleveland Public Library Staff

<i>This time frame below is over the (7) month contract period</i>	<i># of sessions</i>
One-on-One coaching/meeting sessions with Executive Director Thomas	7
Project meetings with Knowledge Office staff	14
Polarity mapping session with Public Services leadership and branch managers from targeted neighborhoods (4 hours per session)	2
Appreciative inquiry session with Public Services leadership, branch managers, and youth librarians from targeted neighborhoods (3 hour per session)	1
New thinking/new roles/new development session with designated Leadership staff (2 hour session)	optional
Leadership Team: what is sustainable? (2 hour session)	1
CPL staff training community engagement series (2 hours sessions)	2

The phases below will be incorporated in each community:

Phase Two: Community Engagement

Asset Mapping (Birds Eye View)	
Asset Mapping on the ground (one-on-one) (May include brief survey, identify initial assets/deficits and identify community champions)	12 contacts
Conversation with targeted branch library staff	1
Baseline survey of current perception of CPL community engagement	

Phase Three: Community Engagement

CPL-sponsored community conversations to introduce project (2.5 hours)	1
Community work sessions (2.0 hours)	2
Special group meetings (e.g. focus groups, youth) to address potential gaps (2.0 hours)	2 if needed
CPL final report out community conversations (2.5)	1

Phase Four: Community Engagement Training

Leadership 101 (2.5) hours	1
Community Engagement 101 (2.5 hours)	1

Library 101(TBD-Facilitators from CPL)	1
Community Deficits (What to do?) (2.5)	1
Community Action Plan (2.5)	1
Community Resident Topic 1 (2.5)	1
Community Resident Topic 2 (2.5)	1

CPL Project Role/Leadership

ECG will work collaboratively with CPL staff to promote best outcomes for each section below.

- CPL will collect and compile data (community meeting results, surveys, survey monkey, interview transcripts, etc) and forward to ECG Project Director for analysis.
- CPL will provide logistics (reserving space, food, incentives, marketing, printing materials, etc) related to community conversations, resident meetings, and trainings. ECG will assist with identifying potential partners, recommended incentives and thought leadership on materials and suggest community resources.
- CPL will manage logistics related to CPL staff (branch managers, marketing team, etc.) for project goals
- CPL staff will provide graphic design resources in collaborative effort with ECG to develop final printed report.

Project Deliverables

(The final deliverables will be collaboratively developed with ECG team and CPL staff to ensure sustainable practices and efficiency.)

- Provide written report that will consist of key learning from CPL leadership sessions.
- Provide written report that will consist of key learning from phases two and three of project; the report will include outcomes from asset mapping, community conversations and meetings that indicate resident and stakeholder self-identified community deficits.
- Provide written report that will consist of key learning from phase four of project; the report will include outcomes from resident and CPL staff training and action steps to further engage resident stakeholder participation and role per community.

- Provide final report that will recommend best practices for sustainable action items that align with leadership commitment, resources and tailored to promote a sustainable community engagement plan that aligns with CPL150.

Reports and Evaluation

The final report will include analysis, key findings and recommendations from ECG team on sustainable practices.

- ECG will provide one final report no longer than 30 days after the conclusion of the project.
- The final report will contain the recommended model for building sustainable community engagement and will be presented to the Board of Library Trustees at their regular meeting in February 2014.

Contents of Evaluation Plan(s)

The ECG team will provide leadership direction collaboratively with CPL leadership to design the content for evaluation that will be included in the interim and final report.

In conclusion, this short term (7 months) project will provide a foundation to build a long-term sustainable resident-driven initiative that addresses community deficits.

CLEVELAND PUBLIC LIBRARY BUDGET NARRATIVE

BUDGET ITEM	BUDGET NARRATIVE (For proposed project only)
<p>1. Consultants/Professional Fees Identify consultants and anticipated costs individually. Include resume(s) when applicable.</p>	<p>Consultant (Peter Whitt) will provide leadership of consultant team and overall direction of the initiative. He will provide significant leadership on engagement, thought leadership that engage CPL leadership team, board members and staff across organizational levels. Provide community engagement leadership, facilitation, stakeholder development and training and other key elements of this initiative. (40 hours per month for 7 months = total \$37,800.00)</p> <p>Consultant (Adrienne Hatten, PhD) will provide leadership developing evaluation method for baseline understanding of CPL community engagement. Dr. Hatten will be core member of ECG leadership team and support project goals, assist in key leadership meeting to ensure continuity of data is captured and included in key report. Dr. Hatten will provide technical writing skills for ECG written reports including final report that will be completed with the support of CPL graphic design and marketing resources. (20 hours per month for 7 months = total \$14,000.00)</p> <p>Consultant (Muqit Sabur) will provide leadership on polarity assessment (two half day sessions) to support organizational transformation. Mr. Sabur will be a core member of the ECG leadership team and further support project goals, assist in key meetings with CPL leadership, provide critical thought leadership and support community engagement meetings, including best practices for advisory board best practices, stakeholder training and development. (14 hours per month for 7 months = total \$12,250.00)</p> <p>Consultant (3 Community Champions) will provide core community outreach, attend community meetings and provide expert knowledge of resources, community leaders, provide an understanding of the culture, fabric and key elements of community dynamics that will promote best practices for community engagement strategies in targeted communities. (Stipends for 6 month @ 1200 per person- total at \$3,600.00)</p>

<p><u>2. Travel & Parking</u> Identify travelers, numbers, dates of trips, destinations, forms of transportation and accommodation. Indicate how estimates were calculated.</p>	<p>Reimbursement not to exceed \$1,050.00 to support cost of travel and parking reimbursement related to the project.</p>
<p><u>3. Equipment & Materials</u> Identify each item, cost and relevance to the project, as well as how estimates were calculated.</p>	<p>Equipment such as projectors and laptops; materials such as pens, notepads, flipcharts; printing and handouts for community conversations, training and community engagement will be identified and purchased by CPL</p>
<p><u>4. Other</u> Identify any other expense and how cost estimates were calculated.</p>	<p>Food for community engagement conversations, meetings, focus group etc. Incentives for resident participation at meeting, surveys such as gift cards, raffle items will be covered by CPL Other items may be identified to support project goals. CPL branding items may be included such as t-shirts to support this effort.</p>
<p><u>ECG Budget Total</u></p>	<p>\$68,700.00</p>

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

REPORT G

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library	152,398	152,914	688	725	575,288	632,084	-9.0%
Branches	345,286	324,589	1,559	1,539	1,339,022	1,293,968	3.5%
Mobile Units	5,965	6,018			21,986	23,628	-6.9%
Library for the Blind	54,539	61,859			218,406	247,077	-11.6%
OLBPD BARD	11,257	9,868			49,491	37,887	30.6%
eMedia	15,461	10,885			62,330	44,608	39.7%
TOTAL CIRCULATION	584,906	566,133			2,266,523	2,279,252	-0.6%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
eBook	13346	8,225	47,936	32,729	46.5%
eAudioBook	1964	2,566	13,739	11,423	20.3%
eMusic	70	49	274	225	21.8%
eVideo	81	45	381	231	64.9%
TOTAL eCIRCULATION	15,461	10,885	62,330	44,608	39.7%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Downloads	11,257	9,868	49,491	37,887	30.6%
Users	621	535	2,464	2,170	13.5%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2013	2012	2013	2012	
Main Library	102	45 minutes	14,379	10,089	10,853	7,035	54.3%
Branches	539	40 minutes	88,780	64,196	59,337	42,905	38.3%
TOTAL USAGE	641		103,159	74,285	70,190	49,940	40.5%

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	50,901	44,631	245	225	186,480	181,350	2.8%
Branches	258,318	235,983	1,166	1,119	972,929	970,598	0.2%
Mobile Unit	785	743			2,678	2,830	-5.4%
TOTAL VISITS	310,004	281,357			1,162,087	1,154,778	0.6%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR APRIL 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	8,889	790	677	1,336	11,692	908	12,600
Broadway*		60	16	20	96	4	100
Brooklyn	5,104	435	467	669	6,675	772	7,447
Carnegie West	9,422	1,064	1,218	1,778	13,482	1,285	14,767
Collinwood	6,809	745	651	1,184	9,389	1,053	10,442
East 131st	3,968	466	349	725	5,508	397	5,905
Eastman	14,460	1,689	1,717	3,292	21,158	2,501	23,659
Fleet	10,944	1,185	1,050	2,100	15,279	1,422	16,701
Fulton	10,054	869	700	1,728	13,351	1,053	14,404
Garden Valley	3,402	318	174	313	4,207	359	4,566
Glenville	6,780	704	551	1,106	9,141	706	9,847
Harvard-Lee	6,601	795	756	1,400	9,552	986	10,538
Hough	3,217	500	359	403	4,479	399	4,878
Jefferson	5,318	692	1,045	1,275	8,330	862	9,192
Langston Hughes	5,186	722	620	1,046	7,574	645	8,219
Lorain	9,771	959	796	1,706	13,232	1,039	14,271
Marin Luther King, Jr.	6,788	561	791	1,004	9,144	957	10,101
Memorial-Nottingham	10,727	959	1,319	2,117	15,122	1,497	16,619
Mt. Pleasant	4,879	541	468	873	6,761	547	7,308
Rice	9,914	727	741	1,355	12,737	1,199	13,936
Rockport	16,166	1,378	1,301	2,409	21,254	2,494	23,748
South**	6,309	745	470	990	8,514	661	9,175
South Brooklyn	14,923	1,380	1,880	3,469	21,652	2,697	24,349
Sterling	4,413	503	594	743	6,253	491	6,744
Union	5,152	912	751	1,186	8,001	559	8,560
Walz	12,812	1,428	1,295	2,383	17,918	1,645	19,563
West Park	13,614	1,692	2,671	4,143	22,120	2,988	25,108
Woodland	9,057	814	548	1,218	11,637	902	12,539
TOTAL	224,679	23,633	23,975	41,971	314,258	31,028	345,286

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

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR APRIL 2013**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison	12,600	11,682	44,223	55,987	-11,764	-21.0%
Broadway*	100	3,206	406	12,654	-12,248	-96.8%
Brooklyn	7,447	8,936	31,889	35,607	-3,718	-10.4%
Carnegie West	14,767	13,941	56,349	56,673	-324	-0.6%
Collinwood	10,442	9,893	41,254	40,633	621	1.5%
East 131st	5,905	5,233	21,910	23,208	-1,298	-5.6%
Eastman	23,659	19,190	84,545	75,710	8,835	11.7%
Fleet	16,701	15,148	66,453	56,392	10,061	17.8%
Fulton	14,404	12,099	59,195	46,643	12,552	26.9%
Garden Valley	4,566	5,088	18,849	20,380	-1,531	-7.5%
Glenville	9,847	9,450	37,729	37,120	609	1.6%
Harvard-Lee	10,538	9,659	42,641	38,881	3,760	9.7%
Hough	4,878	5,783	20,129	23,521	-3,392	-14.4%
Jefferson	9,192	9,985	36,744	40,099	-3,355	-8.4%
Langston Hughes	8,219	7,277	33,215	27,281	5,934	21.8%
Lorain	14,271	12,004	52,353	48,109	4,244	8.8%
Martin Luther King, Jr.	10,101	7,884	35,601	32,303	3,298	10.2%
Memorial-Nottingham	16,619	16,846	64,258	68,264	-4,006	-5.9%
Mt. Pleasant	7,308	7,307	27,284	28,438	-1,154	-4.1%
Rice	13,936	13,114	55,144	49,183	5,961	12.1%
Rockport	23,748	22,981	91,456	93,714	-2,258	-2.4%
South	9,175	8,632	35,744	37,659	-1,915	-5.1%
South Brooklyn	24,349	21,865	93,247	83,785	9,462	11.3%
Sterling	6,744	6,574	30,026	23,632	6,394	27.1%
Union	8,560	7,804	35,437	28,214	7,223	25.6%
Walz	19,563	17,452	76,705	69,612	7,093	10.2%
West Park	25,108	24,809	95,990	98,796	-2,806	-2.8%
Woodland	12,539	10,747	50,246	41,470	8,776	21.2%
TOTAL	345,286	324,589	1,339,022	1,293,968	45,054	3.5%

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

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE APRIL 2013**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012	2013		
Addison	7,927	6,958	27,491	30,023	-2,532	-8.4%	
Broadway*		1,691		6,958	-6,958	-100.0%	
Brooklyn	5,232	4,411	18,520	17,184	1,336	7.8%	
Carnegie West	17,710	16,912	67,246	75,628	-8,382	-11.1%	
Collinwood	7,812	6,975	29,312	28,479	833	2.9%	
East 131st	7,662	6,741	30,576	28,652	1,924	6.7%	
Eastman	13,886	11,593	51,486	48,143	3,343	6.9%	
Fleet	13,295	11,111	48,784	41,982	6,802	16.2%	
Fulton	9,501	7,595	35,147	30,059	5,088	16.9%	
Garden Valley	4,816	4,852	17,373	17,928	-555	-3.1%	
Glenville	7,824	7,928	29,663	31,361	-1,698	-5.4%	
Harvard-Lee	9,317	8,041	36,382	33,584	2,798	8.3%	
Hough	10,440	12,060	38,665	47,201	-8,536	-18.1%	
Jefferson	8,681	8,408	32,236	33,117	-881	-2.7%	
Langston Hughes	7,048	6,425	26,736	24,347	2,389	9.8%	
Lorain	9,354	7,528	33,217	31,170	2,047	6.6%	
Martin Luther King, Jr.	8,664	5,423	30,915	22,451	8,464	37.7%	
Memorial-Nottingham	6,277	7,814	23,720	30,944	-7,224	-23.3%	
Mt. Pleasant	6,440	5,434	26,073	24,775	1,298	5.2%	
Rice	14,794	11,591	57,149	49,487	7,662	15.5%	
Rockport	11,931	10,782	44,691	45,862	-1,171	-2.6%	
South**	5,501	7,797	25,710	34,725	-9,015	-26.0%	
South Brooklyn	14,787	13,132	58,031	52,681	5,350	10.2%	
Sterling	13,488	10,542	50,820	46,176	4,644	10.1%	
Union	6,424	6,623	22,704	26,897	-4,193	-15.6%	
Walz	10,562	8,778	39,892	38,357	1,535	4.0%	
West Park	11,171	11,067	41,149	44,902	-3,753	-8.4%	
Woodland	7,774	7,771	29,241	27,525	1,716	6.2%	
TOTAL	258,318	235,983	972,929	970,598	2,331	0.2%	

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

**South branch library attendance from April 17-30, 2013. Equipment failure April 1-16, 2013

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS APRIL 2013**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	25,108	1 Carnegie West	17,710	1 South Brooklyn	32,043
2 South Brooklyn	24,349	2 Rice	14,794	2 West Park	27,814
3 Rockport	23,748	3 South Brooklyn	14,787	3 Fleet**	26,727
4 Eastman	23,659	4 Eastman	13,886	4 Eastman	23,674
5 Walz	19,563	5 Sterling	13,488	5 Rockport	19,896
6 Fleet	16,701	6 Fleet	13,295	6 Fulton	19,647
7 Memorial-Nottingham	16,619	7 Rockport	11,931	7 Rice	19,462
8 Carnegie West	14,767	8 West Park	11,171	8 Memorial-Nottingham	19,271
9 Fulton	14,404	9 Walz	10,562	9 Harvard-Lee	17,655
10 Lorain	14,271	10 Hough	10,440	10 Walz	16,063
11 Rice	13,936	11 Fulton	9,501	11 Collinwood	14,769
12 Addison	12,600	12 Lorain	9,354	12 Langston Hughes	14,439
13 Woodland	12,539	13 Harvard-Lee	9,317	13 Glenville	14,006
14 Harvard-Lee	10,538	14 Jefferson	8,681	14 Addison	13,603
15 Collinwood	10,442	15 Martin Luther King, Jr.	8,664	15 East 131st	13,025
16 Martin Luther King, Jr.	10,101	16 Addison	7,927	16 Mt. Pleasant	12,792
17 Glenville	9,847	17 Glenville	7,824	17 Lorain	12,588
18 Jefferson	9,192	18 Collinwood	7,812	18 Martin Luther King, Jr.	12,392
19 South	9,175	19 Woodland	7,774	19 Carnegie West	10,487
20 Union	8,560	20 East 131st	7,662	20 Union	8,416
21 Langston Hughes	8,219	21 Langston Hughes	7,048	21 Sterling	8,267
22 Brooklyn	7,447	22 Mt. Pleasant	6,440	22 Woodland	7,946
23 Mt. Pleasant	7,308	23 Union	6,424	23 South	6,325
24 Sterling	6,744	24 Memorial-Nottingham	6,277	24 Hough	5,667
25 East 131st	5,905	25 South**	5,501	25 Brooklyn	5,524
26 Hough	4,878	26 Brooklyn	5,232	26 Jefferson	3,515
27 Garden Valley	4,566	27 Garden Valley	4,816	27 Garden Valley	2,310
28 Broadway*	100	28 Broadway*	258,318	28 Broadway**	1,966
	345,286				388,323
					473,177

**Broadway and Fleet services areas merged

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

**South branch library attendance from April 17-30, 2013. Equipment failure April 1-16, 2013

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 APRIL 2013**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
CLEVNET	87,247	79,721	318,869	314,967	1.2%
MORE	753	889	3,069	3,661	-16.2%
Other Libraries	935	362	3,043	1,651	84.3%
TOTAL	88,935	80,972	324,981	320,279	1.5%

*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	35,816	21,397	109,734	101,179	8.5%
KnowItNow Web Reference*	531	716	2,520	3,074	-18.0%
Interlibrary Loan Requests	4,727	3,246	19,446	14,240	36.6%
TOTAL	41,074	25,359	131,700	118,493	

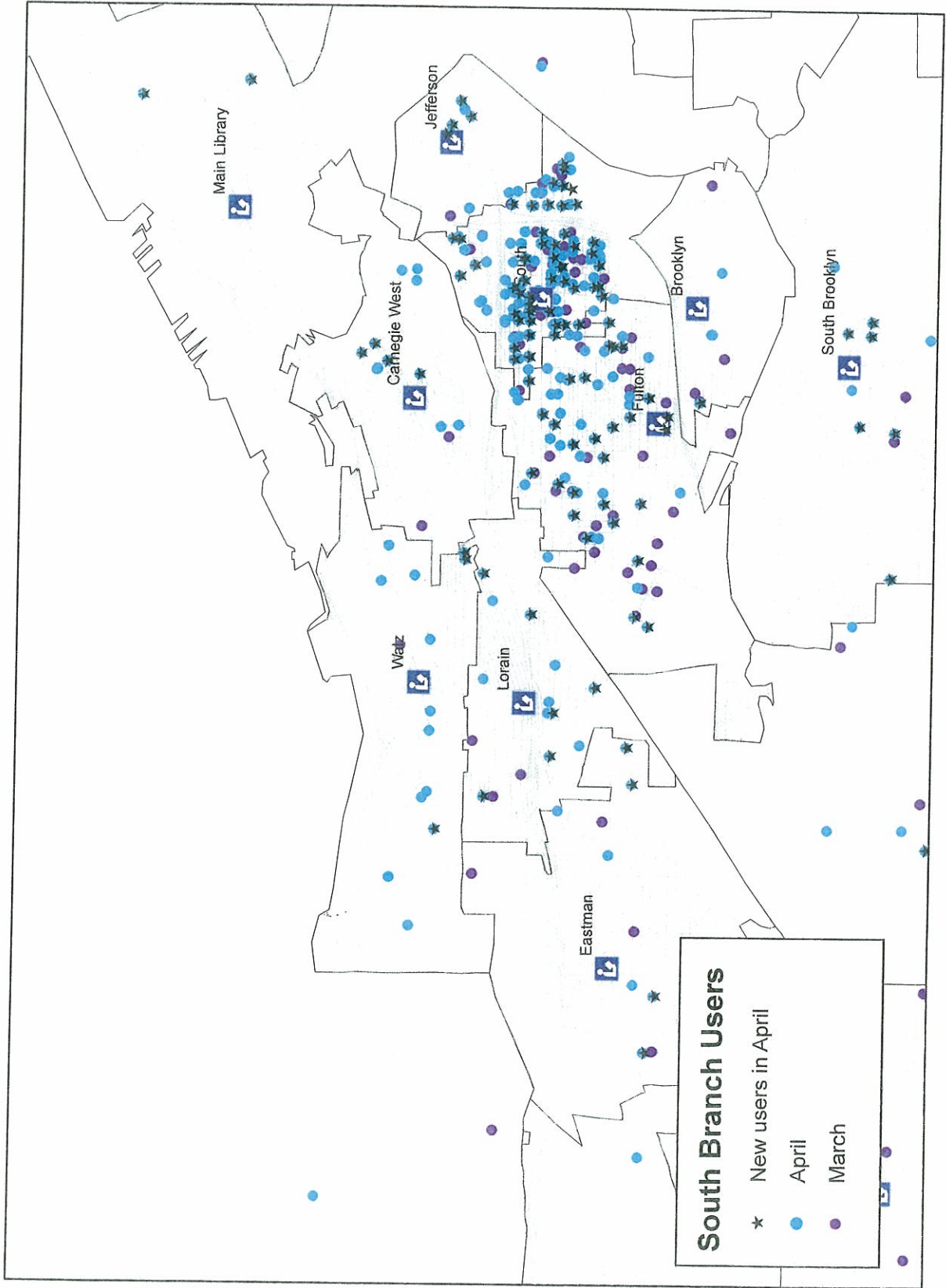
*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
New Titles Added	6,238	8,207	21,413	29,783	-28.1%
Total Items Added	22,983	25,272	85,931	99,465	-13.6%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Main Library	208	198	800	798	0.3%
Branches	5,994	5,918	22,863	23,584	-3.1%

MYTUNES	Apr 2013	Mar 2013	Feb 2013	Jan 2013	Dec 2012
	Songs Downloaded	4,806	4,886	4,494	5,296
Users	731	800	742	950	1,055
New Registrations	17	13	8	18	6

SOUTH BRANCH USERS BY ADDRESS, MARCH-APRIL 2013



Prepared by: Knowledge Office
Source: CSU-NODIS and Sirsi
May 2013, ADO