CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
May 13, 2014
Trustees Room   Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Ms. Rodriguez, Mr. Corrigan,
         Mr. Seifullah, Mr. Werner, Mr. Parker (departed
         at 1:00 p.m.)

Absent: Mr. Hairston

Mr. Corrigan called the meeting to order at 12:10 p.m.

Approval of the Minutes

Mr. Werner moved approval of the minutes for the 4/17/14
Regular Board Meeting and 04/15/14 Finance Committee
Meeting. Ms. Butts seconded the motion, which passed
unanimously by roll call vote.

Presentation: STEP T=Technology (*Rod Houpe, Chief
Technology Officer, Information Technology/CLEVNET***)**

Before introducing Rod Houpe, Director Thomas stated
that the board will periodically receive presentations
on the Library's STEP initiative.

Mr. Houpe acknowledged Hilary Prisbylla, Specialist,
Library Systems Applications, who will be serving as
interim software team leader as a result of the recent
retirement of Ann Palomo.

Mr. Houpe reviewed the CPL 150 Assumptions relative to
technology and where it would be within the next five
years and emphasized the desire to be an organization
that is receptive to those changes as well as create an
environment that would enable the library to adapt and
support those changes.

Mr. Houpe gave an update that included: (1) research on
self-check options to provide convenience and privacy
for patrons and more flexibility in scheduling staff
(freeing them for other duties); (2) Mobile Application
(MyAccess: the development of a mobile application
identifying nearest free Wi-Fi locations);

(3) TechCentral Expansion – Laptop Kiosk; (4) Smart Tables which support the early literacy program are located at Woodland and Rockport Branches as well as in the Youth Services Department; and (5) AWE – Digital Learning Stations geared for early learners ages 4-11.

Mr. Houpe gave an overview of Helpdesk activities, call frequency and inquiry type (i.e., PC requests, connectivity issues). The collection of this data will assist in helping to automate systems and make them more efficient in providing services. For the first time since its inception, a strategic plan for CLEVNET was developed last summer. This plan was the result of several regional visioning sessions with representatives from CLEVNET member libraries. This plan will help make CLEVNET sustainable for years to come.

Finally, Mr. Houpe gave an update on the Office365 email migration and discussed its advantages, benefits and timeline.

After a review of some website statistics and some additional discussion, Mr. Corrigan thanked Mr. Houpe for his thorough presentation.

COMMUNICATIONS

Director Thomas stated that there were no communications to be acknowledged.

However, Director Thomas introduced Chatham Ewing, Digital Initiatives & Services Strategist, who introduced Success Tech Senior student interns Santana Larking, Muhammad Makupson and Jermal Jemison. These students will be working on family history projects and utilizing tools in TechCentral to digitize them. Following their internships, they will give presentation reports at their school.

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

MOTION TO TEMPORARIALY SUSPEND THE REGULATIONS
 Approved

Mr. Werner moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution to Accept Gifts for the Month of April

(See page 548)

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 April 2014; now therefore be it

RESOLVED, That the gifts described in the Gift Report for April of 2014 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Fourth Amendment to the Year 2014 Appropriation

(See page 549-555)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2014 Appropriation Measure to comply with the attached May 6, 2014 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Fourth Amendment to the Year 2014 Appropriation Schedule be approved.

Resolution Authorizing Competitive Bidding for Digital Hub Project in the Main Library Building

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

WHEREAS, On January 16, 2014 and March 20, 2014, the Board of Trustees approved the Digital Hub Project preliminary budget, and authorized the Library to enter into an amendment to the Main Library Consolidation Projects Agreement with Bostwick Design Partnership to include the design of the Digital Hub and to prepare bid specifications; and

WHEREAS, Bostwick is completing the design, project plans and bid specifications and the Library would like to advertise for bids at the end of May; now therefore be it

RESOLVED, That the Executive Director, CEO and his designees are authorized to proceed with the soliciting of competitive bids for the Digital Hub Project at the Main Library.

Rick Ortmeyer, Principal, Bostwick Design Partnership gave a powerpoint presentation that included but was not limited to: the Main Library 3rd Floor Proposed Plan and Space and Layout Plan for Special Collections work room, Preservation work room, Preservation lab, Open Classroom, Digitization, and Digital Media.

Mr. Ortmeyer reviewed Schedule/Costs and stated that the overall costs have decreased as a result of a decrease in wayfinding and multimedia and reimbursable costs as a result of a discussion on wayfinding and multimedia services. That reduction may be balanced with the addition of new furniture. Furniture needs and costs will be assessed after cost for architecture and multimedia are being tracked.

Mr. Ortmeyer stated that the project is currently on schedule. In the process of finalizing multimedia planning, content development for multimedia will be on going.

Mr. Ortmeyer confirmed that it is anticipated that the project will be complete prior to the end of 2014.

However, if the construction takes longer, the Board recommends that the project be completed before making it available to the public. Currently, the approximate construction costs total $990,000 and the subtotal Owner Supplemental Costs total $171,840.

Mr. Corrigan stated that it is preferred to sacrifice time for quality.

Ms. Rodriguez asked if any walls will be removed that could potentially cause environmental concerns.

Mr. Ortmeyer stated that the only wall for invasive exploration would be the wall where the painting currently exists. This wall was built as a part of the library's 1990's expansion. There will be only penetration in walls for electrical and venting connections that will be isolated.

After additional discussion on color palate, lighting, storage and shelving, canvas painting relocation, interactive touch spaces, seating, staff and public entrances, ramps and floor elevations, Mr. Corrigan thanked Mr. Ortmeyer for his detailed presentation.

Resolution Extending Agreement with Kone Inc. for
Elevator Maintenance through June 30, 2014

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

WHEREAS, On May 21, 2011, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a three-year agreement (the "Agreement") with KONE Inc. (KONE) to provide elevator maintenance services for the Stokes Wing and the Main Library elevators. This Agreement expired on April 30, 2014; and

WHEREAS, The Department of Property Management is in the process of obtaining competitive proposals for elevator maintenance but needs additional time to obtain the proposals and would like to extend the Kone Agreement for two additional months through June 30, 2014; and

WHEREAS, Kone has agreed to extend the existing Agreement at the same cost of $5,507.59 per month; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to negotiate and enter into an amendment to the Agreement to extend the term through June 30, 2014 subject to review and approval by the Library's Chief Legal Officer, with the costs being charged to the General Fund account 12100053-53350 Building Maintenance.

Mr. Corrigan asked it was anticipated that the Library would receive quotes from other vendors.

Myron Scruggs, Director of Property Management, stated that quotes were expected from four vendors and recommendations would be made after they are evaluated for best price and service.

Resolution to Enter into a License and Use Agreement with University Circle, Inc. for the Use of Martin Luther King, Jr. Branch Parking Lot

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

WHEREAS, The Martin Luther King, Jr. Branch of the Cleveland Public Library is located at 1962 Stokes Boulevard in University Circle; and

WHEREAS, Along with neighboring museums, schools, non-profit organizations, and houses of worship, Cleveland Public Library is an active institutional member of University Circle, Inc. (UCI); and

WHEREAS, An increasing demand for parking in University Circle on weekends created an opportunity for the Library to be of service to its fellow UCI members by opening up its parking lot behind the Martin Luther King, Jr. Branch on Sundays, when the branch is closed, for use by University Circle visitors; and

WHEREAS, On April 1, 2012, the Library and University Circle Inc. entered into a License and Use Agreement granting UCI the right to allow its members to park at the Martin Luther King Jr. Branch on Sundays, in

consideration for which UCI has paid the Library a parking fee in the amount of $1,800 per year. This License and Use Agreement expired on March 31, 2014; and

WHEREAS, The Library desires to continue assisting its fellow UCI members by opening its Martin Luther King, Jr. Branch parking lot to parking on Sundays; now therefore be it

RESOLVED, The Board of Library Trustees authorizes the Executive Director to negotiate a new License and Use Agreement between Cleveland Public Library and University Circle, Inc., for a term not to exceed one (1) year, for such amount and upon such additional terms and conditions that the Executive Director deems appropriate, subject to review and approval of the Agreement by the Library's Chief Legal Counsel; and be it further

RESOLVED, That the President of the Board of Library Trustees or the Executive Director CEO or his designee, are authorized to execute the Agreement and any other agreements, instruments, amendments, or documents necessary or appropriate to effectuate the Agreement in accordance with this Resolution, which shall be subject to the Chief Legal Officer's approval.

Year 2015 Tax Budget

(See pages 556-564)

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

WHEREAS, *Ohio Revised Code* Section 5705.28 requires the Board of Library Trustees to submit its Tax Budget for Fiscal Year 2015 to the Board of the Cleveland Metropolitan School District on or before June 1, 2014; and

WHEREAS, *Ohio Revised Code* Section 5705.30 requires the Board of the Cleveland Metropolitan School District to adopt and submit the Library's Year 2015 Tax Budget to the County Fiscal Officer on or before July 20, 2014; and

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

WHEREAS, The Cuyahoga County Budget Commission has requested use of Alternate Tax Budget Information forms; and

WHEREAS, The financial needs of Cleveland Public Library from **Tax Sources** for Fiscal Year 2015 have been determined to be at least $53,300,000; now therefore be it

RESOLVED, That the Year 2015 Tax Budget and Alternate Tax Budget Information Forms for Cleveland Public Library be presented to the Board of the Cleveland Metropolitan School District and the Cuyahoga County Budget Commission as required by *Ohio Revised Code*.

Resolution Extending Agreement with G4S Secure Solutions(USA)

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

WHEREAS, On April 21, 2011, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement (the "Agreement") with G4S Secure Solutions, Inc. ("G4S") to provide safety and security services at its branches. This Agreement expires on June 4, 2014; and

WHEREAS, The Department of Safety and Protective Services is evaluating its staffing needs and would like to extend the G4S Agreement through the December 31, 2014 in order to provide the Department with additional time to prepare a staffing plan and to prepare a Request for Proposal for a new outside security services agreement; and

WHEREAS, G4S has agreed to extend the existing Agreement at the same rate of $13.71 per hour for an unarmed security guard, $20.24 per hour for a dispatcher, and $25.22 per hour for an Account Manager; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to negotiate and enter into an amendment to the Agreement to extend the term through December 31, 2014 subject to review and approval by the Library's Chief Legal Officer, with the costs being charged to the General Fund Account 12930053-53380 Contract Security.

Mr. Werner asked if the Library has had a good experience with G4S Secure Solutions.

Director Thomas stated that at the regular board meeting in June, Mr. Georgen and Mr. Scruggs will make a presentation on proposed staffing adjustments that will better service library facilities as well as lower costs.

Resolution to Accept LSTA Grant to Administer KnowItNow

    (See pages 565-583)

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

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

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

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

WHEREAS, For the seven (7) Fiscal Years commencing July 1, 2007 through June 30, 2014 the Board of Trustees has

accepted the State Library Board's award of LSTA grants
to continue this statewide virtual reference service;
and

WHEREAS, In May 2014, the State Library Board awarded a
LSTA grant in the amount of $259,416 to Cleveland Public
Library for the continued administration of KnowItNow
for the period July 1, 2014 through June 30, 2015; now
therefore be it

RESOLVED, That the Cleveland Public Library Board of
Trustees accept this most recent LSTA grant in the
amount of $259,416 from the State Library of Ohio and
that the Executive Director, CEO or his designee is
authorized to enter into and execute such agreements and
instruments as may be necessary or appropriate,
including those in excess of $25,000.00, to effectuate
the terms and conditions of this Resolution, which
agreements and instruments shall be subject to the
approval of the Library's Chief Legal Officer; and be it
further

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

Mr. Corrigan asked what the current usage rate for
KnowItNow.

Anastasia Diamond-Ortiz, Knowledge Manager, stated the
KnowItNow numbers have been steadily decreasing at the
Library mirroring a trend across the state. The virtual
reference services have declined for all libraries at a
similar rate.

Fiscal Officer's Report

(See pages 584-593)

Report on Investments

(See page 594)

Report on Conference and Travel Expenditures

(See pages 594-599)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

    (See pages 600-601)

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

Retirement Recognition Citation

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

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

Robin Speigner (35 years of service, Subject Department Manager – Medium, Grade K – Government Documents, retired 4/30/2014

Be it resolved that the citation for the above staff member be presented by the Board of Trustees in appreciation of her faithful and dedicated service given to the Library by her be recorded in the minutes of this meeting, and

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

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time

    (See page 601)

Affirmative Action Plan Report

    (See page 602)

Insurance Summary Report

    (See page 604)

REGULAR EMPLOYMENT REPORT
  Approved

RETIREMENT RECOGNITION CITATION
  Approved

REPORT ON PAID SICK TIME
  Submitted

AFFIRMATIVE ACTION PLAN REPORT
  Submitted

INSURANCE SUMMARY REPORT
  Submitted

COMMUNITY SERVICES

Mr. Werner stated that the following resolutions are the work of the CPL150 Ad Hoc Committee, and asked permission to read them together to get them both on the floor so they could be discussed at one time.

Mr. Werner thanked David Jurca, Associate Director, Kent State University's Cleveland Urban Design Collaborative and Peter Whitt, President, Enlightenment Consulting Group, LLC for their proposals to move forward the work of the CPL150 Ad Hoc Committee in implementing the strategic plan.

Mr. Werner stated that as we assess the physical needs of our branch libraries, it was decided by the Board that the communities should be engaged in an authentic way to take into account the needs of the neighborhoods, the resources the Library has, and combine those into a thoughtful process so that resources are being used wisely across the entire service area.

Mr. Werner stated that although there may be great expectations about what the role libraries can play in neighborhoods, library resources are limited. This process of engagement must take into account the budget and resources available while attempting to meet community needs. Mr. Werner noted that neighborhood needs are significant and differ from neighborhood to neighborhood.

Timothy Diamond, Chief Knowledge Officer, introduced David Jurca and Peter Whitt and noted that their work complements each other and will dovetail in the three targeted neighborhoods.

Mr. Whitt stated that his goal is to continue his previous work to gain the voice of the community and also keep them informed about what is happening next in their respective neighborhood branch libraries. Mr. Whitt stressed the importance of collaboration with Cleveland Urban Design Collaborative to ensure that the community voice is engaged throughout the entire process.

Mr. Jurca gave a brief overview of the Kent State University's Cleveland Urban Design Collaborative. They have worked with many neighborhoods with community

planning and design. Mr. Jurca stated that they were
very familiar with Cleveland neighborhoods and many of
their issues. He stated that his work with neighborhood
residents and community development organizations will
help broaden the options for library branch facilities
and ways of addressing community needs. Through
visualizations, they will work with residents on options
and alternatives in planning for the facilities.

Mr. Werner stated that he was interested in what patrons
and neighbors who are non-users want from the library as
a neighborhood institution. Beyond services that need
to be provided equally in every branch, we want to make
sure that we have the resources available to tailor
services and outreach to each neighborhood.

This process will also allow us to plan more closely
with individual neighborhoods and their council people.
Mr. Werner noted Council President Kevin Kelley's
invitation to talk about the branches that serve his
neighborhood and Councilman Zack Reed's continuing work
in the revitalization of the Kinsman neighborhood. We
need to be open about how we orient ourselves going
forward. We do not want to follow a cookie-cutter
approach. We should share honestly with our community
partners and opinion leaders about the library resources
that are available to be used in the neighborhoods.
Library leadership is determining which facilities
should be put under a warm/safe/dry initiative to ensure
that those buildings are properly equipped. How the
remaining resources are allocated across the city must
be done carefully.

Mr. Werner stated that it is important to communicate
ahead of time what financial resources are available for
this, but he does not want to stop people from dreaming
about what their neighborhood library could be in terms
of physical design and internal services, as well as
what the library's relationship could be with
neighborhood partners. Fighting community deficits is a
strategic priority, but deficits differ from community
to community. Collinwood is different from Kinsman, and
Kinsman is different from Rockport. We need to
understand those distinctions in a thoughtful way.

Finally, Mr. Werner expressed his appreciation to Mr.
Corrigan and Director Thomas for their leadership in
what is a big undertaking and their confidence in the

CPL150 Ad Hoc Committee. He stated that this will be a work in progress. Recognize that the process will be refined over time as we work to get substantial input from patrons, neighborhood residents, community partners as well as branch staff who have a deep understanding of the neighborhoods they serve.

Mr. Corrigan expressed appreciation to the members of the Ad Hoc Committee, and the staff working with them. He stated that this is exactly what is needed, and while it may be a work in progress, it has started off very well and he is proud of the effort already.

After additional discussion, the following resolutions were considered.

Resolution to Engage Kent State University Cleveland Urban Design Collaborative for Neighborhood Planning Services

   (See pages 605-614)

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

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

WHEREAS, For the Library to be successful in 2019, when it will celebrate 150 years of service to the people of Cleveland, it must create a sustainable model of innovative library service to Cleveland's neighborhoods responsive to individual community needs; and

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

WHEREAS, Last year, the Library worked with Enlightenment Consulting Group (ECG) to initiate this new model of authentic engagement in three targeted neighborhoods, using community conversations to capture the needs and aspirations of neighborhood residents; and

WHEREAS, It is time to build on the work of ECG and move the engagement process to the next level which is design and physical planning; and

WHEREAS, The Library wishes to work with a non-profit urban design practice with expert knowledge and skills in developing neighborhood design plans; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Cleveland Urban Design Collaborative subject to the approval of the Chief Legal Officer, to provide the services as outlined in their proposal for a combined fee not to exceed $100,000 charged to General Fund Account 11980053-53710 (Professional Services).

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

   (See pages 615-623)

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

WHEREAS, At their regular meeting on May 16, 2013, the Board of Library Trustees approved a resolution to enter into an agreement with Enlightenment Consulting Group, LLC (ECG) to pilot a new model a community engagement in three targeted neighborhoods: Central, Slavic Village, and Clark-Scanton; and

WHEREAS, Over a seven-month period, ECG worked through Phase One of the process that introduced the new model of engagement to CPL leadership and staff, and Phase Two that captured the voices of neighborhood residents and community organization leaders; and

WHEREAS, ECG presented two reports to the Board of Library Trustees at their regular meeting on March 20, 2014, that detail their findings and recommendations; and

WHEREAS, The Library would like to continue and build upon ECG's work in the three targeted neighborhoods as

it moves to the next level of engagement with residents and stakeholders which is design and physical planning; and

WHEREAS, A partnership between ECG and an urban design team would create a continuum of engagement in the three initial communities that would be refined and expanded to other areas of the city; now therefore be it

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

to provide the services as outlined in their proposal for a combined fee not to exceed $75,000 charged to General Fund Account 11980053-53710 (Professional Services).

MONTHLY
ACTIVITY
REPORT
 Submitted

Monthly Activity Report

     (See pages 624-630)

BUIDLING
STATUS UPDATE
 Presented

Building Status Update

Myron Scruggs, Director of Property Management, stated that commissioning of the conversion project would be continued during the winter months. The Eastman Reading Garden opened as soon as possible weather permitting.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Although there was no New Business, Mr. Corrigan stated that some public entities make available their board agenda to the public prior to their respective board meetings. For more transparency, Mr. Corrigan recommended that Library Board of Trustees make their agendas available as well. Mr. Corrigan noted that occasionally, there may be cause to temporarily suspend the regulations to consider items not previously printed on the agenda after it has been made available to the public.

Joyce Dodrill, Chief Legal Officer, stated that a resolution to amend the by-laws will be prepared for the next board meeting.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas acknowledged Sari Feldman, Executive Director, Cuyahoga County Public Library, as she was elected president of the American Library Association for the 2015-2016 term.

The Director gave an overview of PRE4CLE: a plan to expand access to high-quality pre-K to children in the City of Cleveland. PRE4CLE will work with the community to connect parents and families to available high-quality pre-K opportunities. In the 2014-2015 school year, PRE4CLE will increase the number of high-quality pre-K seats available for four year olds in the City of Cleveland whose families want them to attend high-quality preschool. The program will be rolled out to three year olds at a later date.   Pre-K will be available at both CMSD schools and private providers who meet strict quality standards. PRE4CLE is a major next step in implementing *Cleveland's Plan for Transforming Schools*.   The Library is among approximately 30 partnering agencies working to support this commitment to children.

Finally, Director Thomas invited Trustees to attend Staff Development Day on Friday, June 6 at Lake Shore Facility.

Mr. Corrigan announced that he will be traveling to China, June 20-July 3, 2014, as a delegation member of educators from private and public schools interested in diversity and language training. This delegation is sponsored by Cleveland State University's Confucius Institute.

Monthly Statistics

Circulation for the month of April was 536,373. This is a decrease of 9% from last year's April circulation of 584,906. The bad news is that circulation activity was down because of a record breaking cold winter that has tremendously affected our attendance and thus our

circulation. The good news is that we did experience an increase in eMedia numbers, and our mobile units.

The number of computer sessions for April was down from April of 2013 as well. A decline also in line with the weather issues we faced. There were 101,436 sessions this year in comparison to last year's total of 103,159. The number of hours in use for our computers decreased from 70,190 in April of 2013 to 68,630 in 2014. The addition of TechCentral and other technologies throughout the branches at the end of 2012, will lead to stable computer usage numbers in 2014.

Attendance for the month of April was 298,560. This is less than a 4% decrease from last year's attendance number of 310,004. Strong programming numbers could not help mitigate the activity loss due to weather.

Fighting Community Deficits

On Saturday, April 13th, the Carnegie West Branch hosted the Legal Aid@Your Library clinic. Fifty-nine families signed up to receive a free consultation from a volunteer attorney. At the clinic seven paralegals and students provided intake services and approximately a dozen attorneys volunteered. Included in the volunteer attorneys were Cleveland City Council Members Kevin J. Kelley (President), Phyllis Cleveland, Marty Keane, and T.J. Dow.

In April the Library began providing the Career Literacy & Education Workshop program at the Tri-C Metro Campus and the Rice Branch. In partnership with the Career Transitions Center the program series offers classes on networking, developing a work plan, work place etiquette, and interviewing skills. The classes target adult learners who are entering the workforce either for the first time or after a period of unemployment. Each site partners with a specific group of participants; the Rice Branch partnered with their GED class and Tri-C Metro's career counseling students attend their site's workshops.

On April 11, the Library hosted its first annual Girl Power event. The event was a series of workshops that focused on personal safety, health issues, social media and the arts. Over 150 teenage girls from CMSD schools visited the library for this event. The keynote speaker,

former host of BET's *106 and Park*, Free a.k.a. Antoinette Marie Wright spoke on networking, self-betterment, and esteem issues facing teenage girls. The program was a partnership between the Reading RAMM organization that contracts with CMSD to deliver media arts training to area students.

MAJOR PROGRAMS

On Thursday, April 3 as a part of the Writers & Readers series the Library hosted a lecture by Rabbi Joseph Telushkin of Brooklyn, New York. Rabbi Telushkin was ordained at Yeshiva University in New York, and pursued graduate studies in Jewish history at Columbia University.
He has authored 15 books one of which is the most widely selling book on Judaism of the past two decades, *Jewish Literacy*.

Total programming/educational services related expenditures for April totaled $27,271.48. In the month of April the Library generated $10,895.00 in revenue from the rental of the LSW auditorium, and Main Library by outside organizations.

Theater, Swords and Shakespeare in Performance
Literature Department Librarian Jean Collins coordinated and hosted two programs in April celebrating the birth of William Shakespeare. On April 23rd, Ms. Collins along with Great Lakes Education Director, Lisa Ortenzi, coordinated the Main Library performance of a scene from Romeo and Juliet which was followed by sword fighting lessons, and of course, birthday cake. On April 26th, student actors from the English-Speaking Union National Shakespeare Competition performed monologues and enjoyed a special showing of the film "Shakespeare in Love" in the Louis Stokes Wing Auditorium.

Ohio Poem in Your Pocket Day with Student Poet Sojourner Ahebee
Midwest's National Student Poet, Sojourner Ahebee, State Librarian Beverly Cain, and IMLS Program Officer Timothy Owens joined patrons and staff in the second annual celebration of Ohio Poem in Your Pocket Day coordinated by Literature Department Librarian Steve Capuozzo. This two day celebration promoting poetry in the State of Ohio featured poetry workshops led by Ms. Ahebee at the

Carnegie West Branch, Langston Hughes Branch and Collinwood High School as well as a community poem distribution.

Music at Main
Cleveland Institute of Music violinist, Jinjoo Cho, accompanied by Hyunsoo Kim on the piano played selections by Bach, Leos Janacek, and Franz Waxman along with a couple more familiar tunes from Carmen & Cole Porter. Ms. Cho has appeared with the Cleveland Orchestra, Canadian orchestras, CityMusic Cleveland, and is the First Prize winner of the Alice & Eleonore Schoenfeld International String Competition.

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

Sports Icon Series Interviews
Library Assistant Peter Elwell coordinated a Sports Icon Series Interview with Doug Dieken. Dieken who was recently honored with the 2012 Greater Cleveland Sports Commission Lifetime Achievement Award is a legendary former Cleveland Browns offensive tackle who played 14 seasons with team.

Research That's Possible Only at Main Library

- Notable Research: Found, historic newspaper articles related to the murder of a local mobster, Salvatore Todaro, in the 1920s for a patron.
- A graduate student at the University of Wisconsin-Madison, requested a pdf of Dr. James Shen's 12-page report titled "The Arrest of Chinese in Cleveland" (in the 1920s). The item, which had been treated by Preservation, was retrieved from the folio collection and copied for Mr. Tang.

Strategic Plan

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

Our Strategic Priorities:

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

Meetings and Activities
- I attended OLC's Legislative Day along with Trustees **Corrigan** and **Seifullah.**
- I attended OLC's Trustee Dinner along with Trustees **Corrigan, Butts, Seifullah, and Werner**.
- I provided brief remarks at a reception held for Mayor Jackson at Margaret Wong's office.
- I participated in the interviews for the Friends' Executive Director.

CLEVNET
April's total OverDrive CLEVNET eMedia collection circulation was 105,181, significantly up from last year's total of 82,826. CPL has 8,277 total followers on Twitter and the Facebook page currently has 6,439 fans.

GRANTS & DEVELOPMENT

Awarded Grants

PNC – Awarded $15,000 (to the Friends of CPL) in support of the Little Free Libraries Initiative

Submitted Grants
- Alcoa – submitted interim report
- ULC Innovations Award – submitted nomination for MakerSpace
- Better World Books Literacy and Education in Action Program (LEAP) grant – Submitted request for $15,000 for Literary Lots program.
- Alcoa Foundation – Submitted request for Summer Reading Club 2015.

Projects in Development
- Attended Ohio Library Council's Legislative Day as part of CPL delegation.
- Continued work with Friends of CPL on capacity building grant opportunities (helped to develop a funding plan, assisting in creation of proposals)

- Friends Credit Cards to Branch Managers/FIT –
Facilitated the process of Branch Managers and FIT
Committee receiving credit/debit cards to use to
access money allocated by the Friends of CPL.

PUBLIC SERVICES

Programs, Services & Exhibits

During the month of April the Library hosted a total of
94 programs. Educational programming and services, not
included in the above totals, accounted for
approximately 128 adult education classes, and 756 hours
of after-school tutoring; 216 hours of intensive reading
instruction for grades K-3 and 540 hours of homework
help for grades K-8.

On Saturday, April 13th, the Carnegie West Branch hosted
the Legal Aid @ Your Library clinic. Fifty-nine families
signed up to receive a free consultation from a
volunteer attorney. At the Clinic seven paralegals and
students provided intake services and approximately a
dozen attorneys volunteered. Included in the volunteer
attorneys were Cleveland City Council Members Kevin J.
Kelley (President), Phyllis Cleveland, Marty Keane, and
T.J. Dow.

In April the Library began providing the Career Literacy
& Education Workshop program at the Tri-C Metro Campus
and the Rice Branch. In partnership with the Career
Transitions Center the program series offers classes on
networking, developing a work plan, work place
etiquette, and interviewing skills. The classes target
adult learners who are entering the workforce either for
the first time or after a period of unemployment. Each
site partners with a specific group of participants; the
Rice Branch partnered with their GED class and Tri-C
Metro's career counseling students attend their site's
workshops.

On April 11, the Library hosted its first annual Girl
Power event. The event was a series of workshops that
focused on personal safety, health issues, social media
and the arts. Over 150 teenage girls from CMSD schools
visited the library for this event. The keynote speaker,
former host of BET's *106 and Park*, Free a.k.a.
Antoinette Marie Wright spoke on networking, self-
betterment, and esteem issues facing teenage girls. The

program was a partnership between the Reading RAMM organization that contracts with CMSD to deliver media arts training to area students.

On Thursday, April 3 as a part of the Writers & Readers series the Library hosted a lecture by Rabbi Joseph Telushkin of Brooklyn, New York. Rabbi Telushkin was ordained at Yeshiva University in New York, and pursued graduate studies in Jewish history at Columbia University.
He has authored of 15 books one of which if the most widely selling books on Judaism of the past two decades, *Jewish Literacy*.

Total programming/educational services related expenditures for April totaled $ 27,271.48. In the month of April the Library generated $10,895.00 in revenue from the rental of the LSW auditorium, and Main Library by outside organizations.

Theater, Swords and Shakespeare in Performance
Literature Department Librarian Jean Collins coordinated and hosted two programs in April celebrating the birth of William Shakespeare. On April 23rd, Ms. Collins along with Great Lakes Education Director, Lisa Ortenzi, coordinated the Main Library performance of a scene from Romeo and Juliet which was followed by sword fighting lessons, and of course, birthday cake. On April 26th, student actors from the English-Speaking Union National Shakespeare Competition performed monologues and enjoyed a special showing of the film "Shakespeare in Love" in the Lois Stokes Auditorium.

Ohio Poem in Your Pocket Day with Student Poet Sojorner Ahebee
Midwest's National Student Poet, Sojourner Ahebee, State Librarian Beverly Cain, and IMLS Program Officer Timothy Owens joined patrons and staff in the second annual celebration of Ohio Poem in Your Pocket Day coordinated by Literature Department Librarian Steve Capuozzo. This two day celebration promoting poetry in the State of Ohio featured poetry workshops led by Ms. Ahebee at the Carnegie West Branch, Langston Hughes Branch and Collinwood High School as well as a community poem distribution.

World Book Night
Every year on April 23rd, volunteer book givers across the country celebrate books and reading by giving away books within their communities. As a Group Giver for World Book Night, Ohio Center for the Book and Literature Department Manager, Amy Dawson led staff members in distributing more than 600 books to World Book Night volunteer book givers.

Glory Days Program
Social Sciences staff members Peter Elwell and Mark Moore joined forces to coordinate the Glory Day Program on April 4th. This program featured a panel discussion of authors who have written books on the 1920's Championship Cleveland Indians season at League Park.

Art Lab Programs
Youth Services Library Assistant, Eanas Salem conducted two Flower Pot Art Lab programs in April. These programs incorporated the very popular book, *The Empty Pot* by Demi. Participants learned facts about what a plant needs to grow and were then able to decorate their own flower pot to take home. In addition, Library Assistant, Christine Feczkanin, conducted an Earth Day program called Sea of Green. This Art Lab program focused on sustainability for young children.

Dia de los Niños/Dia de los Libros Program
Subject Department Children's Librarian, Maria Estrella hosted the Dia de los Niños/Dia de los Libros Program (Children's Book Day) on Saturday, April 26th. This nationally recognized initiative emphasizes the importance of literacy for all children from all backgrounds. The cultural literacy fiesta included international story time in multiple languages, (Russian and Spanish) giveaways, crafts, and fun.

Financial Literacy for Teens
Twenty teens in CPL Studio 470 were treated to a financial literacy program sponsored by the Federal Reserve Bank of Cleveland.

Music at Main
Cleveland Institute of Music violinist, Jinjoo Cho, accompanied by Hyunsoo Kim on the piano played selections by Bach, Leos Janacek, and Franz Waxman along with a couple more familiar tunes from Carmen & Cole Porter. Ms. Cho has appeared with the Cleveland

Orchestra, Canadian orchestras, CityMusic Cleveland, and is the First Prize winner of the Alice & Eleonore Schoenfeld International String Competition.

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

Sports Icon Series Interviews
Library Assistant Peter Elwell coordinated a Sports Icon Series Interview with Doug Dieken. Dieken who was recently honored with the 2012 Greater Cleveland Sports Commission Lifetime Achievement Award is a legendary former Cleveland Browns offensive tackle who played 14 seasons with team.

Main Library Tours
Fine Arts & Special Collections Manager Pam Eyerdam conducted a tour of Main Library for CPL Board member Tom Corrigan and guests on April 24th. In addition she conducted a tour for a group representing the Museum Professionals Association on April 26th. Special Collections Librarian Kelly Ross Brown conducted a tour on April 26th for the Cleveland Hiking Club. Foreign Literature Manager Milos Markovic along with Youth Services Manager, Annisha Jeffries provided a tour to a group of New Tech West High School students. The Map Collection Department staff welcomed twelve enthusiastic City of Euclid Senior Center individuals on April the 21st and provided them a tour of the department and Cleveland Municipal School District Transition Coordinator Mr. Bill Carroll brought ten MLK seniors into the Map Collection Department as part of an overall tour of Main Library on Monday April 28th.

Genealogy and Family History Clinic
Three Genealogy Clinics were held during the month of April. Debbie Abbott, of the African American Genealogy Society, hosted a special genealogy clinic for people from Olivet on April 19th.

Main Library Book Clubs
The Ohio Center for the Book hosted three Graphic Novel Book Club events coordinated by Librarian Jean Collins. Guest Valnetino Zullo lead the discussion on the titles;

Maus, *Persepolis*, and *Fun Home*. The African-American Book Club met on Wednesday, April 30th to discuss *Residue Years* by Mitchell S. Jackson and Social Science staff members Helena Travka and Lakeisha Winstead hosted the Non-Fiction Book Club April 10th meeting. Ron Robert, of the Martin Luther King, Jr. Branch, led the discussion of Terry Pluto's *Faith and You.*

Outreach

March Class Visits
A Cuyahoga Community College Culinary Arts Instructor brought his class into the library to show them CPL's circulating and reference cook books area, Modernist Cuisine, 5 vols. and Modernist Cuisine Home Edition, 2 volumes and two class groups from Nordonia High School visited the Youth Services Department.

Youth Services Outreach
Children's Librarians Maria Estrella and Kristen Schmidt presented story time at the Smarty Pants Daycare every Tuesday and Wednesday in April. In addition, the Wee Read and Play story time was also performed on April 23rd.

Foreign Literature Outreach
Librarian Caroline Han hosted a Chinese story time, on-demand Chinese language learning for adults, ESOL, and computer literacy programs throughout the month of April. These programs were held on-site as well as at the Goodrich-Gannet and Evergreen Senior Centers. Librarian Victoria Kabo, hosted the "Literary Map of Ohio" program in Russian language at the Memorial-Nottingham Branch. Library Assistant Tatiana Shneyder participated in "International Story Time" program sponsored by Youth Services Department where she read children's story in Russian and English to attendees. Foreign Literature Manager, Milos Markovic, Youth Services Manager Annisha Jeffries and Foreign Literature Librarian Victoria Kabo hosted visiting Polish language school students.

MEETING ROOMS and SCHEDULING
In April a total of 327 meeting room requests were processed by the OPS department, with a total of 8,185 estimated attendees. This number includes reservations placed for meeting room space in each of the 27

branches, Main Library and Technical Services. Forty-three AV requested were filled for both Branches and Main Library.

BOOKMOBILE/ON THE ROAD TO READING
As a part of the On the Road to Reading program, four childcare centers participated in a special three-class session teaching basic ballet concepts in conjunction with the reading of Angelina Ballerina by Katharine Holabird. As OTRR staff read the book Jessica Wallis of Ballet in Cleveland demonstrated the movements and concepts being described. Jessica Wallis of Ballet in Cleveland (BIC) brought not only her ballet skills but her Master's in Education to the classrooms and expanded a basic dance lesson to focus on vocabulary and print awareness. By incorporating these types of experiences into story times, children will have a better understanding of the vocabulary and concepts that are contained within the book.

Collection Development
Music of the Modern World, a folio sized collection of music magazines was cataloged and added to the Fine Arts collection.

A donation of the journal called ITALIX from the Cleveland Institute of Art was added to the collection. Manager Pam Eyerdam created a MARC record listing its holdings at CPL – the only holding library in Ohio.

During the month, staff collected and processed a total of 3,339 long loan items for the following agencies: Akron Public Library, Cleveland Heights University Heights Public Library, Shaker Heights Public Library, Twinsburg Public Library and several CPL Branches.

Interlibrary Loan staff members supplied 36 Interlibrary loan items for out-of-state patrons and eight books for in-state customers. To promote new materials and encourage greater usage of library resources and participation in CPL sponsored events, staff forwarded 17 distinct emails to 2,151 patrons. In addition, staff mailed new Russian and Chinese book lists to 510 patrons on listserv database.

The Patent and Trademark Resource Center has been greatly enhanced with the addition of PUBEAST. PUBEAST is the same database used by patent examiners at the US

Patent and Trademark Office and its satellites in determining patentability. Patent searchers
and inventors will also be glad to know that patent images are now available in pdf format from the USPTO Web page.

Research That's Possible Only at Main Library

- A patron researching a local boxer who rose to fame in the late 1920s is scanning through the Cleveland Press microfilm to find boxing advertisements and match results.
- Business Department Library Assistant Joseph Parnell researched and answered several questions during the month using information obtained in the Cleveland Corporation Microfilm files.
- The World Chess Hall of Fame requested scans of the Steinitz and Zuckertort's first world chess tournament match and photos of Robert Byrne.
- A Ph.D. candidate from Case Western Reserve contacted Special Collections in regards to research about the Mazarinades collection.
- A patron requested information about the artist P. Pizzi who painted murals in the Ohio Theater of Playhouse Square.
- A patron from West Park requested a recording of Emily Dickinson's poems set to music by Aaron Copland.
- The editor of the North Carolina Literary Review requested permission to use an image of Charles Chesnutt from the Digital Gallery.
- Music score requests included: the Biblical Chant B / Binder, Abraham Wolf, 1895-1966; The Faust legend in music and literature / Grim, William E.; Here Comes the Night: The Dark Soul of Bert Berns and the Dirty Business of Rhythm and Blues /Selvin, Joel; a request for Bach's St. Anne prelude for a funeral memorial; The Song is You; All Night, All Day (authorship of this spiritual); Mattinata – Leoncavallo (copy made from Petrucci); House of the Rising Sun; Beethoven Violin concertos
- Russian and Mandarin Chinese language readers advisory and instruction in e-book downloading in Russian and Chinese.
- ILL request from California for esoteric WWII Serbian language memoirs. CPL is one of three

owning institutions in the U.S.

- Notable Research: Found historic, newspaper articles related to the murder of a local mobster, Salvatore Todaro, in the 1920s for a patron.
- Research requests for newspaper articles pertaining to a local playwright/author, Ruth Ketteringham, for Ms. Gramlich, a Special Collections Librarian at Akron-Summit County Public Library.

- The United States Department of Copywriting and Trademarks resource was forwarded to a patron seeking protection of his works.
- A patron requested an article from the Columbus Dispatch regarding transportation access for persons in wheelchairs in Columbus, Ohio.
- A graduate student at the University of Wisconsin-Madison, requested a pdf of Dr. James Shen's 12-page report titled "The Arrest of Chinese in Cleveland" (in the 1920s). The item, which had been treated by Preservation, was retrieved from the folio collection and copied for Mr. Tang.
- A local law firm recently requested multiple historic volumes of The United States Pharmacopeia, published by the United States Pharmacopeial Convention, Inc.

Staff Development
Fine Arts Librarian Bruce Biddle attended a symposium on April 26th at Cleveland Museum of Art: Rediscovering Van Gogh.

Special Collections Clerk Michael Jacobs is a member of the Five Oaks Historical Society (Schweinfurth) and attended the Spring Gala at Five Oaks Mansion in Massillon, Ohio were he promotes the Charles Schweinfurth Collection here at CPL

Shelf Division Assistant Manager Cynthia Coccaro attended the seminar Effective Communication at Tri-C on April 22nd.

Popular Librarian Judy Daniels and Library Assistant April Lancaster attended the NEO-RLS Annual Showcase Workshop. Jamie LaRue, retired Director of Douglas County Public Library spoke of trends that can move the profession forward.

Youth Services Manager, Annisha Jeffries attended the School Library Journal Think Tank on April 25th, which was held in Nashville, TN. Branch Children's Librarians Pasha Moncrieff and Lan Gao also attended. The theme: Accelerating Your Impart in your profession as a librarian.

Subject Department Children's Librarian, Maria Estrella attended the Virginia Hamilton Conference on Thursday, April 3rd and Friday, April 4th.

Other Main Library News
On April 9, 2014, the Shipping Department celebrated one year of backlog free deliveries.

The Schweinfurth exhibition catalog won a recognition award from the Cleveland Restoration Society.

Special Collections staff members are preparing to move temporarily out of the Special Collections workroom while construction begins later in June 2014 to redesign the old CD room into a new digital and preservation facility.

Retired Senior Assistant Librarian, Bill Anderson (retired Dec. 2011) passed away April 9, 2014. He was known for building the foreign film AV collection and the blues, jazz, and R&B CD collection when it was housed in Fine Arts.

Department Managers Maureen Mullin and Robin Speigner both retired from CPL effective April 30, 2014.

BRANCHES

Laura McShane of the Brooklyn Branch mounted a very well-received "Pick a Poem!" display to acknowledge April as National Poetry Month. The display included materials provided by the Literature Department. A photographic image of the bulletin board was posted on the library's staff newsletter as well as the library FaceBook page. A gardening program was performed on April 15 which included making paper flowers. Earth Day craft programs were presented on April 22, Earth Day. The manager attended Cleveland Arts Prize jury meetings on April 15 & 24.

Carnegie West Branch worked with the Literature Department hosted a poetry writing workshop for a dozen teens from Garret Morgan School of Science on April 24th. Sojourner Ahebee, the National Student Poet visiting CPL for Ohio Poem in Your Pocket Day, led the workshop. State Librarian of Ohio Beverly Cain was also in attendance.

Children's Librarian, Lan Gao attended Library Leadership Think Tank on Friday, April 25 in Nashville, Tennessee with Youth Services Manager, Annisha Jeffries, and Garden Valley Children's Librarian, Pasha Moncrief.

Youth Outreach and Programming Coordinator, Nicole Shabazz, visited and had a meeting with Fleet Manager, Rekiat Olayiwola, and Gao. She informed them that Mound Elementary School in Slavic Village has been selected as the location for the 2014 Cleveland Public Library Summer Reading Club Kick-off and she discussed activities for that day with them. Literacy and Education Coordinator, Sherri Jones, visited and met with Olayiwola to discuss Kiwanis Club of South East Cleveland partnership with Cleveland Public Library Summer Reading Club.

Fulton Branch saw an increased use of our main floor and our community room by our community partners. Early Childhood held several information trainings for daycares in early childhood education. Stockyard, Clark, Fulton & Brooklyn Centre held an information table as did Stephanie Zarraga, Cuyahoga Community College and the Board of Elections held 3 information tables trying to sign people up to be poll workers.

Jefferson Branch has been gearing up for the unveiling of the new Little Free Library located in front of the Branch's parking lot. The Property Management Department staff installed the Little Free Library. The official unveiling took place on April 30, 2014 in honor of El Día de los Niños.

Lorain had great gardening programs, including seed starting with children for Lorain's garden and a program from Ohio State University Extension called "Preparing Your Garden".   Lorain's garden has been prepared and some vegetables have been planted. Children have been able to design their clothes using donated clothes, upcycled material, and sewing equipment. A Bicycle

Safety program taught patrons how to ride the streets safely. Crystal Tancak has been to the Willard Head Start for story times. Olivia Hoge presented at Computers in Libraries 2014 to talk about "Maker" programs in the branches.

In addition to the regular monthly youth programs, Rockport hosted an egg hunt during which a dozen participants found eggs throughout the children's area. Rockport also hosted an Earth Day activity that entailed planting seeds in recycled egg cartons.

During the month of April the children of the South Branch had the opportunity to learn about Mars and its differences and similarities to earth through a trivia game, discussion and short clip of the documentary called Roving Mars.

Mr. Declet attended the Metro North Block Club on April 22, 2014. This was a busy night with a number of candidates present. The block club hosted candidates running for office for the Tremont West Board, and House Representatives to Columbus. Mr. Declet spoke to the attendees regarding the ongoing process for the South Branch building.

South Brooklyn Branch Manager Luigi Russo attended the first of ten workshops titled New Leadership Academy, and the Quarterly Main/Branch Managers meeting.

Our America Reads/CSU tutors continued to provide tutoring during CMSD's Spring break. Salida Qadir (graduating Senior) received the CPL America Reads Tutor of the Year Award for her extraordinary commitment to the Sterling children. Ms. Qadir taught the children to focus on their assignments and recognize the difference between quality and mediocre work. Saliha's interactions with the students went beyond homework help.

Walz branch served free lunch twice a day during spring break, tutoring continued through the break. crafts and a family Disney Scene-it challenge were added since CMSD was on vacation. Students were writing poetry for Poem in your Pocket day.

Addison Branch Manager Magnolia Peters attended the Ward 7 Community meeting at Fatima Family Center and shared

information regarding Larn4Life, the Harvest for Hunger
Campaign and the Seed Library Gardening Workshops.

Garden Valley Youth Services Librarian Pasha Moncrief
attended Rainbow Terrace Learning Center's Epilepsy
Party.

Harvard-Lee's Youth Services librarian Lori Scurka
attended a Kent State University Workshop entitled: Book
Look Plus: Focusing on Readers Advisory and Literature
Trends. The workshop was held at the Brunswick Branch of
the Medina Public Library system.

The Hough Branch welcomed Joel Leftkowitz as their
newest Library Assistant Computer Emphasis staff member.

The Langston Hughes Branch hosted the Oberlin College
Jazz Ensemble on April 22.

The Martin Luther King Jr. Branch hosted the Women's
Artist Reception this month with 50 patrons in
attendance Memorial Nottingham Branch continues to host
GED classes for the community.

The Union Branch offered a Hair Care Fair where patrons
were able to have Q/A with a professional stylist. The
Domestic Violence and Child Advocacy Center presented an
awesome Personal Safety Program to a 2nd grade class
from Imagine Cleveland Academy.
OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In April, OLBPD circulated 53,695 books and magazines
directly to patrons. OLBPD registered 126 new readers to
the service. The BARD circulation statistics were not
available at the time this report was being written.

OLBPD has finalized our keynote speakers for Family Fun
and Learning Day 2014. OLBPD is pleased to announce that
local columnist and author Terry Pluto will speak about
his latest book "Joe Tait: It's been a Real Ball" which
has been locally produced in audio for OLBPD patrons,
along with sports topics and his faith work. OLBPD is
also pleased to present Vickie Collins, Network Division
Chief at the National Library Service. She will offer
patrons news and updates from the National Library
Service and answer questions about reader services.

OLBPD Family Fun and Learning Day will take place Wednesday, July 16, 2014 from 10 a.m. – 3 p.m. at OLBPD.

OLBPD launched our "Braille Awareness and Literacy" web page as part of our web site. The web page features a "Braille Name Game" learning activity developed by OLBPD Manager Will Reed to help raise awareness about braille, and encourage and promote the importance of braille literacy for people who are blind or visually impaired. The web page also features a message advocating the importance of learning to read and write braille among people who are blind and low vision as well as a link to OLBPD's "Additional Resources" web page for finding further information on braille literacy education and support.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Tolerance Fair at the Convention Center on March 9th; Crossroads Hospice in Green, Ohio on March 12th; Wickliffe Country Place on March 14th.

TechCentral

MC^{2}STEM School Internship Partnership Update
Two students, Cat and Marques, from the MC^{2}STEM School began interning in the TechCentral MakerSpace on April 1, as part of the Youth Opportunities Unlimited internship program. The interns have been working alongside TechCentral staff on special projects, and the interns have been able to provide assistance to patrons by being available for longer, more in-depth assistance than has previously been available in the MakerSpace. The interns will continue working through May at approximately 12 hours/week each.

Library Assistant, Computer Emphasis In-Service
The first of two Library Assistant, Computer Emphasis meetings for 2014 was held at the Lakeshore Auditorium on Wednesday, April 30, from 10:00 a.m. – 2:00 p.m. 51 Library Assistants were in attendance for the event. Topics covered at the event included:

- Customer Service Discussion on Dealing with Demand Patrons
- Database Updates and Changes

- Maker Services Overview and Duct-Tape MakerLab Activity
- Office 365 Demo & Rollout Overview
- Summer Reading Club Site Training
- Zinio Training

Visits and Community Engagement

TechCentral offered services and space to participants of the 2014 Cleveland Startup Weekend, held at Tyler Village in Cleveland April 11-13. As part of the weekend, a TechCentral staff member was present at the Tyler Village event location with a 3D printer, enabling participants to print 3D objects as part of development of their startup projects. Additionally, the TechCentral MakerSpace played host to several startup weekend participants, including an after-hours session from 6pm-10pm in the TechCentral MakerSpace on Saturday, April 12.

On April 15, CJ Lynce participated in an interview for a school project for a student from the Ohio Center for Broadcasting. The topic of the interview was the development and introduction of the TechCentral MakerSpace.

On April 17, CJ Lynce presented three sessions on 3D Printing Basics for students of Hawken School, as part of their annual Monument creation project held at the Gries Center in Cleveland, near the Western Reserve Historical Society. This presentation was part of the ongoing CPL-CLEVNET outreach visits.

Sam Tripodis provided a tour for a librarian from the Boonshoft Museum of Discovery on April 18.

TechCentral hosted a meeting of the Inventors Connection of Greater Cleveland in the TechCentral MakerSpace on the evening of April 21. CJ Lynce gave a tour of the MakerSpace to the attendees of the event.

Sam Tripodis provided a tour of the TechCentral MakerSpace for a group of students and teachers from Nordonia High School on April 22.

Adam Jaenke represented TechCentral and CPL at the Kent State Mini Maker Faire on April 24.

Jorge Arganza presented a session on 3D printing basics at the Euclid Public Library on April 29, as part of a CPL-CLEVNET outreach visit.

Meetings, Professional Development, and Outreach
CJ Lynce and Sam Tripodis, along with Olivia Hoge, Lorain Branch Manager, and Anastasia Diamond-Ortiz, Knowledge Manager, presented CPL at the 2014 Computers in Libraries conference in Washington DC on April 7-9. All participated in the *MakerSpace InfoBlitz* session, with Mr. Lynce and Mr. Tripodis presenting specifically on developing frontline staff to work in a MakerSpace or Maker related department.

CJ Lynce and Terrence Metter presented at the Ohio Library Council Northwest and North conferences on April 11 and April 23, respectively. Mr. Lynce and Mr. Metter presented a session on creating Maker and Creative Spaces in libraries.

Yehia (Jon) Alhibshi-Devore attended a meeting of the IMPAC Dublin Literacy Award Committee on April 3.

Denise Williams-Riseng attended the Youth Services meeting on April 16 to give a presentation on the recently developed Internet Safety for Families.

Computer Classes, MakerLabs, and One-on-One Sessions
Cortney Gatewood assisted with the Lorain Branch Fashion Month programming in April as a tie-in to TechCentral creative and maker services. Ms. Gatewood assisted Lorain Branch staff in providing instruction on sewing machines, creating upcycled clothing, and presentation of a fashion show on April 29.

The following are the statistics for Computer Class and MakerLab programs for April:

	Branches	Main	Total
Number of Computer Classes	37	20	57
Attendance in Computer Classes	149	118	267
Cancelled Computer Classes (in-advance, no registrations)	4	0	4
No-Show Computer Classes	4	0	4

	Branches	Main	Total
Number of MakerLabs	2	2	4
Attendance at MakerLabs	15	16	31
Cancelled MakerLabs (in-advance, no registrations)	1	0	1
No-Show MakerLabs	1	0	1

TECHNICAL SERVICES

The Harvest for Hunger Campaign at the Lake Shore Facility was a big success. The Acquisitions Department took the lead in planning, donating and coordinating the activities. Nathaniel Infante, Acquisitions Department, created flyers for all of the fundraisers and was the official photographer for the fundraising events. A combined total of over $1,500.00 was raised from all of the fundraisers.

Gift baskets were raffled for those making monetary donations. Anarie Lanton, Acquisitions Department, contributed the grand prize Date Night gift basket and an automotive gift basket. Alicia Naab, Preservation Department, contributed an Avon gift basket and put together two additional baskets with items donated from Technical Services staff. The gift baskets raised $525.00. The winners were Doris Yee, Gloria Massey, Nancy Mocsiran, and Paula Stout.

The Doubleheader Indians Opening Day Lunch was held on two separate days and raised $413.00. The menu consisted of hot dogs/brats/Polish boys/sausages, nachos with cheese and salsa, Cracker Jacks, popcorn, peanuts, and all condiments.

Acquisitions staff collectively contributed, cooked, and served all the menu items for the lunches. Cayla Napoleon, Shelf/Shipping, was the Grand Slam prize drawing on the 1st day and Laura Mommers, Collection Management, was the Grand Slam prize drawing on the 2nd day. Each of them received $25.00 in Indians Fun Money.

The Jelly Bean Counting Contest concluded on April 9th and raised $102.00. Tonya Jenkins, Acquisitions Department, suggested this fundraiser and donated all the jelly beans and glass jar container as well as took the time to count all the jelly beans and keep track of all the guesses. The person with the closest guess was Alicia Naab with a guess of 1,283 jelly beans. The actual number of jelly beans totaled 1,272.Jack Frost donuts were sold at a Donut Sale held at the end of April. Seven dozen donuts were donated and sold, raising $200.00.

Patricia Lowrey spent much of the month in Contract Negotiations along with S.E.I.U. representatives from Technical Services Dawn Grattino and Lisa Kowalczyk.

Technical Services managers completed their "StrengthsFinder 2.0" training with Kristy Frieden. Materials Processing Manager Elizabeth Hegstrom and Acting Preservation Manager Alicia Naab attended the Northeast Ohio Technical Services Librarians meeting on April 4 at Cuyahoga County Public Library.

Acquisitions Manager Sandy Jelar Elwell, Assistant Director of Public Services Carlos Latimer, Human Resources Recruiter Sharon Allen, and Ms. Lowrey interviewed candidates for the vacant Collection Manager position.

High Demand: Staff cataloged 687 titles, and added 11,169 items. They ordered 1,246 titles and 11,967 items. Staff processed 803 items for the Acquisitions Department and processed 111 items for Materials Processing. Steven Best made 18 phase boxes for the Preservation Department.

The Manager worked extensively on the Holds Reorder List, developing several ideas for ensuring that the public's holds on DVDs get filled as quickly as possible. She contributed to the Harvest for Hunger fundraising efforts and helped to sell donuts. Summer

Salem, Technical Services Associate, was trained on how to handle the OCLC set/cancel holdings lists and will help clear up the backlog of lists, as well as handle the lists every other week.

Materials Processing: The Associates cataloged 1,481 new titles for the Cleveland Public Library and added 1,632 records for the CLEVNET libraries. The Associates and Sr. Clerks added 5,102 items. The Technicians worked on 21,102 items.

Elizabeth Hegstrom, Materials Processing Manager, met with the staff to discuss the changes coming with the email migration.
Christon Hicks, YoLanda Lawler, Vivian Grayson and Karima Ward were given a project to add '(large print)' to the physical description in existing bibliographic records for large print books.   The general material description, the subfield h that appears in the title of the bibliographic record, is being phased out which will make it very difficult for staff using Workflows to identify large print books.   Under the new Resource Description and Access (RDA) rules, large print is identified in the physical description area rather than in the title.   Andrea Johnson, Catalog Manager, is working with IT/CLEVNET to display the physical description in the hit list in Workflows.

Catalog: Diana Olivares, Regina Houseman and Dawn Grattino eliminated a backlog of music scores needing cataloging and they attended a webinar "RDA for Music: Popular Music, Jazz and World Music Audio Recordings." Ms. Olivares, Ms. Houseman and Michael Monaco attended the Ohio Library Council (OLC) Technical Services Retreat.   Mr. Monaco helped plan the event and recruit speakers, and helped run the programs during the event. Mr. Monaco also attended a meeting of the OLC's 2014 Convention & Expo (CAE) Program Committee to work on the CAE immersion workshops.

Mr. Monaco attended a meeting of the CPL150 team to plan their next event, and he and Anastasia Diamond-Ortiz, Knowledge Manager, spoke at a Public Service Managers meeting.   Catalog Manager Andrea Johnson updated instructions for the final check of finished book trucks.   Catalogers added 3,267 titles and 3,278 items.

Collection Management: During April, Laura Mommers ordered 396 DVD titles for the Branches and the AV Department. Ms. Mommers ordered 3,250 DVDs totaling $84,286 for the Branch collections and 826 DVDs totaling $19,022 for the Audio-Visual Department. Ms. Mommers ordered 314 CD titles for the Branches and the Popular Library. Ms. Mommers ordered 2,150 CDs totaling $25,784 for the Branch collections and 203 CDs totaling $2,455 for the Popular Library. Ms. Mommers created a new account in Midwest for the Youth Services staff at the Main Library to select music CDs.

In order to help students prepare for the third grade reading tests, Bonnie Bolton created a list of early readers for branches to use to bolster their collections. Ms. Bolton selected a total of 212 titles for Main Library and Branch juvenile collections this month. Ms. Bolton ordered 1,927 juvenile books totaling $22,239 for the Branch collections and 212 juvenile books totaling $2,749 for the Main Library's children's collection. Ms. Bolton also processed 66 Branch discretionary lists for young adult and juvenile titles and submitted them to Acquisitions or High Demand.

Collection Management staff processed 65 telescopes by relocating the floating materials to the branches and college collections at Case Western Reserve University (CWRU), Cleveland State University (CSU), and Cuyahoga Community College Metro Campus (CCC).

Lake Shore Shelf/Shipping: Stephen Wohl, Shelf/Shipping Supervisor, attended the IT/Tech Services quarterly meeting on April 8th and two Staff Development Day planning meetings. He assisted Page New Hire Committee with Page Assessments on April 30th at the West Park Branch.

A total of 1,728 telescopes of new materials were shipped out to the Main Library, Branches and CLEVNET. The Technicians unpacked 17,689 new items and sent them to the Acquisitions and High Demand Departments.

Acquisitions: The Acquisitions Department ordered a total of 6,372 titles and 9,265 items (including periodical subscriptions and serial standing orders); received 12,928 items, 1,818 periodicals, and 552

serials; added 1,055 periodical items, 179 serial items, 574 paperbacks, and 2,099 comics; and processed a total of 1,976 invoices.

Preservation: Alicia Naab and Gloria Massey attended an online webinar put on by the Library of Congress on conservation treatments and storage supplies used in Washington D.C. Ms. Naab discussed the cost of materials being re-cased with Milos Markovic of Foreign Literature and they worked out a plan to repair more materials in house. Ms. Naab and Elizabeth Bardossy met with engineers from TECinc Engineering to discuss the needs of equipment in the Preservation lab that will be moved to the new Digital Hub downtown. Ms. Naab, Ms. Bardossy and Ms. Massey worked with Pam Eyerdam and Michael Jacobs of Special Collections to develop a new wrapper style protective enclosure for books that do not require complete boxing.

Ms. Naab edited and uploaded the digital version of a Rockport Branch scrapbook to the Digital Gallery. Preservation collected change donations in April from the vending machine area and turned in $57.68 in staff contributions to Sandy Jelar Elwell for the Harvest for Hunger campaign.

Almost 400 items were added to the Digital Gallery bringing the collection to a total of 47,252 items. There were 17,680 Digital Gallery pages viewed during the month. Thirty-six phase boxes were made and 74 items were boxed in pre-made containers.

MARKETING & COMMUNICATIONS

News by Date Chart

Number of Articles / Week

3/23/14 3/30/14 4/06/14 4/13/14 4/20/14 4/27/14 5/04/14

— Number of News Clips
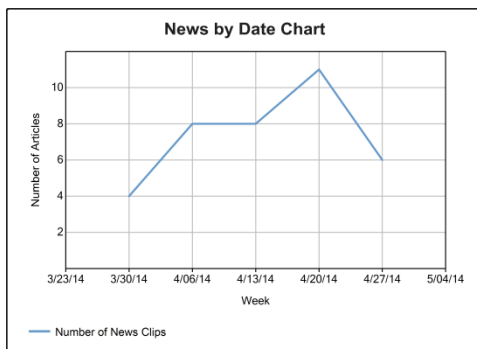
Media coverage for the month of April included 37 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of $9,835.86 with a news circulation audience of 365,998 people. In April, the online print media outlets that featured CPL events and programs received 35,461,297 unique visitors. Food for Fines had the most media coverage.

News by Media Chart

Color	Name	Value	Pct.
	Online, consumer	13	35.14 %
	Online, news and business	11	29.73 %
	Television program	9	24.32 %
	Newspaper, community	1	2.70 %
	Online, trade/industry	1	2.70 %
	Television station	1	2.70 %
	(International)	1	2.70 %
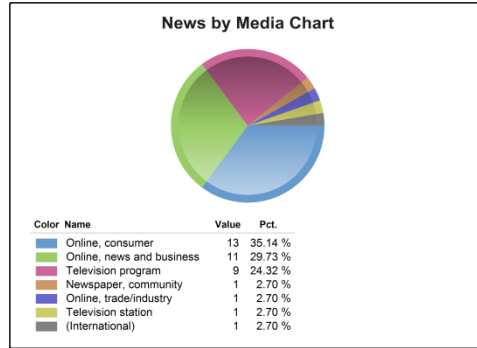
The Library began advertising with *Ohio Profile News* in an effort to reach the Arab American population; *Campus Observer* ads promoted the Shakespeare program and John Schwartz; John Schwartz was also promoted in the *Gay People's Chronicle, Cleveland Jewish News, La Prensa*, cleveland.com, WKSU and WNPR radio; Foreign Literature Department was promoted in program for ClevelandPeople; A double page spread promoting Library branches ran in *Live Cleveland*, a supplement to *Cleveland Magazine*; CPL had an ad placed in Positively Cleveland's Spring/Summer *Official Visitors Guide* and the LGBT issue; Digital Magazines were promoted in *Phenominal Women* magazine and free eBooks promoted in the Senior Day program booklet; RTA bus taillight ads began in April and promote Free eBooks, classes, digital magazines and the kids eMedia page.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 8,623 times on average per week, which resulted in an average of 765 clicks to website per week. *Public library* was the most clicked-through phrase.
March-SOCIAL MEDIA

The top 5 most clicked on links from BOTH Facebook & Twitter:

1. April 16th: Interested in old #CLE photos? Check out our vast digital photo gallery: (Link to Digital Gallery)
2. April 4th: We had an incredible afternoon with Jesmyn Ward a few weeks ago. Check out the photos: Link to Ward photos
3. April 1st: Planning on checking out Flashdance: The Musical at @playhousesquare? Pair a great production with great books! Link to Book List on Pinterest
4. April 25th: Great article on Sew Lorain Kids in ALA Magazine (Link to article)
5. April 4th: Make your Saturday a musical one with a free performance by CIM (Link to Music at Main)

Top 5 most engaging posts on Facebook (includes likes, comments, etc.):
1. April 12th: Harvest for Hunger promotion
2. April 25th: Sew Lorain Kids article in ALA Magazine
3. April 1st: Photo of Brooklyn Branch Poem in Your Pocket bulletin board
4. April 15th: Asking patrons what they are reading
5. April 20th: Harvest for Hunger promotion

GRAPHICS

Graphics staff designed, printed, and distributed 146 items in April in addition to graphics for the library website, and 4 staff newsletters and UpNext monthly program guide.

Promotional and printed pieces included: promotion for John Schwartz; Summer Reading Club collateral; Ohio Poem in Your Pocket promotion and collateral; Cleveland Play House bookmarks for *Tappin' Through Life*; Letter about Literature Awards Book; June-December Mobile Schedule book; Postcards for Friends Gift Shop; Designs for RTA taillight ads; Wrap design for book trucks promoting TechCentral.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 5,676 in 2013 to 8,277 currently. Facebook fans are up from 5,189 in 2013 to 6,439 currently. Downloads of books in an electronic format (eBooks) were up from 82,826 in 2013 to 105,181 currently.
Library News on the cpl.org homepage featured pages built for the following news item: Seed Library at Cleveland Public Library; Cleveland Public Library Encourages Patrons to Support Harvest for Hunger with Food for Fines; Celebrating Ohio's Poets and Poetry on Ohio Poem in your Pocket Day; and The Library Board of Trustees Meetings.

During the month of April, the following new events, programs, and information were promoted on pages of cpl.org: Writers & Readers--John Schwarz; Ohio Poem in Your Pocket Day; Shakespeare 450th Birthday; Learn4Life; TechCentral; Annual Report 2013; eMedia for Kids; Zinio Digital Magazines; Free Tutoring; Celebrate with Books; Art Labs; Learning Express Library; Testing and

Education; MyPlace MyCard–Music; Teen Room; Curl up with a good book; and MyPlace-My eBooks are free.

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

The 32nd "Off the Shelf" (April 2014 issue) was sent out on April 4, 2014, to a distribution list of 3,942. This issue featured: Share Your Love of Poetry with Cleveland; Celebrate an Epic Birthday: William Shakespeare's 450th Birthday; Get Graphic! A Graphic Novel Book Club; Sugarman Honor Awards for 2014; 2013 Report to the Community; and Food for Fines April 14-26, 2014. The following New Releases were featured: The Storied Life of A.J. Fikry by Gabrielle Zevin; And the Dark Night Sacred by Julia Glass; and The Intern's Handbook by Shane Kuhn. The following events were featured: Genealogy & Family History Research Clinic; Oberlin College Jazz Ensemble; MakerSpace Lunch n' Learn; Share Your Poetry; and Lorain Fashion Show.

7 new pages were built for cpl.org including The Braille Name Game/Braille Awareness and Literacy for OLBPD, theater booklists for the Literature Department, and new Ohio author pages for OCFTB.

An SSL certificate was installed on the EZproxy server to allow CPL patrons to securely access the MyJstor feature of the Jstor research database.

Read in the CLE was updated with a Featured Reader John Schwartz.

A contact form with the ability to attach a file was created for Summer Reading Club.

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. We are attending weekly meetings with Bostwick Design Partnership to develop a Digital Hub at Main.

Maintenance Mechanics continue to maintain the buildings
for the safety and comfort of patrons and staff. One of
the boiler circulating pumps was removed for repair and
reinstalled after repair at Collinwood. A new HVAC
control for the main air handling unit was replaced at
Eastman. A bad bearing assembly was replaced on the hot
water pump at Jefferson. The cooling tower was cleaned
and serviced and the Chiller has been serviced by an
outside contractor and both are ready for summer
operations at Lakeshore. An exterior parking lot light
fixture was replaced at Langston Hughes. The outside air
damper linkage was repaired and the fan coil unit in
special collection staff work room fan motor was
replaced at Main. Several bad light ballast were
replaced at Mt. Pleasant, Walz and Tech Central. Filters
were replaced in air handling units and a defective flow
switch was replaced on one of the boilers at Woodland.
New wiring and air lines were run for the new service
lift at the Garage.

The Carpenters and Painters worked to repair the front
doors at Fleet. Several soap dispensers and stall doors
in restrooms at Main were repaired or replaced. Repairs
were made to several Little Free Libraries. Repairs were
completed on the concrete ramp at Lorain. Painting is
ongoing at Union.
The Garage serviced vehicles, #3, #5, #12, #14, #15, and
#16. All snow blowers have been picked up and lawn
mowers are being delivered to branches.

SAFETY & PROTECTIVE SERVICES

Protective Services

Activity

Month	Total Dispatch Activit- ies	Ave per day	Total Alarms	Branch Emer- gencies	Branch Visits	Downtown Campus Incidents	Incident Reports Generated	CPL access activities
Apr 2014	5,500	204	78	39	362	186	46	75
Mar 2014	5,531	213	179	36	284	201	47	70
Feb 2014	5,524	240	177	35	278	158	41	69
Jan 2014	5,426	226	199	21	260	209	45	76
Dec 2013	6,250	272	239	34	224	254	58	86
Nov 2013	6,407	267	257	44	211	229	84	425
Oct 2013	5,648	226	301	42	262	144	63	61
Sep 2013	6,371	265	270	20	251	140	36	204
Aug 2013	7,134	264	263	23	265	216	37	242
Jul 2013	6,264	241	149	21	239	167	67	198
Jun 2013	5,671	236	38	49	224	180	52	340
May 2013	5,474	211	42	25	377	257	59	N/A
Apr 2013	4,525	185	36	30	466	297	71	N/A

Special Attention, Special Events, and Significant Incidents
- April 29 and May 1 Teach For America LSW 218
- April 25, 2014: Scene Party in Main
- April 11 Girl Power POT Luck Event, LSW Auditorium
- April 8 Jannasis Associates LSW Auditorium

Protective and Fire Systems
- The fire system at Main building was damaged due to a power surge. Tyco repaired the system and it is now functioning.

- The Library Board of Trustees Approved replacement of the Fire System at the Lake Shore Facility. The fire system was tested and was certified in compliance with the fire department.

Contract Security
- An extension of the G4S contract was granted by G4S until December 30, 2014.

Administration
- Interviews were conducted for Safety & Protective Services Officer position and an offer was made and accepted. The new Officer begins on May 5, 2014.

INFORMATION TECHNOLOGY & CLEVNET

Accomplishments This Period:

KnowItNow24x7 (KIN24x7):
The Statewide Coordinator presented two programs with 60+ people attending altogether at the Ohio Library Council Northeast Chapter Conference. KnowItNow24x7 promotional materials were also distributed and questions answered about the service.

Virtual Services and Hardware:
- Summer sites for online Summer Reading Club are ready for use by staff and the public. Created landing page with tutorial and contact form, training materials and documents that have been uploaded to Staff Intranet. Provided informal training for site to 50 computer aides.
- David Reynolds attended Computers in Libraries Conference, and garnered ideas for future projects.
- An SSL certificate was installed on the EZproxy server to allow CPL patrons to securely access the MyJstor feature of the Jstor research database.
- Seven new pages were built for cpl.org including The Braille Name Game/Braille Awareness and Literacy for OLBPD, theater booklists for the Literature Department, and new Ohio author pages for OCFTB.
- The Rockcreek Public Library's newly acquired domain - rockcreekpl.org - has been set up on our

web server to point to their member page on clevnet.org and this domain has been set up in our DNS.

Software:
- Marlene Pelyhes participated in SirsiDynix online training for PERL scripting.
- Software team configured policies for "3 for me" cards at the Twinsburg Public Library and Wickliffe Public Library. The "Three for me" card was originally developed at Euclid Public library as a way to encourage kids under 13 to read, allow them to receive a library card without a parent's signature, and limit financial liability. A new "Teen Triad" card was also configured for the Euclid Public Library that extends the program to young adults.
- 31 weeding/shelf list reports were created for the various CLEVNET member libraries.
- A script was written to fully automate the process of loading bibliographic records received from Midwest Tape on a daily basis.
-

Key Items in Progress This Period:
Converged Technologies and Software:
- Ann Palomo will retired at the end of March 2014. Hilary Prisyblla is serving as the interim Manager while a search is conducted.
- Brian Leszcz has joined the software team. Brian was previous a member of the Know It Now team as the programmer/analyst.
- Collaborative training efforts with Tech Central for Phase One of Office 365 Email migration. Beth Hatch and CJ Lynce, Public Services, are leading the effort and are prepared to accommodate the July 2014 timeline.

Website Stats:
(www.cpl.org) Website Access Statistics (April 1 – April 30, 2014)

Sessions (previously Visits)	228,083
Users (previously Unique Visitors)	176,821
Page views	400,937
Pages / Session (previously Pages / Visit)	1.76
Avg. Session Duration	00:02:11
Bounce Rate	67.28%
% New Sessions	72.88%

Top page visits:	**Top searches on CPL.ORG**
Research Databases – 9,495 Branch Locations – 4,238 Locations and Hours – 3,774 MyTunes – 3,758 My Account – 3,495 Learn4Life – 3,310 Research and Learning – 3,099 Mobile Site & App – 2,357 Books, Movies & More – 2,337 Events & Classes by Branch – 2,288 Death Notices, Obituaries – 1,975	Library card – 11 Book sale - 10 Employment – 6 Makerspace – 5 My Tunes – 4 Zinio – 4 **557 total**

Top News Stories :

Ohio Poem in Your Pocket – 223 / Mobile 137
Harvest for Hunger – 136 / Mobile - 79
Shakespeare's Birthday – 104
Seed Library – 84 / Mobile – 42

Social Media	Apr-12	Apr-13	Apr-14
Twitter Followers	3,734	5,676	8,300
Facebook Fans	3,914	5,189	6,455

Service Management -
Helpdesk

Number of Requests Per Day
04/05/2014 - 05/05/2014
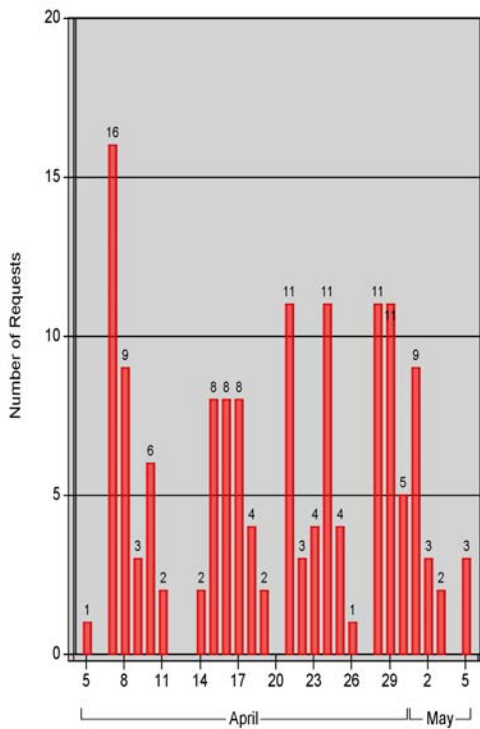
Problem Type Frequency - Top 5
04/05/2014 - 05/05/2014
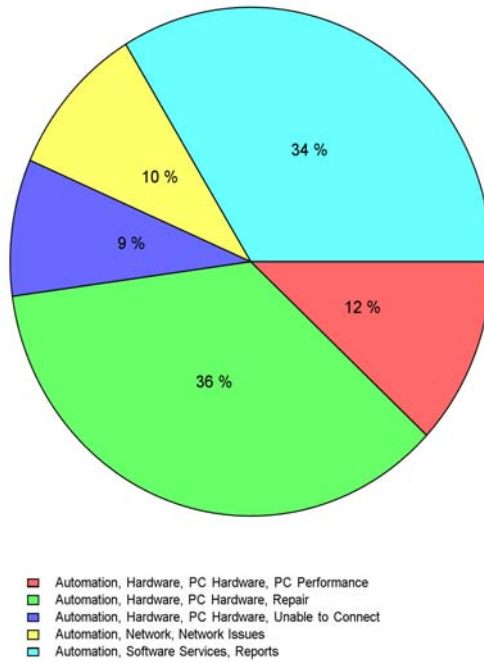
Legend:
- ■ Automation, Hardware, PC Hardware, PC Performance
- ■ Automation, Hardware, PC Hardware, Repair
- ■ Automation, Hardware, PC Hardware, Unable to Connect
- ■ Automation, Network, Network Issues
- ■ Automation, Software Services, Reports

Ms. Butts moved to adjourn into Executive Session to provide a update on labor negotiations. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:30 pm

Mr. Corrigan stated that the record should clearly reflect that in all Executive Sessions no decisions are made, only discussions held.

Ms. Butts moved to adjourn into Regular Board Meeting. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 1:52 pm

Mr. Corrigan adjourned to the meeting at 1:53 p.m.

_____   _____
Thomas D. Corrigan   Alan Seifullah
President   Secretary

GIFT REPORT FOR APRIL 2014

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	197	2,066
Periodicals	11	28
Publishers Gifts	0	0
Non-Print Materials	52	255
TOTAL LIBRARY SERVICE MATERIALS	260	2,349

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	$ 65	$ 5,228
Building & Repair Fund	Restricted	0	50,000
Library Fund	Unrestricted	0	0
Library Fund	Restricted	500	2,085
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	12,066
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	11,888
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	52,697
Lockwood Thompson Fund	Restricted	0	0
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Learning Centers	Restricted	0	0
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	0	0
TOTAL MONEY GIFTS		$ 565	$ 134,864

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	9	60	260	2,349
Money Gifts	13	58	13	58
TOTAL GIFTS	22	118	273	2,407

Form Prescribed by the Bureau of Inspection and Supervision of Public Offices.
County Auditor's Form No. 139

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 82.09% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)
Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio   May 6, 2014

o the Board of Library Trustees of th·   Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year
beginning January 1st, 2014, as revised by the Budget Commission of said County, which shall govern the total of appro
appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2014	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	25,333,479.28	26,140,418.63	19,744,566.12	5,794,196.00	77,012,660.03
Special Revenue	12,423,156.93			3,178,974.32	15,602,131.25
Capital	12,134,881.64			3,689,751.00	15,824,632.64
Permanent	2,352,183.39			136,590.00	2,488,773.39
Agency	10,449.41			0.00	10,449.41
Totals/Subtotals	52,254,150.65	26,140,418.63	19,744,566.12	12,799,511.32	110,938,646.72

Mark Parks   **Budget**   Ed Fitz Gerald

Donna Johnson   **Commission**

Form Prescribed by the Bureau of Inspection and Supervision of Public Offices.
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Budget

Commission

CLEVELAND PUBLIC LIBRARY

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

Sent via email May 6, 2014

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

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources with a decrease in Other Sources – Special Revenue by $10,000 relating to the Friends fund (removing the Branch Support line item from the Program budget), as summarized below.

Fund Category	Unencumbered Balance as of January 1, 2014	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	$25,333,479.28	$ 26,140,418.63 $ 19,744,566.12	$ 5,794,196.00	$ 77,012,660.03
Special Revenue	$12,423,156.93		$ 3,178,974.32	$ 15,602,131.25
Capital	$12,134,881.64		$ 3,689,751.00	$ 15,824,632.64
Permanent	$ 2,352,183.39		$ 136,590.00	$ 2,488,773.39
Agency	$ 10,449.41			$ 10,449.41
TOTAL	$52,254,150.65	$ 45,884,984.75	$ 12,799,511.32	$ 110,938,646.72

Thank you for your assistance.

Very truly yours,

Carrie Krenicky
Chief Financial Officer

CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FOURTH AMENDMENT
MAY 13, 2014

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)	
Cash January 1	25,333,479.28	0.00	25,333,479.28	(3)
Taxes - General Property	24,140,418.63	0.00	24,140,418.63	
Public Library Fund (PLF)	19,744,566.12	0.00	19,744,566.12	
State Rollbacks/CAT	3,375,390.00	0.00	3,375,390.00	
Federal Aid	0.00	0.00	0.00	
State Aid	0.00	0.00	0.00	
Fines and Fees	370,000.00	0.00	370,000.00	
Earned Interest	157,213.00	0.00	157,213.00	
Services	3,366,741.00	0.00	3,366,741.00	
Unrestricted Gifts	5,000.00	0.00	5,000.00	
Miscellaneous	544,352.00	0.00	544,352.00	
Return of Advances	(24,500.00)	0.00	(24,500.00)	
TOTAL RESOURCES	**77,012,660.03**	**0.00**	**77,012,660.03**	

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	34,563,233.00	0.00	34,563,233.00
Supplies	1,045,967.00	0.00	1,045,967.00
Purchased/Contracted Services	9,967,408.00	0.00	9,967,408.00
Library Materials/ Information	8,212,942.00	0.00	8,212,942.00
Capital Outlay	417,180.00	0.00	417,180.00
Other Objects	100,665.00	0.00	100,665.00
SUBTOTAL OPERATING	**54,307,395.00**	**0.00**	**54,307,395.00**
Transfers/Advances	3,500,000.00	0.00	3,500,000.00
TOTAL APPROPRIATION	**57,807,395.00**	**0.00**	**57,807,395.00**

CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FOURTH AMENDMENT
MAY 13, 2014

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,612,131.25	(10,000.00)	15,602,131.25

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	227,679.49	0.00	227,679.49
Endowment for the Blind	1,950,380.05	0.00	1,950,380.05
Founders	2,796,864.64	0.00	2,796,864.64
Kaiser	52,715.36	0.00	52,715.36
Kraley	175,707.71	0.00	175,707.71
Library	182,306.14	0.00	182,306.14
Pepke	113,590.85	0.00	113,590.85
Wickwire	1,257,315.72	0.00	1,257,315.72
Wittke	77,635.21	0.00	77,635.21
Young	3,658,741.64	0.00	3,658,741.64
Friends	24,500.00	(10,000.00)	14,500.00
Judd	206,633.00	0.00	206,633.00
Lockwood Thompson	169,401.22	0.00	169,401.22
Ohio Center for the Book	975.00	0.00	975.00
Schweinfurth	116,651.08	0.00	116,651.08
LSTA-OLBPD	1,508,194.00	0.00	1,508,194.00
LSTA-Know It Now	347,782.64	0.00	347,782.64
MyCom	0.00	0.00	0.00
Learning Centers	228,500.00	0.00	228,500.00
TOTAL APPROPRIATION	**13,095,573.75**	**(10,000.00)**	**13,085,573.75** (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,824,632.64	0.00	15,824,632.64

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	15,824,632.64	0.00	15,824,632.64 (5)

CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FOURTH AMENDMENT
MAY 13, 2014

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,488,773.39	0.00	2,488,773.39

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	200,360.08	0.00	200,360.08
Ambler	1,762.16	0.00	1,762.16
Beard	116,077.37	0.00	116,077.37
Klein	4,241.71	0.00	4,241.71
Malon/Schroeder	150,419.23	0.00	150,419.23
McDonald	155,435.69	0.00	155,435.69
Ratner	75,581.33	0.00	75,581.33
Root	28,593.92	0.00	28,593.92
Sugarman	44,156.65	0.00	44,156.65
Thompson	103,022.96	0.00	103,022.96
Weidenthal	5,385.24	0.00	5,385.24
White	1,596,253.30	0.00	1,596,253.30
Beard Anna Young	7,483.75	0.00	7,483.75
TOTAL APPROPRIATION	2,488,773.39	0.00	2,488,773.39 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,449.41	0.00	10,449.41

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
UNCLAIMED FUNDS	10,449.41	0.00	10,449.41

CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FOURTH AMENDMENT
MAY 13, 2014

(1) Certificate dated April 4, 2014

(2) Certificate dated May 6, 2014

(3) $25,333,479.28 unencumbered cash carried forward includes the repayment of advances
   to be made from OLBPD of $60,000 and MyCom of $94,640 to produce the carryover
   balance available for appropriation in 2014; plus $6,974,062.88 encumbered cash.

(4) $12,423,156.93 unencumbered cash carried forward includes the repayment of advances
   to be made from OLBPD of $60,000 and MyCom of $94,640 to produce the carryover
   balance available for appropriation in 2014; plus $389,613.80 encumbered cash.
   $3,154,474.32 additional revenue. Non-expendable principal amounts of
   $2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the
   certified fund balances but are not included in appropriated amounts.
   ($12,423,156.93 + $3,154,474.32 - $2,492,057.50 = $13,085,573.75)

(5) $12,134,881.64 unencumbered cash carried forward; plus $1,784,550.29 encumbered cash.
   $3,500,000 transfer from General Fund. $189,751 additional revenue.
   ($12,134,881.64 + $3,500,000 + $189,751 = $15,824,632.64)

(6) $3,136,499.75 unencumbered cash carried forward; plus $3,510.93 encumbered cash.
   $136,590 additional revenue. Non-expendable principal amounts of $784,316.36
   are not included in either the certified fund balances or the appropriated amounts.
   ($3,136,499.75 + $136,590.00 - $784,316.36 = $2,488,773.39)

CLEVELAND PUBLIC LIBRARY

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

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

FROM: Carrie Krenicky, Chief Financial Officer

RE: Background and Assumptions for the 2015 Tax Budget

DATE: **May 13, 2014 Board Meeting**

Annually, the Cleveland Public Library submits the Alternate Tax Budget Information Forms as requested by the Cuyahoga County Budget Commission. These forms must be approved by the Board of Trustees before May 31 each year to allow for sufficient time to have it placed on Cleveland Metropolitan School District's Board agenda prior to the July 20, 2014 deadline for submission to the Cuyahoga County Budget Commission. The Tax Budget (sometimes referred to as the "request" or "needs" budget) documents the Library's need to receive revenue from tax sources, i.e. the Public Library Fund and the Library's general property tax levies, to cover the estimated expenditures for the budget year.

The Library uses a simplified approach for development of its 2015 Tax Budget as reflected in the use of the Alternate Tax Budget Information Forms. In lieu of having administrators develop a "wish list" budget that must be revisited and revised later in the year, we have set the 2015 expenses to $61,265,719 based on current projections, with minimal program-by-program analysis in order to meet the current estimated revenue. In the fall, there will be more information regarding funding and better estimates for CPL's year-end fund balances, and the entire administrative team will participate in the detailed development of the 2015 Appropriation Measure.

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Revenue Assumptions (General Fund)

- Amount requested from property tax levies is estimated at $33,300,000, which exceeds anticipated actual collections. The **full** collection rate (100%) of the 1 mill perpetual and the 5.8 mill term levies for collection year 2014 is estimated at $31,843,609 and we are currently certified at 82.09%. Applying this rate brings the estimated amount down to $26,104,619.

- Amount requested from PLF, $20,000,000, slightly exceeds anticipated actual collections. 2014 PLF was certified for $19,744,566. 2015 is estimating no growth.

  The total **estimated tax calculations are $46,104,619.**
  ($26,104,619 + $20,000,000)
  The total **2015 Tax Budget request is $53,300,000.**
  ($33,300,000 + $20,000,000)

- Estimated **other revenues for 2015** from CLEVNET, earned interest, fines and fees, etc., are estimated to be **$5,058,173**, including the Commercial Activity Tax (CAT Tax) which is estimated to generate only $562,400 due to continued phase-out with complete elimination in 2016.

- Estimated **beginning unencumbered balance** from the General fund is **$13,205,265.**

- The overall **estimated revenue calculations** total **$51,162,792** ($46,104,619 + $5,058,173).

- The total General Fund 2015 **Tax Budget Request** is **$58,358,173** ($53,300,000 + $5,058,173), plus the estimated beginning unencumbered fund balance of $13,205,265 totals $71,563,438 of resources available for expenditures.

Cleveland Public Library's currently projected 2015 program of library service needs could greatly exceed anticipated revenues. It is consistent with past practice and expected to request funds in excess of probable collections.

The Resolution for the Year 2015 Tax Budget Request is being distributed with the packet of materials for the May 13, 2014 Board Meeting.

ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cleveland Public Library

For the Fiscal Year Commencing: January 1, 2015

Fiscal Officer Signature: Carrie Krenicky   Date: May 13, 2014

COUNTY OF CUYAHOGA

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

Ohio Revised Code Section 5705.281
Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

County Budget Commission Duties
The county budget commission must still certify tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36
Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

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

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

GUIDELINES FOR COMPLETING THE
ALTERNATIVE TAX BUDGET INFORMATION

SCHEDULE 1

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

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

NOTE:

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

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

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

SCHEDULE 2

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

SCHEDULE 3

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

SCHEDULE 4

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

SCHEDULE 5
more details.

DIVISION OF TAXES LEVIED

(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)

(List All Levies Of The Taxing Authority)

SCHEDULE 1

Cleveland Public Library
Tax Budget 2015

I Fund	II Purpose	III Authorized By Voters On MM/DD/YY	IV Levy Type	V Number Of Years Levy To Run	VI Tax Year Begins/ Ends	VII Collection Year Begins/ Ends	VIII Maximum Rate Authorized	IX $ AMOUNT Requested Of Budget Commission
General Fund	Current Expenses	11/5/1985	Replacement	Continuous	1985-	1986-	1.00	$3,300,000.00
General Fund	Current Expenses	11/5/2013	Renewal	5 years	2013-2017	2014-2018	5.80	$30,000,000.00
Totals								$33,300,000.00

Revised 3-2004

STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

SCHEDULE 2

Cleveland Public Library
Tax Budget 2015

I Fund BY Type	II Beginning Estimated Unencumbered Fund Balance	III Property Taxes and Local Government Revenue/(PLF)	IV Other Sources Receipts	V Total Resources Available for Expenditures	VI Total Estimated Expenditures & Encumbrances	VII Ending Estimated Unencumbered Balance
General Fund	13,205,265.00	53,300,000.00	5,058,173.00	71,563,438.00	61,265,719.00	10,297,719.00
Special Revenue Funds	9,000,000.00	0.00	2,000,000.00	11,000,000.00	2,000,000.00	9,000,000.00
Capital Projects Fund	8,400,000.00	0.00	0.00	8,400,000.00	2,000,000.00	6,400,000.00
Permanent Funds	1,700,000.00	0.00	130,000.00	1,830,000.00	130,000.00	1,700,000.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00

Revised 3-2004

Proposed 2015 Tax Budget With Historical Perspective

	Tax Budget 2013	2013 Final Actual Budget 2013	Actual Rev/Exp 2013	Tax Budget 2014	2014 (2) Actual Budget 2014	2015 Proposed Tax Budget 2015
General Fund						
Beginning Unencumbered Balance	$ -	$ 23,600,308	$ 23,600,308	$ 20,816,336	$ 25,333,479	$ 13,205,265
Property Taxes (includes Rollbacks)	38,000,000	27,998,332	27,999,460	3,300,000 (1)	26,140,419	33,300,000 (3)
Public Library Fund (formerly LLGSF)	20,000,000	20,336,112	20,290,195	21,000,000	19,744,566	20,000,000 (4)
Other Sources (Includes CAT Tax)	6,131,295	6,141,798	6,867,832	5,668,358 (1)	5,818,696	5,058,173 (5)
Total Current Revenue	64,131,295	54,476,241	55,157,488	29,968,358	51,703,681	58,358,173
Advances Out		(154,640)			(24,500)	
Total Revenue With Beg Balance	64,131,295	77,921,909	78,757,795	50,784,694	77,012,660	71,563,438
Expenses & Encumbrances	(64,131,295)	(54,675,785)	(53,578,956)	(50,784,694)	(63,807,395)	(61,265,719) (6)
Ending Unencumbered Balance	$ -	$ 23,246,124	$ 25,178,839	$ -	$ 13,205,265	$ 10,297,719
Special Revenue Funds						
Beginning Unencumbered Balance	$ 9,000,000	$ 11,449,606	$ 11,449,606	$ 9,000,000	$ 12,423,157	$ 9,000,000
Other Sources	2,000,000	2,990,238	4,067,316	2,000,000	3,164,474	2,000,000
Total Current Revenue	2,000,000	2,990,238	4,067,316	2,000,000	3,164,474	2,000,000
Total Revenue With Beg Balance	11,000,000	14,439,844	15,516,921	11,000,000	15,587,631	11,000,000
Expenses & Encumbrances	(2,000,000)	(11,793,146)	(2,939,125)	(2,000,000)	(13,095,574)	(2,000,000)
Ending Unencumbered Balance	$ 9,000,000	$ 2,646,698	$ 12,577,797	$ 9,000,000	$ 2,492,058	$ 9,000,000
Capital Projects Fund						
Beginning Unencumbered Balance	$ -	$ 15,525,280	$ 15,525,280	$ 10,000,000	$ 12,134,882	$ 8,400,000
Other Sources	3,000,000	50,000	0	0	3,689,751	0
Total Current Revenue	3,000,000	50,000	0	0	3,689,751	0
Total Revenue With Beg Balance	3,000,000	15,575,280	15,525,280	10,000,000	15,824,633	8,400,000
Expenses & Encumbrances	(3,000,000)	(15,575,280)	(3,390,398)	(10,000,000)	(15,824,633)	(2,000,000)
Ending Unencumbered Balance	$ -	$ -	$ 12,134,882	$ -	$ -	$ 6,400,000
Permanent Funds						
Beginning Unencumbered Balance	$ 1,700,000	$ 2,033,648	$ 2,817,965	$ 1,700,000	$ 2,352,183	$ 1,700,000
Other Sources	150,000	64,290	343,994	130,000	136,590	130,000
Total Current Revenue	150,000	64,290	343,994	130,000	136,590	130,000
Total Revenue With Beg Balance	1,850,000	2,097,938	3,161,959	1,830,000	2,488,773	1,830,000
Expenses & Encumbrances	(150,000)	(2,097,938)	(25,459)	(130,000)	(2,488,773)	(130,000)
Ending Unencumbered Balance	$ 1,700,000	$ -	$ 3,136,500	$ 1,700,000	$ -	$ 1,700,000

Proposed 2015 Tax Budget With Historical Perspective

| | 2013 | | | 2014 | | 2015 Proposed |
	Tax Budget 2013	Final Actual Budget 2013	Actual Rev/Exp 2013	Tax Budget 2014	Actual Budget 2014 (2)	Tax Budget 2015
Agency Funds						
Beginning Unencumbered Balance	$ -	$ 8,914	$ 8,914	$ -	$ 10,449	$ -
Other Sources	0	0	1,604	0	0	0
Total Current Revenue	0	0	1,604	0	0	0
Total Revenue With Beg Balance	0	8,914	10,518	0	10,449	0
Expenses & Encumbrances	0	(8,914)	(68)	0	(10,449)	0
Ending Unencumbered Balance	$ -	$ -	$ 10,449	$ -	$ -	$ -
ALL FUNDS						
Beginning Unencumbered Balance	$ 10,700,000	$ 52,617,756	$ 53,402,072	$ 41,516,336	$ 52,254,151	$ 32,305,265
Property Taxes	38,000,000 (1)	27,998,332	27,999,460	3,300,000	26,140,419	33,300,000
Public Library Fund (formerly LLGSF)	20,000,000	20,336,112	20,290,195	21,000,000	19,744,566	20,000,000
Other Sources	11,281,295 (1)	9,246,325	11,280,746	7,798,358	12,809,511	7,188,173
Total Current Revenue	69,281,295	57,580,769	59,570,401	32,098,358	58,694,496	60,488,173
Advances Out		(154,640)				
Total Revenue With Beg Balance	79,981,295	110,043,884	112,972,473	73,614,694	110,948,647	92,793,438
Expenses & Encumbrances	(69,281,295)	(84,151,063)	(59,934,006)	(62,914,694)	(95,226,824)	(65,395,719)
Ending Unencumbered Balance	$ 10,700,000	$ 25,892,821	$ 53,038,467	$ 10,700,000	$ 15,721,823	$ 27,397,719

(1) The 2014 Tax Budget estimate for Property Tax does NOT include the 5.8 levy that expired in collection year 2013 nor the CAT Tax of $1,375,390 which is included with Other Sources.

(2) The 2014 Actual Budget is current as of the April 4, 2014 Certificate of Estimated Resources and April 17, 2014 Board-approved Third Amendment to the Annual 2014 Appropriation. Also including year-end estimated encumbrances of $6,000,000 in the General Fund.

(3) Based on Collection Year 2014's effective rates & 100% collection rate of the 11/5/13 voter-approved 5.8 mill renewal and the 1985 continuing 1.0 mill on the 12/12/13 Cuyahoga County Budget Commission's Schedule A with a small increase to the assessed values.

(4) PLF has been estimated, with the percentage of revenue-based funding which resumed July 2013, as re-certified on 1/10/14 Certificate.

(5) CAT Tax is considered as Other Sources revenue with the 2015 estimated amount being $562,400 plus $4,495,773 from other sources. This is a 59% reduction in CAT Tax from 2014 and will be completely eliminated in calendar year 2016. (2014 Other Sources = CAT $1,375,390 + Other $4,321,966)

(6) The proposed 2015 Tax Budget Expenditures/Encumbrances represents projections prepared currently (3/06/2014). (Exp $55,265,719 + Enc $6,000,000)

Revenue Sources Detail
For The
Proposed 2015 Tax Budget
For Board Presentation May 13, 2014

Prepared By:
Carrie Krenicky

	2013				2014		2015 Proposed	
	Ending Budget 2013		Actual Revenue 2013		Current Budget 2014		Tax Budget 2015	
41200 Property Tax	25,429,116	$ 25,429,116	$ 25,429,115	$ 25,429,115	$ 24,140,419	$ 24,140,419	$ 33,300,000	$ 33,300,000
41100 PLF (formerly LLGSF)	$ 20,336,112		$ 20,290,195		$ 19,744,566		$ 20,000,000	
41900 Rollbacks	$ 2,569,216	$ 2,569,216	$ 2,570,345	$ 2,570,345	$ 2,000,000	$ 2,000,000	$ -	$ -
Total Property Tax & Rollbacks		$ 27,998,332		$ 27,999,460		$ 26,140,419		$ 33,300,000
Total Tax Budget Request Per Board Resolution							$ 53,300,000	

Other Sources

41900 CAT	2,000,000	2,000,000	2,188,380	2,188,380	1,375,390	1,375,390	562,400	562,400
41900 Other Taxes			0	0				

Other

	Ending Budget 2013		Actual Revenue 2013		Current Budget 2014		Tax Budget 2015	
42100 Federal Aid	0		0		0		0	
42200 State Aid	0		0		0		0	
43110 Fines	161,500		180,700		200,000		180,000	
43120 Fees	28,000		32,489		32,000		32,000	
43130 Lost Books	18,000		36,036		20,000		20,000	
43140 Book Deposits	0		0		0		0	
43150 Products	1,000		3,576		2,500		2,500	
43170 Sales Tax	500		10,315		8,000		8,000	
43180 Copiers	65,000		119,699		100,000		100,000	
43185 Class/Seminar Fees	0		1,282		0		0	
43190 Research Services	0		0		0		0	
43195 Dup Services	26,000		7,912		7,500		7,000	
44100 Investment Income	225,000		204,729		157,213		194,250	
45100 Computer Services	3,053,416		3,040,587		3,366,741		3,407,671	
45500 Other Services	0		7,831		0		0	
46500 Unrestricted Gifts	1,500		17,212		5,000		0	
48100 Sales of Surplus Property	0		7,413		0		0	
48300 Meeting Rooms	0		5,925		3,300		3,300	
48710 Retiree Insurance	0		0		0		0	
48720 Refunds/Reimbursement	536,882		843,963		511,052		511,052	
48730 COBRA Contributions	0		4,911		0		0	
48800 Fines in Transit	0		(2,699)		0			
48900 Miscellaneous	25,000		50,079		30,000		30,000	
49820 Return of Advances			107,494					
Subtotal Other		4,141,798		4,679,452		4,443,306		4,495,773
Total Other Sources (CAT Tax & Other)		6,141,798		6,867,832		5,818,696		5,058,173
Total All Sources	$ 54,476,241		$ 55,157,488		$ 51,703,681		$ 58,358,173	
Beginning Unencumbered Balance	$ 23,600,308		$ 23,600,308		$ 25,333,479			
Advances Out	$ (154,640)							
Total Available Revenue	$ 77,921,909		$ 78,757,795		$ 77,037,160		$ 58,358,173	

THE STATE LIBRARY OF OHIO
COLUMBUS, OHIO
43201

OHIO FFY 2014
LSTA
CFDA 45.310
PROJECT # II-3-14
CLEVELAND PUBLIC LIBRARY
KNOWITNOW 24x7
RESOURCE SHARING
  PROJECT
FUNDED WITH FFY13
  CARRYOVER FUNDS/FFY14
  FUNDS
IMLS

This agreement between the Board of Trustees of

CLEVELAND PUBLIC LIBRARY

hereinafter known as the ADMINISTERING AGENCY,

and the State Library Board, hereinafter known as the STATE LIBRARY,

WITNESSETH THAT:

The ADMINISTERING AGENCY proposes to act as administrative agent for the KNOWITNOW

24x7 RESOURCE SHARING project as described in the project application which shall become part of

this AGREEMENT.

This project will BEGIN July 1, 2014 and TERMINATE June 30, 2015.

The STATE LIBRARY agrees to grant to the ADMINISTERING AGENCY the sum of

$30,000 from FFY 2013 carryover LSTA funds and $229,416 from FFY 2014 LSTA funds to fund this

project, said sums to be paid in monthly installments to the ADMINISTERING AGENCY.

    $50,000   from FFY 2013 carryover and FFY 2014 funds shall
                      be paid as soon as possible upon the signing of this
                      agreement by both parties;

the balance of $209,416 from FFY 2014 LSTA funds to be paid in monthly installments to the

ADMINISTERING AGENCY based on estimated disbursements supplied to the STATE LIBRARY by the

ADMINISTERING AGENCY.

KIN 24x7 AGREEMENT
Page 2

Grant funds cannot be obligated or disbursed until after the project officially begins July 1, 2014 and with the signing of the AGREEMENT by both parties.

All 2013 carryover funds must be obligated/encumbered on or before September 30, 2014 and must be disbursed on or before October 31, 2014. All 2014 funds must be obligated/encumbered on or before June 30, 2015 and must be disbursed on or before July 31, 2015.

The ADMINISTERING AGENCY agrees to expend the federal funds granted by the STATE LIBRARY in accordance with the items stated in the application budget.

Budget amendments may be made only with written approval by the STATE LIBRARY.

The ADMINISTERING AGENCY shall return all unexpended federal grant funds to the STATE LIBRARY at the CLOSE-OUT of this project.

The ADMINISTERING AGENCY is responsible for maintaining adequate records of federal funds received and expended for reporting to the STATE LIBRARY.

The Administering Agency agrees to make separate cumulative financial reports of federal expenditures for the project quarters ending September 30, 2014, December 31, 2014, March 31, 2015, and June 30, 2015 and to make a final report of expenditures upon Close-Out of the project on or before July 31, 2015 following the project period.

The ADMINISTERING AGENCY agrees to submit usage data reports to the State Library on a monthly basis. Data is due within 15 working days of the following month. The ADMINISTERING AGENCY also agrees to submit quarterly narrative progress reports for the quarters ending September 30, 2014, December 31, 2014, March 31, 2015, and a cumulative narrative report upon Close-Out of the project, on or before July 31, 2015. The narrative reports shall describe the activities carried on toward reaching the objectives of the project as set forth in the application, including problems encountered as well as successful activities. This final narrative report shall, as objectively as possible, review and evaluate the project as a whole against the objectives.

All financial and narrative reports are due within 15 working days of the report period stated above.

KIN 24x7 AGREEMENT
Page 3

The Single Audit Act of 1984 requires that the STATE LIBRARY ensure that subrecipients meet the provisions of the Single Audit Act, and that, in instances of non-compliance with Federal laws and regulations, the STATE LIBRARY take appropriate corrective action. The State Library may request back-up documentation to verify expenditures for audit purposes.

The ADMINISTERING AGENCY agrees to submit to the STATE LIBRARY within 30 days from the date the report is issued, one copy of its audit report for each fiscal year which includes any part of this project period.

Two copies of the promotional materials, book lists prepared for this project and newspaper publicity and articles shall be submitted with the narrative report.

The ADMINISTERING AGENCY agrees that all Federal funds received under this agreement will be expended solely for the purpose stated in the grant application. Any such funds not so expended, including funds lost or diverted to other purposes, shall be repaid to the STATE LIBRARY. In the event that such funds are lost or diverted, the terms of this contract shall cease. In the event that federal moneys included in this contract become unavailable to the State of Ohio, the STATE LIBRARY shall modify or cease the terms of this contract based upon the financial restrictions imposed by the Institute of Museum and Library Services.

The ADMINISTERING AGENCY shall maintain inventory records of equipment purchased for the project using forms and procedures established by the STATE LIBRARY per Section 1183.130 and, 1184.140 Code of Federal Regulations.

At such time that equipment purchased for this project, in whole or in part with Federal funds, is no longer needed or being utilized for the purposes identified in the project application, it shall revert back to the federal government through the STATE LIBRARY, per Section 1183.139 Code of Federal Regulations.

The ADMINISTERING AGENCY agrees that if it fails to meet any term of this contract, the STATE LIBRARY may, upon reasonable notice to the ADMINISTERING AGENCY, suspend the payment of funds and/or the project in whole or in part. The notice of suspension shall state the reasons

KIN 24x7 AGREEMENT
Page 4

for the suspension and any corrective action required of the ADMINISTERING AGENCY and the

effective date. The suspension shall remain in effect until the ADMINISTERING AGENCY has taken

corrective action satisfactory to the STATE LIBRARY or given evidence satisfactory to the STATE

LIBRARY that such corrective action will be taken.

Failure of the ADMINISTERING AGENCY to comply with the terms of the suspension may

result in termination of the contract.

The ADMINISTERING AGENCY assures that it does not discriminate on basis of race,

religion, age, gender, national origin, or handicapped condition in providing space for public meetings.

The ADMINISTERING AGENCY agrees that it is an Equal Employment Opportunity employer

which will comply with all applicable State and Federal EEO Affirmative Action Laws and regulations

when filling advertised positions.

The ADMINISTERING AGENCY also agrees to hire personnel for this project in accordance

with Section 907 of Public Law 90-132:

> "No part of the funds appropriated in this project shall be used to
> provide payments, assistance, or services, in any form, with respect
> to any individual convicted in any Federal, State, or Local court of
> competent jurisdiction, of inciting, promoting, or carrying on a riot,
> or any group activity resulting in material damage to property or
> injury to persons, found to be in violation of Federal, State or Local
> Laws designated to project persons or property in the community
> concerned."

The ADMINISTERING AGENCY agrees that it will comply with Section 504 of the

Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable regulation and all

guidelines and interpretations issued pursuant thereto.

The ADMINISTERING AGENCY agrees that it will comply with Section 319 of Public

Law 101-121:

> "No Federal appropriated funds have been paid or will be paid,
> by or on behalf of the undersigned, to any person for influencing
> or attempting to influence an officer or employee of any agency,
> a Member of Congress, an officer or employee of Congress, or an
> employee of a Member of Congress in connection with the making
> of any Federal grant, the entering into of any cooperative agreement,
> and the extension, continuation, renewal, amendment, or modification
> of any Federal grant or cooperative agreement."

KIN 24x7 AGREEMENT
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The ADMINISTERING AGENCY also agrees that it will comply with the Drug-Free Workplace

Act of 1988. 34 CFR part 85, subpart F, all requirements imposed by the applicable regulation and all

guidelines and interpretations issued pursuant thereto.

The ADMINISTERING AGENCY agrees that it will comply with Section 126.07 of the Ohio

Revised Code.

> "No contract, agreement, or obligation involving the expenditure of
> money chargeable to an appropriation, nor any resolution or order
> for the expenditure of money chargeable to an appropriation, shall
> be valid and enforceable unless the director of budget and management
> first certifies that there is a balance in the appropriation not already
> obligated to pay existing obligations, in an amount at least equal to the
> portion of the contract, agreement, obligation, resolution, or order to be
> performed in the current fiscal year. Any written contract or agreement
> entered into by the state shall contain a clause stating that the obligations
> of the state are subject to this section."

This agreement becomes effective at the time of signing by both parties.

| Date | President of the Board |

| Date | Fiscal Officer |

| Date | Librarian |

| | Library |

Date: 5/2/14   State Librarian

This grant was approved by the State Library Board on May 2, 2014.

INSTITUTE *of*
Museumand**Library**
SERVICES

CERTIFICATIONS REGARDING NONDISCRIMINATION; DEBARMENT AND SUSPENSION; DRUG-FREE WORKPLACE; FEDERAL DEBT STATUS; LOBBYING; AND TRAFFICKING IN PERSONS

By signing this form, the authorizing official acknowledges compliance with and agreement to all statutes and regulations referenced herein. Further information may be obtained by contacting the LSTA Office of the State Library of Ohio.

1. NONDISCRIMINATION

The authorized representative, on behalf of the applicant, certifies that the library will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83,1685–86), which prohibits discrimination on the basis of sex in education programs; and

(d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age.

2. DEBARMENT AND SUSPENSION

As required by 2 C.F.R part 3185, the authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the library nor any of its principals for the proposed project:

(a) Are presently excluded or disqualified;

(b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. part 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;

(c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. part 180.800(a); or

(d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The Applicant, as a primary tier participant, is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart (Responsibilities of Participants 2 Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

3. DRUG-FREE WORKPLACE

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186

(Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the applicant as the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the applicant's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the applying library keeps on file in its offices) all known workplaces under its Federal awards.

4. FEDERAL DEBT STATUS

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

5. CERTIFICATION REGARDING LOBBYING ACTIVITIES (Applies to Applicants Requesting Funds in Excess of $100,000) (31 U.S.C. § 1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

6. CERTIFICATION REGARDING TRAFFICKING IN PERSONS

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. §7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

As a subrecipient or partner under this award your employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S. C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature of Authorized Certifying Official

Print name and Title of Authorized Certifying Official

Date

3/2013

Know It Now 24x7

Answering your questions
online, *anytime.*

2014 – 2015
LSTA Grant Proposal

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

Submitted by
Don Boozer
KnowItNow24x7 Statewide Coordinator
216.623.2960
dboozer@cpl.org

KnowItNow24x7
Fiscal Year 2015 LSTA Grant Proposal

Introduction

Cleveland Public Library is requesting LSTA funding to administer KnowItNow24x7, Ohio's collaborative virtual reference service project for July 1, 2014, through June 30, 2015 (FY2015). Beginning solely as a statewide online chat reference service in 2004, KnowItNow24x7 now incorporates email, instant messaging, and texting (SMS) and offers Ohio libraries the chance to provide localized online reference services with seamless after-hours coverage. Through the use of technology and the expertise of individual librarians staffing the service, KnowItNow24x7 complements the State Library of Ohio's mission of making online library services available across the state.

Ohio can be rightly proud of the fact that KnowItNow24x7 remains the busiest statewide virtual reference service in the country. From July 2013 through February 2014, librarians working with KnowItNow24x7 handled a total of 25,414 sessions. Live online chat reference sessions accounted for 91% of all patron activity and text messaging made up 5% of the total. Since going statewide in 2004, KnowItNow24x7 has allowed residents of every county in Ohio to initiate a total of over 850,000 sessions with librarians.

Selected FY2014 Activities and Strategic Directions for FY2015

Virtual Reference Service Software Platform Chosen: LibraryH3lp

KnowItNow24x7 began using the SparkRef/Openfire software platform in September 2008. Over the five years, the software (developed from an open source solution) has been reliable and flexible in meeting the needs of patrons, librarians, and KnowItNow24x7 administration. However, updates and continuing development of SparkRef/Openfire by the open source community have been sporadic at best, and its reliance on Java has been be problematic. These concerns, along with others, made investigation of an alternative platform during FY2014 a necessity.

From three strong respondents to an RFP, LibraryH3lp was chosen in February 2014 as the new software platform for KnowItNow24x7. The change will be implemented in July 2014. LibraryH3lp has a proven track record in serving *NC Knows*, North Carolina's statewide virtual reference service, as well as over 600 libraries of all kinds worldwide. LibraryH3lp provides a number of benefits including:
- remote hosting for the platform and no software to download for librarians
- a streamlined web-based interface for librarians making it easier to focus on service rather than technology
- chat widgets for libraries to post on their webpages for immediate access by patrons (including those using screen readers such as JAWS)

- the ability to provide local chat widgets for libraries with roll-over to the statewide service for 24x7 coverage
- integration of statewide texting into the regular workflow of librarians
- a built-in mobile interface precluding the need for apps (which can require constant and costly updating)

Training materials for the LibraryH3lp began to be posted to the KnowItNow24x7 Community Site shortly after the decision to go with the platform was made. Practice accounts were made available to any interested librarians in March 2014 for exploration and self-training. In-depth documentation will be posted to the KnowItNow24x7 Community Site to provicde 24x7 access to training for librarians, and in-person trainings will be scheduled as well.

The new availability of integrated chat widgets in LibraryHelp provides a very exciting opportunity. Anecdotal evidence from other services shows increased patron traffic after making widgets easy to access on libraries' websites. Having libraries post them in prominent locations on their sites will be key in on-going marketing efforts for the service.

New After-Hours/Contracted Coverage Service Chosen: ChatStaff

While OCLC QuestionPoint has provided fine service during FY2014, they are not the exclusive option for after-hours contracted coverage. In addition to choosing LibraryH3lp for the service's plaftorm, KnowItNow24x7 has also chosen ChatStaff as the new after-hours coverage service for FY2015. ChatStaff, a partner of LibraryH3lp, can easily be integrated into that platform's implementation for seamless 24x7 coverage. ChatStaff already provides coverage to a number of LibraryH3lp's clients including the *NC Knows* statewide service.

For FY2014, OCLC QuestionPoint provided staffing for after-hours coverage as well as major holidays. Major holidays in previous years only provided patrons with an email option. For FY2015, ChatStaff will also be covering major holidays plus full weekends (Saturday and Sunday) to alleviate issues of staffing those days with in-kind Ohio librarians and volunteers.

In addition to providing flexibility, reliability, and seamless 24x7 coverage through the implementation of LibraryH3lp and ChatStaff, the decision to utilize these services will allow KnowItNow24x7 to reduce its after-hours/contracted coverage budget line by 45% compared to FY2014.

Promotional Activity

In 2013, 65% of patrons self-identified as K-12 students (although from question content, this percentage is significantly higher in reality). Survey results in 2013 also confirmed that a plurality of respondents (48%) heard about KnowItNow24x7 at school. With the knowledge that a majority of KnowItNow24x7 users are students in grades K through 12, FY2014 saw an increased outreach effort to schools and school librarians and media specialists. Working through INFOhio, their network of

ICoaches, and Information Technology Centers (ITC) around the state, the Statewide Coordinator distributed promotional materials and spoke at conferences/meetings in south-central and northeast Ohio. Additionally, interest in KnowItNow24x7 was high at the exhibit table at the Ohio Educational Library Media Association conference in October 2013.

This outreach initiative to educators will continue in FY2015 albeit with an added focus. Being that many schools do not have a full-time school library media specialist to serve the students or to advocate for library services, marketing/awareness efforts will also include school administrators and boards. The plan is to reach out to organizations such as the Ohio School Board Association, Ohio Mid-Level Association (middle school), and the Ohio Association of Secondary School Administrators. Administrators and board members will be targeted with the fact that KnowItNow24x7 can serve as a complement to local school library services and as an around-the-clock option when the in-person librarian is not available. Staffing exhibit tables (or sharing exhibit space with other organizations) at conferences associated with these organizations will also allow further opportunities for spreading the word of the value of KnowItNow24x7 to this audience.

In addition to word-of-mouth efforts and promotional materials, the fact that schools will be offered the opportunity to post chat widgets to their school library web pages should also increase traffic from the student population. One school district librarian and master teacher contacted KnowItNow24x7 when this upcoming opportunity was announced to say, "What a great idea! I have been a supporter of KnowItNow for several years. I have links from our Media Center page and agree that a 'chat widget' would be even easier."

Non-traditional audiences for KnowItNow24x7 services can also be explored in the coming year, such as people coming to the Ohio Department of Job and Family Services and literacy programs. Increasing awareness of the service in these areas could potentially complement services currently provided by them. Communicating to these organizations that KnowItNow24x7 is staffed by librarians (not social workers or tutors) would be key in approaching these opportunities.

Changes to OhioLINK Involvement with KnowItNow24x7

Although OhioLINK had internal discussions and voted to dissolve the formal partnership with KnowItNow24x7 in March 2014, a number of colleges and universities have already expressed great interest in joining KnowItNow24x7 on an individual basis. With the added features of LibraryH3lp, the institutions joining in this way will be able to seamlessly integrate into the full statewide service as well as be able to offer local chat reference if they choose.

Continued Collaboration and Sharing of Resources

The collaboration between KnowItNow24x7 and Kent State University's School of Library and Information Science (KSU SLIS) will also be continued in FY2015. The volunteer internship program for

students and alumni of KSU SLIS (in addition to other librarians between jobs) has proven very successful. The volunteers themselves have gained valuable real-world experience and many have used this to find employment. KnowItNow24x7 also looks forward to hosting another practicum student during the upcoming fiscal year. Students in the KSU SLIS *Reference Sources and Services* class will also continue to have a taste of real-world reference by taking part in the project which has them staff KnowItNow24x7. This project has also encouraged a number of students from this class to become volunteers for the statewide service.

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

KnowItNow24x7 Operating Costs: A Retrospective

The 10-year anniversary of the inauguration of KnowItNow24x7 as a statewide service allows for a retrospective look at the service's operating costs over time.
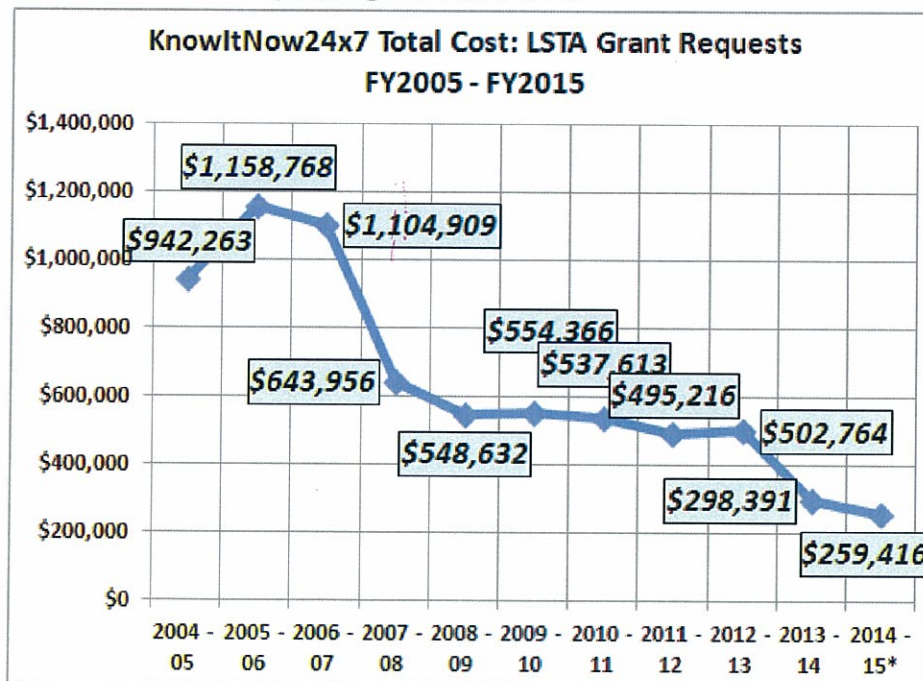
The chart above shows the **total budget request** for LSTA funds for KnowItNow24x7 from FY2005 (September 2004 through June 2005) through the current proposed request for FY2015 (July 2014 through June 2015). Other than the rise from the first to second year, operating costs have trended

downward with a 78% decrease from the FY2006 high to the current FY2015 request. Other than an experiment in FY2013 (when contracted staffing for early evening hours (1:00 am to 7:00 am) was re-allocated to afternoon), there has *not* been a reduction in services.

Total Contracted Coverage Costs FY2005 - FY2015
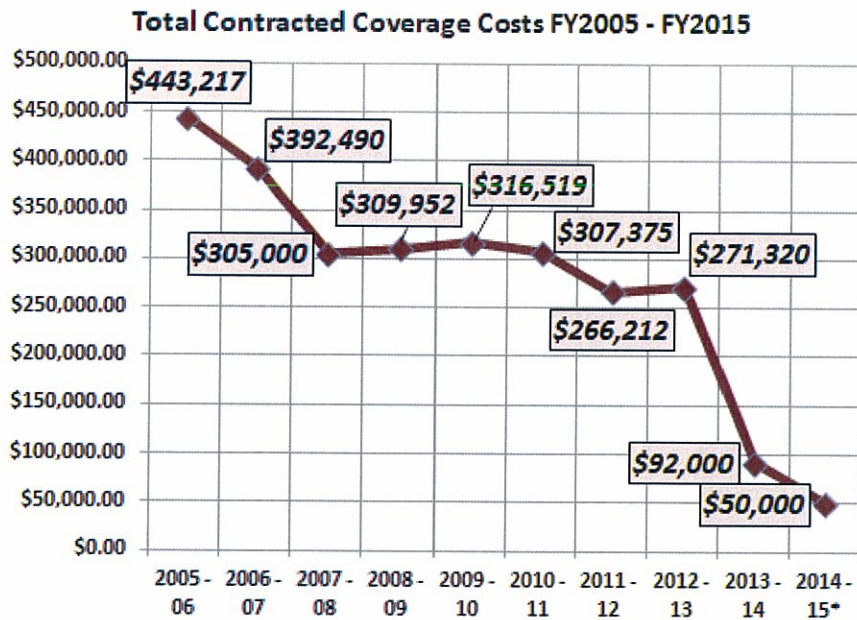
After-hours/contracted coverage has always been a major component of the KnowItNow24x7 budget, accounting for more than 50% of the total LSTA request for many years. The chart above shows the **total cost for contracted coverage** for KnowItNow24x7 from FY2006 through the requested amount for FY2015. From FY2006 to the proposed budget for FY2015, there has been an 89% decrease in costs for contracted coverage with no decrease in coverage except in FY2013 when 1:00 am to 7:00 am were re-allocated to afternoon. The early morning hours were re-instituted in current FY2014, and coverage for major holidays was also added this fiscal year for the first time.

KnowItNow24x7 Contracted Coverage: Total Cost/Hour
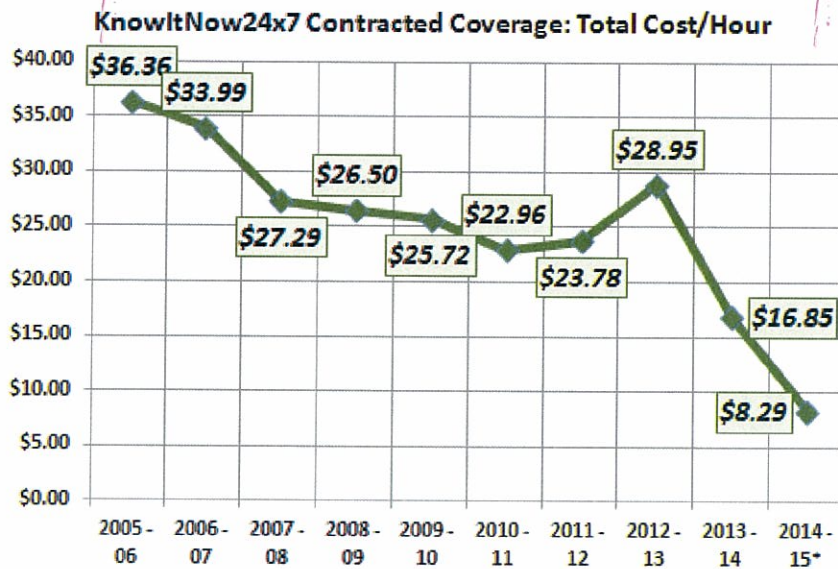
The chart above breaks down **costs for contracted coverage by the total number of hours**

staffed. There have been three entities providing contracted/after-hours coverage during the life of KnowItNow24x7: Northeast Ohio Regional Library System (NEO-RLS) (FY2006 to 13), OCLC QuestionPoint (FY2014), ChatStaff (FY2015). During FY2011 and FY2012, costs for after-hours coverage with NEO-RLS were being shared with L-Net, the Oregon statewide virtual reference service. Oregon began using another after-hours vendor in FY2013, and KnowItNow24x7 returned to NEO-RLS exclusively in FY2013. After an RFP process for after-hours vendors in FY2013, KnowItNow24x7 contracted with OCLC QuestionPoint for FY2014. As demonstrated on the graph above, contracted coverage costs have been reduced by 77% from FY2006 to FY2015.

Raw Cost per Session by Hour: FY2012 - FY2014 (in progress)
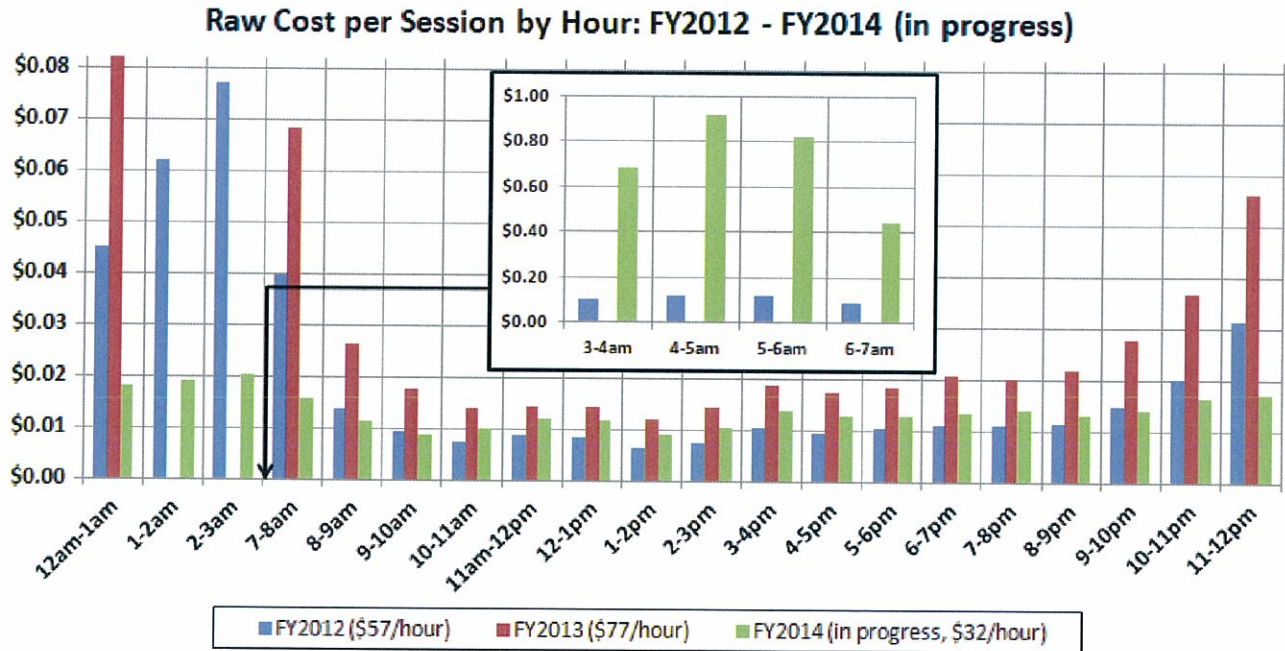
Another way of looking at costs is to attempt a cost/session by hour breakdown for KnowItNow24x7. The graph above attempts to provide this by taking total costs for the service (as reflected in each year's total LSTA budget request), dividing by the number of hours staffed (24x7 in FY2012 and 2014, no 1am to 7am coverage in FY2013), and then dividing each hour by the number of sessions handled within it. This provides a cost/session during each hour staffed. Using this method, most sessions fall below or at 2 cents each ($0.02) and the highest at less than $1.00.

There are a number of issues involved with getting a definitive cost/session by hour that incorporates all the true costs associated with the service, including:
- The "cost" of in-kind staffing by Ohio libraries during daytime and early evening hours would be extremely difficult to calculate due to salary differences throughout the state by those performing the actual staffing.
- A large percentage of daytime/early evening coverage is handled by volunteers.
- Contracted coverage occurred for different hours throughout different fiscal years, including:
- - During FY2013, contracted coverage occurred in the afternoon hours in addition to after-hours.
- - Contracted costs for FY2014 also include coverage for all major holidays whereas in past years the

service had to shut down during these times.

-- Contracted costs for FY2014 also include coverage for "calamity" days (e.g., snow days) at no extra cost.

Taking these kinds of factors into account, the above method came to be chosen as the most equitable way to determine a cost/session/hour calculation.

The above information demonstrates the on-going effort to be as cost-effective and fiscally-responsible as possible with no reduction (and, in many cases, an increase) in services available to Ohioans through KnowItNow24x7.

2014 – 2015 LSTA Grant Proposal
Budget Summary for KnowItNow24x7

Line Item	Description	2014-2015 Expenditures	Contractor
	Platform & Support		
1	Software Platform Hosting; Texting (coordinated with Twilio by LibraryH3lp)	$15,160.00	LibraryH3lp
2	KnowItNow24x7 Statewide Coordinator: Full-time (scheduling, training, planning, promotion, communication, etc.)	$86,000.00	Cleveland Public Library (CPL)
3	KnowItNow24x7 Web Services Coordinator: Full-time (tech support, programming, server maintenance, etc.)	$83,500.00	CPL
4	Marketing	$8,000.00	CPL
5	Travel: Training, Meetings, Conferences	$8,000.00	CPL
6	Equipment Program Expenses	$1,200.00	CPL
Subtotal A	*Platform & Support*	*$201,860.00*	
	Staffing Coverage		
7	Daytime & Early Evening Reference Staff	In-kind	Ohio public, academic, and special libraries
8	Staffing for After-hours 24x7 coverage	$50,000.00	ChatStaff
Subtotal B	*Lines 1 through 8*	*$251,860.00*	
	Administrative Costs		
9	3% of Subtotal B	$7,555.80	CPL
TOTAL	**2014-2015 LSTA Grant Request**	**$259,415.80**	*NOTE: 13% Decrease from FY2014*

KnowItNow24x7 FY2015 LSTA Grant Request Budget Justifications and Details

Line 1. Software Platform: Hosting, Support, Texting, and Development: This line covers the contract with LibraryH3lp which includes hosting, texting (coordinated through Twilio by LibraryH3lp), and support for the platform itself.

Line 2. KnowItNow24x7 Statewide Coordinator: This line covers one FTE (including benefits: OPERS, health insurance, Medicare and life insurance). This position oversees information-sharing and quality control of the service; coordinates implementation of new aspects of the service; recruits additional libraries to contribute staff time to handle sessions; schedules day-time providers; acts as liaison with partners; and organizes, facilitates, and coordinates regional and local efforts to provide training and grassroots marketing efforts.

Line 3. KnowItNow24x7 Web Services Coordinator: This line covers one FTE (including benefits: OPERS, health insurance, Medicare and life insurance). This position coordinates configuration and maintenance of the web pages, manages upgrades, provides necessary coding for reports and enhancements, and assists in coordinating daytime and early evening staffing. This person also provides day-to-day technical support for participating librarians and is also on-call after-hours.

Line 4. Marketing: This line covers the costs of materials to promote KnowItNow24x7 to the public, educators, librarians, administrators, and other stakeholders within Ohio. This line increased for increased outreach to more groups and associations.

Line 5. Travel: Training, Meetings, and Conferences: This line covers the expenses of traveling to meet with local libraries and librarians within Ohio for training, to present and exhibit at conferences and meetings to promote KnowItNow24x7; to explore potential partnerships with regional or statewide virtual reference services; to engage in professional meetings to maintain KnowItNow24x7's reputation and to learn from colleagues; and to share information at local, regional, and statewide meetings to explore recruitment efforts. This line increased for increased outreach to more groups and associations.

Line 6. Equipment Program Expenses: This line covers the cost of cell phone and monthly cell phone charges for the Website Coordinator and the Statewide Coordinator and home Internet access for the Website Coordinator.

Line 7. Reference Staff: Ohio public, academic, and special library staff will provide reference service during open hours as an in-kind contribution to the service as part of their regular library duties.

Line 8. After-hours Coverage: Beginning July 1, 2014, after-hours coverage will be provided by ChatStaff.

Line 9. Administrative Costs: 3% to Cleveland Public Library to administer LSTA funds.

REPORT A

CLEVELAND PUBLIC LIBRARY

MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD APRIL 1 – APRIL 30, 2014

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending April 30, 2014

		General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41	Taxes	13,742,655.48	0.00	0.00	0.00	$ 0.00	13,742,655.48
42	Intergovernmental	6,217,399.87	604,936.77	138,999.00	0.00	$ 0.00	6,961,335.64
43	Fines & Fees	135,882.98	0.00	0.00	0.00	$ 0.00	135,882.98
44	Investment Earnings	79,440.55	18,162.94	0.00	16,573.11	$ 0.00	114,176.60
45	Charges for Services	1,141,190.84	0.00	0.00	0.00	$ 0.00	1,141,190.84
46	Contributions & Donations	5,228.33	79,635.79	50,000.00	0.00	$ 0.00	134,864.12
48	Miscellaneous Revenue	182,271.58	0.00	0.00	0.00	$ 478.68	182,750.26
	Total Revenues	$ 21,504,069.63	$ 702,735.50	$ 188,999.00	$ 16,573.11	$ 478.68	$ 22,412,855.92
51	Salaries/Benefits	11,853,688.48	468,466.67	0.00	0.00	$ 0.00	12,322,155.15
52	Supplies	310,674.06	5,355.17	0.00	0.00	$ 0.00	316,029.23
53	Purchased/Contracted Services	2,961,176.15	211,330.84	0.00	755.00	$ 0.00	3,173,261.99
54	Library Materials	2,814,977.86	33,276.45	0.00	10,519.00	$ 0.00	2,858,773.31
55	Capital Outlay	213,660.55	19,067.50	1,562,406.69	0.00	$ 0.00	1,795,134.74
57	Miscellaneous Expenses	50,200.74	12,020.79	0.00	0.00	$ 410.75	62,632.28
	Total Expenditures	$ 18,204,377.84	$ 749,517.42	$ 1,562,406.69	$ 11,274.00	$ 410.75	$ 20,527,986.70
	Revenue Over/(Under) Expenditures	$ 3,299,691.79	$(46,781.92)	$(1,373,407.69)	$ 5,299.11	$ 67.93	$ 1,884,869.22
91	Sale of Capital Assets	0.00	0.00	0.00	0.00	$ 0.00	0.00
98	Advances	(24,500.00)	24,500.00	0.00	0.00	$ 0.00	0.00
99	Transfers	(3,500,000.00)	0.00	3,500,000.00	0.00	$ 0.00	0.00
	Total Other Sources / Uses	$(3,524,500.00)	$ 24,500.00	$ 3,500,000.00	$ 0.00	$ 0.00	$ 0.00
	Revenue & Other Sources Over/(Under) Expenditures & Other Uses	$(224,808.21)	$(22,281.92)	$ 2,126,592.31	$ 5,299.11	$ 67.93	$ 1,884,869.22
	Beginning Year Cash Balance	$ 32,152,902.16	$ 12,967,410.73	$ 13,919,431.93	$ 3,140,010.68	$ 10,449.41	$ 62,190,204.91
	Current Cash Balance	$ 31,928,093.95	$ 12,945,128.81	$ 16,046,024.24	$ 3,145,309.79	$ 10,517.34	$ 64,075,074.13

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending April 30, 2014

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	19,744,566	6,217,400	13,527,166	31%	31%
General Property Tax	24,140,419	13,742,655	10,397,763	57%	61%
Rollback, Homestead, CAT	3,375,390	0	3,375,390	0%	0%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	370,000	135,883	234,117	37%	46%
Investment Earnings	157,213	79,441	77,772	51%	32%
Services to Others-Clevnet	3,366,741	1,141,191	2,225,550	34%	34%
Contributions	5,000	5,228	(228)	100%	100%
Miscellaneous	544,352	182,272	362,080	33%	52%
Return of Advances Out	0	0	0	0%	0%
Total	$ 51,703,681	$ 21,504,070	$ 30,199,611	42%	42%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	36,251,588	11,960,570	24,291,018	33%	35%
Supplies	1,184,174	564,739	619,435	48%	49%
Purchased Services	11,599,487	7,141,504	4,457,983	62%	66%
Library Materials	11,483,839	5,361,465	6,122,374	47%	45%
Capital Outlay	656,073	248,115	407,958	38%	15%
Other	106,296	85,464	20,832	80%	70%
Sub Total	$ 61,281,458	$ 25,361,858	$ 35,919,600	41%	43%
Advances Out	0	24,500	(24,500)	0%	100%
Transfers Out	3,500,000	3,500,000	0	100%	0%
Total	$ 64,781,458	$ 28,886,358	$ 35,895,100	45%	43%

Note (1): Certificate from Cuyahoga County Budget Commission dated April 4, 2014.
Note (2): Subtotal Amended Appropriation of $54,307,395 plus carried forward encumbrance of $6,974,063.
Note (3): Subtotal includes 29% expended and 12% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending April 30, 2014

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	10,515,639.73	10,902,927.43	3,462,322.73	0.00	7,440,604.70
51120	Clerical Salaries	9,690,669.34	10,065,142.68	3,296,383.12	0.00	6,768,759.56
51130	Non-Clerical Salaries	1,233,085.46	1,283,755.00	449,332.57	0.00	834,422.43
51140	Buildings Salaries	3,601,946.88	3,733,044.19	1,162,390.09	0.00	2,570,654.10
51150	Other Salaries	998,698.74	1,037,559.35	348,185.61	0.00	689,373.74
51180	Severance Pay	0.00	32,971.85	48,589.98	0.00	(15,618.13)
51190	Non-Base Pay	0.00	10,353.56	94,869.91	0.00	(84,516.35)
51400	OPERS	3,577,218.98	3,716,837.20	1,239,603.07	0.00	2,477,234.13
51610	Health Insurance	4,067,844.96	4,234,319.35	1,322,906.72	0.00	2,911,412.63
51611	Dental Insurance	210,956.08	228,224.10	67,546.02	0.00	160,678.08
51612	Vision Insurance	16,017.41	16,017.41	5,071.94	0.00	10,945.47
51620	Life Insurance	13,651.20	14,781.00	4,533.60	0.00	10,247.40
51630	Workers Compensation	263,314.07	569,325.04	227,659.66	70,440.03	271,225.35
51640	Unemployment Compensation	40,000.00	59,582.55	8,588.30	30,994.25	20,000.00
51650	Medicare - ER	319,190.15	331,665.96	111,507.29	0.00	220,158.67
51900	Other Benefits	15,000.00	15,081.50	4,197.87	5,447.70	5,435.93
	Salaries/Benefits	**$34,563,233.00**	**$ 36,251,588.17**	**$ 11,853,688.48**	**$ 106,881.98**	**$ 24,291,017.71**
52110	Office Supplies	42,040.00	43,367.51	16,254.93	4,972.67	22,139.91
52120	Stationery	56,800.00	64,311.30	14,113.16	7,609.81	42,588.33
52130	Duplication Supplies	25,100.00	27,766.40	11,741.95	5,332.80	10,691.65
52140	Hand Tools	600.00	600.00	341.69	0.00	258.31
52150	Book Repair Supplies	64,200.00	111,787.58	24,069.36	18,143.48	69,574.74
52210	Janitorial Supplies	100,972.00	113,125.23	46,006.69	8,407.74	58,710.80
52220	Electrical Supplies	67,000.00	78,580.35	25,671.48	22,830.94	30,077.93

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending April 30, 2014

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230	Maintenance Supplies	254,835.00	274,101.20	75,414.12	89,267.92	109,419.16
52240	Uniforms	27,100.00	27,139.00	0.00	1,111.39	26,027.61
52300	Motor Vehicle Supplies	87,820.00	109,437.91	25,637.58	70,435.93	13,364.40
52900	Other Supplies	319,500.00	333,957.59	71,423.10	25,952.42	236,582.07
	Supplies	$1,045,967.00	$1,184,174.07	$310,674.06	$254,065.10	$619,434.91
53100	Travel/Meetings	125,000.00	131,502.95	22,588.49	33,914.46	75,000.00
53210	Telecommunications	496,187.04	578,021.60	179,440.08	329,537.70	69,043.82
53230	Postage/Freight	104,100.00	112,986.57	36,278.45	55,504.62	21,203.50
53240	PR/Other Communications	148,300.00	191,377.16	60,244.86	80,931.86	50,200.44
53310	Building Repairs	568,400.00	649,759.50	104,724.63	36,790.95	508,243.92
53320	Machine Repairs	45,219.00	53,401.32	8,380.40	8,035.27	36,985.65
53340	Building Maintenance	190,000.00	248,603.76	65,240.49	82,675.09	100,688.18
53350	Machine Maintenance	296,650.00	399,903.61	70,509.08	113,057.23	216,337.30
53360	Computer Maintenance	1,025,383.31	1,085,701.37	388,593.48	102,870.49	594,237.40
53370	Motor Vehicle Repairs	35,000.00	44,759.93	10,125.49	12,578.87	22,055.57
53380	Contract Security	1,040,000.00	1,084,574.97	265,544.82	304,030.15	515,000.00
53390	Landscaping	30,000.00	30,225.75	5,033.00	6,364.75	18,828.00
53400	Insurance	415,817.00	473,067.00	57,596.00	0.00	415,471.00
53510	Rent/Leases	113,200.00	119,780.25	43,429.00	72,100.36	4,250.89
53520	Equipment Rental	60,430.76	72,420.66	22,893.28	31,515.24	18,012.14
53610	Electricity	1,757,100.17	1,830,602.37	590,376.67	1,202,450.45	37,775.25
53620	Gas	171,380.00	221,890.03	120,717.88	69,216.20	31,955.95
53630	Chilled Water	896,000.06	971,381.10	163,773.64	789,879.96	17,727.50
53640	Water/Sewer	91,828.62	124,755.54	19,093.20	76,882.39	28,779.95

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending April 30, 2014

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710	Professional Services	1,274,340.40	1,837,053.59	257,173.96	646,011.53	933,868.10
53720	Auditors Fees	819,671.64	849,171.64	369,911.22	29,500.00	449,760.42
53730	Bank Service Charges	26,800.00	26,800.00	8,453.93	0.00	18,346.07
53800	Library Material Control	265,000.00	429,249.47	63,932.22	94,829.90	270,487.35
53900	Other Purchased Services	10,000.00	32,496.75	27,121.88	1,650.50	3,724.37
	Purchased/Contracted Services	$10,005,808.00	$11,599,486.89	$2,961,176.15	$4,180,327.97	$4,457,982.77
54110	Books	2,335,500.00	2,957,497.68	663,808.14	490,161.67	1,803,527.87
54120	Continuations	432,000.00	931,929.52	144,538.93	386,799.91	400,590.68
54210	Periodicals	815,000.00	1,649,523.05	580,461.98	230,904.86	838,156.21
54220	Microforms	123,000.00	195,750.18	27,230.18	47,742.68	120,777.32
54310	Video Media	1,354,237.00	1,501,654.88	334,601.83	248,921.07	918,131.98
54320	Audio Media - Spoken	156,000.00	172,760.32	35,516.18	12,335.92	124,908.22
54325	Audio Media - Music	393,000.00	502,331.64	73,816.60	128,934.01	299,581.03
54350	Computer Media	0.00	739.00	14.00	725.00	0.00
54500	Database Services	1,178,607.00	1,568,353.74	461,184.37	301,767.05	805,402.32
54530	eMedia	1,045,858.00	1,670,355.00	424,898.67	658,233.21	587,223.12
54600	Interlibrary Loan	0.00	1,905.00	895.00	1,010.00	0.00
54710	Bookbinding	25,000.00	52,739.47	3,041.60	24,697.87	25,000.00
54720	Preservation Services	57,000.00	87,893.55	16,798.02	6,129.27	64,966.26
54730	Preservation Boxing	8,000.00	9,001.32	0.00	592.63	8,408.69
54790	Preservation Reformatting	130,000.00	181,404.82	48,172.36	7,531.87	125,700.59
	Library Materials	$8,053,202.00	$11,483,839.17	$2,814,977.86	$2,546,487.02	$6,122,374.29
55510	Furniture	158,277.00	212,123.63	35,531.14	21,886.47	154,706.02
55520	Equipment	161,903.00	258,532.11	94,315.70	12,437.42	151,778.99

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending April 30, 2014

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530	Computer Hardware	68,000.00	95,133.46	22,529.46	0.00	72,604.00
55540	Software	29,000.00	31,446.25	2,446.25	130.95	28,869.05
55700	Motor Vehicles	0.00	58,838.00	58,838.00	0.00	0.00
	Capital Outlay	$417,180.00	$656,073.45	$213,660.55	$34,454.84	$407,958.06
57100	Memberships	70,584.00	70,684.00	42,842.40	11,458.60	16,383.00
57200	Taxes	10,956.00	11,990.74	4,210.05	7,704.00	76.69
57500	Refunds/Reimbursements	19,125.00	23,621.39	3,148.29	16,100.43	4,372.67
	Miscellaneous Expenses	$100,665.00	$106,296.13	$50,200.74	$35,263.03	$20,832.36
59810	Advances Out	0.00	0.00	24,500.00	0.00	(24,500.00)
	Advances	$0.00	$0.00	$24,500.00	$0.00	$(24,500.00)
59900	Transfers Out	0.00	3,500,000.00	3,500,000.00	0.00	0.00
	Transfers	$0.00	$3,500,000.00	$3,500,000.00	$0.00	$0.00
	TOTAL	$54,186,055.00	$64,781,457.88	$21,728,877.84	$7,157,479.94	$35,895,100.10

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2014

		Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101	General Fund	32,152,902.16	21,504,069.63	21,728,877.84	7,157,479.94	24,770,614.01
	Total General Fund	**$ 32,152,902.16**	**$ 21,504,069.63**	**$ 21,728,877.84**	**$ 7,157,479.94**	**$ 24,770,614.01**
201	Anderson	237,574.00	0.00	0.00	0.00	237,574.00
202	Endowment for the Blind	1,870,632.05	0.00	0.00	0.00	1,870,632.05
203	Founders	5,097,795.20	57,340.67	56,596.49	136,783.42	4,961,755.96
204	Kaiser	50,517.36	0.00	0.00	0.00	50,517.36
205	Kraley	169,521.71	0.00	0.00	0.00	169,521.71
206	Library	181,123.56	(6,691.17)	6,856.45	121.00	167,454.94
207	Pepke	109,016.85	(498.12)	0.00	0.00	108,518.73
208	Wickwire	1,208,349.14	7,903.95	0.00	8,940.00	1,207,313.09
209	Wittke	74,421.21	0.00	0.00	0.00	74,421.21
210	Young	3,478,300.48	(25,741.60)	2,226.75	7,162.70	3,443,169.43
225	Friends	1,720.09	24,500.00	1,163.32	556.77	24,500.00
226	Judd	5,939.74	52,697.00	41,998.30	42,452.56	(25,814.12)
228	Lockwood Thompson Memorial	232,237.47	0.00	16,937.95	232,172.33	(16,872.81)
229	Ohio Center for the Book	75.00	900.00	0.00	0.00	975.00
230	Schweinfurth	65,651.08	11,888.00	19,998.00	0.00	57,541.08
251	OLBPD-Library for the Blind	71,143.04	502,732.00	508,467.19	53,428.67	11,979.18
252	LSTA-Know It Now	59,552.75	54,124.77	70,392.97	5,720.40	37,564.15
254	MyCom	53,840.00	48,080.00	24,880.00	47,360.00	29,680.00
	Total Special Revenue Funds	**$ 12,967,410.73**	**$ 727,235.50**	**$ 749,517.42**	**$ 534,697.85**	**$ 12,410,430.96**
401	Building & Repair	13,919,431.93	3,688,999.00	1,562,406.69	1,015,341.18	15,030,683.06
	Total Capital Project Funds	**$ 13,919,431.93**	**$ 3,688,999.00**	**$ 1,562,406.69**	**$ 1,015,341.18**	**$ 15,030,683.06**
501	Abel	201,652.08	0.00	0.00	0.00	201,652.08
502	Ambler	1,922.16	0.00	0.00	0.00	1,922.16

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2014

		Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
503	Beard	120,547.30	1,490.16	755.00	2,289.00	118,993.46
504	Klein	4,551.71	0.00	0.00	0.00	4,551.71
505	Malon/Schroeder	251,977.23	(37.74)	0.00	1,200.00	250,739.49
506	McDonald	157,679.29	1,701.47	0.00	0.00	159,380.76
507	Ratner	77,265.33	(265.82)	0.00	0.00	76,999.51
508	Root	33,189.92	0.00	0.00	0.00	33,189.92
509	Sugarman	185,194.09	1,143.16	0.00	0.00	186,337.25
510	Thompson	140,936.71	0.00	0.00	0.00	140,935.71
511	Weidenthal	5,651.24	0.00	0.00	0.00	5,651.24
512	White	1,884,678.86	12,541.88	10,519.00	117.90	1,886,583.84
513	Beard Anna Young	74,764.76	0.00	0.00	0.00	74,764.76
	Total Permanent Funds	**$ 3,140,010.68**	**$ 16,573.11**	**$ 11,274.00**	**$ 3,606.90**	**$ 3,141,702.89**
901	Unclaimed Funds	10,449.41	478.68	410.75	0.00	10,517.34
	Others	**$ 10,449.41**	**$ 478.68**	**$ 410.75**	**$ 0.00**	**$ 10,517.34**
	Total All Funds	**$ 62,190,204.91**	**$ 25,937,355.92**	**$ 24,052,486.70**	**$ 8,711,125.87**	**$ 55,363,948.26**

Cleveland Public Library
Depository Balance Detail
For the Period Ending April 30, 2014

Balance of All Funds — $ 64,075,074.13

Chase-Checking	6,470.76
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,502,005.86
KeyBank-MC/VISA	239,244.96
Fifth Third – Checking	144,449.69
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
KeyBank-Savings Bond Acct	0.00

Cash in Library Treasury — $ 1,897,396.79

PNC - Money Market	10,037.56
PNC - Investments	34,720,252.17
PNC/Allegiant Money Market	66,458.43
KeyBank – Victory Fund	0.00
STAR OHIO Investment	29,916.60
STAR Plus Investment	12,281,835.49

Investments — $ 47,108,500.25

PNC Endowment Acct	15,069,177.09

Endowment Account — $ 15,069,177.09

Cash in Banks and On Hand — $ 64,075,074.13

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – April 2014

1. INTERIM DEPOSITS

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury and Agency issues as managed by United American Capital Corporation, STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period April 1, 2014 through April 30, 2014.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
04/01/14 - 04/30/14	30	Various	STAR Ohio	Various	0.53	Investment Pool
04/01/14 - 04/30/14	30	Various	STAR Plus	Various	2,380.91	Investment Pool
04/01/14 - 04/30/14	30	Various	PNC	Various	1.38	Sweep Money Market
04/01/14 - 04/30/14	30	Various	PNC	Various	0.42	Money Market
10/28/13 - 04/28/14	183	1,000,000	Federal Home Loan Mortgage Corp.	0.375%	4,235.00	Federal Agency
01/18/14 - 04/04/14	77	1,000,000	Federal Farm Credit Bank	0.300%	1,211.33	Federal Agency
10/29/13 - 04/29/14	183	1,000,000	Federal Home Loan Mortgage Corp.	0.500%	2,500.00	Federal Agency
04/04/14 - 04/20/14	17	1,000,000	Federal National Mortgage Assn.	0.750%	333.33	Federal Agency

| | | | | Earned Interest April 2014 | $ | 10,662.90 |
| | | | | Earned Interest Year To Date | $ | 79,440.55 |

CLEVELAND PUBLIC LIBRARY   <u>REPORT C</u>

Board Meeting
May 13, 2014

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR April 2014

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
State Treasurer of Ohio 2014 CPIM Academy Boot Camp Brecksville, Ohio	4/17/14	Laura Armstrong	100.00
US Patent and Trademark Office Annual Training Seminar Alexandria, Virginia	3/24/14 - 3/27/14	James Bettinger	1,897.38
Ohio Library Council Southwest Chapter Conferences Wilmington, Ohio	4/3/14	Don Boozer	153.44
Ohio Library Council Northwest Chapter Conferences Toledo, Ohio	4/11/14	Don Boozer	147.28
Ohio Library Council Northeast Chapter Conference Kent, Ohio.	3/26/14	William Bradford	85.00
Ohio Library Council Northern Trustee Dinner Independence, Ohio	4/22/14	Alice Butts	35.00
Ohio Library Council Northern Trustee Dinner Independence, Ohio	4/22/14	Thomas Corrigan	35.00
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Thomas Corrigan	20.00
Information Today Computers in Libraries Seminar Washington, D.C.	4/6/14 - 4/10/14	Anastasia Diamond-Ortiz	614.38

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Joyce Dodrill	20.00
City Club of Cleveland Making High Quality Preschool Imperative Cleveland, Ohio	3/25/14	Maria Estrella	25.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/3/14 - 4/4/14	Maria Estrella	150.00
Ohio Library Council Webinar:19th Century Publishers Cleveland, Ohio	3/20/14	Pamela Eyerdam	50.00
Ohio Library Council Webinar:19th Century Publishers Cleveland, Ohio	3/20/14	Dawn Grattino	20.00
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Angela Guinther	32.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/26/14	Beth Hatch	23.64
Northern Ohio Technical Service Librarians Customer Meets Collection Seminar Parma, Ohio	4/4/14	Elizabeth Hegstrom	50.00
Information Today Computers in Libraries Seminar Washington, D.C.	4/6/14 - 4/10/14	Olivia Hoge	104.96
Council on East Asian Libraries 2014 Workshop Philadelphia, Pennsylvania	3/24/14 - 3/26/14	Amei Hu	1,077.30
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Rena Hunter	32.00
Northeast Ohio Regional Library System New Book Look Plus Semiar Brunswick, Ohio	4/8/14	Amiya Hutson	36.68

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Cleveland Society of Human Resources Northern Ohio HR Conference Cleveland, Ohio	3/14/14	Dawntae Jackson	267.06
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Cedric Johns	32.00
State Employment Relations Board SERB Acacdemy 2014 Dublin, Ohio	3/31/14 - 4/1/14	Cedric Johns	298.80
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Carlos Latimer	32.00
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Cindy Lombardo	20.00
Information Today Computers in Libraries Seminar Washington, D.C.	4/6/14 - 4/10/14	CJ Lynce	668.49
State Library of Ohio Library Leadership Ohio Columbus, Ohio	7/22/14 - 7/25/14	Erica Marks	425.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/3/14 - 4/4/14	Erica Marks	75.00
State Library of Ohio Library Leadership Ohio Columbus, Ohio	7/22/14 - 7/25/14	Tracy Martin	425.00
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Tracy Martin	32.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/4/14	Sandra Nosse	164.80
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Kevin Ray	32.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Will Reed	32.00
Information Today Computers in Libraries Seminar Washington, D.C.	4/6/14 - 4/10/14	David Reynolds	1,167.35
Kent State University Virginia Hamilton Conference Kent, Ohio	4/4/14	Kristen Schmidt	120.00
Ohio Library Council Northern Trustee Dinner Independence, Ohio	4/22/14	Alan Seifullah	35.00
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Alan Seifullah	20.00
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Nicole Shabazz	32.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/4/14	Nicole Shabazz	194.24
Kent State University Virginia Hamilton Conference Kent, Ohio	4/4/14	Alexandra Staskiews	170.96
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Felton Thomas	20.00
Ohio Library Council Northern Trustee Dinner Independence, Ohio	4/22/14	Felton Thomas	35.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/26/14	Helena Travka	85.00
Information Today Computers in Libraries Seminar Washington, D.C.	4/6/14 - 4/10/14	Stamatis Tripodis	164.11

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Kent State University Virginia Hamilton Conference Kent, Ohio	4/4/14	Natasha Wells	120.00
Ohio Library Council Northern Trustee Dinner Independence, Ohio	4/22/14	Rick Werner	35.00
Ohio Library Council Legislative Day Columbus, Ohio	4/2/14	Marcie Williams	32.00
TOTAL			**$9,443.87**

SUMMARY

FUND	APRIL	YEAR TO DATE
General	$8,065.85	$22,588.49
Judd Fund	0.00	0.00
Lockwood Thompson	1,077.30	3,659.50
Metlife-Fit for Life	0.00	0.00
OLBPD	0.00	136.64
LSTA - Know it Know	300.72	605.92
TOTAL	**$9,443.87**	**$26,990.55**

CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
4/01/2014 THROUGH 4/30/2014

600

EXHIBIT 9

Human Resources Committee Report
May 15, 2014

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
MORGAN,DEREMIUS*	MLK	PAGE	3/6/2014	RETURN TO SCHOOL
GASTON,NAOMI	HARVARD -LEE	PAGE	4/12/2014	RETURN TO SCHOOL
TOVANCHE,SELENA	JEFFERSON	PAGE	4/6/2014	RETURN TO SCHOOL
SAAR,ANTHONY T	PS BRANCH SUBS	LIBRARY ASSISTANT	4/1/2014	PERSONAL REASONS
JUMBA,JENNIFER	PS BRANCH SUBS	LIBRARY ASSISTANT	4/26/2014	ANOTHER JOB
MOORMAN,ZEBULUN	LITERATURE	PAGE	4/29/2014	PERSONAL REASONS

RETIREMENT

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
PALOMO,ANN	IT/CLEVNET	LIB SYS & APPL MGR	4/30/2014	RETIREMENT
MULLIN,MAUREEN	SCIENCE & TECHNOLOGY	SUBJ DEPT MANAGER	4/30/2014	RETIREMENT
SPEIGNER,ROBIN	GOVERNMENT DOC	SUBJ DEPT MANAGER	4/30/2014	RETIREMENT

* Delayed notice of resignation

Human Resources Committee Report
May 15, 2014

EMPLOYEE: HUNTER, ARLIST
JOB TITLE: LIBRARY ASST SUB

CURRENT GRADE: F   **EFFEC DATE** 04/01/2014
CURRENT STEP: 1 **FOR GRADE/STEP**

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

EMPLOYEE: WOLLERMAN, ROBERT
JOB TITLE: CUSTODIAN II

CURRENT GRADE: B   **EFFEC DATE** 04/07/2014
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		30,919.72	NEW HIRE

EMPLOYEE: LEFKOWITZ, JOEL
JOB TITLE: LIBRARY COMP EMPH

CURRENT GRADE: F   **EFFEC DATE** 03/09/2014
CURRENT STEP: 1 **FOR GRADE/STEP**

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

EMPLOYEE: SMITH, MATTHEW
JOB TITLE: CUSTODIAN II

CURRENT GRADE: B   **EFFEC DATE** 03/09/2014
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		30,919.72	NEW HIRE

EMPLOYEE: HALVORSEN, CHARLES
JOB TITLE: LIBRARY COMP EMPH

CURRENT GRADE: F   **EFFEC DATE** 03/09/2014
CURRENT STEP: 1 **FOR GRADE/STEP**

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

Human Resources Committee Report
Meeting Date: May 15, 2014
Report Period: April, 2014

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

MONTH	2013 SICK LEAVE HOURS USED	2014 SICK LEAVE HOURS USED	2014 TOTAL HOURS
January	3,655.75	4,933.14	132,056.58
February	4,261.02	4,259.31	87,450.76
March	*5,244.17	4,679.66	87,286.69
April	3,614.65	3,675.04	89,178.00
May	3,910.47		
June	2,895.01		
July	3,272.87		
August	*4,570.23		
September	3,414.33		
October	4,081.30		
November	3,591.42		
December	4,130.37		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
APR 1, 2014- APR 30, 2014 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

Human Resources Committee Report

May 15, 2014

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	82	20	11	1			30	19	1		
Professionals	72	11	3		1		36	13	5	3	
Technicians	20	10	2	1			6	1			
Protective Service	21	8	11					2			
Para-Professionals	144	31	31	2	2		36	31	9	2	
Administrative Support	303	30	63	7	3		52	128	17	3	
Skilled Craft	10	6	2		1			1			
Service Maintenance	50	8	34	2			2	3	1		
Grand Total	702	124	157	13	7	0	162	198	33	8	0

A= Total Column

B= White   C=Black   D=Hispanic   E=Asian/Pacific

G=White   H=Black   I=Hispanic   J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

INSURANCE REPORT
FOR THE MONTH OF
APRIL
2014

Human Resources Committee Report
MAY 15, 2014

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Med Mutual Silver	21	10	31
Med Mutual Gold	256	146	402
Delta Dental	274	175	449
Vision	238	161	399

Workers' Compensation Lost Time Report			
Classification	Dept/Location	Date of Injury	Total days missed during report month
LIBRARIAN	FULTON	12/19/2012	30

Cleveland Public Library
Community Vision Plan
Cleveland, Ohio

PROPOSAL for PLANNING AND URBAN DESIGN SERVICES

Submitted to
Cleveland Public Library
325 Superior Ave., N.E. Cleveland, OH 44114 | Phone: (216) 623-2800

by
Kent State University Cleveland Urban Design Collaborative
1309 Euclid Avenue, Cleveland, OH 44115 | Phone: (216) 357-3434

9 May 2014

OVERVIEW

The Cleveland Public Library (CPL) is leading an effort to determine the appropriate services that will be offered at its branch locations in the future through authentic engagement and valued input from community residents. The ongoing process is anticipated to build on the previous work of Enlightenment Consulting Group (ECG), which began gathering community needs and preferences in three Cleveland communities. As the engagement process in these three neighborhoods progresses to the next phase of physical planning, CPL contacted Kent State University's Cleveland Urban Design Collaborative (CUDC) to partner with ECG to provide the necessary neighborhood planning expertise.

CPL faces a challenge familiar to many institutions serving communities in Cleveland: How can we best meet the needs of our patrons in a changing context of new technologies, aging facilities, and declining population? CPL's response to this question must be crafted individually for each branch neighborhood, based on the unique demands and opportunities present in those communities. The CUDC's local knowledge of Cleveland neighborhoods and expertise in public engagement, depopulation research, and physical urban planning provide the complementary skills to enable CPL to take the next step in crafting an equitable Community Vision Plan.

The CUDC, in collaboration with ECG, will articulate community priorities and generate a clearer vision of the library's role in each target neighborhood. Neighborhood asset maps, programming concepts, and visual renderings produced through this process will support CPL's efforts to then conduct a finer grain analysis of the operational costs, interior architectural feasibility, and other financial investments required to commit limited resources appropriately.

The current planning proposal addresses eight initial branches, split into two groups. The planning process is expected to be refined and expanded beyond these two groups in subsequent proposals to include the remaining CPL branch neighborhoods. A final report will be produced for each group with recommendations tailored to each branch, which may include:
- Exterior architectural renovations for library branch buildings
- Conceptual proposals for reprogramming interior spaces
- Outdoor site improvements on library properties
- Framework for prioritizing library service locations based on pedestrian, transit, and bicycle accessibility
- Streetscape enhancements to improve neighborhood character surrounding branch buildings
- Creative ideas for bridging the digital divide
- Opportunities for current library services to shift to other neighborhood locations
- Partnerships with community organizations to achieve residents' desires

Final recommendations for the target neighborhoods will be developed by ECG and CUDC in close partnership with CPL, through a carefully designed engagement process for each of the targeted branch locations. ECG's previous work has gathered feedback from residents that promote community building and address community deficits. Building upon this initial engagement process, the CUDC will advance the community conversations into the realm of physical planning. The CUDC will lead public meetings and focus groups to gather public feedback and will share updates through a project website developed by the CUDC and hosted by CPL.

ABOUT CUDC

The CUDC is an innovative, non-profit urban design practice committed to a sustainable, vibrant and inclusive urban future. We combine client-based projects, applied research, graduate teaching and advocacy to impact urban design decisions and land use policy in Cleveland and throughout Northeast Ohio. We work closely with clients, civic organizations, academic partners, students, and a multidisciplinary network of professionals to address emerging issues, locally and nationally, and expand the ideas, energy, and resources dedicated to making better cities.

PROJECT APPROACH/WORK PROGRAM

The overall project will be led collaboratively by CUDC and ECG, in close partnership with CPL staff. The planning process for individual library branches will also involve the participation of an Advisory Committee comprised of local stakeholders from each community. Members of the Advisory Committees will be determined by the design team and CPL to reflect a broad spectrum of the community, including local contacts engaged in the previous "Community Conversations" phase. In this way, the current planning process will embed a continuity of local knowledge and strengthen community relationships over time.

The current proposal's scope of work will focus on two initial branch groups, with additional groups added in subsequent proposals.

Group 1:

- South Branch (Tremont)
- Fleet Branch (Slavic Village)
- Woodland Branch (Central)
- Sterling Branch (Central)

Group 2:

- Mt. Pleasant Branch (Mt. Pleasant)
- E. 131st Street Branch (Corlett)
- Brooklyn Branch (Brooklyn Centre)
- South Brooklyn Branch (Old Brooklyn)

The planning process for each group is organized into three phases:

1. Existing Conditions Analysis
2. Gather Community Priorities
3. Develop Recommendations

GROUP 1: South (Tremont), Fleet (Slavic Village), Woodland & Sterling (Central)

Phase 1: EXISTING CONDITIONS ANALYSIS

1.1 Kick-off meeting w/ ECG and CPL
CUDC will meet with ECG and CPL staff to review the project's overall goals, discuss development of the project website, and coordinate team member schedules to align with the proposed work plan

1.2 Refine Work Plan & develop engagement process
CUDC and ECG will meet to adjust the Work Plan as needed based on feedback from the Kick-off meeting with CPL. In addition, we will collaboratively design

specific elements of the public engagement plan to ensure broad representation from each community.

1.3   Develop project website
In coordination with CPL, the CUDC will create a website for the project, which will provide timely updates on the planning process to the public. The website will include individual pages for each branch community, where residents may learn about the project's goals, download presentation slides, and access contact information to submit comments or questions.

1.4   ECG will share 2013 Community Conversations report with Group 1 key partners

1.5   Identify candidates for Advisory Committee
CUDC, ECG, and CPL will engage existing contacts in each Group 1 community to identify suitable candidates to serve on the Advisory Committees. One Advisory Committee will be formed to help guide the planning process in each branch neighborhood. Candidates should reflect the diversity of stakeholders in the community and should include participants in the previous Community Conversations process to ensure a continuity of engagement.

1.6   ECG will enter new Group 2 branches to initiate Community Conversations process

1.7   Review planning documents and recent development proposals
CUDC will assemble relevant planning documents, including neighborhood master plans, streetscape plans, and development proposals for each of the communities within Group 1. Insights gleaned from this analysis may reveal opportunities for CPL to leverage current initiatives underway in the neighborhoods in support of the project's goals.

1.8   Library Branch site visits
CUDC will conduct site visits to Group 1 library branches with CPL staff to better understand the interior layout, exterior conditions and demographic context of each of the four locations. CUDC will document surrounding neighborhood conditions, particularly areas of safety concern, vacant storefronts, pedestrian and bicycle amenities, and nearby public spaces, which may emerge in later conversations with the community. CUDC will produce existing conditions base maps from this analysis for use in the public meetings.

1.9   ECG will design training to support resident participants on Advisory Committee

1.10 Conduct Advisory Committee meetings
CUDC will lead one Advisory Committee meeting in each Group 1 neighborhood (four total), to introduce the planning process and gather insights on current projects in the area that may impact branch functions. Advisory Committee involvement will be key to ensuring robust and productive engagement at the public meetings.

1.11 Debrief meeting with CPL
Following the completion of all four Advisory Committee meetings, the CUDC and ECG will meet with CPL staff to discuss what we heard at the meetings and outline appropriate issues to address during the ongoing public process.

Phase 2: GATHER COMMUNITY PRIORITIES

2.1 Develop key issues for each neighborhood
Based on feedback from the Advisory Committee meetings and debrief session with CPL, the CUDC and ECG will develop a draft set of key issues to examine in each neighborhood through the process.

2.2 Schedule Group 1 Public Meetings
CUDC, ECG, and CPL will schedule Group 1 public meetings and focus groups meetings in collaboration with the Advisory Committee. ECG and CUDC will lead one public meeting and up to three focus group sessions per branch community. Focus groups will engage key stakeholders underrepresented at public meetings (ex. CPL branch staff, high school students, etc.) Public Meetings may be held at the library branch facility, unless a more suitable alternative venue is determined.

2.3 Create materials for Public Meetings
CUDC will develop required materials and visualizations for each of the four public meetings to enable productive feedback from the attendees. Visualizations will address the key issues developed in step 2.1 and advance the ideas gathered in the Community Conversations to the next level of physical planning. Handouts and presentations slides may include:
- infographics explaining the overall branch system's current challenges
- local neighborhood asset maps
- planned development composite maps
- survey questions
- existing conditions drawings and photographs
- other imagery to clearly communicate the relevant issues

2.4 ECG to conduct small group meetings in the Group 2 neighborhoods

2.5 Review draft public meeting presentations with Advisory Committees
In advance of the Public Meetings, the CUDC will meet with the four Advisory Committees in each branch to preview the presentation and public meeting agenda. These preview sessions will enable the community stakeholders to state any concerns in advance of the public presentation and provide the design team with an opportunity to adjust content accordingly.

2.6 Update Public Meeting presentations
Based on feedback from the Advisory Committees, the CUDC will update the public meeting presentation slides and handout materials.

2.7 Conduct Public Meetings
CUDC and ECG will conduct four public meetings, one in each Group 1 target branch neighborhood. If only three public meetings are determined necessary by CPL (combining Woodland and Sterling into one public meeting), then the staff hours invoiced will adjust accordingly.

2.8 ECG and CUDC will lead up to 3 focus group sessions per community
The focus group sessions will serve to complement the larger public meeting. By directly targeting key stakeholders underrepresented during public meetings, the focus group sessions can ensure a diversity of voices are heard and documented.

Focus groups may include CPL branch staff, high school students, local community development corporation staff, business owners, CMHA residents, etc.

2.9   Process feedback and update website
CUDC will document and distill key insights from the public meetings and focus group sessions. Presentations, notes and photographs from the meetings will be posted to the project website, providing regular updates to the public.

Phase 3: DEVELOP RECOMMENDATIONS
3.1   ECG, CUDC and CPL team debrief to discuss feedback from Phase 2 public engagement and determine opportunities for CPL responses

3.2   Advisory committee meetings to discuss feedback from public meetings and focus groups, in order to develop list of specific project deliverables

3.3   ECG will share preliminary findings of the data from Group 2 community conversations with CUDC

3.4   Develop Draft Report
CUDC will create a draft of the final report including a range of recommendations suited to each branch in Group 1. Some neighborhoods may already have plans in place, which address certain issues raised during the CPL planning process, while other neighborhoods may not have recent plan to build upon. Therefore, the recommendations for areas surrounding each branch will vary and may include:
  • CPL building exterior enhancements
  • CPL branch outdoor site improvements
  • CPL branch conceptual interior programming ideas
  • Proposed physical improvements to the surrounding neighborhood led by the local CDC or City of Cleveland
  • Partnerships with other organizations to implement desired community vision

3.5   Review draft report for Group 1 with CPL Staff and Advisory Committees

3.6   Prepare presentations for second round of public meetings in Group 1 neighborhoods

3.7   Second round of public meetings with Group 1 branches to review final recommendations

3.8   Update report based on public meeting feedback

3.9   ECG to submit final report on Group 2 Community Conversations

3.10 Submit final report
CUDC and ECG will submit final report for Group 1 Recommendations to CPL (provided in bound letter format print copies & PDF digital version)

CUDC

GROUP 2: Mount Pleasant, E. 131st Street, Brooklyn & South Brooklyn

Phase 1: EXISTING CONDITIONS ANALYSIS

1.1 Kick-off meeting
     CUDC and ECG meeting w/ CPL to discuss project goals and schedule for Group 2

1.2 CUDC will update project website for Group 2 branches

1.3 ECG/CPL to share 2014 report to Group 2 key partners and residents including 2015 plans

1.4 ECG/CUDC identify candidates for an Advisory Committee in each Group 2 neighborhood in partnership with CPL, local CDCs, and other stakeholders. Schedule first meeting dates.

1.5 ECG will enter new Group 3 branches to repeat initial engagement process undertaken in Group 1 and Group 2 branches

1.6 CUDC to review other planning documents and recent development proposals for Group 2 neighborhoods

1.7 Conduct Group 2 library branch site visits (with CPL staff), document surrounding neighborhoods, and prepare existing conditions base maps

1.8 ECG design and deliver training to support resident participants on Advisory Committee

1.9 Conduct four Advisory Committee meetings, one in each Group 2 neighborhood, to introduce the process and gather insights on current projects in the area that may impact branch functions

1.10 Debrief meeting with CPL Staff on Advisory Committees' feedback and discuss appropriate opportunities to share during public meetings

Phase 2: GATHERING COMMUNITY PRIORITIES

2.1 Develop list of key issues for each Group 2 neighborhood
     Based on Advisory Committee and CPL Staff feedback, develop list of key issues to examine in each Group 2 neighborhood and corresponding visualizations to enable community input at the public meetings.

2.2 Schedule Group 2 public meetings and focus groups meetings in collaboration with Advisory Committee. ECG and CUDC will lead one public meeting and up to three focus group sessions per community. Focus groups will engage key stakeholders underrepresented at public meetings (ex. CPL branch staff, high school students, etc.)

2.3 Create presentation slides and engagement materials (ex. Interactive asset maps, survey questions, etc.) for each of the four public meetings

2.4 ECG to conduct small group meetings in the Group 3 neighborhoods

2.5 Review draft public meeting presentations with Advisory Committees

2.6 Update presentation based on feedback from review sessions

2.7 Conduct four public meetings, one in each of the Group 2 target branches' neighborhoods. (May conduct only three public meetings, if appropriate)

2.8 ECG and CUDC will lead up to 3 focus group sessions per community with key stakeholders underrepresented during public meetings (ex. CPL branch staff, high school students, etc.)

2.9 Document and process feedback from the public meetings and focus group sessions

Phase 3: DEVELOP RECOMMENDATIONS
3.1 ECG, CUDC and CPL team debrief to discuss feedback from Phase 2 public engagement and determine opportunities for CPL responses

3.2 Advisory committee meetings to discuss feedback from public meetings and focus groups, in order to develop list of specific project deliverables

3.3 ECG in partnership with CPL will share preliminary findings of the data from Group 3 Community Conversations with CUDC

3.4 Develop Draft Report
CUDC will create a draft of the final report including proposed site plans and eye-level street renderings for Group 2 branch locations. Recommmendations for each neighborhood may include:
- CPL building exterior enhancements
- CPL branch outdoor site improvements
- CPL branch conceptual interior programming ideas
- Proposed physical improvements to the surrounding neighborhood led by the local CDC or City of Cleveland
- Partnerships with other organizations to implement desired community vision

3.5 Review draft report for Group 2 with CPL Staff and Advisory Committees

3.6 Prepare presentations for second round of public meetings in Group 2 neighborhoods

3.7 Second round of public meetings with Group 2 branches to review final recommendations

3.8 Update report based on public meeting feedback

CUDC

3.9 ECG to submit final report on Group 3 Community Conversations

3.10 Submit final report for Group 2 Recommendations to CPL (provided in bound letter format print copies & PDF digital version)

PROJECT DELIVERABLES

The product of each group's planning process will include a final report with recommendations for each branch within the group. Since each branch location will reveal different needs and unique opportunities, the appropriate deliverables for each branch will be determined during the planning process. The most effective means of communicating the recommendations will be produced based on the following range of options:

- Aerial Renderings of Branch Neighborhood
- Eye-Level Streetscape Renderings
- Before/After Exterior Building Renderings
- Annotated Site Plans
- Neighborhood Asset Plan, which illustrates existing and proposed nearby amenities, public spaces and transportation options
- Written Recommendations for CPL programming and services
- Written Recommendations for partner organizations to implement
- Relevant Case Studies

STAFFING

The CUDC has a staff of five professional urban designers and planners. Each CUDC project is overseen by **Terry Schwarz**, Director of the CUDC, working with an assigned Project Manager who manages the overall progress of the work. The Project Manager for the Master Plan Update will be CUDC Associate Director **David Jurca**, working with the assistance of Urban Designers **Kristen Zeiber** and **Julie Whyte**.

CLEVELAND PUBLIC LIBRARY'S RESPONSIBILITIES

In order to further the interests of the project, the Cleveland Public Library will:

1. Coordinate the selection of Advisory Committee members for each of the branch focus areas.
2. Procure venues and provide light refreshments and drinks for the public meetings.
3. Provide copies of any relevant CPL facility reports, site plans, and background information to the design team.
4. Provide timely responses with CPL's commitment to either implement, investigate further or decline recommendations gathered from the public feedback.

BUDGET

The budget for the project will be based on a Time and Materials contract. As the needs for each community may vary considerably and the specific work products will be determined during the process, the total project budget may be lower than currently estimated. A Time and Materials contract provides a budget that aligns with the actual costs incurred by the design team, while providing a maximum budget limit for the client. The hourly rates and material expenses are shown below. The budget for the Group 1 scope of work is not to exceed $55,000 and the Group 2 scope of work is not to exceed $45,000. The total for both Group 1 and Group 2 is estimated at $100,000. Invoices for payment will be submitted to CPL upon completion of each of the three work phases in each Group planning process. Requests for any additional costs beyond the previously stated limits will be submitted and reviewed by CPL to determine approval. Upon completion of the Group 2 scope of work, a determination regarding proceeding with the subsequent branch groups will be made based upon the circumstances at that time.

Project Director :	$120/hr.
Project Manager:	$94/hr.
Urban Designer:	$69/hr.
Marketing Staff:	$61/hr.
Mileage:	$0.56/mile
Printing:	$5.00/linear foot for 36" plotter paper
	$0.59/page for color copies
	$0.11/page for black & white copies

SCHEDULE

The overall project will span 21 months, with the majority of the planning work completed before the end of 2015. The process for Group 1 will begin in June 2014 and will conclude with the final report by the end of April 2015. The start of Group 2 work will overlap with Group 1 in April 2015 and the final report will be delivered to CPL by February 2016. All of the public engagement for the Group 2 process will be completed by December 2015. If this work program and budget are acceptable, please sign and return one copy of this proposal which will serve as a contract agreement with the CUDC for the professional services outlined.

For KSU CUDC: *For* Cleveland Public Library:

_____   Signed: _____

Terry Schwarz
Director   Title: _____

_____   Date: _____

Doug Steidl
Dean, KSU CAED

Enlightenment Consulting Group, LLC

awareness | capacity | impact

A catalyst for transformation.

Cleveland Public Library
Community Engagement and Planning Initiative

Proposal for Community Engagement and Partnership Development

Submitted to the Cleveland Public Library

By: Enlightenment Consulting Group, LLC

May 12, 2014

Overview
Cleveland Public Library's current Strategic Plan introduced five strategic priorities, including *Ready for the Future: CPL150.* Now commonly known in the organization simply as "CPL150," this strategic priority refers to the year 2019 when the Library will celebrate 150 years of service to the people of Cleveland. However, as the Library states in its Strategic Plan, "there will be no point in celebrating if we are looked at nostalgically as a relic of yesteryear, and not contributing any public value to our community." For the Library to be—in 2019—what Clevelanders will need it to be, the Library has to begin engaging the community in substantive, authentic conversations about "our service model, the changing demographics of the city, our fiscal situation, and the condition of our buildings."

The Library took its first steps to this new model of engagement in 2013 when it asked Enlightenment Consulting Group, LLC (ECG) to go into three targeted neighborhoods to capture the needs and aspirations of community residents. ECG's work in those neighborhoods is detailed in two reports presented to the Board of Library Trustees in March 2014.

The Library would now like to build upon ECG's initial work in the three targeted neighborhoods and move the engagement process to the next level which is design and physical planning; meanwhile, rolling out the foundational work of capturing needs and aspirations in new areas of the city. All of this would be done as part of a system-wide plan of designing library services and service delivery systems for the Cleveland we will be in 2019.

Project Approach and Work Plan
To take the engagement process to the next level (design and physical planning) and expand it into new areas of the city, CPL will enter into agreements with ECG and Cleveland Urban Design Collaborative (CUDC), a non-profit urban design practice, with the expectation that ECG and CUDC will work collaboratively on the project, complementing the other's areas of expertise. CUDC's work will build upon the community relationships and outcomes established as the result of ECG's work in the three initial neighborhoods. Moving forward, ECG will blaze the trail into new areas of the city to be known as Group 2 and Group 3 for planning purposes.

ECG and CUDC have worked closely with CPL staff to develop a work program that will establish an engagement/design process that can be refined and replicated as the planning project rolls out across the city. ECG wishes to acknowledge CUDC for preparing the following project work plan that was developed collaboratively and itemizes the work of both entities, whether working jointly or separately:

GROUP 1: South (Clark), Fleet (Slavic Village), Woodland & Sterling (Central)
Phase 1: EXISTING CONDITIONS ANALYSIS
1.1   Kick-off meeting w/ ECG and CPL
CUDC will meet with ECG and CPL staff to review the project's overall goals, discuss development of the project website, and coordinate team member schedules to align with the proposed work plan.

1.2   Refine Work Plan & develop engagement process
CUDC and ECG will meet to adjust the Work Plan as needed based on feedback from the Kick-off meeting with CPL. In addition, we will collaboratively design specific elements of the public engagement plan to ensure broad representation from each community.

1.3   Develop project website
In coordination with CPL, the CUDC will create a website for the project, which will provide timely updates on the planning process to the public. The website will include individual pages for each branch community, where residents may learn about the project's goals, download presentation slides, and access contact information to submit comments or questions.

1.4   ECG will share 2013 Community Conversations report with Group 1 key partners

1.5   Identify candidates for Advisory Committee
CUDC, ECG, and CPL will engage existing contacts in each Group 1 community to identify suitable candidates to serve on the Advisory Committees. One Advisory Committee will be formed to help guide the planning process in each branch neighborhood. Candidates should reflect the diversity of stakeholders in the community and should include participants in the previous Community Conversations process to ensure a continuity of engagement.

1.6   ECG will enter new Group 2 branches to initiate Community Conversations process

1.7   Review planning documents and recent development proposals
CUDC will assemble relevant planning documents, including neighborhood master plans, streetscape plans, and development proposals for each of the communities within Group 1. Insights gleaned from this analysis may reveal opportunities for CPL to leverage current initiatives underway in the neighborhoods in support of the project's goals.

1.8   Library Branch site visits
CUDC will conduct site visits to Group 1 library branches with CPL staff to better understand the interior layout, exterior conditions and demographic context of each of the four locations. CUDC will document surrounding neighborhood conditions, particularly areas of safety concern, vacant storefronts, pedestrian

and bicycle amenities, and nearby public spaces, which may emerge in later conversations with the community. CUDC will produce existing conditions base maps from this analysis for use in the public meetings.

1.9 ECG will design training to support resident participants on Advisory Committee

1.10 Conduct Advisory Committee meetings
CUDC will lead one Advisory Committee meeting in each Group 1 neighborhood (four total), to introduce the planning process and gather insights on current projects in the area that may impact branch functions. Advisory Committee involvement will be a key to ensuring robust and productive engagement at the public meetings.

1.11 Debrief meeting with CPL
Following the completion of all four Advisory Committee meetings, the CUDC and ECG will meet with CPL staff to discuss what we heard at the meetings and outline appropriate issues to address during the ongoing public process.

Phase 2: GATHER COMMUNITY PRIORITIES
2.1 Develop key issues for each neighborhood
Based on feedback from the Advisory Committee meetings and debrief session with CPL, the CUDC and ECG will develop a draft set of key issues to examine in each neighborhood through the process.

2.2 Schedule Group 1 Public Meetings
CUDC, ECG, and CPL will schedule Group 1 public meetings and focus groups meetings in collaboration with the Advisory Committee. ECG and CUDC will lead one public meeting and up to three focus group sessions per branch community. Focus groups will engage key stakeholders underrepresented at public meetings (ex. CPL branch staff, high school students, etc.) Public Meetings may be held at the library branch facility, unless an alternative venue is determined as better suited.

2.3 Create materials for Public Meetings
CUDC will develop required materials and visualizations for each of the four public meetings to enable productive feedback from the attendees. Handouts and presentations slides may include neighborhood asset maps, survey questions, existing conditions drawings, or other imagery to clearly communicate the relevant issues.

2,4 ECG to conduct small group meetings in the Group 2 neighborhoods

2.5 Review draft public meeting presentations with Advisory Committees

2.6 Update Public Meeting presentations

Based on feedback from the Advisory Committees, the CUDC will update the public meeting presentation slides and handout materials

2.7   Conduct Public Meetings
CUDC and ECG will conduct four public meetings, one in each Group 1 target branch neighborhood

2.8   ECG and CUDC will lead up to 3 focus group sessions per community with key stakeholders underrepresented during public meetings (ex. CPL branch staff, high school students, etc.)

2.9   Document and process feedback from the public meetings and focus group sessions

Phase 3: DEVELOP RECOMMENDATIONS
3.1   ECG, CUDC and CPL team debrief to discuss feedback from Phase 2 public engagement and determine opportunities for CPL responses

3.2   Advisory committee meetings to discuss feedback from public meetings and focus groups, in order to develop list of specific project deliverables

3.3   ECG will share preliminary findings of the data from Group 2 community conversations with CUDC

3.4   Develop Draft Report
CUDC will create a draft of the final report including proposed site plans and eye-level street renderings for Group 1 branch locations. Recommendations for each neighborhood may include:
- CPL building exterior enhancements;
- CPL branch outdoor site improvements;
- CPL branch conceptual interior programming ideas;
- surrounding neighborhood improvements led by the local CDC or City of Cleveland;
- and additional partnerships to implement desired community vision

3.5   Review draft report for Group 1 with CPL Staff and Advisory Committees

3.6   Prepare presentations for second round of public meetings in Group 1 neighborhoods

3.7   Second round of public meetings with Group 1 branches to review final recommendations

3.8   Update report based on public meeting feedback

3.9   ECG to submit final report on Group 2 Community Conversations

3.10   Submit final report
CUDC and ECG will submit final report for Group 1 Recommendations to CPL (provided in bound letter format print copies & PDF digital version)

GROUP 2: Mount Pleasant, Old Brooklyn & Brooklyn Centre
Phase 1: EXISTING CONDITIONS ANALYSIS
1.1   Kick-off meeting
CUDC and ECG meeting w/ CPL to discuss project goals and schedule for Group 2

1.2   CUDC will update project website for Group 2 branches

1.3   ECG/CPL to share 2014 report to Group 2 key partners and residents including 2015 plans

1.4   ECG/CUDC identify candidates for an Advisory Committee in each Group 2 neighborhood in partnership with CPL, local CDCs, and other stakeholders. Schedule first meeting dates.

1.5   ECG will enter new Group 3 branches to repeat initial engagement process undertaken in Group 1 and Group 2 branches

1.6   CUDC to review other planning documents and recent development proposals for Group 2 neighborhoods

1.7   Conduct Group 2 library branch site visits (with CPL staff), document surrounding neighborhoods, and prepare existing conditions base maps

1.8   ECG design and deliver training to support resident participants on Advisory Committee

1.9   Conduct four Advisory Committee meetings, one in each Group 2 neighborhood, to introduce the process and gather insights on current projects in the area that may impact branch functions

1.10   Debrief meeting with CPL Staff on Advisory Committees' feedback and discuss appropriate opportunities to share during public meetings

Phase 2: GATHERING COMMUNITY PRIORITIES
2.1   Develop list of key issues for each Group 2 neighborhood
Based on Advisory Committee and CPL Staff feedback, develop list of key issues to examine in each Group 2 neighborhood and corresponding visualizations to enable community input at the public meetings.

2.2   Schedule Group 2 public meetings and focus groups meetings in collaboration with Advisory Committee. ECG and CUDC will lead one public meeting and up to three focus group sessions per community. Focus groups will engage key stakeholders underrepresented at public meetings (ex. CPL branch staff, high school students, etc.)

2.3   Create presentation slides and engagement materials (ex. Interactive asset maps, survey questions, etc.) for each of the three public meetings

2.4   ECG to conduct small group meetings in the Group 3 neighborhoods

2.5   Review draft public meeting presentations with Advisory Committees

2.6   Update presentation based on feedback from review sessions

2.7   Conduct three public meetings, one in each of the Group 2 target branches' neighborhoods

2.8   ECG and CUDC will lead up to 3 focus group sessions per community with key stakeholders underrepresented during public meetings (ex. CPL branch staff, high school students, etc.)

2.9   Document and process feedback from the public meetings and focus group sessions

Phase 3: DEVELOP RECOMMENDATIONS
3.1   ECG, CUDC and CPL team debrief to discuss feedback from Phase 2 public engagement and determine opportunities for CPL responses

3.2   Advisory committee meetings to discuss feedback from public meetings and focus groups, in order to develop list of specific project deliverables

3.3   ECG in partnership with CPL will share preliminary findings of the data from Group 3 Community Conversations with CUDC

3.4   Develop Draft Report
CUDC will create a draft of the final report including proposed site plans and eye-level street renderings for Group 1 branch locations. Recommendations for each neighborhood may include:
- CPL building exterior enhancements;
- CPL branch outdoor site improvements;
- CPL branch conceptual interior programming ideas;
- surrounding neighborhood improvements led by the local CDC or City of Cleveland;
- and additional partnerships to implement desired community vision

3.5 Review draft report for Group 2 with CPL Staff and Advisory Committees

3.6 Prepare presentations for second round of public meetings in Group 2 neighborhoods

3.7 Second round of public meetings with Group 2 branches to review final recommendations

3.8 Update report based on public meeting feedback

3.9 ECG to submit final report on Group 3 Community Conversations

3.10 Submit final report for Group 2 Recommendations to CPL (provided in bound letter format print copies & PDF digital version)

Project Deliverables
- Training curriculum to support resident participants on Advisory Committees
- Final report on Group 2 Community Conversations
- Final report on Group 3 Community Conversations

ECG Team
The primary team members consist of Peter Whitt (Project Director), Robbin Hudson, Muquit Sabur, and Adriennie Hatten.

Budget
The budget for the project will be based on a Time and Materials contract. Hourly rates and expenses are as follows:

Project Director: $125/hr
Project Evaluator/Writer $100/hr
Project Coordinators/Trainers: $75/hr
Project Outreach Team Member: $20/hr

Mileage: $0.56/mile

The budget for the Group 1 scope of work is not to exceed $40,000 and the budget for the Group 2 scope of work is not to exceed $35,000. The total for both Group 1 and Group 2 is estimated at $75,000.

Cleveland Public Library will pay ECG a portion of the total compensation in the amount of $10,000 within thirty days of full execution of an agreement.

Thereafter, ECG will submit invoices, detailing work performed and hours worked, upon completion of the following tasks and activities enumerated in the work plan:

       Invoice 1: Group 1 Tasks 1.1; 1.2; 1.4; 1.5; 1.6; 1.9; 2.1

       Invoice 2: Group 1 Tasks 2.4; 2.8; 3.1; 3.3

       Invoice 3: Group 1 Task 3.9; Group 2 Task 1.1

       Invoice 4: Group 2 Tasks 1.3; 1.5; 1.8

       Invoice 5: Group 2 Tasks 2.4; 2.8; 3.3

       Invoice 6: Group 2 Tasks 3.9

Cleveland Public Library Responsibilities

- Coordinate logistics for securing meeting space for community conversations that consist of focus groups, small and large group meetings, and advisory committee training.
- Collect and distribute data from community conversations captured by ECG to both ECG and CUDC.
- Library leadership will be present and engaged at large community meetings.
- Provide incentives such as food, gifts cards and other items at all community conversations and advisory committee trainings.
- Develop communications/marketing outreach materials to support ECG outreach and community engagement efforts.

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2014

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2014	2013	2014	2013	2014	2013	
Main Library	137,361	152,398	660	733	540,493	575,298	-6.0%
Branches	310,163	345,286	1,407	1,559	1,244,007	1,339,022	-7.1%
Mobile Units	6,970	5,965			25,590	21,986	16.4%
Library for the Blind	54,304	54,539			207,604	218,406	-4.9%
OLBPD BARD	8,986	11,257			43,207	49,491	-12.7%
eMedia	18,589	15,461			76,990	62,330	23.5%
TOTAL CIRCULATION	536,373	584,906			2,137,891	2,266,533	-5.7%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2014	2013	2014	2013		
eBook	13,447	13,346	56,726	47,936	18.3%	
eAudioBook	4,192	1,964	17,180	13,739	25.0%	
eMusic	25	70	103	274	-62.4%	
eVideo	202	81	702	381	84.3%	
Zinio	723	0	2,279	0	N/A	
TOTAL eCIRCULATION	18,589	15,461	76,990	62,330	23.5%	Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2014	2013	2014	2013		
Downloads	8,986	11,257	43,207	49,491	-12.7%	Included in circulation activity
Users	671	621	2,689	2,464	9.1%	

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2014	2013	2014	2013	
Main Library	94	45 minutes	13,513	14,379	10,078	10,853	-7.1%
Branches	546	40 minutes	87,923	88,780	58,552	59,337	-1.3%
TOTAL USAGE	640		101,436	103,159	68,630	70,190	-2.2%

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
	2014	2013	2014	2013	2014	2013	
Main Library*	50,240	50,901	228	230	169,327	186,480	-9.2%
Branches	247,742	258,318	1,124	1,166	895,488	972,929	-8.0%
Mobile Unit	578	785			2,222	2,678	-17.0%
TOTAL VISITS	298,560	310,004			1,067,037	1,162,087	-8.2%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR APRIL 2014

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	8,748	743	660	1,268	11,419	750	12,169
Brooklyn	4,292	417	432	739	5,880	584	6,464
Carnegie West	8,943	1,091	1,308	1,637	12,979	1,107	14,086
Collinwood	6,246	683	600	850	8,379	722	9,101
East 131st	3,181	319	385	536	4,421	316	4,737
Eastman	12,913	1,304	1,571	2,491	18,279	2,352	20,631
Fleet*	9,324	1,049	1,084	1,831	13,288	1,028	14,316
Fulton	11,315	758	616	988	13,677	839	14,516
Garden Valley	2,985	208	156	316	3,665	286	3,951
Glenville	5,157	493	642	1,060	7,352	516	7,868
Harvard-Lee	6,063	630	854	1,263	8,810	762	9,572
Hough	3,417	338	314	408	4,477	316	4,793
Jefferson	5,093	623	1,011	1,350	8,077	778	8,855
Langston Hughes	4,412	569	622	1,051	6,654	469	7,123
Lorain	8,091	808	826	1,427	11,152	815	11,967
Martin Luther King, Jr.	7,003	597	840	1,322	9,762	1,076	10,838
Memorial-Nottingham	9,136	823	1,408	2,430	13,797	1,369	15,166
Mt. Pleasant	3,905	475	416	614	5,410	385	5,795
Rice	9,090	629	675	1,090	11,484	897	12,381
Rockport	13,556	1,284	1,432	2,712	18,984	1,912	20,896
South	5,995	753	624	1,125	8,497	665	9,162
South Brooklyn	13,000	1,373	1,852	3,223	19,448	2,254	21,702
Sterling	3,837	319	432	612	5,200	487	5,687
Union	5,781	733	624	912	8,050	500	8,550
Walz	11,321	906	1,193	1,693	15,113	1,354	16,467
West Park	11,842	1,464	2,830	3,954	20,090	2,513	22,603
Woodland	7,822	649	462	1,154	10,087	680	10,767
TOTAL	202,468	20,038	23,869	38,056	284,431	25,732	310,163

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR APRIL 2014

BRANCH	Monthly Total 2014	2013	Year-to-Date 2014	2013	YTD Gain/Loss	YTD %G/L
Addison	12,169	12,600	48,550	44,223	4,327	9.8%
Brooklyn	6,464	7,447	26,096	31,889	-5,793	-18.2%
Carnegie West	14,086	14,767	53,993	56,349	-2,356	-4.2%
Collinwood	9,101	10,442	36,219	41,254	-5,035	-12.2%
East 131st	4,737	5,905	21,236	21,910	-674	-3.1%
Eastman	20,631	23,659	83,814	84,545	-731	-0.9%
Fleet*	14,316	16,801	57,637	66,859	-9,222	-13.8%
Fulton	14,516	14,404	62,892	59,195	3,697	6.2%
Garden Valley	3,951	4,566	14,824	18,849	-4,025	-21.4%
Glenville	7,868	9,847	33,578	37,729	-4,151	-11.0%
Harvard-Lee	9,572	10,538	36,596	42,641	-6,045	-14.2%
Hough	4,793	4,878	19,895	20,129	-234	-1.2%
Jefferson	8,855	9,192	35,184	36,744	-1,560	-4.2%
Langston Hughes	7,123	8,219	27,936	33,215	-5,279	-15.9%
Lorain	11,967	14,271	44,726	52,353	-7,627	-14.6%
Martin Luther King, Jr.	10,838	10,101	44,726	35,601	9,125	25.6%
Memorial-Nottingham	15,166	16,619	59,192	64,258	-5,066	-7.9%
Mt. Pleasant	5,795	7,308	24,655	27,284	-2,629	-9.6%
Rice	12,381	13,936	49,344	55,144	-5,800	-10.5%
Rockport	20,896	23,748	82,727	91,456	-8,729	-9.5%
South	9,162	9,175	38,203	35,744	2,459	6.9%
South Brooklyn	21,702	24,349	85,559	93,247	-7,688	-8.2%
Sterling	5,687	6,744	23,870	30,026	-6,156	-20.5%
Union	8,550	8,560	34,175	35,437	-1,262	-3.6%
Walz	16,467	19,563	67,505	76,705	-9,200	-12.0%
West Park	22,603	25,108	88,400	95,990	-7,590	-7.9%
Woodland	10,767	12,539	42,475	50,246	-7,771	-15.5%
TOTAL	310,163	345,286	1,244,007	1,339,022	-95,015	-7.1%

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE APRIL 2014

BRANCH	Monthly Total 2014	2013	Year-to-Date 2014	2013	YTD Gain/Loss	YTD %G/L
Addison	6,532	7,927	22,975	27,491	-4,516	-16.4%
Brooklyn	4,066	5,232	14,968	18,520	-3,552	-19.2%
Carnegie West	16,496	17,710	58,654	67,246	-8,592	-12.8%
Collinwood	7,641	7,812	27,073	29,312	-2,239	-7.6%
East 131st	7,948	7,662	27,948	30,576	-2,628	-8.6%
Eastman	11,946	13,886	46,504	51,486	-4,982	-9.7%
Fleet	11,292	13,295	41,752	48,784	-7,032	-14.4%
Fulton	7,999	9,501	28,391	35,147	-6,756	-19.2%
Garden Valley	5,912	4,816	18,162	17,373	789	4.5%
Glenville	7,373	7,824	25,651	29,663	-4,012	-13.5%
Harvard-Lee	9,895	9,317	38,018	36,382	1,636	4.5%
Hough	10,320	10,440	37,528	38,665	-1,137	-2.9%
Jefferson	8,006	8,681	30,520	32,236	-1,716	-5.3%
Langston Hughes	7,694	7,048	26,514	26,736	-222	-0.8%
Lorain	9,039	9,354	31,037	33,217	-2,180	-6.6%
Martin Luther King, Jr.	7,260	6,277	25,284	23,720	1,564	6.6%
Memorial-Nottingham	6,352	8,664	22,278	30,915	-8,637	-27.9%
Mt. Pleasant	7,338	6,440	26,509	26,073	436	1.7%
Rice	13,381	14,794	51,833	57,149	-5,316	-9.3%
Rockport	13,743	11,931	49,404	44,691	4,713	10.5%
South	7,827	5,501	31,383	25,710	5,673	22.1%
South Brooklyn	13,773	14,787	48,135	58,031	-9,896	-17.1%
Sterling	10,935	13,488	39,350	50,820	-11,470	-22.6%
Union	6,335	6,424	21,970	22,704	-734	-3.2%
Walz	9,571	10,562	34,819	39,892	-5,073	-12.7%
West Park	10,793	11,171	40,044	41,149	-1,105	-2.7%
Woodland	8,275	7,774	28,784	29,241	-457	-1.6%
TOTAL	247,742	258,318	895,488	972,929	-77,441	-8.0%

CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS APRIL 2014

Branch	Total Circulation
1 West Park	22,603
2 South Brooklyn	21,702
3 Rockport	20,896
4 Eastman	20,631
5 Walz	16,467
6 Memorial-Nottingham	15,166
7 Fulton	14,516
8 Fleet*	14,316
9 Carnegie West	14,086
10 Rice	12,381
11 Addison	12,169
12 Lorain	11,967
13 Martin Luther King, Jr.	10,838
14 Woodland	10,767
15 Harvard-Lee	9,572
16 South	9,162
17 Collinwood	9,101
18 Jefferson	8,855
19 Union	8,550
20 Glenville	7,868
21 Langston Hughes	7,123
22 Brooklyn	6,464
23 Mt. Pleasant	5,795
24 Sterling	5,687
25 Hough	4,793
26 East 131st	4,737
27 Garden Valley	3,951
	310,163

Branch	Attendance
1 Carnegie West	16,496
2 South Brooklyn	13,773
3 Rockport	13,743
4 Rice	13,381
5 Eastman	11,946
6 Fleet	11,292
7 Sterling	10,935
8 West Park	10,793
9 Hough	10,320
10 Harvard-Lee	9,895
11 Walz	9,571
12 Lorain	9,039
13 Woodland	8,275
14 Jefferson	8,006
15 Fulton	7,999
16 East 131st	7,948
17 South	7,827
18 Langston Hughes	7,694
19 Collinwood	7,641
20 Glenville	7,373
21 Mt. Pleasant	7,338
22 Martin Luther King, Jr.	7,260
23 Addison	6,532
24 Memorial-Nottingham	6,352
25 Union	6,335
26 Garden Valley	5,912
27 Brooklyn	4,066
	247,742

Branch	Population 2010	Population 2000
1 South Brooklyn	32,043	34,217
2 West Park	27,814	29,398
3 Fleet***	26,727	34,598
4 Eastman	23,674	25,873
5 Rockport	19,896	21,467
6 Fulton	19,647	22,575
7 Rice	19,462	25,893
8 Memorial-Nottingham	19,271	22,598
9 Harvard-Lee	17,655	21,246
10 Walz	16,063	18,497
11 Collinwood	14,769	19,377
12 Langston Hughes	14,439	21,224
13 Glenville	14,006	20,302
14 Addison	13,603	19,263
15 East 131st	13,025	18,001
16 Mt. Pleasant	12,792	17,155
17 Lorain	12,588	14,589
18 Martin Luther King, Jr.	12,392	15,483
19 Carnegie West	10,487	11,716
20 Union	8,416	12,603
21 Sterling	8,267	8,712
22 Woodland	7,946	7,213
23 South	6,325	7,729
24 Hough	5,667	7,845
25 Brooklyn	5,524	6,430
26 Jefferson	3,515	3,987
27 Garden Valley	2,310	3,220
28 Broadway**	1,966	
	388,323	473,177

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

**Broadway and Fleet services areas merged

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CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2014

OTHER TRANSACTIONS
Loans* to:

	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
CLEVNET	79,388	87,247	311,376	318,869	-2.3%
MORE	509	753	2,817	3,069	-8.2%
Other Libraries	551	935	2,896	3,043	-4.8%
TOTAL	80,448	88,935	317,089	324,981	-2.4%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY
REFERENCE QUESTION LOAD

	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
Projected	21,469	37,356	110,377	111,274	-0.8%
KnowItNow Web Reference*	402	531	1,507	2,520	-40.2%
Interlibrary Loan Requests	2,062	4,727	8,605	19,446	-55.7%
TOTAL	23,933	42,614	120,489	133,240	-9.6%

*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
	2014	2013	2014	2013	Gain/Loss
New Titles Added	5,400	6,238	22,171	21,413	3.5%
Total Items Added	20,210	22,983	73,637	85,931	-14.3%

HOURS OPEN

	Monthly Total		Year-to-Date		YTD
	2014	2013	2014	2013	Gain/Loss
Main Library	208	208	782	800	-2.3%
Branches	5,967	5,994	22,366	22,863	-2.2%

Library Branches and K-12 Schools in Cleveland, May 2014

Memorial-Nottingham

Collinwood

Glenville

Langston Hughes

Martin Luther King, Jr.

Harvard-Lee

Mt. Pleasant

Rice

East 131

Union

Addison

Hough

Sterling

Woodland

Garden Valley

Fleet

Main Library

Jefferson

Carnegie West

South

Brooklyn

South Brooklyn

Walz

Fulton

Lorain

Eastman

Rockport

West Park

CPL branches

Private schools

CMSD schools

Charter schools