

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
June 25, 2015  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

Present: Ms. Butts, Ms. Rodriguez, Mr. Corrigan,  
Mr. Seifullah, Mr. Hairston

Absent: Ms. Washington, Mr. Parker

Ms. Rodriguez called the meeting to order at 12:09 p.m.

**Approval of the Minutes**

Mr. Corrigan moved approval of the minutes for the 5/21/15 Regular Board Meeting; 5/19/15 Finance Committee Meeting; and 5/06/15 Special Board Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

MINUTES OF REG.  
BRD. MTG. OF  
5/21/15; FINANCE  
COMMITTEE  
MEETING OF  
5/19/15; and  
SPECIAL BOARD  
MEETING OF  
5/06/15  
Approved

**OATH OF OFFICE FOR REAPPOINTMENT OF JOHN M. HAIRSTON,  
JR.**

OATH OF OFFICE  
Administered

Mr. Corrigan administered the Oath of Office to John M. Hairston, Jr. Mr. Hairston was reappointed by the Cleveland Board of Education on June 23, 2015 to a second full term on the Library Board, commencing on July 2, 2015 expiring on July 2, 2022.

Mr. Hairston expressed his gratitude to the Board of Trustees and Library Administration for the opportunity to serve for another term.

**Presentation:** Certificate and United States Flag - Pam Eyerdam, Fine Arts & Special Collections Manager, Cleveland Public Library

Ms. Eyerdam stated that in April, 2014, the Director of the Soldier's & Sailor's Monument approached the Library to partner in a program to commemorate the 150<sup>th</sup> Anniversary of the Civil War and the death of Abraham Lincoln.

At the final presentation of events for the Lincoln at Cleveland program & exhibit on May 30, 2015 Mr. Tim Daley, Director of the Soldier's & Sailor's Monument presented to Ms. Eyerdam (as representative of the Library) an American flag that was flown over the United States Capitol on April 18, 2015.

A certificate signed by Mr. Ayers, Architect of the U.S. Capitol, also accompanied the flag stating: "At the request of the Honorable Sherrod Brown, United States Senator, this flag was flown in honor of the Cleveland Public Library Special Collections on the occasion of the 150th commemorative anniversary of President Lincoln's body lying-in-state on Cleveland's Public Square, 28 April 1865".

Fine Arts & Special Collections staff, Stacie Brisker and William Chase, shared with the Board additional items in the Lincoln display that included a photograph of a Lincoln statue, a manifest, autographed documents and a sketch book.

Director Thomas stated that these treasures separate Cleveland Public Library from other library systems.

Ms. Rodriguez thanked Ms. Eyerdam and her staff for the presentation.

#### **COMMUNICATIONS**

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

#### **FINANCE COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of May

(See page 730)

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

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF May 2015  
Approved

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 May 2015; now therefore be it

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

Resolution to Amend Agreement with the State Library of Ohio Regarding the LSTA Grant to Administer KnowItNow

(See pages 731-732)

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

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

WHEREAS, On May 13, 2014, the Board of Trustees of the Cleveland Public Library accepted this LSTA grant in the amount of \$259,416 from the State Library of Ohio and entered into an agreement (the "Agreement") with the State Library of Ohio; and

WHEREAS, The State Library of Ohio would like to extend the Agreement to terminate on December 31, 2015 and agrees to grant the Cleveland Public Library the sum of \$30,000 from FFY2013 carryover LSTA funds and \$163,130.05 from FFY2014 LSTA funds to fund this project, which is a total decrease of \$66,285.95 from the original acceptance; now be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the Agreement to extend the term through December 31, 2015 and to accept this LSTA grant in the

RESOLUTION TO  
AMEND  
AGREEMENT WITH  
THE STATE  
LIBRARY OF OHIO  
REGARDING THE  
LSTA GRANT TO  
ADMINISTER  
KNOWITNOW  
Approved

amount of \$193,130.05 from the State Library of Ohio; and be it further

RESOLVED, That the Executive Director, CEO or his designee is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

RESOLUTION TO ACCEPT GRANT FUNDS FROM THE CHILD CARE RESOURCE CENTER OF CUYAHOGA COUNTY INC. DBA STARTING POINT FOR MYCOM OUT-OF-SCHOOL TIME TRANSITIONS PROGRAM

Resolution to Accept Grant Funds from the Child Care Resource Center of Cuyahoga County Inc. DBA Starting Point for MyCom Out-of-School Time Transitions Program

(See pages 733-738)

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

WHEREAS, Childcare Resource Center of Cuyahoga County Inc. d.b.a. Starting Point and Cleveland Public Library have formed a partnership for the provision of out-of-school time transition services; and

WHEREAS, Starting Point has offered the Cleveland Public Library the opportunity to apply for support of the Library's Kindergarten Clubs. This Kindergarten readiness initiative will help prepare parents and children to start school in the fall. Classes will run from late June through October at the Library's Collinwood and Sterling Branches. This will be an evening weekly or bi-weekly program for ten weeks; and

WHEREAS, Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$25,000.00; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute an agreement with the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) to accept grant funds in the amount of \$25,000.00, and such additional agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and

Approved

instruments shall be subject to the approval of the Library's Chief Legal Officer.

Fourth Amendment to the Year 2015 Appropriation

(See pages 739-744)

Mr. Seifullah 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 June 11, 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 Fourth Amendment to the Year 2015 Appropriation Schedule be approved.

Resolution Authorizing the Increase in Price to the Current Agreement with KONE, Inc. to Provide Maintenance for Elevators in Main Building and Louis Stokes Wing

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

WHEREAS, On June 19, 2014, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a 5 year agreement with KONE Inc., effective July 1, 2014 through June 30, 2019, for full maintenance services for the elevators in the Main Library and the Louis Stokes Wing, at an amount not to exceed \$4,347 per month, \$52,164 annually; and

WHEREAS, The agreement states the contract price will be adjusted annually on July 1 of each year of the

FOURTH  
AMENDMENT TO  
THE YEAR 2015  
APPROPRIATION  
Approved

RESOLUTION  
AUTHORIZING  
THE INCREASE IN  
PRICE TO THE  
CURRENT  
AGREEMENT  
WITH KONE, INC.  
TO PROVIDE  
MAINTENANCE  
FOR ELEVATORS  
IN MAIN  
BUILDING AND  
LOUIS STOKES  
WING  
Approved

contract. The payment adjustment will reflect the increase or decrease in labor costs. KONE Inc. will provide the Library with notice of any annual price adjustment no later than forty-five (45) days before July 1 of each year. The Library has the right to terminate the Agreement in the event of an increase in price by providing KONE Inc. with 30 days advance notice; and

WHEREAS, In May, the Library's Department of Property Management received notice from KONE Inc. that the cost of providing services in connection with the Library's contract has significantly increased. Such costs include, but are not limited to, the base mechanic rate change, health and welfare, other employment benefit costs, applicable State and Federal taxes and material costs; and

WHEREAS, Effective July 1, 2015, KONE Inc. will be increasing the Library's price by 3.25%; and

WHEREAS, The Department of Property Management desires to continue its relationship with KONE Inc.; now be it

RESOLVED, That the Board of Trustees authorizes the increase in price for full maintenance services for the elevators in the Main Library and the Louis Stokes Wing, in an amount not to exceed \$4,488.28 per month, \$53,859.36 annually for the period July 1, 2015 through June 30, 2016, with the expenditure being charged to the General fund account 12100053-53350 Building Maintenance; now be it further

RESOLVED, That it is the intention of this Board to authorize an increase in price, if any, for the remaining three years of the agreement, effective on July 1 of 2016, 2017 and 2018, providing the increase remains comparable to the current increase.

Mr. Corrigan stated competition in elevator installation and maintenance was limited and noted that KONE was the original installer for the Library.

Resolution Authorizing Cleveland Public Library to Enter Into an Agreement with CareWorks Absence Management Ltd.

(See pages 745-747)

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

WHEREAS, On June 19, 2014, the Board of Library Trustees authorized the Library to enter into an agreement with Benefits Administrative Services International Corporation ("BASIC"), commencing on or about July 1, 2014 in an amount not-to-exceed \$40,000 for the first year, and \$36,000 each additional year, to provide FMLA administration; and

WHEREAS, The Library entered into an agreement on June 26, 2014 for Ease Plus FMLA Administration and Absence Management Administration and on October 1, 2014 the Library notified BASIC that it is terminating the Agreement due to issues discovered during the first few set-up meetings prior to having services performed or work completed; and

WHEREAS, CareWorks Absence Management Ltd. has submitted a proposal to assist the Cleveland Public Library in managing leaves under the Family Medical Leave Act (FMLA) and applicable state leave entitlements for 691 employees and 60 take-over claims; and

WHEREAS, The Initial set-up fee is \$2,000; the FMLA and Applicable State Leave Administration is \$2.35 per employee per month (PEPM); the optional Americans with Disabilities Act Administration is \$0.35 PEPM; and in the event the Tail Claim file layout cannot be completed by the Library, a fee of \$30 per claim will be charged, for a total estimated amount of \$26,188.40 for the first year; and

WHEREAS, The Director of Human Resources desires to enter into an agreement with CareWorks Absence Management Ltd. to commence on or about July 1, 2015 and to continue in effect until canceled by the Library; now therefore be it

RESOLUTION  
AUTHORIZING  
CLEVELAND  
PUBLIC LIBRARY  
TO ENTER INTO  
AN AGREEMENT  
WITH  
CAREWORKS  
ABSENCE  
MANAGEMENT  
LTD

Approved

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into an agreement with

CareWorks Absence Management Ltd. commencing on or about July 1, 2015 in an amount not to exceed \$27,000 for the first year, and \$25,000 each additional year, which expenditure shall be charged to the General fund account 11510053-53710 (Professional Services), with said agreement being subject to the approval of the Chief Legal Officer.

Mr. Corrigan commended Ms. Corchado and the Human Resources staff for their work on this item and stated that the savings gained for the Library is significant.

Resolution to Enter Into Agreements for Legal Services With Thompson Hine

(See pages 748-751)

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

WHEREAS, The Board of Trustees of the Cleveland Public Library has authorized the Library Administration to proceed with the Main Library Consolidation Phase 2 Construction Project; and

WHEREAS, On May 19, 2015, the Board also authorized the Library Administration to manage the project with a construction manager at risk project delivery method, and directed the Library to follow the selection process pursuant to Ohio Revised Code Section 9.334, et seq.; and

WHEREAS, The construction manager at risk selection process involves issuing a Request for Qualifications, establishing an evaluation committee and evaluation criteria, reviewing and ranking proposals, issuing Requests for Pricing and Technical proposals to the top ranked firms, preparing the proposed construction manager at risk contract and general conditions, interviewing all top ranked firms, establishing evaluation criteria, and ranking the short listed firms. Upon final selection of a construction manager at risk by the Board, a contract must be negotiated, and after

RESOLUTION TO  
ENTER INTO  
AGREEMENTS  
FOR LEGAL  
SERVICES WITH  
THOMPSON HINE  
Approved



design is completed, a Guaranteed Maximum Price must be negotiated and amendment to the contract entered into; and

WHEREAS, Due to the complexity of the construction manager at risk selection process, the Chief Legal Officer has sought out the legal assistance and counsel of Thompson Hine. Under the direction of Jeff Appelbaum, one of the most preeminent construction lawyers in the country, Thompson Hine has assigned two construction attorneys to this project who have drafted all the required documentation necessary for the selection process and have provided legal advice with regard to the process so far. The Chief Legal Officer desires to continue to engage the services of Thompson Hine during contract negotiations and negotiation of the Guaranteed Maximum Price after design has been completed; and

WHEREAS, Thompson Hine has agreed to provide all the above services plus assistance with regard to an insurance and risk management program for the project, for a fixed fee of \$37,500 plus reimbursables in an amount not-to-exceed \$1,000, for a total contract amount of \$38,500; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director or the Legal Counsel to enter into an agreement with Thompson Hine to provide legal services in connection with the Main Library Consolidation Phase 2 Construction Project as described in this Resolution, in an amount not-to-exceed \$38,500, which expenditure shall be charged to the General Fund Account 11400053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Ms. Rodriguez asked if Mr. Applebaum would be making a presentation to the Board once a selection is made.

Joyce Dodrill stated that a presentation or status update could be provided.

Mr. Seifullah stated that documents that are prepared will be usable for future use.

RESOLUTION  
ANNOUNCING  
CONSTRUCTION  
MANAGER AT  
RISK  
DETRMINED TO  
BE BEST VALUE  
AND  
AUTHORIZING  
NEGOTIATION  
OF  
CONSTRUCTION  
MANAGER  
AGREEMENT  
Approved

Resolution Announcing Construction Manager at Risk  
Determined to Be Best Value and Authorizing Negotiation  
of Construction Manager Agreement

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

WHEREAS, On May 2, 2015, the Cleveland Public Library placed an ad in the Cleveland Plain Dealer requesting statements of qualifications for construction manager at risk services in connection with the Phase 2 Main Consolidation Project. On June 2, 2015, statements of qualification were submitted to the Library from the following construction manager firms: The Albert M. Higley Co., LLC, Turner Construction Company, Panzica Construction Company, Infinity Construction Co., Inc., Ozanne Construction Company, Inc., Regency Construction Services, R. L. Hill Management, Inc., and Richard L. Bowen + Associates, Inc.; and

WHEREAS, On May 19, 2015, the Board of Trustees of the Cleveland Public Library established an evaluation committee and authorized the evaluation committee to evaluate the statements of qualifications and to select no fewer than three firms which it considered most qualified. The evaluation committee met on June 3, 2015 and June 4, 2015 and, utilizing evaluation criteria and a scoring method established prior to the announcement of the qualifications phase, selected the following four construction manager firms as the most qualified for its short list: The Albert M. Higley Co., LLC, Panzica Construction Company, Infinity Construction Co., Inc., and Ozanne Construction Company, Inc.; and

WHEREAS, On June 4, 2015 the Library issued a Request for Pricing and Technical Proposal to the four short-listed firms, requiring that proposals be submitted to the Library by June 12, 2015 at 12 noon; and

WHEREAS, Proposals were timely received on June 12, 2015, and on June 17, 2015, the evaluation committee interviewed all four construction manager firms. The evaluation committee then met on June 18, 2015 and June 19, 2015 to evaluate and score the technical qualifications. Price proposals were evaluated separately and then combined with the technical proposal

to determine the best value based on a weighted comparison of qualifications to price.

WHEREAS, Based upon the ratings obtained from combining qualifications and pricing scores, the evaluation committee has ranked the short-listed firms in the following order:

- |                                      |               |
|--------------------------------------|---------------|
| 1) The Albert M. Higley Co., LLC     | \$456,014;    |
| 2) Panzica Construction Company      | \$557,919;    |
| 3) Infinity Construction Co., Inc.   | \$576,690;    |
| 4) Ozanne Construction Company, Inc. | \$771,624.48; |

Now therefore be it

RESOLVED, That the Board of Library Trustees hereby accepts the recommendation of the evaluation committee, and announces the selection of the construction manager firm of The Albert M. Higley Co., LLC as the firm presenting the pricing and technical proposal which represents the best value; and be it further

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees to enter into negotiations for a construction management contract with The Albert M. Higley Co., LLC in accordance with the requirements of Ohio Revised Code Section 9.334 which provides, among other things, that if the Library fails to negotiate a construction management contract with the highest ranked firm, it shall terminate negotiations with highest ranked firm and enter into negotiations with the construction manager at risk ranked the second highest. If the Library fails to negotiate a contract with the second highest ranked firm, it shall terminate negotiations and enter into negotiations with the firm ranked the third highest. This process shall be repeated again with the fourth ranked firm in the event negotiations fail with the third highest firm; be it further

RESOLVED, That upon completion of negotiations, the Executive Director is authorized to execute a contract with The Albert M. Higley Co., LLC, in the amount of \$456,014.00 which shall be paid from the funds budgeted for the Phase 2 Main Consolidation Project as approved by this Board. Should the Executive Director or his designees terminate negotiations with The Albert M.

Higley Co., LLC pursuant to Revised Code Section 9.334 and successfully negotiate an agreement with Panzica Construction Company, the Executive Director is hereby authorized to enter into an agreement with Panzica Construction Company in the amount of \$557,919 payable from the funds budgeted for the Phase 2 Main Consolidation Project as approved by this Board. Authority is further given to enter into contracts with Infinity Construction Co., Inc. in the amount of \$576,690 and Ozanne Construction Company, Inc. in the amount of \$771,624.48, payable from the funds budgeted for the Phase 2 Main Consolidation Project as approved by this Board, if the circumstances as described in the previous paragraph require negotiations with the third or fourth ranked firms. The contract with the construction manager at risk is subject to approval of the Chief Legal Officer.

Mr. Hairston asked for clarification on the selection process.

Joyce Dodrill, Chief Legal Officer, stated that the firms were selected on criteria based on qualifications such that included: team make up, qualifications, education, experience with the construction manager at risk process, and financial stability.

Mr. Hairston asked if attention was given to diversity.

Ms. Dodrill stated that each firm was required to respond to the Library's desire to include diversity inclusion objectives and indicate programs to ensure that inclusion.

Myron Scruggs, Director of Property Management, stated that after reviewing qualifications of eight firms, four were selected. After the four candidates were interviewed, the final candidate was selected. The respective price rankings were coincidental.

Director Thomas stated that each firm was required to respond to the Library's commitment to diversity and share their respective program information.

Ms. Dodrill thanked the members of the evaluation committee and expressed her appreciation for their hard

work and commitment to this objective evaluation process.

Mr. Corrigan recommended that staff pay attention to contract details ensuring that the team promises remains consistent throughout the entire project.

Resolution Approving Budget for Main Library Consolidation: Phase 2, and Lighting Control Project

(See pages 752-760)

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

WHEREAS, On November 20, 2014, the Board of Trustees of the Cleveland Public Library adopted a Resolution approving, among other things, a redefined Phase 2 of the Main Library Consolidation Project, consisting of enhancements to the first floor of the Main building and Brett Hall, and renovation of the first and second floors of the Louis Stokes Wing; and

WHEREAS, On November 20, 2014, February 19, 2015, and April 16, 2015, this Board authorized amendments to the Agreement with Bostwick Design Partners ("Bostwick") to include design services in connection with the redefined Phase 2 of the Main Library Consolidation, including the preparation of a budget; and

WHEREAS, Bostwick has completed the budget for design services fees and project costs for the Phase 2 project, the estimated cost of which is approximately \$4,999,861.93, comprised of \$3,926,030.60 in construction costs, design services fees in the amount of \$718,050.25, and contingencies and other costs in the amount of \$355,781.08; and

WHEREAS, As a part of the Main Library Consolidation Project, the Library Administration has requested that Bostwick also include the replacement of the existing downtown campus lighting control system during the Phase 2 project, which will entail installing a new master control system and graphic interface, replacing breakers in lighting panels, and re-wiring the system to allow centralized lighting control in the two buildings; and

RESOLUTION  
APPROVING  
BUDGET FOR  
MAIN LIBRARY  
CONSOLIDATION:  
PHASE 2, AND  
LIGHTING  
CONTROL  
PROJECT  
Approved

WHEREAS, The estimated cost for the lighting control replacement is \$742,036.28, comprised of \$641,574.00 in construction costs, \$64,341.66 in design services fees, and \$36,120.62 in contingencies and other costs; and

WHEREAS, This Board desires to authorize the Cleveland Public Library to move forward with Phase 2 of the Main Library Consolidation, including the replacement of lighting controls in the Main and Louis Stokes Wing, and to allocate additional funds from the Building and Repair Fund in order to accomplish these projects; now therefore be it

RESOLVED, That the Board of Library Trustees, based upon the budget estimates provided by Bostwick as described in this Resolution, hereby allocates the sum of \$5,000,000 to Phase 2 of the Main Consolidation Project and an additional \$750,000 for lighting control replacement, for a total of \$5,750,000, from the Building and Repair Fund No 40190105-55300-11901; 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 and to execute such instruments or documents as may be necessary to appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Joyce Dodrill, Chief Legal Officer, stated that the budget has been updated since the Finance Committee Meeting to include the construction management fees since they were not available when the resolution was originally prepared. This item remains under \$5,000,000.

Carrie Krenicky, Chief Financial Officer, stated that since an additional \$750,000 is requested for the lighting control project, she would like to also share that the Library was \$734,000 under budget for the Cleveland Digital Public Library construction.

Ms. Butts explained the benefits of the Lighting Control replacement project.

Ms. Rodriguez stated that over time, the Library will gain a substantial savings as a result of the lighting

replacement project.

Mr. Corrigan stated that since this item is %12-%15 of this job is in design and architecture fees. Since the Library is paying premium fees, the Library is entitled to value from the architect and design team.

Ms. Dodrill stated that this budget includes wayfinding design fees as well.

Resolution to Authorize Replacement of the Cooling Tower at Lake Shore Facility

(See pages 761-770)

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

WHEREAS, The Cleveland Public Library Lake Shore Facility has a cooling tower on top of the building for the chiller for the main building air conditioning; and

WHEREAS, The original cooling tower was installed when the Lake Shore facility was renovated, approximately twenty-two (22) years ago in 1993, and Property Management has deemed this replacement as necessary because if the cooling tower fails, there will be no air conditioning in the Lake Shore facility; and

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

WHEREAS, The Lake Shore facility, Ohio Library for the Blind and Physically Disabled, and Memorial Nottingham Branch contain equipment and library materials that must be kept in a temperature controlled environment in order to avoid damage; and

WHEREAS, The cooling tower replacement involves the purchase of the cooling tower itself, rigging services to receive the new equipment and store until scheduled

for delivery, and once scheduled, then remove, replace and dispose of the old cooling tower, and hiring a

RESOLUTION  
TO AUTHORIZE  
REPLACEMENT  
OF THE  
COOLING  
TOWER AT  
LAKE SHORE  
FACILITY  
Approved

contractor to install. The Library sought and received proposals as follows:

Cooling tower replacement

1. Mark Elliott Company	\$37,252.00
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Rigging Services

1. Shippers Highway Express Inc.	\$ 6,900.00
----------------------------------	-------------

Contractor

1. V. A. Conkey	\$31,500.00
2. The John F. Gallagher Co.	\$41,175.00
3. Hank Bloom Services, Inc.	\$49,165.00

Now therefore be it

RESOLVED, That the Board of Trustees determines that the replacement of the cooling tower is necessary for the security and protection of Library property at the Lake Shore Facility and Memorial Nottingham branch; and be it further

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to purchase and/or enter into Agreements with the Mark Elliott Company for (1) Baltimore Aircoil Company Cooling Tower Model # S15E-1212-07 in the amount of \$37,252.00; (2) Shippers Highway Express Inc. for rigging services in the amount of \$6,900.00; and (3) V. A. Conkey Company for the installation of the cooling tower in the amount of \$31,500.00, subject to approval of the Chief Legal Officer, for a total amount of \$75,652.00 with the expenditure being charged to the General Fund account 12100053-53310 Building Repair.

Mr. Corrigan noted on that the Shipper Highway Express quote incorrectly listed the City of Cleveland instead of Cleveland Public Library.

In response to Mr. Corrigan's inquiry, Mr. Scruggs stated that the Library has in the past received satisfactory service from Conkey.



Fiscal Officer's Report

(See pages 771-780)

Report on Investments

(See page 781)

Report on Conference and Travel Expenditures

(See pages 782-784)

Report on Cleveland Foundation Grant for Library Learning Centers

(See page 785)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 786-788)

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

Report on Paid Sick Time

(See page 789)

Employee Demographics Report

(See page 790)

Mr. Hairston stated that this report highlights that the Library's commitment to diversity in the workplace.

Insurance Summary Report

(See page 791)

FISCAL  
OFFICER'S  
REPORT  
Submitted

REPORT ON  
INVESTMENTS  
Submitted

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

REPORT ON  
CLEVELAND  
FOUNDATION  
GRANT FOR  
LIBRARY  
LEARNING  
CENTERS  
Submitted

REGULAR  
EMPLOYMENT  
REPORT  
Approved

REPORT ON PAID  
SICK TIME  
Submitted

EMPLOYEE  
DEMOGRAPHICS  
REPORT  
Submitted

INSURANCE  
SUMMARY  
REPORT  
Submitted

**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 792-798)

Mr. Corrigan acknowledged the continued increase in emedia circulation, in general and through the Ohio Library for the Blind and Physically Disabled; the decline in overall circulation; a decrease in computer usage; and a reduction in visits to the Main Library. Timothy Diamond, Chief Knowledge Officer, stated that the reduction in computer use at Main Library may be due to a technical problem capturing the usage data; staff are investigating the problem.

Finally, Mr. Diamond provided a detailed explanation of the chart Comparing Items Circulated To Checkouts May 2014 vs May 2015

Building Status Update

Myron Scruggs, Director of Property Management, provided an update that included: skylight problems at Lakeshore Facility; drainage problems at OLBPD; and all fleet vehicles have been received with the exception of TechCentral.

Mr. Scruggs stated that digital thermostats have been installed at some branches; they will allow Property Management staff to view temperature in the facility via cell app without physically going to the branch.

Ms. Rodriguez stated that the app will save staff time.

CPL150 Strategic Plan Update

Mr. Corrigan stated that David Jurca, Associate Director, Kent State University's Cleveland Urban Design Collaborative, made a report presentation at the recent Joint Finance & CPL150 Ad Hoc Committee Meeting. The report provided very specific recommendation on Group 1 Branches: Fleet, South, Sterling, and Woodland. The report recommends the retention of South Branch in its

MONTHLY  
ACTIVITY  
REPORT  
Submitted

BUILDING  
STATUS  
UPDATE  
Presented

CPL150  
STRATEGIC  
PLAN  
UPDATE  
Presented

original location with updates to the facility as necessary.

Timothy Diamond, Chief Knowledge Officer, stated that Mr. Jurca would be available to meet with the CPL150 Ad Hoc Committee in the coming weeks for a more in-depth discussion focusing on South Branch and the opportunities at Sterling Branch.

Mr. Corrigan thanked staff as well as Kent State University's Cleveland Urban Design Collaborative for their hard work. Mr. Corrigan stated that the Library is continuing its commitment to Main Library, neighborhoods and branches.

#### Safe, Warm and Dry Update

Myron Scruggs, Director of Property Management, stated that masks for staff have been purchased for the security camera installation project; URS asbestos surveys for the environmental study for ten identified branches should be completed by the end of the month and camera installation should begin within two weeks.

#### Friends Board Update

Jason Jaffery, Executive Director, Friends of the Cleveland Public Library, reviewed the following schedule of the Friends Executive Speakers Series:

- June 25, 2015 - Mal Mixon, Retired Chairman & CEO, Invacare Corporation and Andrew Jackson, President & CEO, Elsons International
- August 6, 2015 - Rick Chiricosta, President & CEO, Medical Mutual of Ohio and Ronald M. Berkman, President, Cleveland State University
- September 17, 2015 - Robyn Minter Smyers, Partner-in-Charge, Cleveland - Thompson Hine and Dan Moulthrop, Executive Director, The City Club of Cleveland

Finally, Mr. Jaffery stated that he and Director Thomas have been working on an aggressive program around foundation support for Library and The People's University.

**SAFE, WARM AND  
DRY UPDATE**  
Presented

**FRIENDS BOARD  
UPDATE**  
Presented

Mr. Jaffery stated that Saint Luke's Foundation was invited to consider programming support at the Woodland

Branch that included a site visit to the branch. Conversations with Saint Luke's will continue with

additional ideas and strategies that may include the Rice Branch which is in the neighborhood where Saint Luke's is located.

Finally, Mr. Jeffery stated that during a recent conversation with a donor, interest has been expressed for a possible naming opportunity with the Library.

Ms. Rodriguez stated that she and Ms. Dodrill will be reviewing Board policies and by-laws.

Director Thomas stated that this may be an agenda item for a Board Work Session.

After additional discussion about naming opportunities for the Library, Ms. Rodriguez thanked Mr. Jaffery for his update.

Mr. Corrigan thanked Mr. Jaffery and his staff for their assistance on Ohio Library Council Legislative Day and National Library Legislative Day.

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

Before presenting his report, Director Thomas thanked the Board and the Friends for their support with the TPP Fund Campaign. Unfortunately, the campaign was unsuccessful. The phase out of the TPP is back in place during this legislative session. We will ultimately lose \$1,005,000 this year as well as the upcoming year with the phase out totaling approximately \$3,000,000 loss in our budget. The OLC got support to increase the PLF from 1.6% to 1.7%. With the projections from the Senate and House agreed to, although we'd lose 1.5 million, we would still have a small increase in our budget of about \$250,000 per year. Although there is disappointment in the failure of the TPP, the Library will see an increase as a result of the 1.7 increase.

DIRECTOR'S  
REPORT  
Presented

**Form Communities of Learning**

As a part of the Library's partnership with the Great Lakes Light Opera, two programs were offered at Main Library on May 19th and 26th. The programs surveyed the music of Schubert and gave an overview of opera. Two music awareness programs were also held at the West Park Branch. The programs entitled: How Opera Butchered the Bard and Living Masters of American Opera exposed people of all ages to opera and the history of the genre.

The 2015 Letters about Literature Awards Ceremony took place on Saturday, May 2nd in the Louis Stokes Wing Auditorium. The program included a welcome by the Executive Director of the Friends of Cleveland Public Library, Jason Jaffrey. The program was presented by Ohio Center for the Book and Literature Department Librarian, Tim Phillips. The featured speaker was Linda Feagler, Senior Editor of *Ohio Magazine* and Trustee of Ohioana Library Association. Ninety-seven student, family members and teachers attended the ceremony and lunch. The luncheon, sponsored by the Friends of the Cleveland Public Library, was held in the Literature Department and Ohio Center for the Book.

Cleveland Institute of Music ensemble, the Aurelia String Quartet, performed String Quartet No. 8 in C minor, Op. 110 by Dmitri Shostakovich, and another student ensemble performed Piano Quartet No. 1 in G minor, K. 478 (1785) by W. A. Mozart.

The Graphic Novel Speaker Series concluded on May 30th with Dr. Brad Ricca discussing Comics in Cleveland. Guest Host Valentino Zullo gave the introduction. Literature Department Librarian Jean Collins maintained tabletop displays related to the two Get Graphic! series: A Graphic Novel Book Club and The Graphic Novel Speaker Series.

Social Science Department Library Assistant Peter Elwell coordinated another Sports Icon Interview with Dan Coughlin featuring Bob Roberts on May 27th. Mr. Roberts is a longtime horse racing columnist.

During the month of May Main Library Book Clubs continued offering a number of excellent opportunities for patrons to meet and discuss their love of

reading. The African American Book Club read *Family of Lies* by Mary Monroe. The Literary Book Club read *The Steady Running of the Hour* by Justin Go and The Center for Local and Global History's Subject Department Librarian Terry Metter led a book discussion on the book "Empty Mansion" on May 18<sup>th</sup>. The sixth and final A

*Graphic Novel Book Club: Women Warriors* wrapped up on May 21<sup>st</sup> with the second collected volume of Ms. Marvel comics: *Ms. Marvel: Generation Why*.

### **Exhibits and Displays**

During the month of May, Main Library staff members created a number of displays and exhibits. The Center for Local & Global History Library Assistant Dan Milich created a book display on pirates, updated the displays on Lincoln and Ohio, and updated the "Map News" display with a comparison of Columbus and Cleveland metro areas, Cleveland Home Sales, and articles. Librarian Terry Metter created a display to mark 100 years since the sinking of the Lusitania. He also created a display for traveling. Fine Arts Librarian Andy Kaplan created a display for Jazz Appreciation Month featuring books on Miles Davis, John Coltrane, Louis Armstrong, Duke Ellington, Dizzy Gillespie, and Charlie Parker.

### **Fighting Community Deficits**

Youth Services Manager Annisha Jeffries and her staff introduced the new CPL Book Bike to the public on May 29th in the Eastman Reading Garden. The new bike will act as a roaming literacy advocate and outreach tool for downtown events, daycares, schools and other library functions.

On Saturday, May 9th, the Woodland branch hosted the Legal Aid @ Your Library clinic. Forty-seven patrons signed up to receive a free consultation from a volunteer attorney.

Librarian Elaine Herroon from the Public Administration Library and Social Science Department Library Assistant Lakeisha Winstead represented CPL at the City of Cleveland's Senior Day on May 20th at City Hall. In addition to working at the event, Ms. Winstead and Ms. Herroon also served on the planning committee, helped

organize the event and Ms. Winstead created a new "Successful Aging" bookmark specifically for the event.

Garden Valley's Pasha Moncrief and Leonard Burks spoke to sixty-two children and teachers at Anton Grdina Elementary School's Literacy Fair promoting CPL's initiatives. Also, a representative from Cleveland Clinic spoke to the children about the importance of nutrition and physical fitness.

### **Celebrate a Global Perspective**

On Saturday, May 9th the Library in partnership with members of Cleveland's Bengali community hosted its first Bengali New Year celebration. The event featured a performance of Indian classical music by acclaimed sitar player Alif Laila and tabla player Debu Nayak, student art displays, poetry readings, and a sampling of traditional foods. Tied to the Hindu Vedic solar calendar, Borsho Boron (Bangla New Year) falls in mid-April and is celebrated by the Bangla people of Bangladesh and the Indian state of West Bengal.

Foreign Literature Department Librarian Mary Torres co-hosted two Cinco de Mayo programs at the Rockport and Garden Valley Branches on May 4th and May 5th. Over twenty patrons attended each event which included a history of the holiday, a bilingual storytime, giveaways, refreshments and arts & crafts for the children.

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

\* A library in Denmark requested two Hungarian language items via interlibrary loan.

\* Research assistance was provided to a patron looking for information about his grandfather in the Microform Department national papers who was in a rodeo that toured the United States in the late 1800s.

\* Photograph collection staff assisted patrons with many notable queries, including a magazine editor researching images on Cleveland's mafia; an author doing research for her History Press book, a local author researching images in connection with the 1959 murder of a man from Mentor, Ohio.

\* A physics instructor from a Michigan University visited the Photograph Collection, as well as other departments of the library to research Charles F. Brush.

\* The Photograph Collection staff helped a California restaurant find images from the Digital Gallery to display in their restaurant.

\* CLGH staff provided assistance to an out-of-state professor with maps depicting population movement on the eastside of Cleveland.

\* Fine Arts staff assisted a patron requesting appraisal information on family history, design and construction of the Main Ave. Bridge in Cleveland.

\* A PhD candidate from a local university researched the murals of the Cleveland Courthouse done by Frank Brangwyn during the WPA era.

\* A patron needed assistance scanning a Civil War book of maps for a presentation.

\* An auction house needed assistance in researching a print done by Alexander Calder from a catalog *raisonne*.

\* Research assistance was provided to a professor giving a lecture at the Cleveland Museum of Art on the history of frames.

\* Research assistance was provided on a performance of the Tap Dance Kid at Karamu House in September 1989.

\* Biographical information was provided on the composers of "When Irish Eyes Are Smiling".

\* Research assistance was provided on an earthenware piece from Peru dated from the Pre-Columbian period from the Cleveland Museum of Art.

\* A patron requested information about the Elbee Art Co. in Cleveland, a 1944 advertisement posted that the firm was located on Lakeside Ave. from *The Plain Dealer* Historical database.



\* A researcher wanted to find historical images of Dodge Court (a street behind Playhouse Square) and the Hermit Club of Cleveland.

\* Staff pulled the clipping file on the Collinwood school fire for a teacher.

\* Students wanted information on the artwork of A. G. Warshawsky (Cleveland artist).

\* Researcher requested the catalogue of the architectural exhibition hosted by the Cleveland Architectural Club.

\* A local prize committee requested scans of pictures, articles and memorabilia from The H. Leslie Adams Music Archive to review for his nomination.

\* A local Cleveland writer is researching information about chess and checkers; miniature books from Special Collections.

\* A Chess writer needed scans from a Russian chess periodical that covers the 1914 St. Petersburg tournament.

\* A patron requested information on the 1926 edition of Complete Works of Abraham Lincoln.

\* Staff assisted a curator doing research on a 15th century print.

\* Architects requested drawings by the Cudell & Richardson firm (1870.)

\* Researchers requested permission to use digital images of Charles Chesnutt and a WPA print by Dorothy Rutka entitled, *Department Store*.

\* A professor from an out of state university is coming to Cleveland to do research on the French manuscript *Le Songe du Viel*.

\* BEL staff answered a question in which the patron wanted to know what happened to the assets of All-Penn Oil & Gas when the company liquidated.

\* BEL staff helped identify unique materials in Cleveland Public Library's holdings for a patron seeking information on the history of a local bank celebrating its 150th anniversary.

\* BEL staff assisted an out-of-town author visiting Cleveland for a short time who needed some information he could not find anywhere else on a little-known Cleveland business. The information was found through the Business Corporation microfilm file.

## **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 joined **Trustee Corrigan**, and Jason Jaffery in Washington, D.C. for National Legislative day.
- I joined Congresswoman Marcia Fudge and **Trustee Hairston** at the Congressional Art Show held at our Memorial-Nottingham branch.
- I attended the CMSD Board Work Session to introduce new board member, **Trustee Washington**.
- I traveled to Columbus to attend OLC's Government Relations Committee meeting.

### **CLEVNET**

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

**PUBLIC SERVICES**Programs, Services & Exhibits

During the month of May the Library hosted a total of 172 programs, and 25 story times were conducted throughout the system at various on and offsite locations. Educational programming and services, not included in the above totals, accounted for approximately 56 adult education classes, and 250 hours of after-school homework help: 130 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. America Reads K-8 tutoring

concluded in May and will resume again in September of 2015; K-3 intensive reading instruction will continue through the summer at the Collinwood, Woodland, Walz and Addison branches. After-school snacks were served M-Th. at 10 branch locations.

As a part of the Cleveland Foundation funded career development program with John Adam's students the Library welcomed eleven 9th grade students to the Main Library for a day of exposure to careers in our organization. Assistant Head of Human resources Cedric Johns, Youth Outreach & Programming Coordinator Nichole Shabazz, and Director of Outreach & Programming, Aaron Mason spoke to the students about their career histories and professional development.

In partnership with Career Transitions Center the Library hosted a series of 4 career literacy and education workshops at the West Park and Glenville branches. The workshops focused on making positive first impressions, finding hidden jobs, and interviewing skills.

Great Lakes Light Opera offered two programs at Main Library on May 19th and 26th. The programs surveyed the music of Schubert and gave an overview of opera music.

On Saturday, May 9th, the Woodland branch hosted the Legal Aid @ Your Library clinic. Forty-seven patrons signed up to receive a free consultation from a volunteer attorney.

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Total programming related expenditures for the month of May were \$48,631.97; \$15,000 of which was drawn from the Lockwood Thompson fund in support of fall programming.

For the use of Library facilities \$1,765.00 was to outside organizations.

#### MEETING ROOMS and SCHEDULING

The total number of requests for Main Library in the month of May was 77 with an estimated total attendance of 2,957. Lake Shore Facility meeting rooms and auditorium were requested 26 times. 238 requests originated in branch libraries for the use of their meeting rooms with an estimated total attendance of 4120. There were a total of 55 AV requisitions for the month of May.

#### Letters about Literature

The 2015 Letters about Literature Awards Ceremony took place on Saturday, May 2<sup>nd</sup> in the Louis Stokes Wing Auditorium. The program included a welcome by the Executive Director of the Friends of Cleveland Public Library Jason Jaffrey. The program was presented by Ohio Center for the Book and Literature Department Librarian Tim Phillips. The featured speaker was Linda Feagler, Senior Editor, Ohio Magazine and Trustee of Ohioana Library Association. Ninety-seven student, family members and teachers attended the ceremony and lunch. The Luncheon, sponsored by the Friends of the Cleveland Public Library, was held in the Literature Department and Ohio Center for the Book.

#### Music at Main

Cleveland Institute of Music ensemble (the *Aurelia String Quartet*) performed String Quartet No. 8 in C

minor, Op. 110 by Dmitri Shostakovich, and another student ensemble performed Piano Quartet No. 1 in G minor, K. 478 (1785) by W. A. Mozart.

#### CSU Confucius Institute Partnership

Throughout the month Senior Subject Librarian Caroline Han, partnered with a Confucius Institute instructor to offer several interesting and exciting program opportunities. "Baduanjin" a martial arts class, "Qifong" a breathing and relaxation" class and the last session of Business Chinese II were all available for CPL patrons.

#### Get Graphic Novel Speaker Series

The *Graphic Novel Speaker Series* concluded on May 30<sup>th</sup> with Dr. Brad Ricca discussing Comics in Cleveland.

Guest Host Valentino Zullo performed the introduction. Literature Department Librarian Jean Collins maintained tabletop displays related to the two *Get Graphic!* series: *A Graphic Novel Book Club* and *The Graphic Novel Speaker Series*.

#### Sports Icon Interview Series

Social Science Department Library Assistant Peter Elwell coordinated another Sports Icon Interview with Dan Coughlin featuring Bob Roberts on May 27<sup>th</sup>. Mr. Roberts is a longtime horse racing columnist.

#### Main Library Book Clubs

During the month of May, Main Library Book Clubs continued offering a number of excellent opportunities for patrons to meet and discuss their love of reading. The African-American Book Club read *Family of Lies* by Mary Monroe. The Literary Book Club read *The Steady Running of the Hour* by Justin Go and The Center for Local and Global History's Subject Department Librarian Terry Metter led a book discussion on the book "Empty Mansion" on May 18<sup>th</sup>. The sixth and final *A Graphic Novel Book Club: Women Warriors* wrapped up on May 21<sup>st</sup> with the second collected volume of Ms. Marvel comics: *Ms. Marvel: Generation Why*.

#### CPL Book Bike

Youth Services Manager Annisha Jeffries and her staff introduced the new CPL Book Bike to the public on May 29<sup>th</sup> in the Eastman Reading Garden. The new bike will

act as a roaming literacy advocate and outreach tool for downtown events, daycares, schools and other library functions.

#### Art Lab & Studio 470 Programs

Youth Services staff members developed and coordinated two creative and unique Art Lab and Studio 370 programs during the month of May. The Studio 470 program: *Maker Kit Mania* was held on May 13<sup>th</sup> and *Get Caught Reading Day* was the Art Lab program on May 23<sup>rd</sup>.

#### Celebrating Cleveland's Kosciuszko Monuments

Foreign Literature Department Librarian Victoria Kabo partnered with local Polish community activists to host a 110<sup>th</sup> anniversary celebration titled: *Celebrating Cleveland's Kosciuszko Monuments* on May 2<sup>nd</sup>. A total of 53 guests attended and were treated to Polish folk dancing, arts & craft demonstrations, two brief video

documentaries and refreshments. Science and Technology staff members Elvira Baron and Jim Bettinger gathered 15 books to assist with the program.

#### Celebrating Cinco de Mayo

Foreign Literature Department Librarian Mary Torres co-hosted two Cinco de Mayo programs at the Rockport and Garden Valley Branches on May 4<sup>th</sup> and May 5<sup>th</sup>. Over twenty patrons attended each event which included a history of the holiday, a bilingual story time, giveaways, refreshment and arts & crafts for the children.

#### Foreign Language Story Times

Foreign Literature Librarian Victoria Kabo hosted two Russian-language children's programs on May 9<sup>th</sup>. A total of 35 patrons attended the two sessions.

#### Library Blogs

Fine Arts & Special Collections Librarian Bruce Biddle posted a blog about the Cleveland Museum of Art's exhibit entitled *Fresh Prints: The Nineties to Now*. In the blog he highlights the Fine Arts collection of books on printmaking and artists.

#### Main Library Tours

Main Library staff members provided several tours during the month of May. Center for Local and Global History

Librarian Terry Metter conducted a tour for twelve high school students from Cleveland College Now on May 4<sup>th</sup>. Roxboro Middle School 6<sup>th</sup> grade students visited the library for a tour on May 26<sup>th</sup>. Youth Services Children's Librarian Maria Estrella and Library Assistant Crystal Huggins conducted their tour. Foreign Literature Department Manager Milos Markovic conducted a tour of Main Library for a group of high school students on May 11<sup>th</sup>.

#### Exhibits and Displays

During the month of May, Main Library staff members created a number of displays and exhibits. The Center for Local & Global History Library Assistant Dan Milich created a book display on pirates, updated the displays on Lincoln and Ohio, and updated the "Map News" display with a comparison of Columbus and Cleveland metro areas, Cleveland Home Sales, and articles. Librarian Terry Metter created a display to mark 100 years since the sinking of the Lusitania. He also created a display for

traveling. Fine Arts Librarian Andy Kaplan created a display for *Jazz Appreciation Month* featuring books on Miles Davis, John Coltrane, Louis Armstrong, Duke Ellington, Dizzy Gillespie, and Charlie Parker.

#### Main Library Outreach

##### Cleveland Leadership Academy

The Center for Local and Global History Manager Olivia Hoge and General Research Collections Manager Don Boozer presented for the 22 attendees of Cleveland Leadership Academy on May 8<sup>th</sup>. Mr. Boozer and Ms. Hoge talked about digital and non-digital resources at the library. After the talk, the attendees were given an introduction to TechCentral by Coordinator Forrest Lykins and a brief tour of Brett Hall and the Special Collections Department by Mr. Boozer.

##### Foreign Literature Outreach

Foreign Literature Department Librarian Mary Torres conducted bilingual story time and craft lessons at Melissa's Learning Tree Day Care on May 6<sup>th</sup> and May 20<sup>th</sup> and Sr. Subject Librarian Caroline Han hosted ESOL and information literacy programs for seniors at the Goodrich-Gannett Community Center on May 13<sup>th</sup> and May 27<sup>th</sup>.

#### Tolerance Fair

Literature Department & Ohio Center for the Book Manager Amy Dawson and Literature Department Librarian Steve Capuozzo represented the Ohio Center for the Book @ Cleveland Public Library at the Honor Good Deeds Tolerance Fair at Cleveland State University on Sunday, May 3<sup>rd</sup>.

#### Senior Day

Public Administration Library Librarian Elaine Herroon and Social Science Department Library Assistant Lakeisha Winstead represented CPL at the City of Cleveland's Senior Day on May 20<sup>th</sup> at City Hall. In addition to working at the event, Ms. Winstead and Ms. Herroon also served on the planning committee, helped organize the event and Ms. Winstead created a new "Successful Aging" bookmark specifically for the event.

#### Seed Library

The downtown Seed Library located in Science and Technology Department was visited by staff from another local library whom are interested in starting their own seed library. Librarian Rose Mary Hoge spoke to the visitors about seed distribution and storage as well as promotional materials and books.

#### Youth Services Outreach

Youth Services Manager Annisha Jeffries, Children's Librarian Maria Estrella, Children's Librarian Kristen Schmidt and Library Assistant Crystal Huggins facilitated weekly story times at the Federal Reserve Office Building and Smarty Pants Day Care, Fed Kids Day Care, Community Villa View and Friendly Inn. Youth Services Manager Annisha Jeffries was invited to speak at Mary McCloud Bethune School's Career Day on May 1<sup>st</sup> and the May 2015 Early Literacy Calendar was distributed to all CMSD preschool school teachers and CPL Youth Services Librarians.

#### Collection Development

The Government Documents department staff has ordered additional free government publications to provide to the public. One especially popular publication is the *2015 Consumer Action Handbook*.



Five newspapers on microfilm were moved from the Microform Center to the Center for Local & Global History on May 7<sup>th</sup>. These five newspapers are the most heavily used by patrons doing local history research. By moving these newspapers to the Center for Local and Global History patrons will have a more cohesive research experience. The newspapers are the Call & Post, Cleveland Leader, Cleveland News, (Cleveland) Plain Dealer, and Cleveland Press.

For the month of May donations included: a box of stereograph cards to the Photograph Collection, donated letters, bank notes, and photographs of Cleveland Native WCB Richardson, 38 Collinwood High School yearbooks, three commencement programs from East High School 1888 and 1912, and Cleveland's Normal Training School 1889.

The Foreign Literature Department formally became the home location of foreign language entertainment DVDs during the month of May.

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

- A library in Denmark requested two Hungarian language items via interlibrary loan.
- CPL staff members provided in-depth reference work with patrons in Russian, Chinese and Spanish.
- PAL staff answered questions concerning ordinances, legislative history for ordinances and provided neighborhood information.
- Research assistance was provided to a patron looking for information about his grandfather in the Microform Department national papers who was in a rodeo that toured the United States in the late 1800s.
- Photograph collection staff assisted patrons with many notable queries, including a magazine editor researching images on Cleveland's mafia; an author doing research for her History Press book, a local author researching images in connection with the 1959 murder of a man from Mentor, Ohio.

- A physics instructor from a Michigan university visited the Photograph Collection, as well as other departments of the library to research Charles F. Brush.
- The Photograph Collection staff helped a California restaurant find images from the Digital Gallery to display in their restaurant.
- CLGH staff provided assistance to an out-of-state professor with maps depicting population movement on the eastside of Cleveland.
- Fine Arts staff assisted a patron requesting appraisal information on family history, design and construction of the Main Ave Bridge in Cleveland.
- A PhD candidate from a local university researched the murals of the Cleveland Courthouse done by Frank Brangwyn during the WPA era.
- A patron needed assistance scanning a Civil War book of maps for a presentation.
- An auction house needed assistance in researching a print done by Alexander Calder from a *catalog raisonne*.
- Research assistance was provided to a professor giving a lecture at the Cleveland Museum of Art on the history of frames.
- Research assistance was provided on a performance of the *Tap Dance Kid* at Karamu House in September 1989.
- Biographical information was provided on the composers of "When Irish Eyes Are Smiling".
- Research assistance was provided on an earthenware piece from Peru dated from the Pre-Columbian period from the Cleveland Museum of Art

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- A researcher wanted to find historical images of Dodge Court (a street behind Playhouse Square) and the Hermit Club of Cleveland.
- Special Collections staff assisted with research on the life of Charles Frederick Schweinfurth.
- Staff pulled the clipping file on the Collinwood school fire for a teacher.
- Students wanted information on the artwork of A. G. Warshawsky (Cleveland artist).
- Researcher requested the catalogue of the architectural exhibition hosted by the Cleveland Architectural Club.
- A local prize committee requested scans of pictures, articles and memorabilia From *The H.Leslie Adams Music Archive* to review for his nomination.
- A local Cleveland writer is researching information about chess and checkers; miniature books from Special Collections.
- A Chess writer needed scans from a Russian chess periodical that covers the 1914 St. Petersburg tournament.
- A patron requested information on the 1926 edition of *Complete Works of Abraham Lincoln*.
- Staff assisted a curator doing research on a 15<sup>th</sup> century print.
- Architects requested drawings by the Cudell & Richardson firm (1870.)

- Researchers requested permission to use digital images of Charles Chesnutt and a WPA print by Dorothy Rutka entitled, *Dept. Store*.
- A professor from an out of state university is coming to Cleveland to do research on the French manuscript *Le Songe du Viel*.
- BEL staff answered a question in which the patron wanted to know what happened to the assets of All-Penn Oil & Gas when the company liquidated.
- BEL staff helped identify unique materials in Cleveland Public Library's holdings for a patron seeking information on the history of a local bank celebrating its 150<sup>th</sup> anniversary.
- BEL staff assisted an out-of-town author visiting Cleveland for a short time who needed some information he could not find anywhere else on a little-known Cleveland business. The information was found through the *Business Corporation* microfilm file.
- A patron phoned the Science and Technology department to ask if we would look up something in Chemical Abstracts. Cleveland Public Library is one of only a handful of libraries worldwide with a complete set of the printed Chemical Abstracts. The source of information the patron wanted was in Russian.
- Patrons have requested "old" British standards. Science and Technology maintains a complete set of superseded British standards. No other library in Eastern United States has such a collection. One recently requested standard was: *Method for Physical Testing of Rubber*.
- A writer is working on an article about an art show featuring famous botanical illustrators including

ones from Europe as far back as the 1600's. Science and Technology had helpful books.

- The following are a selection of recent requests for Science and Technology patrons for items in storage at Lake Shore:
  - *Bacteria in relation to country life*, Jacob Goodale Lipman, 1908
  - *A Basis for the Theory of Medicine* by A. D. Speransky, International Publishers, 1943
  - *A Sand County almanac, and Sketches here and there*, Aldo Leopold, 1949.
  - *Gas turbines and jet propulsion for aircraft*, G. Geoffrey Smith, 1951.
  - *The Redbook Cookbook*, Ruth Fairchild Pomeroy, 1971.
  - *The care and feeding of friends*, Ilka Chase, 1973

For each of these, Cleveland Public Library was either the only public library to hold the item or only one of a handful.

- Cleveland-area patent attorneys visit Government Documents weekly to use the PubEAST database for patent searching. One attorney from Mt. Vernon, OH, made the two-hour trip to Cleveland because Akron-Summit County Public Library's PubEAST terminal was not working.
- Historic Plain Dealer articles on temperance activities were provided to an author from Savannah, GA, for a biography he's writing.

#### Staff Development

Assistant Director of Public Services Robin Wood completed the Cleveland Civic Leadership Institute Program and presented a webinar for NEO-RLS on May 27<sup>th</sup> representing CPL. The webinar, *HR Stuff that Every Supervisor Should Know* is part of the NEO-RLS New Supervisor Academy.

Literature Department & Ohio Center for the Book Manager Amy Dawson moderated a panel titled *Focusing on Field*

*Trips & Hands-on History: Archival Outreach with Local Schools and Teachers* at the 2015 Society of Ohio Archivist Conference on Friday, May 15<sup>th</sup>. In addition she also served on the Auction Committee and presented a poster on *Establishing and Sustaining the American Theatre Archives Project in Ohio* with Nora Blackman of Case Western Reserve University and Co-Presented *It's Electric: Publicizing your Archival Collections with the EAD FACTORY* with Mike Monaco, Senior Catalog Librarian, Catalog Department, Cleveland Public Library at the OLC North and Northeast Chapter Conferences.

On May 14<sup>th</sup>, General Research Collections Manager Don Boozer co-hosted *Reference 101: What's Changed, What Still Matters*, a full-day workshop at NEO-RLS in Hudson, OH, focusing on reference services. Boozer had been invited to put the workshop together by NEO-RLS and then presented programs throughout the day along with librarians he recruited from Mansfield-Richland County Public Library and Worthington Libraries. Boozer subsequently supplied slides and handouts from the workshop to staff of BEL, Science & Technology, Government Documents, and Social Sciences.

Subject Department Children's Librarian, Maria Estrella and Children's Librarian Kristen Schmidt conducted a presentation at the Kent State Youth Symposium on May 7<sup>th</sup>. The theme was library programs outside of the box.

Popular Library Librarian Judy Daniels attended the NEO-RLS Workshop: *Reference 101 What's Changed, What Still Matters*.

Lending and AV Manager Kenyatta Abrams, Subject Department Clerks Reginald Rudolph and Anthony Liang attended NEO-RLS workshop on *A day for Circ Staff* May 15<sup>th</sup>.

Fine Arts & Special Collections Library Assistant Bill Chase, as a member of the Dublin Literary Award Committee, attended the last meeting at Carnegie West Branch where the group nominated their final three candidates for the 2014 award.

Library Assistant Tatiana Shneyder attended day-long training seminar titled "Spark Your Imagination" at KSU on May 7<sup>th</sup>.

### Other Library News

Youth Services Manager Annisha Jeffries was interviewed and quoted for an article for the Huffington Post Education blog. The article titled: *8 Awesome Ways Libraries Are Making Learning Fun* featured Studio 470 and the Art Lab

Material Handling Manager Daniel Oreskovic and Shelf Division Assistant Manager Cynthia Coccaro were a part of the Page Committee that hired 14 new Pages for Main Library. In addition, the Shelf Division helped assist the Center for Local and Global History Department staff with the move of microform from Popular.

Business, Economics and Labor Library Assistant Joseph Parnell is participating in an on-going drive to create and promote wellness programs for the staff in keeping with the mission of the CPL FIT committee. New fitness programs/challenges will be announced after Staff Development Day.

Social Science Department Librarian Tracey Overbey continues to serve on the WOW committee and the CPL Fit/Staff Development Day Committee. Activities during

May included: coordinating the Gardening Lunch and Learn with Milosz Markovic and Mark Moore on May 20<sup>th</sup>, publishing the May CPL FIT newsletter with Harriette Parks, and inviting guest speaker, Heather Englander, Associate Director for volunteers at BVU: The Center for Nonprofit Excellence to the May wellness ambassador meeting.

Fine Arts & Special Collections staff members Kelly Ross Brown and Pam Eyerdam coordinated the Main Library's *Harvest for Hunger Bake Sale* raising \$224! Archivist, Ann Marie Weiland assisted with the sale.

### BOOKMOBILE/ON THE ROAD TO READING

May was the final month of service for the 2014-2015 season from the On the Road to Reading (OTRR) program. Recruitment for new sites will begin in late June 2015. MOB staff received positive feedback from sites expressing an interest in the continuation of the service

## BRANCHES

Addison - The after school third grade tutoring concluded this month in preparation for the CMSD Summer Break tutoring session.

Brooklyn Youth Services staff has been working to promote the Summer Reading Club to area schools and daycares.

Carnegie West - Read to the Beat, The Music Settlement's reading readiness activities set to a musical beat for preschooler's ages 3 through 5, returned for several weeks of sessions on May 20<sup>th</sup>. Appleseed and Mi Casita daycare's pre-school children will attend all sessions while neighborhood parents and caregivers will also bring their children. Branch Manager Angela Guinther volunteered for Evening in Ohio City, Ohio City Inc.'s annual fundraiser, on May 16<sup>th</sup>. She served as a Home Coordinator for a home on West 32<sup>nd</sup> that was built in 1890, receiving 160 guests over the course of the evening.

The Collinwood Branch and staff have been busy bees this month with weeding, doing community outreach, providing story times to daycares, schools visits, programs, computer assistance and even found time to view webinars and attend workshops. However, we are most proud of signing up 90 children for our upcoming SRC during an outreach opportunity, "Inspire Family Day" on May 10<sup>th</sup> at the Natural History Museum, Collinwood High School Science students presenting two story times to local daycares' preschoolers to expand our ability to create communities of learning through literacy. Manager, Ms. Peak completed her YWCA Women's Leadership program on Friday, May 15<sup>th</sup> and continues to build partnerships with community organizations.

Eastman - On Friday May 1<sup>st</sup> Ken Knape and Dawntae Jackson interviewed candidates for the position of part time clerk that is currently open at Eastman Branch. GED classes are over for the summer and the ImpACT216 classes will end on May 22<sup>nd</sup>. On Friday, May 16, Rebecca Price Donahue visited Magical World Childcare and provided a story time for 12 preschoolers, as well as an open ended art project.



Fleet's Branch Manager, Rekiat Olayiwola, held meetings with the Director of Broadway School of Music and the Arts, Barbara Bachtell, and Program Manager of Cleveland Clinic Marymount Hospital, Raheeda Larkin to plan for fall programs. Additionally, she attended a workshop on *Families that Lead* facilitated by Neighborhood Leadership Institute.

Fulton Branch Children's Librarian Beverly Austin is conducting wonderful literacy activities with the children twice a week. Adult services highlights are the three monthly information tables provided for patrons. They are: Tri-C; Stockyard, Clark-Fulton, Brooklyn Center Community Development Office; and City of Cleveland Consumer Affairs, Community Development. All three of these community partners provide valuable information to our patrons.

Garden Valley - Pasha Moncrief and Leonard Burks spoke to sixty-two children and teachers at Anton Grdina Elementary School's Literacy Fair promoting CPL's initiatives. Also, a representative from Cleveland Clinic spoke to the children about the importance of nutrition and physical fitness.

Glenville hosted the Read-In Book Club on May 19th. The Book Club read Michelle Knights book "Finding Me".

Harvard-Lee Branch has had an eventful month during the month of May. Mrs. Parks attended Leadership Academy on May 8, 2015, and May 21, 2015. On May 8, 2015, the module topic focused on the Executive Presence with location being at the CPL-LSW RM 218. Guest presenters were Olivia Hoge and Don Boozer. On May 21, 2015, module topic was Strategic Planning Management with guest presenter being Ralph Johnson from the McKenzie Corporation. The location of this module was held at Merwin's Wharf Restaurant. Graduation for Mrs. Parks from the Leadership Academy will be May 29, 2015. On May 18, 2015, Harvard-Lee Branch hosted The STEAM Great 7<sup>th</sup> Grade Debate with CMSD's Charles W. Eliot and Nathan Hale as the participating schools. Coordinated by educator Michael D. Parks, **eighty** people supported the efforts of our students. Guest judges were: Senator Sandra Williams, Senator Nina Turner, Councilman Terrell Pruitt, Councilman Zach Reed, and Rev. Dr. Leah Lewis.

Hough Branch Children's Librarian Manisha Spivey attended a planning meeting at the Cleveland Museum of Art in preparation for a week long Summer Arts Camp to take place at Hough in July. Ms. Spivey also conducted a "World Tour Wednesdays" program that highlighted Canada. Page Willie Levy attended his first Summer Lunch Program Training and he is very excited to become involved with this new endeavor. Branch Manager Donna Willingham will attend the "Youth Count Community Partner Site Training" meeting at the end of the month.

Since the Jefferson Branch has a Little Free Library in its bioswale the Literature Department hosted a free screening of A Small Wooden Box: The Little Free Library Movement. The program allowed the participants to learn more about the Little Free Library initiative in Cleveland. They were able to pick up a free book to keep or share.

Langston Hughes branch offered the program "**Reviving Poetic Voices II**" which was presented on May 9. The branch has also been selected as being a future site of a **Rain Garden**, sponsored in part by the Glenville Public Library Green Infrastructure Retrofits Program.

The Lorain Branch spent much of May doing outreach activities, preparing and training for summer programs, and planning for fall activities. Lisa Sanchez helping to host a CPL table at the first ever La Placita

Festival (for La Villa Hispana) on May 9<sup>th</sup>. Crystal Tancak promoted the Summer Reading to children at six area schools.

Martin Luther King Jr. Branch - Ronald Roberts participated in a community outreach with our partners at Erie Square and PNC for a Sesame Street workshop. Kevin Ray helped the students from John Hay complete their Senior Project video using our green screen located in the Teen Tech Room. MLK received a donation for Baby Grand Piano.

Memorial Nottingham - Marvin Benton Library Assistant Youth Emphasis has been visiting local school and daycares promoting the Summer Reading Club.

Mount Pleasant Branch had a Memorial Day Celebration called "Putting the memory back in Memorial Day" teaching patrons of all ages about the history of the holiday and how we honor those who serve our country.

Rice Branch Youth Services staff has been working to promote the Summer Reading Club to area schools and daycares. Branch Manager Ali Boyd attended Summer Lunch and Y.O.U. Training this month.

Rockport Children's librarian Cassandra Feliciano visited 6 area schools on 5/5 to promote the Summer Reading Club through postcard distribution. Students from Garfield elementary visited the library on 5/12 to learn about SRC and Feliciano spoke to classes at R.G. Jones on 5/19 and an assembly at Birchwood on 5/20. In addition to preparing for the summer Feliciano collaborated with Mary Torres from the Foreign Literature Department to host a Cinco de Mayo program during which they taught 20 participants the history and importance of Cinco de Mayo in the Mexican culture and made mini maracas. In May Library Assistant Computer Emphasis B Mann led 2 SMART board wellness programs with both children and adult participants. Mann also led the Paracord Maker program in which 18 people participated. Tech Central taught the 3D-Pet Maker Lab. The South Branch hosted 47 students from the Luis Munoz Marin School plus their teachers on May 19. The students visited the branch to check out materials for reading materials during the summer. The South Branch hosted Discovery Day programs throughout this year that focus on science. The participants learned to make ice cream with a few simple kitchen ingredients as this week's topic.

South Brooklyn Adult Library Assistant, Anna Kaufman Ford had her monthly book club. The ACT prep program, impACT the 216 ended in the middle of May with a continuous flow of 10 teenagers that completed the course. Finally, due to Mr. Russo entering South Brooklyn's volunteer Susan King, in the Medical Mutual Statewide Outstanding Senior Volunteer, Ms. King won honorable mention.

As members of the Marion-Sterling Partnership, Monica Rudzinski and Tracie Forfia volunteered at the Marion-Sterling Spring Carnival.

Union Branch TechCentral is teaching Microsoft Word I-IV classes to Union patrons on Tuesdays at 3:15 p.m. The Red Cross presented the Pillow Case Project to a 4th grade class from Imagine Cleveland Academy. The Pillow case Project teaches children how to prepare for emergencies.

Walz's kickoff picnic for the summer reading club was held on May 21. Hotdogs, chips and ice cream were served. Face Painting, Talespinners, Unicycles and carnival games were the Entertainment. Ms. Gielty and Ms. Lefkowitz performed 9 puppet shows in three schools plus the library to promote the summer reading club. The play "Walz Idol" was an original script featuring a variety of music. Walz has participated in a free food give-away. Each Tuesday in May we gave away 100 bags of fresh produce furnished by The Cleveland Food bank. So far we've had apples, oranges and corn.

West Park - On May 5<sup>th</sup> we had a Cinco de Mayo craft. Children and parents (36) made mini piñatas filled with hard candy. On May 7<sup>th</sup>, children participated in the "Special Gifts for Mom Program" - Red Rose Flower pens were created by the participants. We talked about Mother's Day, enjoyed treats and looked at books about Mother's Day. Vicki Beggiani visited our thirteen neighborhood schools, met with administrators and presented the schools with a large poster about Summer Reading Club 2015 and handed out SRC postcards for all of the students. On May 9<sup>th</sup> West Park staff promoted the library at a table during The Hooley Festival. We spoke with 900 - 1000 people and gave out lots of info about Summer Reading Club and computer classes! Jeanna Sauls attended NEO-RLS's day for Circulation Staff. Most of what was discussed is already being done by our staff. The branch also hosted a CIM string quartet for a wonderful Saturday afternoon of music at West Park. With the help of Rocky, the branch also completed most of the physical move of shelving. We now have an entire room for the children's area.

Woodland Children's Librarian Adela Garcia attended Family Night at George Washington Carver Elementary

School. Leslie Barrett presented a program entitled "Hangin' with Mrs. B" which involved eighteen participants engaged in a workout routine.

Cleveland Digital Public Library  
Cleveland Digital Public Library hosted the final event for Preservation Week called STEPS: Identifying Audiences in the Learning Commons.

The North East Ohio Regional Library System attended a presentation about the creation, development, and mission of the Cleveland Digital Public Library. This event involved a tour of the library and of the CPDL space and an explanation of our current and future projects.

Cleveland Archival Roundtable  
The Cleveland Archival Roundtable is hosting their May 30<sup>th</sup> meeting in the Learning Commons.

Catherine Young produced 3 videos during the month of May outside of the CDPL. One was for staff development day, one was for Director Felton, photos and video were taken during the Kosciuszko Monuments 110<sup>th</sup> Anniversary celebration

As of May 28' The Cleveland Digital Public Library has had 317 visitors, many of them tours with either high school students, or senior center members. As of May 29, 2015 the Cleveland Digital Public Library's public service KIC stations have had 275 unique sessions that have produced 12694 images totaling 29835.2 MB of information.

The Cleveland Digital Public Library provided assistance to Mr. Jonathan Moody from the Environmental Protection Agency with scanning of slides.

In order to develop digital collections and activate them for teaching, the Cleveland Digital Public Library has reached out to and had meetings with Cleveland Museum of Art to develop a distance learning partnership, Cleveland State University College of Education and Human Services to possibly develop curriculum, and the Cleveland Metropolitan School District. The CDPL also reached out to people within the Cleveland community such as Jeff Morris, Carol

Smith, Mary Beth Rauzi, Ronald McDonald House, and the editors of *Gay People's Chronicle* and *Daily Legal News* to develop the digital collection.

#### Digital Gallery Collection Development

The Cleveland Digital Public Library has uploaded West Tech Tattler High School newspapers from 1951 to 1971 and City Directories from 1837, 1838, 1951, and 1954.

#### EPA Slides and Associated Case Files

The Cleveland Digital Public Library had made a verbal agreement with Mr. Jonathan Moody and the EPA to donate and add the slides from various cases as well as the associated case files to the Digital Gallery.

#### Library Staff Does Digitization

Cleveland Digital Public Library staff has completed scanning the *EastSide Daily News*, and the Collinwood High School Yearbooks. Currently the staff is scanning *Le Songe du Vieil Pellerin (15<sup>th</sup> century)* and the Benedictine Yearbooks. Ongoing post-processing projects include John Adams High School newspaper, and the *EastSide Daily News*.

Chatham Ewing attended the OhioDig conference in Columbus to discuss digitization in Ohio and the integration of Ohio collections into the Digital Public Library of America (DPLA).

The Cleveland Digital Public Library is working on developing a proposal to attend the Cleveland Metropolitan School District's conference Blue Institute as a presentation and as a vendor.

The Cleveland Digital Public Library recently installed GoldenThread Calibration software. We will be comparing current digital output to equipment marketed standards with the eventual goal of publishing.

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

For May, OLBPD circulated 45,139 books and magazines directly to patrons. OLBPD registered 158 new readers to the service. Approximately 601 BARD patrons among 2,382 active users downloaded 10,363 items.

OLBPD has purchased new Playaway, described DVD and select Blu-ray titles. New Blu-Ray and DVD titles include Oscar nominees "Wild," "Birdman," "Boyhood," and "Gone Girl," along with summer blockbusters "X-Men: Days of Future Past" and "Guardians of the Galaxy," and many more. Described Blu-Ray and DVDs are available to OLBPD readers and include television programs, feature films, and other visual media accessible to people who are blind or visually impaired by providing descriptive narration. The descriptions include key visual elements in a program that a viewer who is visually impaired would ordinarily miss.

On May 13<sup>th</sup>, OLBPD welcomed library staff from the Akron Children's Hospital for a tour and visit. Akron Children's Hospital library staff wanted to learn more about OLBPD services, and explored opportunities to partner with OLBPD to provide library services to patients.

On May 27<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 the BARD Android app, future plans for NLS services, and Family Fun and Learning Day 2015.

In May, OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Nigerian Health Fair on May 2<sup>nd</sup>; Akron Children's Hospital on May 13<sup>th</sup>; Giant Eagle Employee Fair on May 13<sup>th</sup>; CMHA-Lakeview Tower Resource Fair on May 14<sup>th</sup>; Cleveland Senior Day on May 20<sup>th</sup>; and Mt. Alverna Village Health Fair on May 27<sup>th</sup>.

On May 8<sup>th</sup> the OLBPD monthly adult book club met to discuss the "Now You See Me: How I Forgave the Unforgivable" by Kathy Sanders.

TechCentral

#### Maker Community Engagement and Support

TechCentral Manager, CJ Lynce, attended a meeting of the Northeast Ohio Maker Network at LeanDog on May 13. Topics of discussion included the White House Week of

Making, with members of the NEO Maker Network being encouraged to establish commitments to the Maker Community for the next year, and submit them to the White House as part of the Week of Making. Additionally, discussions were had regarding an 'hour of making', to be held on June 12 across Northeast Ohio.

As part of the Week of Making initiative, Mr. Lynce submitted commitments from the Cleveland Public Library and TechCentral, including establishing a mobile MakerSpace, as well as introducing an ongoing class series on entrepreneurship as it relates to the maker community.

Mr. Lynce met with staff from the Great Lakes Science Center to discuss collaboration possibilities for the Cleveland Mini Maker Faire, to be held June 6. TechCentral and GLSC will be partnering to offer a hands-on Fab Lab for attendees of the Mini Maker Faire.

#### Community Engagement: Visits and Outreach

TechCentral provided an impromptu tour on May 1 for a group of 9<sup>th</sup> and 10<sup>th</sup> graders, showing them the TechCentral MakerSpace, as well as other services provided in TechCentral.

TechCentral Coordinator, Forrest Lykins, provided a tour on May 5 for a guest tweeter for the #inTheCLE social media channel on twitter.

Mr. Lykins, attended the *Arts for All Festival* at the Berea Fairgrounds on May 7, representing Cleveland Public Library and TechCentral. Mr. Lykins demonstrated 3D Printing Technologies for attendees of the event.

A group of participants from the CSU Leadership Academy visited TechCentral on May 8 and received a tour of the department and the MakerSpace.

On May 11, Lakewood Catholic Academy visited TechCentral and received a tour of the department, MakerSpace, and a 3D Printing demonstration.

Mr. Lykins organized a tour of TechCentral from a group of students from the Fuchs Mizrachi School on May 12.



Meetings, Presentations and Professional Development

Library Assistant, Computer Emphasis, Yehia (Jon) Alhibshi-Devore attended the IMPAC Dublin Award Committee Meeting on May 5.

TechCentral Manager, CJ Lynce, attended a three-day training on the Library's new Apple Device Management System on May 5 through May 7. TechCentral has a large number of Apple iPads that it manages, as well as two iMac desktop systems. This new system will greatly reduce the amount of time spend on managing apps and settings on the devices by allowing wireless, centralized management.

Mr. Lynce attended a seminar on 3D printing legal and intellectual property issues at the Rock and Roll Hall of Fame on May 6.

Mr. Lynce visited the ten branch locations with Cell Phone Charging Stations on May 11 to reprogram all the lockers, allowing for an additional 'master backup' key to be used in case the branch's master key is lost, damaged, or stolen. Additionally, CPL is now able to program new keys the lockers without having to contact an outside organization.

Mr. Lykins, attended two NEO-RLS Webinars: *Time Management: Yours and Thiers* on May 13, and *HR Stuff Every Supervisor Should Know* on May 27.

Library Assistant, Computer Emphasis, Matthew Sucre, visited the Martin Luther King Jr. Branch on May 21 to provide training on their green screen and myCloud computers that will used in their new Teen-focused room.

Computer Classes, MakerLabs, and One-on-One Sessions

The following are the statistics for Computer Class and MakerLab programs for May 2015:

	Branches	Main	<b>Total</b>
Number of Computer Classes	44	20	<b>64</b>
Attendance in Computer Classes	111	78	<b>189</b>
Cancelled Computer Classes (in-advance, no registrations)	1	1	<b>2</b>
No-Show Computer Classes	5	2	<b>7</b>
Cancelled Computer Classes Due to Weather	0	0	<b>0</b>

	Branches	Main	<b>Total</b>
Number of MakerLabs	14	2	<b>16</b>
Attendance at MakerLabs	99	5	<b>104</b>
Cancelled MakerLabs (in-advance, no registrations)	1	0	<b>1</b>
No-Show MakerLabs	2	1	<b>3</b>
Cancelled MakerLabs Due to Weather	0	0	<b>0</b>

In addition to computer classes and MakerLabs, TechCentral staff held 19 scheduled one-on-one sessions on various topics including:

- 3D Printing
- Amazon Kindle Use
- Android Device Use
- Computer Basics
- Email Basics
- Internet Basics
- Keyboard Skills
- Microsoft Excel
- Microsoft Publisher
- Microsoft Word
- Mobile App Use
- Overdrive eBooks
- Self Publishing

**TECHNICAL SERVICES**

The air conditioning system at the Lake Shore Facility was down from May 18<sup>th</sup> to the 28<sup>th</sup>. Technical Services closed early on the 18<sup>th</sup>. Fortunately the outside temperature for much of the period was cool. On the warmer days, staff members were given the opportunity to use vacation time, come in early, or work at an alternative site if they desired.

Director of Technical Services Patricia Lowrey and Technical Services managers met with John Skrtic, Director of Public Services, and Robin Wood, Assistant Director of Public Services on May 18, to discuss a number of issues. Ms. Lowrey and the managers met with Hilary Prisbylla, Acting Director of CLEVNET and the software team on May 22 to discuss a variety of ongoing projects.

High Demand: The High Demand staff ordered 1,005 titles and 12,970 items. They added 729 titles and 11,021 items. In addition, they processed 556 items for the Acquisitions Department.

The High Demand staff, in particular Mya Warner, Technical Services Senior Clerk, Dale Dickerson, High Demand Librarian, and Summer Salem, Technical Services Associate, reviewed the process maps for several High Demand Department processes, noting where things should be changed to reflect our process. Carole Brachna, High Demand Manager, edited the maps and returned them to Improve Consulting in preparation for an upcoming meeting.

Staff prepared for Staff Development Day by watching the Sugata Mitra TED video on building a school in the cloud. Ms. Brachna attended the meeting between IT and Technical Services. A discussion about 3D DVDs and BluRays prompted the decision to request Midwest Tapes not send us selection records for these items. Ms. Brachna contacted Midwest Tapes and they agreed to modify the profile to eliminate those records.

Shelf/Shipping: Stephen Wohl worked with the Page New Hire Committee to interview the 57 candidates who passed the assessment; 19 candidates were selected. Mr. Wohl attended the CPL-FIT Wellness Ambassadors meeting on May 27, which was held at the Mount Pleasant branch.

The staff of the Lake Shore Shelf/Shipping Department sent 43 items to the Main Library for requests and 81 items to fill holds. Main Library received 333 telescopes, the Branches received 768 telescopes, CLEVNET received 68 telescopes, CASE received 5 telescopes CSU received 5 telescopes and Tri-C received 4 telescopes. A total of 1,183 telescopes were shipped out. The Technicians sent out 322 items of foreign language material and in total 20,848 new items were to the Acquisitions and High Demand Departments.

Acquisitions: Acquisitions Department staff watched the 22-minute TED talk by Sugata Mitra in preparation for Staff Development Day. Sandy Jelar Elwell, Acquisitions Manager, and Nathaniel Infante, Technical Services Associate, traveled to the Addison Branch to provide staff with training on periodical claiming and using the Wolper website.

Alicia Naab, Acquisitions attended an online meeting of current and incoming Northern Ohio Technical Services Librarians (NOTSL) board members to discuss the bylaws and possible changes to membership. Ms. Naab is also updating the database of artworks stored at the Lake Shore Facility. Lisa Kowalczyk, Technical Services Librarian, attended the Wellness Ambassador meeting at the Mount Pleasant Branch.

The Acquisitions Department ordered a total of 6,335 titles and 9,757 items (including periodical subscriptions and serial standing orders); received 13,226 items, 1,664 periodicals, and 787 serials; added 589 periodical items, 197 serial items, 403 paperbacks, and 1,536 comics; and processed a total of 1,889 invoices.

Materials Processing: The Associates cataloged 1,243 new titles for the Cleveland Public Library and added 1,345 records for the CLEVNET libraries. The Associates and Sr. Clerks added 5,370 items. The Technicians worked on 19,438 items.

Karima Ward spent most of a day at the Glenville Branch when the air conditioner at the Lake Shore Facility was not working. Michael Reynolds explained the AV packing workflow to Crickett Rastall of Improve Consultants. Ann Marie Cindric and Lynette Jordan of the Willoughby-Eastlake Public Library were kind enough to provide a

tour of their Technical Services department to Materials Processing Manager Elizabeth Hegstrom and demonstrate how the information in the CLEVNET webforms is created. Ms. Hegstrom cataloged 2 books for the Rice Local Author collection

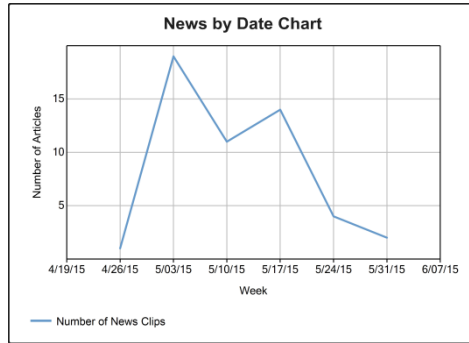
Collection Management: Collection Management selected 4,374 titles, 19,692 copies, and spent \$339,438 in May. Fifty-five telescopes of materials were relocated.

Bonnie Bolton attended a webinar sponsored by *Booklist* entitled "We've Got Diverse Books: New Multicultural Titles for Children and Teens." Pam Matthews attended BookExpo America in New York City and as part of that trip also attended the *Library Journal* Day of Dialog. These events highlight forthcoming titles and engender conversations among librarians, publishers, booksellers, and vendors. Ms. Matthews also attended the CPL follow up to/debriefing of the Ohio Library Council's Legislative Day. Hearing about other attendees' experiences was quite educational.

Catalog: Librarian Celia Halkovich finished cataloging a backlog of Italian language books. Librarians cataloged 3,612 titles and added 3,932 items for Cleveland Public Library.

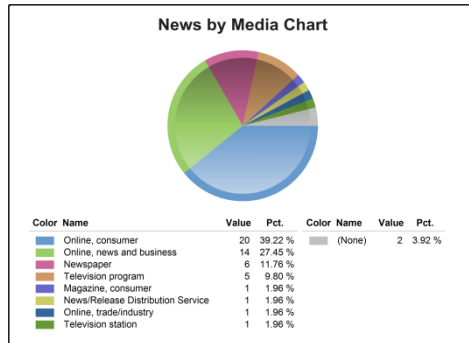
Ms. Halkovich began the online training webinars titled "RDA in NACO Training for AACR2 Catalogers" available through the Library of Congress website. Ms. Halkovich also started editing authority records, and submitted an author call number proposal which was accepted by NACO. Michael Monaco attended a meeting of the CPL150 team to discuss the revised plan for Staff Development Day programming. Librarian Michael Gabe worked at the Lorain branch for two days. Catalog Manager Andrea Johnson began serving on the newly formed WorldCat Cataloging Partners Advisory Group, and visited Kelvin Smith Library to observe some of CWRU's Technical Services procedures.

**MARKETING & COMMUNICATIONS**



Media coverage for the month of May included 52 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$70,086.03 with an outlet circulation audience of 4,156,188 people. In May, the online media outlets that

featured CPL events and programs received 46,456,522 unique visitors. Most viewed was an online article appearing in *Reuters* entitled "Hoopla Digital Introduces Dynamic eBooks and Comics Experience: Offers All-in-



One App for Public Libraries and their Patrons". CPL was mentioned the most in online consumer news.

Ads to promote the Summer Reading Club were placed in *La Prensa, Profile News, Campus Observer, Lotus, Call & Post, Universe Bulletin* and *Scoop on Summer*. Maker Faire was promoted in *Jewish News, Scene Magazine, Cool Cleveland, cleveland.com* and 90.3FM WCPN. Writers & Readers series, Piper Kerman was promoted in *Call & Post* and *Phenominal Women* magazine. Ad targeting seniors was placed in the Cleveland Senior Day program and an ad promoting art at Main Library was placed in *Canvas*, a new arts publication.

Search Engine Marketing with *cleveland.com* resulted in the CPL ad being viewed 7,179 times on average per week, with an average of 662 clicks to the website resulting in a .09% click-through rate for the month. *Public library* was the most clicked-through phrase with *free music* being in the top 10.

## May-SOCIAL MEDIA

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

1. May 19<sup>th</sup>: The Friends of Cleveland Public Library are bringing an Executive Speaker Series to CPL. Check out the lineup: (Link to Executive Speaker Series)
2. May 6<sup>th</sup>: It's officially spring--the Eastman Reading Garden opens for the season today! (link to the garden)
3. May 17<sup>th</sup>: We are proud to commit to library cards for all students & take the challenge from President @BarackObama! (Link to news story)
4. May 11<sup>th</sup>: Summer is around the corner, which means it is time for summer reading! Sign-up today! <http://ow.ly/MFw8H> #MakeYourSummerCount
5. May 4<sup>th</sup>: Link to book recommendations on Read in the CLE.

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

1. May 12<sup>th</sup>: Announcement of Felton winning PLA President
2. May 29<sup>th</sup>: Photos of the Book Bike launch
3. May 6<sup>th</sup>: Opening of Eastman Reading Garden with link to website
4. May 28<sup>th</sup>: Throwback Thursday photo of Carnegie Westbranch
5. May 14<sup>th</sup>: Throwback Thursday photo of Eastman Reading Garden

## GRAPHICS

Graphics staff designed, printed, and distributed 97 items in May in addition to graphics for the library website, and 4 staff newsletters and UpNext monthly program guide and MyBranch branch activity fliers. Highlights included Summer Reading Club collateral, Early Literacy brochure, Maker Faire collateral.

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

Twitter followers are up from 8,490 in 2014 to 10,600 currently. Facebook fans are up from 6,581 in 2014 to 7,229 currently.

Featured news items and promotions on the CPL website were: Summer Reading Club; Writers & Readers-Piper Kerman; Bengla; Cleveland Digital Public Library; Career Literacy & Education Workshop (CLEW); Gale Courses; Mini-Maker Faire; Hoopla; Zinio & Nook Periodicals; MyTunes; 2014 Annual Report; Memorial Day Closing; Staff Development Day Closing; Eastman Reading Garden Opening; CPL 150; ConsumerReports.org.

News stories were built for: Summer Science Fun for Kids!; National Songs Collection; Library to Launch "Book Bike" During National Bike Month; May Board of Trustees Meeting; Cleveland Mini Maker Fair; Cleveland Public Library Pledges Commitment to President Obama's Connected Library Challenge; Library Director Felton Thomas Elected as 2016-2017 Public Library Association President; and Nominating Panel of the Cleveland Municipal School District Accepting Applications (update).

The 45th "Off the Shelf" (May 2015 edition) was sent out on May 5, 2015 at 7:31p.m. Of the 9,722 emails sent, an estimated 1,538 were read, we had 1 share of the newsletter of Facebook and 96 click-throughs. This gives us a 16% open rate. The May edition featured: Summer Reading Club, Hoopla, Borsho Boron, Career Workshops by CTC, and the Book Bike.

#### **PROPERTY MANAGEMENT**

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We continue to meet with and monitor the work of the contractors working on the gas conversation project for LSW and Main. We are meeting weekly with the architect on the design of Phase II for Main and LSW. A meeting was held at Langston Hughes to discuss a grant to put in a rain garden at the branch.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The evaporator and condenser coils were cleaned at Addison, Fleet, Fulton, Lakeshore, LSW, Rockport and Walz. The drinking fountain at Eastman was repaired. The Eastman Garden was reopened for the summer and the fountain was



cleaned and serviced. Thermostats were replaced with Wi Fi thermostats for remote monitoring at Glenville, Fleet and Mt. Pleasant. With the help of an outside contractor repairs were made to the main air conditioning unit at Lakeshore. Repairs were made to the PA system at Main. The circulating pump was removed from air handling unit #25 in Main and sent out for repair. Battery backup was installed on the fire doors that separate LSW and Main in the basement hallways. Twelve new stand fans were put together to serve as back up when branch air conditioning units are down for repair.

The Carpenters and Painters are working on patching walls at Addison, Rockport and West Park in preparation for the branches to be painted. Doors and locks were repaired at Rockport, Woodland, Fleet and Jefferson.

The Garage is working on repairing lawn mowers, weed whips and leaf blowers for the branches. A new carpenter's service truck was delivered and the old one was turned in for sell.

## **SAFETY & PROTECTIVE SERVICES**

### **SAFETY SERVICES**

- 51 Security Irregularity Reports submitted.
- Fire Drills completed for 1<sup>st</sup> quarter at the branches.
- Investigatory meetings held with Slesinger which resulted in a pre-termination hearing scheduled for June 26th.
- Contingency plans are still in place to ensure a quick response to any issues that may arise at branches or downtown campus after the Tamir Rice investigation is released.
- Branch visits by SPS branch patrol are up by more than 70 percent.

**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>May 2015</b>	6010	240	140	37	390	250	52	55
<b>April 2015</b>	5818	223	154	39	219	294	50	64
<b>Mar 2015</b>	5363	206	169	32	195	278	65	73
<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	

\*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

- Officers responded to Fleet for nearby wedding that spilled into the library parking lot.
- Officers present at Martin Luther King branch for community meeting 5/13.
- Officers have been assigned for the upcoming Community meeting at South Brooklyn 6/4.

#### Protective and Fire Systems

- IPS sent to Harvard Lee to repair the alarm system.
- Public address system temporarily repaired by CPL engineer.
- Fire drill is scheduled for downtown campus.
- Semiannual fire system inspections are being scheduled with ABCO.

#### Contract Security

- I have six G4S officers scheduled to work the parking lot at Lake Shore for staff development day.
- All branches are fully staffed with G4S officers but there is a request in to change the guard at MLK.

#### Administration

- The board approved the purchase of radios for new officers.
- Officer Williamson resigned mid-May.

#### **INFORMATION TECHNOLOGY & CLEVNET**

As part of their RFP process for a new library service platform, staff from the Chicago Public Library and the City of Chicago visited Cleveland Public Library on May 19, 2015, to meet with members of the IT/CLEVNET staff and discuss their experiences using SirsiDynix products.

IT/CLEVNET staff met with Dan Shell, a computer and networking instructor/consultant, on May 29, 2015, regarding upcoming training on VMware server virtualization software in preparation for the upcoming SirsiDynix Symphony platform migration.

Database Administrator Brian Leszcz completed the design and implementation of a script to capture wireless usage statistics for CLEVNET libraries. These statistics are a new reporting requirement on the annual state library report.

Software staff completed over 200 help desk support cases in the month of May.

The new cpl.org platform continues to be built up as Webware staff work with other staff to make the transition as seamless as possible. Rebuilding the Ohio Library for the Blind & Physically Disabled sub-content was one of the larger projects in the transition. Staff have begun working on the new Ohio Center for the Book content with Literature Department staff.

The interactive and PDF versions of the 2014 Annual Report were posted.

Database cleanup was performed, working with Brian Leszcz.

Hoopla was launched on May 4, 2015. Hoopla is a digital media service that enables patrons to borrow from a selection of movies, television shows, music albums, eBooks, comics and audiobooks via their browser, smartphone or tablet (iOS 6 and via select Android devices).

Ms. Rodriguez adjourned the meeting at 1:33 p.m.

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Maritza Rodriguez  
President

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Alan Seifullah  
Secretary

## GIFT REPORT FOR MAY 2015

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	798	2,503
Periodicals	10	141
Publishers Gifts	6	6
Non-Print Materials	<u>132</u>	<u>346</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	946	2,996

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ -	\$ 5,455
Building & Repair Fund	Restricted	0	0
Library Fund	Restricted	480	1,478
Young Fund	Restricted	0	12,768
Friends Fund	Restricted	0	11,500
Schweinfurth Fund	Restricted	0	15,730
Friends Fund	Restricted	0	900
Founders Fund	Restricted	40,000	84,500
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	55,205
Lockwood Thompson Fund	Restricted	85,108	85,108
Learning Centers	Restricted	<u>0</u>	<u>0</u>
<b>TOTAL MONEY GIFTS</b>		\$ 125,588	\$ 272,643

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	23	69	946	2,996
Money Gifts	<u>4</u>	<u>29</u>	<u>4</u>	<u>29</u>
<b>TOTAL GIFTS</b>	27	98	950	3,025

The State Library of Ohio  
Columbus Ohio  
43201  
Agreement Amendment

Ohio FFY 2014  
LSTA  
CFDA 45.310  
Project #II-3-14  
Cleveland Public Library  
KNOWITNOW24x7  
Resource Sharing Project  
Funded with FFY13 Carryover  
Funds/FFY14 Funds  
IMLS

This is an amendment to the Agreement which was made and entered into the 2<sup>nd</sup> day of May 2014 by and between the Cleveland Public Library and the State Library Board.

Page 1 shall be amended as follows:

This project will begin July 1, 2014 and terminate December 31, 2015.

The State Library agrees to grant to the administering agency the sum of \$30,000 from FFY2013 carryover LSTA funds and \$163,130.05 from FFY2014 LSTA funds to fund this project, said sums to be paid in monthly installments to the administering agency.

\$50,000 from FFY2013 carryover and FFY2014 funds shall be paid as soon as possible upon the signing of this agreement by both parties:

the balance of \$143,130.05 from FFY2014 LSTA funds to be paid in monthly installments to the administering agency based on estimated disbursements supplied to the State Library by the administering agency.

Page 2 paragraph 2 shall be amended as follows:

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

Page 2 paragraph 7 shall be amended as follows:

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

KIN24x7 Agreement Amendment  
Page 2

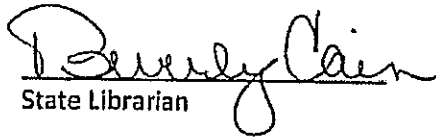
Page 2, paragraph 8 shall be amended as follows:

The Administering Agency agrees to submit data usage data reports to the State Library as requested. The Administering Agency also agrees to submit narrative progress reports for the quarters ending September 30, 2014 and December 31, 2014. The State Library, on behalf of the Administering Agency, will prepare a cumulative narrative report of project activities to date upon Close-Out of the federal fiscal year (on or before October 31, 2015).

All other parts of the Agreement remain unchanged and in force.

For the State Library

For Cleveland Public Library

  
State Librarian

\_\_\_\_\_  
President of the Board

Date: June 9, 2015

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

**Contract Between Child Care Resource Center of Cuyahoga County, Inc. d.b.a.  
Starting Point and the Board of Trustees of the Cleveland Public Library**

This contract made and entered into on the 11<sup>th</sup> day of June 2015 by and between Child Care Resource Center of Cuyahoga County Inc. d.b.a. Starting Point (hereinafter referred to as Starting Point and Cleveland Public Library (hereinafter referred to as the Contractor) for MyCom (Cuyahoga County's Youth Development Initiative) – Out-of-School Time Transitions Program. The following are the terms of this Contract:

**ARTICLES:**

**SCOPE OF WORK/PROVIDER DELIVERABLES:** Subject to the terms and conditions set forth in this contract, Starting Point agrees to purchase and the Contractor agrees to develop and implement Kindergarten Clubs for 20 families with (20) children entering kindergarten in fall 2015 aligned to Ohio's Early Learning and Development Standards. The Kindergarten Clubs will be held at two (2) Cleveland Public Library's Collinwood and Sterling Branches.

- Development and Implementation of 2 *Kindergarten Clubs* consisting of:
  - A minimum of 9 Sessions at each branch for parents and preschool age children.
  - Home Learning Activities for parents to use with their children.
  - School Events to introduce families to the school where their child will attend Kindergarten.
  - Culminating Event.
  - Program Assessment to measure families belief in school involvement; their enjoyment in helping their child learn, perception of school and of the public Library.
- The CPL staff will meet with Starting Point to develop evaluation criteria.
- During the term of this Contract, maintain records on students and services provided as prescribed by Starting Point.
- Prepare and provide monthly program status and fiscal reports as required by Starting Point.
- Attend periodic briefing meetings with appropriate Starting Point staff to ensure continuity of service delivery and effective program management.
- Participate in mandatory services from the County:
  - Usage of Social Solutions Efforts-to-Outcome data collection process
  - Youth Program Quality Assessment (YPQA) if appropriate
  - 15 hours of Professional development
  - Naviance – Higher Education Compact (Cleveland neighborhoods) upon request if appropriate
  - Cuyahoga County Youth Development Early Warning System upon request if appropriate
- Participate in Out-of-School Time/Transitions evaluation process.



2. **CONTRACT PERIOD AND AMOUNT:** This contract is effective for the period June 1, 2015 through November 30, 2015. The contract in the aggregate, shall not exceed \$25,000.00.
3. **AVAILABILITY OF FUNDS:** Payments for all services provided in accordance with the provisions of this contract are contingent upon the availability of Grant funds or other funds designated for this program. The Contractor warrants that any cost incurred pursuant to this contract will not be allowable or included as a cost of any other financed program, unless Grant funds through Starting Point are not available.
4. **COST AND DELIVERY OF PURCHASED SERVICES:** Subject to the limitations specified in Article 1 hereof, the Contractor will be paid according to the criteria listed in Article 2.
5. **ELIGIBILITY OF SERVICES:** the Contractor and Starting Point shall jointly determine a practitioner's eligibility for service(s) provided through this contract. All services provided under the terms of this contract will be billed by Contractor to Starting Point for reimbursement as described in Exhibit "A" attached hereto and made a part hereof.
6. **PAYMENT FOR PURCHASED SERVICES:** Starting Point will reimburse the Contractor on a monthly basis for charges and expenditures incurred by the Contractor as described in Exhibit "A" up to the aggregate set forth in Article 2. The Contractor will submit invoices on a monthly basis for actual charges and expenditures incurred the prior month with accompanying support documentation to Starting Point up to the not to exceed amounts specified in Article 2. Starting Point will review such invoices for completeness, correctness and appropriateness of support documentation and will make payment within (45) calendar days after receipt of an accurate invoice. All invoices should be mailed to:  
  
Sandra Driscal  
Starting Point  
4600 Euclid Avenue, Suite 500  
Cleveland, Ohio 44103
7. **DUPLICATE BILLING:** The Contractor warrants that claims made to Starting Point for payment of purchased services shall be for actual services rendered to or on behalf of eligible individuals and do not duplicate claims made by the Contractor and do not supplant other sources of public and private grant funds for the same services.
8. **MONITORING AND EVALUATION:** Starting Point and the Contractor will monitor the manner in which the terms of the agreement are being carried out. Objectives should be set and level of compliance monitored in order to evaluate the extent to which program objectives/outcomes contained in the agreement are being achieved. Failure to achieve performance goals may result in the termination of this Agreement. The Contractor agrees to provide Starting Point with reports relative to the effective operation of the program (when applicable).

Evaluation by MyCom. Contractor agrees to cooperate and participate in the Cuyahoga County Youth Development evaluation process.

9. **SUBCONTRACT AUTHORITY:** Nothing in this document shall preclude the Contractor from entering into approved subcontract agreements with other agencies.
10. **SUBCONTRACTING:** All subcontracting agencies are subject to the same terms, conditions, and covenants contained herein. No such subcontracted work shall in any case release the Contractor of its Liability under this contract.
11. **FINANCIAL RECORDS:** The Contractor shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, county or department personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit if required by Article 25 of this contract.
12. **AVAILABILITY AND RETENTION OF RECORDS:** The Contractor shall maintain and preserve all records related to this agreement and the administration of the program for a period of three (3) years. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three (3) years period, the Contractor shall retain the records until completion of the action and all issues which arise from it or until the end of the three (3) year period, whichever is later.
13. **RESPONSIBILITY FOR AUDIT EXCEPTIONS:** The Contractor agrees to accept responsibility for receiving, replying to or complying with any audit exception by appropriate federal, state and county audit directly related to the provisions of the provider contract. The Contractor agrees to pay Starting Point for all amounts due as a result of audit exceptions solely attributable to Contractor's actions through this contract.
14. **SAFEGUARDING OF CLIENTS:** The Contractor agrees that the use or disclosure by any party of any information concerning public assistance recipients for any purpose not directly related with administration of this program by Starting Point or the Contractor's responsibilities with respect to purchased services is prohibited except upon the written consent of the public assistance recipients.
15. **CIVIL RIGHTS AND HANDICAPPED:** Starting Point and the Contractor agree that as a condition of this contract, there shall not be discrimination against any participant or any other employee because of race, color, sex, religion, national origin, age, sexual preference, disability, or any other factor as specified in Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1983 and subsequent amendments. It is further agreed that the Contractor will comply with all appropriate federal and state laws regarding such discrimination and the rights to and method of appeal will be made available to all persons under this contract. Any agency found to be out of compliance with this paragraph may be subject to

investigation by the Office of Civil Rights Commission and termination of this contract.

- 16. INSURANCE:** The Contractor shall be insured or contract for such insurance as is reasonably necessary to adequately secure the persons against reasonable foreseeable torts, which would cause injury or death.
- 17. VIOLATION OR BREACH OF CONTRACT:** This contract is subject to administrative, contractual or legal remedies for violation or breach of contract terms by the Contractor or Starting Point.
- 18. TERMINATION:** Upon thirty (30) calendar day's written notice to the other party, either party may terminate this agreement. Starting Point and the Contractor shall agree on a reasonable phase out of the program as a condition of the termination.
- 19. APPLICABILITY OF CONDITIONS:** Both parties to this agreement shall comply with those rules set forth in the Ohio Administrative Code (OAC) as they relate to the operation of activities under the Child Care Program.
- 20. GRIEVANCE PROCEDURES:** The Contractor will notify Starting Point in writing of all grievances initiated by subcontractors or participants, which involve the services provided through this contract. The Contractor shall submit any pertinent facts or resolution of the grievances. The notification should be sent to:
- Billie Osborne-Fears, Executive Director  
Starting Point  
4600 Euclid Avenue, Suite 500  
Cleveland, Ohio 44103
- 21. AMENDMENT OF CONTRACT:** This agreement may be amended at any time upon the agreement of both parties with the addition of an amendment signed by both parties.
- 22. PUBLICITY:** In any publicity release or other public reference including a media release, information pamphlets, etc., on the services provided under this agreement, it will be clearly stated that the project is part of and funded by the Cuyahoga County Youth Development Initiative. The Contractor is also responsible for providing a copy of above to Starting Point prior to the time of the release.
- 23. RESPONSIBILITY FOR AUDIT AND FISCAL:** The Contractor shall submit any reporting, auditing, monitoring or quality assurance requests made in writing to the Contractor by Starting Point during the contract period. The Contractor also agrees to, if required by the Executive Director of Starting Point on the basis of evidence of misuse or improper account of funds, to conduct an independent audit of expenditures and make copies of the audit available to Starting Point. Failure to provide such information shall be reason to suspend payments to the Contractor until any and all questions or irregularities are resolved. The Contractor shall submit to Starting Point a final report not more than 45 days after the end of the funding cycle containing a

complete financial reconciliation and a full program evaluation of activities during the contract period.

- 24. **LAW:** This Agreement is subject to and will be interpreted in accordance with all applicable Federal, State and Local laws.
- 25. **MAINTENANCE OF SERVICES:** The Contractor certifies that the services being reimbursed are not available from the Contractor on a non-reimbursable basis or for less than the unit cost. The Contractor certifies that the level of service existing prior to the contract shall be maintained.
- 26. This agreement may be executed in multiple originals any of which shall be independently treated as an original document. Any electronic, faxed, scanned, photocopied or similarly reproduced signature on this agreement shall be deemed original signatures and shall be fully enforceable as if an original signature.

**IN WITNESS WHEREOF, Starting Point and the Contractor have entered into this agreement as of the day and year first written above.**

**BY:**

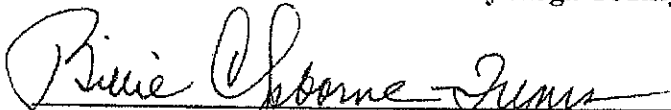
**Board of Trustees of the Cleveland Public Library**

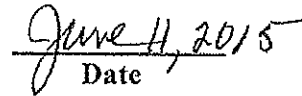
\_\_\_\_\_  
Felton Thomas, Jr., Executive Director, CEO

\_\_\_\_\_  
Date

**BY:**

**Child Care Resource Center of Cuyahoga County Inc. dba Starting Point**

  
\_\_\_\_\_  
Billie Osborne-Fears, Executive Director

  
\_\_\_\_\_  
Date

## EXHIBIT A

Cleveland Public Library  
 Out-of-School Time Transitions-Kindergarten Club Budget  
 For the Period of June 1, 2015 –November 30, 2015

**EXPENSES**

The total amount of the contract is \$25,000.00 for the time period of June 1, 2015 through November 30, 2015.

**Expenses**

Contract Services		\$12,000
Professional	12,000	
Travel		400
Program Supplies & Snacks		<u>12,600</u>
<b>Total:</b>		<b>\$25,000</b>



## CLEVELAND PUBLIC LIBRARY

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

Sent via email June 11, 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 a net decrease in Other Sources – Special Revenue by \$146,408.21 relating to a decrease in the LSTA KnowItNow fund of \$171,408.21 and an increase in the MyCom Fund of \$25,000.00 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		\$ 7,865,093.26	\$ 21,855,359.24
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>\$ 11,874,560.20</b>	<b>\$ 111,206,180.54</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

June 11, 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			7,865,093.26	21,855,359.24
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>11,874,560.20</b>	<b>111,206,180.54</b>

<i>Dennis Kennedy</i>	Budget	<i>Ann d Buckner</i>
<i>Donna Johnson</i>	Commission	<i>J. — —</i>

**CLEVELAND PUBLIC LIBRARY  
2015 APPROPRIATION: FOURTH AMENDMENT  
JUNE 25, 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: FOURTH AMENDMENT  
JUNE 25, 2015**

**SPECIAL REVENUE FUNDS**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	22,001,767.45	(146,408.21)	21,855,359.24
<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	3,819,232.72	0.00	3,819,232.72
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	4,045,388.61	0.00	4,045,388.61
Friends	23,100.00	0.00	23,100.00
Judd	216,514.52	0.00	216,514.52
Lockwood Thompson	249,752.60	0.00	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	(171,408.21)	123,606.19
MyCom	0.00	25,000.00	25,000.00
Learning Centers	81,392.42	0.00	81,392.42
<b>TOTAL APPROPRIATION</b>	<b>19,509,709.95</b>	<b>(146,408.21)</b>	<b>19,363,301.74</b> (4)

**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</b> (5)

**CLEVELAND PUBLIC LIBRARY  
2015 APPROPRIATION: FOURTH AMENDMENT  
JUNE 25, 2015**

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,808,471.42	0.00	2,808,471.42
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
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**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	11,163.67	0.00	11,163.67
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
<b>UNCLAIMED FUNDS</b>	<b>11,163.67</b>	<b>0.00</b>	<b>11,163.67</b>

**CLEVELAND PUBLIC LIBRARY  
2015 APPROPRIATION: FOURTH AMENDMENT  
JUNE 25, 2015**

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- (1) Certificate dated May 14, 2015
- (2) Certificate dated June 11, 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. \$7,865,093.26 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.  
( $\$13,990,265.98 + \$7,865,093.26 - \$2,492,057.50 = \$19,363,301.74$ )
- (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.  
( $\$3,376,275.78 + \$216,512 - \$784,316.36 = \$2,808,471.42$ )



**Cleveland Public Library  
Family Medical Leave Administration Services Proposal**

CareWorks Absence Management's Disability Management Solutions is pleased to offer this proposal for services to Cleveland Public Library on this 1<sup>st</sup> day of April, 2015. Fees associated with this proposal, presented by Aaron Syguda, Absence Management Executive, are open to consideration by Cleveland Public Library for 30 days. Aaron Syguda Absence Management Executive can be contacted at (614) 789-6058 or [aaron.syguda@careworksabsence.com](mailto:aaron.syguda@careworksabsence.com).

CareWorks Absence Management's disability management services are designed to assist Cleveland Public Library in managing leaves under the Family Medical Leave Act (FMLA) and applicable state leave entitlements. Cleveland Public Library desires CareWorks Absence Management to provide administration services for 691 employees and 60 take-over claims.

**Intake**

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CareWorks Absence Management provides Cleveland Public Library access to a 24/7 toll-free reporting line for their employee's to report FMLA-related absences. Specific reporting and communication protocols are developed based on Cleveland Public Library's requirements; disability and workers' compensation (WC) benefit programs.

CareWorks Absence Management can provide the initial absence report for the FMLA eligibility information via a secure web site. Email notification of the absence will be sent to the appropriate Cleveland Public Library contacts and other appropriate parties.

To ensure a comprehensive program roll-out, CareWorks Absence Management will customize an education and training program for Cleveland Public Library. CareWorks Absence Management can provide customized Employee ID cards for Cleveland Public Library for reporting of FMLA related absences. Education and training materials can be developed for Cleveland Public Library's program, as well. CareWorks Absence Management can assist with any on-site training for supervisors and employees.

CareWorks Absence Management accepts employee eligibility/payroll information and any active leave data in most electronic formats. Downloading of data into CareWorks Absence Management's system prior to implementation of services facilitates accurate and timely service delivery to Cleveland Public Library and its employees.

**Family Medical Leave Administration**

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CareWorks Absence Management provides fair and consistent administration of Family Medical Leave in compliance with federal and state requirements. Accurate time tracking and reporting of absences is provided. For FMLA, leave can be tracked in our system based on any 12-month period and in any increments of time compatible with Cleveland Public Library's payroll system.



Upon intake, CareWorks Absence Management determines initial eligibility under the FMLA as well as any state-mandated leave requirements. On behalf of Cleveland Public Library we notify the employee within two (2) business days of the initial leave notification that he or she may qualify for FMLA leave. Included in the initial written notification is information regarding the employee's rights/responsibilities and Cleveland Public Library's leave policies as well as the required attending physician form/certification form to be completed within 15 days of the initial leave request.

CareWorks Absence Management diaries any follow up with the employee to ensure timely return of required physician information and/or certification documentation. Once the information is received, a determination is made for certification or non-certification of the FMLA leave and period of disability. Certification status is communicated via notification to the employer and in writing to the employee.

Ongoing FMLA leave is managed concurrently and coordinated with any approved disability or workers' compensation benefits. Diaries are set to ensure proactive management of the employee's leave throughout the certification period. CareWorks Absence Management manages any re-certification periods necessary under the FMLA leave. CareWorks Absence Management will assist the employee with return to work coordination and fitness for duty upon expiration of their disability/FMLA leave period.

Prior to the employee's exhaustion of FMLA benefit hours within Cleveland Public Library's 12-month leave period, CareWorks Absence Management notifies the employee in writing of the leave status. Should the employee not return to work prior to the exhaustion of his or her benefit hours, CareWorks Absence Management sends written notification of leave exhaustion to the employee. Close coordination with Cleveland Public Library occurs prior to the exhaustion of leave to ensure that internal policies are followed.

All FMLA certified leave requests, including intermittent leave, are tracked and reported to Cleveland Public Library. CareWorks Absence Management provides timely communication, claim status updates and hour usage reports for all employees on leave. CareWorks Absence Management strives to ensure that any communications, including reports, comply with HIPAA requirements for protected health information.

#### **Web-Based Claim Access, Data Integration and Outcomes Reporting**

CareWorks Absence Management provides read-only web-based claim access for all claims. Claim history, benefit usage/balance, claim status, medical review status and case notes can be viewed through CareWorks Absence Management's web-based claim access system, CaseWorks. Claim access can be customized by location and certain claim data can be restricted based on customer preferences. In addition, standard reports can be run from CaseWorks and customized by company location, department and job classification.

**Fees:**

**Initial Set-Up (One time only)                      \$2,000.00**

## Set-up fee includes:

- Program implementation and workflow set-up
- Account management services
- FMLA Tail Claim take-over\*
- Read-only web-based claim access (for up to 10 users)
- Employee ID cards/tri-folds and worksite posters
- Program training materials
- Web-based training for all locations. *(On-site training for additional locations can be provided with additional fee to include all travel expenses.)*

*\*CareWorks Absence Management will provide a Tail (Take-Over) Claim file layout that must be used to provide the data associated with any/all existing and historical leaves and/or absence activity. Downloading this file into CareWorks Absence Management's system is included in the one-time set-up fee. In the event the Tail Claim file layout is not used, or cannot be completed by the customer, CareWorks Absence Management will complete the file on the customer's behalf for an additional fee of \$30 per claim.*

**FMLA and Applicable State Leave Administration                      \$2.35 PEPM**

**(Optional) Americans with Disabilities Act Administration                      \$ .35 PEPM**

## PEPM fee includes:

- 24/7 reporting
- Clinical review and case management
- Claim Administration
- Return to work coordination
- Standard Reporting

CareWorks Absence Management reserves the right to reevaluate PEPM pricing following the initial term of agreement.

CareWorks Absence Management is dedicated to the highest levels of customer service and the development of a cost-effective disability management program for Cleveland Public Library. CareWorks Absence Management looks forward to a partnership with Cleveland Public Library and to providing value-added services designed to effectively manage medical and disability costs associated with your program.



ATLANTA

CLEVELAND

DAYTON

WASHINGTON D C

CINCINNATI

COLUMBUS

NEW YORK

June 17, 2015

*By E-mail and Regular U.S. Mail*

Joyce M. Dodrill, Esq.  
 Chief Legal Officer  
 Cleveland Public Library  
 325 Superior Avenue  
 Cleveland, OH 44114

Re: Engagement of Thompson Hine LLP  
 Louis B. Stokes Renovation Project

Dear Joyce:

On behalf of Thompson Hine LLP, I am writing to thank you for the opportunity to represent the Cleveland Public Library in the matter described below. At the outset of any new matter, we believe it is important to have a mutual understanding of how we will work together, and we want to describe our intentions in this letter. We need to confirm with you the identity of our client and the scope and nature of the services you have asked Thompson Hine to provide (including any limitations in that regard) and to agree with you regarding the terms under which we will provide our services.

Thompson Hine uses this relatively standard form letter to ensure that all of our clients receive comparable information regarding new engagements. If you have any questions about this engagement letter, or if you would like to discuss possible modifications, please call me as soon as possible.

Client and Scope of Services

You are engaging Thompson Hine to represent the Cleveland Public Library in connection with the Louis B. Stokes Renovation Project. To that end, we will consult with you regarding formation of the project delivery and risk management system for the Project; assist with preparation of, or comment upon, RFQ and RFP solicitation documents; prepare design and construction agreements and related documents; review and comment upon insurance and risk management program; prepare RFQ comparison matrix; provide advice and counsel with respect to construction manager selection and provide services leading to finalization of negotiations and completion of the contracting process.

We have agreed that our engagement is limited to performing services as described above. Our acceptance of this engagement does not involve an undertaking to represent Cleveland Public Library's interests in any other matter. We may agree with you to expand the scope of our representation, provided that any such change is confirmed in writing. To the extent we do expand the scope, our services will be subject to the terms and conditions established in this letter.

Jeff.Appelbaum@ThompsonHine.com Fax: 216.566.5800 Phone: 216.566.5548

11881064 2 cd

THOMPSON HINE LLP  
 ATTORNEYS AT LAW

3900 Key Center  
 127 Public Square  
 Cleveland, Ohio 44114-1291

www.ThompsonHine.com  
 Phone: 216.566.5500  
 Fax: 216.566.5800



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#### Conflicts of Interest

We have conducted an internal check of our records to determine whether representing you in this engagement would raise an ethical conflict of interest as to one or more of our existing clients. It appears that no such conflict now exists. However, Thompson Hine represents many other entities and individuals; it is possible that while we are representing you, some of our present or future clients will have disputes or transactions with Cleveland Public Library. In particular, it is possible that in the future, one or more of our clients may become involved in the role of construction manager or subcontractor to the construction manager, as those positions have not yet been assigned. If, in the future, a conflict with the interests of another client arises, we will address the conflict with you in a manner consistent with our obligations under the applicable Rules of Professional Conduct. In circumstances in which the Rules relating to conflicts dictate that we do not represent the other client, we will not do so. In circumstances in which the Rules permit you, as a client, to waive the conflict, we may solicit a waiver from you and the other affected clients. In any event, we agree that we will not represent any other client with respect to the Louis B. Stokes Renovation Project. Should a conflict arise in the future with the Project, we will seek a waiver and agree to solely represent the interests of the Cleveland Public Library with respect to the Project.

#### Fees and Charges

In connection with this engagement, we have agreed to charge for our services on the basis of a fixed fee in the amount of \$37,500. We propose to bill the fee in three monthly increments of \$10,000 each, and we will bill the final \$7,500 only when the work described above is complete.

Representing you in this matter may involve incurring certain charges and expenses on your behalf, which we will forward to you for your direct payment. We will include such charges and expenses on our invoices for reimbursement without mark-up. We will charge twenty cents per page for black-and-white document reproduction. (We will charge more for color document reproduction and less for large volume reproduction). We will obtain your permission before incurring any unusual expense.

#### Payment

All statements for services rendered are payable upon receipt unless other arrangements have been made with the firm in advance.

#### Duration of Engagement

Either you or the firm may terminate the engagement at any time for any reason by written notice to the other, subject on our part to applicable Rules of Professional Conduct. In the event that we terminate the engagement, we will take such steps as are reasonably practicable to protect your interests in this matter, and, if you request, we will suggest possible successor counsel and provide you with whatever papers you



# THOMPSON HINE

Cleveland Public Library  
June 17, 2015  
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have provided to us. If permission for withdrawal is required by a court, we will promptly apply for such permission and assist you as you may desire to engage successor counsel.

Unless previously terminated, our representation will terminate upon our sending you our final statement for services rendered.

## File Retention

During the firm's representation, any otherwise nonpublic information you supply to us will be kept confidential in accordance with applicable Rules of Professional Conduct and the terms of this engagement letter. At the conclusion of a matter, the firm's policy is to deliver to clients all documents and materials the client has provided the firm as a part of the representation to which the matter relates. To minimize unnecessary storage expenses, the remainder of the physical and electronic files pertaining to the matter will be transferred to storage for retention. At the end of the file's retention period (10 years at a minimum) the firm will attempt to notify you at the postal address we have on file for you. If requested, the firm will return the files to you. Depending on the volume of material, we may charge you shipping costs for the return of the files. If we cannot locate you in order to notify you at the end of the retention period, or if we notify you and you so instruct us, we will securely dispose of all materials in the file at the end of the retention period.

## Client Responsibilities

By agreeing to and accepting our representation as described in this engagement letter, you agree to cooperate fully with us and to provide promptly all information known or available to you that is relevant to our representation. You (including any of your representatives) agree to be available to attend meetings, conferences, hearings and other proceedings on reasonable notice, and you agree to stay fully informed on all developments relating to all matters for which we have been engaged. You also agree to pay our statements for services rendered and charges in accordance with the terms of the engagement letter. We reserve the right, subject to applicable ethical rules, to withdraw from this matter if you fail to meet your obligations under this agreement, including payment of fees when due.

In the course of our representation, we will be asking you for information and/or instructions from time to time. It is important that we receive your response in a timely manner (i.e., well in advance of the impending deadlines). We may need to withdraw from representation if untimely responses to our requests persist.

It is important that we maintain a current address for you at all times. Please notify us promptly of any address change or any changes in your representation. Even following the completion of the requested services, there may be a need to contact you to help maintain your rights. In any event, we will use the last address we have on record for you.

By agreeing to and accepting our representation as described in this engagement letter, you authorize the firm to disclose otherwise nonpublic information you supply to us as necessary and appropriate in order

THOMPSON  
HINE

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to carry out your representation, including, but not limited to, disclosure to outside vendors, outside copying services and outside information technology organizations.

Identification Number

Thompson Hine LLP's tax identification number is 34-0575300.

Please indicate Cleveland Public Library's acceptance of the terms of this engagement by signing and returning a copy of this letter.

Based on our discussions, we will commence work on this matter in contemplation of receiving your written acceptance, and we will assume you agree with these terms, even if you have not returned a signed copy of this letter. If we do not receive the counter-signed letter within a reasonable time, we reserve the right to withdraw from further representation of you in this matter.

Please call me if you have any questions regarding anything in the foregoing letter.

Very truly yours,



Jeffrey R. Appelbaum

AGREED TO AND ACCEPTED:

CLEVELAND PUBLIC LIBRARY

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

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

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

**Exhibit B: Design Services Fees and Project Cost - Base Scope**

A/E	Bostwick Design Partnership, Inc	Date	6/24/15
Owner	Cleveland Public Library	Owner Project #	
Project	Phase 2	BDP Project #	15021
Address	325 Superior Ave, Cleveland OH 44114		

	Low Estimate
Estimated Construction Costs	\$ 2,599,796.86
Design and Estimating Contingency at eight percent (8%)	207,983.75
<b>Construction Subtotal</b>	<b>\$ 2,807,780.60</b>
Furniture Allowance Main / Brett Hall	\$ 200,000.00
Furniture Allowance LSW 1	\$ 100,000.00
Furniture Allowance LSW 2	\$ 235,000.00
<b>Furniture and Equipment Subtotal</b>	<b>\$ 535,000.00</b>
Wayfinding Fabrication/Install	\$ 258,250.00
Exhibits + Multimedia Fabrication/Install	\$ 325,000.00
<b>Wayfinding, Exhibits + Multimedia Subtotal</b>	<b>\$ 583,250.00</b>
<b>Total Construction Costs</b>	<b>\$ 3,926,030.60</b>

A. Basic Services Fees		Notes	
1. Pre-Design and Scope Definition		Completed under separate contract	\$ 0.00
2. Schematic Design	20 %		\$ 50,540.05
3. Design Development	25 %		\$ 63,175.06
4. Construction Documents	25 %		\$ 63,175.06
5. Bidding and Negotiations	5 %		\$ 12,635.01
6. Construction and Closeout	25 %		\$ 63,175.06
	100 %		
<b>Subtotal A</b>			<b>\$ 252,700.25</b>

B. Supplemental Services Fees		Notes	
1. Lighting Design Services		Including controls - Consultant to BDP	\$ 19,000.00
2. Technology Design Services		Consultant to BDP	\$ 18,000.00
3. Furniture Design Services			\$ 28,000.00
4. Multimedia Programming		Consultant to KSCO	\$ 24,000.00
5. Cost Estimating		not required if CM estimates project	\$ 7,500.00
6. Event Planning / Caf� Consulting		placeholder if / as required	\$ 5,000.00
7. Exterior Restoration Consulting		placeholder if / as required	\$
8.			\$
<b>Subtotal B</b>			<b>\$ 101,500.00</b>

C. Wayfinding, Multimedia, Exhibitory Fees		Notes	
1. Existing Signage and Wayfinding Audit		Included in Partial SD Proposal	\$ 15,000.00
2. Wayfinding & Signage Design		Entire campus + 4 corner monument signs	\$ 164,000.00
3. Exhibits - LSW 1st Floor		"Welcome to CPL" (former Friends' Store)	\$ 30,000.00
4. Exhibits - Multimedia		Welcome + CPL History + Legacy + Vitrines	\$ 45,000.00
5. Exhibits - Makerspace		Exhibit panel + Intro Multimedia in Lobby	\$
6. Exhibits - Friends' Store		Retail furnishings + display/exhibit panels	\$
7. Consulting + Project Mgmt + AV Oversight		Related Branding + AV in 10 locations	\$ 80,000.00
8.			\$
<b>Subtotal C</b>			<b>\$ 334,000.00</b>

D. Reimbursable Expenses		Notes	
1. Plan Approval Fees		Allowance	\$ 500.00
2. Advertising Expense		Allowance for bid advertisement	\$ 1,000.00
3. Parking / Mileage, Misc		Allowance	\$ 600.00
4. Wayfinding, Exhibits, Multimedia Expenses		Out of Pocket Reimbursables / Mock Ups	\$ 24,000.00
5. Project Printing / Copy Allowance		Cost for printing during project	\$ 3,000.00
6. Bid Document Printing		Cost for distribution to plan rooms etc.	\$ 750.00
7.			\$
<b>Subtotal D</b>			<b>\$ 29,850.00</b>

**Total Design Services Fees + Reimbursables (A + B + C + D) \$ 718,050.25**

E. Construction, Contingencies, Other Costs		Notes	
1. Estimated Construction Costs		From line item above	\$ 3,926,030.60
2. Owner Contingency		3.5% allowance	\$ 137,411.07
3. Architectural/Engineering Fee Contingency			\$ 20,000.00
4. Wayfinding, Exhibits, Multimedia Fee Conting.			\$ 20,000.00
5. AV Engineering		Assume direct to CPL	\$ 30,000.00
6. Relocation/Moving Expenses		Allowance	\$ 0.00
7. CPL Computers and Technology		PCs, Laptops, Misc Work	\$ 0.00
8. CMR Preconstruction Services		CM Precon + Reimbursables	\$ 24,820.00
9. CMR Contingency			\$ 113,550.00
10. Owner's Representative Services		Program Management Inc	\$ 10,000.00
11.			\$
<b>Subtotal E</b>			<b>\$ 4,281,811.68</b>
<b>Total Project Cost (A + B + C + D + E)</b>			<b>\$ 4,999,861.93</b>

# Exhibit C: Cleveland Public Library Phase 2 - Opinion of Probable Cost - Base Scope

May 29 2015

	2,850 sf	1st Priority		Alternates - Not Included		Notes
		Low	High	Low	High	
<b>Main Building - First Floor Lobby</b>						
Architectural						
New Security Desk		\$8,000.00				
Painting				\$9,000.00	\$10,000.00	
Ceiling/Marble Restoration				\$10,000.00	\$11,000.00	
Elevator Restoration				\$10,000.00	\$11,000.00	
<b>MEPT + Lighting</b>						
New Branch Ductwork				\$15,000.00	\$15,000.00	
Clean and Rebalance Existing Ductwork				\$5,000.00	\$5,000.00	
Fire Protection (sprinklers at security)				\$6,000.00	\$6,000.00	
Up-Lighting Materials				\$50,000.00	\$50,000.00	
Up-Lighting Installation				\$30,000.00	\$36,000.00	
Up-Lighting Control System Tie-In				\$10,000.00	\$12,000.00	
Up-Lighting New Branch Circuit Wiring				\$30,000.00	\$34,000.00	
Stairway Lighting Material				\$65,000.00	\$65,000.00	
Stairway Lighting Install				\$50,000.00	\$60,000.00	
Stairway Lighting Control System Tie-In				\$30,000.00	\$35,000.00	
Stairway New Branch Circuit Wiring				\$35,000.00	\$38,000.00	
Refurbish Existing Decorative Chandelier Light Fixtures				\$50,000.00	\$55,000.00	
Floor Lamp Retrofit				\$30,000.00	\$33,000.00	
People Counter camera		\$2,500.00				
General Power/data (upgrade at security desk)		\$2,500.00				
<b>Subtotal First Floor Lobby</b>	<b>\$4.56 /sf</b>	<b>\$13,000.00</b>		<b>\$440,000.00</b>	<b>\$5,500.00</b>	
						<b>\$481,500.00</b>

will not fix comfort issues at entrance / Brett Hall should be done in deferred maintenance will not repair old heads

confirm - egress lighting required? if no work then extg to remain OK

assumes no power required for lending/self check

Main Building - Brett Hall + Support Spaces		6,011 sf				
Architectural						
Flooring Allowance			\$42,077.00			
Painting					\$32,000.00	\$35,200.00
Ceiling Restoration					\$80,000.00	\$80,000.00
Prep / Storage Areas Refinishing			\$15,000.00			
Security Gates / Enclosure for AV Allowance (adjacent to Brett)					\$35,000.00	\$38,500.00
MEPT + Lighting						
New make up Air Unit, Ductwork and Diffusers			\$150,000.00			
Clean and Rebalance Existing Mechanical System			\$10,000.00			
Fire Protection updates (sprinklers)					\$10,000.00	\$11,000.00
Retrofit Existing Chandeliers, Clean and Replace Lamps			\$40,000.00			
Add Up-lighting to Existing Chandeliers to Light Vaulted Space			\$60,000.00			
Perimeter Up-Lighting Lighting Materials			\$100,000.00			
Perimeter Up-Lighting Lighting Install			\$80,000.00			
Perimeter Up-Lighting New Branch Circuit Wiring			\$70,000.00			
Art Display Lighting Including Wiring and Mounting					\$90,000.00	\$99,000.00
Floor Lamp Retrofit			\$30,000.00			
General Power For Brett + Support Spaces - allowance			\$150,000.00			\$0.00
Technology general for space			\$38,000.00			
Security cameras						
<b>Subtotal Brett Hall</b>		\$130.61/sf	\$785,077.00	\$247,000.00		\$263,700.00
<b>Main Building - Subtotal</b>		8,861 sf	\$798,077.00	\$1,109,800.00		\$1,208,150.00
		\$ 90.07 /sf				

Allowance for misc. finish upgrades TBD removed per April 16 2015 meeting

15000 cfm air handling unit, assumes CPL central chiller

bulb replacement minimal, price assumes period friendly shade for HVAC upgrades, warming carts, misc power for room and AV

no added security in budget

Louis Stokes Wing - First Floor Lobby		2,225 sf			
Architectural					
Demolition				\$5,000.00	\$5,000.00
Patching Allowance - patch at new lighting only				\$1,000.00	\$1,000.00
Painting			\$1,500.00	\$5,000.00	\$5,500.00
New Security Desk				\$30,000.00	\$30,000.00
Acoustics				\$20,000.00	\$20,000.00
Remove Payphone				\$1,000.00	\$1,000.00
MEPT + Lighting					
Clean Ducts					
Duct Acoustic Silencers				\$5,000.00	\$5,000.00
Remove/Replace Existing Light Fixtures (includes switching, wires, etc.)			\$70,000.00	\$1,000.00	\$2,000.00
<b>Subtotal LSW First Floor Lobby</b>		\$32.13/sf	\$71,500.00	\$40,000.00	\$5,500.00
<b>CPL and Louis Stokes Legacy Room (former Friend's Store)</b>		645 sf		\$108,000.00	\$78,000.00
Architectural					
Demolition Allowance			\$10,000.00		
Patching Allowance			\$2,000.00		
Painting			\$4,000.00		
MEPT + Lighting					
New Sprinkler Heads and New outside air requirements				\$6,000.00	\$10,000.00
Improve Lighting - allowance			\$18,000.00		
Power Upgrades - allowance			\$10,000.00		
<b>Subtotal CPL and Louis Stokes Legacy Room</b>		\$68.22/sf	\$44,000.00	\$6,000.00	\$10,000.00
<b>Maker Space and Relocated Security Office</b>		2,035			
Architectural					
Demolition Allowance			\$15,000.00		
New Walls in Security			\$15,000.00		
Doors			\$4,000.00		
Ceilings			\$6,500.00		
Flooring			\$12,000.00		
Painting			\$12,000.00		
Mitlwork Allowance			\$10,000.00		
MEPT + Lighting					
New HVAC for Security and Makerspace - Allowance			\$55,000.00		
New lighting for Security and Makerspace			\$38,000.00		
Power and Technology for Security and Makerspace			\$30,000.00		
Server System - head end for Security, Elevator and F/A relocation			\$80,000.00		
<b>Subtotal Maker Space and Relocated Security Office</b>		\$136.36/sf	\$277,500.00	\$0.00	\$0.00

should be deferred maintenance

assumes DX unit for cooling

Assumes security, FA, elevator call relocation only not replacement

Louis Stokes Wing - Concourse and Lending		5,400 sf
Architectural		
Demolition Allowance	\$9,000.00	
New Walls	\$10,000.00	
Doors	\$2,000.00	
Flooring	\$7,500.00	
Painting (includes ceiling)	\$18,000.00	
Cleaning		\$17,600.00
Paint Rails	\$2,500.00	
Concierge and Lending Desk allowance	\$100,000.00	
Misc. Additional Millwork Allowance	\$7,500.00	
Replaces Solid Panels at Main Stair Entry with Glass		\$8,000.00
MEPT + Lighting		
Stair Duct Cleaning		\$8,000.00
New Lighting - allowance	\$160,000.00	\$10,000.00
Tile wall decorative lighting upgrades - allowance		
Power to support architectural changes - allowance	\$12,000.00	\$22,000.00
<b>Subtotal LSW Concourse and Lending</b>	<b>\$58,611/sf</b>	<b>\$32,000.00</b>
		<b>\$36,400.00</b>
Louis Stokes Wing - Indoor Garden, Café and Friends' Store		4,160 sf
Architectural		
Demolition Allowance	\$10,000.00	
Flooring	\$29,120.00	
Painting (includes ceiling)	\$15,000.00	
Café Millwork / Serving Counter / Cart Allowance	\$5,500.00	
Indoor Garden Water Feature Allowance		\$10,000.00
Indoor Garden Hearth Feature Allowance		\$15,000.00
Indoor Garden Planting Allowance (in FFE)		\$10,000.00
Friends' Store Security Enclosure Allowance	\$15,000.00	\$15,000.00
MEPT + Lighting		
Water Line / Access Allowance	\$5,000.00	
Drains	\$2,000.00	
Modify Mechanical - Allowance		\$39,000.00
New Lighting - allowance	\$60,000.00	\$48,000.00
Decorative lighting - allowance		
New Branch Circuit Wiring / Technology	\$10,000.00	\$25,000.00
<b>Subtotal LSW Indoor Garden, Café and Friends' Store</b>	<b>\$36,451/sf</b>	<b>\$94,000.00</b>
		<b>\$120,500.00</b>

deferred maintenance  
includes ceiling fixtures + over atrium, handrail lights, wiring, switching

assumes no changes, requires friends store security to be open  
to replace existing fixtures - in place  
to add new decorative, pendant, or display lighting  
assumes removing and relocating existing devices only

Louis Stokes Wing - Second Floor		20,490 sf			
Architectural					
Demolition Allowance			\$30,000.00		
Wall Construction (assumed for Storage - all for mtg rooms)			\$10,000.00	\$100,000.00	\$120,000.00
Doors - Allowance			\$5,000.00		
Glass Wall Enclosures at South Corner Rooms			\$35,000.00		
Ceilings - Allowance for re-work			\$25,000.00		
Flooring - Carpet (assume public areas only)			\$84,000.00		
Painting - Allowance			\$25,000.00		
Acoustics Allowance			\$50,000.00	\$50,000.00	\$50,000.00
Raised Floor			\$163,320.00	\$180,312.00	\$180,312.00
Ceiling Features			\$20,000.00	\$20,000.00	\$20,000.00
M/E/P/T + Lighting					
Branch Ducts			\$20,000.00	\$110,000.00	\$111,666.00
Duct Acoustics				\$15,000.00	\$16,111.00
Insulation				\$15,000.00	\$16,111.00
Temperature Controls			\$10,000.00	\$17,000.00	\$18,566.00
VAV Box			\$15,000.00	\$30,000.00	\$33,000.00
New Lighting Recircuit and Relamp existing fixtures - Allowance			\$120,000.00		
Electrical Infrastructure (branch circuiting and wiring) - Allowance			\$100,000.00		
New Technology Infrastructure - Allowance			\$50,000.00		
<b>Subtotal LSW Second Floor</b>		\$25.82/sf	\$529,000.00	\$520,920.00	\$565,866.00
<b>Louis Stokes Wing - Subtotal Net Construction Costs</b>		34,955 sf	\$1,390,120.00	\$940,920.00	\$1,098,766.00
		\$ -39.77 /sf			
<b>Main and Louis Stokes Wing Subtotal Net Construction Costs</b>			\$2,188,197.00	\$2,544,720.00	\$2,766,916.00
General Conditions at nine percent (9%) Subtotal Construction Estimate			\$196,937.73	\$229,024.80	\$249,022.44
<b>Subtotal for Net Construction and General Conditions</b>			\$2,385,134.73	\$2,773,744.80	\$3,015,938.44
Contractors Overhead and Profit Markup at nine percent (9%) Subtotal			\$214,662.13	\$249,637.03	\$271,434.46
<b>Total Gross Probable Construction Cost</b>			\$2,599,796.86	\$3,023,381.83	\$3,287,372.90

assumes cooling capacity and airflow is existing in LSW for corner rooms only  
 will not replace fixtures, no new fixtures in corner rooms  
 assumes using existing floor duct, providing new outlet locations  
 assumes no floor duct technology (to be confirmed) and +/- \$500 per drop



confirm - design alternate or delete scope?

assumes rack in renovated security, similar to TechCentral, not in room  
 confirm - design alternate or how to account for this scope?  
 final scope / complexity to be validated

Campus-wide Wayfinding, Exhibits and Multimedia		Wayfinding		Exhibits and Multimedia	
Exterior - Four Corner Campus Monument Signs			\$28,250.00		\$32,500.00
Exterior - Dimensional Lettering			\$31,500.00		\$44,000.00
Exterior - Vertical Mounted Banners (2 to 4)	\$5,000.00				
Exterior - Horizontal Mounted Banner (only 1)	\$3,250.00				
Interior - Vitrine Upgrades plus Lighting (35 total)			\$52,500.00		\$60,000.00
Interior - Building Signage	\$250,000.00				
Interior - Wayfinding Audio Video System			\$185,000.00		\$203,000.00
<b>Multimedia and Exhibits</b>					
Exterior - Update Vitines with Monitors	\$51,000.00				
Brett Hall AV Technology: 1 Monitor	\$31,000.00				
Brett Hall Exhibits		\$120,000.00		\$135,000.00	
Brett Hall AV Technology to Support Exhibits		\$36,000.00		\$50,000.00	
Legacy and Louis Stokes Room - Exhibits and Cabinetry	\$48,000.00				
Legacy Room AV Technology: 2 Monitors	\$30,000.00				
Maker Space AV Technology: 1 Monitor		\$25,000.00		\$32,000.00	
Maker Space Exhibits		\$20,000.00		\$30,000.00	
New Server Room Power and Cabling for Legacy Room	\$15,000.00				
Friends' Store Display / Exhibit Cases and Counter - Allowance		\$60,000.00		\$65,000.00	
LSW 2nd Floor - New AV Technology System - Allowance					
<b>Wayfinding, Exhibits and Multimedia - Subtotal</b>		\$563,250.00		\$651,500.00	
<b>Total Probable Construction Cost and Wayfinding / Media</b>					
	<b>1st Priority</b>		<b>Alternates - Not Included</b>		
	Low		Low		High
	\$3,183,046.86		\$2,604,970.00		\$2,868,416.00

**Exhibit D: Design Services Fees and Project Cost: Lighting Controls**

AVE	Bostwick Design Partnership, Inc	Date	5/29/15
Owner	Cleveland Public Library	Owner Project #	
Project	Phase 2	BDP Project #	15021
Address	325 Superior Ave, Cleveland OH 44114		

		Low Estimate
Estimated Construction Costs		\$ 594,050.00
Design and Estimating Contingency at eight percent (8%)		47,524.00
<b>Construction Subtotal</b>		<b>\$ 641,574.00</b>
Furniture Allowance Main / Brett Hall		\$ 0.00
Furniture Allowance LSW 1		\$ 0.00
Furniture Allowance LSW 2		\$ 0.00
<b>Furniture and Equipment Subtotal</b>		<b>\$ 0.00</b>
Wayfinding Fabrication/Install		\$ 0.00
Exhibits + Multimedia Fabrication/Install		\$ 0.00
<b>Wayfinding, Exhibits + Multimedia Subtotal</b>		<b>\$ 0.00</b>
<b>Total Construction Costs</b>		<b>\$ 641,574.00</b>
<b>A. Basic Services Fees</b>		
	<b>Notes</b>	
1. Pre-Design and Scope Definition	Completed under separate contract	\$ 0.00
2. Schematic Design	20 % Primarily Electrical Engineering	\$ 11,548.33
3. Design Development	25 % Primarily Electrical Engineering	\$ 14,435.42
4. Construction Documents	25 % Primarily Electrical Engineering	\$ 14,435.42
5. Bidding and Negotiations	5 % Primarily Electrical Engineering	\$ 2,887.08
6. Construction and Closeout	25 % Primarily Electrical Engineering	\$ 14,435.42
	100 %	<b>Subtotal A \$ 57,741.66</b>
<b>B. Supplemental Services Fees</b>		
	<b>Notes</b>	
1. Lighting Design Services	Consultant to BDP	\$ 6,000.00
2. Technology Design Services	NA	\$ 0.00
3. Furniture Design Services	NA	\$ 0.00
4. Multimedia Programming	NA	\$ 0.00
5. Cost Estimating	Included in project estimate	\$ 0.00
6. Event Planning / Café Consulting	NA	\$ 0.00
7. Exterior Restoration Consulting	NA	\$ 0.00
8.		\$ 0.00
		<b>Subtotal B \$ 6,000.00</b>
<b>C. Wayfinding, Multimedia, Exhibitory Fees</b>		
	<b>Notes</b>	
1. Existing Signage and Wayfinding Audit	NA	\$ 0.00
2. Wayfinding & Signage Design	NA	\$ 0.00
3. Exhibits - LSW 1st Floor	NA	\$ 0.00
4. Exhibits - Multimedia	NA	\$ 0.00
5. Exhibits - Makerspace	NA	\$ 0.00
6. Exhibits - Friends' Store	NA	\$ 0.00
7. Consulting + Project Mgmt + AV Oversight	NA	\$ 0.00
8.		\$ 0.00
		<b>Subtotal C \$ 0.00</b>
<b>D. Reimbursable Expenses</b>		
	<b>Notes</b>	
1. Plan Approval Fees	Allowance	\$ 200.00
2. Advertising Expense	Assume advertised with project	\$ 0.00
3. Parking / Mileage, Misc	Allowance	\$ 200.00
4. Wayfinding, Exhibits, Multimedia Expenses	NA	\$ 0.00
5. Project Printing / Copy Allowance	Cost for printing during project	\$ 200.00
6. Bid Document Printing	Assume printed with project	\$ 0.00
7.		\$ 0.00
		<b>Subtotal D \$ 600.00</b>
<b>Total Design Services Fees + Reimbursables (A + B + C + D)</b>		<b>\$ 64,341.66</b>
<b>E. Construction, Contingencies, Other Costs</b>		
	<b>Notes</b>	
1. Estimated Construction Costs	From line item above	\$ 641,574.00
2. Owner Contingency	5% - 10% allowance	\$ 32,078.70
3. Architectural/Engineering Fee Contingency	7% - 10% of A/E fees	\$ 4,041.92
4. Wayfinding, Exhibits, Multimedia Fee Conting.	7% - 10% of total KSCO Fees	\$ 0.00
5. AV Engineering	Assume direct to CPL	\$ 0.00
6. Relocation/Moving Expenses	Allowance	\$ 0.00
7. CPL Computers and Technology	PCs, Laptops, Misc Work	\$ 0.00
8. Preconstruction CM Services	CM Precon @ Const. Est only	\$ 0.00
9. Owner's Representative Services	Program Management Inc	\$ 0.00
10.		\$ 0.00
		<b>Subtotal E \$ 677,694.62</b>
<b>Total Project Cost (A + B + C + D + E)</b>		<b>\$ 742,036.28</b>

# Exhibit E: Phase 2 - Opinion of Probable Cost: Lighting Controls Only

May 29 2015

<b>Main and Louis Stokes Wing - Lighting Controls</b>		
MEPT + Lighting		
Lighting Controls for Entire Campus - Allowance		\$500,000.00
<b>Subtotal Main and LSW Lighting Controls</b>		\$500,000.00
<b>Main and Louis Stokes Wing Subtotal Net Construction Costs</b>		\$500,000.00
General Conditions at nine percent (9%) Subtotal Construction Estimate		\$45,000.00
<b>Subtotal for Net Construction and General Conditions</b>		<b>\$545,000.00</b>
Contractors Overhead and Profit Markup at nine percent (9%) Subtotal		\$49,050.00
<b>Total Gross Probable Construction Cost</b>		<b>\$594,050.00</b>

allowance to be validated

# MARK ELLIOTT COMPANY

MANUFACTURER'S REPRESENTATIVE

HVAC & PROCESS COOLING

5824 Akron Cleveland Rd. - B • Hudson, OH 44236

330-656-3930 Cleve. • 330-655-7830 Akron • 330-653-8505 Fax • [www.MarkElliottCompany.com](http://www.MarkElliottCompany.com)

June 16, 2015

Cleveland Public Libraries  
325 Superior Ave.  
Cleveland, OH

Attention: Tim Murdock

Regarding: 17001 Lake Shore Blvd. Cooling Tower Replacement

Tim,

Based on our conversation and my site visit we are proud to offer the following equipment and service from the Mark Elliott Company:

**Baltimore Aircoil Company Cooling Tower Model # S15E-1212-07**

This style cooling tower is much easier to maintain and work on and would require some piping changes to the existing set up (PVC would be a much less expensive option on the outdoor piping). This unit can go onto the existing structural steel support.

Model Number:	S15E-1212-07
Quantity:	1
Fan Motor:	10 HP fan motor: one speed-one winding, suitable for 460 volt, 3 phase, 60 hertz electrical service, premium efficiency and inverter duty
Material of Construction:	Galvanized Steel
Fan & Fan Drive System:	Standard Fan Driven by BALTIDRIVE® Power Train
Wet Deck :	PVC Film Wet Deck Material & Drift Eliminators
Inlet/Outlet Connections:	Top Inlet with End Outlet for Pump Suction Application
Anchorage:	Spring Type Vibration Isolation Rails
Extended Lubrication Lines:	Extended Bearing Lubrication Lines
External Platform at Louver Face:	External Platform and Ladder with Safety Cage
Ladder Extension:	One (1) Aluminum Ladder Extension, 3'
Safety Cage Extension:	Extension on the Safety Cage of the Unit
Internal Access Options:	Internal Walkway and Ladder

Total Price FOB from factory to one destination \_\_\_\_\_ \$37,252.00

Add price to provide NEMA 1 Variable Frequency Drive for Fan Motor ADD .....~~\$2,500.00~~

**Option B - Dolphin Water Treatment System**

One Complete System including the following:

- 6" Sized Dolphin Coil-Ripe Assembly (PVC, sits inline in between tower pump and tower inlet)
- Umbilical Cable with 10' Extension

- Transformer Panel
- Conductivity Controller
- Belimo Motorized Blow Down Valve
- Rain Hood For Outdoor Installation (If Needed)
- Start-Up and One Year of Service (monthly water testing and reports and set-point adjustments)
- Installation Not Included (will be easier when replacing the tower, two flanged connections on the treatment module, electrical requirements are 115/1/60 for the treatment module and the controller can be plugged in)

Total Price FOB factory to One Destination \_\_\_\_\_ \$18,950.00

The Dolphin System by Clearwater is a proven and reliable physical water treatment and no chemicals are required. Through its principles of operation, the Dolphin reduces water costs, extends the life of your equipment, saves you maintenance time and gets rid of the hazardous chemicals that may be stored on site. Please let me know if you have any questions regarding this quote or how to best treat your water.

Please note that our pricing DOES NOT include rigging, *installation*, labor, taxes, heat trace, controls, storage or unloading.

Please contact us with any questions and thank you very much for your time and the opportunity to quote.

Respectfully submitted by,

Duane Gresh

### ACCEPTANCE AND PRICES

1. Prices set forth in Seller's quotation shall remain firm for thirty (30) days. Within such period, the quotation shall convert into an order provided that all of the following have occurred: (1) Buyer submits either a purchase order or a copy of Seller's quotation displaying an authorized signature of Buyer within that thirty (30) day period; (2) Buyer provides a release for fabrication; and (3) Buyer requests a shipment date that is no later than twelve (12) weeks for the date of Buyer's submission of a purchase order or signed quotation. In the event Buyer's requested shipment date is later than twelve (12) weeks beyond such submission date, Seller's price in effect twelve (12) weeks prior to such shipment date shall apply. In the event that Buyer requests for its convenience that the Seller delay delivery of products subject to an order beyond the scheduled shipment date, pricing shall be subject to the same adjustment.
2. If an order is released and shipment of the equipment is not accepted when it is produced, billing will be subject to the same price escalation as would have been normal through a correct release. **Storage:** In the event that Buyer is unable to accept delivery of goods and the Seller is required to hold goods beyond two (2) working days from fabrication completion, a storage fee equal to the greater of \$200/day or 0.20% of the total order value/day will be assessed by Seller for every day beyond two (2) working days from fabrication date which it is required to store goods on behalf of Buyer. Storage will be assessed monthly and will need to be paid in full prior to a new shipment date being scheduled.
3. Prices do not include taxes or installation unless specifically stated. Prices do include freight to a single domestic location unless stated otherwise.
4. Warranties and terms of conditions of sale will be per each manufacturer's terms and conditions.
5. Orders should be made out to Baltimore Aircoil Company, Inc. c/o Mark Elliott Company for the Baltimore Aircoil portion of the order and to Mark Elliott Company for the balance of the equipment.

## Memorial-Nottingham Public Library Project Quote

Ken A. Dudley <KDudley@shippershighway.com>

Mon 6/15/2015 3:20 PM

Inbox

re: Timothy Murdock <timothy.murdock@cpl.org>



Memorial-Nottingham Public Library Project  
Project No. 201506046

Tim,

Shippers is pleased to offer our proposal to supply the rigging services Cleveland Public Library will require at the Memorial-Nottingham Public Library Project.

Shippers will receive the equipment listed below at our facility and store until scheduled for delivery.

When scheduled, Shippers will furnish a crane, rigging foreman and trucking to deliver and work with your tradesmen to remove, replace & dispose of one (1) 6,400# cooling tower on the roof, in one (1) mobilization.

Our price for the work above and additional information below is \$6,900.00. Our terms for payment are net 30 days from the date of invoice.

- Our quote is based on normal working hours.
- Access and clearances must be provided.
- City of Cleveland will supply the required tradesmen for the job site rigging.
- City of Cleveland will have the existing equipment disconnected, unbolted, drained & disassembled into two-sections, prior to our arrival.
- Our quote is based on rigging from the parking lot.
- Our quote is based on Shippers retaining all scrap value.

Thank you,  
Kenneth A. Dudley

## Memorial-Nottingham Public Library Project Quote - Timothy Murdock

Page 2 of 2

Executive Vice President

Shippers Highway Express, Inc.  
4965 NEO Parkway  
Cleveland, OH 44128

P: 216-475-1411

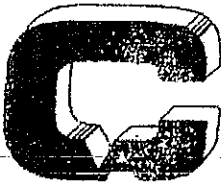
F: 216-475-4840

C: 216-255-8600

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

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**V. A. Conkey Company**  
 1701 Joseph Lloyd Parkway  
 Willoughby, Ohio 44094  
 440-269-5555  
 440-269-1355 fax

RECEIVED  
 FACILITIES

2015 JUN 15 AM 8:45  
**PROPOSAL**

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

June 15, 2015

Re: Memorial Nottingham Branch 17109 Lakeshore Blvd. Cooling Tower Replacement

We propose to supply labor, equipment, and misc. material to complete the following

1. Disconnect existing piping and electrical from the cooling tower
2. Prepare for the rig removal of the tower
3. Install (3) I beams across existing supports and weld in place
4. Assist in the rig to remove and install the towers
5. Install new piping of the supply, return, water feed, overflow, and drain piping as needed
  - Supply and return piping to be 8" steel piping with welded fittings
  - Overflow and drain to be pvc piping wit solvent welded fittings
  - Water feed to be L copper with Viaga pro press fittings
  - Install (2) new stainless steel expansion joints
6. Install electrical as needed

**NOT INCLUDED**

Cooling tower  
 Electrical VFD  
 Vibration pads or spring pads  
 Rigging Service  
 Removal of the old cooling tower (Shippers to remove and dispose)

We are not providing a cost for the pvc piping. We have found the pvc deteriorates over time from the UV light of the sun and temperature change during the hot and cold seasons.

\$31,500.00

The John F.

**Gallagher Co.****Mechanical Contractors**• *An Innovative, Trusted Partner* •RECEIVED  
FACILITIES

2015 JUN 16 PM 3:12

June 16<sup>th</sup>, 2015

Timothy Murdock  
 Cleveland Public Library  
 325 Superior Ave.  
 Cleveland, Ohio 44114

RE: *Cleveland Public Library-Cooling Tower Replacement*

We propose to furnish the necessary labor, material, tools & equipment to complete the work for the above referenced project as follows.

PVC Piping	<b>\$32,990.00</b>
Steel Piping	<b>\$41,175.00</b>

This price is based on the assumption of the tower inlet facing east.  
 Permits are to be billed at cost.

Please note that our HVAC price **includes**:

- Disconnect Piping from existing cooling tower.
- Disconnect power wiring from existing cooling tower.
- Dismantle of existing cooling tower. (Shippers Highway to remove)
- Properly securing cooling tower to I beams.
- Re-piping of supply and return piping to new cooling tower.
- Control wiring to new cooling tower fan motor and to make up water valve.
- Supports necessary.

Please note that our HVAC price **excludes**:

- Disposal of cooling tower.
- Allowances.
- Taxes.
- Alternates.
- Bond.

The price is based on the existing conditions of the building and the documents provided.

Thank you for the opportunity to provide a HVAC quote for the above referenced project. Please contact me if you have any questions or if we may be of assistance.

Sincerely,

HEATING • AIR CONDITIONING • PLUMBING • FIRE PROTECTION • PROCESS PIPING • SITE UTILITIES  
 SERVICE AND PREVENTIVE MAINTENANCE • DESIGN-BUILD • CONSTRUCTION

36360 Lakeland Blvd • Eastlake, OH 44095 5314

440 936-4256 • FAX 440 953-8889

An Equal Opportunity Employer

The John F. Gallagher Company

Scott Forbes  
Project Manager  
440-536-0531

HANK BLOOM SERVICES, INC. dba  
 Environmental Conditioning Systems  
 7567 Tyler Blvd.  
 Mentor, OH 44060  
 P 440-946-7823  
 F 440-269-1933  
 OH LIC# 12243

NO. 21347

Page 1

RECEIVED  
 FACILITIES  
 PROPOSAL

2015 JUN 16 PM 2:48

TO: TIM MURDOCK CLEVELAND PUBLIC LIBRARY ATTN: ACCTS PAYABLE 17001 LAKESHORE BLVD CLEVELAND, OH 44110	Date 06/16/2015	PO #
	Job Name/ Location CLEVELAND PUBLIC LIBRARY 17109 LAKESHORE BOULEVARD CLEVELAND, OH 44110	

RE: WATER TOWER REPLACEMENT PROJECT

We propose to provide the following:

ECS will install one (1) new water tower purchased by the Cleveland Public Library, delivered to Shippers Highway who has also been hired by the Cleveland Public Library to rig the old tower off the roof and the new tower in its place. ECS will provide all plumbing, electrical and man power needs for this project. Startup assistance and check for a proper operation of the new cooling tower.

TOTAL COST INCLUDING LABOR &amp; MATERIAL: \$ 49,165.00

## JOB CONSISTS OF:

- \*Steel Pipe piping work
- \*Electrical wiring work
- \*Demo & Rigging
- \*Start up and permit

## EXCLUSIONS:

1. New equipment by others
2. Rigging costs by others
3. Overtime labor rates
4. Engineered drawings if required for permit

(Continued)

HANK BLOOM SERVICES, INC. dba  
Environmental Conditioning Systems  
7567 Tyler Blvd.  
Mentor, OH 44060  
P 440-946-7823  
F 440-269-1933  
OH LIC# 12243

NO. 21347

RECEIVED PROPOSAL  
FACILITIES

2015 JUN 16 PM 2:49

TO: TIM MURDOCK  
CLEVELAND PUBLIC LIBRARY  
ATTN: ACCTS PAYABLE  
17001 LAKESHORE BLVD  
CLEVELAND, OH 44110

Date 06/16/2015

PO #

Job Name/  
Location

CLEVELAND PUBLIC LIBRARY  
17109 LAKESHORE BOULEVARD  
CLEVELAND, OH 44110

No text in this section

Forty Nine Thousand One Hundred Sixty Five Dollars and 00 cents

\$49,165.00

Payment to be made as follows:

Progress Payments Net 15 days; past due accounts are subject to a service charge of 1.5% per month (18% annually)  
ECS ACCEPTS CREDIT CARDS (VISA & MASTER)

Unless otherwise indicated only standard shipping is included in above proposal.  
OH Lic# 12243 - Equal Opportunity Employer

Authorized  
Signature \_\_\_\_\_

Submitted By: Scott Blum

Note: This proposal may be  
withdrawn by us if not accepted within 30 days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and hereby  
accepted. You are authorized to do the work as specified. Payments will be  
made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Print Name \_\_\_\_\_

REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD MAY 1 – MAY 31, 2015

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending May 31, 2015**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	14,407,497.15	0.00	0.00	0.00	\$ 0.00	14,407,497.15
42 Intergovernmental	10,059,485.76	723,702.79	0.00	0.00	\$ 0.00	10,783,188.55
43 Fines & Fees	172,515.01	0.00	0.00	0.00	\$ 0.00	172,515.01
44 Investment Earnings	146,126.94	105,383.07	0.00	32,562.59	\$ 0.00	284,072.60
45 Charges for Services	303,182.45	2,585,884.35	0.00	0.00	\$ 0.00	2,889,066.80
46 Contributions & Donations	5,455.05	267,188.46	0.00	0.00	\$ 0.00	272,643.51
48 Miscellaneous Revenue	177,175.29	0.00	0.00	0.00	\$ 7,358.07	184,533.36
<b>Total Revenues</b>	<b>\$ 25,271,437.65</b>	<b>\$ 3,682,158.67</b>	<b>\$ 0.00</b>	<b>\$ 32,562.59</b>	<b>\$ 7,358.07</b>	<b>\$ 28,993,516.98</b>
51 Salaries/Benefits	14,479,956.74	1,117,066.83	0.00	0.00	\$ 0.00	15,597,023.57
52 Supplies	458,667.78	9,638.31	0.00	703.12	\$ 0.00	469,009.21
53 Purchased/Contracted Services	4,927,282.03	1,163,485.29	0.00	2,108.37	\$ 0.00	6,092,875.69
54 Library Materials	2,722,001.21	559,161.51	0.00	56,695.16	\$ 0.00	3,337,857.88
55 Capital Outlay	252,902.20	106,582.49	790,302.55	0.00	\$ 0.00	1,149,787.24
57 Miscellaneous Expenses	52,619.97	12,064.02	0.00	0.00	\$ 14.77	64,698.76
<b>Total Expenditures</b>	<b>\$ 22,893,429.93</b>	<b>\$ 2,967,998.45</b>	<b>\$ 790,302.55</b>	<b>\$ 59,506.65</b>	<b>\$ 14.77</b>	<b>\$ 26,711,252.35</b>
Revenue Over/(Under) Expenditures	\$ 2,378,007.72	\$ 714,160.22	\$(790,302.55)	\$(26,944.06)	\$ 7,343.30	\$ 2,282,264.63
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>
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 2,378,007.72	\$ 714,160.22	\$(790,302.55)	\$(26,944.06)	\$ 7,343.30	\$ 2,282,264.63
Beginning Year Cash Balance	\$ 30,592,658.21	\$ 14,428,776.07	\$ 14,622,709.07	\$ 3,395,863.62	\$ 11,163.67	\$ 63,051,170.64
Current Cash Balance	\$ 32,970,665.93	\$ 15,142,936.29	\$ 13,832,406.52	\$ 3,368,919.56	\$ 18,506.97	\$ 65,333,435.27

Cleveland Public Library  
 Certified Revenue, Appropriations and Balances  
 General Fund  
 For the Period Ending May 31, 2015

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	20,544,751	8,802,062	11,742,689	43%	41%
General Property Tax	23,678,232	14,407,497	9,270,735	61%	51%
Rollback, Homestead, CAT	4,188,380	1,257,424	2,930,956	30%	0%
Fines & Fees	392,000	172,515	219,485	44%	47%
Investment Earnings	235,638	146,127	89,511	62%	67%
Services to Others-Clevnet	0	303,182	(303,182)	171%	42%
Contributions	0	5,455	(5,455)	0%	100%
Miscellaneous	976,937	177,175	799,762	18%	35%
Return of Advances Out	0	0	0	0%	0%
<b>Total</b>	<b>\$ 50,015,939</b>	<b>\$ 25,271,438</b>	<b>\$ 24,744,501</b>	<b>51%</b>	<b>46%</b>

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	36,145,731	14,585,724	21,560,007	40%	40%
Supplies	1,235,898	666,113	569,785	54%	52%
Purchased Services	12,523,362	8,750,337	3,773,025	70%	66%
Library Materials	10,428,341	5,456,186	4,972,155	52%	51%
Capital Outlay	1,117,848	311,211	806,637	28%	39%
Other	140,853	84,189	56,664	60%	83%
<b>Sub Total</b>	<b>\$ 61,592,033</b>	<b>\$ 29,853,759</b>	<b>\$ 31,738,274</b>	<b>48%</b>	<b>47%</b>
Advances Out	0	0	0	0%	0%
Transfers Out	0	0	0	0%	100%
<b>Total</b>	<b>\$ 61,592,033</b>	<b>\$ 29,853,759</b>	<b>\$ 31,738,274</b>	<b>48%</b>	<b>50%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated May 14, 2015.

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

Note (3): Subtotal includes 37% expended and 11% encumbered.



**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending May 31, 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	4,131,859.60	0.00	6,495,790.15
51120 Clerical Salaries	9,302,289.34	10,183,369.79	4,055,189.73	11,894.99	6,116,285.07
51130 Non-Clerical Salaries	1,252,878.27	1,369,969.76	528,943.60	0.00	841,026.16
51140 Buildings Salaries	3,735,097.03	4,079,586.64	1,524,504.75	0.00	2,555,081.89
51150 Other Salaries	466,003.38	528,542.37	204,778.98	0.00	323,763.39
51180 Severance Pay	0.00	146,227.65	152,627.64	0.00	(6,399.99)
51190 Non-Base Pay	62,441.07	78,323.45	231,839.32	0.00	(153,515.87)
51400 OPERS	3,432,794.08	3,761,210.05	1,492,986.87	1,665.34	2,266,557.84
51610 Health Insurance	3,778,911.10	4,163,736.41	1,687,458.34	0.00	2,476,278.07
51611 Dental Insurance	181,829.33	208,615.07	79,767.91	0.00	128,847.16
51612 Vision Insurance	13,332.29	14,079.29	5,789.97	0.00	8,289.32
51620 Life Insurance	12,074.65	13,804.80	5,148.60	0.00	8,656.20
51625 Short Term Disability Insurance	9,383.86	9,910.20	3,652.12	0.00	6,258.08
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	5,806.88	16,585.88	26,558.53
51650 Medicare - ER	311,377.84	343,349.89	139,962.34	172.58	203,214.97
51900 Other Benefits	12,451.12	14,318.85	6,795.59	5,008.32	2,514.94
<b>Salaries/Benefits</b>	<b>\$32,510,360.06</b>	<b>\$ 36,145,730.69</b>	<b>\$ 14,479,956.74</b>	<b>\$ 105,767.14</b>	<b>\$ 21,560,006.81</b>
52110 Office Supplies	40,480.84	48,919.11	16,258.34	1,501.70	31,159.07
52120 Stationery	51,733.11	61,504.66	11,513.32	3,782.18	46,209.16
52130 Duplication Supplies	30,188.73	35,117.95	16,380.83	1,170.38	17,566.74
52140 Hand Tools	531.96	600.00	402.74	0.00	197.26
52150 Book Repair Supplies	89,324.95	107,805.58	66,585.02	229.68	40,990.88
52210 Janitorial Supplies	88,881.65	103,804.83	39,626.81	9,962.34	54,215.68

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	80,370.29	94,385.76	29,208.67	15,747.79	49,429.30
52230	179,367.16	354,945.94	213,085.31	58,152.01	83,708.62
52240	22,165.00	37,284.55	10,598.08	12,168.98	14,517.49
52300	77,462.24	111,015.48	20,509.29	65,087.43	25,418.76
52900	239,780.97	280,513.76	34,499.37	39,642.54	206,371.85
<b>Supplies</b>	<b>\$900,286.90</b>	<b>\$ 1,235,897.62</b>	<b>\$ 458,667.78</b>	<b>\$ 207,445.03</b>	<b>\$ 569,784.81</b>
53100	106,000.00	137,535.01	21,479.25	41,055.76	75,000.00
53210	292,272.53	406,422.86	146,847.98	228,552.98	31,021.90
53230	89,464.00	109,472.45	34,412.23	29,118.67	45,941.55
53240	135,680.00	188,485.50	50,997.32	47,127.71	90,360.47
53310	488,787.20	652,182.75	116,146.68	21,140.04	514,896.03
53320	16,960.00	24,063.63	5,433.37	3,882.75	14,747.51
53340	162,705.76	270,787.86	96,072.31	42,126.01	132,589.54
53350	186,781.33	330,865.31	111,560.27	93,339.27	125,965.77
53360	275,595.61	330,980.65	186,958.96	11,010.02	133,011.67
53370	31,376.00	40,780.34	5,625.43	19,150.90	16,004.01
53380	584,272.00	745,795.21	375,235.54	147,185.20	223,374.47
53390	25,440.00	30,225.75	18,458.25	4,541.75	7,225.75
53400	372,095.61	495,813.00	59,070.00	0.00	436,743.00
53510	143,649.51	251,649.11	57,022.92	131,632.97	62,993.22
53520	51,982.40	70,763.72	18,364.56	23,880.04	28,519.12
53610	1,290,945.94	1,587,395.40	860,829.17	725,695.69	870.54
53620	619,807.43	756,090.10	121,736.65	633,515.12	838.33
53630	748,081.00	969,203.90	157,091.56	812,112.34	0.00

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	67,636.26	97,737.86	27,844.50	69,893.36	0.00
53710	1,030,021.46	2,095,152.55	407,263.98	619,028.94	1,068,859.63
53720	674,764.45	859,712.80	347,513.01	63,100.00	449,099.79
53730	15,688.00	18,500.00	8,359.68	0.00	10,140.32
53800	236,931.20	445,800.38	89,823.93	55,548.60	300,427.85
53900	1,362,796.83	1,607,946.23	1,603,134.48	417.25	4,394.50
<b>Purchased/Contracted Services</b>	<b>\$9,009,734.52</b>	<b>\$ 12,523,362.37</b>	<b>\$ 4,927,282.03</b>	<b>\$ 3,823,055.37</b>	<b>\$ 3,773,024.97</b>
54110	2,160,000.00	2,760,000.29	934,299.15	447,834.69	1,377,866.45
54120	345,000.00	873,452.88	190,818.88	388,443.26	294,190.74
54210	793,400.00	1,237,224.31	173,311.85	215,983.22	847,929.24
54220	77,000.00	230,857.20	26,402.32	138,208.00	66,246.88
54310	1,665,000.00	1,922,262.49	533,183.02	509,057.65	880,021.82
54320	136,000.00	153,789.04	48,409.61	22,491.56	82,887.87
54325	363,000.00	517,904.42	134,309.02	184,197.54	199,397.86
54500	501,000.00	1,077,246.31	397,834.64	196,672.96	482,738.71
54530	596,918.00	1,345,557.00	258,771.04	548,689.96	538,096.00
54600	3,000.00	3,380.00	855.00	2,360.00	165.00
54710	25,000.00	54,036.34	10,449.65	17,435.62	26,151.07
54720	45,000.00	102,947.24	3,417.50	54,017.26	45,512.48
54730	5,000.00	5,660.04	663.40	0.00	4,996.64
54790	130,000.00	144,023.44	9,276.13	8,792.83	125,954.48
<b>Library Materials</b>	<b>\$6,845,318.00</b>	<b>\$ 10,428,341.00</b>	<b>\$ 2,722,001.21</b>	<b>\$ 2,734,184.55</b>	<b>\$ 4,972,155.24</b>
55510	115,866.70	267,912.86	100,969.40	29,405.02	137,538.44
55520	171,575.35	305,624.28	73,400.28	6,772.68	225,451.32

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	213,111.80	319,769.10	58,598.47	18,467.92	242,702.71
55540 Software	149,653.35	224,542.20	19,934.05	3,663.15	200,945.00
Capital Outlay	<u>\$650,207.20</u>	<u>\$ 1,117,848.44</u>	<u>\$ 252,902.20</u>	<u>\$ 58,308.77</u>	<u>\$ 806,637.47</u>
57100 Memberships	50,085.40	67,109.62	40,717.90	10,987.66	15,404.06
57200 Taxes	9,182.40	13,035.72	4,629.57	8,179.49	226.66
57500 Refunds/Reimbursements	40,764.08	60,707.65	7,272.50	12,401.44	41,033.71
Miscellaneous Expenses	<u>\$100,031.88</u>	<u>\$ 140,852.99</u>	<u>\$ 52,619.97</u>	<u>\$ 31,568.59</u>	<u>\$ 56,664.43</u>
Advances	<u>\$0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Transfers	<u>\$0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
<b>TOTAL</b>	<u><u>\$50,015,938.56</u></u>	<u><u>\$ 61,592,033.11</u></u>	<u><u>\$ 22,893,429.93</u></u>	<u><u>\$ 6,960,329.45</u></u>	<u><u>\$ 31,738,273.73</u></u>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending May 31, 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	25,271,437.65	22,893,429.93	6,960,329.45	26,010,336.48
<b>Total General Fund</b>	<b>\$ 30,592,658.21</b>	<b>\$ 25,271,437.65</b>	<b>\$ 22,893,429.93</b>	<b>\$ 6,960,329.45</b>	<b>\$ 26,010,336.48</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	148,560.29	127,613.34	334,347.48	5,608,784.32
204 Kaiser	55,406.44	0.00	0.00	0.00	55,406.44
205 Kralley	183,286.36	1,739.01	3,131.83	1,395.69	180,497.85
206 Library	173,927.60	3,297.23	2,945.40	0.00	174,279.43
207 Pepke	118,840.00	2,600.49	0.00	0.00	121,440.49
208 Wickwire	1,316,624.63	10,831.82	3,115.00	11,077.88	1,313,263.57
209 Wittke	81,572.76	0.00	0.00	0.00	81,572.76
210 Young	3,784,783.65	24,486.29	2,383.56	40,464.06	3,766,422.32
225 Friends	0.00	11,500.00	890.00	5,640.00	4,970.00
226 Judd	7,568.18	55,204.55	71,339.41	33,681.31	(42,247.99)
228 Lockwood Thompson Memorial	180,103.77	85,108.09	52,815.39	128,782.06	83,614.41
229 Ohio Center for the Book	0.00	900.00	900.00	0.00	0.00
230 Schweinfurth	63,795.29	15,730.00	23,698.55	150.00	55,676.74
231 CLEVNET	0.00	2,585,884.35	1,895,726.19	1,052,305.16	(362,147.00)
251 OLBPD-Library for the Blind	0.00	628,415.00	637,436.00	9,556.39	(18,577.39)
252 LSTA-Know It Now	43,626.78	88,007.79	46,496.35	0.00	85,138.22
254 MyCom	95,000.00	7,280.00	49,840.00	45,160.00	7,280.00
256 Learning Centers	95,742.42	0.00	49,667.43	46,074.99	0.00
<b>Total Special Revenue Funds</b>	<b>\$ 14,428,776.07</b>	<b>\$ 3,682,158.67</b>	<b>\$ 2,967,998.45</b>	<b>\$ 1,708,635.02</b>	<b>\$ 13,434,301.27</b>
401 Building & Repair	14,622,709.07	0.00	790,302.55	416,518.45	13,415,888.07
<b>Total Capital Project Funds</b>	<b>\$ 14,622,709.07</b>	<b>\$ 0.00</b>	<b>\$ 790,302.55</b>	<b>\$ 416,518.45</b>	<b>\$ 13,415,888.07</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending May 31, 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	966.00	1,358.00	131,153.07
504 Klein	4,974.03	0.00	0.00	0.00	4,974.03
505 Malon/Schroeder	271,840.33	56.64	1,811.49	0.00	270,085.48
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	1,850.00	0.00	155,126.52
511 Weidenthal	6,171.99	0.00	0.00	0.00	6,171.99
512 White	2,041,779.46	19,870.03	54,879.16	1,015.00	2,005,755.33
513 Beard Anna Young	80,536.69	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>\$ 59,506.65</b>	<b>\$ 2,373.00</b>	<b>\$ 3,366,546.56</b>
901 Unclaimed Funds	11,163.67	28.77	14.77	0.00	11,177.67
905 CLEVNET Fines & Fees	0.00	7,329.30	0.00	0.00	7,329.30
Others	\$ 11,163.67	\$ 7,358.07	\$ 14.77	\$ 0.00	\$ 18,506.97
<b>Total All Funds</b>	<b>\$ 63,051,170.64</b>	<b>\$ 28,993,516.98</b>	<b>\$ 26,711,252.35</b>	<b>\$ 9,087,855.92</b>	<b>\$ 56,245,579.35</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending May 31, 2015

<b>Balance of All Funds</b>	<b><u>\$ 65,333,435.27</u></b>
Chase - Checking	5,771.85
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	1,498,279.29
KeyBank - Merchant Acct	11,601.86
Fifth Third - Checking	386,604.61
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b><u>\$ 1,907,483.13</u></b>
PNC - Money Market	10,041.69
PNC - Investments	35,060,473.90
PNC - Investments Money Market	40,874.22
STAR Ohio Investment	29,944.32
STAR Plus Program	12,309,035.36
<b>Investments</b>	<b><u>\$ 47,450,369.49</u></b>
PNC- Endowment Account	15,975,582.65
<b>Endowment Account</b>	<b><u>\$ 15,975,582.65</u></b>
<b>Cash in Banks and On Hand</b>	<b><u>\$ 65,333,435.27</u></b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – May 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 May 1, 2015 through May 31, 2015.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
05/01/15 - 05/31/15	31	Various	STAR Ohio	Various	1.38	Investment Pool
05/01/15 - 05/31/15	31	Various	STAR Plus	Various	2,190.90	Bank Deposit Program
05/01/15 - 05/31/15	31	Various	PNC	Various	1.15	Sweep Money Market
05/01/15 - 05/31/15	31	Various	PNC	Various	0.08	Money Market
11/27/14 - 05/27/15	182	1,000,000	Federal Home Loan Bank	0.950%	5,450.00	Federal Agency
11/14/14 - 05/14/15	182	1,000,000	Federal National Mortgage Assn.	0.550%	2,750.00	Federal Agency
02/28/15 - 05/28/15	90	1,000,000	Federal National Mortgage Assn.	1.100%	4,750.00	Federal Agency
11/18/14 - 05/18/15	182	1,500,000	Federal Home Loan Bank	0.750%	5,625.00	Federal Agency
11/21/14 - 05/21/15	182	1,000,000	Federal National Mortgage Assn.	0.875%	4,375.00	Federal Agency
11/06/14 - 05/06/15	182	750,000	Federal Farm Credit Bank	1.000%	3,750.00	Federal Agency
					\$ 28,893.51	Earned Interest May 2015
					\$ 146,126.94	Earned Interest Year To Date



## CLEVELAND PUBLIC LIBRARY

REPORT C

## Finance Committee

June 23, 2015

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 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
State Treasurer of Ohio 2015 CPIM Academy Independence, Ohio	5/20/15	Laura Armstrong	100.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/10/15	Bonnie Bolton	120.00
Ohio Library Council Northwest Chapter Conference Toledo, Ohio	4/17/15	Don Boozer	151.80
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	4/9/15 - 4/10/15	Derrick Brown	299.00
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	3/18/15 - 3/20/15	Joseph Bulejski	379.50
Northeast Ohio Regional Library System Annual Showcase Twinsburg, Ohio	4/23/15	Renita Carter	18.40
American Library Association National library Legislative Day 2015 Washington, D.C.	5/4/15 - 5/5/15	Thomas J Corrigan	754.34
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	3/18/15 - 3/20/15	David Dial	334.88
Northern Ohio Technical Services Librarian Spring Meeting Parma, Ohio	4/24/15	Regina Houseman	50.00
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	3/18/15 - 3/20/15	Larry Houston	333.20

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Garrison & Associates Arbitrator and Advocate Symposium Columbus, Ohio	4/30/15 - 5/1/15	Cedric Johns	292.10
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	4/9/15 - 4/10/15	Dakarai Johnson	340.40
Tyler Technologies Munis User Conference 2015 Atlanta, Georgia	5/3/15 - 5/6/15	Carrie Krenicky	810.68
Institute of Museum and Library Services Focus Group Kansas City, Missouri	5/13/15 - 5/15/15	Cindy Lombardo	684.56
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	4/9/15 - 4/10/15	Chris Masters	396.75
Kent State University Virginia Hamilton Conference Kent, Ohio	4/9/15 - 4/10/15	Michelle Miller	101.75
Northeast Ohio Regional Library System Annual Showcase Twinsburg, Ohio	4/23/15	Kelli Minter	16.39
Northeast Ohio Regional Library System Annual Showcase Twinsburg, Ohio	4/23/15	Pasha Moncrief	18.40
Northeast Ohio Regional Library System Annual Showcase Twinsburg, Ohio	4/23/15	Shannon Muhammad	11.06
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	4/9/15 - 4/10/15	Timothy Murdock	299.00
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	4/9/15 - 4/10/15	David Reilly	352.96
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	3/18/15 - 3/20/15	Oliver Reyes	379.50
Content Conversion Specialists DocWorks Seminar Washington, D.C.	4/9/15 - 4/11/15	Raymond Rozman III	672.07

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Climbing the Library Ladder Seminar Hudson, Ohio	5/12/15	Lori Scurka	21.22
Northeast Ohio Regional Library System Annual Showcase Twinsburg, Ohio	4/23/15	Lori Scurka	12.99
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	4/9/15 - 4/10/15	Johnnie Sessions	299.00
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	4/9/15 - 4/10/15	Carl Stone	299.00
Tyler Technologies Munis User Conference 2015 Atlanta, Georgia	5/3/15 - 5/6/15	David Swinerton	1,032.62
Training Services International Asbestos Operations and Maintenance Eastlake, Ohio	4/9/15 - 4/10/15	Michael Ucic	362.25
Cleveland Leadership Center Civic Leadership Institute Cleveland, Ohio	4/23/15 - 6/28/15	Robin Wood	100.00

**SUMMARY**

FUND	MAY	YEAR TO DATE
General	\$7,200.52	\$21,479.25
Lockwood Thompson	1,843.30	4,168.30
OLBPD	0.00	140.30
LSTA - Know it Know	0.00	1,728.74
<b>TOTAL</b>	<b>\$9,043.82</b>	<b>\$27,516.59</b>

**Report on Cleveland Foundation Grant  
For Library Learning Centers  
May 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.	\$ 123,890.25	\$ 68,483.25	\$ 27,819.50	\$ 8,450.62	\$ 27,587.50	CSU has been paid for services from April - December. New agreement commencing January 1, 2015 and terminating June 30, 2015. Paid for Administrative Costs and tutor services through March, 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.	\$ 11,760.00	\$ 8,160.00	\$ -	\$ -	\$ 3,600.00	Balance remains encumbered.
Workshop for CPL Staff to improve knowledge and skills to be able to help children at all grade and reading levels.	\$ 15,477.28	\$ 15,477.28	\$ -	\$ -	\$ -	Phyllis C. Hunter Consulting Workshops scheduled for November 6 and 7 Plus lodging
<b>Total Purchased/Contracted Services</b>	<b>\$ 171,127.53</b>	<b>\$ 102,120.53</b>	<b>\$ 27,819.50</b>	<b>\$ 8,450.62</b>	<b>\$ 41,187.50</b>	
<b>Supplies</b>						
<b>Books and music instruments</b> All supplies needed for tutoring, college prep and pre-school programs.	\$ 1,076.62	\$ 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.	\$ 1,489.92	\$ 128.10	\$ 59.93	\$ 59.93	\$ 1,301.89	Monoprice, Inc. (Cables) Positive Promotions Scholastic Classroom
<b>Total Supplies</b>	<b>\$ 2,566.54</b>	<b>\$ 1,204.72</b>	<b>\$ 59.93</b>	<b>\$ 59.93</b>	<b>\$ 1,301.89</b>	
<b>Capital Outlay</b>						
<b>iPads and charging stations</b>	\$ 44,584.40	\$ 22,796.40	\$ 21,788.00	\$ 21,788.00	\$ -	Purchased (60) iPad mini (16g) @ \$299.94 each and 10 Griffin Multidock stations @ \$480 each Purchased (67) Apple iPads mini with cases and chargers
<b>Monitors</b> 55" Samsung flat screen TV's to be used as video monitors - 4 @ \$1,499 each	\$ 6,635.93	\$ 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	\$ -		\$ -	\$ -	\$ -	
<b>Signs/Banners</b>	\$ 3,585.60				\$ 3,585.60	(16) Retractable banner stands
<b>Total Capital Outlay</b>	<b>\$ 54,805.93</b>	<b>\$ 29,432.33</b>	<b>\$ 21,788.00</b>	<b>\$ 21,788.00</b>	<b>\$ 3,585.60</b>	<b>Available Budget</b>
<b>TOTAL Cleveland Foundation Grant</b>	<b>\$ 228,500.00</b>	<b>\$ 132,757.58</b>	<b>\$ 49,667.43</b>	<b>\$ 30,298.55</b>	<b>\$ 46,074.99</b>	<b>\$ -</b>

**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
REGULAR EMPLOYMENT REPORT  
5/01/2015 THROUGH 5/31/2015**

EXHIBIT 11

**Human Resources Committee Report  
June 25,2015**

<b>RESIGNATIONS</b>	<b>DEPT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASON</b>
<b>NAME</b>				
BOOTH,GEORGE	SHELF	PAGE	5/13/2015	RETURN TO SCHOOL
NEWELL,RASHIDA	BRANCH SUBS	BRANCH CLERK SUB	5/20/2015	PERSONAL REASONS
REVELT,AMBER	EASTMAN	PAGE	5/28/2015	ANOTHER POSITION
WILLIAMSON,DAVID	SAFE & PROT SVCS	SAFE & PROT SVCS OFF	5/29/2015	MEDICAL
BLOCK,ANDREA	BRANCH SUBS	BRANCH CLERK SUB	5/31/2015	PERSONAL REASONS
CHRISTMAS,WILLIAM*	MEM-NOT	PAGE	4/18/2015	PERSONAL REASONS
PABON,BRITANY*	BROOKLYN	PAGE	2/25/2015	PERSONAL REASONS

**OTHER TERMINATIONS**

N/A

**OTHER TERMINATIONS**

N/A

\*DATA NOT AVAILABLE FOR MONTHLY REPORT

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**CLEVELAND PUBLIC LIBRARY  
 SALARY CHANGES REPORT  
 FROM 05/01/2015 TO 05/31/2015**

Human Resources Committee Report  
 June 25, 2015

**EMPLOYEE:** KELLY-GRASSO, KAREN  
**JOB TITLE:** LA COMP-EMPH  
**CURRENT GRADE:** F **EFFEC DATE** 05/31/2015  
**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

**EMPLOYEE:** WHITE, EBONY  
**JOB TITLE:** LA COMP-EMPH  
**CURRENT GRADE:** F **EFFEC DATE** 05/31/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	15,303.60	27,846.52	PROMOTION

**EMPLOYEE:** KORTE, LILY  
**JOB TITLE:** LA SUB  
**CURRENT GRADE:** F **EFFEC DATE** 05/31/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9,994.14	13,651.30	PROMOTION

**EMPLOYEE:** WILLIAMS, LATRICE  
**JOB TITLE:** BRANCH CLERK  
**CURRENT GRADE:** B **EFFEC DATE** 05/31/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	15,303.60	31,854.16	TRANSFER

**EMPLOYEE:** FULLMER, PATRICIA  
**JOB TITLE:** LIBRARY ASSISTANT-YOUTH  
**CURRENT GRADE:** F **EFFEC DATE** 05/31/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		23,205.52	NEW HIRE

**EMPLOYEE:** SMITH, ROSZITA  
**JOB TITLE:** PAYROLL BENEFITS PRACTITIONER  
**CURRENT GRADE:** F **EFFEC DATE** 05/17/2015  
**CURRENT STEP:** 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	42,169.14	44,366.92	RECLASS

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**CLEVELAND PUBLIC LIBRARY  
 SALARY CHANGES REPORT  
 FROM 05/01/2015 TO 05/31/2015**

**EMPLOYEE:** WILLIAMS, NAKIA  
**JOB TITLE:** BRANCH CLERK SUB

**CURRENT GRADE:** B **EFFEC DATE** 05/25/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		15,303.60	NEW HIRE

**EMPLOYEE:** GABB, JULIE  
**JOB TITLE:** LA SUB

**CURRENT GRADE:** F **EFFEC DATE** 05/25/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		20,903.74	NEW HIRE

**EMPLOYEE:** BYANSI, ETAN  
**JOB TITLE:** LA SUB

**CURRENT GRADE:** F **EFFEC DATE** 05/25/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		20,903.74	NEW HIRE

**EMPLOYEE:** LOCKHART, GERONE  
**JOB TITLE:** LA SUB

**CURRENT GRADE:** F **EFFEC DATE** 05/18/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		20,903.74	NEW HIRE

**EMPLOYEE:** NEWELL, RASHIDA  
**JOB TITLE:** BRANCH CLERK SUB

**CURRENT GRADE:** B **EFFEC DATE** 05/18/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		15,303.60	NEW HIRE

**EMPLOYEE:** CLEMONS, COURTNEY  
**JOB TITLE:** BRANCH CLERK SUB

**CURRENT GRADE:** B **EFFEC DATE** 05/18/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		15,303.60	NEW HIRE

## CLEVELAND PUBLIC LIBRARY

REPORT E

## Human Resources Committee Report

Meeting Date: June 25, 2015

Report Period May, 2015

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

MONTH	2014 SICK LEAVE HOURS USED	2015 SICK LEAVE HOURS USED	2015 TOTAL HOURS
January *	4,933.14	4,564.09	134,298.80
February	4,259.31	3,605.82	87,469.84
March	4,679.66	3,202.84	88,526.48
April	3,675.04	3,809.46	89,142.91
May	3,338.68	3,615.00	92,814.87
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**  
**May 1, 2015- May, 31, 2015**  
**EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT**  
**FULL/PART-TIME EMPLOYEES**

REPORT F

## Human Resources Committee Report

June 25, 2015

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	81	21	10	1			30	18	1		
Professionals	75	13	2			1	39	13	4	3	
Technicians	18	9	2	1			4	1	1		
Protective Service	18	8	9					1			
Para-Professionals	127	25	30	2	2		31	28	7	2	
Administrative Support	292	30	64	5	3		52	119	17	2	
Skilled Craft	11	5	3	1	1			1			
Service Maintenance	49	8	33	1			2	4	1		
<b>Grand Total</b>	<b>671</b>	<b>119</b>	<b>153</b>	<b>11</b>	<b>7</b>	<b>0</b>	<b>158</b>	<b>185</b>	<b>31</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  
May  
2015**

REPORT G

Human Resources Committee Report  
June 25, 2015

**Staff Enrollments-Health Care/Dental**

	Single	Family	Total
Essential	1	2	3
Standard	71	61	132
Standard with OAD	0	0	0
Premier	203	86	289
Premier with OAD	0	0	0
Dental Insurance	173	271	444
Vision Employee			236
Vision Children			34
Vision Spouse			45
Vision Family			75

<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>

CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR MAY 2015

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	117,686	135,557	588	652	619,057	676,050	-8.4%
Branches	247,795	310,070	1,177	1,410	1,332,269	1,554,077	-14.3%
Mobile Units	3,814	5,697			27,423	31,287	-12.4%
Library for the Blind	45,139	52,955			241,097	260,559	-7.5%
OLBPD BARD	10,363	11,077			58,108	54,284	7.0%
eMedia	22,512	18,790			108,659	95,780	13.4%
<b>TOTAL CIRCULATION</b>	<b>447,309</b>	<b>534,146</b>			<b>2,386,613</b>	<b>2,672,037</b>	<b>-10.7%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD	
	2015	2014	2015	2014	Gain/Loss	YTD Gain/Loss
eBook	14,837	13,156	73,618	69,882	5.3%	5.3%
eAudiobook	5,658	4,450	27,202	21,630	25.8%	25.8%
eMusic	15	48	87	151	-42.4%	-42.4%
eVideo	193	353	1,007	1,055	-4.5%	-4.5%
eMagazines	1,809	783	6,745	3,062	120.3%	120.3%
<b>TOTAL eCIRCULATION</b>	<b>22,512</b>	<b>18,790</b>	<b>108,659</b>	<b>95,780</b>	<b>13.4%</b>	<b>13.4%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD	
	2015	2014	2015	2014	Gain/Loss	YTD Gain/Loss
Downloads	10,363	11,077	58,108	54,284	7.0%	7.0%
Users	601	640	3,086	3,329	-7.3%	-7.3%

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	10,741	13,178	7,711	9,736	-20.8%
Branches	540	40 minutes	75,782	87,770	49,279	58,185	-15.3%
<b>TOTAL USAGE</b>	<b>634</b>		<b>86,523</b>	<b>100,948</b>	<b>56,990</b>	<b>67,921</b>	<b>-16.1%</b>

Sessions less than 5 minutes excluded. Sessions and hours in use appear lower due to problems with counting software.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	39,041	49,478	195	238	194,701	218,805	-11.0%
Branches	229,104	241,370	1,088	1,098	1,103,728	1,136,858	-2.9%
Mobile Unit	505	717			2,336	2,939	-20.5%
<b>TOTAL VISITS</b>	<b>268,650</b>	<b>291,565</b>			<b>1,300,765</b>	<b>1,358,602</b>	<b>-4.3%</b>

REPORT H

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR MAY 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	5,789	649	603	1,010	8,051	549	8,600
Brooklyn	2,768	464	333	471	4,036	537	4,573
Carnegie West	7,685	904	1,208	1,551	11,348	1,042	12,390
Collinwood	5,146	524	517	719	6,906	569	7,475
East 131st	2,413	272	247	510	3,442	283	3,725
Eastman	11,309	1,410	1,622	2,962	17,303	1,847	19,150
Fleet*	7,741	794	948	1,040	10,523	908	11,431
Fulton	6,423	535	768	945	8,671	761	9,432
Garden Valley	2,124	188	214	160	2,686	230	2,916
Glenville	3,863	384	361	807	5,415	402	5,817
Harvard-Lee	4,844	523	767	1,050	7,184	576	7,760
Hough	2,736	263	191	335	3,525	244	3,769
Jefferson	3,900	662	869	975	6,406	524	6,930
Langston Hughes	3,802	571	547	868	5,788	440	6,228
Lorain	6,164	948	741	1,184	9,037	699	9,736
Martin Luther King, Jr.	3,752	492	708	831	5,783	591	6,374
Memorial-Nottingham	6,481	766	1,145	1,919	10,311	998	11,309
Mt. Pleasant	2,598	355	246	356	3,555	251	3,806
Rice	7,430	692	809	1,509	10,440	727	11,167
Rockport	11,206	1,031	1,312	2,049	15,598	1,812	17,410
South	5,084	655	474	869	7,082	507	7,589
South Brooklyn	9,347	998	1,595	2,439	14,379	1,876	16,255
Sterling	3,062	284	297	373	4,016	331	4,347
Union	4,428	492	551	523	5,994	372	6,366
Walz	9,134	853	1,295	1,744	13,026	1,132	14,158
West Park	10,209	1,539	2,804	3,675	18,227	2,201	20,428
Woodland	6,473	478	420	726	8,097	557	8,654
<b>TOTAL</b>	<b>155,911</b>	<b>17,726</b>	<b>21,592</b>	<b>31,600</b>	<b>226,829</b>	<b>20,966</b>	<b>247,795</b>

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

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

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2014	2015	2014		
Addison	8,600	11,147	47,220	59,697	-12,477	-20.9%	
Brooklyn	4,573	6,535	29,790	32,631	-2,841	-8.7%	
Carnegie West	12,390	13,504	62,172	67,497	-5,325	-7.9%	
Collinwood	7,475	8,231	38,988	44,450	-5,462	-12.3%	
East 131st	3,725	5,484	21,186	26,720	-5,534	-20.7%	
Eastman	19,150	20,134	97,632	103,948	-6,316	-6.1%	
Fleet*	11,431	13,863	57,111	71,500	-14,389	-20.1%	
Fulton	9,432	18,856	51,262	81,748	-30,486	-37.3%	
Garden Valley	2,916	3,952	15,190	18,776	-3,586	-19.1%	
Glenville	5,817	7,626	32,917	41,204	-8,287	-20.1%	
Harvard-Lee	7,760	9,192	39,347	45,788	-6,441	-14.1%	
Hough	3,769	4,795	22,228	24,690	-2,462	-10.0%	
Jefferson	6,930	8,455	39,141	43,639	-4,498	-10.3%	
Langston Hughes	6,228	8,040	34,758	35,976	-1,218	-3.4%	
Lorain	9,736	12,910	47,801	57,636	-9,835	-17.1%	
Martin Luther King, Jr.	6,374	11,393	49,058	56,119	-7,061	-12.6%	
Memorial-Nottingham	11,309	14,456	59,958	73,648	-13,690	-18.6%	
Mt. Pleasant	3,806	5,384	21,012	30,039	-9,027	-30.1%	
Rice	11,167	11,978	56,813	61,322	-4,509	-7.4%	
Rockport	17,410	20,106	93,316	102,833	-9,517	-9.3%	
South	7,589	9,330	43,419	47,533	-4,114	-8.7%	
South Brooklyn	16,255	21,525	91,343	107,084	-15,741	-14.7%	
Sterling	4,347	5,788	25,769	29,658	-3,889	-13.1%	
Union	6,366	7,852	32,578	42,027	-9,449	-22.5%	
Walz	14,158	16,030	70,271	83,535	-13,264	-15.9%	
West Park	20,428	22,948	105,276	111,348	-6,072	-5.5%	
Woodland	8,654	10,556	46,713	53,031	-6,318	-11.9%	
<b>TOTAL</b>	<b>247,795</b>	<b>310,070</b>	<b>1,332,269</b>	<b>1,554,077</b>	<b>-221,808</b>	<b>-14.3%</b>	

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

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE MAY 2015**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014			
Addison	5,938	6,610	27,167	29,585	-2,418	-8.2%	
Brooklyn	3,589	4,116	17,387	19,084	-1,697	-8.9%	
Carnegie West	15,604	15,720	78,523	74,374	4,149	5.6%	
Collinwood	6,473	6,876	31,065	33,949	-2,884	-8.5%	
East 131st	7,621	8,198	35,990	36,146	-156	-0.4%	
Eastman	10,306	10,580	54,467	57,084	-2,617	-4.6%	
Fleet	10,871	11,689	50,459	53,441	-2,982	-5.6%	
Fulton	7,405	7,807	34,942	36,198	-1,256	-3.5%	
Garden Valley	4,213	5,185	21,591	23,347	-1,756	-7.5%	
Glenville	7,936	6,833	35,149	32,484	2,665	8.2%	
Harvard-Lee	8,493	10,165	39,621	48,183	-8,562	-17.8%	
Hough	11,745	10,034	54,315	47,562	6,753	14.2%	
Jefferson	6,817	7,508	35,701	38,028	-2,327	-6.1%	
Langston Hughes	8,952	8,275	37,268	34,789	2,479	7.1%	
Lorain	7,419	8,983	34,724	40,020	-5,296	-13.2%	
Martin Luther King, Jr.	8,576	8,021	38,717	31,629	7,088	22.4%	
Memorial-Nottingham	4,928	6,345	23,918	30,299	-6,381	-21.1%	
Mt. Pleasant	6,185	7,059	31,586	33,568	-1,982	-5.9%	
Rice	12,066	12,514	65,051	64,347	704	1.1%	
Rockport	10,183	12,649	50,853	62,053	-11,200	-18.0%	
South	7,656	7,933	35,849	39,316	-3,467	-8.8%	
South Brooklyn	13,953	13,434	67,793	61,569	6,224	10.1%	
Sterling	9,106	10,796	45,437	50,146	-4,709	-9.4%	
Union	7,527	7,098	33,483	29,068	4,415	15.2%	
Walz	8,575	9,564	40,797	44,383	-3,586	-8.1%	
West Park	9,407	9,611	47,279	49,655	-2,376	-4.8%	
Woodland	7,560	7,767	34,596	36,551	-1,955	-5.3%	
<b>TOTAL</b>	<b>229,104</b>	<b>241,370</b>	<b>1,103,728</b>	<b>1,136,858</b>	<b>-33,130</b>	<b>-2.9%</b>	

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS MAY 2015**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	20,428	1 Carnegie West	15,604	1 South Brooklyn	20,100
2 Eastman	19,150	2 South Brooklyn	13,953	2 West Park	32,043
3 Rockport	17,410	3 Rice	12,066	3 Fleet**	27,814
4 South Brooklyn	16,255	4 Hough	11,745	4 Eastman	26,727
5 Walz	14,158	5 Fleet	10,871	5 Rockport	23,674
6 Carnegie West	12,390	6 Eastman	10,306	6 Fulton	19,896
7 Fleet*	11,431	7 Rockport	10,183	7 Rice	19,647
8 Memorial-Nottingham	11,309	8 West Park	9,407	8 Memorial-Nottingham	19,462
9 Rice	11,167	9 Sterling	9,106	9 Harvard-Lee	19,271
10 Lorain	9,736	10 Langston Hughes	8,952	10 Walz	17,655
11 Fulton	9,432	11 Martin Luther King, Jr.	8,576	11 Collinwood	16,063
12 Woodland	8,654	12 Walz	8,575	12 Langston Hughes	14,769
13 Addison	8,600	13 Harvard-Lee	8,493	13 Glenville	14,439
14 Harvard-Lee	7,760	14 Glenville	7,936	14 Addison	14,006
15 South	7,589	15 South	7,656	15 East 131st	13,603
16 Collinwood	7,475	16 East 131st	7,621	16 Mt. Pleasant	13,025
17 Jefferson	6,930	17 Woodland	7,560	17 Lorain	12,792
18 Martin Luther King, Jr.	6,374	18 Union	7,527	18 Martin Luther King, Jr.	12,588
19 Union	6,366	19 Lorain	7,419	19 Carnegie West	12,392
20 Langston Hughes	6,228	20 Fulton	7,405	20 Union	10,487
21 Glenville	5,817	21 Jefferson	6,817	21 Sterling	8,416
22 Brooklyn	4,573	22 Collinwood	6,473	22 Woodland	8,267
23 Sterling	4,347	23 Mt. Pleasant	6,185	23 South	7,946
24 Mt. Pleasant	3,806	24 Addison	5,938	24 Hough	6,325
25 Hough	3,769	25 Memorial-Nottingham	4,928	25 Brooklyn	5,667
26 East 131st	3,725	26 Garden Valley	4,213	26 Jefferson	5,524
27 Garden Valley	2,916	27 Brooklyn	3,589	27 Garden Valley	3,515
	247,795		229,104	28 Broadway**	2,310
					3,220
					1,966
					388,323
					473,177

\*\*\*Broadway and Fleet services areas merged

Prepared By: Northern Ohio Data and Information Service –  
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\*Broadway branch library closed its doors on November 16, 2012

\*\*Equipment malfunction; substitute value used

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
CLEVNET	69,734	76,173	374,952	403,224	-7.0%
MORE	379	476	1,979	3,919	-49.5%
Other Libraries	314	592	1,835	3,762	-51.2%
<b>TOTAL</b>	<b>70,427</b>	<b>77,241</b>	<b>378,766</b>	<b>410,905</b>	<b>-7.8%</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	18,010	18,026	93,329	128,404	-27.3%
KnowItNow Web Reference*	123	370	705	1,877	-62.4%
Interlibrary Loan Requests	693	1,068	1,068	9,673	-89.0%
<b>TOTAL</b>	<b>18,826</b>	<b>19,464</b>	<b>95,102</b>	<b>139,954</b>	<b>-32.0%</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	5,334	6,826	27,931	29,035	-3.8%
Total Items Added	20,487	21,873	96,819	95,559	1.3%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Main Library	200	208	999	990	0.9%
Branches	5,686	5,936	28,569	28,302	0.9%



# COMPARING ITEMS CIRCULATED TO CHECKOUTS MAY 2014 VS. MAY 2015

