

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 March 19, 2015  
 Trustees Room                      Louis Stokes Wing  
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,  
 Ms. Rodriguez, Mr. Werner, Mr. Hairston  
 (arrived, 12:16 p.m.)

Absent: Mr. Parker

Ms. Rodriguez called the meeting to order at 12:03 p.m.

**Approval of the Minutes**

Ms. Butts moved approval of the minutes for the Regular Board Meeting 2/19/15; Board Work Session of 2/17/15; and CPL150 Ad Hoc Committee Meeting of 3/09/15  
 Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

**Presentation: Bill Scheele, Kokoon Arts Gallery and Susan Tiedman**

John Skrtic, Director of Public Services, introduced Bill Scheele, Owner, Kokoon Arts Gallery, who unveiled and presented Requiem; a new art acquisition by artist and former Library employee Randall Tiedman.

Mr. Scheele also presented the Board with "Randall Tiedman: Genius Loci", a retrospective exhibition catalogue of Mr. Tiedman's work from 1949-2012. Mr. Scheele gave background on his acquaintance with Mr. Tiedman and his unique style of painting.

Mr. Tiedman passed away a few years ago and worked for the Ohio Library for the Blind and Physically Disabled for 23 years.

Susan Tiedman, Mr. Tiedman's widow, gave brief remarks about her husband, his work at the Library and his work as an artist. Ms. Tiedman stated that she was honored that her husband's work would be a part of the Library's

REGULAR BOARD  
 MEETING OF  
 2/19/15; BOARD  
 WORK SESSION  
 OF 2/17/15; CPL150  
 AD HOC  
 COMMITTEE  
 MEETING  
 OF 3/09/15  
 Approved

collection for patrons and staff to enjoy for years to come.

Director Thomas stated that staff is discussing ideas on how to create a hall or gallery in the Library where staff and local Cleveland artists can share their work.

Mr. Corrigan thanked Mr. Scheele and Ms. Tiedman and expressed the importance of sharing art freely with the public.

### **COMMUNICATIONS**

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

Ms. Rodriguez acknowledged Mr. Richard Peery, retired Plain Dealer reporter and journalist.

Mr. Peery expressed his interest in the future of the Martin Luther King, Jr. Branch and the redevelopment of adjacent sites near the branch. Mr. Perry noted that some developers have included the branch in their plans for the redevelopment of that area.

Mr. Peery asked if there were plans to sell the building to make it available for redevelopment.

Mr. Corrigan stated that the Library was asked by the Mayor's Office to include the site for redevelopment plans. Although the Library is not locked in, we are open to the opportunity. Final details would be agreed upon by the Board of Library Trustees. Currently, there is no belief that developers will propose what would be acceptable for the Board to agree to for the sale of the site. However, if developer's proposal is significant to the City and provides the benefit for the Library to continue services in that neighborhood, the Board would remain open for consideration. The Library is committed to cooperate with the Mayor's Office and wishes to investigate ways to continue services as a part of the development plan.

Discussion continued about University Circle and the significance of its cultural mix.

Mr. Corrigan stated that he currently sees no significant changes to the location of the branch. The Library will never obstruct the development of the neighborhood but will continue to be a part.

Ms. Rodriguez stated that she appreciated the support for the Library and especially the Martin Luther King, Jr. Branch.

Motion to Temporarily Suspend the Regulations

Ms. Butts 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. Corrigan seconded the motion, which passed unanimously by roll call vote.

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez stated that there was no prior Finance Committee Meeting and requested a motion to temporarily suspend the Regulations.

Resolution to Accept Gifts for the Month of February

(See page 365)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of February 2015; now therefore be it

RESOLVED, That the gifts described in the Gift Report for February of 2015 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

MOTION TO  
TEMPORARILY  
SUSPEND THE  
REGULATIONS  
Approved

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF FEBRUARY  
Approved

SECOND  
AMENDMENT TO  
THE YEAR 2015  
APPROPRIATION  
Approved

Second Amendment to the Year 2015 Appropriation

(See page 366-371)

Mr. Werner moved approval of the following resolution.  
Mr. Hairston 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  
2015 Appropriation Measure to comply with the attached  
March 6, 2015 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 Second  
Amendment to the Year 2015 Appropriation Schedule be  
approved.

Resolution to Ratify Waste Materials Service  
Expenditures for 2014 and Authorize Annual Expenditure  
for 2015 with Republic Services, Inc.

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

WHEREAS, On October 18, 2012, the Board of Trustees of  
the Cleveland Public Library authorized the Executive  
Director of the Cleveland Public Library to enter into  
Customer Service Agreements with Republic Services, Inc.  
to provide waste material services for the Main Library,  
the Lake Shore Facility and the Woodland Garage in the  
amount of \$1,706.00 per month, plus an additional cost  
for an extra pick up when needed at a cost of \$75.00 per  
pick up, for a period of 36 months, in an amount not to  
exceed \$25,000 annually; and

WHEREAS, The original annual estimated amount of  
\$25,000 did not include fees, other governmental charges

RESOLUTION TO  
RATIFY WASTE  
MATERIALS  
SERVICE  
EXPENDITURES  
FOR 2014 AND  
AUTHORIZE  
ANNUAL  
EXPENDITURE  
FOR 2015 WITH  
REPUBLIC  
SERVICES, INC.  
Approved

and rate increases, which is stated in the Customer Service Agreements that were entered into on January 1, 2013; and

WHEREAS, In February, 2014, the basic monthly service cost increased 16.5%. The total amount expended, including fees, other governmental charges and rate increases was \$26,888.89; and

WHEREAS, In February, 2015, the basic monthly service cost increased 15.5%, a cumulative increase of 37.8% since the Customer Service Agreements commenced. The estimated amount for 2015 is \$29,896.77; now therefore be it

RESOLVED, That the Board of Trustees ratifies the 2014 expenditure in the amount of \$26,888.89 and authorizes the 2015 annual expenditure to provide waste material services for the Main Library, the Lake Shore Facility and the Woodland Garage in an amount not exceed \$31,000 with the expenditure being charged to the General Fund Account 12100053-53340 (Building Maintenance).

Mr. Hairston asked if there were others who provided waste materials services that were considered.

Myron Scruggs, Director of Property Management, stated that most providers only have front-end loaders. A rear-end loader is required for the downtown facility for recycling and trash removal. This detail limited the bid potential for other service providers.

Ms. Butts inquired about the cost increase.

Mr. Scruggs stated that the increase was due to union contracts as well as governmental fees.

Resolution to Approve Safe, Warm and Dry Construction Initiative for Certain Library Branches

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

WHEREAS, On January 14, 2014, the Board of Trustees adopted a resolution transferring the sum of \$3,500,000 from the General Fund Balance to the Building and Repair

RESOLUTION  
TO APPROVE  
SAFE, WARM  
AND DRY  
CONSTRUCTIO  
N INITIATIVE  
FOR CERTAIN  
LIBRARY  
BRANCHES  
Approved

Fund to fund capital and technology improvements and other capital assets; and

WHEREAS, The Administration has identified ten (10) branch libraries that are in need of priority repair and improvement in accordance with the facilities assessment performed by Westlake, Reed, Leskosky in 2011; and

WHEREAS, The branches identified are comprised of five (5) branches on the east side of Cleveland, and five (5) branches on the west side of Cleveland namely, Addison, Collinwood, Glenville, Harvard-Lee, Langston Hughes, Carnegie West, Fulton, Jefferson, Lorain, and Rockport branches; and

WHEREAS, The estimated cost for the repair and improvement is approximately \$4,626,000; and

WHEREAS, This Board desires to authorize the Cleveland Public Library to move forward with effectuating the repair, maintenance and improvement of these branches under an initiative to be called the *Safe, Warm, and Dry Construction Initiative*; and

WHEREAS, This Board further desires to allocate additional funds from the Building and Repair Fund in order to accomplish this Initiative, and to authorize expenditures from the Building and Repair Fund for repairs, improvement and maintenance; now therefore be it

RESOLVED, That the Board of Library Trustees hereby allocates the sum of \$5,000,000 from the Building and Repair Fund to the *Safe, Warm and Dry Construction Initiative* for the repair, improvement, and maintenance of the Addison, Collinwood, Glenville, Harvard-Lee, Langston Hughes, Carnegie West, Fulton, Jefferson, Lorain, and Rockport branches in accordance with the four (4) priorities set forth in the facilities assessment prepared by Westlake, Reed, Leskosky in 2011; and be it further

RESOLVED, That this Board amends the previous transfers made to the Building and Repair Fund from the General Fund, and authorizes expenditures from the Building and Repair Fund for capital projects, technology, and other

assets, and for repairs, improvements and maintenance of library facilities; and be it further

RESOLVED, That this Board authorizes the Executive Director and his designees to move forward in taking the steps necessary to accomplish this work, including, without limitation, sending out requests for qualifications and proposals for architects, engineers, construction managers, and owners representatives, as appropriate, to solicit competitive bids for the construction, and to hire such additional staff as may be necessary to perform the work.

Mr. Corrigan asked if at the completion of the work, the identified branches would be ADAH compliant.

Director Thomas stated that these branches would be ADAH compliant.

Mr. Werner stated that extensive conversations have been held in the CPL150 Ad Hoc Committee and thanked the Board and staff for attempting to prioritize this important work.

Mr. Seifullah asked when the work would be completed.

Mr. Scruggs stated that this work should be completed prior to the Republican National Convention in 2016.

Amending Resolution Authorizing Amended Agreement for Consulting Services with Shark & Minnow, Inc.

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

WHEREAS, On February 19, 2015, the Board of Library Trustees authorized an amendment to the Agreement effective September 2, 2014 with Eric and Hallie Bram Kogelschatz dba Shark & Minnow, to include additional services to launch The People's University; and

WHEREAS, Eric and Hallie Bram Kogelschatz have recently formed a corporation called Shark & Minnow Inc.; and

WHEREAS, This Board would like to amend the previous resolution to clarify that the amendment to the agreement shall be between the Cleveland Public Library

AMENDING  
RESOLUTION  
AUTHORIZING  
AMENDED  
AGREEMENT  
FOR  
CONSULTING  
SERVICES WITH  
SHARK &  
MINNOW, INC.  
Approved

and the new legal entity of Shark & Minnow, Inc.; now therefore be it

RESOLVED, That the Board of Library Trustees hereby amends the Resolution adopted on February 19, 2015 to authorize the Executive Director, CEO or his designee to enter into and execute an amendment with Shark & Minnow Inc. All remaining provisions of the February 19, 2015 Resolution shall remain unchanged.

Resolution to Enter Into Agreement for Wiring and Environmental Services Necessary for Installation of Security Camera Systems for Cleveland Public Library and Various Branches

(See pages 372-388)

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

WHEREAS, On October 17, 2013, the Board of Trustees of the Cleveland Public Library authorized the purchase of new security cameras in the Main Building and branches due to the age and the failure of functionality of many cameras throughout the Cleveland Public Library system; and

WHEREAS, The cameras were purchased in November of 2013 but have not yet been installed because the Department of Property Management, despite its best efforts, has not had the staff or resources to install the new wiring necessary to connect the new security camera system; and

WHEREAS, The Department of Property Management has determined it necessary to seek proposals from outside contractors to install the wiring., Under R.C. 3375.41, the Library is permitted to make improvements to library facilities without competitive bidding when necessary for the security and protection of Library property; and

WHEREAS, The following proposals have been obtained for wiring installation:

For 2<sup>nd</sup> or 3<sup>rd</sup> shift:

Harrington Electric Co.	\$134,356
Zenith Systems	\$164,033
US Communications	\$293,990

RESOLUTION TO  
ENTER INTO  
AGREEMENT FOR  
WIRING AND  
ENVIRONMENTAL  
SERVICES  
NECESSARY FOR  
INSTALLATION  
OF SECURITY  
CAMERA  
SYSTEMS FOR  
CLEVELAND  
PUBLIC LIBRARY  
AND VARIOUS  
BRANCHES  
Approved



For 1<sup>st</sup> shift (normal business hours):

Harrington Electric Co. \$129,724  
 Zenith Systems \$151,087  
 US Communications \$212,288; and

WHEREAS, The Property Management department has commenced training approximately 10 employees to meet OSHA's and EPA's requirements to conduct and supervise asbestos repair activities on all materials. The class is conducted by Training Services International (TSI), located in Eastlake, Ohio, and costs \$299 per person; it also meets AHERA (Asbestos Hazard Emergency Response Act) requirements for school maintenance personnel performing repairs on asbestos materials. This training will eliminate the need to hire outside contractors to assess and abate any asbestos in the walls that will be disturbed in order to install the wiring; and

WHEREAS, The Director of Property Management recommends performing the wiring installation during 2<sup>nd</sup> or 3<sup>rd</sup> shift and that the Board approve the proposal from Harrington Electric Co. in the amount of \$134,356 as being the lowest and best proposal; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Harrington Electric Co. in the amount of \$134,356 for the installation of wiring for the new security cameras for the Main Downtown Campus and various branch facilities, with the expenditure being charged to the Building and Repair Fund Account 40129305-55300-10293, and authorizes training for staff to meet OSHA's and EPA's requirements to conduct and supervise asbestos repair activities on all materials, said agreements being subject to the approval of the Chief Legal Officer.

Ms. Rodriguez asked if recommendations were available for Harrington Electric Co. regarding their work.

Myron Scruggs, Director of Property Management, stated that Harrington is a reputable company and the Library has engaged their services on other occasions.

After explaining the reasons for delay in the installation of the security camera systems, Mr. Scruggs

stated that staff would drill the holes and mount the base for the cameras. Harrington would provide the wiring to the cameras.

Responding to Ms. Butts' inquiring about protecting library books and materials, Mr. Scruggs stated that materials would be protected and the work would be performed outside of regular library hours of operation.

Mr. Scruggs stated that because of this training, it is anticipated that the Library would benefit from savings.

Mr. Scruggs also stated that OSHA and EPA were contacted to ensure that the staff training was recognized as legitimate.

**FISCAL  
OFFICER'S  
REPORT**

Submitted

Fiscal Officer's Report

(See pages 389-398)

**REPORT ON  
INVESTMENTS**

Submitted

Report on Investments

(See page 399)

**REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES**

Submitted

Report on Conference and Travel Expenditures

(See pages 400-401)

**REPORT ON  
CLEVELAND  
FOUNDATION  
GRANT FOR  
LIBRARY  
LEARNING  
CENTERS**

Submitted

Report on Cleveland Foundation Grant for Library Learning Centers

(See page 402)

Mr. Corrigan asked if there was an update available on possible changes on the state portion of library funding.

Director Thomas stated that for the incoming budget, libraries will receive a 5% increase in funding over the next two years. The TPP may have issues that we assumed to go away. The Governor has filed that it goes away. The 40 libraries that are affected are discussing how to move forward

Carrie Krenicky, Chief Financial Officer, stated that it would be a \$2.2 million loss.

Director Thomas stated that if it was anticipated to go away in this year's budget, it would most likely be totally phased out for us by next year. Hopefully we will work with legislators and schools that would be affected so that the monies would stay.

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 403-406)

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

Report on Paid Sick Time Used by the Month

(See page 407)

Affirmative Action Plan Report

(See page 408)

Insurance Summary Report

(See page 409)

**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

Resolution to Offer Food for Fines Program

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

WHEREAS, The Cleveland Public Library has been an enthusiastic supporter of the Cleveland Foodbank's Harvest for Hunger campaign for several years; and

REGULAR  
EMPLOYMENT  
REPORT  
Approved

REPORT ON  
PAID SICK TIME  
Submitted

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

INSURANCE  
SUMMARY  
REPORT  
Submitted

RESOLUTION  
TO OFFER  
FOOD FOR  
FINES

WHEREAS, The Library expresses the desire to join with organizations in northeast Ohio to collectively raise awareness of the hunger issues faced in our region; and

WHEREAS, The Library wishes to sponsor a program called Food for Fines that will offer overdue fine forgiveness in exchange for food donations of the non-perishable food items most in demand at local hunger centers; and

WHEREAS, The procedures to implement the food for fines program will be developed by Administrative staff; now therefore be it

RESOLVED, The Cleveland Public Library will offer an overdue fine forgiveness program called Food for Fines from April 1-30, 2015, in support of the Cleveland Foodbank's ongoing efforts to address hunger and food insecurity in Northeast Ohio.

Monthly Activity Report

(See pages 410-416)

Mr. Corrigan noted highlights on the monthly report.

Building Status Update

Myron Scruggs, Director of Property Management, stated that there were no major problems as a result of thawing. However, there were several recent power outages that were corrected. There was no equipment damage in the IT Department.

Mr. Scruggs explained that condensing units that are located in the Main Library window well are powered by Cleveland Public Power. The air conditioning unit in the the IT Department located in the Louis Stokes Wing is powered by CEI. Mr. Scruggs recommended that both units be powered by CEI. This arrangement would lower the possibility of power failure resulting in equipment damage.

Carpeting and painting have been completed at Lorain branch. Painting has begun at Langston Hughes branch.

MONTHLY  
ACTIVITY  
REPORT  
Submitted

BUILDING  
STATUS  
UPDATE  
Presented

Friends Board Update

Jason Jaffery, Executive Director, The Friends of the Cleveland Public Library, gave the following highlights: (1) As of March 30, 2015, the Friends will be fully staffed with the addition of the Development Coordinator who will assist with outreach efforts; (2) The Friends Board will implement a new committee structure that will involve board members in fundraising and advocacy; (3) Developing foundation and corporation strategies that include networking opportunities update; (4) Developing Personal Property tax restoration strategies; and (5) Discussion with Ohio House Speaker Clifford A. Rosenberger regarding his support for public libraries.

Ms. Rodriguez thanked Mr. Jaffery for his report and stated that the Board continues to look forward to working with the Friends as they support the Library.

Joyce Dodrill, Chief Legal Officer, stated that she met with Bostwick Design Partnership and all agreed it would be beneficial to the project to obtain feedback from the Board during the design phase of Phase 2 Main Renovation. It is recommended that the CPL150 Ad Hoc Committee meet with the Finance Committee so that Bostwick can give updates during the Committee Meetings and receive feedback.

**NEW BUSINESS**

Ms. Rodriguez introduced the following item of New Business.

Resolution to Salute Rick Werner

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

WHEREAS, Rick Werner has served on Board of Library Trustees since his first appointment on July 2, 2007, a tenure marked by the passage of Issue 2 in 2008, the recruitment of Felton Thomas as Director in 2009, the fallout from the Great Recession, the creation of a new Strategic Plan, and the passage of Issue 79 in 2013; and

**FRIENDS  
BOARD  
UPDATE**  
Presented

**RESOLUTION  
TO SALUTE  
RICK  
WERNER**  
Approved

WHEREAS, Mr. Werner brought to this Board his extensive experience in county government and his ability to analyze the ever-shifting forces that affect the public sector in northeast Ohio; and

WHEREAS, Mr. Werner devoted his time and energy to a number of Board standing committees and ad hoc committees, including the Community Services Committee which he chaired from 2010 through 2014; and

WHEREAS, While Mr. Werner will be remembered for his dry wit and probing questions at meetings of the Board, his greatest legacy will be the CPL150 Ad Hoc Committee that he formally proposed to the Trustees at their work session on March 20, 2014; and

WHEREAS, Mr. Werner championed what he termed "a comprehensive, thoughtful process" that would create a sustainable model of innovative library service to Cleveland's neighborhoods responsive to individual community needs; and

WHEREAS, The Board of Trustees wishes to acknowledge Mr. Werner's years of exemplary service, with its feeling of loss mitigated by the knowledge that while Mr. Werner is leaving Cleveland Public Library, he is not leaving CLEVNET; now, therefore be it

RESOLVED, The Board of Library Trustees extends its collective appreciation to Rick Werner for his dedication and service to Cleveland Public Library; and be it further

RESOLVED, The Board of Library Trustees wishes Rick Werner every success in his new role as Director of the Willoughby-Eastlake Public Library, a CLEVNET library since 1983.

Mr. Werner expressed his appreciation to the Board and Library staff for their work and support during his tenure on the Board.

Ms. Rodriguez presented a commendation, on behalf of Mayor Frank Jackson, to Mr. Werner, acknowledging his tireless work and service on the Library Board of Trustees.

Director Thomas expressed his appreciation to Mr. Werner and presented him with his official Board portrait and a cake from the Friends.

### **DIRECTOR'S REPORT**

**DIRECTOR'S  
REPORT**  
Presented

Before presenting his report, Director Thomas acknowledged Don Boozer, formerly coordinator for Know It Now, as General Research Collections Manager Business, Science & Technology, Government Documents, Social Sciences Departments.

Mr. Boozer gave an overview of his extensive background and history with the Library and stated that he looked forward to his new role.

Director Thomas thanked Aaron Mason and the Outreach Programming Services staff for their hard work on February programs.

### **Form Communities of Learning**

ImpACT 216, College Now's ACT preparation program was offered 76 times at the following branches: Eastman, Harvard-Lee, MLK, and South Brooklyn. Average class attendance was 25 students per site.

The Digital Gallery was visited 28,556 times. The top five collections by number of visits are:

Cleveland History (Books, Manuscripts, Other Publications) 7393

Cleveland High School Yearbooks and Student Newspapers 6069

Cleveland Public Library - Main Library and Library History 5792

A Gallery of Cleveland Photographs 3556

Atlases, Maps and Park Plans of Cleveland and Cuyahoga County 2520

**Fighting Community Deficits**

Educational programming and services, not included in the above totals, accounted for approximately 92 adult education classes, and 710 hours of after-school homework help: 585 hours for grades K-8 provided by the Cleveland State University America Reads program and 120 hours of intensive reading instruction for children grades K-3, provided by Braxton Educational and Technology Consulting. After-school snacks were served Monday-Thursday at 10 branch locations.

On Saturday, February 7th, the Fulton branch hosted the Legal Aid @ Your Library clinic. Forty-two patrons signed up to receive a free consultation from a volunteer attorney.

**Celebrate a Global Perspective**

As a part of this year's African-American History Month celebration the Library hosted a series of programs that were intended to engage the public in conversations about topics related to the current state of African-Americans in the United States. On February 7th author commentator Juan Williams spoke in the Louis Stokes Wing auditorium on the history of civil rights in America. Two-time Pulitzer Prize finalist, Phillip Morris, of the *Cleveland Plain Dealer* gave Mr. Williams a powerful and riveting introduction. Mr. Williams signed copies of his books after Q & A and took photos with members of the audience.

On February 21st, Sybrina Fulton, mother of Trayvon Martin spoke to patrons about the court case following the killing of her son in Florida by George Zimmerman. During the public forum, Margaret Bernstein, Director of Advocacy and Community Initiatives for WKYC, Channel 3, moderated an on-stage interview with Ms. Fulton. Ms. Fulton talked about who her son Trayvon was, her treatment by law enforcement during the aftermath of his slaying as well as the trial experience and the important work she is doing with the Trayvon Martin Foundation she established with Trayvon's father, Tracy Martin. Ms. Fulton answered questions following the conversation and took many pictures with community members. In addition, Ms. Samaria Rice, mother of the late 12-year-old Tamir Rice (killed by a CPD officer), was also in attendance as Ms. Fulton's invited guest.



Also, during the month of February the Library hosted 3 programs entitled Crucial Community Conversations that were facilitated by members of the community. On February 18th at the Rice Branch a discussion entitled The Struggle for African American Liberation was facilitated by Donald and Norma Freeman, local authors, educators and community activists. On February 26th at the Woodland Branch the What Does it Mean to be African American? discussion was facilitated by Dr. Padmore Agbemabiese of Tri-C's Metro campus. The mostly adult forum was interesting, informative, interactive and well attended. Earlier that day the discussion Not One More Life to Lose was facilitated by Mr. Eric Johnson of Alpha Phi Alpha Fraternity, Inc. The forum was attended by middle and high school students and focused on the science and the real and devastating consequences of gun violence.

Roots of American Music performed a concert called Let's Get Together on February 14th. The performance which told the story of social change in America from slavery to the civil rights movement entertained 52 delighted patrons.

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

\* BEL Librarian Susan Mullee had a market share question concerning yellow page directories. The research database Business Insights: Essentials listed "Top Directories Publishers in 2013" and the top Yellow Pages Publishers, 2011."

\* A local company's employee magazine is writing a piece about their early work for the U.S. Environmental Protection Agency. They wanted a scan and permission to use the Collection's photograph of the 1969 Cuyahoga River fire.

\* Crain's Cleveland Business is publishing a culinary section and needed historic photos of old Cleveland restaurants and food manufacturers.

\* A patron producing a documentary for PBS sought resources from CPL's photograph collection.

\* The Director of Communications for the Cleveland Municipal Clerk of Courts, needed images for a project

to create a wall that recognizes and honors all of the previous Cleveland Clerks of Courts.

\* Patron requests for obscure sheet music for 70s bands, Miles Davis, Mozart, composer Lara, musical Carouse, Roger D Bird Calls, biography on Bobby Short; obscure German folk song found on sheet music in the collection, books for educator from the Rock Hall of Fame, research on decorated stoneware pottery of North America; information about architect George B. Post.

\* A patron request to check on information about a 1726 published book on French songs.

\* A curator from the World Chess Hall of Fame and Museum came to Cleveland to do research on female chess players Gisela Khan Gresser and Mary Bain.

\* An instructor at CWRU came to view 40 Anisfield Wolf Book Award winners in order to do research for a grant.

\* Special Collections Librarian Stacie Brisker assisted a patron doing provenance research on the following items in Special Collections: the Klein Collection of Jewish materials, Kelmscott Press, Peskind gifts on Jewish life. She is also researching the provenance based on book plates of John G. White.

\* A patron from Japan requested a digital copy of a hand-written manuscript entitled, *The Peasants During the Reign of Empress Catherine II*. tr. by L. Rubin and Frank A. Schneide.

\* A patron from France requested scans from the 1520 book entitled *Limage du Mode*.

\* Popular Department staff members sent scans of *The Plain Dealer* to a patron whose father is turning 90 in March. The scans included a PDF of the front page of the paper and assorted other news stories and advertisements. In addition, staff members also assisted a patron find a family wedding picture from the *Call & Post* microfilms.

\* A researcher had an abbreviated title of a German science periodical from 1906. Using "old" indexes, we were able to find the complete title of the periodical.

\* A patron phoned from Michigan seeking information about the dog breed Weimaraner. She wanted to know about champions in 1958, 1959, and 1960.

\* PAL staff assisted patrons with questions concerning Cleveland charter updates, Cleveland ordinances, Cleveland parks, immigration, length of terms served by judges, and digitizing Cleveland neighborhood plans.

## **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 met with Councilwoman Yvonne Conwell
- I met with Leah Prebles, Ohio Schools Council
- I met with LaTida Smith, Saint Luke's Foudation
- I met with Joy Roller, President, Global Cleveland
- I met with Dr. Kirsten Ellenbogen, Great Lakes Science Center
- I attended Who's Who in Black Cleveland 10<sup>th</sup> Anniversary Celebration
- I attended the ALA Midwinter meeting in Chicago.
- I participated in the Noyce Leadership Institute Audio Conference

### **CLEVNET**

CPL has over 10,000 total followers on Twitter and the Facebook page currently has over 7,200 fans.

**GRANTS & DEVELOPMENT**Awarded Grants

PPG Industries Foundation - Awarded a \$4,500 grant to host STEM programming at Rockport Branch in 2015.

Submitted Grants

StoryCorps @ Your Library - Submitted request to ALA to participate in oral history collection project. Received notice that we weren't selected (only 10 libraries were selected out of 300 applicants).

Projects

Friends 2015 Donation to CPL - Finalized CPL budget to Friends for 2015.

Letters to Legislators - Letters sent to state senators and representatives educating them on the Public Library Fund.

Letters of Support

- Detroit Shoreway for their ART project to revitalize the alleyways in the neighborhood around Lorain Branch
- Cleveland Seed Bank for the CPL Seed Libraries and educational programming at Garden Valley Branch
- Baseball Heritage Museum for support of general operations

Other projects in progress - 2014 report on Lockwood Thompson Memorial Fund, request to Saint Luke's Foundation of Cleveland, request to Time Warner Cable for Maker Faire

**PUBLIC SERVICES**

## Programs, Services &amp; Exhibits

During the month of February the Library hosted a total of 107 programs, and 146 story times were conducted throughout the system and at various offsite locations. Educational programming and services, not included in the above totals, accounted for approximately 92 adult education classes, and 710 hours of after-school homework help: 585 hours for grades K-8 provided by the Cleveland State University America Reads program and 120 hours of intensive reading instruction for children

grades K-3, provided by Braxton Educational and Technology Consulting. After-school snacks were served M-Th. at 10 branch locations.

ImpACT 216, College Now's ACT preparation program was offered 76 times at the following branches: Eastman, Harvard-Lee, MLK, and South Brooklyn. Average class attendance is 25 students per site.

On Saturday, February 7th, the Fulton branch hosted the *Legal Aid @ Your Library* clinic. Forty-two patrons signed up to receive a free consultation from a volunteer attorney.

As a part of this year's African-American History Month celebration the Library hosted a series of programs that were intended to engage the public in conversations about topics related to the current state of African-Americans in the United States. On February 7<sup>th</sup> author commentator Juan Williams spoke in the Louis Stokes Wing auditorium on the history of civil rights in America. Two-time Pulitzer Prize finalist, Phillip Morris, of the Cleveland Plain Dealer gave Mr. Williams a powerful and riveting introduction. Mr. Williams signed copies of his books after Q & A and took photos with members of the audience.

On February 21<sup>st</sup>, Sybrina Fulton, mother of Trayvon Martin spoke to patrons about the court case following the killing of her son in Florida by George Zimmerman. During the public forum, Margaret Bernstein, Director of Advocacy and Community Initiatives for WKYC, Channel 3, moderated an on-stage interview with Ms. Fulton. Ms. Fulton talked about who her son Trayvon was, her treatment by law enforcement during the aftermath of his slaying as well as the trial experience and the important work she is doing with the Trayvon Martin Foundation she established with Trayvon's father, Tracy Martin. Ms. Fulton answered questions following the conversation and took many pictures with community members. In addition, Ms. Samaria Rice, mother of the late 12 year old Tamir Rice (killed by a CPD officer), was also in attendance as Ms. Fulton's invited guest.

Also, during the month the Library hosted 3 programs entitled Crucial Community Conversations that were facilitated by members of the community. On February 18<sup>th</sup> at the Rice Branch a discussion entitled *The Struggle*

*for African American Liberation* was facilitated by Donald and Norma Freeman, local authors, educators and community activists. On February 26<sup>th</sup> at the Woodland Branch the *What Does it Mean to be African American?* discussion was facilitated by Dr. Padmore Agbemabiese of Tri-C's Metro campus. The mostly adult forum was interesting, informative, interactive and well attended. Earlier that day *Not One More Life to Lose* the discussion was facilitated by Mr. Eric Johnson of Alpha Phi Alpha Fraternity, Inc. The forum was attended by middle and high school students and focused on the science and the real and devastating consequences of gun violence.

#### EXPENDITURES & REVENUE

Total programming/educational services related encumbrances for February totaled \$66,906.56. \$55,407 of which was devoted to the Library's after-school tutoring program facilitated by Cleveland State University America Reads program.

#### MEETING ROOMS and SCHEDULING

The total number of requests for Main Library in the month of February was 54. There was an estimated total attendance of 1,392. The Lake Shore Facility requested meeting rooms 12 times and 147 requests originated in branch libraries; there was an estimated total attendance of 2,497. There were a total of 53 AV requisitions for the month of February; 32 of them were for Main and 21 for Branches.

#### BOOKMOBILE/ON THE ROAD TO READING

The Mobile Services Department started the first segment of their senior curriculum. The first program was in partnership with Empowering and Strengthen Ohio's People (ESOP). The two sites selected to perform programming at were Kingsbury Towers in the Hough neighborhood and Fairview Garden Apartments in the Detroit Shoreway neighborhood.

The ESOP program in February is the first of a two part series. The second part will be in March. The ESOP staff visited both Kingsbury Towers and Fairview Gardens to disseminate and discuss information on financial fraud geared towards the senior population. The movie "Fleeced" was watched and then the group discussed various scams. The first program at Kingsbury Towers on February 19th had eighteen participants. The second

program at Fairview Gardens on February 26th had nine participants. All the participants were given a workbook and told to review before the second meeting in March.

#### Music at Main

*Roots of American Music* performed a concert called *Let's Get Together* on February 14<sup>th</sup>. The performance which told the story of social change in America from slavery to the civil rights movement entertained 52 delighted patrons.

#### CSU Confucius Institute Partnership

Foreign Literature Senior Subject Librarian Caroline Han partnered with a CSU Confucius Institute instructor to offer a Chinese martial Arts program, Baduanjin on February 7<sup>th</sup> and 21<sup>st</sup> to the public. In addition, a series of Chinese business classes, Business Chinese I and II: Introduction to Business Culture were offered during the month of February. This effort supports CPL's strategic plan by helping attendees cultivate a global perspective of doing business in China.

#### Poetry of Love

Literature Department Librarian Steve Capuozzo hosted the annual Valentine's Day open microphone Cleveland Public Poetry: Circulate Love on Wednesday, February 11<sup>th</sup>.

#### Collinwood Family Literacy Night

Literature Department staff members Steve Capuozzo along with Amy Dawson attended the Family Literacy Night and African-American History Month read-in at Collinwood High School on Thursday, February 26<sup>th</sup>. CPL's involvement with Little Free Libraries was highlighted.

#### Get Graphic with Tony Isabella

Comic Writer Tony Isabella gave a talk on comic and diversity on Saturday, February 28<sup>th</sup> at 4:00. The well attended event focused on diversity, mentorship and outreach for comic book writers who represent a wide variety of ethnic and cultural backgrounds.

#### Knitting Club

Popular Department Library Manager Sarah Flinn hosted a Knitting Club on February 13<sup>th</sup>. Regular club members have begun to branch out and try more difficult projects with the assistance of staff members who are instructing them on how to read knitting patterns.

#### Main Library Book Clubs

The Popular Department Literary Book Club discussed Emily St. John Mandel's post-apocalyptic novel *Station Eleven* and the African-American Book Club read *The Wonder of All Things* by Jason Mott.

#### Patron Tax Programs

Business, Economics and Labor Librarian Susan Mullee continued revising the Tax Information Sheet and reordered the requested tax forms for Branches and Main Library.

#### Sports Icon Interview Series

Social Sciences Department Library Assistant Peter Elwell coordinated the seventeenth Sports Icon Interview with Dan Coughlin and the radio voice of the Cleveland Indians, Tom Hamilton, on February 11<sup>th</sup>.

#### Art Lab Programs

Youth Services staff members developed and coordinated three creative and unique Art Lab programs during the month of February. *Crafternoons in the Library*, *Happy Hearts Day* and *Dream My World* all invited patrons to share their creativity in a fun learning environment.

#### Library Blogs

Fine Arts Librarian Bill Chase wrote a blog entitled "*Abraham Lincoln at Cleveland Public Library*" to promote the Lincoln exhibit and the libraries planned activities over the next several months. The blog features background information about the President's visits to Cleveland during his first inauguration and his funeral train of 1865.

#### Main Library Tours and Instructional Visits

Special Collections Librarian Staci Brisker gave a tour of the of the Special Collections Department and John G. White Collection to students from Baldwin Wallace University and Foreign Literature Subject Victoria Kabo conducted a tour for a group of visiting senior citizens.

#### January Exhibits and Displays

During the month of February Main Library staff members created a number of displays and exhibits. Library Assistant Dan Milich from the Center for Local and Global History printed maps showing traffic detours and changes to the bus routes and stops around Public Square



during construction. These maps were placed in the LSW Lobby for patron and staff information.

Social Sciences Library Assistant Lakeisha Winstead prepared an extensive exhibit honoring Martin Luther King, Jr. for Black History Month; she was assisted by Department Clerk Lisa Malone and Librarian Tracey Overbey. Librarian Helena Travka prepared a Cleveland crime exhibit and Sr. Subject Department Librarian Mark Moore worked on a small ice-skating exhibit in a Sports Research Center case.

Fine Arts Librarian Andy Kaplan created a display of books for African-American History Month. Library Assistant Bill Chase and Special Collections Librarian Stacie Brisker assisted Manager Pam Eyerdam with the installation of the *Lincoln at Cleveland* exhibit as well as the opening reception. Guest speakers included representatives from the Military Order of the Loyal Legion of the U.S., representatives from the Old Stone Church, Tim Daley from the *Soldiers' & Sailors' Monument* and his Board of Directors.

#### Main Library Outreach

The Ohio Center for the Book promoted the Get Graphic programming at the 2015 Wizardcon Cleveland at the Convention Center. The well attended event offered a great way to network with patrons and let them know about our ongoing programming. Literature Department Manager Amy Dawson, TechCentral Manager C.J. Lynce and Page Allison Elliot worked the booth for over the weekend.

Literature Department staff members Steve Capuozzo and Evone Jeffries represented the Library at the YWCA's "It's Time to Talk" forum on race at the Renaissance Hotel on February 23<sup>rd</sup>.

Foreign Literature Department Subject Librarian Mary Torres conducted two bilingual story time and craft lesson at Melissa's Learning Tree Day Care assisted in planning an "African-American History Through Dance" program at Fulton Branch and Senior Subject Librarian Caroline Han hosted ESOL and Information Literacy programs for seniors at Goodrich-Gannett Community Center several times in February.

Social Sciences Library Assistant Lakeisha Winstead and Public Administration Library Librarian Elaine Herroon attended the first Senior Day Meeting on February 19<sup>th</sup>.

Youth Services staff members Kristen Schmidt, Maria Estrella and Christine Feczkanin facilitated weekly story times at the Federal Building and Smarty Pants Day Care and Community Villa View. February 2015 Early Literacy Calendar was distributed to all CMSD preschool school teachers and the Youth Services Librarians.

#### Collection Development

Business, Economics and Labor Librarian Susan Mullee updated the Employment Resources handout titled, "Employment Websites."

Center for Local and Global History Library Assistant Dan Milich added explanations of map scales to the topographic collection.

Fine Arts Librarian Andy Kaplan began work on a collection that will eventually be called the *Cleveland Music Program Collection*. This collection will be created with the programs from the materials found when the Special Collections workroom was cleared out in 2014 as well as programs from the Cleveland Metropolitan Opera collection.

Fine Arts and Special Collections Manager Pam Eyerdam met with the Schweinfurth Committee for its first quarterly meeting on February 26<sup>th</sup> to select titles related to architecture.

The donation of Joe Simenic baseball materials by Russell Schneider to the Sports Research Center was mentioned in a Plain Dealer article on February 18<sup>th</sup>: "In 1997, Simenic and Schneider co-authored the 670-page Cleveland Indians Encyclopedia. Simenic opened up his home library to Schneider, and was equally generous to researchers and writers from around the country. Schneider said Simenic gave him much of his collection, which included parts of Bang's original Cleveland News library. Schneider recently donated the materials to the Cleveland Public Library."

## Research that's Possible Only at Main Library

- BEL Librarian Susan Mullee had a market share question concerning yellow page directories. The research database Business Insights: Essentials listed "Top Directories Publishers in 2013" and the top Yellow Pages Publishers, 2011."
- A local company's employee magazine is writing a piece about their early work for the U.S. Environmental Protection Agency. They wanted a scan and permission to use the Collection's photograph of the 1969 Cuyahoga River fire.
- Crain's Cleveland Business is publishing a culinary section and needed historic photos of old Cleveland restaurants and food manufacturers.
- A patron producing a documentary for PBS sought resources from CPL's photograph collection.
- The Director of Communications for the Cleveland Municipal Clerk of Courts, needed images for a project to create a wall that recognizes and honors all of the previous Cleveland Clerks of Courts.
- Patron requests for obscure sheet music for 70s bands, Miles Davis, Mozart, composer Lara, musical Carouse, Roger D Bird Calls, biography on Bobby Short; obscure German folk song found on sheet music in the collection, books for educator from the Rock Hall of Fame, research on decorated stoneware pottery of North America; information about architect George B. Post.
- A patron request to check on information about a 1726 published book on French songs.
- A curator from the *World Chess Hall of Fame and Museum* came to Cleveland to do research on female chess players Gisela Khan Gresser and Mary Bain.

- An instructor at CWRU came to view 40 Anisfield Wolf Book award winners in order to do research for a grant.
- Special Collections Librarian Stacie Brisker assisted a patron doing provenance research on the following items in Special Collections: the Klein Collection of Jewish materials, Kelmscott Press, Peskind gifts on Jewish life. She is also researching the provenance based on book plates of John G. White
- A patron from Japan requested a digital copy of a hand-written manuscript entitled, *The peasants during the reign of Empress Catherine II*. tr. by L. Rubin and Frank A. Schneide.
- A patron from France requested scans from the 1520 book entitled *Limage du mode*.
- Popular Department staff members sent scans of the Plain Dealer to a patron whose father is turning 90 in March. The scans included a PDF of the front page of the paper and assorted other news stories and advertisements. In addition, staff members also assisted a patron find a family wedding picture from the Call & Post microfilms.
- A researcher had an abbreviated title of a German science periodical from 1906. Using "old" indexes, we were able to find the complete title of the periodical.
- A patron phoned from Michigan seeking information about the dog breed Weimaraner. She wanted to know about champions in 1958, 1959, and 1960.
- PAL staff assisted patrons with questions concerning Cleveland charter updates, Cleveland ordinances, Cleveland parks, immigration, length of terms served by judges, and digitizing Cleveland neighborhood plans.

### Staff Development

The Center for Local and Global History staff members Sr. Subject Librarian Tom Edwards, Library Assistant Dan Milich and Librarian Patrice Hamiter worked with staff from TechCentral to engrave a staff from the digital gallery onto a piece of wood. This was done to familiarize staff members with the process of which may be a MakerLab development for the department. Librarian Terry Metter attended a genealogy webinar presented by NEORLS on February, 19<sup>th</sup>.

Foreign Literature Subject Librarian Mary Torres attended a NEO-RLS sponsored workshop titled "Summer Reading for Superheroes" on February 20<sup>th</sup>.

Youth Services Manager Annisha Jeffries conducted the system wide monthly Youth Services Meeting on Wednesday, February 18<sup>th</sup>. Subject Department Librarian Kristen Schmidt helped facilitate the Unconference on February 27<sup>th</sup> and Subject Department Librarian Maria Estrella attended the 2015 American Library Association Midwinter Conference. Ms. Estrella was selected by ALSC and REFORMA to serve on the 2016 Pura Belpré Award Selection Committee. In addition, Subject Department Librarians Maria Estrella and Kristen Schmidt presented at the Northeast Ohio Regional Library System Summer Reading Club Workshop on Friday, February 20<sup>th</sup>.

### Other Main Library News

CPL staff members were very sorry to hear of the passing of former staff member Jean Piety on February 19<sup>th</sup>. Ms. Piety worked for CPL for over 50 years.

### Branches

Addison Branch hosted their first author for season four of A New Chapter: Adult Book Discussion Forum in the person of author Emeka Iwenofu.

Brooklyn Branch staff worked together this month to promote African-American History program at Main with schools in their service area and community partners. With Cleveland schools closed on Thursday, February 5, children's staff set up the Smart Board for a showing of the movie "Frozen." At other points during the month when schools were closed staff set up craft stations in the meeting room for any students who wished to play or

make up a craft. School visits continued in spite of the weather, including a series of programs for Lunar New Year.

Carnegie West Tax season was launched on Tuesday, February 3<sup>rd</sup>. Thirty appointments per week are available and all have been scheduled through March 10<sup>th</sup>. Also, a representative from Cleveland School of the Arts visited on Monday, February 9<sup>th</sup> and helped seven prospective students with their applications for this prestigious CMSD School. Finally, Children's Librarian Helen Zaluckyj volunteered to be a reader for both age levels of the Stop the Hate essay contest.

The Collinwood Branch and its staff are braving the cold weather and school closings with great strife along with our colleagues. Four programs and one tax clinic were cancelled due to these conditions. However, we are proud to report that 20 students attended two sessions of Student Leadership Program with East Clark School. Manager, Ms. Peak visited "Seniors" at 5 Points Community Center to engage them in conversation about upcoming programs and to find out what services they want to see at the library and was invited to lunch to keep the conversation going.

East 131<sup>st</sup> Youth Services Department held two Black History Month programs "Put your stamp on it" and a Mardi Gras celebration for kids. While kids were out of school the branch held activities such as chess, crochet, duct tape wallets, and various art competitions to keep them interested and engaged.

Eastman Branch is excited to have a new Children's Librarian. On February 9th Rebecca Price Donahue started in the position that was vacated by the retirement of Diana DeVore. Mr. Knape gave out bookmarks, library card holders, and upnext flyers.

Fulton's monthly highlight was the African Dance Performance and Instruction held in honor of Black History Month. Ms. Ellen Tolliver, (CMSD teacher) quickly engaged the audience and got them to participate in the celebration.

Garden Valley Branch's tutoring has begun again, with Braxton Consulting. Garden Valley parents and students are privileged to have the experience of two retired

CMSD teachers/administrators. Because some of our students did not pass the test, we are looking forward to positive results. On February 24, 2015, the Youth Services department will sponsor the 26th annual African American Read-In at as we celebrate and share books by African American authors.

Glenville Branch hosted a Read-In at the branch at 5:30 pm on Thursday, February 26. The title discussed was, "What I Know For Sure" by Oprah Winfrey.

The Harvard-Lee Branch has had an eventful month. Within this month, Ms. Bianca Jackson won the CPL Cornerstone WOW Award. The submission for the award was done by her entire team for her team work ethic. Mrs. Parks attended the CSU Leadership Academy on February 20.

Hough Branch Manager Donna Willingham conducted a Black History Month Storytelling program which reviewed some key facts about African-American History, and showcased African and African-American folktales. Colleen Jost of the Cleveland Clinic conducted a program with teens, "Goal Setting and Action Plans", in which teens were to focus on their future aspirations. Manisha Spivey conducted an "African-American History Jeopardy" program in which youth reviewed and learned about African-American history through the questions posed in the game.

Jefferson Manager Jaime Declet attended the Virginia Hamilton Advisory Board Meeting on February 6. He also attended the Tremont West Development Corporation Meeting on February 19. Attendance at the Wee Read and Play group has been very inspiring. Neither the inclement weather nor the fact that the side handicap and stroller access door has been out of service and the strollers need to be brought in through the front steps has deterred this group from their task.

The Langston Hughes branch featured these programs during the month of February: African American Read-in, Build Your Own 3-D Monster, Valentine's Day Excitement, and Put Your Stamp on History, Important People, and African American Artists in Cleveland.

Martin Luther King Jr. Manager Toni Parker collaborated with the office of Councilman Kevin Conwell for a very

successful Job Fair with over 450 patrons participating. Cynthia Davis, Library Assistant Computer Emphasis collaborated with Center for the Aging for "Stamp Out Fraud" for the Savvy Senior; Cleveland Clinic Taussig Cancer Institute for a Breast Cancer program; The Gathering Place featuring powerful plays about surviving breast cancer.

Mt. Pleasant Branch held several programs for African American History Month including: Celebrate Rosa Parks, African American Read-In-Friday, Teen Book Discussion, Biography Bottles, and Put Your Stamp on History. Kendra Proctor began as Children's Librarian and Michael Haverman began as a Part-Time Library Assistant.

Rice Branch Manager Ali Boyd assisted with the United Black Fund Meeting held at Rice with Director Felton Thomas.

South Branch patrons continue to enjoy the TechCentral maker lab events held at the branch. This month the participants had the opportunity to make a homemade speaker out of materials that they might be able to find at home, post it notes, copier wire and other supplies were used.

South Brooklyn enjoyed a continuous flow of patrons and a plethora of displays during the month of February. Branch Manager Luigi Russo continued his outreach to a variety of organizations within the community, attended a South Brooklyn Coffee shop update/meeting at Downtown Main, and attended the monthly branch managers' meeting. Children's Librarian Tammy Houghton attended the monthly Youth Services meeting, and visited St. Mary Byzantine Daycare for a story time, which involved cats, dogs and Valentine's Day.

Union Branch staff worked together to promote African American history programs being held at Main to schools and community partners in their service area.

Walz Branch served as a warming center to many during the month of February due to frigid temperatures. Providing a warm indoor space to all, a meal to those under 18 and free tutoring services.

West Park was pleased to host the Leadership Team in early February. The Branch Manager presented a brief summary of West Park's activities over the past year as



well as giving a tour of the branch. Manager Michael Dalby attended a Kamm's Corner's luncheon for non-profits in the community and began planning summer 2015 collaborations with said group.

Woodland Branch patrons attended the CPL150 Community Vision Plan meeting at Friendly Inn on Wednesday, February 25, 2015 from 6-8p.m. Postcards were distributed to every patron at check-out, as well as distributed in the community. Also, a Crucial Community Conversation (CCC), sponsored by the African American Committee of the Smithsonian Institute, was held at the branch on February 26, 2015. Dr. Padmore Agbemabiese, a Ghanaian poet and scholar currently lecturing in the Department of African American and African Studies at Ohio State University, will facilitate.

#### TechCentral

##### Visits and Outreach

Two staff members from Mentor Public Schools' Ridge Middle School visited the TechCentral MakerSpace and met with TechCentral Manager, CJ Lynce, on February 4.

AIGA Cleveland, a professional association for designers, held their monthly meeting during an after-hours event in TechCentral on February 4. Despite the bad weather, ten people were in attendance for the event that highlighted services available in the TechCentral MakerSpace.

Meetings, Presentations and Professional Development  
TechCentral Manager, CJ Lynce, has been working with Computer Network Technician, IT/CLEVNET, Robert Patrick throughout the month of February in evaluating possible solutions for iPad Management for TechCentral and for other departments in the Library. The growing presence of iPads and iOS devices in the Library has necessitated this search for management software.

Mr. Lynce attended the Marketing Meeting on February 9 to talk about the upcoming openings of TechCentral Fleet and Lorain.

Mr. Lynce attended the February 17 Executive Leadership Team meeting to present about the IMLS Making and Learning convening in Pittsburgh, PA.

TechCentral staff produced 8 T-Shirts for the Literature Department's *Get Graphic* program series in mid-February. The shirts were debuted at the Wizard World Cleveland Comic Con on February 20-22.

Mr. Lynce assisted the Literature Department at the Library's booth at Wizard World Cleveland Comic Con on February 20-22.

Library Assistant, Computer Emphasis, Matthew Sucre attended a meeting on February 25 regarding the Toshokan Event to be held at Main Library in October.

#### Staffing Changes

Interviews for the open position of Library Assistant, Computer Emphasis, PFT, TechCentral were held on February 5 and 6. Yehia Alhibshi-Devore was the successful candidate and began in the role on February 22.

Curtis Flowers transferred on February 15 to the position of Library Assistant, Computer Emphasis, PFT, Cleveland Digital Public Library.

Traci Hlafka Flowers transferred on February 15 to the position of Library Assistant, Computer Emphasis, PFT, Cleveland Digital Public Library.

#### OHIO LIBRARY FOR THE BLIND AND PHYISCALLY DISABLED

For February, OLBPD circulated 44,812 books and magazines directly to patrons. OLBPD registered 123 new readers to the service. Approximately 622 BARD patrons among 2,267 active users downloaded 11,749 items.

The National Library Service (NLS) announced that they will implement the Unified English Braille (UEB) code on Jan. 4, 2016—the 207th birthday of Louis Braille. The new code will be especially beneficial to students and other users of technology. It resolves persistent translation errors that occur when, for example, a student's work is translated to print for a teacher to read, or when print material is translated to braille. Those who use computers, smartphones, e-books and texting features will find it very useful. The code, which has been adopted by seven other English-speaking countries, brings the braille code into the computer age. UEB uses the same six-dot cell pattern as the

present code, but drops some contractions, uses different spacing rules and allows for transliterating a wider array of symbols. Existing braille books will remain in the collection and be available. The UEB books are not expected to be available from the collection for at least six months.

OLBPD continued its revision of our applications for service for both individuals and institutions. Drafts of the new applications were submitted to the State Library of Ohio for review. The revised applications will remove references to the audio cassette service and promote the digital talking book service and BARD exclusively to new readers. The application will also highlight more local library services offered by OLBPD in addition to those services provided to readers by NLS.

On February 25<sup>th</sup>, OLBPD Manager Will Reed attended the Ohio Braille and Talking Book Program Consumer Advisory Committee meeting at the State Library of Ohio. Consumers were provided updates about the service, including the release of UEB by NLS, OLBPD's new Twitter and e-mail distribution projects, and Family Fun and Learning Day 2015.

In February, OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the CPL Branch Managers Meeting on February 4<sup>th</sup>; Tri-C Corporate West on February 9<sup>th</sup>; Medina County Career Center on February 11<sup>th</sup>; and CPL Youth Services Meeting on February 18<sup>th</sup>..

The OLBPD Book Club met on February 13<sup>th</sup> and discussed "Goldfinch" by Donna Tartt.

#### Cleveland Digital Public Library

This month was an opening and adjustment month. Staff have been working on learning the equipment, learning their jobs, and adjusting to new workflows.

#### Move and Unpacking:

A large portion of our time in the early part of the month was occupied with moving and unpacking. Even after opening we have unpacking that needs doing -- we currently need shelving called for in the plan installed.

## Public Service:

224 visitors (in spite of a freezing opening)  
 2 events (opening and African American history month)

## Digital Projects:

*Scanning*

The staff has been adjusting to the equipment over the last month. The KIC scanners have had 102 scanning sessions which scanned 1301 JPEGs, 1103 TIFs, and 46 PDFs. The ATIZ was used to scan 2 volumes and 7 issues of vibration (105 TIFs); it was also used on a feasibility test on a 14th century manuscript from our Special Collections. The i2s scanner has been used to scan 40 issues of ESDN across volumes 16 and 17, totaling about 400 pages of scanned material. We have post-processed 750 files to make the ready for ContentDM ingest. We have uploaded to ContentDM:

1. West Tech Tatler 1947-48. 9 PDF's.
2. St. Ignatius yearbook 1966. 185 pages.
3. St. Ignatius yearbook 1967. 194 pages.

*Touch Wall*

Several hundred images from ContentDM, video content, and audio content were loaded onto the touch wall for the opening

*Staff Training Materials*

We added several videos and documents to our staff training area on the staff intranet.

*The Digital Gallery was visited 28,556 times. The top five collections by number of visits are:*

Cleveland History (Books, Manuscripts, Other Publications)	7393
Cleveland High School Yearbooks and Student Newspapers	6069
Cleveland Public Library - Main Library and Library History	5792
A Gallery of Cleveland Photographs	3556
Atlases, Maps and Park Plans of Cleveland and Cuyahoga County	2520

## Preservation

Preservation has only just managed to find its feet - only last week the Department received the last group of

materials for preservation work, and the move has caused continual re-adaptation on the part of the staff.

### **TECHNICAL SERVICES**

The Preservation Department moved from the Lake Shore Facility to the Digital Public Library in the Main Library. A small reception was held in the Preservation Department on February 6, their last day in Technical Services, so that Lake Shore staff could say goodbye to Elizabeth Bardossy, Renee Pride, and Gloria Massey. Alicia Naab, Acting Preservation Manager, returned to her former position of Acquisitions Coordinator.

During February Patricia Lowrey, Director of Technical Services, completed annual performance evaluations for all the Technical Services Managers and the Technical Services Assistant. Ms. Lowrey attended the Juan Williams author program on February 7.

Technical Services Managers Andrea Johnson, Elizabeth Hegstrom, Carole Brachna, and Sandy Jelar Elwell attended training in using Visio software and process mapping on February 11. The training was the first step in a project to work with Improve Consulting to enhance the efficiency of Technical Services workflows.

**High Demand:** Staff cataloged 532 titles, and added 9,418 items. They ordered 1,106 titles and 12,642 items. Staff processed 114 items for the Acquisitions Department.

In support of the Library's Strategic Plan goal of *Cultivate a global perspective*, High Demand Manager Carole Brachna ordered several Foreign Language movies from the Holds Reorder List. She also picked up the comic books from the West Park area. She met with Pam Matthews, Collection Manager and Laura Mommers, Collection Management Librarian, to discuss the non-holdable DVDs.

The High Demand staff members have been doing some Sirsi clean-up work during slower times in the department. Dale Dickerson, High Demand Librarian, has been working on merging some CLEVNET records into a more complete record cataloged by Cleveland Public Library. Steven Best and Mya Warner, Technical Services Senior Clerks,

and Rosalyn Easley and Summer Salem, Technical Services Associates, have been working together on improving some vendor supplied catalog records when High Demand work is complete for the day. These clean-up projects will clean up the bibliographic database and enable some holds to be filled more quickly.

The OCLC set/cancel lists are caught up through this month and are worked on as time permits.

**Collection Management:** During February, Laura Mommers ordered 556 DVD titles and 5,032 copies for the Branches and the AV Department. She ordered 198 CD titles and 1,911 copies for the Branches and the Popular Library. She also processed 16 Branch discretionary CD lists and 20 Branch discretionary DVD lists and submitted them to High Demand for ordering.

Nancy Mocsiran ordered 132 titles of audiobooks for the Branches and the Popular Library. Ms. Mocsiran processed 22 Branch discretionary lists for Adult materials and submitted them to Acquisitions or High Demand. Ms. Mocsiran virtually attended the webinar "2015: The Year of the RA Makeover" hosted by *Library Journal*.

Bonnie Bolton selected a total of 275 titles and 1,521 copies of Children's books for Main Library and Branches. In February, Ms. Bolton also selected a total of 43 titles and 491 copies of Young Adult books for Main Library and Branch Young Adult collections. Ms. Bolton also processed 13 Branch discretionary lists for Young Adult titles and 19 Branch discretionary lists for Juvenile titles and submitted them to Acquisitions or High Demand.

Collection Manager Pam Matthews ordered books for Branch and Popular Library Adult Collections, selecting a total of 640 titles in the month of February. She selected 3,060 copies for the branches and 1,113 copies for the Popular Library. An online post Ms. Matthews had made on LibraryJournal.com appeared in the "Feedback" section of the February 15, 2015 print edition of *Library Journal*. Ms. Matthews attended the Branch Managers' Meeting and Ms. Bolton attended the Youth Services Meeting this month. In support of the Library's Strategic Plan goal of *Cultivate a global perspective*, many audio-visual titles were selected to support upcoming Bengali New

Year programming. Ms. Matthews and Ms. Mommers met with Rhonda Pai and Kelli Newsom from the Mobile Library to discuss their collection needs.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, created new procedures for acquiring rare or used items directly from vendors; this is necessary because the Library's previous vendor for unusual items went out of business at the end of 2014. Acquisitions Coordinator Alicia Naab, Acquisitions Librarian Leslie Pultorak, and Technical Services Librarians Tonya Jenkins and Lisa Kowalczyk continued to participate in sessions of OHIONET's Fundamentals of Cataloging ONLINE webinars. Ms. Naab also met with other NOTSL members to help plan their Spring Meeting.

The Acquisitions Department ordered a total of 6,139 titles and 12,142 items (including periodical subscriptions and serial standing orders); received 9,009 items, 1,518 periodicals, and 274 serials; added 803 periodical items, 134 serial items, 198 paperbacks, and 1,755 comics; and processed a total of 1,320 invoices.

In support of the Library's Strategic Plan goal of *Cultivate a global perspective*, the department received and added 566 foreign language periodicals and 565 books.

Materials Processing: The Associates cataloged 1,183 new titles for the Cleveland Public Library and added 1,702 records for the CLEVNET libraries. The Associates and Sr. Clerks added 3,381 items. The Technicians worked on 16,872 items.

The bindery tickets for the Main departments were printed and distributed. Karima Ward returned from a medical leave.

Materials Processing Manager Elizabeth Hegstrom explained the new procedure for entering the names of performers or performing groups into the call number of bibliographic records when needed. The new cataloging standards, Resource Description and Access (RDA), do not include performers as creators. In order to print the names of the performers or groups on the CD labels, they must appear in the call number. Vivian Grayson, Sabrina Rosario-Laureano, Ms. Jones, and Ms. Ward from Materials

Processing and Summer Salem and Roslyn Easley from High Demand attended the training.

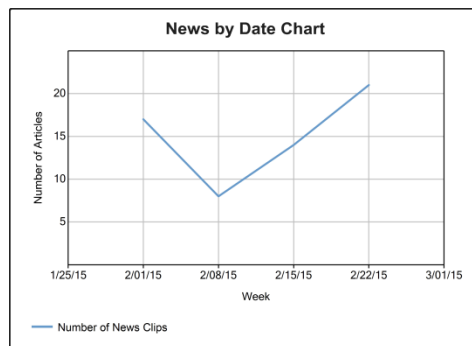
Shelf/Shipping: Stephen Wohl, Darryl Pless and Daniel Francis assisted in helping the Preservation department pack boxes and load up pallets of material for their departmental move downtown. Stephen Wohl attended a lunch-n-learn featuring Walter Morris, a representative from Community Financial Centers.

The staff of the Lake Shore Shelf/Shipping Department sent 40 items to the Main Library for requests and 106 items to fill holds. Main Library received 345 telescopes, the Branches received 773 telescopes, CLEVNET received 63 telescopes, CASE received 6 telescopes CSU received 8 telescopes and Tri-C received 6 telescopes. A total of 1,201 telescopes were shipped out. The Technicians unpacked a total 15,867 new items and delivered them to the Acquisitions and High Demand Departments.

Catalog: Michael Gabe began work as a Technical Services Librarian, Slavic emphasis. Senior Librarian Michael Monaco began training Mr. Gabe. Senior Librarian Dawn Grattino took over training Librarian Celia Halkovich. Catalogers added 3,818 titles and 2,973 items for Cleveland Public Library.

Librarian Barbara Satow attended a series of three webinars presented by OHIONET on the Fundamentals of Cataloging: Serials. Librarian Regina Houseman attended the third session.

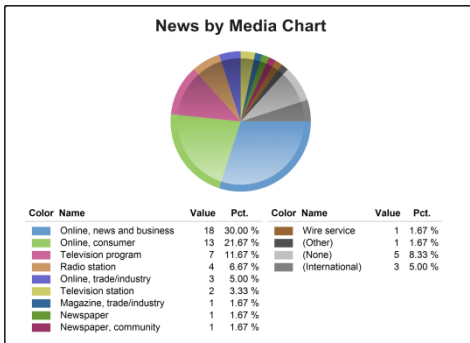
## **MARKETING & COMMUNICATIONS**



Media coverage for the month of February included 61 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$75,139.87 with an outlet circulation audience of 916,343 people. In February, the online media outlets that



featured CPL events and programs received 30,996,778 unique visitors. Most viewed were WJW-online and WKYC-online coverage of Sybrina Fulton.



CPL was mentioned the most in online news and business. Television increased this month because of the Sybrina Fulton coverage.

Ads to promote African American History Month programs and the Digital Public Library were

placed in *La Prensa*, *Campus Observer*, *Profile News*, *Ohio Life*, and *Lotus*. A Facebook ad was run for Sybrina Fulton. Radio ads for Juan Williams and the Lincoln Exhibit ran on 90.3 FM IdeaStream. Radio to promote Sybrina Fulton ran on RadioOne 107.9 FM. Lunar New Year was promoted in *Campus Observer* and an ad promoting the Library was placed in the Spring/Summer *Destination Cleveland Visitor's Guide*.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 6,527 times on average per week, with an average of 428 clicks to website resulting in a 15% click-through rate for the month. *Library Cleveland* was the most clicked-through phrase with *free music* and *free classes* being in the top 10.

Ads were run on cleveland.com for Juan Williams and the opening of the Cleveland Digital Public Library resulting in a .09% and .08% click-through rates respectively. The national digital click-through average is .04%-.06%

## February-SOCIAL MEDIA

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

1. Feb 4th: We are excited about our 2015 Writers & Readers series, returning in March with Michelle Knight (Link to Joanna Connors article)
2. Feb 13th: Hoping to see you at the ribbon-cutting for the new Digital Public Library tomorrow! (Link to DL page)

3. Feb 27th: We are honored to be the Ohio stop on the Folger Shakespeare Library traveling tour in 2016: (Link to Crain's Cleveland article)
4. Jan 31st: We are kicking off African American History Month with a conversation with Juan Williams (Link to page)
5. Feb 13th: Curious about the Cleveland Digital Public Library? (Link to page)

Top 5 most engaging posts on Facebook (includes likes, comments, etc.):

1. Feb 18th: Facebook ad for Sybrina Fulton. This is the most successful ad that we have ever run. Here are the stats:

- \$60 spent
- 50,946 people reached
- 318 post clicks
- 4,410 likes
- Earned 20 page likes for the CPL page
- 30 shares

2. Feb 14th: Branch closing notice
3. Feb 19th: Promotion of Sybrina Fulton
4. Feb 26th: Link to Cool Cleveland video about Digital Library
5. Feb 27th: Promotion of World Read Aloud Day

#### GRAPHICS

Graphics staff designed, printed, and distributed 101 items in February in addition to graphics for the library website, and 4 staff newsletters and UpNext monthly program guide and MyBranch branch activity fliers. Highlights included 40,000 routing slips and 700,000 CLEVNET routing slips, IRS instruction books, bookmarks for Cleveland Play House *Pianist of Willesden Lane*, and promotional materials for Lunar New Year.

WEBWARE [www.cpl.org](http://www.cpl.org)

Twitter followers are up from 7,785 in 2014 to 10,100 currently. Facebook fans are up from 6,223 in 2014 to 7,252 currently.

Library News on the cpl.org homepage featured pages built for the following news items during the month of February: Year of the Goat: A Lunar New Year Celebration; Changes in RTA Bus Route Due to Public

Square Makeover; Cleveland Public Library; Board of Trustees February 2015 Meeting; Murder, Mystery, and Mayhem at the Cleveland Public Library!; Cleveland Public Library Board of Trustees Work Session; Grand Opening of the Cleveland Digital Public Library; and Visit the Chinese Corner Collection.

During the month of February, the following events, programs, and information were promoted on pages of cpl.org: Black History Month; Digital Public Library Opening Date; Digital Public Library; Lunar New Year; Lincoln at Cleveland: Gale Courses; TechCentral; Free Tutoring (Hoopla when we're ready); Tax Prep; TechCentral; MakerSpace; President's Day Closing; Dial M for Main; South Branch Updates or CPL 150; Free Tutoring; eBooks for Kids; BookFlix; Celebrate w/ Books; Art Labs; Sesame Street eBooks; Free Tutoring; eBooks for Kids; MyTunes-Hosier; My Tunes-T.I.; My Tunes-Jason Aldean; eBooks and Audio Books for Kids; Celebrate w/ Books; Gale Courses; Curl up with a good book; eBooks are free; Zinio Magazines and Overdrive's Nook Periodicals.

The 42nd "Off the Shelf" (February 2015 edition) was sent out on February 3, 2015. Of the 9,265 emails sent, an estimated 1,657 were read, giving us a 18.1% open rate. The February edition featured: Michelle Knight-March 18; Lunar New Year-March 7; Civil War Living History Day-March 28. See attached flier; OverDrive's Nook Periodicals; and several branch and Main Library events including Tax Preparation Assistance, Business Chinese, and Fighting Diversity.

### **cpl.org and related sites**

Featured pages built for Writers & Readers, Literature's PlayhouseSquare and Cleveland Play House booklists, Lunar New Year, and more. Routine maintenance and support were conducted for the Cleveland Public Library site, the Staff Center intranet, research databases and more.

### **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. Meet with Northeast Ohio Regional Sewer District to talk about a grant they have to do work in the Glenville area and would like the Library to be a part of that grant to do some type of rain conservation at the Glenville branch. Meet with developers at MLK to look at the property so that they could put a bid in to purchase the property.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The recessed incandescent lights in the auditorium were replaced with new LED lights. A water line froze and broke in the multipurpose room at Fleet. Two new isolation valves were installed on the water line to allow us to isolate the line from the main water supply for future repairs. A new Wi Fi thermostat for remote temperature monitoring was installed and the boiler temperature was reset for colder temperature at Glenville. The outdoor air damper actuator was replaced at Harvard-Lee. Preservation equipment was moved to the new Digital Library at Main. New chimneys were installed on the Liebert condensing units in IT's sever room for better efficiency. The exhaust damper and damper actuator were replaced on air handling unit #5 in LSW. New carbon filters were replaced in all air handling units in LSW and Main. The fan belts were replaced on exhaust fans #27 and # 28 for the tunnels in Main. Repairs were made to the multipurpose room rooftop heating unit at Mt. Pleasant. The floor controlled louvers were cleaned out at Rice. The combustion fan motor for the boiler and the contact points on the pump motor controller were replaced at Sterling. The hot water circulating pump and the pressure switch for the heating pump were replaced at Union. A new Wi Fi thermostat for remote temperature monitoring was installed at West Park. Repairs were made to the outside air dampers on the HVAC units at Woodland.

The Carpenters and Painters dismantled furniture in the Preservation department and moved them and installed them in the new Digital library at Main. Shelves and

items on the walls were removed so that painting of the branch could be completed at Lorain. Repairs were made to the front doors at LSW, Rice and Brooklyn. Numerous walls with damage were patched and painted at LSW and Main.

The Garage has been making repairs to snow blowers and delivering salt and plowing parking lots as needed at the branches.

### **SAFETY & PROTECTIVE SERVICES**

#### Safety Services

- 44 Security Irregularity Reports submitted.
- Two males entered South branch restroom to clean one males open wounds.
- Zero investigatory meetings
- Received confirmation from Officer Williamson 3/9/15 that he will officially resign this week due to complications from an illness.

#### Protective Services

#### Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Generated	CPL access activities
<b>Feb 2015</b>	4538	206	183	18	209	178	43	45
<b>Jan 2015</b>	5123	205	190	35	179	220	78	45
<b>Dec 2014</b>	4747	190	192	31	194	254	53	38
<b>Nov 2014</b>	4442	198	196	17	237	189	40	48
<b>Oct 2014</b>	4939	198	196	25	307	182	54	48
<b>Sept 2014</b>	5222	208	193	23	333	157	28	77
<b>Aug 2014</b>	4997	192	90	29	313	153	34	83
<b>Jul 2014*</b>	3,137	224	71	22	206	69	52**	133**
<b>Jun 2014</b>	4,593	200	102	29	391	148	36	
<b>May 2014</b>	5,958	221	82	42	444	156	58	
<b>Apr 2014</b>	5,500	204	78	39	362	186	46	75

\*This month is only for 14 days due to a network drive issue and subsequent loss of data.

\*\* This count is not impacted by loss of data.

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

- Sabrina Fulton 2/21/2015
- Upstage players at Lake Shore facility
- Downtown staffed for Presidents Day
- New employee background checks completed; physicals ordered

### Protective and Fire Systems

- LSW ADH door repaired
- 11 troubles cleared from Collinwood fire panel by IPS
- SA Comunale completed quarterly sprinkler tests at LSW/Main

### Contract Security

- Mt Pleasant guard resigned
- Three G4S guards were hired by CPL SPS

### Administration

- Area Law Enforcement Breakfast March 6, 2015
  - Event held by Fairhill Partners
  - Attended by CPD 4<sup>th</sup> District Commander, CPD 3<sup>rd</sup> District Captain, Cleveland Clinic Police Chief and Commanders, Councilman Westbrook, ect
  - SPS asked to participate in thriving communities planting trees 4/21/15, National Law Enforcement Day at any Boys and Girls Club 3/24/15
  - 4<sup>th</sup> District Police station to open a book box in their lobby to promote literacy in the memory of fallen officer Derrick Owens and book donations needed.
  - I signed a card that was passed around the meeting for Cleveland Police Chief Calvin Williams "From the Cleveland Public Library's Director Felton Thomas and all staff we offer our condolences for your loss." The chief's brother was killed by his ex-wife

### **INFORMATION TECHNOLOGY & CLEVNET**

Darren Novak and Larry Finnegan were judges for the Ohio, Illinois, Indiana, Iowa, Kentucky, Minnesota,

Missouri and Wisconsin Collegiate Cyber Defense Competition Qualifiers.

#### CLEVNET Projects

- The remaining older Domain Controllers (running Windows Server 2003) were replaced with newer servers to improve security and robustness in the Active Directory Forest Clevnet.org
- Elyria Public Library system was migrated to CLEVNET VoIP.
- Andover Public Library was upgraded from 5mbs to 10mbs and Wayne County District Library was upgraded from 50mbs to 100mbs.

#### CPL Projects

Three new servers for the MUNIS and Tyler Content Management infrastructure were installed and are now in the testing phase. The new equipment is to keep CPL current with versions and expanded functionality with MUNIS and content management.

#### Library Systems & Applications

Software staff completed over 230 help desk cases in the month of February. Support highlights included:

- Adding new item types to the circulation policy file for the Medina County District Library, Orrville Public Library, and McKinley Memorial Library.
- Adding new hold pickup location for Wayne County Public Library and Huron Public Library.
- Updating the 2014 annual circulation statistics to accommodate changes in reporting criteria for the annual State Library report.
- Completing the final stages of the implementation of the Flowan help desk; IT/CLEVNET department email accounts were modified to allow for the automatic creation of tickets in the Flowan help desk for tracking and reporting purposes.

- Generating over 40 weeding lists for the CLEVNET member libraries

KnowItNow24x7

Preliminary discussions were held with the State Library of Ohio regarding the future administration of KnowItNow24x7 once Donald Boozer begins his new role as General Research Collections Manager on March 8, 2015.

Virtual Services

Virtual Services Manager Beth Hatch provided training to Barberton Public Library on Office365.

Ms. Rodriguez adjourned Regular Board Meeting at 1:15 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Vice President



**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	522	1,197
Periodicals	90	101
Publishers Gifts	0	0
Non-Print Materials	<u>96</u>	<u>109</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	708	1,407

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ (40)	\$ 260
Building & Repair Fund	Restricted	0	0
Library Fund	Restricted	785	785
Young Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	15,730	15,730
Friends Fund	Restricted	0	900
Founders Fund	Restricted	40,000	40,000
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
Learning Centers	Restricted	<u>0</u>	<u>0</u>
<b>TOTAL MONEY GIFTS</b>		\$ 56,475	\$ 57,675

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	9	16	708	1,407
Money Gifts	<u>5</u>	<u>11</u>	<u>5</u>	<u>11</u>
<b>TOTAL GIFTS</b>	14	27	713	1,418



## CLEVELAND PUBLIC LIBRARY

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

Sent via email March 6, 2015

Mr. Bryan Dunn, Department Manager  
 The Cuyahoga County Administrative Headquarters  
 Budget Commission, 3<sup>rd</sup> Floor  
 2079 East 9<sup>th</sup> Street  
 Cleveland, Ohio 44115

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources with an increase in Other Sources – Special Revenue by \$82,330.70 relating to the Founders fund (Santos Estate and PPG Industries Foundation) - \$44,500; the Friends fund - \$11,100; the Judd fund - \$16,514.52; and the Lockwood Thompson fund – \$10,216.18, as summarized below:

Fund Category	Unencumbered Balance as of January 1, 2015	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$23,004,201.03	\$ 25,678,232.17 \$ 20,544,751.45	\$ 3,792,954.94	\$ 73,020,139.59
Special Revenue	\$13,990,265.98		\$ 7,966,428.51	\$ 21,956,694.49
Capital	\$13,511,046.62		\$ -	\$ 13,511,046.62
Permanent	\$ 2,591,959.42		\$ 216,512.00	\$ 2,808,471.42
Agency	\$ 11,163.67		\$ -	\$ 11,163.67
<b>TOTAL</b>	<b>\$53,108,636.72</b>	<b>\$ 46,222,983.62</b>	<b>\$ 11,975,895.45</b>	<b>\$ 111,307,515.79</b>

Thank you for your assistance.

Very truly yours,

Carrie Krenicky  
 Chief Financial Officer

**Board of Library Trustees**

Thomas D. Corrigan, President • Maritza Rodriguez, Vice President • Alan Seifullah, Secretary  
 Alice G. Butts • John M. Hairston, Jr. • Anthony T. Parker • Rick Werner  
 Felton Thomas, Jr., Director

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

**AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**  
Based on 79.68% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.  
Cleveland, Ohio March 6, 2015

to the Board of Library Trustees of the Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2015, as revised by the Budget Commission of said County, which shall govern the total of approved appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2015	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	23,004,201.03	25,678,232.17	20,544,751.45	3,792,954.94	73,020,139.59
Special Revenue	13,990,265.98			7,966,428.51	21,956,694.49
Capital	13,511,046.62				13,511,046.62
Permanent	2,591,959.42			216,512.00	2,808,471.42
Agency	11,163.67			0.00	11,163.67
<b>Totals/Subtotals</b>	<b>53,108,636.72</b>	<b>25,678,232.17</b>	<b>20,544,751.45</b>	<b>11,975,895.45</b>	<b>111,307,515.79</b>

<i>Amy Kimmelia</i>	Budget	<i>And Bunker</i>
<i>Donna Johnson</i>	Commission	<i>[Signature]</i>

**CLEVELAND PUBLIC LIBRARY  
2015 APPROPRIATION: SECOND AMENDMENT  
MARCH 19, 2015**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	23,004,201.03	0.00	23,004,201.03 (3)
Taxes - General Property	23,678,232.17	0.00	23,678,232.17
Public Library Fund (PLF)	20,544,751.45	0.00	20,544,751.45
State Rollbacks/CAT	4,188,379.88	0.00	4,188,379.88
Fines and Fees	392,000.00	0.00	392,000.00
Earned Interest	235,638.00	0.00	235,638.00
Services	0.00	0.00	0.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	976,937.06	0.00	976,937.06
Return of Advances	0.00	0.00	0.00
<b>TOTAL RESOURCES</b>	<b>73,020,139.59</b>	<b>0.00</b>	<b>73,020,139.59</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	34,334,635.74	0.00	34,334,635.74
Supplies	1,015,429.00	0.00	1,015,429.00
Purchased/Contracted Services	10,624,444.19	0.00	10,624,444.19
Library Materials/ Information	6,845,318.00	0.00	6,845,318.00
Capital Outlay	958,025.00	0.00	958,025.00
Other Objects	130,724.00	0.00	130,724.00
<b>SUBTOTAL OPERATING</b>	<b>53,908,575.93</b>	<b>0.00</b>	<b>53,908,575.93</b>
Transfers/Advances	0.00	0.00	0.00
<b>TOTAL APPROPRIATION</b>	<b>53,908,575.93</b>	<b>0.00</b>	<b>53,908,575.93</b>

**CLEVELAND PUBLIC LIBRARY  
2015 APPROPRIATION: SECOND AMENDMENT  
MARCH 19, 2015**

**SPECIAL REVENUE FUNDS**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	21,874,363.79	82,330.70	21,956,694.49
<b>APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
Anderson	256,214.21	0.00	256,214.21
Endowment for the Blind	2,168,622.62	0.00	2,168,622.62
Founders	3,734,732.72	44,500.00	3,779,232.72
Kaiser	58,832.44	0.00	58,832.44
Kraley	192,932.36	0.00	192,932.36
Library	180,063.60	0.00	180,063.60
Pepke	125,972.00	0.00	125,972.00
Wickwire	1,393,606.00	0.00	1,393,606.00
Wittke	86,584.76	0.00	86,584.76
Young	4,040,315.65	0.00	4,040,315.65
Friends	12,000.00	11,100.00	23,100.00
Judd	200,000.00	16,514.52	216,514.52
Lockwood Thompson	239,536.42	10,216.18	249,752.60
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	102,285.29	0.00	102,285.29
CLEVNET	4,763,703.81	0.00	4,763,703.81
LSTA-OLBPD	1,449,597.59	0.00	1,449,597.59
LSTA-Know It Now	295,014.40	0.00	295,014.40
MyCom	0.00	0.00	0.00
Learning Centers	81,392.42	0.00	81,392.42
<b>TOTAL APPROPRIATION</b>	<b>19,382,306.29</b>	<b>82,330.70</b>	<b>19,464,636.99 (4)</b>

**CAPITAL PROJECTS FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	13,511,046.62	0.00	13,511,046.62
<b>APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
<b>BUILDING &amp; REPAIR</b>	<b>13,511,046.62</b>	<b>0.00</b>	<b>13,511,046.62 (5)</b>

**CLEVELAND PUBLIC LIBRARY  
2015 APPROPRIATION: SECOND AMENDMENT  
MARCH 19, 2015**

**PERMANENT FUNDS**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	2,808,471.42	0.00	2,808,471.42

<b>APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
Abel	224,605.87	0.00	224,605.87
Ambler	2,027.20	0.00	2,027.20
Beard	127,900.27	0.00	127,900.27
Klein	4,934.03	0.00	4,934.03
Malon/Schroeder	176,852.33	0.00	176,852.33
McDonald	175,493.02	0.00	175,493.02
Ratner	84,622.89	0.00	84,622.89
Root	32,500.49	0.00	32,500.49
Sugarman	50,957.40	0.00	50,957.40
Thompson	119,283.26	0.00	119,283.26
Weidenthal	6,035.99	0.00	6,035.99
White	1,783,696.99	0.00	1,783,696.99
Beard Anna Young	19,561.68	0.00	19,561.68
<b>TOTAL APPROPRIATION</b>	<b>2,808,471.42</b>	<b>0.00</b>	<b>2,808,471.42 (6)</b>

**AGENCY FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	11,163.67	0.00	11,163.67

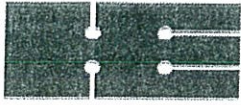
  

<b>APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
<b>UNCLAIMED FUNDS</b>	<b>11,163.67</b>	<b>0.00</b>	<b>11,163.67</b>

**CLEVELAND PUBLIC LIBRARY  
2015 APPROPRIATION: SECOND AMENDMENT  
MARCH 19, 2015**

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- (1) Certificate dated January 8, 2015
- (2) Certificate dated March 6, 2015
- (3) \$23,004,201.03 unencumbered cash carried forward includes the repayment of advance to be made from MyCom of \$95,000 to produce the carryover balance available for appropriation in 2015; plus \$7,683,457.18 encumbered cash.
- (4) \$13,990,265.98 unencumbered cash carried forward includes the repayment of advance to be made from MyCom of \$95,000 to produce the carryover balance available for appropriation in 2015; plus \$343,510.09 encumbered cash. \$7,966,428.51 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.  
( $\$13,990,265.98 + \$7,966,428.51 - \$2,492,057.50 = \$19,464,636.99$ )
- (5) \$13,511,046.62 unencumbered cash carried forward; plus \$1,111,662.45 encumbered cash. \$0 transfer from General Fund. \$0 additional revenue.
- (6) \$3,376,275.78 unencumbered cash carried forward; plus \$19,587.84 encumbered cash. \$216,512 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.  
( $\$3,376,275.78 + \$216,512 - \$784,316.36 = \$2,808,471.42$ )



## Harrington Electric Co.

3800 Perkins Ave., Cleveland OH 44114

(216) 361-5101

FAX (216) 361-0582

www.harringtonelectric.com

February 4, 2015

Attn: Tim Murdock  
Cleveland Public Library  
325 Superior Ave.  
Cleveland, Ohio 44114

Re: Security Camera Wiring Project – Category 6  
Our Estimate No. TD21067

### VOICE / DATA / VIDEO PROPOSAL

We are pleased to propose to furnish all labor and materials necessary to provide the Technology Installation in accordance with the information provided, subject to the provisions of the *conditions of proposal* attached.

***The description of the job and any qualifications are as described as follows:***

- Provide and install one (1) Category 6 data cable to each of the new IP camera locations as show on the supplied drawings. The physical locations include the Main Library, The Lewis Stokes Wing and (26) remote braches. The Broadway Branch was not included in the cost of this proposal. No drawing was provided for Broadway.
- Provide and install cable support hardware, Category 6 jacks, Category 6 patch panels and Misc. items as required.
- All new Category 6 cables shall be tested in accordance with ANSI/TIA-568-C.2. through 250MHz.
- Remove and dispose of the existing coaxial cables at locations where the existing cameras are to be removed. New IP camera mounting and installation as well as the removal of existing cameras is assumed to be provided by others.
- Any and all core drilling and penetrations through walls, ceilings and floors required to provide cable pathways shall be the responsibility of others.
- All work to be performed by IBEW Union Technicians and shall be per local, state, national codes and BICSI/EIA specifications.
- Electrical power is not included.
- Sleeves and Firestopping shall be installed as required.
- Sales tax is not included in this quote
- Work to be performed during normal work hours (8:00AM-4:00PM, Monday-Friday).

Thank you for the opportunity to quote on this work. If you have any questions or comments, please call me at your earliest convenience.

Sincerely,

*Richard Harrold*

Richard Harrold  
Estimator/Project Manager

**HARRINGTON ELECTRIC CO.**



## Harrington Electric Co.

*The price for the work described above will be:*

Facility	Normal Business Hours	2nd or 3rd Shift
Addison	\$3,402	\$3,524
Brooklyn	\$2,551	\$2,648
Carnegie West	\$4,669	\$4,833
Collinwood	\$3,463	\$3,587
East 131	\$3,433	\$3,556
Eastman	\$3,493	\$3,619
Fleet	\$3,463	\$3,587
Fulton	\$3,433	\$3,556
Garden Valley	\$3,402	\$3,524
Glenville	\$3,493	\$3,619
Harvard Lee	\$3,493	\$3,619
Hough	\$3,433	\$3,556
Jefferson	\$3,372	\$3,493
Langston Hughes	\$3,402	\$3,524
Lorain	\$3,523	\$3,651
Martin Luther King	\$4,561	\$4,723
Memorial Nottingham/Lakeshore Facility	\$7,556	\$7,822
Mt .Pleasant	\$3,463	\$3,587
Rice	\$3,493	\$3,619
Rockport	\$3,493	\$3,619
South Brooklyn	\$3,459	\$3,583
Sterling	\$3,429	\$3,552
Union	\$3,398	\$3,520
Walz	\$3,429	\$3,552
West Park	\$3,489	\$3,615
Woodland	\$6,439	\$6,674
Main	\$14,819	\$15,343
Lewis Stokes	\$16,671	\$17,251
Totals	\$129,724	\$134,356

# Harrington Electric Co.

## CONDITIONS OF PROPOSAL

Acceptance of this proposal by contractor shall be acceptance of all terms and conditions recited herein which shall supersede any conflicting term in any other contract document. Any of the Contractor's terms and conditions in addition or different from this proposal are objected to and shall have no effect. Contractor's agreement herewith shall be evidenced by Contractor's signature hereon or by permitting Subcontractor to commence work for project.

1. Subcontractor shall be paid monthly progress payments on or before the 15th of each month for the value of work completed plus the amount of materials and equipment suitably stored on or off site. Final payment shall be due 30 days after the work described in the Proposal is substantially completed. No provision of this agreement shall serve to void the Subcontractor's entitlement to payment for properly performed work or suitably stored materials or to require the Subcontractor to continue performance if timely payments are not made to Subcontractor for suitably performed work or stored materials or to void Subcontractor's right to file a lien or claim on its behalf in the event that any payment to Subcontractor is not timely made.
2. The Contractor will withhold no more retention from the Subcontractor than is being withheld by the Owner from the Contractor with respect to the Subcontractor's work.
3. All sums not paid when due shall bear an interest of 1-1/2% per month or the maximum legal rate permitted by law, whichever is less; and all costs of collection, including a reasonable attorney's fee, shall be paid by the Contractor.
4. No backcharges or claim of the Contractor for services shall be valid except by an agreement in writing by the Subcontractor before the work is executed, except in the case of the Subcontractor's failure to meet any requirement of the subcontract agreement. In such event, the Contractor shall notify the Subcontractor of such default, in writing, and allow the Subcontractor reasonable time to correct any deficiency before incurring any cost chargeable to the Subcontractor.
5. Contractor is to prepare all work areas so as to be acceptable for Subcontractor to work under the subcontract. Subcontractor will not be called up to start work until sufficient areas are ready to insure continued work. The Contractor shall furnish all temporary site facilities including suitable storage space, hoisting, temporary electrical and water at no cost to Subcontractor.
6. Subcontractor shall be given a reasonable time in which to make delivery of materials and/or labor to commence and complete performance of the contract. Subcontractor shall not be responsible for delays or defaults where occasioned by any causes of any kind and extend beyond its control, including but not limited to; delays caused by the owner, general contractor, architect and/or engineers, delays in transportation, shortage of raw materials, civil disorders, labor difficulties, vendor allocations, fires, floods, accidents and acts of God. Subcontractor shall be entitled to equal adjustment in the subcontract amount for additional costs due to unanticipated project delays or accelerations caused by others whose acts are not the Subcontractor's responsibility and to time extensions for unavoidable delays. The Contractor shall make no demand for liquidated damages for delays in excess of the amount specified in the subcontract agreement and no liquidated damages may be assessed against Subcontractor for more than the amount paid by the Contractor for unexcused delays to the extent actually caused by Subcontractor.
7. The Subcontractor's equipment and work are guaranteed for a period of one year from the date of substantial completion or use by the Contractor or the Contractor's customer, whichever is earlier. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. The exclusive remedy shall be that Subcontractor will replace or repair any part of its work which is found to be defective. Subcontractor shall not be responsible for damage or defect caused by abuse, modifications not executed by the Subcontractor, improper or insufficient maintenance, improper operation or normal wear, tear and usage.
8. Work called for herein is to be performed during Subcontractor's regular hours. All work performed outside of such hours shall be charged for at rates or amounts agreed upon by the parties at the time overtime is authorized.
9. Contractor shall, if the Owner does not, purchase and maintain all risk insurance upon full value of the entire work and/or materials delivered to the jobsite, which shall include the interest of Subcontractor.
10. The Subcontractor shall indemnify and hold harmless the Contractor, Owner, Architect and others from damages only to the extent such damages were caused by any negligent act or omission of the Subcontractor or anyone for whose acts the Subcontractor is liable.
11. The subcontract form used between the Subcontractor and the Contractor will be AIA Standard Form Subcontract Document A401. Where there is a conflict between provisions of either the AIA Standard Form or the contract documents between the Owner and Contractor and this Proposal, then this Proposal shall govern.
12. Specified documents and/or forms referenced in the contract are accepted only if they are included in the bidding documents.

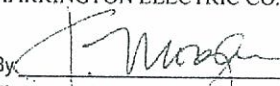
Date: \_\_\_\_\_

Subcontractor:

Contractor: \_\_\_\_\_

HARRINGTON ELECTRIC CO.

By: \_\_\_\_\_

By: 

Title: \_\_\_\_\_

Thomas A. Morgan, P.E.  
President



Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114  
Attn: Timothy Murdock  
Re: CPL CCTV Wiring  
2<sup>nd</sup> Shift Labor

February 5, 2015

**QUOTE – 8766-2**

**SCOPE:**

Complete the following Work List. All work is guaranteed from defect for one full year. Sales tax is not included in the final price. Price is firm for 30 days. All work will be installed per applicable codes.

**WORKLIST:**

- Install one Cat 6 cable to each indoor and outdoor camera per the provided drawings.
- Terminate cables on Cat 6 jacks and on existing patch panels and on new patch panels as required.
- Mount new patch panels in existing racks.
- Install required cable support hardware and sleeves.
- Drilling and Cutting of existing walls by the abatement contractor.
- Label all cables, faceplates, and patch panels.
- Test and certify cables.
- Demo existing CCTV cabling.
- All work to be performed during 2<sup>nd</sup> shift work hours.

**Quotation: Addison**

Total for labor and materials.....\$ 4,215.00

**Quotation: Brooklyn**

Total for labor and materials.....\$ 3,072.00

**Quotation: Carnegie West**

Total for labor and materials.....\$ 5,568.00

**Quotation: Collinwood**

Total for labor and materials.....\$ 4,260.00

**Quotation: East 131<sup>st</sup>**

Total for labor and materials.....\$ 4,226.00

**Quotation: Eastman**

Total for labor and materials.....\$ 4,064.00

*\$25,105*



<b>Quotation: Fleet</b>	
Total for labor and materials.....	\$ 4,025.00
<b>Quotation: Fulton</b>	
Total for labor and materials.....	\$ 3,955.00
<b>Quotation: Garden Valley</b>	
Total for labor and materials.....	\$ 3,995.00
<b>Quotation: Glenville</b>	
Total for labor and materials.....	\$ 4,305.00
<b>Quotation: Harvard Lee</b>	
Total for labor and materials.....	\$ 4,305.00
<b>Quotation: Hough</b>	
Total for labor and materials.....	\$ 4,226.00
<b>Quotation: Jefferson</b>	
Total for labor and materials.....	\$ 3,634.00
<b>Quotation: Langston Hughes</b>	
Total for labor and materials.....	\$ 3,674.00
<b>Quotation: Lorain</b>	
Total for labor and materials.....	\$ 4,345.00
<b>Quotation: MLK</b>	
Total for labor and materials.....	\$ 4,895.00
<b>Quotation: Memorial - Nottingham</b>	
Total for labor and materials.....	\$ 8,304.00
<b>Quotation: Mount Pleasant</b>	
Total for labor and materials.....	\$ 4,266.00
<b>Quotation: Rice</b>	
Total for labor and materials.....	\$ 4,304.00
<b>Quotation: Rockport</b>	
Total for labor and materials.....	\$ 4,305.00

\$62,538



**Quotation: South Brooklyn**

Total for labor and materials.....\$ 4,260.00

**Quotation: Sterling**

Total for labor and materials.....\$ 4,226.00

**Quotation: Union**

Total for labor and materials.....\$ 3,674.00

**Quotation: Walz**

Total for labor and materials.....\$ 3,634.00

**Quotation: West Park**

Total for labor and materials.....\$ 4,334.00

**Quotation: Woodland**

Total for labor and materials.....\$ 7,563.00

**Quotation: Main**

Total for labor and materials.....\$ 24,871.00

**Quotation: Louis Stokes**

Total for labor and materials.....\$ 23,528.00

Thanks,

Greg Wells  
Senior Estimator

76,090  
62,538  
25,405  

---

164,033 ✓



Cleveland Public Library  
 325 Superior Avenue  
 Cleveland, Ohio 44114  
 Attn: Timothy Murdock  
 Re: CPL CCTV Wiring  
 1st Shift Labor

February 5, 2015

### QUOTE – 8766-1

#### SCOPE:

Complete the following Work List. All work is guaranteed from defect for one full year. Sales tax is not included in the final price. Price is firm for 30 days. All work will be installed per applicable codes.

#### WORKLIST:

- Install one Cat 6 cable to each indoor and outdoor camera per the provided drawings.
- Terminate cables on Cat 6 jacks and on existing patch panels and on new patch panels as required.
- Mount new patch panels in existing racks.
- Install required cable support hardware and sleeves.
- Drilling and Cutting of existing walls by the abatement contractor.
- Label all cables, faceplates, and patch panels.
- Test and certify cables.
- Demo existing CCTV cabling.
- All work to be performed during 1<sup>st</sup> shift work hours.

#### Quotation: Addison

Total for labor and materials.....\$ 3,949.00

#### Quotation: Brooklyn

Total for labor and materials.....\$ 2,883.00

#### Quotation: Carnegie West

Total for labor and materials.....\$ 5,211.00

#### Quotation: Collinwood

Total for labor and materials.....\$ 3,995.00

#### Quotation: East 131<sup>st</sup>

Total for labor and materials.....\$ 3,957.00

#### Quotation: Eastman

Total for labor and materials.....\$ 3,811.00

\$ 23,806



**Quotation: Fleet**

Total for labor and materials.....\$ 3,774.00

**Quotation: Fulton**

Total for labor and materials.....\$ 3,736.00

**Quotation: Garden Valley**

Total for labor and materials.....\$ 3,709.00

**Quotation: Glenville**

Total for labor and materials.....\$ 4,032.00

**Quotation: Harvard Lee**

Total for labor and materials.....\$ 4,032.00

**Quotation: Hough**

Total for labor and materials.....\$ 3,957.00

**Quotation: Jefferson**

Total for labor and materials.....\$ 3,406.00

**Quotation: Langston Hughes**

Total for labor and materials.....\$ 3,443.00

**Quotation: Lorain**

Total for labor and materials.....\$ 4,070.00

**Quotation: MLK**

Total for labor and materials.....\$ 4,594.00

**Quotation: Memorial - Nottingham**

Total for labor and materials.....\$ 7,795.00

**Quotation: Mount Pleasant**

Total for labor and materials.....\$ 3,995.00

**Quotation: Rice**

Total for labor and materials.....\$ 4,032.00

**Quotation: Rockport**

Total for labor and materials.....\$ 4,032.00

*\$58,607*



**Quotation: South Brooklyn**

Total for labor and materials.....\$ 3,995.00

**Quotation: Sterling**

Total for labor and materials.....\$ 3,957.00

**Quotation: Union**

Total for labor and materials.....\$ 3,443.00

**Quotation: Walz**

Total for labor and materials.....\$ 3,406.00

**Quotation: West Park**

Total for labor and materials.....\$ 4,061.00

**Quotation: Woodland**

Total for labor and materials.....\$ 7,074.00

**Quotation: Main**

Total for labor and materials.....\$ 20,648.00

**Quotation: Louis Stokes**

Total for labor and materials.....\$ 22,090.00

68,674  
 58,607  
 23,806  
 -----  
 151,087 ✓

Thanks,

Greg Wells  
Senior Estimator





4933 NEO Parkway  
Garfield Heights, Ohio 44128

Office: 216.478.0810

[www.uscande.com](http://www.uscande.com)

Fax: 216.478.0829

February 5, 2015

Estimate # 25232

Cleveland Public Library  
325 Superior Ave.  
Cleveland, OH 44114  
Attention: Timothy Murdock

Re: Cleveland Public Library Branch Camera Upgrade

Dear : Tim Murdock,

Thank you for your consideration regarding this project. The following proposal was prepared to fulfill your requirements and we, as a team, at US Communications would like to extend any additional assistance that may be required to ensure a proper installation and provide superior customer service.

US Communications is a female-owned business with FBE, DBE, SBE, and EDGE certifications. We have been actively involved in integrating, upgrading and installing new technology into the corporate, institutional, government and healthcare landscape for over 18 years. Our staff includes a unique mix of design engineers, installation technicians and office support. This allows us to offer a wide array of ideas and solutions to meet the demanding challenges of the ever-changing communications, audio visual, security and cabling market. We are committed to continually educating our staff to keep pace with the marketplace as network reliability becomes a necessity for the success of business.

US Communications and Electric, Inc. respectfully submits the following quotation for your consideration:

US Communications will furnish the labor and material to install data cables and sound masking as described in specs and plans. All work will meet and/or exceed all EIA/TIA standards and all local, state and national codes.

US Communications and Electric, Inc.

Page 2

**Scope of Work:**

- Provide and install Cat 6 cable to new camera locations to be coiled and left for termination at 28 Cleveland Public Library locations.

**Notes and Qualifications:**

- This project is not bid to be phased.
- All work is figured for 2<sup>nd</sup> and 3<sup>rd</sup> shift work as per e-mail confirmation.
- All workboxes, stub-ups, conduit, raceway, plywood, grounding busbars, etc. to be furnished and installed by electrical contractor not provided in the scope of work by US Communications.
- Quote is figured as separate pricing for each branch, multiple branches can be requested but will require separate purchase orders.

**Conditions of Proposal:**

- This pricing quotation is valid for 30 days upon receipt.
- No retainage on projects under \$10,000.00
- AIA billing only available for jobs over \$10,000.00
- Retainage on quotes over \$10,000.00 will not be more than the specified amount in the original bid documents.
- US Communications cannot accept a credit card as payment or partial payment for quotes over \$999.00
- Jobs with a duration of 1 month or less, will be invoiced upon completion with a net payment of 30 days.
- If a project extends beyond a calendar month, invoices will be sent monthly for the labor and material expended during that month with a net 30 days except for AIA projects where the net will be within seven days of being paid.
- All warranties will comply with the specifications. In the event that no warranty is specified, all labor and material is warranted for a period of one year from date of completion.
- US Communications will not be able to accept a new purchase order unless existing account is current.
- If tax exempt, please provide a Tax Exempt Certificate or Contractor's Exemption Certificate with purchase order.

**Business Certifications:**



State Term # 573203-0  
GS-35F0541R  
SIN132-8  
SIN 132-12  
NAICS 238210

**FBE/DBE/EDGE Certified**  
*US Communications is an equal opportunity employer*

US Communications and Electric, Inc.  
Page 3

**Small Business Enterprise-Cuyahoga County  
Female Business Enterprise  
Disadvantaged Business Enterprise-State of Ohio  
EDGE Certified-State of Ohio  
US Communications is an Equal Opportunity Employer**

**Vendor Certifications:**

- AMX
- Belden
- Cisco
- Commscope Andrew
- Commscope Uniprise
- Corning
- Crestron
- Extron
- Gallagher
- Hubbell
- Leviton
- Ortronics
- Panduit
- Samsung
- Siemon
- Systimax
- Tyco

**Workforce Certifications:**

- BICSI
- OSHA10
- OSHA30
- STI Firestop
- Confined Space

**Project Pricing Totals:**

Addison Branch: \$5,776.00

Brooklyn Branch: \$4,096.00

Carnegie West Branch: \$10,090.00

Collinwood Branch: \$6,945.00

East 131<sup>st</sup> St. Branch: \$6,375.00

Eastman Branch: \$8,192.00

Fleet Branch: \$7,622.00

Fulton Branch: \$7,052.00

Garden Valley Branch: \$6,497.00

Glenville Branch: \$8,211.00

Harvard-Lee Branch: \$8,300.00

**FBE/DBE/EDGE Certified**

*US Communications is an equal opportunity employer*

\$79,156

US Communications and Electric, Inc.

Page 4

Hough Branch: \$7,069.00  
 Jefferson Branch: \$5,887.00  
 Lakeshore Facility: \$17,644.00  
 Langston Hughes Branch: \$5,791.00  
 Lorain Branch: \$9,460.00  
 Martin Luther King JR. Branch: \$11,289.00  
 MT. Pleasant Branch: \$6,927.00  
 Rice Branch: \$8,192.00  
 Rockport Branch: \$8,314.00  
 South Brooklyn Branch: \$7,658.00  
 Sterling Branch: \$7,036.00  
 Union Branch: \$6,483.00  
 Walz Branch: \$7,778.00  
 West Park Branch: \$9,586.00  
 Woodland Branch: \$16,405.00  
 Main Building: \$38,027.00  
 Louis Stokes Building: \$41,288.00

214,824  
 + 77,156  
 291,980 ✓

Thank you for your consideration. We look forward to working with you on this project!

Bryan McCarthy  
 bmccarthy@uscande.com  
 Office: 216.478.0810  
 Fax: 216.478.0829



4933 NEO Parkway  
Garfield Heights, Ohio 44128

Office: 216.478.0810

[www.uscande.com](http://www.uscande.com)

Fax: 216.478.0829

February 5, 2015

Estimate # 25232

Cleveland Public Library  
325 Superior Ave.  
Cleveland, OH 44114  
Attention: Timothy Murdock

Re: Cleveland Public Library Branch Camera Upgrade

Dear : Tim Murdock,

Thank you for your consideration regarding this project. The following proposal was prepared to fulfill your requirements and we, as a team, at US Communications would like to extend any additional assistance that may be required to ensure a proper installation and provide superior customer service.

US Communications is a female-owned business with FBE, DBE, SBE, and EDGE certifications. We have been actively involved in integrating, upgrading and installing new technology into the corporate, institutional, government and healthcare landscape for over 18 years. Our staff includes a unique mix of design engineers, installation technicians and office support. This allows us to offer a wide array of ideas and solutions to meet the demanding challenges of the ever-changing communications, audio visual, security and cabling market. We are committed to continually educating our staff to keep pace with the marketplace as network reliability becomes a necessity for the success of business.

US Communications and Electric, Inc. respectfully submits the following quotation for your consideration:

US Communications will furnish the labor and material to install data cables and sound masking as described in specs and plans. All work will meet and/or exceed all EIA/TIA standards and all local, state and national codes.

US Communications and Electric, Inc.

Page 2

**Scope of Work:**

- Provide and install Cat 6 cable to new camera locations to be coiled and left for termination at 28 Cleveland Public Library locations.

**Notes and Qualifications:**

- This project is not bid to be phased.
- All work is figured for 1<sup>st</sup> shift work between the hours of 7:30 am and 4:30 pm.
- All workboxes, stub-ups, conduit, raceway, plywood, grounding busbars, etc. to be furnished and installed by electrical contractor not provided in the scope of work by US Communications.
- Quote is figured as separate pricing for each branch, multiple branches can be requested but will require separate purchase orders.

**Conditions of Proposal:**

- This pricing quotation is valid for 30 days upon receipt.
- No retainage on projects under \$10,000.00
- AIA billing only available for jobs over \$10,000.00
- Retainage on quotes over \$10,000.00 will not be more than the specified amount in the original bid documents.
- US Communications cannot accept a credit card as payment or partial payment for quotes over \$999.00
- Jobs with a duration of 1 month or less, will be invoiced upon completion with a net payment of 30 days.
- If a project extends beyond a calendar month, invoices will be sent monthly for the labor and material expended during that month with a net 30 days except for AIA projects where the net will be within seven days of being paid.
- All warranties will comply with the specifications. In the event that no warranty is specified, all labor and material is warranted for a period of one year from date of completion.
- US Communications will not be able to accept a new purchase order unless existing account is current.
- If tax exempt, please provide a Tax Exempt Certificate or Contractor's Exemption Certificate with purchase order.

**Business Certifications:**



State Term # 573203-0

GS-35F0541R

SIN132-8

SIN 132-12

NAICS 238210

**FBE/DBE/EDGE Certified**

*US Communications is an equal opportunity employer*

US Communications and Electric, Inc.  
Page 3

**Small Business Enterprise-Cuyahoga County  
Female Business Enterprise  
Disadvantaged Business Enterprise-State of Ohio  
EDGE Certified-State of Ohio  
US Communications is an Equal Opportunity Employer**

**Vendor Certifications:**

- AMX
- Belden
- Cisco
- Commscope Andrew
- Commscope Uniprise
- Corning
- Crestron
- Extron
- Gallagher
- Hubbell
- Leviton
- Ortronics
- Panduit
- Samsung
- Siemon
- Systimax
- Tyco

**Workforce Certifications:**

- BICSI
- OSHA10
- OSHA30
- STI Firestop
- Confined Space

**Project Pricing Totals:**

Addison Branch: \$3,952.00

Brooklyn Branch: \$2,800.00

Carnegie West Branch: \$7,962.00

Collinwood Branch: \$4,769.00

East 131<sup>st</sup> St. Branch: \$4,375.00

Eastman Branch: \$5,600.00

Fleet Branch: \$5,206.00

Fulton Branch: \$4,812.00

Garden Valley Branch: \$4,433.00

Glenville Branch: \$5,619.00

Harvard-Lee Branch: \$5,650.00

**FBE/DBE/EDGE Certified**

*US Communications is an equal opportunity employer*

55,112

US Communications and Electric, Inc.

Page 4

- Hough Branch: \$4,922.00
- Jefferson Branch: \$3,999.00
- Lakeshore Facility: \$13,441.00
- Langston Hughes Branch: \$3,967.00
- Lorain Branch: \$6,452.00
- Martin Luther King JR. Branch: \$7,689.00
- MT. Pleasant Branch: \$4,751.00
- Rice Branch: \$5,675.00
- Rockport Branch: \$5,722.00
- South Brooklyn Branch: \$5,242.00
- Sterling Branch: \$4,796.00
- Union Branch: \$4,419.00
- Walz Branch: \$5,298.00
- West Park Branch: \$6,514.00
- Woodland Branch: \$12,458.00
- Main Building: \$29,617.00
- Louis Stokes Building: \$32,148.00

157,110  
 + 55,118  
 -----  
 \$212,208 ✓

Thank you for your consideration. We look forward to working with you on this project!

Bryan McCarthy  
 bmccarthy@uscande.com  
 Office: 216.478.0810  
 Fax: 216.478.0829



REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD FEBRUARY 1 – FEBRUARY 28, 2015

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending February 28, 2015**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	12,497,112.73	0.00	0.00	0.00	\$ 0.00	12,497,112.73
42 Intergovernmental	3,770,316.80	277,875.43	0.00	0.00	\$ 0.00	4,048,192.23
43 Fines & Fees	66,579.23	0.00	0.00	0.00	\$ 0.00	66,579.23
44 Investment Earnings	26,185.33	105,383.07	0.00	32,562.59	\$ 0.00	164,130.99
45 Charges for Services	277,389.63	1,704,792.79	0.00	0.00	\$ 0.00	1,982,182.42
46 Contributions & Donations	260.05	57,415.00	0.00	0.00	\$ 0.00	57,675.05
48 Miscellaneous Revenue	21,080.21	0.00	0.00	0.00	\$ 14.77	21,094.98
<b>Total Revenues</b>	<b>\$ 16,658,923.98</b>	<b>\$ 2,145,466.29</b>	<b>\$ 0.00</b>	<b>\$ 32,562.59</b>	<b>\$ 14.77</b>	<b>\$ 18,836,967.63</b>
51 Salaries/Benefits	6,655,331.68	468,596.59	0.00	0.00	\$ 0.00	7,123,928.27
52 Supplies	111,736.17	4,502.76	0.00	600.00	\$ 0.00	116,838.93
53 Purchased/Contracted Services	2,761,380.29	742,886.68	0.00	100.00	\$ 0.00	3,504,366.97
54 Library Materials	1,172,408.21	234,379.36	0.00	14,529.38	\$ 0.00	1,421,316.95
55 Capital Outlay	138,339.14	26,671.42	642,742.79	0.00	\$ 0.00	807,753.35
57 Miscellaneous Expenses	41,991.85	4,049.73	0.00	0.00	\$ 14.77	46,056.35
<b>Total Expenditures</b>	<b>\$ 10,881,187.34</b>	<b>\$ 1,481,086.54</b>	<b>\$ 642,742.79</b>	<b>\$ 15,229.38</b>	<b>\$ 14.77</b>	<b>\$ 13,020,260.82</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 5,777,736.64</b>	<b>\$ 664,379.75</b>	<b>\$(642,742.79)</b>	<b>\$ 17,333.21</b>	<b>\$ 0.00</b>	<b>\$ 5,816,706.81</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 5,777,736.64</b>	<b>\$ 664,379.75</b>	<b>\$(642,742.79)</b>	<b>\$ 17,333.21</b>	<b>\$ 0.00</b>	<b>\$ 5,816,706.81</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 30,592,658.21</b>	<b>\$ 14,428,776.07</b>	<b>\$ 14,622,709.07</b>	<b>\$ 3,395,863.62</b>	<b>\$ 11,163.67</b>	<b>\$ 63,051,170.64</b>
<b>Current Cash Balance</b>	<b>\$ 36,370,394.85</b>	<b>\$ 15,093,155.82</b>	<b>\$ 13,979,966.28</b>	<b>\$ 3,413,196.83</b>	<b>\$ 11,163.67</b>	<b>\$ 68,867,877.45</b>

**Cuyahoga Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending February 28, 2015**

	<b>Certified Revenue (1)</b>	<b>Income To Date</b>	<b>Balance</b>	<b>Percent To Date</b>	<b>Percent Prior Year</b>
PLF State Income Tax	20,544,751	3,770,317	16,774,435	18%	19%
General Property Tax	23,678,232	12,497,113	11,181,119	53%	50%
Rollback, Homestead, CAT	4,188,380	0	4,188,380	0%	0%
Fines & Fees	392,000	66,579	325,421	17%	18%
Investment Earnings	235,638	26,185	209,453	11%	25%
Services to Others-Clevnet	0	277,390	(277,390)	171%	16%
Contributions	0	260	(260)	0%	100%
Miscellaneous	976,937	21,080	955,857	2%	8%
Return of Advances Out	0	0	0	0%	0%
<b>Total</b>	<b>\$ 50,015,939</b>	<b>\$ 16,658,924</b>	<b>\$ 33,357,015</b>	<b>33%</b>	<b>32%</b>

	<b>Appropriation(2)</b>	<b>Expended/ Encumbered</b>	<b>Balance</b>	<b>Percent To Date (3)</b>	<b>Percent Prior Year</b>
Salaries/Benefits	36,145,731	6,774,564	29,371,167	19%	19%
Supplies	1,235,898	539,403	696,495	44%	35%
Purchased Services	12,523,362	8,091,695	4,431,667	65%	54%
Library Materials	10,428,341	4,348,546	6,079,795	42%	38%
Capital Outlay	1,117,848	212,866	904,983	19%	36%
Other	140,853	82,527	58,326	59%	81%
<b>Sub Total</b>	<b>\$ 61,592,033</b>	<b>\$ 20,049,601</b>	<b>\$ 41,542,432</b>	<b>33%</b>	<b>30%</b>
Advances Out	0	0	0	0%	0%
Transfers Out	0	0	0	0%	100%
<b>Total</b>	<b>\$ 61,592,033</b>	<b>\$ 20,049,601</b>	<b>\$ 41,542,432</b>	<b>33%</b>	<b>34%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated January 8, 2015.

Note (2): Subtotal Amended Appropriation of \$53,908,576 plus carried forward encumbrance of \$7,683,457.

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	9,707,192.46	10,627,649.75	1,846,602.01	0.00	8,781,047.74
51120 Clerical Salaries	9,302,289.34	10,183,369.79	1,821,185.47	0.00	8,362,184.32
51130 Non-Clerical Salaries	1,252,878.27	1,369,969.76	242,222.91	0.00	1,127,746.85
51140 Buildings Salaries	3,735,097.03	4,079,586.64	682,626.43	0.00	3,396,960.21
51150 Other Salaries	466,003.38	528,542.37	103,625.02	0.00	424,917.35
51180 Severance Pay	0.00	146,227.65	144,600.66	0.00	1,626.99
51190 Non-Base Pay	62,441.07	78,323.45	137,144.88	0.00	(58,821.43)
51400 OPERS	3,432,794.08	3,761,210.05	670,865.17	0.00	3,090,344.88
51610 Health Insurance	3,778,911.10	4,163,736.41	677,742.80	0.00	3,485,993.61
51611 Dental Insurance	181,829.33	208,615.07	32,166.30	0.00	176,448.77
51612 Vision Insurance	13,332.29	14,079.29	2,303.99	0.00	11,775.30
51620 Life Insurance	12,074.65	13,804.80	2,067.60	0.00	11,737.20
51625 Short Term Disability Insurance	9,383.86	9,910.20	1,213.40	0.00	8,696.80
51630 Workers Compensation	208,631.74	554,085.43	222,844.50	70,440.03	260,800.90
51640 Unemployment Compensation	23,672.50	48,951.29	2,392.76	41,558.53	5,000.00
51650 Medicare - ER	311,377.84	343,349.89	64,289.68	0.00	279,060.21
51900 Other Benefits	12,451.12	14,318.85	1,438.10	7,233.95	5,646.80
<b>Salaries/Benefits</b>	<b>\$32,510,360.06</b>	<b>\$ 36,145,730.69</b>	<b>\$ 6,655,331.68</b>	<b>\$ 119,232.51</b>	<b>\$ 29,371,166.50</b>
52110 Office Supplies	40,480.84	48,388.90	4,135.13	3,944.51	40,309.26
52120 Stationery	51,733.11	59,709.66	4,803.20	2,704.87	52,201.59
52130 Duplication Supplies	30,188.73	35,117.95	3,741.27	0.00	31,376.68
52140 Hand Tools	531.96	600.00	412.19	0.00	187.81
52150 Book Repair Supplies	89,324.95	107,805.58	19,517.04	20,312.96	67,975.58
52210 Janitorial Supplies	88,881.65	104,304.83	14,935.36	11,917.72	77,451.75

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	80,370.29	94,385.76	11,326.15	23,502.07	59,557.54
52230	179,367.16	354,945.94	28,842.04	231,021.27	95,082.63
52240	22,165.00	37,044.05	9,103.56	4,025.49	23,915.00
52300	77,462.24	111,015.48	8,616.02	96,883.52	5,515.94
52900	239,780.97	282,579.47	6,304.21	33,354.32	242,920.94
	<b>\$900,286.90</b>	<b>\$ 1,235,897.62</b>	<b>\$ 111,736.17</b>	<b>\$ 427,666.73</b>	<b>\$ 696,494.72</b>
<b>Supplies</b>					
53100	106,000.00	137,535.01	4,772.69	57,762.32	75,000.00
53210	292,272.53	406,422.86	42,954.80	338,007.93	25,460.13
53230	89,464.00	109,472.45	17,768.55	44,785.90	46,918.00
53240	135,680.00	179,485.50	24,111.36	43,178.08	112,196.06
53310	488,787.20	654,002.11	37,859.56	48,572.61	567,569.94
53320	16,960.00	21,126.71	3,566.37	3,448.70	14,111.64
53340	162,705.76	270,787.86	46,536.54	61,559.15	162,692.17
53350	186,781.33	331,982.87	33,063.74	79,132.18	219,786.95
53360	275,595.61	330,980.65	66,369.97	18,554.97	246,055.71
53370	31,376.00	40,780.34	931.38	21,504.96	18,344.00
53380	584,272.00	745,795.21	140,026.57	383,768.64	222,000.00
53390	25,440.00	30,225.75	0.00	225.75	30,000.00
53400	372,095.61	495,813.00	57,367.00	0.00	438,446.00
53510	143,649.51	251,649.11	24,236.04	160,548.60	66,864.47
53520	51,982.40	70,763.72	7,286.96	4,935.57	58,541.19
53610	1,290,945.94	1,587,395.40	327,763.58	1,258,761.28	870.54
53620	619,807.43	756,090.10	55,890.68	699,361.09	838.33
53630	748,081.00	969,203.90	49,346.59	919,857.31	0.00

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	67,636.26	97,737.86	7,167.92	90,569.94	0.00
53710 Professional Services	1,030,021.46	2,104,152.55	192,065.11	880,582.33	1,031,505.11
53720 Auditors Fees	674,764.45	859,712.80	420.71	64,000.00	795,292.09
53730 Bank Service Charges	15,688.00	18,500.00	3,604.54	0.00	14,895.46
53800 Library Material Control	236,931.20	445,800.38	17,465.40	147,864.98	280,470.00
53900 Other Purchased Services	1,362,796.83	1,607,946.23	1,600,804.23	3,332.40	3,809.60
<b>Purchased/Contracted Services</b>	<b>\$9,009,734.52</b>	<b>\$ 12,523,362.37</b>	<b>\$ 2,761,380.29</b>	<b>\$ 5,330,314.69</b>	<b>\$ 4,431,667.39</b>
54110 Books	2,160,000.00	2,760,000.29	340,232.99	565,243.16	1,854,524.14
54120 Continuations	345,000.00	873,452.88	82,428.94	483,694.10	307,329.84
54210 Periodicals	793,400.00	1,237,224.31	124,877.75	318,545.54	793,801.02
54220 Microforms	77,000.00	230,857.20	9,599.20	156,023.00	65,235.00
54310 Video Media	1,665,000.00	1,922,262.49	147,687.90	412,624.75	1,361,949.84
54320 Audio Media - Spoken	136,000.00	153,789.04	12,421.61	23,577.14	117,790.29
54325 Audio Media - Music	363,000.00	517,904.42	26,470.20	187,192.99	304,241.23
54500 Database Services	501,000.00	1,077,246.31	286,660.84	282,050.22	508,535.25
54530 eMedia	596,918.00	1,345,557.00	132,587.66	650,415.12	562,554.22
54600 Interlibrary Loan	3,000.00	3,380.00	215.00	3,000.00	165.00
54710 Bookbinding	25,000.00	54,036.34	3,196.83	25,839.51	25,000.00
54720 Preservation Services	45,000.00	102,947.24	3,417.50	54,017.26	45,512.48
54730 Preservation Boxing	5,000.00	5,660.04	663.40	0.29	4,996.35
54790 Preservation Reformatting	130,000.00	144,023.44	1,948.39	13,914.50	128,160.55
<b>Library Materials</b>	<b>\$6,845,318.00</b>	<b>\$ 10,428,341.00</b>	<b>\$ 1,172,408.21</b>	<b>\$ 3,176,137.58</b>	<b>\$ 6,079,795.21</b>
55510 Furniture	115,866.70	267,912.86	80,779.09	35,131.91	152,001.86
55520 Equipment	171,575.35	311,393.38	46,506.83	16,921.00	247,965.55

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	213,111.80	314,000.00	10,254.18	18,924.54	284,821.28
55540 Software	149,653.35	224,542.20	799.04	3,549.16	220,194.00
<b>Capital Outlay</b>	<b>\$650,207.20</b>	<b>\$ 1,117,848.44</b>	<b>\$ 138,339.14</b>	<b>\$ 74,526.61</b>	<b>\$ 904,982.69</b>
57100 Memberships	50,085.40	67,109.62	35,085.76	15,353.80	16,670.06
57200 Taxes	9,182.40	13,035.72	1,850.27	10,958.79	226.66
57500 Refunds/Reimbursements	40,764.08	60,707.65	5,055.82	14,222.85	41,428.98
<b>Miscellaneous Expenses</b>	<b>\$100,031.88</b>	<b>\$ 140,852.99</b>	<b>\$ 41,991.85</b>	<b>\$ 40,535.44</b>	<b>\$ 58,325.70</b>
Advances	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$50,015,938.56</b>	<b>\$ 61,592,033.11</b>	<b>\$ 10,881,187.34</b>	<b>\$ 9,168,413.56</b>	<b>\$ 41,542,432.21</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending February 28, 2015

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,592,658.21	16,658,923.98	10,881,187.34	9,168,413.56	27,201,981.29
<b>Total General Fund</b>	<b>\$ 30,592,658.21</b>	<b>\$ 16,658,923.98</b>	<b>\$ 10,881,187.34</b>	<b>\$ 9,168,413.56</b>	<b>\$ 27,201,981.29</b>
201 Anderson	260,376.72	1,159.85	0.00	0.00	261,536.57
202 Endowment for the Blind	2,045,936.62	11,453.91	0.00	0.00	2,057,390.53
203 Founders	5,922,184.85	104,060.29	45,321.97	75,652.82	5,905,270.35
204 Kaiser	55,406.44	0.00	0.00	0.00	55,406.44
205 Kralley	183,286.36	1,739.01	0.00	700.80	184,324.57
206 Library	173,927.60	2,604.65	2,803.88	160.80	173,567.57
207 Pepke	118,840.00	2,600.49	0.00	0.00	121,440.49
208 Wfckwire	1,316,624.63	10,831.82	0.00	2,682.50	1,324,773.95
209 Wittke	81,572.76	0.00	0.00	0.00	81,572.76
210 Young	3,784,783.65	11,718.05	603.90	1,779.65	3,794,118.15
225 Friends	0.00	0.00	(100.00)	0.00	100.00
226 Judd	7,568.18	0.00	20,626.17	2,609.69	(15,667.68)
228 Lockwood Thompson Memorial	180,103.77	0.00	18,617.09	113,489.86	47,996.82
229 Ohio Center for the Book	0.00	900.00	0.00	0.00	900.00
230 Schweinfurth	63,795.29	15,730.00	12,657.55	17,525.00	49,342.74
231 CLEVNET	0.00	1,704,792.79	1,084,771.15	1,246,224.10	(626,202.46)
251 OLBPD-Library for the Blind	0.00	251,366.00	236,510.42	28,891.29	(14,035.71)
252 LSTA-Know It Now	43,626.78	26,509.43	36,874.41	7,832.89	25,428.91
254 MyCom	95,000.00	0.00	22,400.00	72,600.00	0.00
256 Learning Centers	95,742.42	0.00	0.00	69,757.00	25,985.42
<b>Total Special Revenue Funds</b>	<b>\$ 14,428,776.07</b>	<b>\$ 2,145,466.29</b>	<b>\$ 1,481,086.54</b>	<b>\$ 1,639,906.40</b>	<b>\$ 13,453,249.42</b>
401 Building & Repair	14,622,709.07	0.00	642,742.79	477,727.96	13,502,238.32
<b>Total Capital Project Funds</b>	<b>\$ 14,622,709.07</b>	<b>\$ 0.00</b>	<b>\$ 642,742.79</b>	<b>\$ 477,727.96</b>	<b>\$ 13,502,238.32</b>



Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending February 28, 2015

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501 Abel	221,027.87	4,901.19	0.00	0.00	225,929.06
502 Ambler	2,101.20	0.00	0.00	0.00	2,101.20
503 Beard	130,822.20	2,654.87	0.00	3,626.00	129,851.07
504 Klein	4,974.03	0.00	0.00	0.00	4,974.03
505 Malon/Schroeder	271,840.33	56.64	700.00	70.48	271,126.49
506 McDonald	173,934.62	(743.58)	0.00	0.00	173,191.04
507 Rather	84,450.89	1,922.56	0.00	0.00	86,373.45
508 Root	36,312.49	0.00	0.00	0.00	36,312.49
509 Sugarman	187,978.84	621.57	0.00	0.00	188,600.41
510 Thompson	153,931.01	3,045.51	0.00	0.00	156,976.52
511 Weidenthal	6,171.99	0.00	0.00	0.00	6,171.99
512 White	2,041,779.46	19,870.03	14,529.38	38,309.80	2,008,810.31
513 Beard Anna Young	80,538.69	233.80	0.00	0.00	80,772.49
<b>Total Permanent Funds</b>	<b>\$ 3,395,863.62</b>	<b>\$ 32,562.59</b>	<b>\$ 15,229.38</b>	<b>\$ 42,006.28</b>	<b>\$ 3,371,190.55</b>
901 Unclaimed Funds	11,163.67	14.77	14.77	0.00	11,163.67
<b>Others</b>	<b>\$ 11,163.67</b>	<b>\$ 14.77</b>	<b>\$ 14.77</b>	<b>\$ 0.00</b>	<b>\$ 11,163.67</b>
<b>Total All Funds</b>	<b>\$ 63,051,170.64</b>	<b>\$ 18,836,967.63</b>	<b>\$ 13,020,260.82</b>	<b>\$ 11,328,054.20</b>	<b>\$ 57,539,823.25</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending February 28, 2015

<b>Balance of All Funds</b>	<b>\$ 68,867,877.45</b>
Chase - Checking	5,771.85
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	210,450.95
KeyBank - Merchant Acct	107,553.26
Fifth Third - Checking	732,865.34
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b>\$ 1,061,866.92</b>
PNC - Money Market	10,041.44
PNC - Investments	34,903,008.96
PNC - Investments Money Market	85,092.25
STAR Ohio Investment	29,940.18
STAR Plus Program	16,802,345.05
<b>Investments</b>	<b>\$ 51,830,427.88</b>
PNC- Endowment Account	15,975,582.65
<b>Endowment Account</b>	<b>\$ 15,975,582.65</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 68,867,877.45</b>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – February 2015

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period February 1, 2015 through February 28, 2015.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Form
02/01/15 - 02/28/15	28	Various	STAR Ohio	Various	11.79	Investment Pool
02/01/15 - 02/28/15	28	Various	STAR Plus	Various	1,663.25	Bank Deposit Program
02/01/15 - 02/28/15	28	Various	PNC	Various	0.48	Sweep Money Market
02/01/15 - 02/28/15	28	Various	PNC	Various	0.10	Money Market
12/06/14 - 02/23/15	80	500,000	Federal Home Loan Mortgage Corp.	0.500%	3,034.72	Federal Agency
12/27/14 - 02/09/15	45	1,000,000	Federal Home Loan Mortgage Corp.	0.450%	685.00	Federal Agency
08/15/14 - 02/08/15	178	1,400,000	Federal National Mortgage Assn.	0.875%	5,886.81	Federal Agency
10/30/14 - 02/12/15	106	62,500	Federal Home Loan Bank	1.300%	230.21	Federal Agency

Earned Interest February 2015 \$ 11,512.36  
 Earned Interest Year To Date \$ 26,185.33

## CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

March 19, 2015

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 2015**

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
Ohio Education of Technology E-Tech Ohio Conference Columbus, Ohio	2/9/15 - 2/12/15	Don Boozer	809.30
American Library Association Midwinter Meeting Chicago, Illinois	1/31/15 - 2/3/15	Don Boozer	919.44
American Library Association Midwinter Meeting Chicago, Illinois	1/30/15 - 2/2/15	Anastasia Diamond-Ortiz	546.67
American Library Association Midwinter Meeting Chicago, Illinois	1/31/15 - 2/3/15	Maria Estrella	936.00
American Library Association Midwinter Meeting Chicago, Illinois	1/30/15 - 2/3/15	Cindy Lombardo	1,010.18
American Payroll Association Chapter Meeting Independence, Ohio	2/12/15	Ronelle Miller-Hood	30.00
Ohio Library Council Technical Services Meeting Columbus, Ohio	1/28/15	Michael Monaco	141.45
Northeast Ohio Regional Library System Summer Reading for Superheroes Wooster, Ohio	2/9/15	Pasha Moncrief	73.08
Cisco CNNP Recertification Training Cleveland, Ohio	1/24/15	Darren Novak	250.00
Bookmobile of Ohio Mangers Meeting Coshocton, Ohio	1/23/15	Rhonda Pai	117.30

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Summer Reading for Superheroes Wooster, Ohio	2/9/15	Lori Scurka	66.78
Hancock County Public Library Continuing Education Presentation Greenfield, Indiana	2/16/15	Felton Thomas	148.51
American Library Association Midwinter Meeting Chicago, Illinois	1/30/15 - 2/2/15	Felton Thomas	1,037.29
<b>TOTAL</b>			<b>\$6,086.00</b>

**SUMMARY**

FUND	JANUARY	YEAR TO DATE
General	\$4,357.26	\$4,772.69
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	1,728.74	1,728.74
<b>TOTAL</b>	<b>\$6,086.00</b>	<b>\$6,501.43</b>

Report on Cleveland Foundation Grant For Library Learning Centers February 2015						
	Budget	2014 YTD Expended	2015 YTD Expended	MTD Expended	Encumbrances	Detail/Progress
<b>Purchased/Contracted Services</b>						
<b>Cleveland State University</b> America Reads after-school tutoring and homework help at 13 branches for students in grades K-8.	\$ 130,000.00	\$ 68,483.25	\$ -	\$ -	\$ 55,407.00	CSU has been paid for services from April - December. New agreement commencing January 1, 2015 and terminating June 30, 2015.
<b>College Now</b> College Now and CPL will develop a career readiness and exposure program from students grades 9-12.	\$ 20,000.00	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	Scheduled to start October 1, 2014; will run through May 14, 2015.
<b>Music School Settlement</b> Providing Read to the Beat pre-school literacy program that will take place over 10 weeks at four branches in both fall 2014 and spring 2015.	\$ 12,200.00	\$ 8,160.00	\$ -	\$ -	\$ 3,600.00	Balance through Fall remains encumbered.
Workshop for CPL Staff to improve knowledge and skills to be able to help children at all grade and reading levels.	\$ 15,000.00	\$ 15,477.28	\$ -	\$ -	\$ 750.00	Phyllis C. Hunter Consulting Workshops scheduled for November 6 and 7 Plus lodging
<b>Total Purchased/Contracted Services</b>	<b>\$ 177,200.00</b>	<b>\$ 102,120.53</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,757.00</b>	
<b>Supplies</b>						
<b>Books and music instruments</b> All supplies needed for tutoring, college prep and pre-school programs.	\$ 5,400.00	\$ 1,076.62	\$ -	\$ -	\$ -	Scholastic Classroom and Community Books for Professional Development for workshop titled "It's Not Complicated".
<b>Instruction support</b> Hand-held dry erase boards, flashcards, etc.	\$ 2,000.00	\$ 128.10	\$ -	\$ -	\$ -	Monoprice, Inc. (Cables)
<b>Total Supplies</b>	<b>\$ 7,400.00</b>	<b>\$ 1,204.72</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Capital Outlay</b>						
<b>24 iPads and 4 charging stations</b> 24 iPad 2 (16g) @ \$400 each and 4 Case Cruzer 10-pack Ipad mobile charging stations @ \$715 each.	\$ 26,650.14	\$ 22,796.40	\$ -	\$ -	\$ -	Purchased 60 iPad mini (16g) @ \$299.94 each and 10 Griffin Multidock stations @ \$480 each
<b>Monitors</b> 55" Samsung flat screen TV's to be used as video monitors - 4 @ \$1,499 each	\$ 7,349.86	\$ 6,635.93	\$ -	\$ -	\$ -	
<b>Google Nexus 7 tablets</b> 24 Google Nexus 7 tablets @ \$230 each and 4 charging stations						see iPad line item
<b>Digital Exterior Signage</b> ViewMarq LED Message Display Boards 9 @ \$1099.00 per sign	\$ 9,900.00		\$ -	\$ -	\$ -	
<b>Total Capital Outlay</b>	<b>\$ 43,900.00</b>	<b>\$ 29,432.33</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Available Budget</b>
<b>TOTAL Cleveland Foundation Grant</b>	<b>\$ 228,500.00</b>	<b>\$ 132,757.58</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,757.00</b>	<b>\$ 25,985.42</b>

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**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
2/01/2015 THROUGH 2/28/2015**

EXHIBIT 7

**Human Resources Committee Report  
March 19, 2015**

**RESIGNATIONS**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASON</b>
SALEM,EANAS	YOUTH SVCS	LA YOUTH	12/15/2015	RESIGNED
WILLIAMS,LOIS	SHELF PAGES	PAGE	12/23/2014	PERSONAL REASONS
HARDY,HEATHER	BEL	PAGE	1/29/2015	ANOTHER JOB
MORALES,NELSON	SOUTH BROOKLYN	PAGE	1/31/2015	ANOTHER JOB
ROBERTS, MARLA	MEM-NOT	PAGE	2/6/2015	ANOTHER JOB
SMITH,MATTHEW	PROPERTY MGMT	CUSTODIAN	2/8/2015	PERSONAL REASONS
GOERGEN,TIMOTHY	SAFE & PROTEC SVCS	SAFE & PROTEC MGR	2/18/2015	PERSONAL REASONS

**OTHER TERMINATIONS**

PETTRY,CASSANDRA	BRANCH SUBSTITUTES	BRANCH CLERK SUB	1/6/2015	TERM INVOL
CASALINA,RICHARD	MEM-NOT	PAGE	2/3/2015	TERM INVOL

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**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 02/01/2015 TO 02/28/2015**

**Human Resources Committee Report  
March 19, 2015**

**EMPLOYEE:** HUNTER KIMBERLY  
**JOB TITLE:** LA COMP EMPH

**CURRENT GRADE:** F **EFFEC DATE** 01/25/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	20,903.74	21,320.00	TRANSFER

**EMPLOYEE:** DIAMOND-ORTIZ, ANASTASIA  
**JOB TITLE:** DIR OF STRAT AND INNOVATION

**CURRENT GRADE:** L **EFFEC DATE** 02/08/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	68,242.21	77,285.43	PROMOTION

**EMPLOYEE:** YATES, WAYNE  
**JOB TITLE:** SAFE AND PROTEC SVCS OFF

**CURRENT GRADE:** C **EFFEC DATE** 02/08/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	36,747.10	NEW HIRE

**EMPLOYEE:** GABE, MICHAEL  
**JOB TITLE:** TECH SVCS. LIBRARIAN

**CURRENT GRADE:** H **EFFEC DATE** 02/08/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	52,540.28	NEW HIRE

**EMPLOYEE:** NAAB, ALICIA  
**JOB TITLE:** ACQUISITION COOR

**CURRENT GRADE:** J **EFFEC DATE** 02/08/2015  
**CURRENT STEP:** 4 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	73,837.05	69,602.00	RETURN TO FORMER POSITION

**EMPLOYEE:** PRICE-DONAHUE, REBECCA  
**JOB TITLE:** CHILDRENS LIBRARIAN

**CURRENT GRADE:** H **EFFEC DATE** 02/08/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	20,903.74	52,540.28	PROMOTION



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**CLEVELAND PUBLIC LIBRARY  
 SALARY CHANGES REPORT  
 FROM 02/01/2015 TO 02/28/2015**

**EMPLOYEE:** PRIDE, RENEE  
**JOB TITLE:** PRESERVATION SR. TECH

**CURRENT GRADE:** E **EFFEC DATE** 02/08/2015  
**CURRENT STEP:** 7 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	49,385.44	49,479.04	POSITION UPGRADE

**EMPLOYEE:** MASSEY, GLORIA  
**JOB TITLE:** PRESERVATION ASSIST

**CURRENT GRADE:** E **EFFEC DATE** 02/08/2015  
**CURRENT STEP:** 3 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	42,335.02	43,124.38	POSITION UPGRADE

**EMPLOYEE:** BARDOSSY, ELIZABETH  
**JOB TITLE:** PRESERVATION SR. TECH

**CURRENT GRADE:** E **EFFEC DATE** 02/08/2015  
**CURRENT STEP:** 9 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	51,273.04	51,478.44	POSITION UPGRADE

**EMPLOYEE:** HLAFKA, TRACI  
**JOB TITLE:** LA COMP EMPH

**CURRENT GRADE:** F **EFFEC DATE** 02/15/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	23,205.52	43,510.48	TRANSFER

**EMPLOYEE:** FLOWERS, CURTIS  
**JOB TITLE:** LA COMP EMPH

**CURRENT GRADE:** F **EFFEC DATE** 02/15/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	23,205.52	43,510.48	TRANSFER

**EMPLOYEE:** PROCTOR, KENDRA  
**JOB TITLE:** CHILDRENS LIBRARIAN

**CURRENT GRADE:** H **EFFEC DATE** 02/22/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	23,205.52	52,540.28	PROMOTION

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 02/01/2015 TO 02/28/2015**

**EMPLOYEE:** HAVERMAN, MICHAEL  
**JOB TITLE:** LA COMP EMPH

**CURRENT GRADE:** F **EFFEC DATE** 02/22/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	15,303.60	23,205.52	PROMOTION

**EMPLOYEE:** MARKS, ERICA T  
**JOB TITLE:** CHILDRENS LIBRARIAN

**CURRENT GRADE:** H **EFFEC DATE** 02/22/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	43,510.48	52,540.28	PROMOTION

**EMPLOYEE:** HARRIS, GLENN  
**JOB TITLE:** CUSTODIAN

**CURRENT GRADE:** B **EFFEC DATE** 02/22/2015  
**CURRENT STEP:** 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	32,156.80	REINSTATED

**EMPLOYEE:** ALHIBSHI-DEVORE, YEHIA  
**JOB TITLE:** LA COMP EMPH

**CURRENT GRADE:** F **EFFEC DATE** 02/22/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	23,205.52	43,510.48	TRANSFER

**EMPLOYEE:** JUHL, ALLISON  
**JOB TITLE:** LA COMP EMPH

**CURRENT GRADE:** F **EFFEC DATE** 02/22/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	20,903.74	23,193.82	TRANSFER

**EMPLOYEE:** MCCORD, SONJA  
**JOB TITLE:** LA COMP EMPH

**CURRENT GRADE:** F **EFFEC DATE** 02/22/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	20,903.74	23,205.52	TRANSFER

## CLEVELAND PUBLIC LIBRARY

REPORT E**Human Resources Committee Report**

Meeting Date: March 19, 2015

Report Period February, 2015

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

<b>MONTH</b>	<b>2014 SICK LEAVE HOURS USED</b>	<b>2015 SICK LEAVE HOURS USED</b>	<b>2015 TOTAL HOURS</b>
January	4,933.14	4,564.09	134,298.80
February	4,259.31	3,605.82	87,469.84
March	4,679.66		
April	3,675.04		
May	3,338.68		
June	2,579.88		
July	2,623.97		
August	*4,909.95		
September	3,476.70		
October	3,865.92		
November	3,667.80		
December	3,952.60		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**February 1, 2015- February 28, 2015 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

**Human Resources Committee Report**

March 19, 2015

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	78	18	10	1			30	18	1		
Professionals	76	14	2		1		39	13	4	3	
Technicians	18	9	2	1			4	1	1		
Protective Service	19	8	10					1			
Para-Professionals	129	28	28	2	2		30	29	8	2	
Administrative Support	303	29	67	5	3		57	122	18	2	
Skilled Craft	11	5	5	1	1			1			
Service Maintenance	48	8	33	1			2	3	1		
<b>Grand Total</b>	<b>682</b>	<b>119</b>	<b>157</b>	<b>11</b>	<b>7</b>	<b>0</b>	<b>162</b>	<b>188</b>	<b>33</b>	<b>7</b>	<b>0</b>

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

**INSURANCE REPORT  
FOR THE MONTH OF  
February  
2015**

Human Resources Committee Report  
March 19, 2015

**Staff Enrollments-Health Care/Dental**

	Single	Family	Total
Essential	1	1	2
Standard	64	60	124
Standard with OAD	0	1	1
Premier	198	86	284
Premier with OAD	0	1	1
Dental Insurance	171	257	428
Vision Employee			226
Vision Children			35
Vision Spouse			45
Vision Family			73

<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

**CLEVELAND PUBLIC LIBRARY**  
**MONTHLY ACTIVITY REPORT FOR FEBRUARY 2015**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	114,339	128,074	627	696	244,168	258,453	-5.5%
Branches	239,491	294,842	1,238	1,514	531,041	608,492	-12.7%
Mobile Units	6,311	5,946			12,104	11,787	2.7%
Library for the Blind	44,812	47,607			95,280	98,700	-3.5%
OLBPD BARD	11,749	10,759			23,579	22,562	4.5%
eMedia	19,012	17,588			43,077	38,589	11.6%
<b>TOTAL CIRCULATION</b>	<b>435,714</b>	<b>504,816</b>			<b>949,249</b>	<b>1,038,583</b>	<b>-8.6%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
eBook	13,781	13,294	29,216	29,004	0.7%
eAudiobook	5,028	4,084	10,411	8,453	23.2%
eMusic*	16	28	36	57	-36.8%
eVideo	187	182	379	297	27.6%
eMagazines	1,752	778	3,035	778	N/A
<b>TOTAL eCIRCULATION</b>	<b>20,764</b>	<b>18,366</b>	<b>43,077</b>	<b>38,589</b>	<b>11.6%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Downloads	11,749	10,759	23,579	22,562	4.5%
Users	622	667	1,255	1,338	-6.2%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2015	2014	2015	2014	
Main Library	94	45 minutes	10,298	11,644	7,680	10,375	-26.0%
Branches	543	40 minutes	62,919	75,021	41,593	50,345	-17.4%
<b>TOTAL USAGE</b>	<b>637</b>		<b>73,217</b>	<b>86,665</b>	<b>49,273</b>	<b>60,720</b>	<b>-18.9%</b>

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	32,759	34,597	180	188	67,235	70,648	-4.8%
Branches	172,306	206,323	890	1,059	379,279	406,930	-6.8%
Mobile Unit	480	528			1,034	1,045	-1.1%
<b>TOTAL VISITS</b>	<b>205,545</b>	<b>241,448</b>			<b>447,548</b>	<b>478,623</b>	<b>-6.5%</b>

**REPORT H**

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR FEBRUARY 2015**

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	5,777	711	630	1,089	8,207	619	8,826
Brooklyn	3,706	415	430	561	5,112	642	5,754
Carnegie West	6,763	776	1,123	1,563	10,225	964	11,189
Collinwood	4,666	409	391	719	6,185	500	6,685
East 131st	2,245	287	225	458	3,215	291	3,506
Eastman	10,475	1,066	1,355	2,100	14,996	1,810	16,806
Fleet*	6,676	615	797	1,159	9,247	946	10,193
Fulton	5,919	563	629	951	8,062	763	8,825
Garden Valley	1,974	183	115	192	2,464	188	2,652
Glenville	3,919	391	496	626	5,432	414	5,846
Harvard-Lee	3,831	516	678	1,074	6,099	703	6,802
Hough	2,900	270	227	552	3,949	261	4,210
Jefferson	3,819	622	955	1,090	6,486	569	7,055
Langston Hughes	4,060	473	524	961	6,018	569	6,587
Lorain	4,997	566	697	1,240	7,500	734	8,234
Martin Luther King, Jr.	6,035	904	650	986	8,575	578	9,153
Memorial-Nottingham	6,377	627	1,025	1,900	9,929	1,035	10,964
Mt. Pleasant	2,504	305	211	377	3,397	264	3,661
Rice	6,461	477	627	1,096	8,661	776	9,437
Rockport	11,130	834	1,109	1,854	14,927	1,786	16,713
South	5,246	518	651	1,111	7,526	624	8,150
South Brooklyn	9,459	919	1,909	2,515	14,802	1,807	16,609
Sterling	3,340	267	259	483	4,349	416	4,765
Union	3,926	421	485	562	5,394	459	5,853
Walz	8,032	759	1,162	1,748	11,701	1,117	12,818
West Park	9,778	1,251	2,729	3,874	17,632	2,178	19,810
Woodland	5,934	421	439	912	7,706	682	8,388
<b>TOTAL</b>	<b>149,949</b>	<b>15,566</b>	<b>20,528</b>	<b>31,753</b>	<b>217,796</b>	<b>21,695</b>	<b>239,491</b>

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

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR FEBRUARY 2015**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014		
Addison	8,826	11,839	18,816	24,095	-5,279	-21.9%
Brooklyn	5,754	5,933	12,858	12,702	156	1.2%
Carnegie West	11,189	12,270	23,839	25,537	-1,698	-6.6%
Collinwood	6,685	8,987	15,195	18,090	-2,895	-16.0%
East 131st	3,506	6,090	8,412	11,361	-2,949	-26.0%
Eastman	16,806	19,706	37,436	41,208	-3,772	-9.2%
Fleet*	10,193	13,434	22,911	28,693	-5,782	-20.2%
Fulton	8,825	18,699	19,477	31,595	-12,118	-38.4%
Garden Valley	2,652	2,926	6,157	6,846	-689	-10.1%
Glenville	5,846	8,065	12,839	16,835	-3,996	-23.7%
Harvard-Lee	6,802	8,113	15,307	16,872	-1,565	-9.3%
Hough	4,210	4,608	9,241	9,981	-740	-7.4%
Jefferson	7,055	8,129	15,227	16,609	-1,382	-8.3%
Langston Hughes	6,587	6,570	14,376	13,577	799	5.9%
Lorain	8,234	9,758	18,928	20,377	-1,449	-7.1%
Martin Luther King, Jr.	9,153	10,331	21,167	22,518	-1,351	-6.0%
Memorial-Nottingham	10,964	13,299	24,200	28,561	-4,361	-15.3%
Mt. Pleasant	3,661	5,788	8,885	12,438	-3,553	-28.6%
Rice	9,437	11,185	21,736	24,032	-2,296	-9.6%
Rockport	16,713	19,738	36,528	40,178	-3,650	-9.1%
South	8,150	9,275	18,153	19,444	-1,291	-6.6%
South Brooklyn	16,609	20,128	36,927	40,898	-3,971	-9.7%
Sterling	4,765	5,587	10,560	12,179	-1,619	-13.3%
Union	5,853	8,271	13,273	16,822	-3,549	-21.1%
Walz	12,818	15,751	27,951	33,315	-5,364	-16.1%
West Park	19,810	20,697	41,419	42,624	-1,205	-2.8%
Woodland	8,388	9,665	19,223	21,105	-1,882	-8.9%
<b>TOTAL</b>	<b>239,491</b>	<b>294,842</b>	<b>531,041</b>	<b>608,492</b>	<b>-77,451</b>	<b>-12.7%</b>

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



**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE FEBRUARY 2015**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014			
Addison	4,324	5,305	9,456	10,725	-1,269	-11.8%	
Brooklyn	3,031	3,616	6,598	6,874	-276	-4.0%	
Carnegie West	13,514	13,637	29,585	26,645	2,940	11.0%	
Collinwood	4,952	5,866	10,678	11,932	-1,254	-10.5%	
East 131st	4,961	5,949	11,605	12,501	-896	-7.2%	
Eastman	9,346	10,997	20,561	21,983	-1,422	-6.5%	
Fleet	8,293	9,929	18,143	19,183	-1,040	-5.4%	
Fulton	5,460	6,510	12,084	12,871	-787	-6.1%	
Garden Valley	3,351	3,892	7,796	7,343	453	6.2%	
Glenville	5,015	5,622	11,023	11,415	-392	-3.4%	
Harvard-Lee	6,319	9,369	14,230	17,941	-3,711	-20.7%	
Hough	8,032	8,678	17,210	16,945	265	1.6%	
Jefferson	6,297	7,083	13,679	14,206	-527	-3.7%	
Langston Hughes	5,080	5,823	11,993	11,402	591	5.2%	
Lorain	5,531	6,883	12,124	13,810	-1,686	-12.2%	
Martin Luther King, Jr.	5,838	5,720	13,930	11,401	2,529	22.2%	
Memorial-Nottingham	4,103	4,955	8,821	10,119	-1,298	-12.8%	
Mt. Pleasant	4,874	6,311	11,009	12,040	-1,031	-8.6%	
Rice	6,618	12,522	13,825	24,492	-10,667	-43.6%	
Rockport	7,750	11,441	16,787	21,670	-4,883	-22.5%	
South	5,747	7,389	12,376	15,280	-2,904	-19.0%	
South Brooklyn	11,201	11,015	23,581	21,039	2,542	12.1%	
Sterling	7,683	8,649	17,074	18,247	-1,173	-6.4%	
Union	5,226	5,235	11,171	9,473	1,698	17.9%	
Walz	6,428	8,128	14,295	15,915	-1,620	-10.2%	
West Park	7,902	9,322	17,206	18,592	-1,386	-7.5%	
Woodland	5,430	6,477	12,439	12,886	-447	-3.5%	
<b>TOTAL</b>	<b>172,306</b>	<b>206,323</b>	<b>379,279</b>	<b>406,930</b>	<b>-27,651</b>	<b>-6.8%</b>	

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS FEBRUARY 2015**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	19,810	1 Carnegie West	13,514	1 South Brooklyn	32,043
2 Eastman	16,806	2 South Brooklyn	11,201	2 West Park	27,814
3 Rockport	16,713	3 Eastman	9,346	3 Fleet**	26,727
4 South Brooklyn	16,609	4 Fleet	8,293	4 Eastman	23,674
5 Walz	12,818	5 Hough	8,032	5 Rockport	19,896
6 Carnegie West	11,189	6 West Park	7,902	6 Fulton	19,647
7 Memorial-Nottingham	10,964	7 Rockport	7,750	7 Rice	19,462
8 Fleet*	10,193	8 Sterling	7,683	8 Memorial-Nottingham	19,271
9 Rice	9,437	9 Rice	6,618	9 Harvard-Lee	17,655
10 Martin Luther King, Jr.	9,153	10 Walz	6,428	10 Walz	16,063
11 Addison	8,826	11 Harvard-Lee	6,319	11 Collinwood	14,769
12 Fulton	8,825	12 Jefferson	6,297	12 Langston Hughes	14,439
13 Woodland	8,388	13 Martin Luther King, Jr.	5,838	13 Glenville	14,006
14 Lorain	8,234	14 South	5,747	14 Addison	13,603
15 South	8,150	15 Lorain	5,531	15 East 131st	13,025
16 Jefferson	7,055	16 Fulton	5,460	16 Mt. Pleasant	12,792
17 Harvard-Lee	6,802	17 Woodland	5,430	17 Lorain	12,588
18 Collinwood	6,685	18 Union	5,226	18 Martin Luther King, Jr.	12,392
19 Langston Hughes	6,587	19 Langston Hughes	5,080	19 Carnegie West	10,487
20 Union	5,853	20 Glenville	5,015	20 Union	8,416
21 Glenville	5,846	21 East 131st	4,961	21 Sterling	8,267
22 Brooklyn	5,754	22 Collinwood	4,952	22 Woodland	7,946
23 Sterling	4,765	23 Mt. Pleasant	4,874	23 South	6,325
24 Hough	4,210	24 Addison	4,324	24 Hough	5,667
25 Mt. Pleasant	3,661	25 Memorial-Nottingham	4,103	25 Brooklyn	5,524
26 East 131st	3,506	26 Garden Valley	3,351	26 Jefferson	3,515
27 Garden Valley	2,652	27 Brooklyn	3,031	27 Garden Valley	2,310
	239,491		172,306	28 Broadway**	1,966
					388,323
					473,177

\*\*Broadway and Fleet services areas merged

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

\*\*Equipment malfunction; substitute value used

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**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR FEBRUARY 2015**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
CLEVNET	70,939	76,586	150,637	150,070	0.4%
MORE	369	568	822	1,102	-25.4%
Other Libraries	383	624	867	1,257	-31.0%
<b>TOTAL</b>	<b>71,691</b>	<b>77,778</b>	<b>152,326</b>	<b>152,429</b>	<b>-0.1%</b>

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

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Projected	10,098	24,066	26,199	55,207	-52.5%
KnowItNow Web Reference*	135	439	293	749	-60.9%
Interlibrary Loan Requests	752	1,799	1,689	4,249	-60.2%
<b>TOTAL</b>	<b>10,985</b>	<b>26,304</b>	<b>28,181</b>	<b>60,205</b>	<b>-53.2%</b>

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

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
New Titles Added	5,506	5,467	10,696	10,969	-2.5%
Total Items Added	16,031	19,298	33,342	35,558	-6.2%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Main Library	183	184	383	366	4.5%
Branches	5,225	5,259	10,922	10,432	4.7%

# TOP 5 LISTS FROM FEBRUARY 2015

## ONLINE COURSES

INTRODUCTION TO MICROSOFT EXCEL  
EXPLORE A CAREER IN MEDICAL CODING  
CREATING WEB PAGES  
A-Z GRANT WRITING  
MEDICAL TERMINOLOGY

## BOOKS FROM CPL COLLECTION CIRCULATED

THE FAMILY BUSINESS 3 by Carl Weber  
PRIVATE VEGAS by James Patterson  
HOPE TO DIE by James Patterson  
MOTIVE by Jonathan Kellerman  
FINDING ME: A DECADE OF DARKNESS, A LIFE RECLAIMED: A MEMOIR by Michelle Knight

## MAIN LIBRARY BOOKS CIRCULATED

STARTUP BUSINESS CHINESE, AN INTRODUCTORY COURSE FOR PROFESSIONALS by Jane Kuo  
THE FOUR AGREEMENTS by Miguel Ruiz  
OBORVANNYE NITI by Alexandra Marinina (Russian fiction)  
CHINESE NEW YEAR by Anita Yasuda  
TO KILL A MOCKINGBIRD by Harper Lee

## EBOOKS

FIFTY SHADES OF GREY: FIFTY SHADES TRILOGY, BOOK 1 by E.L. James  
GONE GIRL by Gillian Flynn  
FIFTY SHADES DARKER: FIFTY SHADES TRILOGY, BOOK 2 by E.L. James  
FIFTY SHADES FREED: FIFTY SHADES TRILOGY, BOOK 3 by E.L. James  
ALL THE LIGHT WE CANNOT SEE by Anthony Doerr