

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

Present: Mr. Corrigan, Ms. Rodriguez, Mr. Seifullah,  
Mr. Hairston, Mr. Werner, Mr. Parker  
(arrived, 12:37 p.m.)

Absent: Ms. Butts

Mr. Corrigan called the meeting to order at 12:13 p.m.

**Approval of the Minutes**

Mr. Hairston moved approval of the minutes for the 10/17/13 Regular Board Meeting; and the 10/15/13 Joint Finance & Community Services Committee Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

Mr. Corrigan acknowledged library patron Kathy Schaefer, who attended the board meeting to affirm her commitment to the preservation of Carnegie libraries including the South Branch. Ms. Schaefer stated that she is a member of the Friends of the Cleveland Public Library.

Ms. Schaefer commented on the benefits of fundraising and requested that the South Branch be preserved as a public library as well as a public space.

Mr. Corrigan thanked Ms. Schaefer for her input and stated that the Library does everything to ensure the maintenance of the South Branch. Although, the building is not occupied, the Library has invested funds to ensure that it is protected and structurally sound to prevent deterioration as the long term decision on its use is considered.

Mr. Corrigan stated that the Library is committed in protecting and preserving this Carnegie structure as well as providing service to the community.

MINUTES OF  
REGULAR BOARD  
MEETING OF  
9/19/13; FINANCE  
COMMITTEE  
MEETING OF  
9/17/13  
Approved

Mr. Corrigan stated that the Library recently did a facilities study. The Board has a fiduciary responsibility to address the changing needs of patrons while protecting the architectural gem of the Carnegie library.

Mr. Corrigan discussed that the Friends of the Cleveland Public Library is developing a foundation to support the library and its collections.

Before thanking Ms. Schaefer for her comments, Mr. Corrigan encouraged her to stay informed on decisions about the South Branch and invited her participation in the ongoing discussions.

Mr. Corrigan acknowledged Fran Mentch, Librarian, Cleveland State University; she spoke on the appreciation students have for the browsing collections at Cleveland State University as well as access to research data bases.

Ms. Mentch stated that the Cleveland State University Foundation annually gives \$5,000 to Cuyahoga County Public Library. Perhaps Cleveland Public Library would consider seeking funds from Cleveland State University and the Cleveland Foundation for the preservation of the South Branch.

Ms. Mentch noted that libraries are important to communities and neighborhoods and if the South Branch were not preserved, an unfavorable message would be sent to the community.

In closing, Ms. Mentch encouraged the board to make preservation of South Branch a priority.

Mr. Corrigan stated that the decision to close South was not made hastily and efforts are being made to preserve the structure. Although, the decision has not been made, perhaps library facilities can be used to serve the community in other creative ways.

#### COMMUNICATIONS

In the Director's absence, Mr. Corrigan acknowledged the following communications: a certificate of recognition from Mayor Frank G. Jackson, commending the Library for

CERTIFICATE  
FROM MAYOR  
FRANK G.  
JACKSON;  
LETTRS FROM  
COLLEEN M.  
COTTER, THE  
LEGAL AID  
SOCIETY OF  
CLEVELAND;  
SHEIDAN  
STORMES,  
MUSIC LIBRARY  
ASSOCIATION  
MIDWEST  
CHAPTER  
Acknowledged

participating in the Cleveland Division of Fire Summer Reading Program; a letter from Colleen M. Cotter, Esq., Executive Director, The Legal Aid Society of Cleveland expressing gratitude for the Library's recent \$5,000 grant contribution to fund Brief Advice Clinics; and a letter from Sheridan Stormes, Chair, Music Library Association Midwest Chapter, expressing gratitude for providing the venue for the Music Library Association's 72<sup>nd</sup> Annual Meeting.

### FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

#### Resolution to Accept Gifts for the Month of October

(See page 1129)

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

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

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

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

#### Resolution Requesting Tax Advance

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 321.34 authorizes the Board of Library Trustees to request that the Cuyahoga County Fiscal Officer advance tax funds to the Cleveland Public Library prior to regular settlement dates in order for the Library to meet current expenses; now therefore be it

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF OCTOBER 2013  
Approved

RESOLUTION  
ACCEPTING TAX  
ADVANCE  
Approved

RESOLVED, That the Board of Library Trustees requests that the Cuyahoga County Fiscal Officer advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2014.

RESOLUTION  
TO ADVANCE  
CASH FROM  
THE GENERAL  
FUND TO THE  
MYCOM FUND  
AND THE OHIO  
LIBRARY FOR  
THE BLIND  
AND  
PHYSICALLY  
DISABLED

Approved

Resolution to Advance Cash from the General Fund to the MyCom Fund and the Ohio Library for the Blind and Physically Disabled (OLBPD) Fund

Ms. Rodriguez moved approval of the following resolution. Mr. Seifullah seconded the motion, which passed with four in favor and one recusal by Mr. Werner. Mr. Werner explained the County where he serves as Director of Health and Human Services, is a funder of Starting Point.

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 October 17, 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. Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$94,640; and

WHEREAS, On September 19, 2013, the Library Board of Trustees accepted the State Library of Ohio funding award of \$1,508,194 and entered into an agreement with the State Library of Ohio. The State Library of Ohio pays the Library on a monthly basis; and

WHEREAS Therefore, a cash advance from the Library's General Fund to the MyCom Fund and to the OLBPD Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for grants that are allocated on a reimbursement basis; now therefore be it

RESOLVED, That General Fund advance cash in the amount of \$94,640 to the MyCom Fund and \$60,000 to the OLBPD Fund for the same purposes for which the funds were established, and for which repayment in an equal amount is made within a year.

Resolution Approving Public Library Fund Allocation Agreement Commencing January 1, 2014 and Terminating December 31, 2017

(See pages 1130-1144)

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

WHEREAS, On January 1, 2009, the nine (9) independent free public library systems in Cuyahoga County entered into an agreement with the Cuyahoga County Budget Commission for the allocation of the County Public Library Fund ("PLF"); and

WHEREAS, The agreement set forth the percentage of the total PLF each library was to receive for each year commencing on January 1, 2009 and terminating on December 31, 2013; and

WHEREAS, The Directors of the nine (9) independent free public libraries have met together to negotiate in good faith and have agreed, subject to the approval of each library's respective Board of Trustees and the Cuyahoga County Budget Commission, to enter into a new agreement that extends the current percentage allocation for an additional four (4) years through December 31, 2017; and

WHEREAS, The new agreement also provides a new percentage allocation for each library for PLF distributions in excess of the amount distributed from the PLF (formally called the Library and Local Government Support Fund, "LLGSF") in 2007; and

WHEREAS, The percent of PLF to be allocated to the Cleveland Public Library under the new agreement remains at **41.18430%** to be applied to PLF distributions up to the amount distributed from the LLGSF in 2007, and **31.1725%** to be applied to PLF distributions in excess of the amount distributed from the LLGSF in 2007, a reduction from **34.48%** under the expiring agreement; and

RESOLUTION  
APPROVING  
PUBLIC  
LIBRARY FUND  
ALLOCATION  
AGREEMENT  
COMMENCING  
JANUARY 1,  
2014 AND  
TERMINATING  
DECEMBER 31,  
2017

Approved

WHEREAS, The Board of Trustees has determined that the allocation set forth above is fair and reasonable; NOW THEREFORE BE IT

RESOLVED, That subject to the approval of the Cuyahoga County Budget Commission and the approval of the Board of Trustees of each of the other independent free library systems in Cuyahoga County, this Board hereby approves an agreement commencing on January 1, 2014 and terminating on December 31, 2017 on the terms and conditions set forth in the agreement, which substantially conforms with the agreement attached to this Resolution and incorporated herein by reference, which provides that the percentage of PLF to be allocated to the Cleveland Public Library under the new agreement is **41.18430%** to be applied to PLF distributions up to the amount distributed from the LLGSF in 2007, and **31.1725%** to be applied to PLF distributions in excess of the amount distributed from the LLGSF in 2007; and be it further

RESOLVED, That the President of this Board of Trustees is authorized to execute any agreements, amendments, or other documents necessary or appropriate to effectuate the agreement which is the subject of this Resolution.

Ms. Rodriguez introduced the resolution and moved for passage;

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

Ayes: 6

Nays: 0

**CERTIFICATE**

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

Carrie Krenicky, Fiscal Officer  
Cleveland Public Library

Ms. Rodriguez stated that this item was discussed at length at Finance Committee Meeting.

Mr. Corrigan stated that for the first time, this agreement does not site the history of the prior agreement. Therefore, the previous commitment to find a way to deal with the fact that Cleveland Public Library's central collection is the public research collection for the entire region and there is nothing in the current allocation process that recognizes that in any substantial way. There is no good way for other libraries in the county to take into account the value that Cleveland Public Library central collection provides to the region. The new agreement does not recite that history.

Resolution Authorizing the Cleveland Public Library to Enter into a Memorandum of Understanding with Ohio Department of Administrative Services for the Purchase of Natural Gas

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

WHEREAS, Deregulation of the natural gas industry in Ohio allows Dominion East Ohio customers to select a natural gas supplier; and

WHEREAS, In December 2012, the Library purchased natural gas for its 29 locations from Interstate Gas Supply, Inc. through a one-year renewable fixed rate contract pricing of \$4.74 per thousand cubic feet; and

WHEREAS, The State of Ohio Department of Administrative Services has established a Natural Gas Purchasing Program ("Program"), whose participants have enjoyed savings of approximately 15% to 20% off applicable utility rates. The State currently purchases its gas supplies from Summit Energy Services (a division of Schneider Electric); and

RESOLUTION  
AUTHORIZING THE  
CLEVELAND  
PUBLIC LIBRARY  
TO ENTER INTO A  
MEMORANDUM OF  
UNDERSTANDING  
WITH OHIO  
DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES FOR  
THE PURCHASE OF  
NATURAL GAS

Approved

WHEREAS, The State's Program provided variable rates at an average of \$4.1742 per thousand cubic feet for smaller consuming sites from January 2013 through November 2013; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to enter into a Memorandum of Understanding with the State of Ohio Department of Administrative Services to participate in the State's Natural Gas Purchasing Program for a period of one year in order to purchase natural gas at discounted variable rates, subject to the approval of the Chief Legal Officer.

Resolution Authorizing Agreement with FirstEnergy for Electric Service (HOLD)

Resolution Authorizing Agreement with Gallagher Benefits Services, Inc. for Benefits Consulting Services for 2014 and 2015

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

WHEREAS, In May of 2012, the Board of Trustees of the Cleveland Public Library authorized the Executive Director to enter into an agreement with Gallagher Benefit Services, Inc. ("Gallagher") for consulting and negotiation services to assist the Library in obtaining health care plans and providing employee customer service and support, at the cost of \$2,800.00 per month; and

WHEREAS, As a part of that agreement, Gallagher agreed to contribute the amount of commission it received from Medical Mutual toward the Library's wellness contract with IncentiSoft Solutions ("BRAVO"), which resulted in a savings to the Library for the 2012-2013 plan year in the amount of \$41,512.50; and

WHEREAS, The Library's agreement with Gallagher expires on December 31, 2013. Gallagher has proposed to continue providing services for the Library at the same rate of \$2,800.00 per month, and has also agreed to continue to

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH  
FIRSTBERGT  
FOR ELECTRIC  
SERVICE  
Hold

RESOLUTION  
AUTHORIZING  
AGREEMENT WITH  
GALLAGHER  
BENEFITS  
SERVICES, INC.  
FOR BENEFITS  
CONSULTING  
SERVICES FOR  
2014 AND 2015  
Approved



pay the costs of the BRAVO wellness contract up to the amount of commission it receives from Medical Mutual; and

WHEREAS, The Library Administration desires to enter into a new agreement with Gallagher for a two-year period through December 31, 2015 to correspond to the term of the new contract the Library is entering into with BRAVO which expires December 31, 2015, now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into an agreement with Gallagher Benefit Services Inc. for benefits consulting and employee customer services support for the period commencing January 1, 2014 and terminating on December 31, 2015, in the amount not-to-exceed **\$67,200.00** to be paid from General Fund No. 115110053-53710 Professional Services, and to enter into such other documents as may be necessary or appropriate to effectuate the agreement which is the subject of this Resolution, subject to the approval of the Chief Legal Officer.

Resolution to Enter Into a Purchase Agreement with Sims Buick GMC to Purchase a Delivery Truck

(See pages 1145-1149)

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

WHEREAS, On April 10, 2000, the Cleveland Public Library purchased a 2000 GMC Step Van for \$31,343.94 that is fully depreciated, has over 184,000 miles and has engine and transmission problems that is estimated to cost over \$7,000 to repair; and

WHEREAS, The Library management does not feel it is fiscally responsible to perform the needed repairs on a thirteen (13) year old truck; and

WHEREAS, A delivery truck is necessary for the operation of the Library; and

RESOLUTION TO  
ENTER INTO A  
PURCHASE  
AGREEMENT WITH  
SIMS BUICK GMC  
TO PURCHASE A  
DELIVERY TRUCK  
Approved

WHEREAS, The Library management received two (2) proposals from vendors to purchase and/or lease a new delivery truck and recommends that the Library purchase the delivery truck from SIMS Buick GMC; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, or his designee, to enter into a Purchase Agreement, subject to approval of the Chief Legal Officer, to purchase a 2014 GMC Savana 177" 3500 Cutaway for a total cost of \$28,491.17, with the expenditure being charged to the General Fund Account 12100055-55700 (Motor Vehicles).

Resolution Authorizing Change Orders #002 and #004 for the South Branch Deactivation Project

(See pages 1150-1151)

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

WHEREAS, On September 19, 2013 the Board of Library Trustees ("Board") awarded the contract for the South Branch Deactivation Project to Sterling Professional Group as the general contractor; and

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

WHEREAS, Westlake Reed Leskosky, the Library's architect on this project, has reviewed the necessity of the following and recommends acceptance as detailed in the attached:

<b>Contractor</b>	<b>Change</b>	<b>Amount</b>
Sterling Professional Group	#002	(\$18,000.00)

This change order provides a credit for roofing insulation that was not installed.

RESOLUTION  
AUTHORIZING  
CHANGE  
ORDERS #002  
AND #004 FOR  
SOUTH BRANCH  
DEACTIVATION  
PROJECT  
Approved

Sterling Professional Group                      #004                      \$1,000.00

This change order is needed to remove and infill the window wells.

Change order #001 for roof hatch and change order #003 for lintel investigation were not approved by Westlake Reed Leskosky and the Director of Property Management.

Now therefore be it

RESOLVED, That the above listed change orders are hereby approved with a net \$17,000.00 decrease to the contract with Sterling Professional Group, which shall be credited to the Building & Repair Fund Account 40178305-55300-10783.

Resolution Authorizing Agreement with Integrated Precision Systems Inc. for Maintenance of People Counting Hardware, Software, and Firmware

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

WHEREAS, The Cleveland Public Library owns hardware, software and firmware that counts the number of people who enter each branch within the Library system; and

WHEREAS, The people counting system, which was created by a company named ShopperTrak, was purchased by the Library through Integrated Precision Systems Inc. ("IPS"); and

WHEREAS, The Library had an agreement with IPS for maintenance of this people counting system which expired on September 15, 2013 in the amount of \$28,483.00 per year. IPS has offered the Library a new maintenance contract in the amount of \$30,000 the first year with a 5% increase each year for up to five (5) years, with the option of terminating the agreement after three (3) years. The reason for the increase is that the costs to IPS charged by ShopperTrak have increased over the past several years; and

WHEREAS, The Department of Information Technology recommends continuing with the maintenance services

RESOLUTION  
AUTHORIZING  
AGREEMENT  
INTEGRATED  
PRECISION  
SYSTEMS INC. FOR  
MAINTENANCE OF  
PEOPLE COUNTING  
HARDWARE,  
SOFTWARE, AND  
FIRMWARE  
Approved

provided by IPS despite the increase in cost as IPS has provided good, reliable service in the past; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an agreement with Integrated Precision Systems Inc. for maintenance services for the Library's people counting hardware, software, and firmware, in the amount of \$30,000 the first year with a 5% increase each year for a period of up to five (years), with the option of terminating the agreement after three (3) years, subject to approval of the Chief Legal Officer, with the expenditure being charged to 13010053-53360 (Computer Maintenance).

RESOLUTION  
AUTHORIZING  
THE  
PURCHASE OF  
EARLY  
LITERACY  
STATIONS  
FROM AWE  
INC.

Approved

Resolution Authorizing the Purchase of Early Literacy Stations from AWE Inc.

(See pages 1152-1153)

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

WHEREAS, One of the Cleveland Public Library's core missions is to encourage early childhood literacy and to embrace new ways to adapt the Library to the changing needs of people we serve; and

WHEREAS, The Department of Public Services and the Library's Department of Information Technology has identified a tool that would assist with early childhood literacy called Early Literacy Stations which are used in other libraries around the country. This product will assist the library in creating digital learning opportunities for children. It requires no Internet connection, so it is safe and secure; and

WHEREAS, The Library's Department of Information Technology has identified AWE Inc. as the only manufacturer of the Early Literacy Station, and obtained a proposal from AWE Inc. for the purchase of 54 stations in the amount of \$137,646.00; and

WHEREAS, The Early Literacy Station manufactured by AWE Inc. is a comprehensive all-in-one digital learning solution for children ages 2-8, and features more than

60 educational software programs spanning seven curricular areas. The Library desires to purchase Early Literacy Stations in order to make two of them available in each branch; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a purchase agreement with AWE Inc., for the purchase of 54 Early Literacy Stations and supporting equipment, in the amount of \$137,646.00, with the expenditure being charged to Account 40130105-55530 (Computer Hardware), subject to the approval of the Chief Legal Officer.

Annisha Jeffries, Youth Services Manager, gave a demonstration of the early literacy station and was available to answer any questions the Board may have had.

Resolution Authorizing Purchase of Laptop and Tablet Vending Kiosks from Java Connections, LLC

(See pages 1154-1157)

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

WHEREAS, The Library's Department of Public Service has determined that it would like to provide patrons the option of checking out laptops, iPads, and other types of tablets from vending machine kiosks located in some of the Library's buildings; and

WHEREAS, The Department of Information Technology has obtained quotes from two (2) vendors which manufacture technology device vending machine kiosks, one from Java Connections LLC dba LaptopsAnytime, in the amount of \$31,247.00 to \$35,367.00 per machine (depending upon what type of devices which can be provided by the machines), and one from TechLogic dba MediaSurfer, in the amount of \$30,240.00 per machine; and

WHEREAS, The Library has determined that despite being more expensive, the machines provided by Java Connections LLC dba LaptopsAnytime, are better suited to the Library's needs for the reason that they vend laptops, iPads, mini iPads, and GoogleNexus 10 tablets,

RESOLUTION  
AUTHORIZING  
PURCHASE OF  
LAPTOP AND  
TABLET VENDING  
KIOSKS FROM  
JAVA  
CONNECTIONS,  
LLC.

Approved

while the machines provided by Tech Logic Media Surfer only vend iPads; and

WHEREAS, The Library would like to purchase one vending machine kiosk in the amount of \$35,367.00 which vends HP 847p laptop devices and 10" iPad 4 tablets; one vending machine kiosk in the amount of \$31,247.00 which vends HP 847p laptop devices and Google Nexus 10 tablets; and one vending machine in the amount of \$31,867.00 which vends HP 847p laptops devices and iPad mini tablets, for a total amount of \$98,481.00. These vending machine kiosks will be placed in TechCentral, and the Lorain and Fleet branches; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Java Connections LLC for the purchase of three (3) vending machine kiosks as described in this Resolution, in the total amount of \$98,481.00, subject to the approval of the Chief Legal Officer, with the expenditure being charged to Account 40130105-55530 (Computer Hardware).

Rod Houpe, Chief Technology Officer, Information Technology/CLEVNET, displayed a photo of the kiosk and explained library cards are used to check items out and that procedures are being developed to secure the devices.

Ms. Rodriguez submitted the following reports.

FISCAL  
OFFICER'S  
REPORT  
Submitted

Fiscal Officer's Report

(See pages 1158-1167)

REPORT ON  
INVESTMENTS  
Submitted

Report on Investments

(See page 1168)

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

Report on Conference and Travel Expenditures

(See pages 1169-1171)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 1172-1174)

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

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 1175)

Affirmative Action Plan

(See page 1176)

Insurance Summary Report

(See page 1177)

**COMMUNITY SERVICES REPORT**

Mr. Werner presented the following report.

Monthly Activity Report

(See pages 1178-1184)

Building Status Update

Myron Scruggs, Director of Property Management gave an update on the Heat Conversion Project.

**NEW BUSINESS**

Ms. Rodriguez stated that she would like the Library to consider being a sponsor of the White Ribbon Campaign. The White Ribbon Campaign is the largest effort in the world by men working to end violence against women. It is observed in nearly 60 countries around the globe between November 25 and December 6. Campaigns are led by both men and women, even though the focus is on educating men and boys. The local campaign is led by Cuyahoga County's Healthy Fathering Collaborative, the

REGULAR  
EMPLOYMENT  
REPORT  
Approved

REPORT ON PAID  
SICK TIME  
Submitted

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

INSURANCE  
SUMMARY REPORT  
Submitted

MONTHLY  
ACTIVITY REPORT  
Submitted

BUILDING STATUS  
UPDATE  
Presented

MOTION FOR THE  
LIBRARY TO  
BECOME A  
SPONSOR OF THE  
WHITE RIBBON  
CAMPAIGN  
Approved

Domestic Violence and Child Advocacy Center and Passages, Inc. Campaign participants are requested to wear a white tie or white ribbon on Friday, November 22, 2013 as a personal pledge to never commit, condone or remain silent about violence against women, girls or children. A Public Rally is scheduled on Friday November 22, 2013 at 12:00 p.m. on the steps of the Cuyahoga County Domestic Relations Courthouse.

Although, a resolution was not prepared, Mr. Corrigan made a motion that the Board of Trustees support the White Ribbon Campaign and recognition on November 22, 2013. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

#### **DIRECTOR'S REPORT**

#### **DIRECTOR'S REPORT**

Mr. Corrigan stated that Director Thomas was absent due to commitments with the Aspen Institute Task Force on Learning and the Internet in California and requested that Trustees review the Director's Report at their leisure.

#### **Monthly Statistics**

Circulation for the month of October was 604,759. This is a decrease of 2% from last year's October circulation of 616,531. The circulation activity for eMedia has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. However, we have seen a trend of declining circulation numbers throughout 2013. The increase in eMedia numbers has not been able to counter the trend of declining print and media circulation.

The number of computer sessions for October was up from 2012 levels. There were 114,932 sessions this year in comparison to last year's total of 92,314. Not surprisingly, the number of hours in use for our computers increased from 62,428 in October of 2012 to 77,605 in 2013. This was an increase of 24%. 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 October was 317,343. This is less than a 1% increase from last year's attendance



number of 316,008. While not a huge jump, the 2% increase in attendance throughout 2013 has countered a multi-year trend of declining attendance in both the Main building and the branches.

### **Programming / Outreach**

#### **Writers and Readers**

October 5<sup>th</sup> was the second Writers & Readers program of the 2013-14 season. Author and illustrator Chris Ware spoke about his evolution as an artist and his sources of inspiration. Although Ware used self-effacing terminology to describe his work he demonstrated a mastery of his craft and commitment to the visual expression of complex and emotional and ideas.

On October 9<sup>th</sup>, in partnership with ideastream the Library hosted a panel discussion entitled *Arab American Stories: A National Dialogue*. Ideastream reporter Brian Bull and panelists Mus'ab Abdalla, Fr. Peter Karam of St. Maron's church, Cleveland Clinic physician Dr. Wael Khoury, and President Emeritus and founder of the local chapter of the Council on American-Islamic Relations (CAIR) spoke about the Arab-American immigrant experience in the United States.

#### **Octavofest Programming**

Evone Jeffries and Travis Leonard provided assistance at the workshop, "Street Stories" for annual Octavofest celebration, as did Amy Dawson. Eight workshops, led by Melissa O'Grady, were conducted at various branches.

Travis Leonard and Amy Dawson worked with Pam Eyerdam and Bruce Biddle to complete an exhibit titled, *Paper Stories: Adventures into Kamishibai, Manga, Graphic Novels and Zines*. Celebrating storytelling that uses visual elements enhanced by text and color, this exhibit explores forms such as Kamishibai, or paper-theater which originated in Japanese Buddhist temples, and other Japanese traditions such as Hokusai Manga including landscapes, flora and fauna, everyday life, and the supernatural, in addition to later developments of American comic books and graphic novels.

On October 26, Hungarian-American author Margit Liesche spoke about her newest release *Triptych*, a work inspired by her family history.

For the month of October, the Youth Services Department has created various displays to highlight New Children's Books, Books for the Fall Season; the highlight of October was the Down Syndrome Awareness Month Family Fun Day featuring 19 Action News anchor Denise Zarrella on Saturday, October 26. There were a total of 50 in attendance.

### **Cultivating a Global Perspective**

On October 23<sup>rd</sup> the Library hosted its annual Hispanic American Month Fiesta in the West 25<sup>th</sup> and Clark neighborhood. In previous years the annual celebration was held at the Carnegie West branch. Due to changing demographics in the two aforementioned neighborhoods it was decided that the celebration should be held closest to the target community. Esperanza Inc. provided the Library with access to its parking lot, which enabled the Library to host an outdoor event that featured musical performances by DJ Allen Colon from KISS FM 96.5 and live music by Grupo Son Gitano, Peruvian dancing was performed by Mary Vargas and a group of school-age dancers who go by the name Raices de Peru. Samplings of food from various Central and South American countries were provided by Jibaro World Eats, a local food-truck and catering company.

During this event the Library awarded prizes to the winners of the system-wide Hispanic American Heritage Month writing contest. Prizes were awarded to winners from 3 age groups: grades K-2, 3-6, and 7-12. The winner for the Kindergarten to Grade 2 age group was Lorenzo Tol from Union Branch. Lorenzo read Cheech Marin's picture book *Cheech and the Spooky Ghost Bus* and drew a picture of his favorite part of the book.

The winner for the Grades 3 to 5 age group was Cassidy Harrison, a 5<sup>th</sup> grader from Lorain Branch. In response to the question "What notable Hispanic American would you have dinner with and what would you serve?" Cassidy wrote that she would like to have a pizza dinner with Selena Gomez and discuss Selena's music and, hopefully get to sing a song with her.

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*mark of a civilized society.*" Debolina was inspired by the similarity of Cesar Chavez' message and that of Mahatma Gandhi.

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

A patron viewed a very unique resource from the Science & Technology department. This folio item is loaded with illustrations of civil engineering projects in Great Britain prior to the publish date of 1838. The title is, *Public works of Great Britain; consisting of railways, rails, chairs, blocks, cutting, embankments, tunnels, oblique arches, viaducts, bridges, stations, locomotive engines, &c., cast iron bridges, iron and gas works, canals, lock gates, centering, masonry and brick work for canal tunnels, canal boats, the London and Liverpool docks, plans and dimensions, dock gates, walls, quays and their masonry, mooring chains, plan of the harbour and port of London, and other important engineering works, with descriptions and specifications ... Edited by F.W. Simms, C.E. 153 plates.*

#### **Strategic Plan**

##### **Our Mission:**

We are "The People's University," the center of learning for a diverse and inclusive community.

##### **Our Strategic Priorities:**

1. Form communities of learning
2. Fight community deficits
3. Ready for the future: CPL 150
4. Cultivate a global perspective
5. Innovate for efficient and sustainable operations

**Meetings and Activities**

- I presented to the Wisconsin Library Association.
- I met with local dance leaders and Land Studio to discuss the 2014 Lockwood Thompson Dialogues.
- I was interviewed by Sarah Corrigan and four other students from CWRU to discuss leadership and CPL.
- I attended Councilwoman Cleveland's Ward 5 Annual meeting address.

**CLEVNET**

October's total OverDrive CLEVNET eMedia collection circulation was 91,779, significantly up from last year's total of 67,051. CPL has 7,025 total followers on Twitter and the Facebook page currently has 5,802 fans.

**GRANTS & DEVELOPMENT**Awarded Grants

- Submitted and secured \$94,640 grant from MyCom, whose funds are administered through Starting Point, to continue intensive tutoring program at CPL Branches.
- Received check from **PNC** for \$1,000 in support of Books Under the Sun program.
- Secured product donation from **Sherwin Williams**, including two dry erase clear kits for branch Learning Centers and a discount of \$50 on each additional kit purchased.

Submitted Grants

- Submitted \$15,000 request to **PNC** in support of coordinating the Little Free Library initiative.

Projects in Development

- Submitted Grant Inquiry to the Cleveland Foundation for expansion of Learning Centers. Was invited to submit full proposal, working on completing.
- Worked on new agreement with Cleveland State University for America Reads tutors in branches.
- Submitted final report on \$96,000 PNC financial literacy grant.

Friends of CPL

- Submitted third quarter spending update.
- Organized the purchase of and guest list for two tables at Felton's City Club Speech.

Other

- Participating in the staff United Way fundraising committee. Working on securing prizes, like gift cards and tickets.

PUBLIC SERVICES

## PROGRAMS

During the month of October the Library hosted a total of 219 programs. Educational programming and services, not included in the above totals, accounted for approximately 141 adult education classes, and 399 hours of after-school tutoring. The increase in tutoring hours is a result of the resumption of after-school tutoring at 12 branch locations. Sixteen Learn Chinese language classes were held throughout the month at 4 locations. On October 19 the Lorain Branch hosted a Legal Aid @ Your Library workshop where 21 patrons received legal consultations from a team of volunteer attorneys and Legal Aid staff. The Rice Branch hosted a Sealing Criminal Records legal education workshop on October 25<sup>th</sup>. This workshop was the second of two such programs that were hosted in Library branches.

On October 23<sup>rd</sup> the Library hosted its annual Hispanic American Month Fiesta in the West 25<sup>th</sup> and Clark neighborhood. In previous years the annual celebration was held at the Carnegie West branch. Due to changing demographics in the two aforementioned neighborhoods it was decided that the celebration should be held closest to the target community. Esperanza Inc. provided the Library with access to its parking lot which enabled the Library to host an outdoor event that featured musical performances by DJ Allen Colon from KISS FM 96.5 and live music by Grupo Son Gitano, Peruvian dancing was performed by Mary Vargas and a group of school-age dancers who go by the name Raices de Peru. Samplings of food from various Central and South American countries were provided by Jibaro World Eats, a local food-truck and catering company.

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October 5<sup>th</sup> was the second Writers & Readers program of the 2013-14 season. Author and illustrator Chris Ware spoke about his evolution as an artist and his sources of inspiration. Although Ware used self-effacing terminology to describe his work he demonstrated a mastery of his craft and commitment to the visual expression of complex and emotional and ideas. On October 9<sup>th</sup>, in partnership with ideastream the Library hosted a panel discussion entitled *Arab American Stories: A National Dialogue*. Ideastream reporter Brian Bull and panelists Mus'ab Abdalla, Fr. Peter Karam of St. Maron's church, Cleveland Clinic physician Dr. Wael Khoury, and President Emeritus and founder of the local chapter of the Council on American-Islamic Relations (CAIR) spoke about the Arab-American immigrant experience in the United States.

In partnership with the Center for Arts-Inspired Learning, formerly known as Young Audiences, the Library hosted a collaborative art project with Chilean artist Carolina Illanes and approximately 12 students from the

CMSD School of the Arts. Over a period of 3-weeks the group worked together on a paper art installation that utilized many of the mechanisms found in pop-up books. Carolina Illanes is a visual artist who works in three dimensions using paper as her primary medium; she holds two masters degrees in visual arts and her work can be found in the Finlandia Vodka Collection in Santiago, Chile.

The Cleveland Museum of Natural History's pilot borrow-a-ticket program that distributes free family passes to Library patrons continue through the month of October. Patrons at the branches of Sterling, Walz, and Woodland checked out a total of 45 passes during the month.

Caroline Han hosted regular ESOL and computer literacy program at Goodrich-Gannett Senior Center. A total of ten patrons participated in program which supports CPL's strategic efforts to serve elderly patrons and fight community deficits by improving computer skills and language proficiency.

Caroline Han hosted on-demand Chinese language immersion program aimed at adult learners. Two participants registered for this language training which supports CPL's strategic efforts to form communities of learning in our city.

Total programming/educational services related expenditures for October totaled \$43,493.89 of which \$20,280.00 was devoted to audio visual equipment replacement and upgrade.

#### *Octavofest Programming*

Evone Jeffries and Travis Leonard provided assistance at the workshop, "Street Stories" for annual Octavofest celebration, as did Amy Dawson. Eight workshops, led by Melissa O'Grady, were conducted at various branches. Travis Leonard and Amy Dawson worked with Pam Eyerdam and Bruce Biddle to complete an exhibit titled, *Paper Stories: Adventures into Kamishibai, Manga, Graphic Novels and Zines*. Celebrating storytelling that uses visual elements enhanced by text and color, this exhibit explores forms such as Kamishibai, or paper-theater which originated in Japanese Buddhist temples, and other Japanese traditions such as Hokusai Manga including landscapes, flora and fauna, everyday life, and the

supernatural, in addition to later developments of American comic books and graphic novels.

On October 26, Hungarian-American author Margit Liesche spoke about her newest release *Triptych*, a work inspired by her family history.

For the month of October, the Youth Services Department has created various displays to highlight New Children's Books, Books for the Fall Season; the highlight of October was the Down Syndrome Awareness Month Family Fun Day featuring 19 Action News anchor Denise Zarrella on Saturday, October 26. There were a total of 50 in attendance.

#### *Dublin Award Brown Bag Book Club*

The Literature Department staff conducted book talks throughout the month of October including: *Far From the Tree* by Andrew Solomon, *City of Bohane* by Kevin Barry, *The Map and the Territory* by Michel Houellebecq, *Pure* by Andrew Miller, *1Q84* by Haruki Murakami. Book talks have been well attended and the conversation has been lively.

#### *Poetry Out Loud*

Steve Capuozzo and Evone Jeffries attended the Poetry Out Loud poetry recitation workshop for teachers on October 7, to help promote River of Words poetry contest. select and deliver more than 700 books to the eight little free libraries in October 2013.

#### *Brews and Prose*

Travis Leonard attended the Brews and Prose event held on October 1, at the Market Garden Brewery featuring Laura Taxel & Marilou Suszko and A. Van Jordan.

#### *Music at Main*

*Ars Futura Ensemble* took place on October 26, to a standing room crowd. This was well received by attendees and the performers were very happy to play here. It marked the return of pianist Shuai Wang who has played on several other *Music at Main* programs.

#### MEETING ROOMS and SCHEDULING

In October a total of 334 meeting room requests were processed by the OPS department, with a total of 6913 estimated number of attendees. This number includes



reservations placed for meeting room space in each of the 27 branches, Main Library and Technical Services. Thirty-six AV requested were filled for both Branches and Main Library.

#### OUTREACH

Below is a chronological list of outreach events staffed by OPS during the month of October:

October 5, 2013 - Cleveland Botanical Garden Scarecrow Picnic Puppet Show

October 13, 2013 - Radio One AM 1490 Affordable Care Act interview with Erica Marks, OPS LA, Youth Emphasis and CareSource representative Jacqueline Shorter.

October 17, 2013 -- Councilman Conwell's Women's Health & Information Fair

October 19, 2013 - Hispanic Convencion

October 26, 2013 - Cleveland Botanical Garden Boo-Tanical Bash Puppet Show

Susan Mullee sent the October employment resources articles titled: *Hiring for the Holiday: Seasonal Jobs 2013* and *Seasonal Jobs: How to Search for Seasonal Jobs*, obtained from About.com. She included both articles this month because the one article was where to find seasonal jobs this year and the second article was how to search for seasonal jobs. The author is Alison Doyle.

Pam Eyerdam coordinated CPL representation for *Kent Career Night* at Kent State (Annisha Jeffries, Amy Dawson, and Ali Boyd also attended). The idea was to inform Kent SLIS students of what opportunities were available at a public library.

Victoria Kabo participated in Cleveland Museum of Art's "International Community Day" where she promoted CPL and Foreign Literature Department literature which manning table for Russian community garden organization.

Subject Department Children's Librarian, Maria Estrella scheduled 4 schools and 2 daycare visits during the month of October 2013. Imputed contact information and dates on Youth Services staff calendar and informed appropriate parties of visits via email.

Youth Programming & Outreach Coordinator, Nicole Shabbaz and Aaron B. Mason, Assistant Director of Outreach & Programming visited Pittsburgh Public Library to meet

with their Programming Department staff to discuss the evolution of programming and educational services in the public library setting.

Kelly Brown set up chess set display at Stark County Public Library of 18 chess sets. The chess set display was up Oct. 2<sup>nd</sup> - 29<sup>th</sup>. On the 29<sup>th</sup> she went to Stark County Public Library (SCPL) and disassembled the display. The display coincided with the chess tournament at SCPL which had over 115 participants.

Michael Dalby went to Cleveland State Univeristy on October 17, to address a group of graduate music students and their professor on resources of the Cleveland Public Library's Fine Arts & Special Collections Department. He showed photos of the collection and discussing print and electronic resources that graduate level students will find useful in their research and highlighted special collections and music archive holdings in the CPL holdings.

Mr. Dalby coordinated CPL hosting the MLA Midwest chapter conference on October 10<sup>th</sup>-12<sup>th</sup>, 2013 with meetings being held primarily in the LSW Auditorium and 341 and Treasures Room. CPL hosted 70 librarians from across the Midwest spend the three days here in the library. In addition, FASC gave a tour to 8 librarians after the conference, highlighting the music resources of CPL.

#### EXHIBITS

Jean Collins worked to dismantle a *Woody Sez* exhibit, replacing it with *Twelfth Night* exhibit, in production at The Helen, CPH, Oct 16-26, 2013. Part of the CWRU/CPH MFA Acting Program. She also replaced *Twelfth Night* with *Venus in Fur* exhibit, at the Allen Theatre, CPH, starting Nov. 1. On October 30<sup>th</sup> she added *A Christmas Story* material to the theater table, since the bookmarks will be done soon. *A Christmas Story* is in production Nov. 29 - Dec. 2, 2013.

#### BOOKMOBILE/ON THE ROAD TO READING

On the Road to Reading (OTRR) expanded service this month to include four Cleveland Metropolitan School District (CMSD) Preschool classrooms. Two additional CMSD preschool classrooms will begin receiving OTRR

services in November bringing the total to six CMSD sites served this school year by OTRR.

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

Researcher from Louisville, KY requested information about pre1600s mass-printed tarot cards in the White Collection. Ms. Brisker found over 30 sets of tarot cards in card catalogue that were donated to the collection by a former employee Walter Cox Green in the 1940s. Mr. Green worked in Special Collections for 18 years as a librarian in charge of the Chess and Checkers collections.

Professor from Buffalo inquired to examine a manuscript that will illuminate obscure aspects of the life of Mirza Jan 'Tapish', an Urdu poet of the late eighteenth and early nineteenth century. The manuscript has the title "*Minutes to the Secret committee from the governor general, John Shore*".

A male High School student and his mother came into GovDocs looking for information on the *National Firearms Act of 1934*, and the *Firearms Owners' Protection* (1986).

A patron viewed a very unique resource from the Science & Technology department. This folio item is loaded with illustrations of civil engineering projects in Great Britain prior to the publish date of 1838. The title is, *Public works of Great Britain; consisting of railways, rails, chairs, blocks, cutting, embankments, tunnels, oblique arches, viaducts, bridges, stations, locomotive engines, &c., cast iron bridges, iron and gas works, canals, lock gates, centering, masonry and brick work for canal tunnels, canal boats, the London and Liverpool docks, plans and dimensions, dock gates, walls, quays and their masonry, mooring chains, plan of the harbour and port of London, and other important engineering works, with descriptions and specifications ... Edited by F.W. Simms, C.E. 153 plates.*

On October 29, a patron from Michigan called looking for manufacturing locations and number of employees for a subsidiary of Parker Hannifin in Irvine, California around 1991. Sandy Witmer found the information in the 1990 and 1994 editions of the *California Manufacturers Directory*. The patron had been hoping CPL had a

vertical file with something that might help and was thrilled that we still had the directories.

Susan Mullee researched a question on finding the bank manager from Cleveland Trust Bank at the Collinwood branch location from 1946-1947. She searched the Cleveland Corporation Files, Cleveland Plain Dealer Historical research database, Ancestry Library Edition and Cleveland City Directory for 1947. There was no 1946 Cleveland City Directory published. She referred the patron to Cleveland Trust Monthly Magazine, which Cleveland Public Library carries, and the Western Reserve Historical Society, who has Cleveland Trust Bank corporate records.

#### *Collections*

Linda Henrichsen from the City of Cleveland Planning, left PAL a collection of plans and reports before she retired. Ann Marie Wieland reviewed the plans at PAL to decide which ones to keep and then Don Petit from Landmarks Commission reviewed them again before they were recycled.

On October 16, Ann Marie Wieland, Alicia Naab, Elizabeth Hegstrom, and Elaine Herroon sorted plans on the 7<sup>th</sup> floor. Plans from the 1800's were discovered.

On October 21, Director of Public Services, John Skrtic met with Director of City Planning Robert Brown concerning the contents of the City Planning attic.

Two uncataloged items were sent to Preservation: *The Persian Legal documents* and the book: *The Canon of Medicine*.

Special Collections was acknowledged in the following publications: *The Aloha Boathouse and the Iris Bathroom: Two Installations by the Grueby Faience and Tile Company* (2013) by Susan Montgomery (who also donated a copy), and the exhibition catalog *Charles F. Schweinfurth: Uncompromising Architect of Cleveland's Valiant Age* (2013).

#### BRANCHES

East Team Manager, Stephanie Tyus attended Leadership Team meetings this month. Tyus also made branch visits for the purpose of observing customer service

interactions and providing coaching where necessary. Tyus attended the joint manager's meeting on 9 at the Lakeshore Facility. East Team dyad Branch Manager Joyce Bowers retired on October 31. Tyus and team managers held a reception for her at Martin Luther King Jr. Branch on October 29. Tyus and several team managers volunteered time to participate in the Citizens for Cleveland Public Library phone bank on October 16 from 6 - 7:30 p.m. at the United Way Building. The following is a brief summary of activities conducted by East Team branches during the month of October 2013: Addison Branch hosted the Read to the Beat program. Seventy-five children participated during the month of October. Collinwood Branch youth Students learned about the history and origins of urban legends as well as watched Myth Busters: Urban Legends. They also tested the truth of one urban legend using pop rocks and soda. 8 school age children participated.

East 131<sup>st</sup> street Youth Services staff Shanell Jones and Rosa Simone instructed children in making Puerto Rican Masks for Hispanic Heritage Month. Twenty-five children were in attendance.

Langston Hughes Branch hosted Digital Literacy workshops on October 9, 16 and 25<sup>th</sup>. The workshops were presented by Plain Dealer staff. Martin Luther King Jr. Youth Services Librarian's hosted 155 teens for programs featured during Teen Read Week. Teens enjoyed programs such as the following: "Space", "Mystery Scavenger Hunt", and "Table Topics."

Memorial Nottingham Branch held an informational session with Caresource staff member Jacqueline Shorter on the Affordable Health Care Act. The session was held on October 22 with 15 people in attendance.

Harvard Lee Branch manager Harriette Parks attended the Ward 1 Council meeting this month. Parks also attended the Harvard Community Collaborative meeting. She was on the agenda at both meetings to present information on library services and upcoming branch events.

Hispanic Heritage events and Octavofest activities kept the West Team Branches filled with patrons during the month of October. Notable programs include South Branch's Fiesta. This celebration took place within the parking lot of the US Bank Building across the street

from the South Branch. There was dancing, music and food from the Hispanic world. Participants also enjoyed a photo booth and the opportunity to visit the Library's Bookmobile.

Brooklyn Branch Children's staff hosted several scary-themed programs related to Halloween, an Octavofest event on Thursday, October 24th and a staff devised "Halloween Tree" made out of an old display tower rack. The display included scary movies, books on CD, books and compact discs.

The Carnegie West Branch's Octavofest celebration welcomed twelve enthusiastic first graders from Paul Dunbar Elementary on October 17<sup>th</sup> and participants in the Jefferson Branch's Octavofest program had the opportunity to make a work of art out of an old tired book.

Opportunities for partnerships continue to thrive in the West Team Branches. At Carnegie West, four different age groups from Ohio City are participating in the First Lego League's 2013 Challenge: Nature's Fury. They are using the library's meeting rooms from October thru December as the space to design and build their entries.

Brooklyn Branch Children's Librarian Laura McShane presented a series of early childhood literacy workshops to the parents of Archwood Head Start students.

Fulton Branch's Rodney Lewallen and Walz Branch's Kathleen Lefkowitz performed as a CPL puppeteers at the Botanical Gardens Fall Festival. Sterling Branch Manager, Cal Zunt attended the Buddy Breakfast at Marion Sterling in October and greeting nearly 500 children and their parents.

Our biggest success couldn't be measured by program participation or partnership arrangement, it was measured by the true impact we have on the day to day lives of our patrons. Consider the impact that South Brooklyn Library Assistant, Dianne Russell had on the life of one of our patrons when she went above and beyond and requested a digital video camera from TechCentral for a patron who had to film himself giving a speech for a class for his counseling degree. He needed an audience and a place to film, so she helped him find the camera, helped him book one of our meeting

rooms and even had two staff members serve as his audience. He returned a week later and thanked the staff, saying he got an A on his project.

#### TechCentral

Digital Literacy Workshops presented by the Plain Dealer and the Northeast Ohio Media Group continued October. Workshops were held at Main Library as well as five branches.

CJ Lynce and Sam Tripodis participated in a meeting on October 1 to discuss a possible grant opportunity from the Northeast Ohio Media Group (NEOMG) regarding continuing digital literacy training. Mr. Tripodis participated in an October 7 meeting with several library administrators and representatives from the NEOMG regarding this grant.

TechCentral will be developing a Digital Literacy Class and incorporating it into the Computer and Internet Basics series taught throughout the system. Additionally, four TechToyBox kits will be purchased as well as six SMART Boards for use in digital literacy initiatives throughout the system. The target date for deployment of all services is January 2014.

#### MakerLab Programming

Four new MakerLabs were debuted in October:

- Aww Snap Circuits - October 2
- Making a Camera Obscura - October 12 and 26
- Making a Glow-in-the Dark Ornament - October 19
- Making your Masterpiece: Sketchbook - October 28

In addition to these new programs, TechCentral staff presented four additional MakerLabs in branches. TechCentral has arranged to continue offering MakerLab program through all the branches and is working with Branch Managers, and the Outreach and Programming Services departments to schedule a variety of MakerLab programming in future months.

#### Professional Development and Training

CJ Lynce presented at the Midwest Collaborative for Library Services Annual Meeting on October 4 in

Indianapolis, IN as part of a panel discussion on innovative use of library spaces. Mr. Lynce presented on the services and innovations found at TechCentral.

On October 2, CJ Lynce and Sam Tripodis visited Fenway Manor, located near the Martin Luther King Jr. Branch Library, to discuss offering one-on-one and group sessions for Fenway Manor residents. Terry Metter and Cortney Gatewood presented two group sessions on Computer Basics on October 30 at Fenway Manor. Toni Parker, Branch Manager of the Martin Luther King Jr. Library, has arranged with Fenway Manor to continue offering one-on-one instruction in the future.

The partnership with the Northcoast Behavioral Healthcare Center has continued in October, with another group of students attending a computer basics class on October 24. This is the fourth time a class has been presented for this organization.

On October 23, CJ Lynce met via phone with Travis Good regarding Making and TechCentral. Mr. Good has met on several occasions with Mr. Lynce as well as Director Thomas regarding the TechCentral initiative, and continues to reach out every few months for updates on the department and services.

On October 31, CJ Lynce met with Director Thomas and Richey Piiparinen, Senior Consultant, Strategic Urban Solutions in order to give a tour of the TechCentral space, services, and innovations.

Terry Metter attended the iLead USA, Ohio final sessions on October 21-24 as part of the team representing the Cleveland Public Library, who developed the *Intellectual Property Hub for Makers*.

CJ Lynce and Sam Tripodis attended a Digital Literacy Workshop presented on October 29 at the Jefferson Branch Library in preparation for the development of CPL's own Digital Literacy Class.

The second Library Assistant, Computer Emphasis Training for 2013 was held on October 30 from 10:00 a.m. to 12:00 p.m. at the Lake shore Facility.



## OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In October, OLBPD circulated 56,888 books and magazines directly to patrons. OLBPD registered 163 new readers to the service. Over 13,000 copies of our quarterly Dimensions newsletter were sent to patrons in large print, braille, and audio formats. In October, BARD active users totaled 1,988 and 638 active users downloaded 10,169 items.

The National Library Service (NLS) resumed service on October 17<sup>th</sup>, when the Federal Government ended its sixteen day shut down. All NLS services, including BARD and direct magazine service were interrupted during this shutdown.

OLBPD submitted its 2013 Federal Year Readership and Circulation statistics to the National Library Service. OLBPD's direct circulation of library materials was 703,376. BARD users downloaded 132,929 items. OLBPD added 1,675 new readers to the service. OLBPD active readership is 15,347. OLBPD has 69,100 titles and 529,602 copies in the collection and 4,864 new titles were added in 2013. OLBPD inspected 511,401 returned items, and 2,621 of those were damaged and 3,665 were missing media. OLBPD answered 27,741 phone service requests and 8,637 mail requests for service.

OLBPD Library Assistant Ken Redd attended and staffed an information table at the 2013 East/West Eye Conference October 3-5<sup>th</sup>. The East/West Eye Conference at the Cleveland Convention Center is a continuing education conference for Ohio optometrist.

OLBPD Library Assistant Ken Redd and Senior Clerk Mark McCarter attended the 2013 OLC Annual Conference in Sandusky, Ohio. OLBPD staffed a poster session table on Thursday, October 11<sup>th</sup> and Ken Redd also presented a one hour program on OLBPD and our free library service.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service to the Strongsville Senior Center on October 2<sup>nd</sup>; Lake County White Cane Walk on October 12<sup>th</sup>; Tri-C Resource Fair on October 15-16<sup>th</sup>; Hispanic Cultural Convention on October 19<sup>th</sup>; Board of Developmental Disabilities on October 24<sup>th</sup>; and the Elyria Health and Benefits Fair on October 31<sup>st</sup>.

The OLBPD Cyber-Dialogue Book Discussion was held on October 4<sup>th</sup> where the group discussed "Guilty Wives" by James Patterson.

### **TECHNICAL SERVICES**

October was the month for Bargaining Unit Evaluations. All managers completed evaluations and met with staff to discuss each evaluation.

Patricia Lowrey, Director of Technical Services, along with Acquisitions Manager Sandy Jelar Elwell, High Demand Manager Carole Brachna, and Library Systems & Applications Specialist Hilary Prisbylla presented a program at the Ohio Library Council's Annual Conference on Patron Driven Acquisitions. Collection Manager Rollie Welch presented two programs at the conference--one program was on public libraries and Common Core and the other was on Young Adult books.

Senior Catalog Librarian Michael Monaco was also busy at the Convention. As a member of the Program Committee, Mr. Monaco monitored four programs and handled other logistics for speakers. As a member of the OLC's Technical Services Division Action Council, he staffed the division's "OLC Connects" table for part of the convention, and presented a poster session comparing catalog records under the old and new cataloging rules. As an alumnus of the 2012 Library Leadership Ohio (LLO) program, he coordinated a poster session presenting a selection of LLO group projects.

Ms. Lowrey met with the Digital Projects Committee to learn more about several proposals. She met with the participants of the OPLIN/LSTA Digital Hubs Grant Proposal to discuss a variety of issues pertaining to the proposal. She input her 2014 Budget Requests in MUNIS. She attended an ALA webinar on their recent activities regarding eBooks.

High Demand: The High Demand Department had another busy month. Staff cataloged 834 new titles, and added 15,574 items. They ordered 1,544 titles and 10,953 items. Staff also processed about 500 items for the short-handed Acquisitions Department.

Carole Brachna, High Demand Manager, picked up the comic books on October 4, and Dale Dickerson, High Demand Librarian, drafted some RDA documentation for High Demand staff. Mya Warner, Technical Services Senior Clerk, returned from an FMLA leave. During her absence, other HD staff worked hard to keep the popular materials moving to the public.

Materials Processing: The Associates cataloged 1,319 new titles for the Cleveland Public Library and added 1,424 records for the CLEVNET libraries. The Associates and Sr. Clerks added 5,329 items. The Technicians processed 25,840 items.

Karima Ward and Christon Hicks reviewed Extra Copy trucks completed by Shirley Jones and Paula Stout. Ms. Stout trained Laura Mommers from Collection Management how to add items, print labels and search for serials to assist Acquisitions. Ms. Stout also finished reviewing the bind list to identify serials that are no longer being received. Elizabeth Hegstrom, Materials Processing Manager, met with Vivian Grayson, Ms. Ward, Mr. Hicks, Ms. Jones and Ms. Stout to explain changes in the workflow to keep reserves and CLEVNET records being added in a timely fashion. Ms. Hegstrom with Stephen Wohl, Shipping and Receiving Supervisor, Alicia Naab, Acting Preservation Manager, and Dawntae Jackson, Human Resources Recruiter, interviewed candidates for a part-time Materials Processing Technician vacancy.

Preservation: Alicia Naab, Acting Preservation Manager, worked with the IT/CLEVNET Webware staff this month to setup searching of the Digital Gallery in *Summon*, the new consolidated search and discovery tool for electronic resources. Ms. Naab finalized a project with Angela Guinther at Carnegie West branch to highlight their branch by adding photographs of the neighborhood to her meeting room.

Ms. Naab attended a "Connecting to Collections" webinar on caring for AV collections area. Renee Pride expedited the binding of a thesis on the Anisfield-Wolf Book Awards for Special Collections so it could be displayed for a class visit there in November. Ms. Pride also framed two autographed prints of the Cleveland Browns from the 1980s that will be exhibited in the Sports Research Center. Over 260 items were

added to the Digital Gallery. There are now 45,430 objects in the Digital Gallery.

Shelf Shipping: Stephen Wohl joined the other members of the Page Recruitment Committee on October 22<sup>nd</sup>-24<sup>th</sup> to interview over sixty Page applicants who successfully passed their assessment. Alicia Naab and Elizabeth Bardossy from the Preservation department treated a few books that were discovered to have mold on them in the stack storage area. The books were treated to eliminate any further contamination and mold spread.

The staff of the Lake Shore Shelf/Shipping Department sent 228 items to the Main Library for requests and 117 items to fill holds. Main Library received 356 telescopes of new materials, the Branches received 1,051 telescopes, CLEVENET received 177 telescopes, CASE received 9 telescopes CSU received 5 telescopes and Tri-C received 4 telescopes. A total of 1,602 telescopes of new materials were shipped out. The Technicians unpacked and sorted 24,345 new items for the Acquisitions and High Demand Departments.

Collection Management: Laura Mommers volunteered to assist the Acquisitions department in receiving orders. Her efforts were greatly appreciated in keeping a steady flow of new items through Technical Services. Copies of the New York Times best sellers (both fiction and nonfiction titles) housed at Cleveland Public Library's collection at Case Western Reserve University (CWRU) continued to be updated approximately every two weeks. In October sixty-two telescopes of print and non-print items were relocated to the Branches, book sale, or college collections.

Collection Manager Rollie Welch co-authored a reader's advisory column appearing in the October issue of VOYA (Voice of Youth Advocates). Mr. Welch's online review column of African American books for Library Journal again appeared this month at [lj.libraryjournal.com](http://lj.libraryjournal.com).

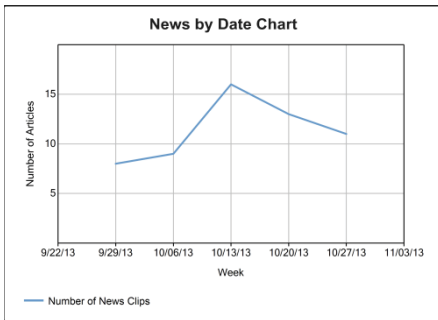
Catalog: At Diana Olivares suggestion, holiday books from the trucks waiting for cataloging and review were expedited. Librarians cataloged 4,826 titles and added 3,596 items for Cleveland Public Library. Dawn Grattino created an original record for an offprint of the December 2012 Chess Life cover story about the J.G.

White Collection. Ms. Olivares completed her work on the PCC RDA Documentation Task Group.

Acquisitions: Leslie Pultorak, Acquisitions Librarian, contacted vendors to obtain lists of recently released Asian language DVDs that they could supply for the Lunar New Year. At the request of the CLEVNET Libraries, Lisa Kowalczyk, Technical Services Librarian, gathered information directly from vendors about the discounts and pricing. Ms. Kowalczyk attended Federal Mediation and Conciliation Service (FMCS) training on Interest-Based Bargaining (IBB) in preparation for upcoming Labor Contract Negotiations.

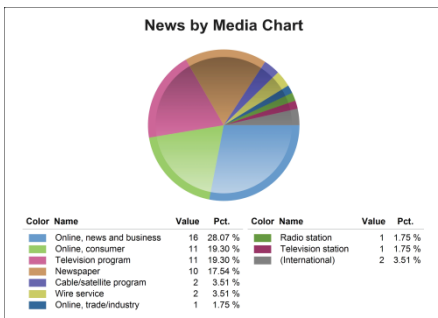
A total of 4,109 titles and 6,141 items (includes periodical subscriptions and serial standing orders) were ordered and 14,003 items, 2,366 periodicals, and 117 serials were received. An additional 340 periodical items, 103 serial items, 167 paperbacks, and 1,865 comics were received and processed. A total of 2,026 invoices were approved. Staff modified 49 serial controls.

**MARKETING & COMMUNICATIONS**



Media coverage for the month of October included 58 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$46,872.16 with a news circulation audience of 4,127,904 people. In October,

the online print media outlets that featured CPL events and programs received 7,932,537 unique visitors. Media coverage was the heaviest regarding CPL being mentioned in Wes Craven's interview with the *Boston Globe*. Full report in the Marketing Department.



Ads to promote Library eBooks appeared in *Kaleidoscope*; TechCentral was promoted in *Scene Magazine*; CPL was promoted in East Tech High School *Fall Sports Pocket Calendar*; Hispanic Heritage programming was

promoted in *La Prensa*. Chris Ware and Arab American Stories were promoted in the *Campus Observer*, on NPR Radio, and WVIZ television, and *Freshwater Cleveland*. Facts about Issue 79 online ad appeared on cleveland.com and mobile app. Online news and business were the media that most featured Cleveland Public Library in October.

The *I'm Ready to Read!* kindergarten library card campaign had a 7% return so far by the end of October. Direct Mail Association (DMA) reports indicate 4.4% as an average return.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 12,114 times on average per week, which resulted in an average of 842 clicks to website per week. *Public library* was the most clicked-through phrase.

#### OCTOBER-SOCIAL MEDIA

Top 5 Twitter/Facebook links that had the highest click throughs in October:

1. Oct 6th: #3DPrinting workshops happening all the time at @techcentral\_cpl at Main Library. No experience necessary! (Link to Tech Central page)
2. Oct 12th: If you loved the bestseller "Gone Girl", this book is for you: (Read in the CLE link)
3. Oct 15th:Attn downtown dwellers: Get out of the office on your lunch hour & join in our Brown Bag Book Clubs. (Brown Bag Book Club page)
4. Oct 4th: The incredible Chris Ware will be at Main Library TOMORROW at 2:00 p.m. Don't miss it!
5. Oct 25, 2013 Being a parent is not always easy. Let our parent resources help (Parent resources)

Top 5 Facebook Posts that have people "talking". This means people are liking, sharing, or creating content from what we posted, leading to the highest level of engagement:

1. Oct 4th: Elephant and Piggie party photos
2. Oct 6th: 3D Printing workshops link
3. Oct 16th: Shared photo from Overdrive
4. Oct 30th: Shared photo from Overdrive
5. Oct 21st: Photo of kindergartner getting library card

## GRAPHICS

Graphics staff designed, printed, and distributed 159 items in October, in addition to graphics for the library website, and 5 staff newsletters.

Promotional and printed pieces included: Classic Scary Films brochure, Foreign Lit. booklists for Spanish, Russian, Italian, Chinese, Japanese, and Polish; OLBPD *Dimensions* newsletter; Computer class list November/December; Collateral for Cleveland Playhouse *Venus in Fur* and *Twelfth Night*.

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

Twitter followers are up from 4,468 in 2012 to 7,025 currently. Facebook fans are up from 4,630 in 2012 to 5,802 currently. Downloads of books in an electronic format (eBooks) were up from 67,051 in 2012 to 91,779 currently.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured the following new items for October: Warm-Up Cleveland 2013, posted 10/7/2013.

During the month of October, the following events, programs, and information were promoted on [www.cpl.org](http://www.cpl.org): Brown Bag Book Club; Octavofest; Read in the CLE Featured Reader Mark "Munch" Bishop; Hispanic Heritage Month; Arab American Stories; Exhibits; Affordable Care Act; Plain Dealer e-edition Digital Workshops; Warm-Up Cleveland; Support Our Libraries; Facts About Issue 7; Kids Storytime; Sesame Street eBooks; National Geographic Kids; Free Tutoring; Learning Express Library; Testing and Education Reference Center; MyPlace MyCard - My Music is Free; CLEVNET mobile app; 3D Printing; 2013 Annual Report; Sorenson Video Relay; Eastman Reading Garden is Open; MyPlace MyCard My eBooks are Free; and Ed2Go/Learn4Life.

2 Popular Topic pages were updated with new book lists in October.

The 26th "Off the Shelf" (the October issue) was sent out on October 3, 2013, to a distribution list of 3745. This issue featured: Award-Winning Comic Book Writer/Cartoonist Chris Ware Coming to the Writers & Readers Stage; Arab-American Stories: A National

Dialogue; and The City Club of Cleveland Welcomes Director Thomas. The following new releases were featured: The Rosie Project: a Novel by Graeme Simsion; Sunny's Kitchen: Easy Food for Real Life by Sunny Anderson; photographs by John Lee; and Allegiant by Veronica Roth. The following programs/events/exhibits were featured: Octavofest Cleveland Street Stories; Hispanic Heritage Month Events and Finale Fiesta; Free Affordable Care Act Marketplace Information Sessions; Friends Used Book Sale; and Learn How to View The Plain Dealer e-edition.

On October 4, the Labor Management section of the Staff Center intranet was updated as follows: Replace - Union Contract Teamsters L 244 with attached contract; Delete - Signature Page 1; Delete - Signature Page 2; Delete - Unpaid Furlough days (2012).

On October 7, Read in the CLE was updated with Angela Guinther's latest book, "The Silent Wife: a Novel" by A.S.A. Harrison.

On October 7, the document "Important Notice from The Cleveland Public Library About Your Prescription Drug Coverage and Medicare" was posted to the HR Benefits page.

On October 17, the booklist for the production of "Twelfth Night" at Cleveland Play House was built and posted to the Theater Popular Topic.

On October 22, with the renaming of Ed2Go to Learn4Life, a new page was created to reflect the change in name. A new shortcut was created for [cpl.org/Learn4Life](http://cpl.org/Learn4Life) and the current shortcut of [cpl.org/Ed2Go](http://cpl.org/Ed2Go) was redirected to the new page. The dropdown menu item in the Research & Learning dropdown menu on [cpl.org](http://cpl.org) for Ed2Go was changed to "Learn4Life (Formerly Ed2Go)".

On October 22, the Ohio Library for the Blind and Physically Disable (OLBPD) Dimensions Newsletter Volume 12, Number 32 posted to OLBPD section of [cpl.org](http://cpl.org).

On October 25, the Computer Classes page was updated to account for some class name changes.

On October 28, the Plain Dealer e-edition Digital Literacy Workshops page was updated with new dates.



On October 30, the Staff Center's Automation & Sirsi Info section was updated with 2014 uncatalogged barcode sheets for each branch and certain departments of the Library.

### **PROPERTY MANAGEMENT**

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We continue to meet with and monitor the work of the contractors working on the gas conversation project for LSW and Main and for the deactivation of South branch. Attended workshop on Responding Effectively to Campus Violence.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The cooling coil for the LSW auditorium air handling unit was winterized. New LED lights were installed in the multipurpose room at Carnegie West. Eastman Garden fountain was cleaned and the water was drained out of the pipes for the season. A new condensate pump and drain lines were installed and the chilled water coils were winterized, also the main chiller was shut down for the season at Lakeshore. A floor outlet was installed for the vending machine at Lorain. The outdoor dampers on air handling units 3 and 4 were cleaned and the pivot joints and linkages were replaced and four new low temperature detection thermostats were installed at LSW. Outreach & Program Services room 38 in Main was reconfigured to accommodate new staff. New data lines were run for the multifunction machine and a handicap table at Rockport. The hot water bearing assembly was replaced and a new hot deck sensor was installed on the main air handling unit at South Brooklyn.

The Carpenters and Painters completed work in Outreach & Program Services room 38, tables have been installed and the room has been rearranged to accommodate new staff. Two sewing tables and a computer table were assembled and delivered to Lorain. A smart TV was delivered and installed at Case Western Reserve Library. Two platforms were made and installed in air handlers in LSW so that they could be serviced. Bike racks were installed at Rice, Temporary South and Lakeshore. Panels were made and installed for the exhibit Before I Die in LSW. Painting was completed at Hough, Union and LSW.

The Garage serviced vehicles #9, #10, #16, #17, #18, #20, and #25. The tractor for Main and 13 snow blowers were serviced.

### SAFETY & PROTECTIVE SERVICES

#### Protective Services

#### Activity

Month	Total Dispatch Activities	Average per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Generated	CPL access activities
<b>October 2013</b>	5648	226	301	42	262	144	37	61
<b>September 2013</b>	6371	265	270	20	251	140	36	204
<b>August 2013</b>	7,134	264	263	23	265	216	37	242
<b>July 2013</b>	6,264	241	149	21	239	167	67	198
<b>June 2013</b>	5,671	236	38	49	224	180	52	340
<b>May 2013</b>	5,474	211	42	25	377	257	59	N/A
<b>April 2013</b>	4,525	185	36	30	466	297	71	N/A
<b>March 2013</b>	3,791	145	25	40	564	188	52	N/A
<b>Feb 2013</b>	3,090	134	35	35	472	140	59	N/A
<b>January 2013</b>	2,732	109	13	18	303	102	39	N/A

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

- Provided Cleveland Food Bank event safety support at the Lake Shore Facility.
- Provided safety support for Legal Aid Society at the LSW Facility.
- Provided support to Hough Branch following armed robbery in parking area adjacent to branch.
- Provided safety support for 3E Company meeting at LSW Facility.
- Provided safety support for MLA Conference at LSW Facility.

#### Protective and Fire Systems

- The Library Board of Trustees approved replacement of the Fire System at the Lake Shore Facility. We are coordinating with the vendor for installation.
- The access control system is continuing to be installed. The Downtown Campus is complete with the exception of the elevators, and Technical Services is complete.

#### Communications Center

- The communications center is being staffed and processes are being developed to engage in active surveillance of CPL properties.

#### Contract Security

- Coordinated primary coverage with G4S for elections coverage and will forward invoices to accounting for proper charging of the Board of Elections for support.

#### Administration

- Interviews will be conducted for Safety & Protective Services Officer positions.

### **INFORMATION TECHNOLOGY & CLEVNET**

#### Cleveland Public Library Projects

Planned Accomplishments This Period:

#### KnowItNow24x7 (KIN24x7):

- Redesign of KIN24x7 Provider Site (major project)
- Statewide Coordinator trip to Piketon (see below)

#### Converged Technologies:

- Sandusky Xerox multifunction printer deployment
- Delegated administration of spam filtering system by CLEVNET IT staff
- Live and pre-recorded paging for Shaker Heights Public Library
- Willoughby's temporary admin building move (network)
- Law Library internet speed upgrade

Virtualization and Desktop Support:

- update Workflows on CPL Staff Desktops
- Replace CRT (Tube) style monitors on Public PCs at Garden Valley, Martin Luther King and Harvard Lee branches
- Upgrade AD Manager Plus for better use of Active Directory scripting engines
- HP SIM (Systems Insight Manager) upgrade to support Windows Server 2012
- Windows Based Server hardware evaluation

Webware

- Implementation of Summon search tool for CPL databases
- Building of the 2013/2014 Writers and Readers Micro-Site on cpl.org & Mobile pages for mobile site
- Building of a Page on cpl.org to promote Hispanic Heritage Month
- Update Read in the CLE
- Update Story time Page on cpl.org

## Actual Accomplishments This Period:

KnowItNow24x7 (KIN24x7):

- The KIN24x7 Statewide Coordinator spoke to a meeting in Piketon, OH, of the South Central Ohio Computer Association (SCOCA) Technology Coordinators (affiliated with INFOhio and dedicated to k-12 education) on Sept. 13. The Coordinator also stopped by the Chillicothe & Ross County Public Library and spoke with their Public Relations Director and dropped off KIN24x7 promotional items.
- This month, the KIN24x7 Provider Site underwent a major reorganization (including a URL change to <http://community.knowitnow.org>) in response to a recent study by last semester's practicum student and expanded uses beyond just provider librarians. The Statewide Coordinator and Web Site Coordinator changed access permissions, added content types, instituted a new theme and color scheme, and also automated posting of statistics and other content. The reorganization also included deleting defunct KIN24x7 providers and institutions.

- Kristine Szabo (Columbus State Community College) joined the Quality Assurance Committee for KnowItNow24x7 this month.

#### Converged Technologies:

- IT staff in the hardware group worked to deploy new public PCs and the new Xerox multifunction printer (MFD) at Sandusky by the agreed upon September 20<sup>th</sup> date. The MFD deployment was aided by Xerox personnel.
- Hudson is the first CLEVNET library able to manage spam sent to their domain using our spam filter's delegated administration functionality. Expansion to other CLEVNET libraries to continue into 2014
- Telecom and networking staff worked with vendor support at IPCelerate to implement live and pre-recorded paging capabilities via the Cisco telephony system hosted at CPL.
- Willoughby administrative staff has moved to a temporary location due to flood damage. Networking staff assisted in the move to the new location which is expected to be in use for duration of two years.
- The Cleveland Law Library's was upgraded to an internet connection nearly 10 times faster thus eliminating the last legacy internet **connectivity of our CLEVNET libraries.**

#### Webware, Virtualization and Desktop Support Group:

- All Tube (CRT) style monitors on public PCs replaced at Garden Valley, Martin Luther King and Harvard Lee branches
- AD Manager Plus upgraded to allow greater support and scripting for Active Directory Management
- HP SIM (Systems Insight Manager) upgraded to support Windows Server 2012 management
- All the Windows Based Server hardware in CPL's Main Computer room was evaluated for age, performance and health.
- Distribution of CPL eNewsletter (off the Shelf) August 2013 Edition a distribution of 3,738. This issue featured: This issue featured: New Writers & Readers Season Kicks-Off September 21st ("Young, American, and Muslim"); and The Bay Psalm Book on Display at Cleveland Public Library.

- Building of the 2013/2014 Writers and Readers Micro-Site on cpl.org & Mobile pages for mobile site. The work included new content for speakers, new headshots, and homepage graphics for the season.
- Building of a Page on cpl.org to promote Hispanic Heritage Month. Content was provided by the graphics department to help promote Hispanic Heritage Month events at the library in addition to the Essay contest.

#### Update Read in the CLE

- Featured reader was updated: Mark "Munch" Bishop from ESPN News is the September/October Featured reader.
  - Page was posted on September 30<sup>th</sup> and it is currently being promoted via Social Media
- Changed Staff reader Rollie Welch's feature title on September 30
- A special "e-blast" was sent to a distribution list of 4065 on September 13, 2013, to promote "The Bay Psalm Book" event.
- Implementation of Summon search tool for CPL databases
  - Implement product. 90% Complete. Launch date scheduled for October 21.
- Two Hispanic Heritage Month booklist pages created by Youth Services. Posted on the Kids site, Teens site and Hispanic Heritage Month Promo page respectively.
- Built a promotional web page for Affordable Healthcare Act support at the library
- Built a promotional web page for the event "Arab American Stories"
- The Plain Dealer e-Edition classes were extended into October and the page was updated accordingly.
- Updated Mobile XML files to reflect non-summer hours for CLEVNET App
- Finalize Database Subscriptions for 2014 with CORC
- Titles were selected by the group based on titles that the current 15 CLEVNET libraries already subscribe to and reviewing Zinio's top 100 purchased titles across their customer base.
- Ongoing review of current subscribers. Working with Recorded Books for refunds and short term subscription resolutions.

#### Participate & Promote OverDrive's "Big Library Read"

- Participation began on September 16 and ran through September 30. The title "Fancy Nancy: Nancy Clancy, Super Sleuth" in both eBook and downloadable audiobook was featured on the CLEVNET eMedia site alongside Thousands of other Public Library eBook platforms that are using OverDrive to deliver eMedia.
- The title was featured on cpl.org's homepage as well as other CLEVNET libraries. Promotional participation on other CLEVNET library websites was determined by each library's Director and/or Marketing professional.
- Upgrade of SirsiDynix software. Preparation and testing for a new CPL circulation desk procedure to create and pay all bills within the SirsiDynix Workflows software. This includes bills for materials that require sales tax. New bill reasons were created and tested, and scripts written to transfer payment data nightly from SirsiDynix to Munis.

#### Other CPL Projects

##### KnowItNow24x7 (KIN24x7):

- Multiple speaking engagements and exhibit tables in October
- Reviewing alternative virtual reference software platforms

##### Converged Technologies:

- Migration testing for groupware suite
- Continuing deployment of Cisco VoIP telephony

##### Virtualization and Desktop Support:

- Continuing deployment of Workflows to remaining CPL Staff Desktops
- Continue upgrading and/or replacing Windows XP machines with Windows 7 machines

##### CLEVNET Planned Accomplishments This Period

- Update Mobile XML file to reflect non-summer hours for CLEVNET App
- Finalize Database Subscriptions for 2014 with CORC
- Finalize Zinio "Core content" for 2014 platform
- Finalize Zinio contract details

- Participate & Promote OverDrive's "Big Library Read"
- Organize a Bibliocommons working lunch with select CLEVNET librarians to take place during the OLC conference
- Gauge interest in a renewal of Freegal for CLEVNET libraries
- Upgrade SirsiDynix software
- Wrap up CLEVNET Visioning meetings

Other Project Accomplishments This Period:

- The final Visioning meeting for CLEVNET directors was held at Perry library on September 5. Preliminary results were shown to the Directors' Panel the following week. The Panel will work together to gather the information into a workable form, and begin to derive a forward path.
- Ann Palomo began work with the current chairman of the COSUGI (Customers of SirsiDynix Users' Group International) Consortia Group on local arrangements and registration for the group's annual working meeting, to be held in Cleveland/CPL in November.

Webware, Virtualization and Desktop Support:

- An Active Directory Health Check was performed on the Clevnet.org Forest
- Finalize Database Subscriptions for 2014 with CORC.
- Finalized Zinio "Core content" for 2014 platform. Titles were selected by the group based on titles that the current 15 CLEVNET libraries already subscribing to the service. Agreement sent to Joyce Dodrill for review on September 12
- Promoted and participated in OverDrive's "Big Library Read". The title "Fancy Nancy: Nancy Clancy, Super Sleuth" in both eBook and downloadable audiobook was featured on the CLEVNET eMedia site alongside Thousands of other Public Library eBook platforms that are using OverDrive to deliver eMedia. The title was featured on cpl.org's homepage as well as other CLEVNET libraries. Promotional participation on other CLEVNET library websites was determined by each library's Director and/or Marketing professional.
- Organized a Bibliocommons working lunch for Wednesday, October 9 at the OLC conference



Upgrade of SirsiDynix software

- Preparation and testing for a new CPL circulation desk procedure to create and pay all bills within the SirsiDynix Workflows software. This includes bills for materials that require sales tax. New bill reasons were created and tested, and scripts written to transfer payment data nightly from SirsiDynix to Munis.
- The final Visioning meeting for CLEVNET directors was held at Perry library on September 5. Preliminary results were shown to the Directors' Panel the following week. The Panel will work together to gather the information into a workable form, and begin to derive a forward path.
- Ann Palomo began work with the current chairman of the COSUGI (Customers of SirsiDynix Users' Group International) Consortia Group on local arrangements and registration for the group's annual working meeting, to be held in Cleveland/CPL in November.
- Jim Benson let us know that he was offered, and accepted, the position of Systems Librarian at the Maag Library of Youngstown State University. His last day at CPL/CLEVNET will be October 15. Subsequently, the Software team worked on knowledge transfer, and Jim spent time documenting scripts and standardizing some routines within scripts for easier maintenance and support after his departure.
- The Software team met with CPL Technical Services managers, reviewing progress on existing projects and discussing new cataloging features in 3.4.1 for RDA support.

## Key Items in Progress This Period:

The SirsiDynix Symphony software was upgraded to version 3.4.1, service pack 3. Software staff tested the install and functionality. Hilary Prisbylla deserves special acknowledgement for taking the lead on the upgrade.

This version supports the following:

- New user features such as a tabbed window display, and right-click functionality.
- Barcode validation functionality to prevent bad scans of item and patron barcodes from entering the system.

- Supports for the upcoming length-expansion of OCLC numbers for the Cataloging department.

Mr. Corrigan adjourned regular board meeting at 1:32 p.m.

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Thomas D. Corrigan  
President

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Alan Seifullah  
Secretary

## GIFT REPORT FOR OCTOBER 2013

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	544	5,814
Periodicals	33	920
Publishers Gifts	0	0
Non-Print Materials	<u>27</u>	<u>1,167</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	604	7,901

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 270	\$ 15,877
Building & Repair Fund	Restricted	0	0
Library Fund	Unrestricted	0	0
Library Fund	Restricted	100	9,225
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	32,490
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	27,046
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	148,918
Lockwood Thompson Fund	Restricted	0	78,638
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Beard Anna Young	Restricted	0	164
Learning Centers	Restricted	0	0
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>37,998</u>
<b>TOTAL MONEY GIFTS</b>		\$ 370	\$ 351,255

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	25	204	604	7,901
Money Gifts	<u>4</u>	<u>80</u>	<u>4</u>	<u>80</u>
<b>TOTAL GIFTS</b>	29	284	608	7,981

## AGREEMENT

This Agreement ("Agreement") is entered into in Cuyahoga County, Ohio by and between the various free public libraries in Cuyahoga County, Ohio, including: Cleveland Heights-University Heights Public Library, Cleveland Public Library, Cuyahoga County Public Library, East Cleveland Public Library, Euclid Public Library, Lakewood Public Library, Porter (Westlake) Public Library, Rocky River Public Library, Shaker Heights Public Library ("the libraries") and the Cuyahoga County Budget Commission, pursuant to resolutions duly adopted by the above-referenced Boards of Library trustee, and the Cuyahoga County Budget Commission (copies of which are attached).

**WHEREAS**, the libraries constitute all of the libraries in Cuyahoga County entitled to participate in the fund presently referred to in R.C. 5705.28 and R.C. 5705.32 as the county Public Library Fund, formerly known as the county Library and Local Government Support Fund (hereinafter referred to as the "Fund"); and

**WHEREAS**, the libraries have in the past found that the statutory framework for allocating that fund has not always resulted in satisfactory allocations, and has led to appeals and litigation involving the libraries; and

**WHEREAS**, trustee and directors of the various libraries have met together in good faith to agree upon specific percentage allocations of the Fund for each library in order to eliminate disputes and litigation with regard to such allocations; and

**WHEREAS**, the libraries have agreed that for the four-year period commencing January 1, 2014 through December 31, 2017, the libraries will retain the current percentage allocations with regard to distributions from the Fund that are equal to or less than the amount distributed to all the libraries from the Fund in the year 2007 ("2007 Base Year"); and

**WHEREAS**, the libraries have further agreed that should the Fund receipts exceed the amount distributed to the libraries in the 2007 Base Year during the five-year period from 2014-2017, any excess shall be subject to a new agreed-upon percentage allocations, which new percentage allocations are based solely upon 2010 U.S. Census population figures;

**NOW, THEREFORE**, subject to the approval of the Cuyahoga County Budget Commission, the libraries hereby agree that the Budget Commission shall order an allocation of the Fund for the years 2014, 2015, 2016, and 2017 (the "subject years") in accordance with the following percentages:

<p>CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS PUBLIC LIBRARY</p> <p style="margin-left: 100px;">4.80750 %</p> <p style="margin-left: 50px;">of Funds equal to or less than 2007 Base Year distribution</p> <p style="margin-left: 100px;">4.5272 %</p> <p style="margin-left: 50px;">of Funds in excess of 2007 Base Year distribution</p>
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## CLEVELAND PUBLIC LIBRARY

41.18430 %

of Funds equal to or less than 2007 Base Year distribution

31.1725 %

of Funds in excess of 2007 Base Year distribution

## CUYAHOGA COUNTY PUBLIC LIBRARY

38.23690 %

of Funds equal to or less than 2007 Base Year distribution

48.0842 %

of Funds in excess of 2007 Base Year distribution

## EAST CLEVELAND PUBLIC LIBRARY

2.59000 %

of Funds equal to or less than 2007 Base Year distribution

1.6327 %

of Funds in excess of 2007 Base Year distribution

## EUCLID PUBLIC LIBRARY

3.30830 %

of Funds equal to or less than 2007 Base Year distribution

3.8217 %

of Funds in excess of 2007 Base Year distribution

## LAKEWOOD PUBLIC LIBRARY

3.64400 %

of Funds equal to or less than 2007 Base Year distribution

4.0669 %

of Funds in excess of 2007 Base Year distribution

## PORTER (WESTLAKE) PUBLIC LIBRARY

2.14310 %

of Funds equal to or less than 2007 Base Year distribution

2.5567 %

of Funds in excess of 2007 Base Year distribution

<p style="text-align: center;">ROCKY RIVER PUBLIC LIBRARY</p> <p style="text-align: center;">1.25070 %</p> <p style="text-align: center;">of Funds equal to or less than 2007 Base Year distribution</p> <p style="text-align: center;">1.6102 %</p> <p style="text-align: center;">of Funds in excess of 2007 Base Year distribution</p>
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<p style="text-align: center;">SHAKER HEIGHTS PUBLIC LIBRARY</p> <p style="text-align: center;">2.83520 %</p> <p style="text-align: center;">of Funds equal to or less than 2007 Base Year distribution</p> <p style="text-align: center;">2.5278 %</p> <p style="text-align: center;">of Funds in excess of 2007 Base Year distribution</p>
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When a budget for each library has been adopted in accordance with Ohio Revised Code 5705.28, the Budget Commission shall fix the amount of the fund to be distributed to each library board of trustees pursuant to § 5705.32 for the ensuing calendar year in accordance with this Agreement, or as otherwise unanimously agreed to in writing by the libraries and the Budget Commission.

When the Budget Commission orders an allocation distribution of the Fund in accordance with the terms of this agreement and any agreement of the libraries provided for herein, each library shall refrain from challenging and/or appealing the distribution of the fund to the Board of Tax appeals, or to any other agency or court of competent jurisdiction. The only basis upon which any library may challenge any such distribution shall be on the basis that the Budget Commission failed to follow the provisions of this Agreement and any agreement of the libraries provided for herein for any of the subject years.

In the event that during the term of this agreement one library should cease to operate or be included with another, the libraries and the Cuyahoga County Budget Commission agree to meet to discuss any revision to the allocation set forth above and amend the agreement accordingly.

In addition to the foregoing, the libraries agree that they will do the following:

- (a) The directors of each library will attend a meeting to be held at least twice a year during years 2014 through 2017 in order to discuss the percentage share of the Fund to be allocated amongst the libraries after 2017, which discussions shall consider a new percentage allocation formula taking into consideration the 2010 U.S. Census population figures, and in order to foster continued good faith and cooperation between the libraries. The directors will also explore ways and opportunities to utilize more effectively their resources to better serve their patrons and to achieve the goals of this agreement;
- (b) The libraries will work together through available political, civic and media channels to maintain and increase the level of financial support Ohio law provides for public libraries in Ohio; and

- (c) The libraries will work jointly to meet the needs of users in the present and in the future, with careful attention to population growth, circulation and particular requirements of different communities and neighborhoods.

This Agreement is executed by each of the libraries and the Budget Commission by their appropriately designated representatives for the purpose of effecting an agreed allocation and distribution of the Fund of the years 2014 through 2017. This Agreement shall be introduced into evidence at the Board of Tax Appeals without objection by any library or the Budget Commission when it is claimed that any library has attempted an appeal pursuant to Ohio Revised code 5705.37 or when it is claimed that the Budget Commission has failed to make an allocation and distribution of the Fund in accordance with the terms of this agreement. Any amendment to this Agreement must be made in writing and be signed by the libraries and the Cuyahoga County Budget Commission.

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Insert resolution duly adopted by Cleveland Heights-University Heights Public Library Board of Trustees]



This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**CLEVELAND PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Insert resolution duly adopted by Cleveland Public Library Board of Trustees]

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**CUYAHOGA COUNTY PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Insert resolution duly adopted by Cuyahoga County Public Library Board of Trustees]

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**EAST CLEVELAND PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Insert resolution duly adopted by East Cleveland Public Library Board of Trustees]

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**EUCLID PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Insert resolution duly adopted by Euclid Public Library Board of Trustees]

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**LAKWOOD PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Insert resolution duly adopted by Lakewood Public Library Board of Trustees]

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**PORTER (WESTLAKE) PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Insert resolution duly adopted by Porter (Westlake) Public Library Board of Trustees]

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**ROCKY RIVER PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Insert resolution duly adopted by Rocky River Public Library Board of Trustees]

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This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**SHAKER HEIGHTS PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Insert resolution duly adopted by Shaker Heights Public Library Board of Trustees]



This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**CUYAHOGA COUNTY BUDGET COMMISSION**

By: \_\_\_\_\_  
Its Authorized Representative

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Approved as to form:

Timothy J. McGinty

Prosecuting Attorney for Cuyahoga County, Ohio

By:

\_\_\_\_\_

[Name]

Assistant Prosecuting Attorney

# SIMS

BUICK GMC - 940 BABBIT ROAD - EUCLID, OH 44123  
PHONE: (216) 289-5700 - (800) 688-SIMS

PURCHASER'S NAME CLEVELAND PUBLIC LIBRARY

DATE 10/31/2013

ADDRESS 325 SUPERIOR AVE E

DEAL # 13555

CITY, STATE CLEVELAND, OH

ZIP 441141205

COUNTY CUYAHOGA

CUST # 84680

EMAIL \_\_\_\_\_

WORK # \_\_\_\_\_

HOME # \_\_\_\_\_

CELL # (216) 570-6131

<input checked="" type="checkbox"/> NEW CAR	<input type="checkbox"/> USED TRUCK	<input type="checkbox"/> DEMO RENTAL	YEAR 2014	MAKE GMC	MODEL SAVANA 177"	BODY 3500 CUTAWAY	STOCK # ORDER
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COLOR	TRIM	MILEAGE	SERIAL NUMBER
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TRADE IN RECORD - TRADE 1				VEHICLE PRICE	28,388.67
YEAR	MAKE	MODEL	TYPE		
VIN #					
MILEAGE: (Accurate Unless Marked Not Accurate) <input type="checkbox"/> NOT ACCURATE Salvage Vehicle? <input type="checkbox"/> Yes					
Trade-In Allowance \$	Bal. Owed \$	NET ALLOWED \$			

TRADE IN RECORD - TRADE 2				<input type="checkbox"/> PAINT SEALANT	<input type="checkbox"/> INTERIOR PROTECTION	<input type="checkbox"/> TOTAL PROTECTION	
YEAR	MAKE	MODEL	TYPE	<input type="checkbox"/> MAINTENANCE CONTRACT	<input checked="" type="checkbox"/> OTHER		6,019.00
VIN #				EXTENDED SERVICE CONTRACT			0.00
MILEAGE: (Accurate Unless Marked Not Accurate) <input type="checkbox"/> NOT ACCURATE Salvage Vehicle? <input type="checkbox"/> Yes				DOCUMENTARY SERVICE CHARGE			250.00
Trade-In Allowance \$	Bal. Owed \$	NET ALLOWED \$		TOTAL SALE PRICE			34,657.67
				SALES TAX <u>0</u> %	TAXABLE BALANCE <u>34,657.67</u>		0.00

<b>TOTAL NET TRADE-IN ALLOWANCE</b>				<b>\$0.00</b>	<b>FEES:</b>		
REBATE	BID ASSISTA...		<b>\$6,200.00</b>	TITLE	TRADE	DUP	MEMO LIEN
REBATE				33.50			
REBATE				LICENSE: 30 DAYS NEW TRANS DUP.REG.			
REBATE				0.00			
REBATE				TOTAL DUE			
REBATE				34,691.17			
REBATE				TOTAL CREDIT(transferred from left column)			
REBATE				6,200.00			
REBATE				CASH DUE ON DELIVERY			
REBATE				0.00			
DEPOSIT	RECEIPT NO.		<b>0.00</b>	BALANCE DUE / AMOUNT TO FINANCE			
				28,491.17			

**TOTAL CREDIT** **6,200.00**

DEPOSIT (PARTIAL PAYMENT) RECEIPT - Purchaser hereby provides to the Dealer the sum of \$ 0.00 as a Non-Refundable Deposit/Partial Payment for the vehicle described above. If this Receipt is for a Deposit, Dealer will refrain from selling the described vehicle for \_\_\_\_\_ days from the date of Deposit.

**X**

**NEGATIVE EQUITY DISCLOSURE + CONSENT** - I am aware that the balance owed on my trade-in vehicle or the amount owed on my lease turn-in vehicle exceeds the trade-in allowance from the Dealer. As a result, I have requested that the "Balance or Cash Due" be increased by the difference \$ N/A (known as negative equity).

**X**

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES PURCHASER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IN CONNECTION WITH THE VEHICLE AND ANY RELATED PRODUCTS AND SERVICES SOLD BY DEALER. DEALER NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THE VEHICLE AND THE RELATED PRODUCTS AND SERVICES. IN THE EVENT THAT A WRITTEN WARRANTY IS PROVIDED BY DEALER OR A SERVICE CONTRACT IS SOLD BY DEALER ON ITS OWN BEHALF, ANY IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE TERM OF THE WRITTEN WARRANTY/SERVICE CONTRACT. CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

If the purchase of the motor vehicle described herein is to be financed this agreement is subject to credit approval and assignment of a retail installment sales contract to a financial institution, and the Annual Percentage Rate (APR) may be negotiated with Dealer and Dealer may receive compensation for arranging financing on customer's behalf. These documents are fully incorporated herein (where applicable): **Conditional/Spot Delivery Agreement, We Owe/Delivery Report and Used Vehicle Limited Warranty.** NO ORAL REPRESENTATIONS HAVE BEEN MADE TO THE PURCHASER and all terms of the agreement are contained on the front and back of this agreement and any documents incorporated herein. I have read the terms and conditions of this Agreement, both on the front and back, and agree to them. I certify that I am at least 18 years old, and acknowledge receipt of a copy of this Agreement. I UNDERSTAND THAT THIS RETAIL BUYERS ORDER IS NOT BINDING UNLESS ACCEPTED BY DEALER OR HIS AUTHORIZED AGENT.

11/8/13 10/31/2013  
PURCHASER(S) DATE

**ROBERT L WILBRAHAM**  
SALESPERSON

*Robert L Wilbraham*  
ACCEPTED BY AUTHORIZED AGENT

G14-10

2014 SAVANA 3500 177 INCH WB CUTAWAY	GENERAL MOTORS LLC
50U SUMMIT WHITE /V8G	RENAISSANCE CENTER
93G MEDIUM PEWTER	DETROIT MI 48243-1114
ORDER NO. QZRWD/TSC STOCK NO.	VEHICLE INVOICE 5AD18800842
VIN 1GD 374C G1	*****48*56952
MODEL & FACTORY OPTIONS	MSRP INV AMT RETAIL - STOCK
TG93903 SAVANA 3500 177 INCH WB C	29155.00 25802.18 INVOICE 06/25/13
AS5 SEATS, CUSTOM CLOTH	50.00 42.50 SHIPPED 06/24/13
C7N 12,300 LB GVWR	N/C N/C EXP I/T 07/05/13
DHC OUTSIDE REARVIEW MIRRORS	250.00 212.50 INT COM 07/05/13
G80 LOCKING REAR DIFFERENTIAL	325.00 276.25 PRC EFF 06/24/13
L96 ENGINE VORTEC 6.0L V8	N/C N/C KEYS 9569C S569C
MYD 6-SPEED AUTOMATIC TRANSMISSION	0.00 0.00 MFP
NE1 50-STATE EMISSIONS	N/C N/C FAN: 000856926
QT4 16" WHEELS	N/C N/C BANK: ALLY - 004
ROS DUAL REAR WHEELS	N/C N/C CHG-TO 56-952
UM7 AM/FM STEREO	150.00 127.50
(REPLACES STD/OPT PROVISIONS RADIO)	SHIP WT: 4962
ZX2 SEATING ARRANGEMENT, DRIVER & PASSENGER HIGH BACK	N/C N/C HP: 51.2
1WT BASE EQUIPMENT GROUP (1WT)	N/C N/C GVWR: 12300
9E1 FUEL, ADDITIONAL 3 GALLONS	18.00 15.30 GAWR.FT: 4300
GM HAS DESIGNED, MANUFACTURED, SOLD AND CERTIFIED TO APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS THIS VEHICLE AS A BUS, MULTIPURPOSE PASSENGER VEHICLE, OR TRUCK, BUT NOT AS A SCHOOL BUS.	MRM: 30943.00
	NTR: 1
	DAN: 10LD

Important  
 This is a memo invoice.  
 It does not include holdback and  
 other marketing and finance charges.  
 Refer to your current dealer pricing resource.

TOTAL MODEL & OPTIONS	29948.00	26476.23	ACT 237 27471.23
DESTINATION CHARGE	995.00	995.00	

TOTAL 30943.00 27471.23 PAY 310 27471.23  
 SVM INVOICE AMOUNT EXCLUDES HOLDBACK, GM MARKETING ADJUSTMENT AND OTHER DEALER FINANCE PROGRAMS.  
 THIS IS A RESTRICTIVE DIRECT SALE AND IS SUBJECT TO THE TERMS OF THE SPECIAL VEHICLE MANUFACTURERS PROGRAM.

28369.<sup>67</sup>

# GANLEY CHEVROLET

15315 LORAIN AVENUE - CLEVELAND, OHIO 44111  
(216) 671-1620 • FAX: (216) 671-1250

# BUYERS AGREEMENT

DATE 11/4/2013

<b>Cleveland Public Library</b>		<b>(216)623-2903</b>		<b>(216)623-7111</b>		<b>carl.stone@cpl.org</b>	
COMPANY	BUYER	HOME PHONE	WORK PHONE	E-MAIL			
<u>325 Superior Ave</u>		<u>Cleveland</u>	<u>OH</u>	<u>44114</u>	<u>Cuyahoga</u>	<u>0</u>	
STREET ADDRESS		CITY	STATE	ZIP CODE	COUNTY	TAX %	
<b>ORDER</b>	<b>2014</b>	<b>Chevrolet</b>	<b>Express Van</b>				
STOCK NO.	YEAR	MAKE	MODEL	BODY	COLOR	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> RENTAL <input type="checkbox"/> DEMO <input type="checkbox"/> GM EMPLOYEE <input type="checkbox"/> GM SUPPLIER <input type="checkbox"/> ACCURATE <input type="checkbox"/> NOT ACCURATE	
SERIAL NUMBER			ODOMETER MILEAGE				
DRIVERS LICENSE NO.			SOCIAL SECURITY NO.			DATE OF BIRTH	
<b>TRADE IN</b>		<b>STK #</b>	<b>MARKET VALUE</b>		<b>MSRP</b>		
NAME ON REG			\$		\$ <b>\$0.00</b>		
YEAR	MAKE	MODEL					
VIN #							
MILES	<input type="checkbox"/> ACCURATE <input type="checkbox"/> NOT ACCURATE						
PAYOFF	PER DAY						
GOOD TIL	CONTACT PERSON						
ACCOUNT #							
LIEN HOLDER							
PAYOFF ADDRESS							
CITY	STATE	ZIP					
<b>INSURANCE COMPANY</b>							
NAME	AGENCY						
ADDRESS							
CITY, STATE, ZIP							
PHONE							
POLICY #							
EFFECTIVE DATE FROM:		TO:	1. CASH PRICE		29,386.00		
COVERAGE: <input type="checkbox"/> FIRE/THEFT <input type="checkbox"/> COMP <input type="checkbox"/> COLLISION			2. TRADE IN ALLOWANCE		0.00		
DEDUCTIBLE \$			3. CASH DIFFERENCE		29,386.00		
SPOKE WITH:			4. DOCUMENTARY FEES		0.00		
SALESMAN <u>Fredrick Mierau/Greg</u>			5. AMOUNT BEFORE TAX		29,386.00		
			6. SALES TAX		0.00		
			7. TRANSFER TITLE MEMO-30 DAY		33.50		
ACCEPTED BY _____		<u>11/4/2013</u>	8. TRADE IN BALANCE		0.00		
CUSTOMER'S SIGNATURE _____		DATE	9. TOTAL CASH PRICE DELIVERED		29,419.50		
THIS DEAL IS SUBJECT TO FINANCING CANCELABLE AT OPTION OF GANLEY CHEVROLET. DEPOSIT REFUNDABLE IF GANLEY CHEVROLET CANNOT OBTAIN FINANCING OR CANCELS DEAL. ALL REFUNDS GIVEN ONLY WITH YOUR CANCELLED CHECK OR RECEIPT.			10. CASH DOWN PAYMENT	DEPOSIT ON ORDER (NON REFUNDABLE)			0.00
				CASH ON DELIVERY			
			11. REBATE TO: AMT:		0.00		
			12. UNPAID BALANCE OF CASH PRICE		29,419.50		

*includes UNicell classicube-Attached*



Unicell Body Company  
 571 Howard Street, Buffalo, NY 14208  
 PH 716-853-8628 FX 716-843-8638  
 Toll Free 800-628-8914

Quote #: 39911  
 Date: 11/4/2013  
 Status: QUOTE

Quoted by:	Jennifer	Rep:	Brad Worthington	Area:	Brad Worthington
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Bill to: Greg Ship to: Same as billing

Ganley Chevrolet  
 15315 Lorain Ave.  
 Cleveland, OH 44111  
 tel: 216-671-1620 fax: 216-671-1250

CHASSIS	Mfg	Code	Pool	Year	Model	Engine	GVWR	Color	WB
	CHEV	C14-10	Yes	2014	CG33903	6.0 GAS	12300	WHITE	177"

BODY	Style	Model#	Length		Height		Width	
			Out	In	Overall	In	Out	In
	CLASSICUBE	UCPM7916	16'5"	15'11"	119"	78.5"	96"	91"

Std Equipment:	Qty:	Specifications:	Price:
Model:		UCPM7916	\$5,355.00
Bulkhead:		Solid bulkhead wall, no cab-body access	INCLUDED
Bumper:		Galvanized grip step bumper	INCLUDED
Color:		White gelcoat	INCLUDED
Door, Rear:		Whiting Aluminum Clad Roll up rear door	INCLUDED
Floor:		1-1/2" Dense pine, FLAT floor (no wheelboxes)	INCLUDED
Grab Handle:		2 rear Stainless Steel grab handles	INCLUDED
Light:		LED interior ceiling light with rear timer switch	INCLUDED
Lining:		3/8" full height plywood walls	INCLUDED
Mud Flaps:		Rear mud flaps	INCLUDED
Rub Rail:		Anodized aluminum lower protective rub rail	INCLUDED
Skylight:		36" x full body length	INCLUDED
Understructure:		2" crossmembers on 16" centers	INCLUDED

Optional Equipment:			
Cargo control:	14	"D" rings (Std Height 36") - 7 ea side	\$112.00
Mirrors, cab:		Installation only of factory mirrors	\$77.00
<b>Subtotal:</b>			<b>\$5,544.00</b>

Target completion approx 3 weeks from receipt of chassis, signature & upfit request	<b>Total:</b>	<b>\$5,544.00</b>
Chassis eta approx late November	<b>Freight:</b>	<b>\$325.00</b>
	<b>Total:</b>	<b>\$5,869.00</b>

TERMS Payment due upon delivery  
 Valid for 30 Days.

Customer Approval Signature \_\_\_\_\_

2014 EXPRESS 3500 177 IN WB CUTAWAY		GENERAL MOTORS LLC	
50U SUMMIT WHITE	/V8G		C14-10
93G MEDIUM PEWTER		RENAISSANCE CENTER	
ORDER NO. QZRV7D/TSC	STOCK NO.	DETROIT MI 48243-1114	
VIN 1GB 3G4C		VEHICLE INVOICE 1AD89352289	
*****13*59503			
MODEL & FACTORY OPTIONS	MSRP	INV AMT	RETAIL - STOCK
CG33903 EXPRESS 3500 177 IN WB CU	29155.00	25802.18	INVOICE 08/02/13
ASS SEATS, CUSTOM CLOTH	50.00	42.50	SHIPPED 08/02/13
C7N 12,300 LB GVWR	N/C	N/C	EXP I/T 08/15/13
DHC OUTSIDE REARVIEW MIRRORS	250.00	212.50	INT COM 08/15/13
DT4 SMOKER'S PACKAGE	35.00	29.75	PRC EFF 08/02/13
G80 LOCKING REAR DIFFERENTIAL	325.00	276.25	KEYS S796J S796J
L96 ENGINE 6.0L VORTEC V8	N/C	N/C	MFP-
MYD 6-SPEED AUTOMATIC TRANSMISSION	0.00	0.00	FAN: 000858926
NE1 50-STATE EMISSIONS	N/C	N/C	BANK: ALLY - 004
QT4 16" WHEELS	N/C	N/C	CHG-TO 59-503
R05 DUAL REAR WHEELS	N/C	N/C	
UM7 AM/FM STEREO	150.00	127.50	SHIP WT: 4961
(REPLACES STD/OPT PROVISIONS			HP: 51.2
RADIO)			GVWR: 12300
ZX2 SEATING ARRANGEMENT, DRIVER	N/C	N/C	GAWR.FT: 4300
& PASSENGER HIGH BACK			GAWR.RR: 8600
1WT BASE EQUIPMENT GROUP (1WT)	N/C	N/C	MRM: 30978.00
SE1 FUEL, ADDITIONAL 3 GALLONS	18.00	15.30	NTR: 1
GM HAS DESIGNED, MANUFACTURED, SOLD AND CERTIFIED TO			DAN: 10LD
APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS THIS			
VEHICLE AS A BUS, MULTIPURPOSE PASSENGER VEHICLE, OR			
TRUCK, BUT NOT AS A SCHOOL BUS.			

**Important**  
 This is a memo invoice.  
 It does not include holdback and  
 other marketing and finance charges.  
 Refer to your current dealer pricing resource.

TOTAL MODEL & OPTIONS	29983.00	26505.98	ACT 237	27500.98
DESTINATION CHARGE	995.00	995.00		

TOTAL 30978.00 27500.98 PAY 310 27500.98  
 SVM INVOICE AMOUNT EXCLUDES HOLDBACK, GM MARKETING ADJUSTMENT AND OTHER  
 DEALER FINANCE PROGRAMS.  
 THIS IS A RESTRICTIVE DIRECT SALE AND IS SUBJECT TO THE TERMS OF THE  
 SPECIAL VEHICLE MANUFACTURERS PROGRAM.







# AIA<sup>®</sup> Document G701<sup>™</sup> – 2001

## Change Order

<b>PROJECT</b> <i>(Name and address):</i> Cleveland Public Library - South Branch Deactivation 3096 Scranton Road Cleveland, Ohio 44113	<b>CHANGE ORDER NUMBER:</b> 004  <b>DATE:</b> 11-13-2013	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> Sterling Professional Group 5531 Turney Road Garfield Heights, Ohio 44125	<b>ARCHITECT'S PROJECT NUMBER:</b> 13052.00 <b>CONTRACT DATE:</b> 9-30-2013 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

The original Contract Sum was	\$ 328,800.00
The net change by previously authorized Change Orders	\$ -18,000.00
The Contract Sum prior to this Change Order was	\$ 310,800.00
	\$ not to exceed
The Contract Sum will be increased by this Change Order in the amount of	1,000.00
The new Contract Sum including this Change Order will be	\$ 311,800.00

The Contract Time will be increased by three (3) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is 11-18-2013

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

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

Westlake Reed Leskosky <b>ARCHITECT</b> <i>(Firm name)</i> 1422 Euclid Avenue, Suite 300 Cleveland, Ohio 44115 <b>ADDRESS</b> _____ <b>BY</b> <i>(Signature)</i> Christopher Diehl <i>(Typed name)</i> 11-13-2013 <b>DATE</b>	_____ <b>CONTRACTOR</b> <i>(Firm name)</i> _____ <b>ADDRESS</b> _____ <b>BY</b> <i>(Signature)</i> _____ <i>(Typed name)</i> _____ <b>DATE</b>	_____ <b>OWNER</b> <i>(Firm name)</i> _____ <b>ADDRESS</b> _____ <b>BY</b> <i>(Signature)</i> _____ <i>(Typed name)</i> _____ <b>DATE</b>
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Inspiring every child to become a lifelong learner™



**Ohio Multi State Purchase Quotation – Early Literacy Station™ English - Version 10**

Quotation developed for: Larry Finnegan

Date: **November 13, 2013**

Organization: Cleveland Public Library

Valid until: **November 15, 2013**

Product	Quantity	Unit Cost	Total
<b>Early Literacy Station™:</b>			
Early Literacy Station™ English - LIST PRICE	0	\$ 3,937.00	\$ -
Early Literacy Station™ English Educational Discount (1-9 units)	0	\$ 3,150.00	\$ -
Early Literacy Station™ English Volume Discount (10-24 units)	0	\$ 2,993.00	\$ -
Early Literacy Station™ English Volume Discount (25-49 units)	0	\$ 2,835.00	\$ -
Early Literacy Station™ English Volume Discount (50+ units)	54	\$ 2,499.00	\$ 134,946.00
<b>ON THIS HARDWARE PLATFORM ▶ 20" All-in-One / Touch Screen</b>			

**Warranty & Upgrades Extend Plan:**

1 Year Warranty & Upgrades Extend Plan (at time of purchase & for a total of 4 years)	0	\$ 500.00	\$ -
2 Year Warranty & Upgrades Extend Plan (at time of purchase & for a total of 5 years)	0	\$ 1,000.00	\$ -

**ELF Licensing:**

ELF Child Safe Browser: New ELF annual subscriptions per year / per building	0	\$ 200.00	\$ -
ELF Reading & Reference: per year / per building	0	\$ 1,250.00	\$ -

**Options:**

AWE headphones w/ volume control and pull-away cord, one (1) year mfg. warranty	0	\$ 20.00	\$ -
Audio Y splitter cable (allows 2 set of headphones simultaneously)	0	\$ 3.00	\$ -
Inkjet Color Printer	0	\$ 130.00	\$ -
6 Ft. USB printer cable	0	\$ 10.00	\$ -
Replug Mini-Stereo Breakaway Audio Adapter	0	\$ 13.00	\$ -
Enhanced Support Stand for 20" All-in-One Touch Screen model	0	\$ 85.00	\$ -

**Professional Development Options:**

Exclusive Live Web Training (Web-based solution)	0	\$ 500.00	\$ -
Half Day On-Site Training (On-Site solution)	0	\$ 1,200.00	\$ -
Full Day On-Site Training (On-Site solution)	0	\$ 1,800.00	\$ -
Two Day On-Site Training (On-Site solution)	0	\$ 3,000.00	\$ -

**GROUP SPECIAL**

Market: <u>Library [LIB-LIB]</u>	Shipping	54	\$ 50.00	\$ 2,700.00
			<b>SUBTOTAL</b>	\$ 137,646.00
Applicable State Sales Tax ---> <u>0.000%</u>			<b>SALES TAX</b>	\$ -

If you are exempt, please include a copy of your sales tax certificate

**TOTAL \$ 137,646.00**

NOTE: An authorized customer contact should sign and return a copy of this quote to AWE within 30 days, to accept this price quote  
**AWE, Inc. Cleveland Public Library**

<u>Jeremy Link</u> (Signature)	11/13/2013 Date	I agree to AWE's Terms & Conditions (Authorized Signature or corresponding purchasing order)	(Date)
<b>Jeremy Link</b> (Print Name)		(Print Name) / (Title)	
<b>Senior Account Executive</b> (Title)		(Email Address & Phone Number)	

**Bill To Information**

Name: \_\_\_\_\_  
 Organization: Cleveland Public Library  
 Address: 325 Superior St.  
 City, State, Zip: Cleveland, OH 44114  
 Phone / Fax: 216-623-2811 / 216-623-7120  
 Email: \_\_\_\_\_

**Ship To Information**

Name: Larry Finnegan  
 Organization: Cleveland Public Library  
 Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Phone / FAX: 216-623-2811 / 216-623-7120  
 Email: larry.finnegan@cpl.org

PAYMENT TYPE: ___ Net 15 Terms or Credit Card: ___ VISA ___ MASTERCARD / # _____ EXP. _____			
Key (primary AWE) Contact NAME: _____	Email: _____	Phone: _____	
Warranty and Upgrade Contact NAME: _____	Email: _____	Phone: _____	
Special Interest Group Contact NAME: _____	Email: _____	Phone: _____	

AWE, Inc. All Rights Reserved

Confidential & Proprietary

2501 Seaport Drive, Suite # 410 SH • Chester • Pennsylvania, 19013  
 Phone (610) 833-6400 • Fax (610) 833-6440 • Email: info@awelearning.com • www.awelearning.com

## Terms and Conditions

**Fees, Invoicing:** CUSTOMER agrees to make payment in full for all amounts due according to invoice on or before the net 15 due date.

**Returns:** Customers may return items within 30 days of receiving those items, using the following procedures: i) Prior to shipping, request an RMA (Return Materials Authorization) number from AWE (866 463-6357) ii.) shipped items must be received by AWE within 20 calendar days from RMA issuance; and iii) items must be secured with proper (original) packaging to prevent any damage in transit. A restocking fee of 15% (of the non-discounted item price), return shipping cost, and packaging (if applicable) will be charged to Customer for all items returned after initial shipment.

**Delinquent Payment:** The CUSTOMER agrees to pay interest on all amounts that are past due at the lesser of 1.5% per month or the highest rate allowed by law. The CUSTOMER also agrees to pay collection costs and attorneys fees, if AWE, prevails in a court of law or administrative proceeding, required to collect delinquent fees. AWE may suspend services and/or terminate the Agreement in the event that CUSTOMER fails to make timely payment with 30 days notice. Termination shall not alter CUSTOMER's obligation to make full payment under this Agreement.

**Equipment & Software:** AWE will invoice CUSTOMER for all systems, when they are shipped to the Customer.

**Warranty and Upgrade:** AWE bundled hardware and software products (AWE products) include a three year coverage period from the date of shipment (Warranty and Upgrade Period). Warranty and Upgrade extensions are available for years 4 and 5. Warranty and Upgrade periods must run consecutively. That is, a year 5 extension may not be purchased without a year 4 extension. The Warranty and Upgrade period cannot exceed (5) years from original date of shipment. Printers include a limited one year warranty that CANNOT be extended.

**Limited Warranty:** AWE warrants that hardware will be free of defects in materials and workmanship during the warranty coverage period. The limited warranty also covers malfunctions in the general operation of the AWE product that are not pre-existing in the original educational software titles. AWE's limited warranty covers only those defects that arise as a result of normal use of the product and does not cover any other problems, including those that arise as a result of: (i) External causes such as accident, abuse, misuse, or electrical power problems (ii) Servicing not authorized by AWE (iii) Usage that is not in accordance with product instructions (iv) improper or unauthorized maintenance or modification; (v) using accessories, parts, or components not supplied or supported by AWE; (vi) products for which we have not received payments.

**Upgrade:** AWE will develop new versions of the Digital Learning System software annually. During the initial three year period, all software updates and two software version upgrades will be standard within the Upgrade Period. Each one-year extension period will entitle CUSTOMER to all software updates and one additional Digital Learning System software version upgrade. During the CUSTOMER's valid warranty and upgrade period, AWE will notify the CUSTOMER, via email, of the availability of new product versions. It is the CUSTOMER's responsibility to inform AWE of any changes to the CUSTOMER contact information. AWE will not be held responsible in the event that CUSTOMER is unable to be contacted because of invalid or outdated contact information. For each new version upgrade the CUSTOMER must review and submit their upgrade request form and the new version(s) will be delivered to CUSTOMER via a product drive upgrade kit that is on loan to the CUSTOMER. Under this process, AWE will ship CUSTOMER a Product Drive containing the New Version for all qualified systems as well as updated documentation. CUSTOMER will have a set period of time to apply upgrades and then return AWE's Product Drive to AWE with the original packing and prepaid return labels included with the kit.

**Technical Support:** Any questions or issues regarding your Digital Learning System can be reported to our Help Desk by calling (toll free) 1-(866) INFO-ELS. The Help Desk staff is available Monday – Friday 9am – 5pm to take your call. Support requests can also be made online using the Support Link on AWE's homepage ([www.awelearning.com](http://www.awelearning.com)).

**Limitation of Liability:** AWE warrants that it will perform all services associated with this agreement in a professional and workman like manner. In no event will AWE's liability whether in contract or tort, exceed the total amount of the fees and expenses paid to it by the customer under this agreement, neither party will be liable for consequential damages, even if advised of the possibility hereunder.

**Liability and Indemnification:** AWE shall indemnify defend and hold harmless the CUSTOMER, its officers, employees and designated representative from any and all claims, suits, actions, damages, liabilities, expenses and costs of any kind, including litigation costs and reasonable attorney's fees, arising out of bodily injury (including death) and/or damage to real or tangible personal property, provided that the injury or damage was caused by the fault or negligence of AWE, its officers, employees, agents or sub-contractors (including suppliers).

CUSTOMER shall indemnify defend and hold harmless AWE, its officers, employees and designated representative from any and all claims, suits, actions, damages, liabilities, expenses and costs of any kind, including litigation costs and reasonable attorney's fees, arising out of bodily injury (including death) and/or damage to real or tangible personal property, provided that the injury or damage was caused by the fault or negligence of CUSTOMER, its officers, employees, agents or sub-contractors (including suppliers).

**Proprietary, Confidential and Non-Disclosure Agreement:** Each party acknowledges that all information concerning the other party which is designated by the party as "Confidential and Proprietary" shall be deemed to be Confidential and Proprietary Information. Confidential and Proprietary Information is not meant to include any information, which, at the time of disclosure, is generally known by the public. Each party agrees that it will not permit the duplication, use or disclosure of any such Confidential and Proprietary Information to any person (other than its own employees who must have such information for the performance of their obligation under this Agreement and as necessary to secure the performance of obligations hereunder by legal means), unless authorized in writing by the other party.

Neither party shall use the name(s), trademark(s) or trade name(s), whether registered or not, of the other party in publicity releases or advertising without securing the prior written approval of the other party, such approval not to be unreasonably withheld; provided that AWE shall have the right, without CUSTOMER's approval to use CUSTOMER's name in its general list of customers.

Each party agrees to hold in confidence any such Confidential and Proprietary information disclosed pursuant to this Agreement for a period of 3 years from the effective date of this Agreement. The parties shall have no obligation to maintain such information in confidence provided, they can show that such information (i) was in their possession prior to disclosure of such information, (ii) is or becomes publicly available through no fault of the party or (iii) was developed by the party independent of this Agreement.

**Ownership Rights:** AWE shall retain all right, title and interest in all technical information, inventions, patents, trade secrets, developments, discoveries, software, know-how, methods, techniques, formulae, data, processes and other proprietary ideas, whether or not patentable or copyrightable, that are developed pursuant to performance of the services hereunder.

**Relationship & Right to Employ:** AWE is an independent contractor and nothing in this Agreement shall be deemed to create a partnership or joint venture between CUSTOMER and AWE. As an independent contractor, AWE shall be responsible for withholding and paying all employment taxes, unemployment insurance, workers' compensation insurance and benefits for its employees. During the term of this Agreement, and any extensions thereto, the CUSTOMER and AWE agree not to engage in either solicitation or recruitment of each other's employees.

**Term:** This Agreement shall be effective when signed by both the CUSTOMER and AWE and thereafter remain in effect for such term as is provided in contract.

**Governing Law:** This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania.

**Final Agreement:** This Agreement and Exhibits contain the final and entire agreement between the parties and is intended to be an integration of all prior agreements between them regarding the services.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly appointed representative as of the day and year on the face of the Agreement.

AWE, Inc. All Rights Reserved

Confidential & Proprietary

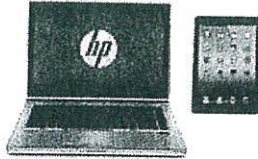
2501 Seaport Drive, Suite # 410 SH • Chester • Pennsylvania, 19013

Phone (610) 833-6400 • Fax (610) 833-6440 • Email: [info@awelearning.com](mailto:info@awelearning.com) • [www.awelearning.com](http://www.awelearning.com)



## iPad Minis + HP Laptop Combo Kiosk Quote

Date: November 5, 2013  
Quote #7945b -- Expiration: December 31, 2013



To: Rod Houpe, CTO, Cleveland  
Public Library 325 Superior Ave.,  
N.E., Cleveland, OH 44114, P: 216-  
902-4952 Rod.Houpe@cpl.org

Salesperson	Job	Payment Terms
Jonathan Ruffenberg	Cleveland Public Library	50% Down Payment, 50% Net 30

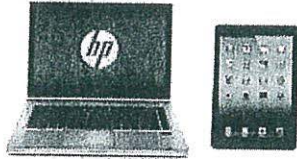
Qty / Category	Description	Unit Price	Line Total
1	<b>12-bay Combo Host Station</b> set for half HP 8470p Laptop device with 9-cell extended batteries and half iPad mini tablets. RFID 4.0 Technology, Touchscreen Monitor, Bar Code Reader. Devices furnished by customer.	\$26,950 USD	\$26,950 USD
1	Annual Hardware Service Agreement. Cost based on total hardware purchase. Silver @ 3%, Gold @ 6%, Platinum @ 12%, Platinum Plus @15%	See <a href="http://www.laptopsanytime.com/pdf/servicelevels_2013.pdf">http://www.laptopsanytime.com/pdf/servicelevels_2013.pdf</a>	Recommended Gold 6% @ \$1,617/yr USD
1	<b>Mandatory</b> Annual Software License Agreement per Host Station (\$1000 per each Host of 6 or fewer devices plus \$800 for each additional 6 devices)	\$1,800/yr. USD for 12-Bay Host	\$1,800/yr USD
	<b>Optional</b> On-Site Installation	\$3,000 USD for 3 days	
1	Custom Wooden Crate (1 per kiosk)	\$700 USD	\$700 USD
1	Prepay+Add Shipping Per Crate(1 per kiosk)	\$800 USD	\$800 USD
	Subtotal		\$31,867 USD
	Down payment Required		\$15,933.50 USD
	Balance Due NET30		\$15,933.50 USD

*Thank you for your business!*



## iPad + HP Laptop Combo Kiosk Quote

Date: November 5, 2013  
Quote #7945a -- Expiration: December 31, 2013



To: Rod Houpe, CTO, Cleveland  
Public Library 325 Superior Ave.,  
N.E., Cleveland, OH 44114, P: 216-  
902-4952 Rod.Houpe@cpl.org

Salesperson	Job	Payment Terms
Jonathan Ruffenberg	Cleveland Public Library	50% Down Payment, 50% Net 30

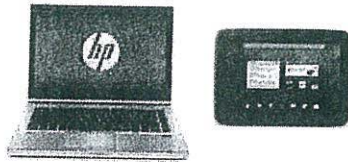
Qty / Category	Description	Unit Price	Line Total
1	<b>12-bay Combo Host Station</b> set for half HP 8470p Laptop device with 9-cell extended batteries and half regular 10" iPad 4 tablets.. RFID 4.0 Technology, Touchscreen Monitor, Bar Code Reader. Devices furnished by customer.	\$26,950 USD	\$26,950 USD
1	Annual Hardware Service Agreement. Cost based on total hardware purchase. Silver @ 3%, <b>Gold @ 6%</b> , Platinum @ 12%, Platinum Plus @15%	See <a href="http://www.laptopsanytime.com/pdf/servicelevels_2013.pdf">http://www.laptopsanytime.com/pdf/servicelevels_2013.pdf</a>	Recommended Gold 6% @ \$1,617/yr USD
1	ILS Integration and Testing (SIP-2)	1-time \$3,500 USD (regardless of # kiosks or locations)	\$3,500 USD
1	<b>Mandatory</b> Annual Software License Agreement per Host Station (\$1000 per each Host of 6 or fewer devices plus \$800 for each additional 6 devices)	\$1,800/yr. USD for 12-Bay Host	\$1,800/yr USD
	<b>Optional</b> On-Site Installation	\$3,000 USD for 3 days	
1	Custom Wooden Crate (1 per kiosk)	\$700 USD	\$700 USD
1	Prepay+Add Shipping Per Crate(1 per kiosk)	\$800 USD	\$800 USD
	Subtotal		\$35,367 USD
	Down payment Required		\$17,683.50 USD
	Balance Due NET30		\$17,683.50 USD

Thank you for your business!



## Google Nexus 10 + HP Laptop Combo Kiosk Quote

Date: November 5, 2013  
Quote #7945c -- Expiration: December 31, 2013



To: Rod Houpe, CTO, Cleveland  
Public Library 325 Superior Ave.,  
N.E., Cleveland, OH 44114, P: 216-  
902-4952 Rod.Houpe@cpl.org

Salesperson	Job	Payment Terms
Jonathan Ruttenberg	Cleveland Public Library	50% Down Payment, 50% Net 30

Qty / Category	Description	Unit Price	Line Total
1	<b>12-bay Combo Host Station</b> set for half HP 8470p Laptop device with 9-cell extended batteries and half Google Nexus 10 tablets. RFID 4.0 Technology. Touchscreen Monitor, Bar Code Reader. Devices furnished by customer.	\$24,950 USD	\$24,950 USD
1	1-Time NRE for designing case around Google Nexus 10 (new model for LaptopsAnytime)	\$1,500 USD (Normally charge \$4,500)	\$1,500 USD [Reward for purchasing 3 stations]
1	Annual Hardware Service Agreement. Cost based on total hardware purchase. Silver @ 3%, Gold @ 6%, Platinum @ 12%, Platinum Plus @15%	See <a href="http://www.laptopsanytime.com/pdf/servicelevels_2013.pdf">http://www.laptopsanytime.com/pdf/servicelevels_2013.pdf</a>	Recommended Gold 6% @ \$1,497/yr USD
1	<b>Mandatory</b> Annual Software License Agreement per Host Station (\$1000 per each Host of 6 or fewer devices plus \$800 for each additional 6 devices)	\$1,800/yr. USD for 12-Bay Host	\$1,800/yr USD
1	<b>Optional</b> On-Site Installation and On-Site Training	\$3,000 USD for 3 days	Cost Waived as Reward for Purchasing three stations
1	Custom Wooden Crate (1 per kiosk)	\$700 USD	\$700 USD
1	Prepay+Add Shipping Per Crate(1 per kiosk)	\$800 USD	\$800 USD
Subtotal			\$31,247 USD
Down payment Required			\$15,623.50 USD
Balance Due NET30			\$15,623.50 USD

*Thank you for your business!*



the next chapter from Tech Logic

getmediasurfer.com  
 1818 Buerkle Road, White Bear Lake, MN 55110  
 Phone: 855-633-4210 (855-MEDIA-10)  
 Fax: 651-747-0493  
 jennifer.davis@getmediasurfer.com

Prepared For: Rod Houpe  
 Chief Technology Officer  
 Cleveland Public Library  
 325 Superior Avenue  
 Cleveland, OH 44114  
 (216) 623-2854

11/4/2013  
 Quote Number 120310 SW 1

QTY	PN	Media Surfer Products and Services	Individual Item Cost	Total Costs (USD)
<b>Hardware</b>				
1	45007487	Media Surfer Kiosk (no cradles or iPads)	\$25,000	\$25,000.00
16	45007640	Media Surfer Cradle (with iPads supplied by customer)	\$265	\$4,240.00
	25019618	iPad2	\$399.00	\$0.00

**Notes**

This is the place to write additional notes etc

**Shipping**

1	SHIP US	Shipping US - Estimated††	\$1,000	\$1,000.00
			<b>Sub Total</b>	<b>\$30,240.00</b>
			<b>Total Discount</b>	<b>\$0.00</b>
			<b>Taxes @</b>	<b>\$0.00</b>
			<b>Total Costs</b>	<b>\$30,240.00</b>

Prices contained in this quote are good for 90 days.

Software Support Agreements (First Year Included)		
No. of Kiosks	Annual Software Support is Required	Annual Cost
1	Annual software support after year 1	\$500

Optional Extended Hardware Maintenance (First Year Warranty Included)						
Requires pre-payment of total number of years for discounted replacement warranties						
\$3,750	year 2	Maintenance agreements (from date of purchase)	Realized savings of pre-paid	Total Savings		
\$7,250	year 2-3				3 years	\$250
\$10,625	year 2-4				4 years	\$625
\$13,875	year 2-5				5 years	\$1,125

† Software support is required starting in year two.

†† Shipping charges estimated based on all quoted products shipping at the same time F.O.B. originating facility. Multiple shipments result in increased charge. Payment of all applicable duties and taxes are the responsibility of the purchasing entity.

**Payment Terms :**

A payment of \$15,000/kiosk is due within thirty (30) days of the order confirmation date.

If the library purchases iPads from Tech Logic, payment in full for the iPads is due within thirty (30) days of the order confirmation date.

The order balance is due within thirty (30) days of the shipment date.

1.5% interest charge per month will be charged on past due accounts, to the extent permitted by law.

**Notes:**

- 1) SIP or SIP2 is required and needs to be acquired. Please ensure that the SIP & ILS implementations are of the latest versions.
- 2) The SIP interface which integrates self check systems with ILS software is provided by the ILS vendor.

\*\*Pricing based on market exchange rate on current date: 11/4/2013  
 Exchange Rate \$1 00 USD = 1 2369

The prevailing exchange rate will apply at time of order.

Applied GST Rate 5%

REPORT A

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

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES



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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	25,422,787.68	0.00	0.00	0.00	\$ 0.00	25,422,787.68
42 Intergovernmental	18,630,428.72	1,630,160.06	0.00	0.00	\$ 0.00	20,260,588.78
43 Fines & Fees	327,869.70	0.00	0.00	0.00	\$ 0.00	327,869.70
44 Investment Earnings	172,591.54	10,423.34	0.00	8,267.79	\$ 0.00	191,282.67
45 Charges for Services	2,535,886.96	0.00	0.00	0.00	\$ 0.00	2,535,886.96
46 Contributions & Donations	15,876.50	335,213.89	0.00	164.49	\$ 0.00	351,254.88
48 Miscellaneous Revenue	646,983.93	0.00	0.00	0.00	\$ 1,591.70	648,575.63
<b>Total Revenues</b>	<b>\$ 47,752,425.03</b>	<b>\$ 1,975,797.29</b>	<b>\$ 0.00</b>	<b>\$ 8,432.28</b>	<b>\$ 1,591.70</b>	<b>\$ 49,738,246.30</b>
51 Salaries/Benefits	29,030,336.08	1,112,865.65	0.00	0.00	\$ 0.00	30,143,201.73
52 Supplies	763,673.59	162,198.92	0.00	0.00	\$ 0.00	925,872.51
53 Purchased/Contracted Services	8,064,027.81	1,009,786.68	0.00	2,120.00	\$ 0.00	9,075,934.49
54 Library Materials	6,996,517.47	88,114.27	0.00	26,425.42	\$ 0.00	7,111,057.16
55 Capital Outlay	183,371.69	43,134.44	2,027,312.37	0.00	\$ 0.00	2,253,818.50
57 Miscellaneous Expenses	96,338.28	34,607.95	0.00	0.00	\$ 68.27	131,014.50
<b>Total Expenditures</b>	<b>\$ 45,134,264.92</b>	<b>\$ 2,450,707.91</b>	<b>\$ 2,027,312.37</b>	<b>\$ 28,545.42</b>	<b>\$ 68.27</b>	<b>\$ 49,640,898.89</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 2,618,160.11</b>	<b>\$(474,910.62)</b>	<b>\$(2,027,312.37)</b>	<b>\$(20,113.14)</b>	<b>\$ 1,523.43</b>	<b>\$ 97,347.41</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(107,494.24)	107,494.24	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(107,494.24)</b>	<b>\$ 107,494.24</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 2,510,665.87</b>	<b>\$(367,416.38)</b>	<b>\$(2,027,312.37)</b>	<b>\$(20,113.14)</b>	<b>\$ 1,523.43</b>	<b>\$ 97,347.41</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 30,469,564.27</b>	<b>\$ 11,951,089.26</b>	<b>\$ 16,399,617.59</b>	<b>\$ 2,826,909.81</b>	<b>\$ 8,913.99</b>	<b>\$ 61,656,094.92</b>
<b>Current Cash Balance</b>	<b>\$ 32,980,230.14</b>	<b>\$ 11,583,672.88</b>	<b>\$ 14,372,305.22</b>	<b>\$ 2,806,796.67</b>	<b>\$ 10,437.42</b>	<b>\$ 61,753,442.33</b>

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

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	20,336,112	17,032,482	3,303,630	84%	85%
General Property Tax	22,213,904	25,422,788	(3,208,884)	114%	109%
Rollback, Homestead, CAT	4,000,000	1,597,947	2,402,053	40%	39%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	300,000	327,870	(27,870)	109%	104%
Investment Earnings	225,000	172,592	52,408	77%	47%
Services to Others-Clevnet	3,053,415	2,535,887	517,528	83%	91%
Contributions	1,500	15,877	(14,377)	100%	100%
Miscellaneous	561,882	646,984	(85,102)	115%	87%
Return of Advances Out	0	0	0	0%	100%
<b>Total</b>	<b>\$ 50,691,813</b>	<b>\$ 47,752,425</b>	<b>\$ 2,939,388</b>	<b>94%</b>	<b>93%</b>

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	34,842,578	29,121,296	5,721,281	84%	81%
Supplies	1,109,175	873,773	235,402	79%	86%
Purchased Services	11,813,469	10,277,445	1,536,024	87%	86%
Library Materials	11,850,401	9,817,266	2,033,134	83%	83%
Capital Outlay	606,435	273,985	332,450	45%	89%
Other	122,985	102,813	20,172	84%	92%
<b>Sub Total</b>	<b>\$ 60,345,042</b>	<b>\$ 50,466,577</b>	<b>\$ 9,878,465</b>	<b>84%</b>	<b>82%</b>
Advances Out	0	107,494	(107,494)	100%	100%
Transfers Out	0	0	0	0%	100%
<b>Total</b>	<b>\$ 60,345,042</b>	<b>\$ 50,574,071</b>	<b>\$ 9,770,970</b>	<b>84%</b>	<b>85%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated October 11, 2013.

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

Note (3): Subtotal includes 75% expended and 9% encumbered.

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending October 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	8,728,421.02	0.00	2,513,437.36
51120 Clerical Salaries	9,268,097.49	9,640,273.93	8,216,607.73	0.00	1,423,666.20
51130 Non-Clerical Salaries	538,563.20	583,221.43	1,028,742.26	0.00	(445,520.83)
51140 Buildings Salaries	3,584,856.34	3,724,271.94	2,947,980.62	0.00	776,291.32
51150 Other Salaries	1,015,586.00	1,055,009.58	834,011.65	0.00	220,997.93
51180 Severance Pay	0.00	53,648.22	144,881.81	0.00	(91,233.59)
51190 Non-Base Pay	0.00	13,616.97	434,911.53	0.00	(421,294.56)
51400 OPERS	3,542,707.00	3,685,801.80	3,100,062.22	0.00	585,739.58
51610 Health Insurance	3,487,626.76	3,630,361.31	2,870,358.20	0.00	760,003.11
51611 Dental Insurance	210,999.74	228,486.82	173,336.31	0.00	55,150.51
51612 Vision Insurance	15,643.49	15,643.49	12,950.10	0.00	2,693.39
51620 Life Insurance	11,007.36	11,927.04	10,909.92	0.00	1,017.12
51630 Workers Compensation	244,528.00	548,274.00	233,305.97	70,440.03	244,528.00
51640 Unemployment Compensation	45,000.00	75,208.54	10,015.48	20,193.06	45,000.00
51650 Medicare - ER	302,521.06	314,932.44	276,072.97	0.00	38,859.47
51900 Other Benefits	20,000.00	20,041.65	7,768.29	327.00	11,946.36
	<b>\$33,120,713.00</b>	<b>\$ 34,842,577.54</b>	<b>\$ 29,030,336.08</b>	<b>\$ 90,960.09</b>	<b>\$ 5,721,281.37</b>
<b>Salaries/Benefits</b>					
52110 Office Supplies	43,400.00	48,805.00	35,801.47	3,074.82	9,928.71
52120 Stationery	58,700.00	50,628.13	43,301.47	514.09	6,812.57
52130 Duplication Supplies	40,527.18	42,155.92	31,270.75	0.00	10,885.17
52140 Hand Tools	100.00	857.44	425.34	75.28	356.82
52150 Book Repair Supplies	73,500.00	64,186.81	56,850.30	3,203.55	4,132.96
52210 Janitorial Supplies	87,000.00	104,502.43	97,793.15	5,328.49	1,380.79
52220 Electrical Supplies	59,500.00	96,517.04	67,693.82	7,796.63	21,026.59

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230	150,350.00	182,450.64	147,799.28	21,278.49	13,372.87
52240	10,850.00	12,449.43	6,792.51	0.00	5,656.92
52300	89,350.00	107,592.07	67,089.20	30,295.25	10,207.62
52900	376,802.82	399,029.86	208,856.30	38,532.63	151,640.93
<b>Supplies</b>	<b>\$990,080.00</b>	<b>\$ 1,109,174.77</b>	<b>\$ 763,673.59</b>	<b>\$ 110,099.23</b>	<b>\$ 235,401.95</b>
53100	152,000.00	165,192.23	47,932.38	11,556.57	105,703.28
53210	490,521.56	573,916.53	418,904.61	136,038.10	18,973.82
53230	110,300.00	111,142.90	84,694.99	19,447.91	7,000.00
53240	156,700.00	193,587.00	132,773.09	52,996.68	7,817.23
53310	175,000.00	484,035.62	382,359.79	86,514.26	15,161.57
53320	35,000.00	37,290.18	9,053.29	9,338.16	18,898.73
53340	190,000.00	177,485.64	104,216.27	23,027.18	50,242.19
53350	223,073.65	327,182.05	182,030.75	70,576.95	74,574.35
53360	989,433.43	1,019,476.93	845,365.20	71,443.02	102,668.71
53370	30,000.00	43,687.63	28,001.30	10,811.16	4,875.17
53380	1,100,000.00	1,085,318.16	776,009.71	227,219.20	82,089.25
53390	30,000.00	30,000.00	27,473.25	1,076.75	1,450.00
53400	398,000.00	510,700.67	324,825.00	127,709.00	58,166.67
53510	111,487.96	120,490.77	95,262.37	16,862.90	8,365.50
53520	59,168.88	99,144.16	46,882.64	14,612.92	37,648.60
53610	1,743,650.00	1,827,526.64	1,459,470.13	346,414.88	21,641.63
53620	183,500.00	222,912.21	124,264.92	73,953.64	24,693.65
53630	916,000.00	966,567.66	772,676.18	180,838.63	13,052.85
53640	132,407.20	147,942.24	66,906.56	66,351.01	14,684.67

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,464,243.90	2,266,462.22	1,210,161.15	467,092.98	589,208.09
53720 Auditors Fees	973,340.42	915,777.92	712,023.92	5,349.00	198,405.00
53730 Bank Service Charges	33,600.00	33,600.00	21,774.60	0.00	11,825.40
53800 Library Material Control	270,000.00	440,364.10	183,941.46	193,619.12	62,803.52
53900 Other Purchased Services	10,000.00	13,665.25	7,024.25	566.75	6,074.25
<b>Purchased/Contracted Services</b>	<b>\$9,977,427.00</b>	<b>\$ 11,813,468.71</b>	<b>\$ 8,064,027.81</b>	<b>\$ 2,213,416.77</b>	<b>\$ 1,536,024.13</b>
54110 Books	2,728,000.41	3,408,642.14	2,195,848.12	605,398.02	607,396.00
54120 Continuations	481,496.00	1,056,837.60	470,189.68	245,570.97	341,076.95
54210 Periodicals	905,000.00	1,442,853.46	391,818.34	827,203.78	223,831.34
54220 Microforms	180,000.00	221,412.78	34,909.91	162,913.27	23,589.60
54310 Video Media	1,419,999.55	1,480,604.88	1,209,788.50	101,618.97	169,197.41
54320 Audio Media - Spoken	169,000.01	199,266.36	158,561.25	16,402.58	24,302.53
54325 Audio Media - Music	458,500.03	542,848.28	398,032.23	64,033.48	80,782.57
54350 Computer Media	26,000.00	65,668.00	10,446.92	29,245.00	25,976.08
54500 Database Services	1,141,000.00	1,454,601.92	991,319.45	211,732.78	251,549.69
54530 eMedia	1,047,000.00	1,663,340.48	979,964.04	488,073.06	195,303.38
54600 Interlibrary Loan	6,000.00	8,257.75	2,341.00	2,356.00	3,560.75
54710 Bookbinding	29,000.00	54,140.86	21,714.06	32,426.80	0.00
54720 Preservation Services	60,000.00	92,566.70	36,723.28	18,497.17	37,346.25
54730 Preservation Boxing	10,000.00	11,046.77	10,045.17	1,001.32	0.28
54790 Preservation Reformatting	90,000.00	148,312.52	84,815.52	14,275.36	49,221.64
<b>Library Materials</b>	<b>\$8,750,996.00</b>	<b>\$ 11,850,400.50</b>	<b>\$ 6,996,517.47</b>	<b>\$ 2,820,748.56</b>	<b>\$ 2,033,134.47</b>
55510 Furniture	166,116.34	194,044.10	34,147.94	42,169.15	117,727.01
55520 Equipment	243,472.66	267,300.39	78,424.47	22,354.81	166,521.11

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	78,720.00	81,246.21	26,312.99	24,530.91	30,402.31
55540 Software	35,000.00	35,000.00	15,641.79	1,558.23	17,799.98
55700 Motor Vehicles	0.00	28,844.50	28,844.50	0.00	0.00
<b>Capital Outlay</b>	<b>\$523,309.00</b>	<b>\$ 606,435.20</b>	<b>\$ 183,371.69</b>	<b>\$ 90,613.10</b>	<b>\$ 332,450.41</b>
57100 Memberships	71,739.00	72,796.61	67,788.21	2,770.70	2,237.70
57200 Taxes	6,000.00	13,233.92	11,284.71	1,949.21	0.00
57500 Refunds/Reimbursements	35,521.00	36,954.48	17,265.36	1,754.43	17,934.69
<b>Miscellaneous Expenses</b>	<b>\$113,260.00</b>	<b>\$ 122,985.01</b>	<b>\$ 96,338.28</b>	<b>\$ 6,474.34</b>	<b>\$ 20,172.39</b>
59810 Advances Out	0.00	0.00	107,494.24	0.00	(107,494.24)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 107,494.24</b>	<b>\$ 0.00</b>	<b>\$(107,494.24)</b>
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$53,475,785.00</b>	<b>\$ 60,345,041.73</b>	<b>\$ 45,241,759.16</b>	<b>\$ 5,332,312.09</b>	<b>\$ 9,770,970.48</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending October 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	47,752,425.03	45,241,759.16	5,332,312.09	27,647,918.05
<b>Total General Fund</b>	<b>\$ 30,469,564.27</b>	<b>\$ 47,752,425.03</b>	<b>\$ 45,241,759.16</b>	<b>\$ 5,332,312.09</b>	<b>\$ 27,647,918.05</b>
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	40,924.53	165,133.37	47,439.95	4,540,783.87
204 Kaiser	44,934.88	0.00	0.00	0.00	44,934.88
205 Kralej	153,804.84	0.00	0.00	0.00	153,804.84
206 Library	165,074.25	9,224.75	746.58	709.15	172,843.27
207 Pepke	97,395.18	0.00	0.00	0.00	97,395.18
208 Wickwire	1,086,072.03	2,684.31	10,589.70	2,506.13	1,075,660.51
209 Wittke	66,255.37	0.00	0.00	0.00	66,255.37
210 Young	3,094,870.38	32,489.64	1,296.30	0.00	3,126,063.72
225 Friends	5,086.47	17,500.00	16,245.71	3,089.49	3,251.27
226 Judd	6,743.25	148,918.00	99,632.43	3,673.28	52,355.54
228 Lockwood Thompson Memorial	263,528.36	78,637.50	156,978.19	151,416.83	33,770.84
229 Ohio Center for the Book	0.00	900.00	825.00	0.00	75.00
230 Schweinfurth	25,159.08	27,046.00	40,299.00	0.00	11,906.08
251 OLBPD-Library for the Blind	62,210.67	1,256,828.00	1,323,485.15	9,923.39	(14,369.87)
252 LSTA-Know It Now	120,849.73	350,532.06	382,793.50	52,270.66	36,317.63
254 MyCom	0.00	112,794.24	83,200.00	6,794.24	22,800.00
255 PNC-Grow Up Great	58,640.05	0.00	58,640.05	0.00	0.00
256 Learning Centers	110,842.93	0.00	110,842.93	0.00	0.00
<b>Total Special Revenue Funds</b>	<b>\$ 11,951,089.26</b>	<b>\$ 2,083,291.53</b>	<b>\$ 2,450,707.91</b>	<b>\$ 277,823.12</b>	<b>\$ 11,305,849.76</b>
401 Building & Repair	16,399,617.59	0.00	2,027,312.37	1,128,410.21	13,243,895.01
<b>Total Capital Project Funds</b>	<b>\$ 16,399,617.59</b>	<b>\$ 0.00</b>	<b>\$ 2,027,312.37</b>	<b>\$ 1,128,410.21</b>	<b>\$ 13,243,895.01</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending October 31, 2013**

	<b>Beginning Year Balance</b>	<b>Year to Date Receipts</b>	<b>Year to Date Expenditures</b>	<b>Year to Date Encumbrances</b>	<b>Unencumbered Balance</b>
501 Abel	179,528.26	0.00	0.00	0.00	179,528.26
502 Ambler	1,717.73	0.00	0.00	0.00	1,717.73
503 Beard	107,816.34	2,283.64	2,085.00	1,680.00	106,334.98
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	26,460.42	1,791.41	1,677,880.92
513 Beard Anna Young	68,007.42	164.49	0.00	0.00	68,171.91
<b>Total Permanent Funds</b>	<b>\$ 2,826,909.81</b>	<b>\$ 8,432.28</b>	<b>\$ 28,545.42</b>	<b>\$ 3,471.41</b>	<b>\$ 2,803,325.26</b>
901 Unclaimed Funds	8,913.99	1,591.70	68.27	0.00	10,437.42
<b>Others</b>	<b>\$ 8,913.99</b>	<b>\$ 1,591.70</b>	<b>\$ 68.27</b>	<b>\$ 0.00</b>	<b>\$ 10,437.42</b>
<b>Total All Funds</b>	<b>\$ 61,656,094.92</b>	<b>\$ 49,845,740.54</b>	<b>\$ 49,748,393.13</b>	<b>\$ 6,742,016.83</b>	<b>\$ 55,011,425.50</b>



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

<b>Balance of All Funds</b>	<b><u><u>\$ 61,753,442.33</u></u></b>
Chase-Checking	7,237.09
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(353,947.12)
KeyBank-MC/VISA	169,231.82
Fifth Third - Checking	1,334,552.54
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b><u><u>\$ 1,162,221.17</u></u></b>
PNC - Money Market	10,033.20
PNC - Investments	34,533,767.78
PNC/Allegiant Money Market	152,443.93
KeyBank - Victory Fund	0.00
STAR OHIO Investment	1,279,854.53
STAR Plus Investment	11,020,823.17
<b>Investments</b>	<b><u><u>\$ 46,996,922.61</u></u></b>
PNC Endowment Acct	13,594,298.55
<b>Endowment Account</b>	<b><u><u>\$ 13,594,298.55</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 61,753,442.33</u></u></b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

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

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
10/01/13 - 10/31/13	31	Various	STAR Ohio	Various	27.68	Investment Pool
10/01/13 - 10/31/13	31	Various	STAR Plus	Various	2,127.15	Investment Pool
10/01/13 - 10/31/13	31	Various	PNC	Various	0.95	Sweep Money Market
10/01/13 - 10/31/13	31	Various	PNC	Various	0.85	Money Market
04/28/13 - 10/28/13	184	1,000,000	Federal Home Loan Mortgage Corp.	0.375%	1,875.00	Federal Agency
04/30/13 - 10/29/13	183	1,000,000	Federal Home Loan Mortgage Corp.	0.500%	2,486.11	Federal Agency

Earned Interest October 2013 \$ 6,517.74  
 Earned Interest Year To Date \$ 172,591.54

## CLEVELAND PUBLIC LIBRARY

REPORT C**Finance Committee**

November 19, 2013

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR OCTOBER 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
Online Computer Library Center Question Point Meeting Dublin, Ohio	10/22/13	Don Boozer	50.10
Ohio Educational Library Media Association Annual Conference Sandusky, Ohio	10/17/13 - 10/18/13	Don Boozer	245.85
Kent State University Library Career Night Kent, Ohio	10/3/13	Don Boozer	162.72
Ohio Library Council Annual Convention and Expo Columbus, Ohio	10/9/13 - 10/11/13	Don Boozer	365.31
South Central Ohio Computer Association Technology Coordinators Meeting Piketon, Ohio	9/13/13	Don Boozer	237.30
Ohio Library Council Annual Conference Sandusky, Ohio	10/9/13 - 10/10/13	Carole Brachna	367.36
Books by the Banks Cincinnati Book Festival Cincinnati, Ohio	10/11/13 - 10/12/13	Steven Capuozzo	583.88
Music Library Association Midwest Chapter Meeting Cleveland, Ohio	10/10/13 - 10/12/13	Michael Dalby	40.00
Ohio Library Council Annual Conference Sandusky, Ohio	10/8/13 - 10/13/13	Amy Dawson	652.91
Ohio Library Council Annual Conference Sandusky, Ohio	10/9/13 - 10/10/13	Jaime Declet	438.26

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
City of Cleveland 2013 Sustainability Summit Cleveland, Ohio	10/3/13 - 10/4/13	Timothy Diamond	40.00
State Library of Ohio ILEAD Seminar Columbus, Ohio	10/21/13 - 10/24/13	Anastasia Diamond-Ortiz	197.74
Lorain Community College Cloud Computing Training Lorain, Ohio	8/27/13 - 10/17/13	Kyle Guster	395.00
Northeast Ohio Regional Library System School and Public Libraries Join Forces Seminar Columbus, Ohio	9/24/13	Amiya Huston	84.75
Bureau of Workers Compensation Train the Trainer Seminar Cincinnati, Ohio	9/17/13 - 9/18/13	Dawntae Jackson	149.74
Ohio Library Council Annual Conference Sandusky, Ohio	10/10/13 - 10/11/13	Sandra Jelar-Elwell	353.69
Books by the Banks Cincinnati Book Festival Cincinnati, Ohio	10/11/13 - 10/12/13	Travis Leonard	308.69
Online Computer Library Center Question Point Meeting Dublin, Ohio	10/22/13	Brian Leszcz	155.94
Ohio Library Council Annual Conference Sandusky, Ohio	10/10/13	Brian Leszcz	48.57
Ohio Library Council Annual Conference Sandusky, Ohio	10/9/13 - 10/11/13	Patricia Lowrey	482.99
American Payroll Association Chapter Meeting Independence, Ohio	10/3/13	Ronelle Miller-Hood	30.00
Ohio Library Council Annual Conference Sandusky, Ohio	10/9/13 - 10/11/13	Michael Monaco	508.79
Lorain Community College Cloud Computing Training Lorain, Ohio	8/27/13 - 10/17/13	Robert Patrick	395.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Annual Conference Sandusky, Ohio	10/10/13 - 10/11/13	Hilary Prisbylla	479.17
Ohio Library Council Annual Conference Sandusky, Ohio	10/10/13	Kenneth Redd	100.00
Northeast Ohio Regional Library System Youth Services Focus Group Kent, Ohio	9/30/13	Alexandra Staskiewc	50.32
Ohio Library Council Annual Conference Sandusky, Ohio	10/8/13 - 10/10/13	Rollie Welch	669.43
<b>TOTAL</b>			<b>\$7,593.51</b>

**SUMMARY**

FUND	AUGUST	YEAR TO DATE
General	\$6,227.72	\$47,932.38
Lockwood Thompson	0.00	8,269.42
OLBPD - Library for the Blind	100.00	3,537.39
LSTA - Know it Know	1,265.79	5,459.85
PNC - Grow up Great	0.00	62.63
<b>TOTAL</b>	<b>\$7,593.51</b>	<b>\$65,261.67</b>

**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
10/01/2013 THROUGH 10/31/2013**

EXHIBIT 13

**Human Resources Committee Report**  
November 21, 2013

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
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**RESIGNATIONS**

PEASE, JOSHUA	WESTPARK	LA COMP EMPH	9/27/2013	ANOTHER JOB
CABELL-WOODS, JEFFREY	GLENVILLE	PAGE	9/28/2013	PERSONAL REASONS
RHODES, JENNIFER	YOUTH SERVICES	CHILDRENS LIB	9/27/2013	PERSONAL REASONS
TAYLOR, BRAIN	CARNEGIE WEST	PAGE	10/5/2013	PERSONAL REASONS
BENSON, JAMES C	LIBRARY APP	LIB SYS APP SPEC	10/15/2013	ANOTHER JOB

**RETIREMENTS**

GRAVES, CATHY	TECH SERVICES	TECH SVC ASST	9/30/2013	RETIREMENT
NUNEZ, FRANK	SECURITY	SAF & PRO SVC OFF	10/18/2013	RETIREMENT
BOWERS, THERMUTIS	BRANCH MGR LGE	MT PLEASANT	10/31/2013	RETIREMENT
NOVONTY, LARRY	ASST DIR HR	HUMAN RESOURCES	10/31/2013	RETIREMENT

**OTHER TERMINATIONS**



**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 10/01/2013 TO 10/31/2013**

**EMPLOYEE:** BALBOA, PAULO  
**JOB TITLE:** LA SUB

**CURRENT GRADE:** F **EFFEC DATE** 10/21/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

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

**EMPLOYEE:** JUHL, ALLISON  
**JOB TITLE:** LA SUB

**CURRENT GRADE:** F **EFFEC DATE** 10/20/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

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



## CLEVELAND PUBLIC LIBRARY

REPORT D

**Human Resources Committee Report**

Meeting Date November 21, 2013

Report Period: October, 2013

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

<b>MONTH</b>	<b>2012 SICK LEAVE HOURS USED</b>	<b>2013 SICK LEAVE HOURS USED</b>	<b>2013 TOTAL HOURS</b>
January	2,536.49	3,301.62	89,193.74
February	3,527.82	3,939.49	87,312.00
March	*4,923.36	*4,379.14	*133,048.04
April	3,161.77	3,481.44	88,641.21
May	3,623.45	3,671.72	87,911.85
June	2,593.94	2,770.51	87,799.91
July	2,344.66	3,167.87	87,296.20
August	*4,221.65	*4,330.98	*134,002.21
September	3,037.74	3,233.83	88,195.51
October	2,760.23	3,963.30	88,109.94
November	2,833.57		
December	3,277.75		

\*Covers three pay dates

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

REPORT E

**Human Resources Committee Report**

November 21, 2013

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	19	11	1			30	18	1		
Professionals	74	13	2		1		36	15	4	3	
Technicians	21	11	2	1			6	1			
Protective Service	21	10	9					2			
Para-Professionals	146	31	34	2	2		38	29	8	2	
Administrative Support	300	30	60	6	3		47	133	20	1	
Skilled Craft	10	6	2		1			1			
Service Maintenance	50	7	34	2			3	3	1		
<b>Grand Total</b>	<b>702</b>	<b>127</b>	<b>154</b>	<b>12</b>	<b>7</b>	<b>0</b>	<b>160</b>	<b>202</b>	<b>34</b>	<b>6</b>	<b>0</b>

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

**INSURANCE REPORT  
FOR THE MONTH OF  
OCTOBER  
2013**

REPORT F

Human Resources Committee Report  
November 21, 2013

**Staff Enrollments-Health Care/Dental**

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Med Mutual Silver</b>	22	10	32
<b>Med Mutual Gold</b>	263	149	412
<b>Delta Dental</b>	279	182	461
<b>Vision</b>	242	170	412
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
LIBRARIAN	FULTON	12/18/2012	30

CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR OCTOBER 2013

**REPORT G**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library Branches	149,688	153,394	679	737	1,451,692	1,568,656	-7.5%
Mobile Units	364,440	372,027	1,653	1,720	3,418,972	3,374,323	1.3%
Library for the Blind	7,284	6,782			52,359	53,117	-1.4%
OLBPD BARD	56,888	61,600			543,064	622,675	-12.8%
eMedia	10,169	9,812			113,558	95,701	18.7%
<b>TOTAL CIRCULATION</b>	<b>604,759</b>	<b>616,351</b>			<b>5,740,429</b>	<b>5,831,630</b>	<b>-1.6%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
eBook	12,406	9,605	122,887	87,004	41.2%
eAudioBook	3,752	2,974	36,401	28,928	25.8%
eMusic	62	78	590	615	-4.1%
eVideo	70	79	906	611	48.3%
<b>TOTAL eCIRCULATION</b>	<b>16,290</b>	<b>12,736</b>	<b>160,784</b>	<b>117,158</b>	<b>37.2%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Downloads	10,169	9,812	113,558	95,701	18.7%
Users	638	516	6,115	5,385	13.6%

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 Branches	102	45 minutes	14,127	14,918	10,538	11,175	-5.7%
	559	40 minutes	100,805	77,396	67,067	51,253	30.9%
<b>TOTAL USAGE</b>	<b>661</b>		<b>114,932</b>	<b>92,314</b>	<b>77,605</b>	<b>62,428</b>	<b>24.3%</b>

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library Branches	49,808	49,335	239	237	466,033	475,124	-1.9%
Mobile Unit	266,816	265,811	1,210	1,229	2,556,652	2,498,229	2.3%
	719	862			6,255	7,613	-17.8%
<b>TOTAL VISITS</b>	<b>317,343</b>	<b>316,008</b>			<b>3,028,940</b>	<b>2,980,966</b>	<b>1.6%</b>

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR OCTOBER 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	9,933	866	669	1,182	12,650	1,121	13,771
Broadway*	0	20	0	34	54	2	56
Brooklyn	6,088	553	471	627	7,739	735	8,474
Carnegie West	11,058	1,140	1,155	1,575	14,928	1,516	16,444
Collinwood	8,114	766	595	988	10,463	881	11,344
East 131st	3,988	410	378	589	5,365	411	5,776
Eastman	16,007	1,316	1,609	2,395	21,327	2,655	23,982
Fleet	12,912	1,166	1,095	2,165	17,338	1,471	18,809
Fulton	9,495	902	652	1,362	12,411	1,155	13,566
Garden Valley	4,162	319	229	334	5,044	402	5,446
Glennville	6,466	650	544	984	8,644	676	9,320
Harvard-Lee	7,348	753	809	1,446	10,356	875	11,231
Hough	3,936	488	486	392	5,302	471	5,773
Jefferson	5,920	709	890	1,305	8,824	862	9,686
Langston Hughes	5,654	572	675	871	7,772	580	8,352
Lorain	8,857	846	776	1,477	11,956	1,161	13,117
Martin Luther King, Jr.	7,840	704	871	1,233	10,648	1,093	11,741
Memorial-Nottingham	10,964	915	1,162	1,979	15,020	1,645	16,665
Mt. Pleasant	5,638	562	459	779	7,438	521	7,959
Rice	11,753	750	843	1,071	14,417	1,311	15,728
Rockport	16,461	1,317	1,477	2,327	21,582	2,396	23,978
South	7,446	760	559	1,234	9,999	828	10,827
South Brooklyn	15,382	1,293	1,926	3,191	21,792	2,707	24,499
Sterling	5,980	447	682	754	7,863	391	8,254
Union	6,592	955	752	1,161	9,460	562	10,022
Walz	15,645	1,161	1,282	1,822	19,910	1,764	21,674
West Park	13,082	1,555	2,846	3,681	21,164	2,952	24,116
Woodland	10,524	810	580	992	12,906	924	13,830
<b>TOTAL</b>	<b>247,245</b>	<b>22,705</b>	<b>24,472</b>	<b>37,950</b>	<b>332,372</b>	<b>32,068</b>	<b>364,440</b>

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

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR OCTOBER 2013

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012			
Addison	13,771	12,149	122,324	129,873	-7,549	-5.8%	
Broadway*	56	3,914	779	33,567	-32,788	-97.7%	
Brooklyn	8,474	9,738	77,715	93,072	-15,357	-16.5%	
Carnegie West	16,444	14,885	148,104	146,876	1,228	0.8%	
Collinwood	11,344	11,270	103,027	105,558	-2,531	-2.4%	
East 131st	5,776	6,542	55,033	57,840	-2,807	-4.9%	
Eastman	23,982	21,573	230,214	195,767	34,447	17.6%	
Fleet	18,809	16,634	169,600	156,017	13,583	8.7%	
Fulton	13,566	15,534	143,867	120,386	23,481	19.5%	
Garden Valley	5,446	6,807	50,847	54,036	-3,189	-5.9%	
Glenville	9,320	10,950	93,660	95,027	-1,367	-1.4%	
Harvard-Lee	11,231	11,115	106,148	100,452	5,696	5.7%	
Hough	5,773	7,150	52,977	63,278	-10,301	-16.3%	
Jefferson	9,686	11,172	90,633	100,099	-9,466	-9.5%	
Langston Hughes	8,352	9,113	84,875	77,650	7,225	9.3%	
Lorain	13,117	13,484	131,873	125,785	6,088	4.8%	
Martin Luther King, Jr.	11,741	8,875	97,314	85,157	12,157	14.3%	
Memorial-Nottingham	16,665	16,802	160,756	171,224	-10,468	-6.1%	
Mt. Pleasant	7,959	8,808	71,971	74,520	-2,549	-3.4%	
Rice	15,728	15,369	144,881	138,006	6,875	5.0%	
Rockport	23,978	26,368	228,130	238,989	-10,859	-4.5%	
South	10,827	9,991	96,207	92,527	3,680	4.0%	
South Brooklyn	24,499	24,784	236,857	224,497	12,360	5.5%	
Sterling	8,254	9,791	74,018	72,502	1,516	2.1%	
Union	10,022	10,117	88,991	81,954	7,037	8.6%	
Walz	21,674	19,564	192,278	177,256	15,022	8.5%	
West Park	24,116	25,875	239,489	251,076	-11,587	-4.6%	
Woodland	13,830	13,653	126,404	111,332	15,072	13.5%	
<b>TOTAL</b>	<b>364,440</b>	<b>372,027</b>	<b>3,418,972</b>	<b>3,374,323</b>	<b>44,649</b>	<b>1.3%</b>	

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

CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE OCTOBER 2013

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison	8,433	6,387	76,469	72,885	3,584	4.9%
Broadway*	0	2,066	0	16,977	-16,977	-100.0%
Brooklyn	4,932	5,678	50,119	48,845	1,274	2.6%
Carnegie West	16,666	15,966	165,213	175,444	-10,231	-5.8%
Collinwood	8,590	7,839	76,485	69,566	6,919	9.9%
East 131st	8,352	8,916	79,244	74,435	4,809	6.5%
Eastman	13,686	12,997	131,225	122,818	8,407	6.8%
Fleet	14,124	11,155	128,195	112,108	16,087	14.3%
Fulton	9,625	8,344	94,023	80,291	13,732	17.1%
Garden Valley	5,309	5,406	48,688	49,298	-610	-1.2%
Glenville	7,696	9,319	77,561	82,862	-5,301	-6.4%
Harvard-Lee	11,295	9,829	95,628	85,529	10,099	11.8%
Hough	12,119	12,117	110,136	123,040	-12,904	-10.5%
Jefferson	8,332	10,257	80,704	86,894	-6,190	-7.1%
Langston Hughes	8,231	7,463	73,980	66,888	7,092	10.6%
Lorain	9,057	7,976	93,773	81,443	12,330	15.1%
Martin Luther King, Jr.	6,539	6,128	64,532	84,435	-19,903	-23.6%
Memorial-Nottingham**	8,617	8,617	89,229	56,426	32,803	58.1%
Mt. Pleasant	6,400	7,125	64,673	63,345	1,328	2.1%
Rice	17,047	14,031	148,795	129,722	19,073	14.7%
Rockport	11,353	12,354	108,040	112,651	-4,611	-4.1%
South	9,273	9,473	79,591	86,928	-7,337	-8.4%
South Brooklyn	12,893	14,545	139,557	133,946	5,611	4.2%
Sterling	11,611	11,531	129,769	125,873	3,896	3.1%
Union	6,374	8,560	62,939	74,351	-11,412	-15.3%
Walz	12,006	9,905	106,294	95,442	10,852	11.4%
West Park	10,129	11,365	101,392	108,386	-6,994	-6.5%
Woodland	8,127	8,450	80,398	77,401	2,997	3.9%
<b>TOTAL</b>	<b>266,816</b>	<b>263,799</b>	<b>2,556,652</b>	<b>2,498,229</b>	<b>58,423</b>	<b>2.3%</b>

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

\*\*Equipment malfunction; substitute value used

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS OCTOBER 2013**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 South Brooklyn	24,499	1 Rice	17,047	1 South Brooklyn	32,043
2 West Park	24,116	2 Carnegie West	16,666	2 West Park	27,814
3 Eastman	23,982	3 Fleet	14,124	3 Fleet**	26,727
4 Rockport	23,978	4 Eastman	13,686	4 Eastman	23,674
5 Walz	21,674	5 South Brooklyn	12,893	5 Rockport	19,896
6 Fleet	18,809	6 Hough	12,119	6 Fulton	19,647
7 Memorial-Nottingham	16,665	7 Walz	12,006	7 Rice	19,462
8 Carnegie West	16,444	8 Sterling	11,611	8 Memorial-Nottingham	19,271
9 Rice	15,728	9 Rockport	11,353	9 Harvard-Lee	17,655
10 Woodland	13,830	10 Harvard-Lee	11,295	10 Walz	16,063
11 Addison	13,771	11 West Park	10,129	11 Collinwood	14,769
12 Fulton	13,566	12 Fulton	9,625	12 Langston Hughes	14,439
13 Lorain	13,117	13 South	9,273	13 Glenville	14,006
14 Martin Luther King, Jr.	11,741	14 Lorain	9,057	14 Addison	13,603
15 Collinwood	11,344	15 Memorial-Nottingham**	8,617	15 East 131st	13,025
16 Harvard-Lee	11,231	16 Collinwood	8,590	16 Mt. Pleasant	12,792
17 South	10,827	17 Addison	8,433	17 Lorain	12,588
18 Union	10,022	18 East 131st	8,352	18 Martin Luther King, Jr.	12,392
19 Jefferson	9,686	19 Jefferson	8,332	19 Carnegie West	10,487
20 Glenville	9,320	20 Langston Hughes	8,231	20 Union	8,416
21 Brooklyn	8,474	21 Woodland	8,127	21 Sterling	8,267
22 Langston Hughes	8,352	22 Glenville	7,696	22 Woodland	7,946
23 Sterling	8,254	23 Martin Luther King, Jr.	6,539	23 South	6,325
24 Mt. Pleasant	7,959	24 Mt. Pleasant	6,400	24 Hough	5,667
25 East 131st	5,776	25 Union	6,374	25 Brooklyn	5,524
26 Hough	5,773	26 Garden Valley	5,309	26 Jefferson	3,515
27 Garden Valley	5,446	27 Brooklyn	4,932	27 Garden Valley	2,310
28 Broadway*	56	28 Broadway*	0	28 Broadway**	1,966
	364,440		266,816		388,323
					473,177

\*\*Broadway and Fleet services areas merged

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

\*\*Equipment malfunction; substitute value used

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
CLEVNET	87,142	82,537	832,486	834,281	-0.2%
MORE	607	833	7,395	8,636	-14.4%
Other Libraries	652	701	7,084	5,412	30.9%
<b>TOTAL</b>	<b>88,401</b>	<b>84,071</b>	<b>846,965</b>	<b>848,329</b>	<b>-0.2%</b>

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

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Projected	21,226	25,897	232,170	245,011	-5.2%
KnowitNow Web Reference*	1,150	860	5,159	6,173	-16.4%
Interlibrary Loan Requests	2,592	4,661	39,250	42,367	-7.4%
<b>TOTAL</b>	<b>24,968</b>	<b>31,418</b>	<b>276,579</b>	<b>293,551</b>	<b>-5.8%</b>

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

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
New Titles Added	6,958	8,295	59,039	77,750	-24.1%
Total Items Added	24,690	33,832	242,451	274,216	-11.6%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Main Library	208	208	2,024	2,022	0.1%
Branches	5,967	6,064	57,920	59,610	-2.8%

MYTUNES	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Songs Downloaded	3,966	4,059	4,201	4,606	4,557
Users	614	620	662	699	722
New Registrations	4	10	9	15	12

Percentage of Voters Supporting Issue 79, November 2013

