

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
June 20, 2013
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: None

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

Mr. Corrigan acknowledged Kathy Schaefer who was in attendance to express her concerns about the future of South Branch which is a historic Carnegie building.

Mr. Corrigan stated that the library held several community meetings in the neighborhood to hear resident and patron concerns about the future of South Branch as well as to ensure attendees that the neighborhood was in need of good library service. Therefore, a temporary location has been acquired so that the library could continue to provide service to the neighborhood. In addition, the library is acquiring architectural advice on the structure of South Branch to ensure that while the building is not in use, the structure would be preserved from deterioration while options for the buildings future use are evaluated and considered.

Director Thomas stated that all building project documents including updates on all library buildings will soon be available in one location on the library's website.

Mr. Corrigan stated that although the Board found it difficult to make the decision to secure a temporary location to provide library services, the Board would remain open to community input regarding the future of this historic building. Finally, he stated that all Board decisions would be transparent.

Timothy Diamond, Chief Knowledge Officer, explained the community engagement process, led by Enlightenment Consulting Group, that is designed to get a better sense

of what neighborhood residents need from the libraries in their communities. This new model of community engagement will be piloted in three neighborhoods: Central, Slavic Village, and the neighborhood around South Branch. The pilot project is scheduled to begin next month and conclude by the end of year. The consultants will present the Board with their findings and recommendations in February 2014.

Approval of the Minutes

Mr. Hairston moved approval of the minutes for the 5/16/13 Regular Board Meeting; and the 5/31/13 Special Board Meeting. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged the following letters from Man Gao, expressing his appreciation for the Chinese book and magazine collection and gratitude for helpful and efficient library staff; and Brian Hall, Interim Executive Director, Commission on Economic Inclusion, recognizing Cleveland Public Library as a member of the 2013 Commission 50. The Commission 50 designation recognizes the 50 organizations with the highest combined scores on board, senior management, workforce and supplier diversity on the Commission's most recent Employers Survey on Diversity.

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of May

(See page 725)

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

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

MINUTES OF
REGULAR BOARD
MEETING 5/16/13;
SPECIAL BOARD
MEETING OF
5/31/13
Approved

LTRS. FROM: MAN
GAO; BRIAN HALL,
INTERIM
EXECUTIVE
DIRECTOR,
COMMISSION ON
ECONOMIC
INCLUSION
Acknowledged

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF MAY 2013
Approved

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

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

Resolution to Accept LSTA Grant to Administer KnowItNow

(See pages 726-733)

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

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

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

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

WHEREAS, For the six (6) Fiscal Years commencing July 1, 2007 through June 30, 2013 the Board of Trustees has accepted the State Library Board's award of LSTA grants to continue this statewide virtual reference service; and

WHEREAS, In May 2013, the State Library Board awarded a LSTA grant in the amount of \$298,391.00 to Cleveland Public Library for the continued administration of KnowItNow for the period July 1, 2013 through June 30, 2014; now therefore be it

RESOLUTION TO
ACCEPT LSTA
GRANT TO
ADMINISTER
KNOWITNOW
Approved

RESOLVED, That the Cleveland Public Library Board of Trustees accept this most recent LSTA grant in the amount of \$298,391.00 from the State Library of Ohio and that the Executive Director, CEO or his designee is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer; and be it further

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

Mr. Corrigan stated that this item was discussed at length at the Finance Committee meeting and noted a substantial reduction in the size of the grant but we have secured an improved vendor for the extra hours of service. Mr. Corrigan commended Don Boozer and his staff for the quality of service that they continue to provide even with less money.

Sixth Amendment to the Year 2013 Appropriation

(See pages 734-738)

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

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

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

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

SIXTH
AMENDMENT TO
THE YEAR 2013
APPROPRIATION
Approved

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

Resolution Authorizing Change Order for the Temporary South Branch Sign

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

WHEREAS, On December 11, 2012, the Board of Trustees of the Cleveland Public Library (the "Board") authorized the Executive Director, CEO or his designee, to purchase a new sign from Brilliant Electric Sign Co., Ltd. in the amount of Four Thousand Five Hundred Ninety-Eight Dollars (\$4,598.00) being charged to the Building & Repair fund account 40178305-55300-10783; and

WHEREAS, Brilliant Electric Sign Co., Ltd. provided staff time and documentation to secure permits, including filling out the application, providing drawings and paying the permit fees, which were not included as part of the pricing of \$4,598.00, in the amount of \$690.00; now therefore be it

RESOLVED, That the additional costs associated with securing a permit be hereby approved with an increase to the purchase order # 121937 in the amount of \$690.00 to Brilliant Electric Sign Co., Ltd. charged to the Building & Repair Fund Account 40178305-55300-10783.

Resolution Authorizing Third Amendment to a Contract with Strategy Design Partners, LLC

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

WHEREAS, The Cleveland Public Library entered into an agreement ("Agreement") with Strategy Design Partners, LLC from January 2012 through June 30, 2012, for marketing and communications services, which included creating a marketing plan, refreshing the Library's website, producing a marketing video, and supplementing the Library's Marketing and Communications Office, at the cost of \$4,000 per month; and

RESOLUTION
AUTHORIZING
CHANGE ORDER
FOR THE
TEMPORARY
SOUTH BRANCH
SIGN

Approved

RESOLUTION
AUTHORIZING
THIRD
AMENDMENT TO
A CONTRACT
WITH STRATEGY
DESIGN
PARTNERS, LLC

Approved

WHEREAS, On April 17, 2012, this Board approved an amendment to the Agreement to extend the term through December 31, 2012 at the cost of \$4,000 per month for a total contract amount of \$48,000, to implement additional initiatives and to continue to assist the Library's Marketing and Communications Office; and

WHEREAS, On August 23, 2012, this Board approved a second amendment to the Agreement to extend the term of the Agreement through June 30, 2013, and to increase the amount of the Agreement to \$8,000 per month commencing August 17, 2012, increasing the contract total by \$65,935.48 for a total contract amount not-to-exceed \$113,935.48 which expenditure shall be charged to General Fund Account 11610053-53710 (Professional Services); and

WHEREAS, The Director has recommended that the Library continue to engage Strategy Design Partners, LLC to assist the Library on a month to month basis through December 31, 2013; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is authorized to enter into a third amendment to the Agreement with Strategy Design Partners, LLC to extend the term of the Agreement on a month to month basis through December 31, 2013, increasing the contract total by \$48,000.00 for a total contract amount not-to-exceed \$161,935.48 which expenditure shall be charged to General Fund Account 11610053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Resolution Authorizing Third Amendment to the Agreement with Integrated Precision Systems, Inc. for Access Control Systems

Ms. Rodriguez moved approval of the following resolution. Ms. Butts 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

RESOLUTION
AUTHORIZING
THIRD
AMENDMENT
TO THE
AGREEMENT
WITH
INTEGRATED
PRECISION
SYSTEMS, INC.
FOR ACCESS
CONTROL
SYSTEMS
Approved

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, On May 16, 2013 the Library Board of Trustees authorized the Executive Director to enter into a Second Amendment to the Agreement with Integrated Precision Systems, Inc. to add access control on five doors in LSW that were not included in the contract. These additions will secure these doors from unauthorized use in the amount of \$12,182.73; 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:

Description	Amount
Install (2) new panic buttons (LSW Lower Level TechCentral); Integrate the panic alarms into the existing Radionics System.	\$1,598.49
Remove the existing burglar panel installed by others, tie the existing (2) fire points (LSW and Main) into the new Radionics Systems; Update the Radionics System to include a dual phone line switcher and release module.	\$1,410.32
Add access control to (3) doors (3 rd floor staff door, 4 th floor staff door, 6 th floor staff door).	\$7,760.98

IPS will apply a credit of \$2,253.27 for door 1034 not being installed.	-\$2,253.27
Add access control to (3) doors and integrate into the S2 system. 1, 2 Main Special Collection doors: install readers, contract and egress devices. Use existing electric strikes. 3. Main door #43: install card reader, electric strike, egress device and contact.	\$7,970.96
Connect (2) rollup doors into the S2 system to allow the doors to be opened and closed via the S2 software.	\$2,122.99
Total Changer Order	\$18,610.47
To Purchase Order # 121755 Account 40129305-55300-11293	

Now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into a Third Amendment to the Agreement with Integrated Precision Systems, Inc., subject to approval of the Chief Legal Officer, in the amount of \$18,610.47.

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

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

WHEREAS, On May 16, 2013, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Cleveland Public Library to enter into an agreement with the architectural firm of Westlake, Reed, Leskosky for professional services in connection with the maintenance and repairs to the South Branch in an amount not-to-exceed \$39,790.00; and

WHEREAS, The Resolution must be amended to authorize payment of reimbursables in addition to the professional services fee of \$39,790.00; and

AMENDING
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

WHEREAS, Westlake, Reed, Leskosky has estimated that the reimbursable shall not exceed \$4,000; 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 by the Chief Legal Officer, between the Cleveland Public Library and Westlake, Reed, Leskosky for those services as described in the proposal dated May 8, 2013, in an amount not-to-exceed **\$43,790.00**, to be charged to General Fund Account: 11020053-53710 (Professional Services).

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

Ms. Rodriguez moved approval of the following resolution. Ms. Butts seconded the motion, which passed with five in favor and one abstention by Mr. Werner who explained that the Cuyahoga County Department of Human Services, where he is employed, is a funder of Starting Point. Therefore, Mr. Werner will recuse himself from acting on this resolution.

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

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

WHEREAS, On March 21, 2013, the Library Board of Trustees authorized the Executive Director to enter into an agreement with the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) for MyCom out-of-school time transitions program; and

WHEREAS, The total amount of the agreement is \$89,994.24 for the time period March 1, 2013 through September 30, 2013 for which Starting Point will reimburse the Library on a monthly basis. Therefore, a cash advance from the Library's General Fund to the MyCom Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for

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

Approved

grants that are allocated on a reimbursement basis; now therefore be it

RESOLVED, That General Fund advance cash in the amount of \$89,994.24 to the MyCom Fund for the same purpose for which the fund was established, for which repayment in an equal amount is made within the current year.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 739-748)

Report on Investments

(See page 749)

Report on Conference and Travel Expenditures

(See page 750-753)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 754-756)

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

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 757)

Affirmative Action Plan Report

(See page 758)

Insurance Summary Report

(See page 759)

FISCAL OFFICER'S REPORT Submitted

REPORT ON INVESTMENTS Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES Submitted

REGULAR EMPLOYMENT REPORT Approved

REPORT ON PAID SICK TIME Submitted

AFFIRMATIVE ACTION PLAN REPORT Submitted

INSURANCE SUMMARY REPORT Submitted

COMMUNITY SERVICES REPORT

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 760-766)

Building Status Update

Myron Scruggs, Director of Property Management, gave an update and power point presentation on the Jefferson Branch Parking Lot project that included bioswales, water proofing, bio retention signage, drains, new benches and new entrance.

NEW BUSINESS

Mr. Parker presented the following item of New Business.

Resolution to Welcome Libraries to CLEVNET

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

WHEREAS, CLEVNET was launched on December 1, 1982, when Cleveland Heights-University Heights Public Library joined Cleveland Public Library's automation system; and

WHEREAS, By the end of its first decade, CLEVNET had grown to nineteen libraries, and what had begun as a vision for a Cleveland-area bibliographic database was clearly becoming something greater—a model of regional resource sharing; and

WHEREAS, CLEVNET continues to grow as more libraries recognize the benefits of library cooperation to their patrons and the value of the services provided by Cleveland Public Library's IT/CLEVNET staff; and

WHEREAS, Six public libraries in Ashtabula County will go online this month, bringing the total number of CLEVNET libraries to forty-four, spread across eleven counties in Northeast Ohio; now therefore be it

MONTHLY
ACTIVITY REPORT
Submitted

BUILDING STATUS
UPDATE
Presented

RESOLUTION TO
WELCOME
LIBRARIES TO
CLEVNET
Approved

RESOLVED, The Cleveland Public Library Board of Trustees warmly welcomes Andover Public Library, Conneaut Public Library, Harbor-Topky Memorial Library, Henderson Memorial Library, Kingsville Public Library, and Rock Creek Public Library to CLEVNET, with every best wish for a long and successful relationship.

Mr. Corrigan commended Ann Palomo and the IT Department staff for their work making CLEVNET a model of electronic resource sharing and cooperation among public libraries.

Ann Palomo, Library Systems Applications Manager, explained that these new libraries were attracted to the resources and support that CLEVNET offers and thanked the staff for their flexibility, dedication and teamwork.

Director Thomas stated that the State Library of Ohio provided the funding for these libraries to move into CLEVNET. There is now a collection of over 10,000,000 items shared among this network consortium.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked Debbie Hajzak for the efforts of the Outreach and Programming Services department for signing up young people to participate in this year's Summer Reading Club.

Debbie Hajzak, Library Assistant, Outreach and Programming Services, gave a brief overview of the program and its activities.

Monthly Statistics

Circulation for the month of May was 546,513. This is a decrease of 5% from last year's May circulation of 573,772. 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 May of 2013.

The number of computer sessions for May was up from 2012 levels. There were 100,970 sessions this year in

comparison to last year's total of 72,096. Not surprisingly, the number of hours in use for our computers increased from 47,167 in May of 2012 to 67,631 in 2013. This was an increase of 30%. 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 May was 258,435. This is a 13% decrease from last year's attendance number of 297,221. The Main library and the branches have both shown decreases in attendance and average hourly attendance.

Cultivating a Global Perspective

Wes Moore

In partnership with Greater Cleveland College Now the Library hosted author/commentator Wes Moore on May 11. Moore met with a 30 students who participated in the Rockin' the 216 program prior to his scheduled event. The group spoke of the challenges of living in an urban environment and the author's process in writing the book *The Other Wes Moore*.

Read to the Beat

The Read to the Beat music program concluded its spring session on May 22. The four branches that participated: Garden Valley, Mt. Pleasant, Fleet and the off-site location for North Broadway, All Around Daycare, had an average class size of 25 children per session. Post testing and the summary support will be presented to CPL in early June.

Cinco de Mayo

On May 3, Librarian Mary Torres hosted a "Cinco de Mayo" program with staff at Eastman Branch. The program was bilingual in nature and offered patrons a glimpse of Mexican history, dance, games and refreshments.

Russian Reading Club

On May 8, Victoria Kabo hosted an informal Russian language reading club meeting in the Foreign Literature Department. Three patrons attended this inaugural event intended to stimulate reading and increase patron traffic in the Foreign Literature department.

Puritas Head Start

On May 10, Mary Torres hosted a Bilingual Story Time at Puritas Head Start. Sixty students attended the event. The focus of the event was to promote communities of learning at CPL for our patrons and their children.

Seniors Information Literacy

On May 14, Caroline Han hosted a Chinese language program titled "Seniors Information Literacy/ESL Review" at Goodrich-Gannett Senior Center. Eleven patrons attended and the focus of the effort was to fight community deficits and improve skills of the immigrant senior population.

Music at Main

On May 4 a program was conducted featuring Jinjoo Cho, violin and HyunSoo Kim, piano from the Cleveland Institute of Music. They performed selections by Clara and Robert Schumann and Johannes Brahms.

2013 Asian Festival

On May 18 the OPS department staffed the 2013 Asian Festival on Payne Avenue. Over the duration of the day staff registered over 150 children for the Summer Reading Club.

Jayelot Senior Day

Homebound Services attended the Jayelot Senior Day event. Reba Clardy went to promote the Library services and to recruit new customers for the Homebound program.

City of Cleveland: Senior Day

On May 21, Lakeisha Winstead from Social Sciences and Elaine Herroon represented CPL for Senior Day. The patrons enjoyed finding the library table at the event and had positive comments concerning their library experiences.

Little Free Library @ the Friendly Inn

On May 4, Amy Dawson, Evone Jeffries, and Travis Leonard attended a decorating party for the new Little Free Library to be installed at the Friendly Inn in the Cleveland Central Promise Neighborhood. On May 14, an installation event was held to celebrate the LFL and thank the Junior Girls Scout Troop 77146, who built the LFL and collected over 1,700 good books for the structure. Ten more LFL structures are planned for the Cleveland Central Promise Neighborhood. The OCFB will

participate in the Build it in a Day event for this in July.

Research That's Possible Only at Main Library

The Berry/DeJesus/Knight news story had at least two different journalists coming to look at the CPL's collection of yearbooks, *Splash* from England looking at Rhodes (Knight) and *New York Daily News* looking at Lincoln West (Castro).

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 American Library Association's Legislative Day in Washington D.C. with **President Corrigan**, and **Joyce Dodrill**.
- I was interviewed live on Dee Perry's *Around Noon* radio show.
- I provided remarks at the installation of the newest Little Free Library at the Friendly Inn.
- I attended Positively Cleveland's Annual Meeting.

CLEVNET

May's total OverDrive CLEVNET eMedia collection circulation was 83,809, significantly up from last year's total of 61,355. CPL has 5,974 total followers on Twitter and the Facebook page currently has 5,278 fans.

GRANTS & DEVELOPMENT

Submitted Grants

Plain Dealer - submitted request for \$100,000 to support digital literacy, specifically for two digital literacy labs, six Tech Toolboxes for the

Mobile Services Department and six SmartBoards.
Ohio Library Council - submitted application for
 Library Innovation Award for MyCloud
Dave's Market - prepared letter of request from the
 Friends of CPL for \$100 in Dave's gift cards to be
 used for the Hough Branch Rewards program.

Pending Grants

Alcoa Foundation - \$15,000 pending for solar-powered
 trash compactors for Eastman Reading Garden
Nord Family Foundation - \$5,000 pending for the
 Literary Lots project (decision expected June 23)
*Library of Congress American Prize and David M.
 Rubenstein Awards* - pending for Ohio Center for the
 Book programs

Grants in Progress

Sherwin Williams - preparing request for On the Road
 to Reading program

Grants/Projects Discussed/Considered

*National Endowment for the Humanities America's
 Historical and Cultural Organizations: Planning
 Grants* - met with Pam Eyerdam and decided to submit a
 planning grant next spring to preserve White
 Collection orientalia papers
*National Endowment for the Humanities Civil Rights
 Films* - discussed and decided against submitting a
 grant to receive and plan programming around civil
 rights films

Other Projects

Restricted Grants

Began discussion on internal processes to track and
 expend restricted grants

Literary Lots

Called publishers to obtain permission to use specific
 books in Lot programming

Revenue Enhancement Task Force

Participated in Raiser's Edge demonstration with
 Blackbaud staff, received proposal from Blackbaud to
 implement Raiser's Edge at CPL
 Researched potential corporate sponsors for Writers
 and Readers author event

MyCom

Participated in phone interview to evaluate MyCom

Other

Attended "Coffee and Conversation with a Grantmaker" program hosted by the Foundation Center, featuring Linda Kane from Forest City

Attended Ohio Gov't. Finance Officers Association's Federal Grants workshop

PUBLIC SERVICES*Programs and Services*

During the month of May the OPS departments assisted with the implementation of a total of 68 programs. Educational programming and services, not included in the above totals, accounted for approximately 307 adult education classes; 1,848 hours of after-school tutoring were performed by America Reads tutors to a total of 736 children at 7 locations. After school snacks were served 5 days a week at 9 branch locations during the month. The after-school snack program will be discontinued for the summer months on June 7. Food service (Summer Lunch Program) will resume in 26 branches and Main Library on June 10.

Read to the Beat

The Read to the Beat music program concluded its spring session concluded on May 22. The four branches that participated: Garden Valley, Mt. Pleasant, Fleet and the off-site location for North Broadway, All Around Daycare, had an average class size of 25 children per session. Post testing and the summary support will be presented to CPL in early June.

Greater Cleveland College Now

On May 8, Greater Cleveland College Now took a group of students from the Sterling neighborhood to Wooster College as a part of their preplanned Learning Center college visit program.

Legal Aid

The Woodland branch hosted the fifth installment of the Legal Aid @ Your Library series on May 13; approximately 42 area residents received free legal advice from a team of Legal Aid volunteers and attorneys.

Wes Moore

In partnership with Greater Cleveland College now the Library hosted author/commentator Wes Moore on May 11. Moore met with a 30 students who participated in the Rockin the 216 program prior to his scheduled event. The group spoke of the challenges of living in an urban environment and the author's process in writing the book *The Other Wes Moore*.

Summer Reading Club

On May 31 the OPS department in partnership with the Walz Branch held the first of two Summer Reading Club (SRC) kick-off events. At the event SRC partner, NASA provided STEM related educational programming while CPL staff registered children for the upcoming summer reading club.

Total programming/educational services related expenditures for May totaled \$20,621.41. Approximately 51% of these funds were drawn from the Lynch Trust in support of the 2013 Summer Reading Club, *Make It a Great Summer*.

Cinco de Mayo

On May 3, Librarian Mary Torres hosted a "Cinco de Mayo" program with staff at Eastman Branch. The program was bilingual in nature and offered patrons a glimpse of Mexican history, dance, games and refreshments.

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Puritas Head Start

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Seniors Information Literacy

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community deficits and improve skills of immigrant senior population.

FIT Committee

On May 15, Maureen Mullin presented a "Lunch and Learn" program on nutritional snacks that was sponsored by the FIT Committee. She focused on the avoidance of processed food and using dark chocolate, nuts, and fruits as the basis for healthy snacks. Samples were provided and enjoyed.

Etch-a-Sketch Miracle

On May 15, the Etch-a-Sketch Miracle sports art program featuring George and Greg Vlosich was presented and attended by 18 visitors.

Cleveland Public Library Sports Research Center

On May 21, legendary St. Ignatius High School football coach Chuck Kyle visited the Sports Research Center to reflect on his career with interviewer Dan Coughlin. He discussed his years on the football field as well as the players he has coached and the state and national championships they have won.

Community School Tour

Manager, Annisha Jeffries conducted a tour to 25 students from Community School on Tuesday, May 21 and May 28. Foreign Literature Department Manager, Milos Markovic assisted with the tour.

Music at Main

On May 4 a program was conducted featuring Jinjoo Cho, violin and HyunSoo Kim, piano from the Cleveland Institute of Music. They performed selections by Clara and Robert Schumann and Johannes Brahms.

Meeting Rooms & Scheduling

In May a total of 413 meeting room requests were processed by the OPS department, with a total of 6027 estimated number of attendees. This number includes reservations placed for meeting room space in each of the 27 branches, Main Library and Technical Services. Forty-four AV requested were filled for both Branches and Main Library.

BOOKMOBILE/ON THE ROAD TO READING

The bookmobile conducted 47 stops, served 293 patrons and processed 7 new library-card applications. The decrease in number of stops and attendance in the month of May is due to the bookmobile being repurposed for two weeks during the month to fulfill the grant requirements of the PNC Grow Up Great initiative.

OUTREACH

2013 Asian Festival

On May 18 the OPS department staffed the 2013 Asian Festival on Payne Avenue. Over the duration of the day staff registered over 150 children for the Summer Reading Club.

Jayelot Senior Day

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City of Cleveland: Senior Day

On May 21, Lakeisha Winstead from Social Sciences and Elaine Herroon represented CPL for Senior Day. The patrons enjoyed finding the library table at the event and had positive comments concerning their library experiences.

Ohioana Book Festival

Amy Dawson, Jean Collins and Evone Jeffries attended the Ohioana Book Festival at the Fort Hayes Education Center in Columbus, Ohio. They handed out brochures, OCFB Coloring Books, and discussed the Nancy Drew Scavenger Hunt with visitors and participants. Amy Dawson moderated a panel titled Cleveland Eats which featured Marilou Suszko and Maria Isabella who discussed their books and the vibrant food culture in Cleveland.

Center for the Book @ Library of Congress Idea Exchange

Amy Dawson participated in the Center for the Book Idea exchange at the Library of Congress on May 7 and 8. Programming and breakout sessions were held to discuss funding, program development, and successful partnerships.

William Charvat Collection of American Fiction

Jean Collins and Evone Jeffries visited the William

Charvat Collection of American Fiction, part of the Rare Books and Manuscripts Library at OSU's Thompson Library. Ms. Jeffries and Ms. Collins met with the Head of Rare Books, Dr. Geoffrey D. Smith, on May 10, 2013 to discuss preserving and promoting literary fiction collections and the uniqueness of the collections in the Literature Department at the Cleveland Public Library.

Little Free Library @ the Friendly Inn

On May 4, Amy Dawson, Evone Jeffries, and Travis Leonard attended a decorating party for the new Little Free Library to be installed at the Friendly Inn in the Cleveland Central Promise Neighborhood. On May 14, an installation event was held to celebrate the LFL and thanks the Junior Girls Scout Troop 77146 who built the LFL and collected over 1700 good books for the structure. Ten more LFL structures are planned for the Cleveland Central Promise Neighborhood. The OCFB will participate in the Build it in a Day event for this in July.

Brews and Prose at the Market Brewery in Ohio City

Travis Leonard attended Brews + Prose reading on May 7, which featured Kristin Ohlson and David Young. Ohio author Kristin Ohlson has written the memoir *Stalking the Divine*, which won the American Society of Journalists and Authors Best Nonfiction Book Award in 2004, and a co-author of the 2007 New York Times bestselling *Kabul Beauty School*. She has also been a freelance journalist for 25 years, publishing articles or essays in the New York Times, Salon, Smithsonian, Utne, Discover, Gourmet, Oprah and many other print and online publications.

Superman Events Promotion

Travis Leonard visited the Capitol Theatre in the Gordon Arts district to distribute fliers for the upcoming Superman exhibit opening. He also designed a Superman crossword puzzle for the event. Jean Collin and Steve Capouzzo visit the comic shop to pick up Superman maps and free comic books to hand out at our Superman exhibit opening.

Research That's Possible Only at Main Library

The Berry/DeJesus/Knight news story had at least two different journalists coming to look at the CPL's collection of yearbooks, *Splash* from England looking at

Rhodes (Knight) and *New York Daily News* looking at Lincoln West (Castro).

Staff worked a question about the White Sewing Machine Baseball team of the early 1880's for a reporter from *Coin World*, and assembled some Plain Dealer stories about high school football in Cleveland during the 1890's for a researcher in Dayton, Ohio.

At least two requests came for Fine Arts books. Both were the only copies to be found in World Cat. A German songbook, *Lieder der Nationalen Erhebung für Gesang oder Blockflöte mit Begleitung von Laute* (Guitarre) and *The Abbey Chimes* by G.E. Lyle (organ score).

Collections

In April the Library joined numerous libraries across the country as a Family Search Affiliate Library. In May the History Department received the first and second rolls of microfilm requested by Patrons from the Family Search Library in Utah. This new service allows area Patrons doing Genealogical research to borrow from the Family Search's millions of records on microfilm for a small fee. The film is sent to CPL where the requestor has access to the film for 90 days.

On May 1, Ann Olszewski, Ann Marie Wieland, Alicia Naab and Elaine Herroon met on the 7th floor of Main and weeded park plans. One Ernest Bowditch plan of Cleveland Public Square colored in different shades of green was found and one plan including the Eastman Reading garden was found which Ann Marie has taken to archives.

Patron John Hrastar contacted PAL with questions concerning use of images found at the library for the use of his book *The Story of Liquid Natural Gas: Birth, Disaster, and Rebirth of an Industry*.

Exhibits

The Reading Nest by Mark Reigalman was installed in the Eastman Garden over the Memorial Day weekend. The artwork is part of the *See Also* project, based from the *Lockwood Thompson Dialogue* program series.

Staff Development

Business, Economics, and Labor Manager, Sheba Marcus-Bey

submitted her resignation in order to accept a new position as Director of the East Cleveland Public Library. Her last day will be June 14, 2013.

BRANCHES

Public Services welcomed two new branch managers, Rena Hunter, Garden Valley/Woodland Dyad and Jessica Breslin, Rockport Branch. During the month branch staff attended Ward and community meetings, training for Summer Lunch and Summer youth orientation (YOU), computer aide and customer service training, promoted the Summer Reading Club, hosted Cinco de Mayo program in addition to their regular story hours, homework help and school visits.

The Congressional Art Show was held at the Memorial Nottingham Branch on Saturday, May 25 with over 150 persons in attendance.

East Team Manager, Stephanie Tyus conducted initial orientation for the Rena Hunter, Garden Valley/Woodland Dyad Manager during the week of May 20. The East Team meeting was held on Tuesday, May 21 at MLK.

The Congressional Art Show was held at the Memorial Nottingham Branch on Saturday, May 25

Martin Luther King Jr. Branch Manager Toni Parker attended Summer Lunch training on May 23. Parker also attended the Third District Police community meeting on May 28.

Rice Branch youth services staff Ginaya Willoughby and Eric Eubanks visited over 25 classrooms at 3 different schools to promote the upcoming Summer Reading Club. They also created pathfinders to enhance children's experience when finding books. Branch Manager Ali Boyd visited the Columbus Metropolitan Library and Foreign Literature Department at Main Library as part of his exchange visits.

Harvard Lee Branch manager Harriette Parks attended the Ward 1 meeting at the Harvard Community Center on May 23. She also received Summer Lunch program training at the Lakeshore facility on May 24th. Youth Services Librarian, Lori Scurka attended the Youth Services Symposium sponsored by NEO-RLS. In addition, she attended the Conflict Resolution training on May 30.

Hough/Langston Hughes manager William Bradford attended Glissando X sponsored by The Rainey Institute School of the Arts on May 7 and Summer Lunch training on May 23. Youth Services staff at Langston Hughes offered preschool story time at St. Martin De Porres Head start every Tuesday at 11:30 and 1:30. Hough Branch Youth Services staff conducted school visits to promote the Summer Reading Club.

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 Youth Services staff conducted school visits to promote the Summer Reading Club. Over a thousand cards were delivered to students. The Addison Book sale was well received by the public. The two day sale raised \$558.52 for the Friends. Addison welcomed new staff member Yvette Carter, Branch Clerk replacing Quintina Barrett.

Union Branch Manager Marcie Williams participated in the Diversity Walk on May 4. Ms. Williams also participated in the River Sweep at Arthur Johnston Park which was sponsored by the City of Cleveland, Union Miles Corporation and a few other organizations.

Patrons of CPL's West Team Branches had an array of opportunities to participate in programming at their library! Students at Archwood Preschool participated in literacy activities via thinkfinity.org courtesy of Children's Librarian Laura McShane at the Brooklyn Branch.

Eastman Branch children's Librarian Diana DeVore and children's Assistant Nancy Smith's Cinco de Mayo celebration was attended by 55 people! Mary Torres from the Main Library also helped with this program.

Fleet Branch children's librarian, Lan Gao, took students from the Holy Name School on a tour of the Branch and introduced them to library words such as "bookshelves", "library card", "librarian", and of course, gave the teachers Library Card Applications and Summer Reading Club flyers to distribute to parents.

Rockport Branch children's librarian Cassandra Feliciano visited Artemus Ward School to share stories and provided information about the Summer Reading Program.

South Brooklyn Children's Librarian Luigi Russo spoke to 1st-4th grade classes at Charles Mooney Elementary School's Career Day. He talked about Cleveland Public Library, what it's like to be a librarian, and libraries of the future.

Members of the Walz Branch Staff staged a Puppet show for 120 Watterson Lake students to publicize the summer reading club while the Branch Children's Department held an Ice cream party for Homework Club.

Promotion of our community partnerships was a high priority for West Team Branch Managers. Walz Branch Manager Kathleen Lefkowitz judged the writing category of the Leading Age Ohio Art & Writing Show. This writing show is a combined effort of the Cleveland area nursing homes, assisted living and senior facilities.

The West Team welcomes new Rockport Branch Manager Jessica Breslin who started on Monday May 20 and the West Park Branch will welcome Carnegie West Branch Manager Angela Guinther as their new Manager beginning in June.

The new parking lot redesign for the Jefferson branch has been running at full speed. The lot has been paved and striped and the bios wale infrastructure is in place.

TechCentral

TechCentral and the Lorain Branch Library hosted several maker events on Mondays in May, including:

Making Your Own Font - May 6 @ TechCentral
Through The Kaleidoscope: Abstract Digital Art - May 6 @ Lorain
MakerKit Mania! - May 13 @ TechCentral
Making Your Own Font - May 6 @ Lorain
Digital Graffiti Wall - May 20 @ TechCentral
3D Custom Cookie Cutters - May 20 @ Lorain

A total of 28 students attended the various programs at TechCentral and Lorain. Additionally, Lorain Branch held

two Saturday *MakerKit Mania!* programs which proved to be very popular.

Library Assistant, Computer Emphasis In-Service

On May 29, TechCentral organized and hosted a Library Assistant, Computer Emphasis In-Service session at the Lake Shore Facility from 10:00 a.m. - 2:00 p.m. 53 Library Assistant, Computer Emphasis staff were in attendance for this training session which included the following topics:

Database Training, including Ed2Go, Tutor.com,
LearningExpress Library, and DigitalLearn.org
CPL and Database Mobile Apps
Laptop and Home Printing
Ohio Benefits Bank
One-on-One Session Reporting
Objectionable Materials Accessed on Library Computers
eMedia Best Practices

Professional Development and Training

Sam Tripodis began the process of visiting each Library branch location to identify the best location for holding computer classes outside the meeting room. Due to the installation of additional computers in branches, as well as several other changes, locations previously identified as 'alternates' were proving no longer useful or available. Mr. Tripodis will be meeting with each branch manager to identify new 'alternative' class locations in each branch.

CJ Lynce met with Larry Finnegan and Bill Hood, IT/CLEVNET, on May 6 to discuss the myCloud 2.0 initiative. A proposal was made for possible changes to the existing myCloud service, including public service changes and infrastructure backend changes. The end result is to make the service more attractive to the average library computer user and increase the utilization of the myCloud virtual infrastructure.

TechCentral was represented at two CLEVNET Special Interest Groups in May. CJ Lynce attended the PC Tech SIG at Medina County District Library on May 9, and Sam Tripodis attended the Training SIG meeting on May 14 at Twinsburg Public Library.

CJ Lynce and Sam Tripodis met with Chief Legal Counsel, Joyce Dodrill and Director of Public Services, John

Skrtic on May 24 to discuss the library's policy and procedures relating to Objectionable and Obscene Material accessed on computers within the library. The results of this meeting helped to produce a training session on these procedures that will be presented to library staff.

TechCentral Visits and Outreach

Sam Tripodis taught a Computer Basics class to a group from the Northeast Ohio Behavioral Healthcare facility in early May. The purpose of the class was to help students learn computer skills as part of their reintegration back into the community. The group would like to continue to receive training at Main Library every 2-3 months.

A group from Case Western Reserve University's think[box] visited TechCentral on May 1 to take pictures with the library's 3D printer. The group is trying to raise money through 'CaseStarter', a "Kickstarter" like system for CWRU, to purchase several 3D printers that can be used throughout the campus.

NEO-RLS hosted a group of staff members from northeast Ohio on a tour of TechCentral and the Business, Economics, and Labor department on May 14.

Staff members from DC Public Libraries traveled to Cleveland on May 15 to visit TechCentral and learn about its general procedures, as well as the 3D printer service. DC Public Libraries is opening a new Digital Commons department in the next few weeks, and desired some insight on what has and has not worked with TechCentral since its opening.

Several staff members from Orville Public Library toured the TechCentral space on the afternoon of May 17. There was great interest in makerspace elements, the MFD system, and remote and home printing features of our MFD system.

On May 21, a group of IT staff members from the Warren-Trumbull County Public Library visited the TechCentral and IT departments. The 3D printer service, myCloud, and MFD system were demonstrated for the visitors, who also received a tour of Main Library.

CJ Lynce and Sam Tripodis presented a session about makerspaces and 3D printers to a group at the Rocky River Public Library on May 22. There was much interest in 3D printing technologies, as well as the services offered for the public in TechCentral at the Cleveland Public Library.

Computer Classes and One-on-One Sessions

In May, two new TechCentral staff, Denise Williams-Riseng and Deman Deng, shadowed existing TechCentral instructors and trained to begin teaching computer classes. Both will teach their first classes in June.

TechCentral staff began the large undertaking of improving and editing most existing handouts for the computer classes that are currently offered throughout the system. This project originally began in 2012 by the CLC/soon-to-be TechCentral staff, and was only partially completed due to the opening of the TechCentral department.

This process will review handouts to be sure the most appropriate topics are being taught, in the most beneficial order. A total of 22 classes, with over 400 pages of handouts and exercises, are being updated with a goal of completing all classes by August 1. The updated classes will be offered starting in September.

In May, TechCentral staff conducted a total of 18 classes at Main Library and 51 classes in 12 branches. Attendance was 63 students at the Main Library and 235 students at the branches.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In May, OLBPD circulated 53,043 books and magazines directly to patrons. OLBPD registered 138 new readers to the service. In May, 579 active BARD users downloaded 12,493 items. There are currently 1,981 patrons registered for BARD.

OLBPD Manager Will Reed attended the National Library Service Tri-Regional Conference of the Midland, North, and South Regions from May 7th-9th at the Pittsburgh Library for the Blind and Physically Handicapped. In addition to business meetings, NLS shared updates on the BARD app for Apple and Android devices, magazines on cartridge, and the upcoming Braille Summit in Boston, MA

in June. NLS also shared long range plans on possibly developing next generation digital talking book players with Wi-Fi support to directly download items from BARD or receive pushed electronic materials directly from regional libraries. NLS also shared plans on investigating the cost comparisons of network supplied refreshable braille displays and reading electronic braille files rather than producing hard copy braille volumes.

OLBPD and CPL Financial Services submitted the OLBPD SFY 2014-2015 Program Budget to the State Library of Ohio for approval. The State Library Board will meet on June 13, 2013.

OLBPD Manager Will Reed met with Jackie Connor from NLS MultiState Center East to finalize plans and the schedule for OLBPD Family Fun and Learning Day in Cincinnati. OLBPD will host Family Fun and Learning Day in Cincinnati at the Clovernooke Center for the Blind and Visually Impaired on Wednesday, July 10, 2013.

OLBPD Manager Will Reed met with State Library of Ohio Talking Books Coordinator Tracy Grimm to finalize the program for the 2013 OLBPD/SLO Sublending Machine Agency Conference. SLO partners with libraries and other community agencies throughout Ohio to lend machines and provide local access points for patrons who use the OLBPD service.

The OLBPD Cyber-Dialogue Book Discussion was held on May 9, where the group discussed "Unbroken" by Laura Hildenbrand and "Harvest Home" by Thomas Tryon.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Nigerian Community Health Fair on May 4th; Shaker Health Fair on May 11th; St. John Medical Health Center Fair on May 14th; Zion Chapel Missionary Baptist Church Health Fair on May 18th; Cleveland Senior Day on May 21st; Ward 7 Health Fair on May 23rd; and Mt. Alverna Senior Fair on May 29th.

TECHNICAL SERVICES

Climate control problems plagued the Lake Shore Facility for several weeks during the month while the building's chiller was being rebuilt. Staff members showed

considerable patience and forbearance during the ordeal. Many took advantage of adjusted work schedules to avoid the hottest part of the day; others elected to work in other locations; and most took some vacation time.

Ann Olszewski, Preservation Manager, retired on May 17, after 33 years of service. A reception was held on her last day to celebrate the occasion. Lila Chilkcutt, also in the Preservation Department, resigned to pursue other interests.

Technical Services managers participated in FMLA training offered by Ogletree Deakins attorneys Kelly Hamilton and Ellen Toth. Most managers attended the joint Technical Services-IT/CLEVNET meeting to discuss a variety of issues. Several managers and staff members met with a Midwest account representative. Senior Catalog Librarian Michael Monaco provided two sessions of Sirsi/Dynix training to about 20 interested Technical Services staff members. The training was on effective search techniques.

Patricia Lowrey, Director of Technical Services, took teams of volunteers to pack up the remaining books in the now-closed South Branch on May 8 and 30. The volunteers were Stephen Wohl, Shirley Jones, Dale Dickerson, Christon Hicks, Nate Infante, Nancy Mocsiran, Barbara Satow, and Mya Warner. All the books are now packed in boxes and labeled.

Ms. Lowrey welcomed about 300 children to the Lake Shore Facility as part of the Read-Baby-Read wrap up celebration on May 28. On the same day she met with Rhonda Fulton Pai to discuss the "On The Road To Reading" collection. Ms. Lowrey attended the Wes Moore program on Saturday, May 11.

Collection Management: Laura Mommers ordered 466 DVD titles for Branch collections and Main Library's Audio-Visual (A-V) Department. Ms. Mommers ordered 4,752 DVDs totaling \$100,317 for Branch collections and 1,259 DVDs totaling \$27,802 for the A-V Department. Ms. Mommers ordered 588 CD titles for Branch collections and Popular Library. Ms. Mommers ordered 2,735 CDs totaling \$31,130 for Branch collections and 364 CDs totaling \$4,773 for Popular Library. Ms. Mommers also volunteered to become a CPL-FIT Ambassador and attended a May 8 CPL-FIT meeting.

Bonnie Bolton selected a total of 295 titles for Main Library and Branch juvenile collections during May. Lists totaling 3,397 books were submitted to High Demand or Acquisitions departments totaling \$33,085. Ms. Bolton participated in the "Fall 2013 Librarian Preview Webinar," sponsored by Lerner Publishing Group and *School Library Journal*.

Mr. Welch published two full reviews and a column of suggested young adult titles in the *Cleveland Plain Dealer*. His online review column of African American books for *Library Journal* was also published this month. Collection Management staff processed ninety-five telescopes of print and non-print items by relocating items to Branches, book sale, or college collections.

Acquisitions: Alicia Naab, Acquisitions Coordinator, continued to participate in cross-training with Ann Olszewski, Preservation Manager, and assumed some of Ms. Olszewski's daily duties in the Preservation Department after her retirement on May 17th. Ms. Naab continued to attend the weekly meetings of the Staff Development Day committee and has taken on some additional responsibilities within the committee as the date of the event draws closer and the planning has become much more involved.

Acquisitions Manager Sandy Jelar Elwell graduated from the Leadership Academy XXII sponsored by the Maxine Goodman Levin College of Urban Affairs. As a participant in the Academy, she was required to attend nine curriculum modules scheduled over a period of seven months.

The department staff ordered a total of 6,960 titles and 20,145 items; they received 15,263 items, 2,042 periodicals, and 537 serials. They added 858 periodical items, 220 serial items, 541 paperbacks, and 2,388 comics and processed a total of 2,080 invoices and 76 periodical and serial claims.

High Demand: Staff cataloged 710 new titles, and added 14,153 items. They ordered 1,574 titles and 18,314 items. High Demand staff received 904 items for Acquisitions.

Dale Dickerson, High Demand Librarian, and Summer Salem, Technical Services Associate, attended "RDA for Copy

Catalogers," at the Twinsburg Public Library on May 15. They reported that the workshop was helpful and informative. Steven Best worked four hours at the Langston Hughes branch, helping at the circulation desk. He enjoyed his experience of charging and discharging materials, paying fines, and creating holds. High Demand Manager Carole Brachna helped weed titles for an afternoon in the Memorial Nottingham Branch and she picked up the comic books on May 24.

Materials Processing: The Associates cataloged 1,373 new titles for the Cleveland Public Library and added 1,719 records for the CLEVNET libraries. The Associates and Sr. Clerks added 6,137 items. The Technicians worked on 25,741 items.

Elizabeth Hegstrom, Materials Processing Manager, and Cathy Jo Graves attended the NEO-RLS workshop, "RDA for Copy Catalogers." Ms. Hegstrom attended FMLA training with the Main Library managers and spent the remainder of the day in the Popular Library learning about what is done in that department.

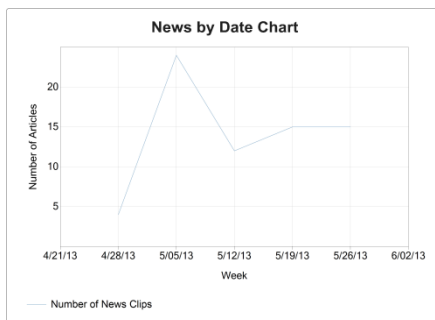
Catalog: Yeshen Dugarova-Montgomery, Dawn Grattino, Regina Houseman, Amei Hu, Jintao Huang, Diana Olivares, and John Parsons attended "RDA for Copy Catalogers," a NEO-RLS workshop. All of them also participated in at least two in a series of four RDA webinars. Mike Monaco and Barbara Satow contributed questions to Library of Congress staff before the webinars as well as participating. Ms. Grattino started RDA self-training for name authority work. Mr. Huang, Mr. Parsons, and Ms. Satow completed it.

Catalog Manager Andrea Johnson, Mr. Huang, Mr. Monaco, and Ms. Olivares discussed Cleveland Public Library's OCLC cataloging subscription with an OCLC representative. Librarians cataloged 3,520 titles and added 3,336 items for CPL material.

Michael Monaco presented "A Sirsi Searching Refresher" to Technical Services (TS) Associates on May 1 and to TS Technicians and Clerks on May 9. Mr. Monaco also attended meetings of the Ohio Library Council Technical Services Action Council and CPL150 Team. Ms. Hu had the opportunity to work at the Foreign Literature Department.

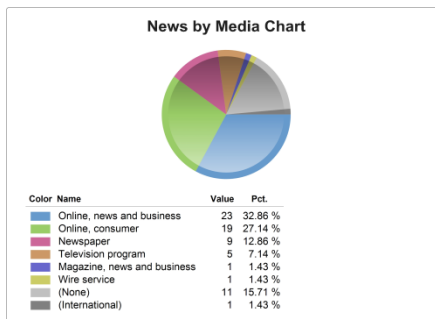
Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 552 items to the Main Library for requests (435 items were part of the Government Document weeding project) and 81 items to fill holds. A total of 1,829 telescopes of new materials were shipped out. The Main Library received 612 telescopes, the Branches received 1,100 telescopes, CLEVENET received 113 telescopes, CASE received 7 telescopes and CSU received 16 telescopes. The Technicians unpacked 23,403 new items and sent them to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS



Media coverage for the month of May included 70 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$116,545.84 with a news circulation audience of 5,705,985 people. In May, the

online print media outlets that featured CPL events and programs received 38,362,813 unique visitors. Full report in the Marketing Department.



Ads to promote the Library awareness campaign appeared in the following: *Campus Observer-My Music*, *La Prensa-My Classes*, *Achieve Magazine-Ready to Read*. Print ads to promote the Summer Reading Club ran in *Call & Post*, *Collinwood Observer's Scoop on Summer*, *Universe Bulletin*,

Campus Observer, *La Prensa*, and *Ohio Life News*. The Library was promoted in *Positively Cleveland's Spring/Summer Visitors Guide*.

Online News and Business and Online Consumer was the media that most featured Cleveland Public Library in May.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 22,781 on average per week,

which resulted in an average of 526 clicks to website per week. *Public library* is the most clicked-through phrase with *free music* being second.

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

GRAPHICS

Graphics staff designed, printed, and distributed 128 items in May, in addition to graphics for the library website, and 5 staff newsletters.

Promotional and printed pieces included: Summer Reading Club branding and collateral; PNC Grant Zoo Day printed materials; Mobile Services summer schedule; Branding for Summer Fitness Camp; Branding for CMNH "Check It Out" ticket program; CPL t-shirt design; Statler window display to promote library card sign-up; 2013 Congressional Art Show

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 3,881 in 2012 to 5,974 currently. Facebook fans are up from 4,044 in 2012 to 5,278 currently. Downloads of books in an electronic format (eBooks) were up from 61,355 in 2012 to 83,809 currently.

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

#MAYkerMondays; Author Wes Moore Comes to Cleveland Public Library; CMSD Board Seeks Applicant to Fill Vacancy; Cleveland Public Library and Ballet in Cleveland present: Former New York City Ballet soloist, author and diabetes health advocate, Zippora Karz; Need Money for College? Sign up Today for an Opportunity to Win a \$1,000.00 Eugenia Thornton Scholarship; Events at

Main Library; and Cleveland Public Library Board of Trustees Meeting.

During the month of May, the following events, programs, and information were promoted on www.cpl.org: Author Visit: Wes Moore; CLEVNET Mobile App; MyPlace/MyCard: My Music is Free; Summer Reading Club; Read in the CLE featuring Bob DiBiasio; OverDrive: The Big Read; Author/Dancer Visit: Former New York City Ballet soloist, author and diabetes health advocate: Zippora Karz; #MAYkerMondays; Eastman Reading Garden Opening; Exhibits at Main; MyTunes featuring Justin Timberlake; MyTunes featuring Alicia Keys; 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; Senior Day; Boost Your Knowledge with Computer Classes; Ed2Go; MyPlace/MyCard: My eBooks are Free; and Connecting to the Community (Seniors' Find Services).

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

The 21st "Off the Shelf" was sent out on May 2, 2013, to a distribution list of 3,632. This issue featured Best-Selling Author Wes Moore Coming to CPL; Your eBooks are FREE with Your Cleveland Public Library Card; #MAYkerMondays at TechCentral; and Special Discount at Cleveland Play House for Cardholders. The following new releases were featured: The Elite by Kiera Cass; I'll see you again: a memoir by Jackie Hance with Janice Kaplan; and Reconstructing Amelia: a novel by Kimberly McCreight. The following programs were featured: Author Visit - Michelle Day at Woodland; Genealogy Clinics at Main Library; and Your Digital Footprint at Rockport.

The Exhibits page was updated to feature the following exhibits: Arma Virumque Cano: Translations of Vergil's Aeneid; See Also: Art in Eastman Reading Garden; Superman: From Cleveland to the World in a Single Bound! The 75th Anniversary of the Man of Steel; Collages of the Greats; Cleveland Carousel Exhibit; and the Schweinfurth Architectural Collection.

An "Events at Main Library" news page was created to feature the following upcoming events: Antaeus Dance and Akros Percussion Collective; Cleveland Public Poetry;

Roots of Tradition: Brazilian Living Expressions;
Documentary Film Screening: Red, White & Blueprints; and
Author Visit: Rabbi Adam Chalom.

The Bookmobile Schedule page was updated with the latest additions and deletions of stops. Rhonda Fulton, Mobile Services Manager, was given access to edit the Bookmobile Schedule page and was provided with instructions for maintaining the online schedule.

Amy Pawlowski presented an overview of the new Bibliocommons Summer Reading Club website at the Youth Services meeting on May 15.

The Friends of the Cleveland Public Library Eugenia Thorton Scholarship was posted as a news page and linked to using a rotator graphic on the Teens page.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. Temporary A/C units were installed at Hough branch to provide air conditioning until the new equipment is installed. Four defective 6" valves were replaced with new ones on the boilers at Lakeshore. Work continues on the conversation project for LSW and Main. The Jefferson parking lot project was completed.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The Lakeshore chiller has returned from being rebuild and will be up and running the first week in June. Work continues to replace filters and service the fan coil units in Main. The 100hp motor for air handler #2 was removed and sent out for repair and was reinstalled. Numerous light ballast were replaced and data lines were run for the Access Control System in LSW and Main.

The Carpenters and Painters completed work to furnish and install post for the Little Library Box at Friendly Inn. The parking lot gate and a section of fence were replaced and shelving was removed from the children's area at Lorain. The hand rail at the front steps were removed for repair and wood rails were installed temporarily at Brooklyn. Concrete repairs were made to the entrance to Memorial-Nottingham and Technical

Services at Lakeshore. Painting was completed at Carnegie West, Union, and Woodland.

The Garage serviced vehicles #6, #8, #10, #15, #16, and #17. The Book Box was transport and put in place at Centennial Park (across from the Westside Market) for the summer

SAFETY & PROTECTIVE SERVICES

Protective Services

Activity

Month	Total Dispatch Activities	Average per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents
May 2013	5,474	211	42	25	377	257
April 2013	4,525	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

Eastman Branch Parking Lot Shooting Incident
 Read Baby Read event at Lake Shore.
 The summer reading club kick offs occurred at Walz.
 Sterling branch Dancing Club Classrooms.
 Colbow Design used the LSW Auditorium for a corporate meeting.

Protective and Fire Systems

- The last of three quotations for fire system inspections arrived toward the end of the month and will be reviewed for selection.
- The access control system is continuing to be installed. LSW Level One is complete. The Main Lower Level is almost completed. Installation throughout LSW continues as does employee picture capturing.

Communications Center

- The communications center is being staffed and processes are being developed to engage in active surveillance of CPL properties.
- The Multi-Agency Radio Communication System (MARCS) radios have been programmed and Safety & Protective Services has started to use them this month with very good results. Transmissions are clearer and more consistent across the city. The radios formerly used by SPS have been transferred for use by Shelf Division increase the number of usable radios from 3 to 15 and for constant monitoring by SPS Dispatch for emergency transmissions.

Contract Security

- Two G4S Guards need to be replaced and G4S will begin recruitment in June.

Records and Equipment Management

- Completed inventory of equipment with USA Inventory per finance requirements.

Administration

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

INFORMATION TECHNOLOGY & CLEVNET

Much of the month of May was devoted to the planning and testing of UNIX and Oracle database system rebuilds and upgrades for our test, report and production ILS server farm. The production system work was completed over two weekends with the final work finished on June 1st. This positions the IT/CLEVNET department for upcoming SirsiDynix Symphony upgrades and long term support from the OS, database, and ILS vendors. Kudos go in particular to George Lenzer for meticulous planning and long hours leading to a successful project.

CPL Projects

Hilary Prisbylla created an "integrity" checking script to assist George Lenzer during the HPUX/Oracle upgrades. This script automated certain basic test transactions such as checking out items, discharging, placing holds,

adding items, searching etc. to ensure that the Symphony server was still functioning properly after the upgrades.

Eight Public PCs in Main Library Youth Services department have been replaced with modern "All in One" units due to the age, performance and dated software of the existing PCs.

IT/CLEVNET upgraded and installed new wireless Access Points at East 131st and Garden Valley and they are now members on the wireless LAN Controllers.

Updates to www.cpl.org:

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

#MAYkerMondays; Author Wes Moore Comes to Cleveland Public Library; CMSD Board Seeks Applicant to Fill Vacancy; Cleveland Public Library and Ballet in Cleveland present: Former New York City Ballet soloist, author and diabetes health advocate, Zippora Karz; Need Money for College? Sign up Today for an Opportunity to Win a \$1,000.00 Eugenia Thornton Scholarship; Events at Main Library; and Cleveland Public Library Board of Trustees Meeting.

During the month of May, the following events, programs, and information were promoted on www.cpl.org: Author Visit: Wes Moore; CLEVNET Mobile App; MyPlace/MyCard: My Music is Free; Summer Reading Club; Read in the CLE featuring Bob DiBiasio; OverDrive: The Big Read; Author/Dancer Visit: Former New York City Ballet soloist, author and diabetes health advocate: Zippora Karz; #MAYkerMondays; Eastman Reading Garden Opening; Exhibits at Main; MyTunes featuring Justin Timberlake; MyTunes featuring Alicia Keys; 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; Senior Day; Boost Your Knowledge with Computer Classes; Ed2Go; MyPlace/MyCard: My eBooks are Free; and Connecting to the Community (Seniors' Find Services).

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

The 21st "Off the Shelf" was sent out on May 2, 2013, to a distribution list of 3,632. This issue featured Best-Selling Author Wes Moore Coming to CPL; Your eBooks are FREE with Your Cleveland Public Library Card;

#MAYkerMondays at TechCentral; and Special Discount at Cleveland Play House for Cardholders. The following new releases were featured: The Elite by Kiera Cass; I'll see you again: a memoir by Jackie Hance with Janice Kaplan; and Reconstructing Amelia: a novel by Kimberly McCreight. The following programs were featured: Author Visit - Michelle Day at Woodland; Genealogy Clinics at Main Library; and Your Digital Footprint at Rockport. The Exhibits page was updated to feature the following exhibits: Arma Virumque Cano: Translations of Vergil's Aeneid; See Also: Art in Eastman Reading Garden; Superman: From Cleveland to the World in a Single Bound! The 75th Anniversary of the Man of Steel; Collages of the Greats; Cleveland Carousel Exhibit; and the Schweinfurth Architectural Collection.

An "Events at Main Library" news page was created to feature the following upcoming events: Antaeus Dance and Akros Percussion Collective; Cleveland Public Poetry; Roots of Tradition: Brazilian Living Expressions; Documentary Film Screening: Red, White & Blueprints; and Author Visit: Rabbi Adam Chalom.

The Bookmobile Schedule page was updated with the latest additions and deletions of stops. Rhonda Fulton, Mobile Services Manager, was given access to edit the Bookmobile Schedule page and was provided with instructions for maintaining the online schedule.

Amy Pawlowski presented an overview of the new Bibliocommons Summer Reading Club website at the Youth Services meeting on May 15.

The Friends of the Cleveland Public Library Eugenia Thorton Scholarship was posted as a news page and linked to using a rotator graphic on the Teens page.

CLEVNET Projects

Ashtabula libraries migration status: Entering the final weeks to the June 24 start date for the ICAN libraries, IT activity for these libraries increased. Members of the Software Team met on-site with each of the libraries to map data migration from their current Koha system to SirsiDynix Symphony. Jim Benson met with Andover and Rock Creek, Marlene Pelyhes with Conneaut and Kingsville, and Hilary Prisbylla with Henderson and Harbor-Topky. Library policies were added to Symphony configuration for all six libraries and work continued to extract data, setup additional policies, and fine-tune the timeline. The network, PCs and server at Rock Creek Public Library were successfully placed on the

CLEVNET network with adjusted network settings in order for their network and PCs to communicate with us. Network installation for the other libraries was scheduled with Time Warner. Weekly conference calls with the directors were established to keep everyone on track.

Assistance was given to the Perry Public Library with the installation of a backup solution for their domain controller. This will enable them to backup and recover critical files.

Software created a custom collection report of the items available at CPL@TRI-C. An additional 60 reports, mostly for weeding purposes, were delivered throughout CLEVNET.

The Lodi branch of Medina library, currently closed for repairs, moved to a temporary location in the Lodi Outlet Mall. IT/CLEVNET assisted with moving and configuring their network.

In preparation for the opening of the HKIC (Heights Knowledge and Innovation Center) at the Cleveland Hts. Lee Road Library, IT/CLEVNET configured and installed a new wireless access point. An additional switch was configured and installed at Wayne County library's administration building for network expansion and a new web filtering device was also configured.

The Flowan Help Desk software was demonstrated to Euclid and Huron libraries.

Network staff assisted Hubbard and Sandusky libraries with configuration of a new web filtering device.

IT/CLEVNET staff visited Milan for additional migration planning for their construction project. They also visited Barberton to assist in preliminary planning for a construction project and VOIP implementation.

CLEVNET library summer hours were changed on the Biblicommons app.

Know-It-Now

On May 8, the KnowItNow24x7 Statewide Coordinator gave a presentation to the 70 K-12 school librarians attending Spring Meeting of SCOCA (South Central Ohio Computer Association), "one of twenty-three Information Technology Centers (ITC) in Ohio providing administrative technology support services and classroom technology integration to achieve student success."

On May 13, the KnowItNow24x7 Statewide Coordinator provided a training session in Rio Grande, Ohio, to staff members of the University of Rio Grande and several area public libraries. As result, Bossard Memorial Library in Gallipolis has also expressed interest in learning how to join the KnowItNow24x7 collaborative provider network.

On May 16, the KnowItNow24x7 Statewide Coordinator and Website Coordinator attended the official meeting of the State Library of Ohio Board in Newark, Ohio. The Statewide Coordinator presented the proposal for LSTA funding for KnowItNow24x7 for FY2014. The Board subsequently voted unanimously to approve funding for the project.

In collaboration with Mosio, the KnowItNow24x7 Website Coordinator finished up work on importing SMS (text message) sessions into the KnowItNow24x7 Provider Site database this month. The Website Coordinator also continues to work with OCLC QuestionPoint in finalizing logistics for the after-hours coverage, transcript importing, etc., in preparation for July 1.

Meetings and Professional Development

Software Team and Rod Houpe had a phone conference with SirsiDynix to ask technical questions about the hosted service (SAAS). The Software Team also attended online meetings of the SirsiDynix SPP (Preferred Partner) groups.

Warren Trumbull County Public and Akron-Summit County Public libraries IT staff visited with IT/CLEVNET staff to share information.

Rod Houpe, Larry Finnegan, Ann Palomo and Amy Pawlowski attended a meeting of the CLEVNET Advisory Panel.

Amy Pawlowski and David Reynolds attended the Rustbelt Refresh conference on May 3, 2013, hosted by Cleveland Public Library. They also attended the NEOUPA (North East Ohio Usability Professional Association) event at Hyland Software on May 30.

Rod Houpe and Ann Palomo attended the seminar "Building Disaster Resilient Communities", sponsored by the Information Technology disaster Resource Center.

Ann Palomo attended a two-day seminar, "Fundamentals of Successful Project Management", presented by SkillPath Training.

Ann Palomo and Amy Pawlowski participated in Bibliocommons, Inc. product development activities. Rod Houpe, Ann Palomo and Hilary Prisbylla attended a presentation by CollectionHQ.

Jim Benson attended the CPL Main Managers' meeting on May 3. Hilary Prisbylla and Marlene Pelyhes attended the Branch Managers' meeting on May 10.

The Software team met with CPL Tech Services at Lakeshore facility.

Amy Pawlowski presented an overview of the new Bibliocommons Summer Reading Club website at the Youth Services meeting on May 15.

Jim Benson, Marlene Pelyhes and Hilary Prisbylla attended the CLEVNET Circulation SIG.

Jim Benson attended the Employee Recognition Committee meeting.

Ann Palomo participated in the CPL Innovation Grants committee.

Mr. Corrigan adjourned the meeting at 1:24 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR MAY 2013

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,074	3,483
Periodicals	22	752
Publishers Gifts	0	0
Non-Print Materials	<u>97</u>	<u>440</u>
TOTAL LIBRARY SERVICE MATERIALS	1,193	4,675

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,221	\$ 3,812
Building & Repair Fund	Restricted	0	0
Library Fund	Unrestricted	0	0
Library Fund	Restricted	500	1,509
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	5,235	13,905
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	50,532
Lockwood Thompson Fund	Restricted	78,638	78,638
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		\$ 85,594	\$ 183,123

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	22	96	1,193	4,675
Money Gifts	<u>9</u>	<u>45</u>	<u>9</u>	<u>45</u>
TOTAL GIFTS	31	141	1,202	4,720



**2013 – 2014
LSTA Grant Proposal**

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

Submitted by

Don Boozer
KnowItNow24x7 Statewide Coordinator
216.623.2960
dboozer@cpl.org

KnowItNow24x7 Fiscal Year 2014 LSTA Grant Proposal

↻ Introduction ↻

Cleveland Public Library is requesting LSTA funding for July 1, 2013, through June 30, 2014, (FY2014) to administer KnowItNow24x7, Ohio's collaborative virtual reference service project. Beginning solely as a statewide online chat reference service in 2004, KnowItNow24x7 now incorporates email, instant messaging, and texting (SMS) and offers localized chat, text, and instant messaging options for Ohio libraries. Through the use of technology and the expertise of individual librarians staffing the service, KnowItNow24x7 complements the State Library of Ohio's mission of delivering library services virtually across the state.

Ohio can be rightly proud of the fact that KnowItNow24x7 remains the busiest statewide virtual reference service in the country. From July 2012 through March 2013, librarians working with KnowItNow24x7 handled a total of 41,761 sessions – an average of over 152 sessions every day. Live online chat reference sessions still account for 93% of all patron activity on the service and over 70% of patrons self-identify as K-12 students. Since going statewide in 2004, KnowItNow24x7 has allowed residents of every county in Ohio to initiate a total of well over 800,000 sessions.

Cost Reductions for FY2014

One of the most significant activities in FY2013 was the ability to reduce the budget request for FY2014 by **40%** (over \$200,000) through a Request for Proposal (RFP) process for after-hours coverage and reductions in the platform and support areas of the budget.

After-hours coverage costs have been well over 50% of the requested budget for KnowItNow24x7 for several years, and discussions at the May 2012 State Library of Ohio Board meeting addressed this area of concern as well. Additionally, in response to anticipated federal budgetary constraints, the State Library of Ohio placed a cap of \$375,000 on the amount of funds which could be requested for FY2014 for KnowItNow24x7. In light of these two specific factors and others, it was decided this year to conduct an RFP process to solicit proposals from vendors for after-hours coverage of the service.

The RFP was posted publicly to the KnowItNow24x7 Provider Site on November 5, 2013, and a link to the posting was sent out over several applicable listservs. The link was also emailed to vendors which had specifically expressed an interest in submitting proposals. By the deadline on December 7, five vendors had submitted proposals. After thoroughly reviewing each proposal and discussing them with Cleveland Public Library management and the Associate State Librarian for Library Development at the State Library of Ohio, it was determined that OCLC QuestionPoint (based in Dublin, Ohio) provided the strongest package with regard to both continuing quality of service and containing costs. Librarians with OCLC QuestionPoint will begin to staff KnowItNow24x7 after-hours beginning July 1, 2013.

↻ Other Selected Activities from FY2013 ↻

On-Going Recruitment, Training, and Educational Initiatives

This year, the Public Library of Youngstown and Mahoning County returned to the KnowItNow24x7 provider network after several years on hiatus. Additionally, the service welcomed Tiffin-Seneca Public Library and the University of Akron as provider libraries.

Nine in-person training sessions were held around Ohio from July 2012 through April 2013. Libraries in Alliance, Akron, Cincinnati, Cleveland, Columbus, Dayton, Rio Grande, and Youngstown hosted either all-day events or staff-development-day presentations.

Collaboration with Kent State University School of Library and Information Science (KSU SLIS) continued in FY2013. One aspect of that collaboration came with KnowItNow24x7 introducing an expanded volunteer internship program. In an effort to provide current students and recent graduates of KSU SLIS with real-world virtual reference experience, the service began offering volunteer opportunities in FY2011. The call for volunteers was again renewed this year and was met with an overwhelming response. As of mid-April 2013, over 20 volunteers have taken their places to staff regular shifts on KnowItNow24x7. The volunteers have handled over 1,000 sessions on the service from July 2012 through March 2013, putting them solidly within the top tier of most-active answering “institutions” along with libraries like Cleveland, Cuyahoga County, Columbus Metro, and Akron-Summit.

During the Spring 2013 semester, KnowItNow24x7 began hosting another KSU SLIS practicum student: Alyssa Darden. Ms. Darden hopes to complete her degree by the end of summer 2013 and is also currently working with OCLC Research and Ohio Dominican University Library. Among other duties, part of Ms. Darden’s practicum will be an evaluation (through surveys and other instruments) of the KnowItNow24x7 Provider Site. The resulting suggestions for revisions and additions are planned to be incorporated into the site to make it more user-friendly and informative for those staffing the service.

In an effort to provide consistent training for librarians staffing KnowItNow24x7 across Ohio, the *KnowItNow24x7 Competencies for Operational and Reference Excellence (KIN CORE) Training Handbook* was completed this year. The *KIN CORE Training Handbook* can be seen as a complement to in-person training, an aid to local “in-house” trainers, and a refresher for veteran KnowItNow24x7 providers. The *KIN CORE* will remain a “work-in-progress” to address the changing needs of librarians staffing the service and is available online at <http://provider.knowitnow.org/node/74338>.

Promotional Activities

Public and academic libraries continue to be encouraged to promote the service at the local level in keeping with the “grassroots marketing” paradigm initiated in 2007; however, K-12 students have always been the largest population accessing the service. With this in mind, KnowItNow24x7 has initiated a partnership with INFOhio to more efficiently communicate what the service has to offer that user group.

An initial fruitful meeting was held this year between the KnowItNow24x7 coordinators and the INFOhio Executive Director and eLearning Specialist to discuss areas of cooperation. Subsequently, the KnowItNow24x7 Statewide Coordinator attended a northeast Ohio regional meeting of school librarians, spoke to the INFOhio User's Council Meeting, and staffed an exhibit table at the OELMA Conference. He also gave a talk at the INFOhio Technical Round Table in April to the 23 regional representatives from around the state. As part of all those activities, attendees were provided with KnowItNow24x7 promotional items to share with students and educators alike. Other meetings and presentations are also planned for the future.

An *Educator Materials* page was added to the KnowItNow24x7 Provider Site at <http://provider.knowitnow.org/node/92410> to provide a “one-stop shop” for teachers and school library media specialists with helpful tips, logos for the web, and more. KnowItNow24x7 will continue to explore other areas where collaboration is possible with INFOhio and the larger K-12 community.

Implementation of the Smart Phone Apps

Both iPhone and Android smartphone applications (“apps”) for KnowItNow24x7 were released in August 2012. From August 2012 through March 2013, 804 sessions were carried out on these apps, a small fraction (2.1%) of the 37,487 chat sessions handled during that time. While the apps do provide a more controlled environment on which to chat using a smartphone, texting provides a much more efficient method to interact with KnowItNow24x7 on those devices. For comparison, librarians responded to 1,719 text messages from August 2012 through March 2013. That being said, KnowItNow24x7 will continue to monitor activity on the apps but also explore other ways to make use of mobile devices seamless for patrons of the service (See **Exploration of Alternative Virtual Reference Service Software Platforms** below).

Forecast: 2013 – 2014 Activities

New After-hours Coverage Vendor for FY2014

As stated above, librarians contracted by OCLC QuestionPoint will begin to handle after-hours sessions generated from Ohio patrons on July 1, 2013. An added benefit of using QuestionPoint will be the ability to utilize that service on holidays when, in the past, KnowItNow24x7 has traditionally been closed, and this will make the service truly 24/7/365.

Every effort will be made to keep future budget requests near FY2014 levels although some circumstances may lead to an increase in costs in subsequent years (e.g., see **Exploration of Alternative Virtual Reference Service Software Platforms** directly below). As for the after-hours contract, OCLC is aware of historical KnowItNow24x7 after-hours usage statistics and took this into account for the current pricing. They will be assessing *actual* usage over the first half of FY2014, but this should not have any major impact on subsequent after-hours coverage contracts with them and the current contract lists \$92,000 as *on-going* costs.

Exploration of Alternative Virtual Reference Service Software Platforms

As of July 1, 2013, KnowItNow24x7 will have been using the SparkRef/Openfire software platform for almost five years to provide virtual reference service to residents of Ohio. In that time, the software has been reliable and flexible in meeting the needs of patrons, librarians, and KnowItNow24x7 administration. Updates and continuing development of SparkRef/Openfire are sporadic at best, and its reliance on Java can also be problematic. While SparkRef/Openfire *may* be the best option available for use by KnowItNow24x7, exploration of alternative virtual reference service software platforms will be conducted in FY2014 to ascertain their strengths and weaknesses in comparison to SparkRef/Openfire. The plan will be to assess features such as the availability of web-based and mobile-friendly interfaces, reporting options, usability issues, etc.

While moving to a new platform may entail increased costs for FY2015, this scheduled exploration in FY2014 will provide solid evidence for either the retention of the existing SparkRef/Openfire platform or the need to move to a new platform going forward.

Alternative Web Conferencing Applications

In light of continued concerns over costs, the **Training** budget line has been eliminated from FY2014’s budget request. In previous years, this line has gone towards licenses for web conferencing software. With the

proliferation of free options for limited web conferencing, this alternative has now become a viable choice for small online groups. In light of this, KnowItNow24x7 will be investigating alternative applications for web conferencing during FY2014.

It is important to note that the elimination of the **Training** budget line does *not* mean training will be cut back. In fact, in-person trainings continue to be well-attended and to be the best alternative for introducing new providers to both the software and the customer service skills necessary to staff KnowItNow24x7. These sessions around the state will continue to be a vital component of training librarians to staff the service, and libraries will continue to be encouraged to host these events at their institutions.

2014: Ten Years of KnowItNow24x7

September 7, 2014, will mark the tenth anniversary of the inauguration of KnowItNow24x7 as Ohio's statewide virtual reference service. While that date will fall in FY2015; planning and some celebratory events can take place beginning in January 2014. One possibility is a project similar to one piloted by Maryland's statewide virtual reference service, AskUsNow. Their pilot public-awareness/publicity campaign was inaugurated in March 2013 and encouraged Marylanders to pose with questions they would "ASK" the service. This resulted in marketing materials similar to the American Library Association's READ poster campaign. This could also provide an opportunity to partner with other statewide organizations like INFOhio and OhioLINK. Other decennial anniversary ideas are under consideration.

Continued Collaboration and Sharing of Resources

The collaborations between KnowItNow24x7 and INFOhio and Kent State University's School of Library and Information Science (KSU SLIS) will be continued (and hopefully expanded upon) in FY2014. The volunteer internship program will be continued to provide valuable real-world experience to students and alumni of KSU SLIS, and KnowItNow24x7 looks forward to hosting another practicum student during the upcoming fiscal year.

In addition to continuing to provide resources like the monthly *Newsletter*, the *KIN CORE Training Handbook*, KnowItNow24x7's Delicious links, and the @kin24x7 Twitter feed, KnowItNow24x7 will look for other ways to share pertinent resources and news with librarians staffing the service. Librarians will also continue to be encouraged to share their new finds and valuable skills with their colleagues. Cultivating a "culture of curiosity" within the wider KnowItNow24x7 network can help all those involved to continually improve their customer service and reference skills and keep up-to-date on topics pertinent to patrons of Ohio's statewide virtual reference service.

2013 – 2014 LSTA Grant Proposal			
-- Budget Summary for KnowItNow24x7 --			
<i>Line Item</i>	<i>Description</i>	2013-2014 Expenditures	<i>Contractor</i>
	Platform & Support		
1	Software, Hosting, and Support	\$15,000.00	Mosio; Cleveland Public Library (CPL)
2	KnowItNow24x7 Statewide Coordinator: Full-time (scheduling, training, planning, promotion, communication, etc.)	\$86,000.00	CPL
3	KnowItNow24x7 Web Services Coordinator: Full-time (tech support, programming, server maintenance, etc.)	\$83,500.00	CPL
4	Marketing	\$6,000.00	CPL
5	Travel, Meetings, and Conferences	\$6,000.00	CPL
6	Equipment Program Expenses	\$1,200.00	CPL
Subtotal	Platform & Support	\$197,700.00	
	In-Kind Library Service Coverage		
7	Daytime and Early Evening Reference Staff	In-kind	Ohio public, academic, and special libraries
	After-hours Coverage		
8	After-hours coverage	\$92,000.00	OCLC QuestionPoint
Subtotal	Lines 1-10	\$289,700.00	
	Administration Costs		
9	3% of lines 1-8	\$8,691.00	CPL
TOTAL	2013-2014 LSTA Grant Request	\$298,391.00	

KnowItNow24x7
2013 – 2014 LSTA Grant Request
Budget Justifications and Details

1. **Software, Hosting, and Support:** This line covers the statewide SMS/texting contract with Mosio, costs of further development and upgrading of the SparkRef/Openfire platform to remain current and enhance reference service, and incidental funds to purchase selected print or digital reference manuals on specific software and programming topics to adequately support and augment the platform. Cleveland Public Library (CPL) supplies hosting hardware (i.e., servers, etc.) as an in-kind contribution for the SparkRef/Openfire platform.
2. **KnowItNow24x7 Statewide Coordinator:** This line covers one FTE (including benefits: OPERS, health insurance, Medicare and life insurance). This position oversees information-sharing and quality control of the service; coordinates implementation of new aspects of the service; recruits additional libraries to contribute staff time to handle sessions; schedules day-time providers; acts as liaison with partners; and organizes, facilitates, and coordinates regional and local efforts to provide training and grassroots marketing efforts.
3. **KnowItNow24x7 Web Services Coordinator:** This line covers one FTE (including benefits: OPERS, health insurance, Medicare and life insurance). This position coordinates configuration and maintenance of the SparkRef/Openfire software, maintains databases and web pages, manages upgrades, provides necessary coding for reports and enhancements, and assists in coordinating daytime and early evening staffing. This person also provides day-to-day technical support for participating librarians and is also on-call after-hours.
4. **Marketing:** This line covers the costs of materials to promote KnowItNow24x7 to the public, educators, librarians, administrators, and other stakeholders within Ohio.
5. **Travel, Meetings, and Conferences:** This line covers the expenses of traveling to meet with local libraries and librarians within Ohio for training, to present and exhibit at conferences and meetings to promote KnowItNow24x7; to explore potential partnerships with regional or statewide virtual reference services; to engage in professional meetings to maintain KnowItNow24x7's reputation and to learn from colleagues; and to share information at local, regional, and statewide meetings to explore recruitment efforts.
6. **Equipment Program Expenses:** This line covers the cost of cell phone and monthly cell phone charges for the Website Coordinator and the Statewide Coordinator and home Internet access for the Website Coordinator.
7. **Reference Staff:** Ohio public, academic, and special library staff will provide reference service during open hours as an in-kind contribution to the service as part of their regular library duties.
8. **After-hours Coverage:** Beginning July 1, 2013, after-hours coverage will be provided by the OCLC QuestionPoint cooperative.
9. **Administrative Costs:** 3%, Cleveland Public Library

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 June 13, 2013

to the Board of Library Trustees of the Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2013, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

	Unencumbered	General	PLF	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			2,745,752.09	14,195,357.96
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	8,934,339.59	106,102,110.85
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<i>Wade Steen</i>	Budget	<i>Ed Fitzgerald</i>
<i>Dorina Johnson</i>	Commission	<i>D G</i>

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: SIXTH AMENDMENT
JUNE 18, 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: SIXTH AMENDMENT
JUNE 18, 2013**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,211,183.87	(15,825.91)	14,195,357.96
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	198,111.00	0.00	198,111.00
Lockwood Thompson	187,979.17	0.00	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	(105,820.15)	481,094.56
MyCom	0.00	89,994.24	89,994.24
PNC Grow Up Great	55,225.11	0.00	55,225.11
Learning Centers	39,607.55	0.00	39,607.55
TOTAL APPROPRIATION	11,701,626.37	(15,825.91)	11,685,800.46 (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: SIXTH AMENDMENT
JUNE 18, 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: SIXTH AMENDMENT
JUNE 18, 2013**

- (1) Certificate dated May 7, 2013
- (2) Certificate dated June 13, 2013
- (3) \$23,600,307.54 unencumbered cash carried forward (plus \$6,869,256.73 encumbered cash.)
- (4) \$11,449,605.87 unencumbered cash carried forward (plus \$501,483.39 encumbered cash.)
\$2,728,252.09 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 + \$2,728,252.09 - \$2,492,057.50 = \$11,685,800.46)
- (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)

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD MAY 1 – MAY 31, 2013

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending May 31, 2013

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	14,144,968.48	0.00	0.00	0.00	\$ 0.00	14,144,968.48
42 Intergovernmental	8,849,693.71	832,663.35	0.00	0.00	\$ 0.00	9,682,357.06
43 Fines & Fees	167,373.86	0.00	0.00	0.00	\$ 0.00	167,373.86
44 Investment Earnings	80,163.71	10,423.34	0.00	8,267.79	\$ 0.00	98,854.84
45 Charges for Services	1,286,372.73	0.00	0.00	0.00	\$ 0.00	1,286,372.73
46 Contributions & Donations	3,811.50	179,311.63	0.00	0.00	\$ 0.00	183,123.13
48 Miscellaneous Revenue	309,819.32	0.00	0.00	0.00	\$ 56.39	309,875.71
Total Revenues	\$ 24,842,203.31	\$ 1,022,398.32	\$ 0.00	\$ 8,267.79	\$ 56.39	\$ 25,872,925.81
51 Salaries/Benefits	14,758,375.95	549,081.92	0.00	0.00	\$ 0.00	15,307,457.87
52 Supplies	353,646.01	24,362.95	0.00	0.00	\$ 0.00	378,008.96
53 Purchased/Contracted Services	4,022,933.70	366,862.70	0.00	1,160.00	\$ 0.00	4,390,956.40
54 Library Materials	3,701,967.34	40,505.60	0.00	15,581.53	\$ 0.00	3,758,054.47
55 Capital Outlay	64,768.93	41,838.14	802,444.74	0.00	\$ 0.00	909,051.81
57 Miscellaneous Expenses	59,299.72	15,103.33	0.00	0.00	\$ 68.27	74,471.32
Total Expenditures	\$ 22,960,991.65	\$ 1,037,754.64	\$ 802,444.74	\$ 16,741.53	\$ 68.27	\$ 24,818,000.83
Revenue Over/(Under) Expenditures	\$ 1,881,211.66	\$(15,356.32)	\$(802,444.74)	\$(8,473.74)	\$(11.88)	\$ 1,054,924.98
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	\$ 1,037.33	1,037.33
Total Other Sources / Uses	\$(17,500.00)	\$ 17,500.00	\$ 0.00	\$ 0.00	\$ 1,037.33	\$ 1,037.33
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 1,863,711.66	\$ 2,143.68	\$(802,444.74)	\$(8,473.74)	\$ 1,025.45	\$ 1,055,962.31
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	\$ 32,333,275.93	\$ 11,953,232.94	\$ 15,597,172.85	\$ 2,818,436.07	\$ 9,939.44	\$ 62,712,057.23

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending May 31, 2013

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	20,336,112	8,849,694	11,486,418	44%	45%
General Property Tax	22,213,904	14,144,968	8,068,936	64%	60%
Rollback, Homestead, CAT	4,000,000	0	4,000,000	0%	30%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	300,000	167,374	132,626	56%	57%
Investment Earnings	225,000	80,164	144,836	36%	23%
Services to Others-Clevnet	3,053,415	1,286,373	1,767,042	42%	41%
Contributions	1,500	3,812	(2,312)	100%	100%
Miscellaneous	561,882	309,819	252,063	55%	22%
Return of Advances Out	0	0	0	0%	100%
Total	\$ 50,691,813	\$ 24,842,203	\$ 25,849,609	49%	51%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	34,842,578	14,858,413	19,984,165	43%	41%
Supplies	1,109,175	612,466	496,708	55%	53%
Purchased Services	11,813,469	8,166,219	3,647,250	69%	67%
Library Materials	11,850,401	6,043,752	5,806,649	51%	52%
Capital Outlay	606,435	106,178	500,257	18%	52%
Other	122,985	86,420	36,565	70%	88%
Sub Total	\$ 60,345,042	\$ 29,873,449	\$ 30,471,593	50%	48%
Advances Out	0	17,500	(17,500)	100%	100%
Transfers Out	0	0	0	0%	100%
Total	\$ 60,345,042	\$ 29,890,949	\$ 30,454,093	50%	56%

Note (1): Certificate from Cuyahoga County Budget Commission dated May 7, 2013.

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

Note (3): Subtotal includes 38% expended and 12% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending May 31, 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	4,395,163.66	0.00	6,846,694.72
51120 Clerical Salaries	9,268,097.49	9,640,273.93	4,103,302.72	0.00	5,536,971.21
51130 Non-Clerical Salaries	538,563.20	583,221.43	509,510.06	0.00	73,711.37
51140 Buildings Salaries	3,584,856.34	3,724,271.94	1,499,296.05	0.00	2,224,975.89
51150 Other Salaries	1,015,586.00	1,055,009.58	409,222.42	0.00	645,787.16
51180 Severance Pay	0.00	53,648.22	98,062.65	0.00	(44,414.43)
51190 Non-Base Pay	0.00	13,616.97	284,357.46	0.00	(270,740.49)
51400 OPERS	3,542,707.00	3,685,801.80	1,554,287.84	0.00	2,131,513.96
51610 Health Insurance	3,487,626.76	3,630,361.31	1,425,031.31	0.00	2,205,330.00
51611 Dental Insurance	210,999.74	228,486.82	87,492.55	0.00	140,994.27
51612 Vision Insurance	15,643.49	15,643.49	6,539.79	0.00	9,103.70
51620 Life Insurance	11,007.36	11,927.04	5,243.56	0.00	6,683.48
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	4,292.90	25,915.64	45,000.00
51650 Medicare - ER	302,521.06	314,932.44	139,019.95	0.00	175,912.49
51900 Other Benefits	20,000.00	20,041.65	4,247.06	3,681.30	12,113.29
Salaries/Benefits	\$33,120,713.00	\$ 34,842,577.54	\$ 14,758,375.95	\$ 100,036.97	\$ 19,984,164.62
52110 Office Supplies	43,400.00	49,032.10	17,509.69	3,683.75	27,838.66
52120 Stationery	58,700.00	59,289.93	20,998.25	3,867.91	34,423.77
52130 Duplication Supplies	40,527.18	44,055.18	11,448.29	6,945.09	25,661.80
52140 Hand Tools	100.00	157.44	55.17	0.00	102.27
52150 Book Repair Supplies	73,500.00	74,734.17	12,398.24	1,436.75	60,899.18
52210 Janitorial Supplies	87,000.00	105,371.10	43,535.89	19,642.46	42,192.75
52220 Electrical Supplies	59,500.00	79,644.95	41,238.92	30,126.27	8,279.76

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending May 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230	150,350.00	165,722.73	63,074.37	53,045.37	49,602.99
52240	10,850.00	18,199.43	6,792.51	1,712.12	9,694.80
52300	89,350.00	104,592.07	31,724.02	66,301.16	6,566.89
52900	376,802.82	408,375.67	104,870.66	72,059.48	231,445.53
Supplies	\$990,080.00	\$ 1,109,174.77	\$ 353,646.01	\$ 258,820.36	\$ 496,708.40
53100	152,000.00	165,192.23	22,179.70	41,012.53	102,000.00
53210	490,521.56	577,434.04	182,348.16	367,928.03	27,157.85
53230	110,300.00	118,083.07	42,344.09	61,738.98	14,000.00
53240	156,700.00	203,654.44	77,902.03	74,093.10	51,659.31
53310	175,000.00	297,856.82	59,889.94	149,484.72	88,482.16
53320	35,000.00	37,290.18	5,607.88	10,817.28	20,865.02
53340	190,000.00	219,251.70	37,164.06	64,844.20	117,243.44
53350	223,073.65	287,301.12	95,836.09	142,657.21	48,807.82
53360	989,433.43	1,019,515.00	757,489.83	31,245.80	230,779.37
53370	30,000.00	31,266.10	13,815.71	15,496.63	1,953.76
53380	1,100,000.00	1,142,475.47	351,355.94	246,459.53	544,660.00
53390	30,000.00	30,000.00	19,151.75	3,848.25	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	24,099.18	29,620.51	20,943.94
53610	1,743,650.00	1,889,400.03	739,802.43	1,066,528.65	83,068.95
53620	183,500.00	288,689.24	112,491.09	86,953.40	89,244.75
53630	916,000.00	970,567.66	215,177.02	755,390.64	0.00
53640	132,407.20	151,324.02	22,932.83	122,482.79	5,908.40

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,464,243.90	2,262,300.92	614,269.34	710,433.83	937,597.75
53720 Auditors Fees	973,340.42	983,582.92	406,953.33	6,767.50	569,862.09
53730 Bank Service Charges	33,600.00	33,600.00	12,890.69	0.00	20,709.31
53800 Library Material Control	270,000.00	440,364.10	98,344.70	87,370.76	254,648.64
53900 Other Purchased Services	10,000.00	13,665.25	1,963.75	4,751.50	6,950.00
Purchased/Contracted Services	\$9,977,427.00	\$ 11,813,468.71	\$ 4,022,933.70	\$ 4,143,285.31	\$ 3,647,249.70
54110 Books	2,728,000.41	3,413,642.14	1,009,741.93	651,601.54	1,752,298.67
54120 Continuations	481,496.00	1,056,837.60	302,758.28	383,723.81	370,355.51
54210 Periodicals	905,000.00	1,442,853.46	334,597.76	180,810.08	927,445.62
54220 Microforms	180,000.00	221,412.78	2,093.01	39,836.78	179,482.99
54310 Video Media	1,419,999.55	1,480,604.88	509,243.69	253,660.25	717,700.94
54320 Audio Media - Spoken	169,000.01	194,266.36	62,771.22	40,327.04	91,168.10
54325 Audio Media - Music	458,500.03	542,848.28	185,209.00	110,646.95	246,992.33
54350 Computer Media	26,000.00	65,668.00	10,126.25	31,825.00	23,716.75
54500 Database Services	1,141,000.00	1,439,048.40	492,944.42	134,385.05	811,718.93
54530 eMedia	1,047,000.00	1,678,894.00	679,776.21	452,385.98	546,731.81
54600 Interlibrary Loan	6,000.00	8,257.75	1,366.00	3,331.00	3,560.75
54710 Bookbinding	29,000.00	54,140.86	8,513.67	16,627.19	29,000.00
54720 Preservation Services	60,000.00	92,566.70	22,993.11	28,228.03	41,345.56
54730 Preservation Boxing	10,000.00	10,911.77	5,397.02	4,690.94	823.81
54790 Preservation Reformatting	90,000.00	148,447.52	74,435.77	9,704.81	64,306.94
Library Materials	\$8,750,996.00	\$ 11,850,400.50	\$ 3,701,967.34	\$ 2,341,784.45	\$ 5,806,648.71
55510 Furniture	166,116.34	194,044.10	3,492.28	26,963.07	163,588.75
55520 Equipment	243,472.66	266,677.50	31,976.15	8,138.14	226,563.21

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending May 31, 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	6,308.32	75,104.78
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	<u>\$523,309.00</u>	<u>\$ 606,435.20</u>	<u>\$ 64,768.93</u>	<u>\$ 41,409.53</u>	<u>\$ 500,256.74</u>
57100 Memberships	71,739.00	72,796.61	42,001.33	13,527.48	17,267.80
57200 Taxes	6,000.00	11,171.12	7,226.28	3,607.64	337.20
57500 Refunds/Reimbursements	35,521.00	39,017.28	10,072.11	9,985.12	18,960.05
Miscellaneous Expenses	<u>\$113,260.00</u>	<u>\$ 122,985.01</u>	<u>\$ 59,299.72</u>	<u>\$ 27,120.24</u>	<u>\$ 36,565.05</u>
59810 Advances Out	0.00	0.00	17,500.00	0.00	(17,500.00)
Advances	<u>\$0.00</u>	<u>\$ 0.00</u>	<u>\$ 17,500.00</u>	<u>\$ 0.00</u>	<u>\$(17,500.00)</u>
Transfers	<u>\$0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
TOTAL	<u><u>\$53,475,785.00</u></u>	<u><u>\$ 60,345,041.73</u></u>	<u><u>\$ 22,978,491.65</u></u>	<u><u>\$ 6,912,456.86</u></u>	<u><u>\$ 30,454,093.22</u></u>

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 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	24,842,203.31	22,978,491.65	6,912,456.86	25,420,819.07
Total General Fund	\$ 30,469,564.27	\$ 24,842,203.31	\$ 22,978,491.65	\$ 6,912,456.86	\$ 25,420,819.07
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	95,363.14	27,127.45	4,615,866.60
204 Kaiser	44,934.88	0.00	0.00	0.00	44,934.88
205 Kralley	153,804.84	0.00	0.00	0.00	153,804.84
206 Library	165,074.25	1,509.25	661.73	218.71	165,703.06
207 Pepke	97,395.18	0.00	0.00	0.00	97,395.18
208 Wickwire	1,086,072.03	2,684.31	1,010.00	9,064.25	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	7,912.21	2,537.11	12,137.15
226 Judd	6,743.25	50,532.00	46,034.87	33,473.03	(22,232.65)
228 Lockwood Thompson Memorial	263,528.36	78,637.50	47,792.96	233,316.06	61,056.84
229 Ohio Center for the Book	0.00	900.00	825.00	0.00	75.00
230 Schweinfurth	25,159.08	13,905.00	16,480.00	1,896.00	20,688.08
251 OLBPD-Library for the Blind	62,210.67	628,415.00	577,484.69	64,125.08	49,015.90
252 LSTA-Know It Now	120,849.73	204,248.35	202,350.04	54,084.70	68,663.34
255 PNC-Grow Up Great	58,640.05	0.00	11,821.76	513.82	46,304.47
256 Learning Centers	110,842.93	0.00	30,018.24	57,342.00	23,482.69
Total Special Revenue Funds	\$ 11,951,089.26	\$ 1,039,898.32	\$ 1,037,754.64	\$ 483,698.21	\$ 11,469,534.73
401 Building & Repair	16,399,617.59	0.00	802,444.74	1,751,128.02	13,846,044.83
Total Capital Project Funds	\$ 16,399,617.59	\$ 0.00	\$ 802,444.74	\$ 1,751,128.02	\$ 13,846,044.83
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 May 31, 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	1,160.00	185.00	108,754.98
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	15,581.53	701.00	1,689,850.22
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	\$ 16,741.53	\$ 888.00	\$ 2,817,550.07
901 Unclaimed Funds	8,913.99	1,093.72	68.27	0.00	9,939.44
Others	\$ 8,913.99	\$ 1,093.72	\$ 68.27	\$ 0.00	\$ 9,939.44
Total All Funds	\$ 61,656,094.92	\$ 25,891,463.14	\$ 24,835,500.83	\$ 9,148,169.09	\$ 53,563,888.14

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending May 31, 2013

Balance of All Funds	<u><u>\$ 62,712,057.23</u></u>
Chase-Checking	7,237.09
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	539,208.09
KeyBank-MC/VISA	113,809.38
Fifth Third - Checking	347,862.50
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>\$ 1,013,263.90</u></u>
PNC - Money Market	10,028.99
PNC - Investments	34,547,890.55
PNC/Allegiant Money Market	56,015.75
KeyBank - Victory Fund	0.00
STAR OHIO Investment	2,479,715.15
STAR Plus Investment	11,010,844.34
Investments	<u><u>\$ 48,104,494.78</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>\$ 62,712,057.23</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – May 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 May 1, 2013 through May 31, 2013.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
05/01/13 - 05/31/13	31	Various	STAR Ohio	Various	83.81	Investment Pool
05/01/13 - 05/31/13	31	Various	STAR Plus	Various	1,898.35	Investment Pool
05/01/13 - 05/31/13	31	Various	PNC	Various	0.33	Sweep Money Market
05/01/13 - 05/31/13	31	Various	PNC	Various	0.85	Money Market
11/20/12 - 05/20/13	182	2,000,000	Federal Home Loan Bank	0.500%	5,000.00	Federal Agency
11/26/12 - 05/26/13	182	750,000	Federal National Mortgage Assn.	0.550%	2,062.50	Federal Agency
01/30/13 - 05/14/13	105	250,000	Federal Farm Credit Bank	0.250%	180.55	Federal Agency

Earned Interest May 2013 \$ 9,226.39
 Earned Interest Year To Date \$ 80,163.71

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee
June 18, 2013

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 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	805.00
South Central Ohio Computer Association Spring Meeting Piketon, Ohio	5/8/13	Don Boozer	234.48
University of Rio Grande Staff Development Day Rio Grande, Ohio	5/13/2013	Don Boozer	392.80
State Library of Ohio Board Meeting Newark, Ohio	5/16/13	Don Boozer	145.77
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/27/2013	William Bradford	85.00
Ohioana Book Festival Columbus, Ohio	5/10/13 - 5/11/13	Jean Collins	111.18
American Library Association National Legislative Day Washington, D.C.	5/7/13 - 5/8/13	Thomas Corrigan	654.71
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Thomas Corrigan	20.00
Library of Congress Center for the Book Idea Exchange Washington, D.C.	5/6/13 - 5/7/13	Amy Dawson	1,019.63
InfoToday Computers in Libraries 2013 Seminar Washington, D.C.	4/8/13 - 4/11/13	Anastasia Diamond-Ortiz	468.07

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association National Legislative Day Washington, D.C.	5/6/13 - 5/8/13	Joyce Dodrill	1,017.22
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Joyce Dodrill	20.00
Northeast Ohio Regional Library System RDA for Library Catalogers Twinsburg, Ohio	5/15/13	Yeshen Dugarova-Montgomery	35.26
Art Libraries Society of North America National Conference Pasadena, California	4/25/13 - 4/29-13	Pamela Eyerdam	260.00
Northeast Ohio Regional Library System RDA for Library Catalogers Twinsburg, Ohio	5/15/13	Dawn Grattino	32.66
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Angela Guinther	32.00
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	John Hairston Jr	20.00
Northeast Ohio Regional Library System RDA for Library Catalogers Twinsburg, Ohio	5/15/13	Regina Houseman	23.95
Tyler Technologies Tyler Connect 2013 Conference Boston, Masschuesetts	4/28/13 - 5/1/13	Dawntae Jackson	1,174.42
Ohioana Book Festival Columbus, Ohio	5/10/13 - 5/11/13	Evone Jeffries	88.18
Ohio Library Council North Chapter Conference Independence, Ohio	4/18/2013	Andrea Johnson	85.00
Center for Public Investment Management Public Library Fiscal Officers Conference Columbus, Ohio	4/4/13 - 4/5/13	Carrie Krenicky	100.00
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Carlos Latimer	32.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Cindy Lombardo	20.00
InfoToday Computers in Libraries 2013 Seminar Washington, D.C.	4/8/13 - 4/11/13	CJ Lynce	720.85
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	CJ Lynce	32.00
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Michelle Makkos	32.00
Ohio Government Finance Officers Association Where's the Money and How to Write Grants Medina, Ohio	5/14/2013	Tracy Martin	140.54
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Melanie McCarter	32.00
Tyler Technologies Tyler Connect 2013 Conference Boston, Masschuesetts	4/28/13 - 5/1/13	Ronelle Miller-Hood	1,205.00
Northeast Ohio Regional Library System RDA for Library Catalogers Twinsbirg, Ohio	5/15/13	Diana Olivares	34.00
Skillpath Seminars Fundamentals of Successful Project Management Middleburg Heights, Ohio	5/8/13 - 5/9-13	Ann Palomo	422.17
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Harriette Parks	32.00
Cleveland Web Standards Association Rustbelt Refresh Seminar Cleveland, Ohio	5/3/2013	Amy Pawlowski	125.00
National Library Service Tri-Regional Conference Pittsburgh, Pennsylvania	5/6/13 - 5/9-13	Will Reed	681.60
Cleveland Web Standards Association Rustbelt Refresh Seminar Cleveland, Ohio	5/3/2013	David Reynolds	125.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
US Patent and Trademark Office 35th Annual Training Seminar Alexandria, Virginia	4/15/13 - 4/18/13	Robin Speigner	696.73
American Library Association National Legislative Day Washington, D.C.	5/7/13 - 5/8/13	Felton Thomas	467.33
Public Library Association Board of Directors Meeting Washington, D.C.	5/5/13 - 5/6/13	Felton Thomas	76.47
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Felton Thomas	20.00
Los Angeles Times Los Angeles Times Book Award and Festival Los Angeles, California	4/18/13 - 4/22/13	Rollie Welch	1,200.00
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Lakeisha Winstead	32.00
Ohio Library Council Legislative Day Columbus, Ohio	3/6/2013	Stephen Wohl	32.00
TOTAL			\$12,984.02

SUMMARY

FUND	MAY	YEAR TO DATE
General	\$8,344.95	\$22,179.70
Judd Fund	0.00	0.00
Lockwood Thompson	3,184.42	5,269.42
Metlife-Fit for Life	0.00	0.00
OLBPD - Library for the Blind	681.60	1,097.10
LSTA - Know it Know	773.05	2,743.86
PNC - Grow up Great	0.00	13.45
TOTAL	\$12,984.02	\$31,303.53

**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
05/01/2013 THROUGH 05/31/2013**

EXHIBIT 9

Human Resources Committee Report

June 20, 2013

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
HARNEGIE, MARY P	BRANCH SUBSTITUTES	CHILDRENS LIBRARIAN	5/4/2013	PERSONAL REASONS
BOSCO, JESSICA L	BROOKLYN	LA-COMP EMPH	5/8/2013	PERSONAL REASONS
STEPHENS, SIERRA	POPULAR	PAGE	5/9/2013	RETURN TO SCHOOL
NEAL, CAROLYN V	FACILITIES	ADMIN ASST	5/10/2013	ANOTHER JOB
CHILKUTT, LYL A J	PRESERVATION	PRESERVATION TECH	5/17/2013	PERSONAL REASONS
BLANKENSHIP, CORY	BUS ECON LABOR	PAGE	5/20/2013	MILITARY
WILLIAMS, JASMINE	SHELF	PAGE	5/30/2013	PERSONAL REASONS
TAYLOR, KATHLEEN	WALZ	PAGE	3/25/2013*	PERSONAL REASONS
RETIREMENTS				
OLSZEWSKI, ANN G	PRESERVATION	PRESERVATION MGR.	5/17/2013	RETIREMENT
OTHER TERMINATIONS				
SMITH, JOSEPH E	SAFETY & PROT SERVICES	SAFE PROT SVCS. OFF	5/20/2013	TERM INVOL

* Delayed notice of resignation

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 05/01/2013 TO 05/31/2013**

**Human Resources Committee Report
June 20, 2013**

EMPLOYEE: PAI, RHONDA D
JOB TITLE: MOBILE SERVICES MANAGER
CURRENT GRADE: J **EFFEC DATE** 05/05/2013
CURRENT STEP: 4 **FOR GRADE/STEP**

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

EMPLOYEE: WILLIAMS, MAXINE
JOB TITLE: LA COMP EMPH
CURRENT GRADE: F **EFFEC DATE** 05/05/2013
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: CONRAD, CARLA
JOB TITLE: BRANCH CLERK SUB
CURRENT GRADE: B **EFFEC DATE** 05/05/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	14,709.50	NEW HIRE

EMPLOYEE: STASKIEWS, ALEXANDRA
JOB TITLE: CHILDRENS LIBRARIAN
CURRENT GRADE: J **EFFEC DATE** 05/05/2013
CURRENT STEP: 4 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	50,998.74	PROMOTION

EMPLOYEE: BRESLIN, JESSICA
JOB TITLE: BRANCH MANAGER LGE
CURRENT GRADE: K **EFFEC DATE** 05/20/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	65,615.68	NEW HIRE

EMPLOYEE: HUNTER, RENA
JOB TITLE: BRANCH MANAGER DYAD
CURRENT GRADE: K **EFFEC DATE** 05/20/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	65,615.68	NEW HIRE

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 05/01/2013 TO 05/31/2013**

Human Resources Committee Report
June 20, 2013

EMPLOYEE: GUSTER, KYLE
JOB TITLE: COMPUTER NET TECH

CURRENT GRADE: F **EFFEC DATE** 05/20/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	42,233.88	NEW HIRE

EMPLOYEE: FRANKLIN, HANNAH
JOB TITLE: LIB ASST - SUB

CURRENT GRADE: F **EFFEC DATE** 05/20/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	20,091.76	NEW HIRE

EMPLOYEE: SAXTON, ALBERT
JOB TITLE: CUSTODIAN III

CURRENT GRADE: C **EFFEC DATE** 05/20/2013
CURRENT STEP: 8 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	40,719.38	41,914.00	PROMOTION

EMPLOYEE: CARTER, YVETTE
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFEC DATE** 05/05/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.15	30,919.72	PROMOTION

CLEVELAND PUBLIC LIBRARY

REPORT D

Human Resources Committee Report

Meeting Date June 20, 2013

Report Period: May 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	*133,043.04
April	3,161.77	3,481.44	88,641.21
May	3,623.45	3,671.72	87,911.85
June	2,593.94		
July	2,344.66		
August	*4,221.65		
September	3,087.74		
October	2,760.23		
November	2,833.57		
December	3,277.75		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
May 1, 2013- May 31, 2013 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

REPORT E**Human Resources Committee Report**

June 20, 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**

Human Resources Committee Report
JUNE 20, 2013

**MAY
2013**

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Med Mutual Silver	20	14	34
Med Mutual Gold	259	143	402
Delta Dental	275	183	458
Vision	245	167	412
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	31

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2013

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library	142,508	157,481	698	757	717,806	789,565	-9.1%
Branches	318,649	325,360	1,561	1,486	1,657,671	1,619,328	2.4%
Mobile Units	4,221	5,960			21,170	29,588	-28.5%
Library for the Blind	53,043	64,387			271,449	311,464	-12.8%
OLBPD BARD	12,493	9,613			61,984	47,500	30.5%
eMedia	15,599	10,971			77,929	55,579	40.2%
TOTAL CIRCULATION	546,513	573,772			2,808,009	2,853,024	-1.6%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
eBook	11,709	8,182	59,645	40,911	45.8%
eAudioBook	3,765	2,682	17,504	14,105	24.1%
eMusic	71	55	345	280	23.2%
eVideo	54	52	435	283	53.7%
TOTAL eCIRCULATION	15,599	10,971	77,929	55,579	40.2%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Downloads	12,493	9,613	61,984	47,500	30.5%
Users	579	515	3,043	2,685	13.3%

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	13,059	10,489	9,621	7,176	34.1%
Branches	539	40 minutes	87,911	61,607	58,010	39,991	45.1%
TOTAL USAGE	641		100,970	72,096	67,631	47,167	43.4%

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	45,889	51,214	221	246	232,369	232,564	-0.1%
Branches	212,253	244,697	1,040	1,117	1,185,182	1,215,295	-2.5%
Mobile Unit	293	1,310			2,971	4,140	-28.2%
TOTAL VISITS	258,435	297,221			1,420,522	1,451,999	-2.2%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR MAY 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	7,933	832	636	1,180	10,581	954	11,535
Broadway*		26	10	27	63	2	65
Brooklyn	4,336	409	431	488	5,664	753	6,417
Carnegie West	8,161	1,008	1,242	1,521	11,932	1,328	13,260
Collinwood	5,798	711	597	1,045	8,151	953	9,104
East 131st	3,381	469	320	642	4,812	415	5,227
Eastman	14,584	1,696	1,812	2,909	21,001	2,570	23,571
Fleet	9,635	1,065	1,024	1,644	13,368	1,366	14,734
Fulton	8,479	1,107	679	1,584	11,849	1,021	12,870
Garden Valley	3,371	338	123	264	4,096	361	4,457
Glennville	6,124	608	487	962	8,181	663	8,844
Harvard-Lee	6,059	773	751	1,507	9,090	888	9,978
Hough	3,187	505	357	384	4,433	402	4,835
Jefferson	4,911	588	809	1,104	7,412	904	8,316
Langston Hughes	5,116	764	679	999	7,558	663	8,221
Lorain	8,108	973	897	1,544	11,522	1,032	12,554
Martin Luther King, Jr.	6,073	483	751	977	8,284	1,155	9,439
Memorial-Nottingham	8,866	886	1,221	1,757	12,730	1,520	14,250
Mt. Pleasant	4,869	499	405	615	6,388	576	6,964
Rice	9,560	749	774	1,259	12,342	1,133	13,475
Rockport	14,593	1,325	1,347	1,919	19,184	2,441	21,625
South	5,834	667	481	969	7,951	755	8,706
South Brooklyn	14,459	1,466	1,832	2,973	20,730	2,565	23,295
Sterling	4,261	452	379	515	5,607	422	6,029
Union	5,433	777	669	970	7,849	595	8,444
Walz	11,511	1,402	1,169	1,786	15,868	1,652	17,520
West Park	12,481	1,598	2,600	3,475	20,154	2,909	23,063
Woodland	8,667	803	501	993	10,964	887	11,851
TOTAL	205,790	22,979	22,983	36,012	287,764	30,885	318,649

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

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison	11,535	12,260	55,758	68,247	-12,489	-18.3%
Broadway*	65	3,496	471	16,150	-15,679	-97.1%
Brooklyn	6,417	8,401	38,306	44,008	-5,702	-13.0%
Carnegie West	13,260	14,574	69,609	71,247	-1,638	-2.3%
Collinwood	9,104	10,205	50,358	50,838	-480	-0.9%
East 131st	5,227	5,167	27,137	28,375	-1,238	-4.4%
Eastman	23,571	19,208	108,116	94,918	13,198	13.9%
Fleet	14,734	15,303	81,187	71,695	9,492	13.2%
Fulton	12,870	11,419	72,065	58,062	14,003	24.1%
Garden Valley	4,457	5,126	23,306	25,506	-2,200	-8.6%
Glenville	8,844	9,114	46,573	46,234	339	0.7%
Harvard-Lee	9,978	9,012	52,619	47,893	4,726	9.9%
Hough	4,835	6,181	24,964	29,702	-4,738	-16.0%
Jefferson	8,316	9,541	45,060	49,640	-4,580	-9.2%
Langston Hughes	8,221	8,045	41,436	35,326	6,110	17.3%
Lorain	12,554	11,841	64,907	59,950	4,957	8.3%
Martin Luther King, Jr.	9,439	8,479	45,040	40,782	4,258	10.4%
Memorial-Nottingham	14,250	16,263	78,508	84,527	-6,019	-7.1%
Mt. Pleasant	6,964	6,817	34,248	35,255	-1,007	-2.9%
Rice	13,475	13,425	68,619	62,608	6,011	9.6%
Rockport	21,625	22,543	113,081	116,257	-3,176	-2.7%
South	8,706	8,848	44,450	46,507	-2,057	-4.4%
South Brooklyn	23,295	22,572	116,542	106,357	10,185	9.6%
Sterling	6,029	7,069	36,055	30,701	5,354	17.4%
Union	8,444	7,837	43,881	36,051	7,830	21.7%
Walz	17,520	16,853	94,225	86,465	7,760	9.0%
West Park	23,063	25,343	119,053	124,139	-5,086	-4.1%
Woodland	11,851	10,418	62,097	51,888	10,209	19.7%
TOTAL	318,649	325,360	1,657,671	1,619,328	38,343	2.4%

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

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE MAY 2013

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012			
Addison	5,765	6,877	33,256	36,900	-3,644	-9.9%	
Broadway*		1,605		8,563	-8,563	-100.0%	
Brooklyn	3,949	4,546	22,469	21,730	739	3.4%	
Carnegie West	13,265	16,578	80,511	92,206	-11,695	-12.7%	
Collinwood	6,002	7,167	35,314	35,646	-332	-0.9%	
East 131st	6,222	6,905	36,798	35,557	1,241	3.5%	
Eastman	10,873	11,707	62,359	59,850	2,509	4.2%	
Fleet	10,788	11,115	59,572	53,097	6,475	12.2%	
Fulton	7,566	7,557	42,713	37,616	5,097	13.6%	
Garden Valley	3,907	4,820	21,280	22,748	-1,468	-6.5%	
Glenville	6,434	8,072	36,097	39,433	-3,336	-8.5%	
Harvard-Lee	8,491	8,330	44,873	41,914	2,959	7.1%	
Hough	9,492	12,259	48,157	59,460	-11,303	-19.0%	
Jefferson	6,649	9,548	38,885	42,665	-3,780	-8.9%	
Langston Hughes	6,551	6,589	33,287	30,936	2,351	7.6%	
Lorain	7,576	7,699	40,793	38,869	1,924	4.9%	
Martin Luther King, Jr.	6,906	8,335	37,821	39,279	-1,458	-3.7%	
Memorial-Nottingham	6,502	6,340	30,222	28,791	1,431	5.0%	
Mt. Pleasant	5,247	5,650	31,320	30,425	895	2.9%	
Rice	13,150	12,095	70,299	61,582	8,717	14.2%	
Rockport	8,812	10,456	53,503	56,318	-2,815	-5.0%	
South	8,009	9,348	33,719	44,073	-10,354	-23.5%	
South Brooklyn	11,277	13,712	69,308	66,393	2,915	4.4%	
Sterling	10,605	12,299	61,425	58,475	2,950	5.0%	
Union	5,249	7,444	27,953	34,341	-6,388	-18.6%	
Walz	8,340	8,866	48,232	47,223	1,009	2.1%	
West Park	8,260	11,318	49,409	56,220	-6,811	-12.1%	
Woodland	6,366	7,460	35,607	34,985	622	1.8%	
TOTAL	212,253	244,697	1,185,182	1,215,295	-30,113	-2.5%	

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

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS MAY 2013**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 Eastman	23,571	1 Carnegie West	13,265	1 South Brooklyn	32,043
2 South Brooklyn	23,295	2 Rice	13,150	2 West Park	27,814
3 West Park	23,063	3 South Brooklyn	11,277	3 Fleet**	26,727
4 Rockport	21,625	4 Eastman	10,873	4 Eastman	23,674
5 Walz	17,520	5 Fleet	10,788	5 Rockport	19,896
6 Fleet	14,734	6 Sterling	10,605	6 Fulton	19,647
7 Memorial-Nottingham	14,250	7 Hough	9,492	7 Rice	19,462
8 Rice	13,475	8 Rockport	8,812	8 Memorial-Nottingham	19,271
9 Carnegie West	13,260	9 Harvard-Lee	8,491	9 Harvard-Lee	17,655
10 Fulton	12,870	10 Walz	8,340	10 Walz	16,063
11 Lorain	12,554	11 West Park	8,260	11 Collinwood	14,769
12 Woodland	11,851	12 South	8,009	12 Langston Hughes	14,439
13 Addison	11,535	13 Lorain	7,576	13 Glenville	14,006
14 Harvard-Lee	9,978	14 Fulton	7,566	14 Addison	13,603
15 Martin Luther King, Jr.	9,439	15 Martin Luther King, Jr.	6,906	15 East 131st	13,025
16 Collinwood	9,104	16 Jefferson	6,649	16 Mt. Pleasant	12,792
17 Glenville	8,844	17 Langston Hughes	6,551	17 Lorain	12,588
18 South	8,706	18 Memorial-Nottingham	6,502	18 Martin Luther King, Jr.	12,392
19 Union	8,444	19 Glenville	6,434	19 Carnegie West	10,487
20 Jefferson	8,316	20 Woodland	6,366	20 Union	8,416
21 Langston Hughes	8,221	21 East 131st	6,222	21 Sterling	8,267
22 Mt. Pleasant	6,964	22 Collinwood	6,002	22 Woodland	7,946
23 Brooklyn	6,417	23 Addison	5,765	23 South	6,325
24 Sterling	6,029	24 Union	5,249	24 Hough	5,667
25 East 131st	5,227	25 Mt. Pleasant	5,247	25 Brooklyn	5,524
26 Hough	4,835	26 Brooklyn	3,949	26 Jefferson	3,515
27 Garden Valley	4,457	27 Garden Valley	3,907	27 Garden Valley	2,310
28 Broadway*	65	28 Broadway*		28 Broadway**	1,966
	318,649		212,253		388,323
					473,177

**Broadway and Fleet services areas merged

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

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
CLEVNET	84,355	85,821	403,224	400,788	0.6%
MORE	850	777	3,919	4,438	-11.7%
Other Libraries	719	450	3,762	2,101	79.1%
TOTAL	85,924	87,048	410,905	407,327	0.9%

*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	17,645	26,451	128,919	127,630	1.0%
KnowItNow Web Reference*	594	907	3,114	3,981	-21.8%
Interlibrary Loan Requests	4,354	4,106	23,800	18,346	29.7%
TOTAL	22,593	31,464	155,833	149,957	

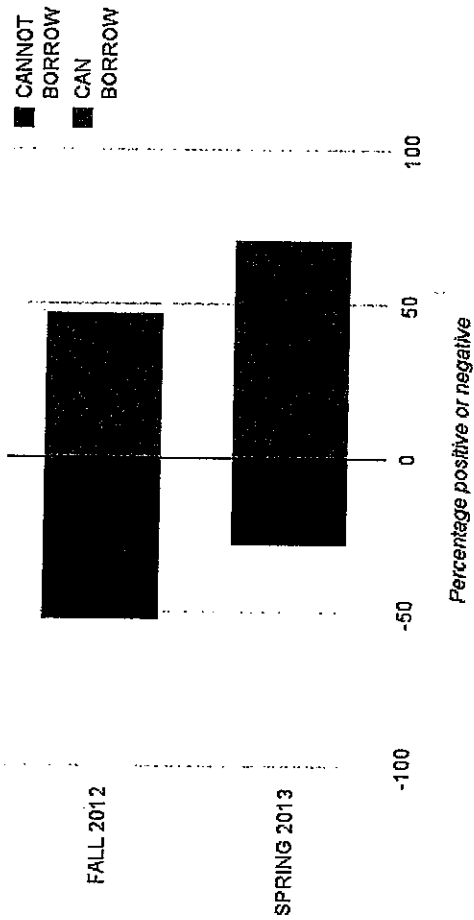
*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
New Titles Added	5,462	6,842	26,875	36,625	-26.6%
Total Items Added	24,329	31,884	110,260	131,349	-16.1%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Main Library	208	208	1,008	1,006	0.2%
Branches	5,508	6,143	28,792	29,727	-3.1%

MYTUNES	May 2013	Apr 2013	Mar 2013	Feb 2013	Jan 2013
	Songs Downloaded	4,425	4,806	4,886	4,494
Users	690	731	800	742	950
New Registrations	11	17	13	8	18

FALL 2012 AMNESTY PARTICIPANTS



CONTROL GROUP

