

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
May 21, 2015  
Trustees Room Louis Stokes Wing  
12:00 Noon

Present: Ms. Butts, Ms. Rodriguez, Mr. Corrigan,  
Mr. Seifullah, Mr. Hairston (departed 1:45  
p.m.), Mr. Parker (arrived 12:20 p.m.; departed  
1:45 p.m.)

Absent: None

Ms. Rodriguez called the meeting to order at 12:10 p.m.

Mr. Corrigan moved to adjourn into Executive Session to  
discuss employment for a public employee. Mr. Hairston  
seconded the motion, which passed unanimously by roll  
call vote.

The Board adjourned into Executive Session at 12:11 p.m.

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

The Regular Board Meeting resumed at 12:41 p.m.

**Approval of the Minutes**

Mr. Corrigan moved approval of the minutes for the  
4/16/15 Regular Board Meeting; and 4/14/15 Joint Finance  
and CPL150 Ad Hoc Committee Meeting. Mr. Hairston  
seconded the motion, which passed unanimously by roll  
call vote.

**COMMUNICATIONS**

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

Ms. Rodriguez acknowledged Mr. Gerald Henley, Volunteer  
Educational Services, who expressed interest in the  
African American Museum being included in a proposal  
regarding the future use of the Martin Luther King, Jr.  
branch building. The proposal would include that the

MINUTES OF REG.  
BRD. MTG. OF  
4/16/15; JOINT  
FINANCE &  
CPL150 AD HOC  
COMMITTEE  
MEETING OF  
4/14/15  
Approved

building be refurbished and house the African American Museum and the effort would be supported by private investors.

Ms. Rodriguez thanked Mr. Henley and stated that although there have been no formal plans made for the branch, he is welcome to submit additional information for consideration.

Mr. Corrigan stated that Library has been asked by the City, because of their development interests regarding the police station and the University Circle area, to consider including the branch property in the overall development plans. The Board is committed to Library services in the University Circle area. Currently, the Martin Luther King, Jr. branch will be maintained in the foreseeable future.

Mr. Henley stated that he would submit a proposal to the Board.

Mr. Hairston stated that he was once a member of African American Museum board and was concerned about the archives and the status of their location. Mr. Hairston recommended that that information be included in the proposal as well.

#### **FINANCE COMMITTEE REPORT**

Mr. Seifullah presented the following report.

#### **Resolution to Accept Gifts for the Month of April**

(See page 617)

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

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

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

RESOLUTION  
TO ACCEPT  
GIFTS FOR THE  
MONTH OF  
APRIL 2015  
Approved

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

Mr. Corrigan asked for clarification on the posting error for the Lockwood Thompson Fund.

Carrie Krenicky, Chief Financial Officer, stated that this correction reverses the posting in error from March. The Cleveland Foundation provides a list of disbursements. This item was on the list but the disbursement had not been received at that time.

Resolution to Accept Gift from New York Community Bank Through The Friends of The Cleveland Public Library

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

WHEREAS, The Friends of the Cleveland Public Library submitted a proposal to New York Community Bank for a \$40,000 grant to create early literacy spaces and interactive learning spaces for children and parents at the Woodland and Carnegie West branches of the Cleveland Public Library; and

WHEREAS, The New York Community Bank approved the grant request and issued a check to the Friends of the Cleveland Public Library, which in turn issued a check to the Cleveland Public Library.

WHEREAS, The grant funds will allow the Library to purchase for each branch 10-12 interactive learning panels created by the Burgeon Group, a Portland-based company that specializes in creating interactive learning spaces, as well as new furniture, new paint, and possibly new rugs; now therefore be it

RESOLVED That the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a gift from the Friends of the Cleveland Public Library in the amount of \$40,000 for deposit into the Founders Fund Account No. 203046-46100-15801, to be used for expenditures in connection with the development and creation of early literacy spaces and interactive learning spaces for children and

RESOLUTION  
TO ACCEPT  
GIFT FROM  
NEW YORK  
COMMUNITY  
BANK  
THROUGH THE  
FRIENDS OF  
THE  
CLEVELAND  
PUBLIC  
LIBRARY  
Approved

parents at the Woodland and Carnegie West Branches of the Cleveland Public Library. The Executive Director, CEO, or his designee, is authorized to execute any documents, instruments, or agreements necessary to receive the gift, and is further 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 expend the grant funds to effectuate the terms and conditions of this Resolution.

Jason Jaffery, Executive Director, Friends of the Cleveland Public Library, thanked Director Thomas and library staff for their support in this effort and acknowledged New York Community Bank for their generosity. As a result of ongoing conversations, Samantha Joseph, Senior Counsel at New York Community Bank, has joined the Friends Board.

Third Amendment to the Year 2015 Appropriation

(See pages 618-623)

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 May 14, 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 Third Amendment to the Year 2015 Appropriation Schedule be approved.

THIRD  
AMENDMENT TO  
THE YEAR 2015  
APPROPRIATION  
Approved

Year 2016 Tax Budget

(See pages 624-632)

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 5705.28 requires the Board of Library Trustees to submit its Tax Budget for Fiscal Year 2016 to the Board of the Cleveland Metropolitan School District on or before June 1, 2015; and

WHEREAS, **Ohio Revised Code** Section 5705.30 requires the Board of the Cleveland Metropolitan School District to adopt and submit the Library's Year 2016 Tax Budget to the County Fiscal Officer on or before July 20, 2015; and

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

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

WHEREAS, The financial needs of Cleveland Public Library from **Tax Sources** for Fiscal Year 2016 have been determined to be at least \$54,300,000; now therefore be it

RESOLVED, That the Year 2016 Tax Budget and Alternate Tax Budget Information Forms for Cleveland Public Library be presented to the Board of the Cleveland Metropolitan School District and the Cuyahoga County Budget Commission as required by **Ohio Revised Code**.

Mr. Corrigan thanked Ms. Krenicky for her work on the Tax Budget and stated that the budget would be a wish list reflecting a conservative but accurate expression of our needs.

RESOLUTION  
TO  
ESTABLISH  
AN AGENCY  
FUND FOR  
THE  
COLLECTION  
OF THE  
CLEVNET  
FINES & FEES  
Approved

Resolution to Establish an Agency Fund for the  
Collection of the CLEVNET Fines & Fees

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

WHEREAS, Fiduciary funds only report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government's own programs. These funds report resources held and administered by the Library when it is acting in a fiduciary capacity for other individuals, private organizations or other governments; and

WHEREAS, At the request of the Fiscal Officer, the Board of Trustees of Cleveland Public Library desires to establish an agency fund to be known as the "CLEVNET Fines & Fees fund (905)"; and

WHEREAS, The "CLEVNET Fines & Fees fund (905)" will account for the collection of online payments of fines and fees until they are forwarded to the proper organization; now therefore be it

RESOLVED, The Board of Trustees of Cleveland Public Library establishes an agency fund to be known as the "CLEVNET Fines & Fees fund (905)" effective with payments received as of May 1, 2015.

Resolution to Purchase Radio Systems for Cleveland  
Public Library Safety & Protective Services

(See pages 633-635)

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

WHEREAS, On October 18, 2012, the Board of the Cleveland Public Library authorized to purchase the necessary radios with accessories from Motorola Solutions needed to join Multi-Agency Radio Communications System Program Office (MARCS) in the amount of \$71,536.00; and

WHEREAS, The process of implementing staffing changes to the Department of Safety and Protective Services has

RESOLUTION  
TO PURCHASE  
RADIO  
SYSTEMS FOR  
CLEVELAND  
PUBLIC  
LIBRARY  
SAFETY &  
PROTECTIVE  
SERVICES  
Approved

added additional staff to the Department and it is in need of eleven (11) additional radios; and

WHEREAS, The Property Management department requested quotes from (3) vendors and received the following:

Motorola Solutions	\$35,252.25
B&C Communications	\$35,252.25
Bender Communications	\$35,318.25

WHEREAS, Property Management recommends the purchase of the radios directly from Motorola Solutions; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director or his designee to enter into a Purchase Agreement with Motorola Solutions, subject to approval of the Chief Legal Officer, to purchase eleven (11) radios with accessories in the amount of \$35,252.25 with the expenditure being charged to the General Fund Account 12930055-55520 (Equipment).

Mr. Corrigan asked if there was any information available on the coinciding bids.

Myron Scruggs, Director of Property Management, stated that Motorola Solutions and B&C Communications are both state contract and have the same price.

Resolution to Enter Into Agreement With Family Connections of Northeast Ohio for Literacy Playroom at Woodland Branch

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

WHEREAS, Family Connections of Northeast Ohio is a nonprofit that for more than 30 years has been providing early literacy, parenting support and school readiness services to families in greater Cleveland, and offers a number of programs to help parents and other caregivers make sure their young children have experiences that will help them develop the skills needed to succeed in school; and

WHEREAS, One of those programs is the library-based literacy playroom where families learn important

RESOLUTION  
TO ENTER INTO  
AGREEMENT  
WITH FAMILY  
CONNECTIONS  
OF  
NORTHEAST  
OHIO FOR  
LITERACY  
PLAYROOM AT  
WOODLAND  
BRANCH  
Approved

literacy skills, have fun, read and play together with instruction and guidance from trained staff; and

WHEREAS, This program is aligned with the Library's mission of providing quality early childhood literacy programming to urban communities, and the Library desires to engage CONNECTIONS to provide a literacy playroom at its Woodland Branch; and.

WHEREAS, Family Connections has submitted a proposal to develop a curriculum for the literacy playroom, hire a part-time coordinator to work at the Woodland Branch playroom and to promote the playroom throughout the community, and to operate it two to three times a week for two hour sessions each for a period of one year; and

WHEREAS, The cost to the Library of these services will be Thirty-Six Thousand, One Hundred Sixty-Three Dollars and Seventy-Six Cents (\$36,163.76); now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute an agreement with Family Connections of Northeast Ohio in the amount of Thirty-Six Thousand, One Hundred Sixty-Three Dollars and Seventy-Six Cents (\$36,163.76) to establish and operate a literacy playroom at the Woodland Branch of the Cleveland Public Library for a period of one year, which expenditures shall be charged to the Founders Fund No. 20380103-53710 (Professional Services), and which agreement shall be subject to the approval of the Library's Chief Legal Officer.

Ms. Butts asked if the \$36,163.76 was in addition to the \$40,000 grant from New York Community Bank.

Joyce Dodrill, Chief Legal Officer, stated that Woodland and Carnegie West branches would each receive \$20,000 of the \$40,000 grant from New York Community Bank to create early literacy spaces and interactive learning spaces for children and parents. \$15,000 of the New York Bank Funds is designated for the purchase of equipment.

Aaron Mason, Assistant Director, Outreach and Programming Services, introduced Joanne Federman,

Executive Director, Family Connections of Northeast Ohio.



Ms. Federman stated that she looked forward to the collaboration and was available for any questions the Board may have had.

Resolution Authorizing Committee to Rank Proposals from Construction Managers at Risk and to Recommend Selection to Board of Trustees for Phase 2 Main Consolidation Project

Mr. Seifullah moved approval of the following resolution. Ms. Butts 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. Statements of Qualification are required to be submitted to the Library by June 2, 2015 at 12 noon; and

WHEREAS, Ohio Revised Code Section 9.334 governs the selection of a construction manager at risk, and requires the public authority planning to contract with a construction manager at risk to evaluate the statement of qualifications submitted and select not fewer than three most qualified. It further requires that the public authority request pricing proposals and technical proposals from the three selected construction managers at risk, and that after evaluating proposals and interviewing the top-ranked construction managers, the public authority is to rank the three top-ranked construction managers on the basis of best value; and

WHEREAS, An Evaluation Committee comprised of the Deputy Director, the Director of Property Management, the Assistant Director of Property Management, and the Chief Financial Officer, has been established in accordance with the legal requirement that such a committee be convened prior to the release of the request for qualifications; now therefore be it

RESOLVED, That the Board of Library Trustees hereby approves the composition of the Evaluation Committee and, in accordance with R.C. 9.334 and the pertinent sections of the Ohio Administrative Code, authorizes the Evaluation Committee to evaluate the statements of

RESOLUTION  
AUTHORIZING  
COMMITTEE TO  
RANK  
PROPOSALS  
FROM  
CONSTRUCTION  
MANAGERS AT  
RISK AND TO  
RECOMMEND  
SELECTON TO  
BOARD OF  
TRUSTEES FOR  
PHASE 2 MAIN  
CONSOLIDATION  
PROJECT  
Approved

qualifications and to select no fewer than three firms which it considers most qualified, unless the Evaluation Committee determines in writing that fewer than three qualified construction managers at risk are available. This Board further authorizes the Library to request pricing proposals and technical proposals from the three selected firms, and authorizes the Evaluation Committee to interview each construction manager at risk firm that submits a proposal, and to rank them based upon the final evaluation of each proposal to determine the best value; and be it further

RESOLVED, That the Evaluation Committee's ranking of the three selected firms and its selection of the top ranked firm will be presented to the Board of Trustees at the June meeting for consideration.

Resolution to Amend the Resolution Approving Amendment to the Agreement with Cintas Corporation for Uniform Rental Services

(See pages 636-637)

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

WHEREAS, On April 16, 2015, the Board of Trustees of the Cleveland Public Library approved an amendment to the three (3) year agreement with Cintas Corporation (officially known as Cintas Sales Corporation) effective April 30, 2015, for uniform rental services for Safety and Protective Services and Maintenance Mechanic employees at an estimated cost of \$9,000.00 plus an additional amount of \$4,000.00 for buyback costs resulting from damage and unanticipated uniform replacement and rental costs through the end of the agreement, increasing the agreement by \$13,000.00 for a total agreement amount of \$37,506.61; and

WHEREAS, The Library has learned that the quote from Cintas Corporation upon which the Resolution was adopted contained an incorrect price for the buyback rate for Security shirts, which the Library must purchase since it will be altering the uniforms by affixing a patch to the sleeves. Instead of \$12.00 a shirt, the buyback charge is actually \$14.75 per shirt; and

RESOLUTION  
TO AMEND THE  
RESOLUTION  
APPROVING  
AMENDMENT  
TO THE  
AGREEMENT  
WITH CINTAS  
CORPORATION  
FOR UNIFORM  
RENTAL  
SERVICES  
Approved

WHEREAS, In addition, the Library Administration inadvertently failed to include any buyback costs for the Security shirts in the Resolution. The Library must buy back 374 Security shirts at a cost of \$5,516.50; and

WHEREAS, The Library requests that the Board amend the Resolution approving the amendment to the agreement with Cintas to increase the costs for buyback of the Safety and Protective Services shirts by the amount of \$5,516.50; now therefore be it

RESOLVED, That the Board of Trustees hereby amends the Resolution adopted April 16, 2015 to authorize the expenditure of funds in the amount of \$14.75 per Security shirt for an additional estimated amount of \$5,516.50 for buyback costs of Security shirts, for a total agreement amount of \$43,023.11 with the expenditure being charged to the General Fund Account 12100053/12930053-53340 Building Maintenance.

Ms. Rodriguez asked if staff had further discussion with Cintas regarding the pricing error.

Myron Scruggs, Director of Property Management, stated that a new Cintas representative provided an inaccurate quote. Since Cintas did not actually have the shirt, the shirts had to be obtained from another supplier. As a resolution, a shirt that would have cost \$17.50, but will now be available at a reduced price of \$14.50. The cost differential was split. This will also include uniform laundering and cleaning.

Ms. Butts acknowledged that the expense would be greater if the Library had to purchase the shirts and launder them as well.

Resolution to Renew OCLC Cataloging, Worldshare ILL and Access Subscription Services

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 has purchased OCLC cataloging records for many years from OhioNet, a subsidiary of OCLC; and

RESOLUTION  
TO RENEW  
OCLC  
CATALOGING,  
WORLDSHARE  
ILL AND ACCES  
SUBSCRIPTION  
SERVICES  
Approved

WHEREAS, The Cleveland Public Library's Interlibrary Loan and resource sharing services use OCLC software and require access to OCLC's WorldCat database; and

WHEREAS, The Cleveland Public Library acquires OCLC cataloging records and resource sharing services on an annual subscription basis; and

WHEREAS, OCLC is a sole source provider for OCLC cataloging records and resource sharing services; and

RESOLVED, That the Board of Trustees approves the subscription renewal for the period of July 1, 2015 through June 30, 2016 for OCLC Cataloging, OCLC WorldShare ILL and Access Services at an amount not to exceed \$229,805.88, which includes flat-rate credits in the amount of \$25,259.72 deducted from the annual renewal rate of \$255,065.60, charged to the General Fund, Account 14140053-53800 Library Material Control; now be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into such agreements and execute other instruments or documents necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Mr. Corrigan asked if the Library would have WorldCat.

Tish Lowery, Director of Technical Services, stated that although CLEVNET has dropped WorldCat, Cleveland Public Library has picked it up and will be available for our patrons.

Resolution to Authorize Freight Charges for Filters Purchased for Main and Louis Stokes Wing Building HVAC Equipment from Ketchum & Walton Co.

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 Trustees of the Cleveland Public Library authorized the purchase of prefilters, secondary filters and final carbon filters from Ketchum & Walton Co., for a total cost not to exceed \$130,325.48; and

RESOLUTION  
TO AUTHORIZE  
FREIGHT  
CHARGES FOR  
FILTERS  
PURCHASED  
FOR MAIN AND  
LOUIS STOKES  
WING  
BUILDING  
HVAC  
EQUIPMENT  
FROM  
KETCHUM &  
WALTON CO.  
Approved

WHEREAS, The quote received from Ketchum & Walton Co. included Freight as "Prepaid and Add"; however, because

this amount was not in the quote it was not estimated at the time the quotes were tallied nor included in the total cost. The filters have been received, and on March 6, 2015, Ketchum & Walton Co. invoiced freight charges in the amount of \$5,207.00; now therefore be it

RESOLVED, That the Board of Trustees authorizes freight charges for the purchase of prefilters, secondary filters and final carbon filters from Ketchum & Walton Co., in the amount of \$5,207.00, for a total cost of \$135,532.48 with the expenditure being charged to the General fund account 12100052-52230 (Maintenance Supplies).

Myron Scruggs, Director of Property Management, gave a detailed description of the size, quantities and shipment of filters.

Resolution Authorizing Director to Negotiate and Enter into Gas and Electric Contracts to Take Effect After Expiration of Current Contracts

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

WHEREAS, The Cleveland Public Library currently has a contract with Direct Energy Business, LLC for the supply of electricity through August 2015 at the rate of \$6.260 per kWh; and

WHEREAS, The Library currently has a contract with Interstate Gas Supply, Inc. through October 31, 2015 at the rate of \$4.14 per MCF; and

WHEREAS, Market factors have caused the rates for gas to drop to all-time lows in the first quarter of this year, and rates remain below \$3.00 per MCF presently; and

WHEREAS, As a result of low gas prices and other market factors, the cost of electricity is lower than it was in 2014, and is currently below \$6.00 kWh for 24 to 36 month contracts ; and

RESOLUTION  
AUTHORIZING  
DIRECTOR TO  
NEGOTIATE  
AND ENTER  
INTO GAS AND  
ELECTRIC  
CONTRACTS  
TO TAKE  
EFFECT AFTER  
EXPIRATION  
OF CURRENT  
CONTRACTS  
Approved

WHEREAS, The costs of electric and gas have been slowly rising and predictions are that electricity will rise significantly as several coal-fired electric plants are closed in this region and demands increase during the warmer months; and

WHEREAS, The Library Administration has been meeting with energy brokers and consultants who have been watching the market fluctuations and have recommended that the Library enter into gas and electric contracts soon to be effective after the Library's current contracts expire in order to lock in rates before they rise; and

WHEREAS, The Library Administration is therefore requesting advanced authority from this Board to enter into gas and electric contracts since the rates change daily and the Library needs to have the flexibility to enter into a contract at a moment's notice, provided the rates do not exceed the rates the Library is currently paying under its existing gas and electric contracts; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to enter into contracts for natural gas and electricity either through a broker or directly, as the Library deems appropriate, with suppliers that have the best fixed rates for periods of time up to and including 36 months, provided the rates do not exceed the rates currently being paid by the Library for gas and electric, as described in this Resolution, and subject to the approval of the Chief Legal Officer; be it further

RESOLVED, That the contracts entered into will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

FISCAL  
OFFICER'S  
REPORT

Submitted

Fiscal Officer's Report

(See pages 638-647)

REPORT ON  
INVESTMENTS

Submitted

Report on Investments

(See page 648)

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES

Submitted

Report on Conference and Travel Expenditures

(See pages 649-653)

Report on Cleveland Foundation Grant for Library Learning Centers

(See page 654)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 655-659)

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

Madeline Corchado, Director of Human Resources, announced that the Affirmative Action Plan Report will be more appropriately titled the Employee Demographics Report going forward.

Mr. Hairston asked that Ms. Corchado give an overview of the Library's results on the Greater Cleveland Partnership Commission on Economic Inclusion Annual Employers Survey on Diversity.

Ms. Corchado presented the following 2014 Employers Survey on Diversity Individual Scorecard results for Cleveland Public Library:

The scoring system is divided into four quadrants with quadrant one (1) being the highest. Below is a brief overview of the Library's score.

Category	YR 2011	YR 2012	YR 2013	YR 2014	Comments
Board Of Directors (Minority Representation)	Q1; 57.1 %	Q1; 57.1 %	Q1; 57.1 %	Q1; 57.1 %	
Workforce Minority (Minority Representation)	Q1; 58%	Q1; 59%	Q1; 62%	Q1; 63%	
New Hires (Minority Representation)	Q4; N/A	Q1; 67%	Q1; 69%	Q1; 69%	Error in report (no

REPORT ON  
CLEVELAND  
FOUNDATION  
GRANT FOR  
LIBRARY  
LEARNING  
CENTERS  
Submitted

REGULAR  
EMPLOYMENT  
REPORT  
Approved

					policy)
Senior Management (Minority Representation)	Q4; N/A	Q1; 31.8 %	Q1; 39.5%	Q2; 25%	Change in Metrics-CEO
Supplier Diversity Spend (total)	Q4; N/A	Q4; .5%	Q4; .3%	Q4; .3%	
Supplier Diversity Spend (Regional)	Q4; N/A	Q4; 1.6%	Q4; .7%	Q4; .9%	

**Improvements Achieved:**

- Workforce minority increased 4% over three year period
- New hire of minority increased 2% over three year period
- Senior Management improved 7% over a one year period
- Supplier Diversity Spend Regional increased by 2% from 2013 to 2014

**Areas in need of improvement:**

- The most critical area of improvement is that of Supplier Diversity.
  - There are no policies or programs in place to attract diverse suppliers or mechanism in place to track pertinent data as it relates to vendors.
    - **Constraints**
      - Dedicated personnel to manage a Diversity Program
      - Lack of policies or restrictive policies (internal and external)
  - Development policies to support the hiring, promotion, and retention of minorities
  - Develop leadership program, such as mentoring, shadowing, job sharing, apprenticeship
    - **Constraints**
      - Staffing and
      - Competing priorities
      - Workplace dynamics

**Action Plan:**

- Staff continues to work on achieving prescribed tasks described in Library's Diversity Plan adopted in 2012.



Discussion continued on areas of improvement and constraints and vendor tracking technology.

Carrie Krenicky, Chief Legal Officer, stated that Finance Department staff is manually checking active vendor files and contacting vendors for updates. Vendors do not always supply this information.

Mr. Hairston stated that it is important to track for vendors who provide service to the Library for amounts that do not exceed the \$25,000 limit that requires Board authorization. A better tracking system would improve the Library's score.

Ms. Krenicky stated that the report does not include information on the use of broker/dealer firms which we execute investment transactions, which do not have a direct outlay of cash. During 2014, 41% of the trades were attributable to a minority firm.

Mr. Corrigan asked if this is an occasion for the Library to visit the questions of whether the Library should be a part of a disparity study.

Joyce Dodrill, Chief Legal Officer, stated we would have to do our own disparity study. The Phase 2 Construction Project will include MBE goals. Although we are constrained from enforcing those goals, this would be a good faith effort. Because the Library does not have a

disparity study, precedence states that we are unable to enforce MBE goals. As the Library seeks a construction

manager at risk, we are looking at how successful this firm has been in administering FBE and MBE goals.

Mr. Seifullah asked if the Library was prohibited from joining a disparity study with the City of Cleveland or Cleveland Metropolitan School District.

Ms. Dodrill stated that the Library would have to do a study on how the organization specifically has discriminated within the community.

Director Thomas stated that the Library had an initial discussion with the City of Cleveland at the time the City was considering their disparity study. However,

the expense was not in the best interest of the Library at the time.

Mr. Hairston asked if the vendors that the Library uses the same as on the City's MBE certified listing.

Ms. Dodrill stated that we do not have a system that links into the City's MBE list. However, we can explore that possibility as well. With additional staff support and resources, the Library can explore having its own MBE certification system, advertising, website listings and marketing.

Mr. Hairston stated that duplicate certification systems can prove to be a hardship on minority business and cautioned that careful thought be given as the Library moves forward.

Mr. Corrigan gave history of the Louis Stokes Wing and Main Library construction projects and touted the MBE contracts and resident participation goals accomplished. A follow up report on goals accomplished is important and expected as we revitalize Main and the branch libraries.

Director Thomas stated that effective systems should be in place for accountability purposes as the Library moves forward with construction projects.

Report on Paid Sick Time

(See page 66)

REPORT ON  
PAID SICK TIME  
Submitted

Affirmative Action Plan Report

(See page 661)

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

Insurance Summary Report

(See page 662)

INSURANCE  
SUMMARY  
REPORT  
Submitted

**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 663-669)

Mr. Corrigan acknowledged the following about the chart reflecting the rate of unemployment in Cleveland and Library circulation for period 2005-2014. As unemployment increases, circulation increases; as unemployment declines, circulation declines.

Mr. Corrigan noted the decline of overall circulation and the almost 12% increase in electronic circulation.

Building Status Update

Myron Scruggs, Director of Property Management, stated the art installation will be erected in the Eastman Reading Garden the first week in June.

Mr. Scruggs met with Councilman Brian Cummins' staff regarding a reading garden at the Fulton branch. Grant funds have been approved to convert an abandoned lot into a reading garden that would connect to the branch. The Library will move a fence for the project. Other details will be coordinated with the City and volunteers.

Mr. Scruggs announced that the Northeast Ohio Regional Sewer District Good Neighborhood program desires to utilize grant funds at Langston Hughes and Glenville branches to build rain gardens and seek additional funds for parking lot improvements at Glenville branch.

Director Thomas stated that Trustee Hairston was approached by the Cuyahoga County Land Reutilization Corporation to discuss the possibility of acquisition and demolition of the abandoned nuisance property near the Glenville branch if the Library would consider the area for parking lot.

Director Thomas thanked Ms. Corchado and Mr. Scruggs for their work with the Northeast Ohio Regional Sewer District on this project.

Mr. Hairston stated that this is an opportunity for the Library and encouraged further discussion with the Cuyahoga County Land Reutilization Corporation.

MONTHLY  
ACTIVITY  
REPORT  
Submitted

BUILDING  
STATUS  
UPDATE  
Presented

Mr. Scruggs stated that some leased vehicles will be arriving at the end of June. URS has been scheduled for the ten branches for the Safe, Warm and Dry initiative.

CPL150  
STRATEGIC  
PLAN UPDATE  
Presented

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, reported that the second and final round of public meetings were held for the following Group 1 Branches that are part of the CPL150 Community Vision Plan: South Branch was held on May 7 at Lincoln West High School; Woodland was held on May 16 at Friendly Inn; Sterling Branch was held on May 16 at Care Alliance; and Fleet Branch was held on May 20 at Third Federal Savings.

From May 30 to June 3, advisory committees of residents and stakeholders will meet to discuss the findings of the second public meetings. David Jurca of Kent State's Cleveland Urban Design Collaborative (CUDC) will summarize the findings and submit them in his final report to the Board prior to the June Board meeting.

Meanwhile, the Library continues to work with Peter Whitt of Enlightenment Consulting Group on the Branches in Group 2. Focus groups have been completed for Mount Pleasant and East 131<sup>st</sup> Branches. Focus groups for Brooklyn (Brooklyn Centre) and South Brooklyn (Old Brooklyn) are underway.

SAFE, WARM  
AND DRY  
UPDATE  
Presented

Safe, Warm and Dry Update

Mr. Corrigan stated that the Safe, Warm and Dry Update was covered with Mr. Scrugg's Building Status Update.

FRIENDS  
BOARD  
UPDATE  
Presented

Friends Board Update

Before requesting an update Friends Board Update from Jason Jaffery, Mr. Corrigan stated that he participated in Ohio Library Council Legislative Day on April 28, 2015 at the Statehouse and was joined by Library staff, members of the Friends Board as well as Jason Jaffery and Erin Davis of the Friends of Cleveland Public Library. Mr. Corrigan also participated in National Library Legislative Day, May 4-5, 2015 in Washington, DC and was joined by Director Thomas and Mr. Jaffery.

Jason Jaffery, Executive Director, Friends of Cleveland Public Library, stated that the recent investment made

by New York Community Bank has the potential to be a catalyst for future philanthropic investments to the Library.

Mr. Jaffery thanked Library staff and Board for recent gifts given to the Friends in support of the Library. A direct mail Spring appeal has been sent to 17,000 households that will update the community about the work of the Library and solicit financial support.

Mr. Jaffery gave an update on the design of the Friends new website. This website includes information on Friends events and Library activities.

Mr. Jaffery reviewed the Friends Executive Speakers Series schedule:

- 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 the Friends continue to work with Timothy Cosgrove, OLC staff, State legislators to preserve library funding through Personal Property Tax.

After some discussion about library funding, Ms. Rodriguez thanked Mr. Jaffery for his update.

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

Before presenting his report, Director Thomas acknowledged Magnolia Peters, Addison Branch Manager as Recipient of the WOW! **Empowerment Award**. This award is given to a manager who exhibits an empowering attitude in their routine dealings with staff and personnel issues, as well as for their abilities in coaching, mentoring and developing a more skillful workforce.

DIRECTOR'S  
REPORT  
Presented

Director Thomas announced that he has been elected the 2016-2017 president of the Public Library Association (PLA). As PLA president, the Library will have the opportunities for increased exposure and highlight library initiatives.

In addition, Cleveland Public Library has been selected as one of thirty cities to be a part of President ConnectED: Library Challenge initiative to ensure that all school students receive public library cards through their schools.

Ms. Rodriguez congratulated Director Thomas on behalf of the Board of Library Trustees.

### **Form Communities of Learning**

On April 8th, the Library hosted 230 students from CMSD schools for its second annual Girl Power event. Students from across the city participated in a half day program that included wellness workshops, career training, and arts programming.

ImpACT 216, College Now's ACT preparation program was offered 72 times at the following branches: Eastman, Harvard-Lee, MLK, and South Brooklyn. Average class attendance is 25 students per site.

On April 11th, local chef, entrepreneur, and author Jonathon Sawyer held a book signing in the Louis Stokes Wing auditorium to promote his new book *Noodle Kids: Around the World in 50 Fun, Healthy, Creative Recipes the Whole Family Can Cook Together*. To an audience of both parents and their children Sawyer spoke about the process of introducing young people to healthy meal choices and the art of cooking.

On April 10th and 24th the Library in partnership with the NASA Glen Research Center hosted a half-day program in honor of the 25th Anniversary of the launching of the Hubble telescope. Students and parents viewed a video documentary about the telescope, participated in hands-on activities, and heard a presentation by Center Director, James M. Free.

On April 18th the Library hosted Cleveland author, Tricia Meili in the Louis Stokes Wing Auditorium. Meili recounted her amazing story of survival and recovery

that was detailed in her best-selling memoir *I Am the Central Park Jogger: A Story of Hope and Possibility*. Prior to the main event Meili met with a group of 40 students who were part of the Cleveland Rape Crisis Center, Youth 360 program.

As a part of the Library's partnership with the Great Lakes Light Opera, two music awareness programs were 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 music and the history of the genre.

### **Fighting Community Deficits**

#### BOOKMOBILE/ON THE ROAD TO READING

The bookmobile had several mechanical issues this month. Starting on Monday, April 20th, the bookmobile broke down at the Asian Evergreen stop. The remaining two stops (University Towers and Antioch Towers) were canceled that day.

City Trucking mechanics were sent to the site and had to move the bookmobile to their garage for further diagnostics. The alternator was the issue and it was fixed by Tuesday afternoon (4/21). However, all stops on Tuesday were cancelled, because the bookmobile did not return until mid-afternoon.

On Wednesday, April 22nd the bookmobile started its run for the day, but while out at the first stop the power from the generator was not powering the lights or the equipment. The temperature was in the low 40s and with no heat or lights the bus was not a suitable place for patrons or staff. Two of the bookmobile's four stops were cancelled (Fairway and Scranton Castle). At the second stop, Franciscan, the staff was able to create a small area in the lobby for patrons to pick up their holds.

Thursday April 23rd the problem had not been rectified and morning stops were cancelled. The small amount of holds were either mailed to patrons or sent to the Fleet Branch for pickup. The afternoon stops received limited service. The patrons at Arbor Park and Friendly Inn were able to come to the bookmobile driver side window to pick up items they had placed on hold and return items.

The bookmobile was off the road from April 27th to May 1st and the needed repairs will be made to the transformer box as well as regular upkeep of the vehicle.

On Saturday, April 18th, the Rice branch hosted the Legal Aid @ Your Library clinic. Fifty-two patrons signed up to receive a free consultation from a volunteer attorney.

### **Celebrate a Global Perspective**

KSU: Virginia Hamilton Conference on Multicultural Literature for Youth

The 31st annual Virginia Hamilton Conference's theme was Building Global Citizens through Literature and celebrated the role of multicultural literature in building global citizens who will be prepared to serve and lead future generations. Keynote speakers were:

\* David Macaulay, winner of this year's Virginia Hamilton Literary Award

\* Grace Lin, Newbery Honor children's writer and illustrator

\* Rita Williams-Garcia, winner of a Newbery Honor Award, Coretta Scott King Award, and Scott O'Dell Award for Historical Fiction

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

\* An engineering student from an out-of-state school requested technical drawings of a local Cleveland Landmark for a school project.

\* CLGH staff members pulled photographs pertaining to Lewis Carroll and Alice in Wonderland for an upcoming Fine Arts and Special Collections display.

\* CLGH staff members worked with staff members from the Library of Congress who are attempting to re-create the lost/missing ending of a film. They were looking for any stills or shot lists for the film.

\* A professor from out of state is traveling to Cleveland to do extensive research on images he saw on



the Digital Gallery, as well as other materials owned by the Library.

\* A patron doing research on streetcars came in to research images and to possibly use portions of Jasper Wood's short film "Street Car".

\* On March 20th, a State law made birth records available for individuals given up for adoption between 1964 and 1996. CLGH staff members helped three patrons research their birth parents using the Ancestry database, *The Plain Dealer* Historical database, Reference USA, and city directories on microfilm.

\* Fine Arts staff assisted patron requesting appraisal information on family history, design and construction of the Main Ave. bridge in Cleveland. The bridge now connects the East and West Shoreways and opened on October 6, 1939.

\* A Ph.D candidate from Case was researching the murals of the Cleveland Courthouse done by Frank Brangwyn during the WPA era.

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

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

\* A local writer needed information on movie theaters of Cleveland.

\* Special Collections staff members assisted with research on the life of Charles Frederick Schweinfurth.

\* The Cleveland Arts Prize Committee requested some scans of pictures, articles and memorabilia to review.

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

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

\* A patron wanted information on the 1926 edition of *Complete Works of Abraham Lincoln*, which he owns.

\* Fine Arts and Special Collections Manager Pam Eyerdam assisted a patron doing research on a 15th century print.

\* Architects requested drawings by the Cudell & Richardson firm (1870), Special Collections has a drawing of the Group Plan of 1903 and articles from the Ohio Architect & Builder.

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

\* The Public Administration Library assisted patrons with questions concerning ordinances, copies of last year City Records, genealogy, the Parma highway, old advertisements for Cleveland businesses, the Metro Hospital bond issue and information regarding East Cleveland annexation.

### **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 helped kick off the "Anniversary of the Hubble Space Telescope" exhibit.
- I introduced Jonathon Sawyer at his "Noodle Kids" book signing.
- I introduced Trisha Meili at our "Writers and Readers" event.
- I joined **Trustees Corrigan**, and Seifullah in Columbus for Library Legislative Day.

- I joined **Trustee Corrigan**, and Jason Jaffery in Washington, D.C. for National Legislative day.

## **CLEVNET**

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

## **PUBLIC SERVICES**

### PROGRAMS

During the month of April the Library hosted a total of 201 programs, and 163 story times were conducted throughout the system and at various offsite locations. Educational programming and services, not included in the above totals, accounted for approximately 85 adult education classes, and 846 hours of after-school homework help: 702 hours for grades K-8 provided by the Cleveland State University America Reads program and 144 hours of intensive reading instruction for children grades K-3, provided by Braxton Educational and Technology Consulting. After-school snacks were served M-Th. at 10 branch locations.

ImpACT 216, College Now's ACT preparation program was offered 72 times at the following branches: Eastman, Harvard-Lee, MLK, and South Brooklyn. Average class attendance is 25 students per site.

On April 8<sup>th</sup>, the Library hosted 230 students from CMSD schools for its second annual Girl Power event. Students from across the city participated in a half day program that included wellness workshops, career training, and arts programming.

On Saturday, April 18th, the Rice branch hosted the *Legal Aid @ Your Library* clinic. Fifty-two patrons signed up to receive a free consultation from a volunteer attorney.

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process of introducing young people to healthy meal choices and the art of cooking.

This year the Library hosted three jazz performances as a part of a month-long celebration of this genre. On April 11<sup>th</sup>, the Langston Hughes branch hosted a performance by the Oberlin Jazz Ensemble. On April 13<sup>th</sup> best-selling author and musician James McBride performed at the Martin Luther King Jr. Branch. And on April 15<sup>th</sup> as a part of a partnership with Tri-C Community College, resident arts Gerald Clayton performed with his trio at the same location. All three of the performances were well received by the community and it is our hope the the April jazz series will continue in 2016.

On April 18<sup>th</sup> Library hosted Cleveland author, Tricia Mellie in the Louis Stokes Wing auditorium. Mellie recounted her amazing story of survival and recovery that was detailed in her best-selling memoir *I Am the Central Park Jogger: A Story of Hope and Possibility*. Prior to the main event Mellie met with a group of 40 students who were part of the Cleveland Rape Crisis Center, Youth 360 program.

As a part of the Library's partnership with the Great Lakes Light Opera, two music awareness programs were held at the West Park Branch. The programs entitled: *How Opera Butcher the Bard* and *Living Masters of American Opera* exposed people of all ages to opera music and the history of the genre.

On April 1<sup>th</sup> and 24<sup>th</sup> the Library in partnership with the NASA Glen Research Center hosted a half-day program in honor of the 25<sup>th</sup> Anniversary of the launching of the Hubble telescope. Students and parents viewed a video documentary about the telescope, participated in hands-on activities, and heard a presentation by Center Director, James M. Free.

Nichole Shabazz and Annisha Jeffries co-led the April Youth Services meeting in which the 2015 Summer Reading Club program, *Read to the Rhythm* was discussed. Margaret Bernstein of WKYC, spoke to the YS staff about the #WeReadHere reading selfie initiative and encouraged branches to participate during SRC and to set a goal of collecting and submitting one Summer Reading Selfie per day in an effort to promote family literacy and for possible inclusion on Channel 3 news. The Director also

addressed the YS staff after having them participate in a team building activity. He used the activity as a segue into his talk with YS staff about the importance of getting behind something even if it is not their personal decision or they don't get direct credit. He further elaborated on the People's University learning program soon to begin and took questions from attendees. The meeting wrapped up with Beth Hatch, IT Manager, going over the new SRC website and registration instructions, with staff, as we will no longer be using Bibliocommons Summer Sites.

#### MEETING ROOMS and SCHEDULING

The total number of requests for Main Library in the month of April was 132. There was an estimated total attendance of 6,018. The Lake Shore Facility requested meeting rooms 29 times and 274 requests originated in branch libraries; there was an estimated total attendance of 5,617. There were a total of 62 AV requisitions for the month of April.

#### BOOKMOBILE/ON THE ROAD TO READING

The bookmobile had several mechanical issues this month. Starting on Monday, April 20<sup>th</sup>, the bookmobile broke down at the Asian Evergreen stop. The remaining two stops (University Towers and Antioch Towers) were canceled that day.

City Trucking mechanics were sent to the site and had to move the bookmobile to their garage for further diagnostics. The alternator was the issue and it was fixed by Tuesday afternoon (4/21). However, all stops on Tuesday were cancelled, because the bookmobile did not return until mid-afternoon.

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Branch for pickup. The afternoon stops received limited service. The patrons at Arbor Park and Friendly Inn were able to come to the bookmobile driver side window to pick up items they had placed on hold and return items. The bookmobile was off the road from April 27<sup>th</sup> to May 1<sup>st</sup> and the needed repairs will be made to the transformer box as well as regular upkeep of the vehicle.

#### STAFF

Below is a list and summary of the professional development training attended by Youth Outreach & Programming Coordinator, Nichole Shabazz.

#### Literacy Cooperative: The Serious Business of Play Workshop

This informative workshop was presented by Annie Lopez. Dr. Lopez holds a Ph.D. in Developmental and Educational Psychology from Teachers College, Columbia University and is experienced in training and motivating preschool teachers. She owns and operates Redstone Schoolhouse, a child development center in Ashtabula County, Ohio and provides consulting services with *Literacy Powerline*. Dr. Lopez focused on how children actually learn through play and examined traditional play behaviors to better understand the learning process. The presenter demonstrated ways to promote literacy and learning by planning for play and by guiding children through playtime. Four strategies were presented and participants had an opportunity to practice them.

#### KSU: Virginia Hamilton Conference on Multicultural Literature for Youth

The 31st annual Virginia Hamilton Conference's theme was Building Global Citizens through Literature and celebrated the role of multicultural literature in building global citizens who will be prepared to serve and lead future generations. Keynote speakers were:

- David Macaulay, winner of this year's Virginia Hamilton Literary Award
- Grace Lin, Newbery Honor children's writer and illustrator

- Rita Williams-Garcia, winner of a Newbery Honor Award, Coretta Scott King Award, and Scott O'Dell Award for Historical Fiction

In addition to participating in the speaker events, I attended the following professional development workshops:

- Creating Multicultural Multimedia Book Kits that Align with CC Standards

Desiree Thomas, teen information services specialist, The Columbus Metropolitan Library

- The Availability and Accessibility of Award-Winning Multicultural Youth Literature in Public Libraries  
Terry Benton, Assistant Professor of English/Doctoral Student, Youngstown State University/Kent State University

- Authors Panel: Book Writing and Publishing

David Macaulay, Rita Williams-Garcia, Grace Lin

Baseball in the Attic

Social Science Department Library Assistant Peter Elwell coordinated the Baseball in the Attic program on April 11<sup>th</sup> which explored the hobby and history of baseball card collecting.

Music at Main

Cleveland Institute of Music student 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 on April 4<sup>th</sup>.

CSU Confucius Institute Partnership

Throughout the month of April, Senior Subject Librarian Caroline Han, partnered with the CSU Confucius Institute to host ongoing partnership programs including Business Chinese Classes and Baduanjin, a form of Chinese martial arts.

### Cleveland Play House Partnership

Literature Department Senior Subject Librarian Jean Collins maintained table-top exhibits related to the Cleveland Play House production of *Vanya and Sonia and Masha and Spike* which was performed at the Cleveland Play House from April 3<sup>rd</sup> through April 26<sup>th</sup>.

### Get Graphic Novel Speaker Series

The Graphic Novel Speaker Series continued on April 25<sup>th</sup> with Marc Sumerak discussing the Craft of Comics. Guest Host Valentino Zullo performed the introduction. 21 patrons were in attendance.

### Main Library Book Clubs

During the month of April, the Main Library book Clubs were as active as ever. The Social Science Book Club discussed *Weekends with Daisy* by Sharron Kahn Luttrell. Assistant Director of Public Services - Main Library Robin Wood led the discussion and Subject Librarian Helena Travka prepared a list of read-alikes to pass out. In addition, Ms. Travaka also made peanut butter paw print chocolates to go with the theme. On Monday, April 20<sup>th</sup> Map Librarian Tom Edwards led a discussion on *The Map Thief* by Michael Blanding. The African-American Book Club read *Boy, Snow, Bird* by Helen Oyeyemi and the fourth *A Graphic Novel Book Club: Women Warriors* was held on, Thursday, April 16<sup>th</sup>. This was the most popular work yet with the 12 club members in active participation discussing *Storm: Make It Rain*, by Greg Pak.

### Sports Icon Interview Series

Social Science Department Library Assistant Peter Elwell coordinated another Sports Icon Interview with Dan Coughlin former Cleveland Pipers General Manager, Mike Cleary in April.

### 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 April. An Earth Day Celebration was held in the Art Lab on April 18<sup>th</sup> and Maker Lab Wednesday was held on Wednesday, April 8<sup>th</sup>.



## Foreign Language Story Time

Foreign Literature Subject Librarian Victoria Kabo hosted two Russian language children's program stressing early literacy, socialization and arts and crafts during the month of April. Total of 51 children and adults participated in this cultural immersion effort

## Library Blogs

Special Collections Librarian Stacie Brisker authored a blog about the Irish manuscript known as the *Book of Ballymote*, Fine Arts Librarian, Bruce Biddle posted a blog about the Cleveland Museum of Art's exhibit entitled *Fresh Prints: The Nineties to Now*, and Literature Department Library Assistant Evone Jeffries created four blog posts about Ohio Poem in your Pocket Day, the YMCA Greater Cleveland Book Clubs, the Anisfield-Wolf Book Award Announcements and the the OCFB Book Set titles on Race.

## Main Library Tours

Main Library staff members provided several tours during the month of April. Special Collections Librarian, Kelly Ross Brown provided a tour to Collinwood High School students and members of the Guild of Bookworkers. Librarian Bill Chase conducted 3 tours of the *Lincoln at Cleveland* exhibit, and Special Collections Manager Pam Eyerdam prepared a tabletop exhibit of items from Special Collections for the YMCA program, *It's Time to Talk* book club on April 16<sup>th</sup>. In addition, Ms. Eyerdam hosted a visit for the Head of Special Collections at Case Western Reserve Kelvin Smith Library. Foreign Literature Senior Subject Librarian Caroline Han conducted a tour for students from St. Vincent-Mary High School and Subject Librarian Mary Torres conducted a tour from visitors from the International Services Center. Department Manager Milos Markovic assisted Youth Service Manager, Annisha Jefferies with a large group of visiting students from Laurel School and Subject Department Children's Librarian Maria Estrella and Children's Librarian Kristen Schmidt conducted a tour for 20 Collinwood High School students for Ohio Library Day on April 14<sup>th</sup>.

## Exhibits

During the month of April, Main Library staff members created a number of displays and exhibits. The Center for Local & Global History Library Assistant Dan Milich

created and maintained displays for the Map and History Collections. Subject Department Librarian Terry Metter created a Jazz Appreciation Month Display and Subject Department Clerk Nick Durda, changed the monthly displays on the blue boards to: "East of Eden," "Cuban Crisis," and "St. Joseph's Church."

Science & Technology staff members assisted with the NASA Hubble Space Telescope Anniversary event in April by displaying books about Hubble and preparing an online booklist in Bibliocommons. The Science & Technology Department staff also assisted with the Jonathan Sawyer author visit by providing materials from the department about cooking with children, including safety. A booklist was also created in Bibliocommons.

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

The Public Administration Library displayed books on walking and bicycles along with a smaller display of titles published by New Society Press.

#### GED Classes

Subject Librarians Susan Mullee and Tracey Overbey continued to assist with the facilitation of the GED classes offered at Main Library.

#### Main Library Outreach

The Literature Department coordinated a partnership program with the YWCA on Thursday, April 23<sup>rd</sup>. Presentations were delivered by Senior Subject Department Librarian Jean Collins and Library Assistant Evone Jeffries.

Foreign Literature Subject Librarian Mary Torres conducted bilingual story time and craft lesson at Melissa's Learning Tree Day Care on April 7<sup>th</sup>, and Sr. Subject Librarian Caroline Han hosted ESOL and Information Literacy program for seniors at the Goodrich-Gannett Community Center. Subject Librarian Victoria Kabo attended Cleveland Cultural Garden Induction Dinner representing CPL.

CLGH Department Manager Olivia Hoge joined Lorain Branch Manager Shayna Muckerheide on a visit to Almira

Elementary to present on a program on genealogy for a class of eight graders.

#### Collection Development

In April, the Foreign Literature Department completed movement of the foreign language DVD's from AV to Foreign Literature.

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

- A patron was appreciative for CPL's Government Documents Department having 1040, 1040A, and 1040EZ blank tax forms. He explained that another large library system in the county no longer has the forms available for the public.
- An engineering student from an out of state school requested technical drawings of a local Cleveland Landmark for a school project.
- CLGH staff members pulled photographs pertaining to Lewis Carroll and Alice in Wonderland for an upcoming Fine Arts and Special Collections display.
- CLGH staff members worked with staff members from the Library of Congress who are attempting to re-create the lost/missing ending of a film. They were looking for any stills or shot lists for the film.
- A professor from out of state is traveling to Cleveland to do extensive research on images he saw on the Digital Gallery, as well as other materials owned by the Library.
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- On March 20<sup>th</sup>, a State law made birth records available for individuals given up for adoption between 1964 and 1996. CLGH staff members helped three patrons research their birth parents using the Ancestry database, the Plain Dealer Historical

database, Reference USA, and city directories on microfilm.

- Fine Arts staff assisted patron requesting appraisal information on family history, design and construction of the Main Ave bridge in Cleveland. The bridge now connects the East and West Shoreways and opened on October 6, 1939.
- A Ph.D candidate from Case was researching the murals of the Cleveland Courthouse done by Frank Brangwyn during the WPA era.
- An auction house needed assistance in researching a print done by Alexander Calder from a *catalog raisonne*.
- A researcher wanted to find historical images of Dodge Court (a street behind Playhouse Square) and the Hermit Club of Cleveland.
- A local writer needed information on movie theaters of Cleveland.
- Special Collections staff members assisted with research on the life of Charles Frederick Schweinfurth.
- The Cleveland Arts Prize Committee requested some scans of pictures, articles and memorabilia to review.
- A local Cleveland writer is researching information about chess and checkers; miniature books from Special Collections.
- Chess writer need scans from a Russian chess periodical that covers the 1914 St. Petersburg tournament.
- A patron wanted information on the 1926 edition of *Complete Works of Abraham Lincoln*, which he owns.

- Fine Arts and Special Collections Manager Pam Eyerdam assisted a patron doing research on a 15<sup>th</sup> century print.
- Architects requested drawings by the Cudell & Richardson firm (1870), Special Collections has a drawing of the Group Plan of 1903 and articles from the Ohio Architect & Builder.
- Researchers requested permission to use digital images of Charles Chesnutt and a WPA print by Dorothy Rutka entitled, *Dept. Store*.
- The Public Administration Library assisted patrons with questions concerning ordinances, copies of last year City Records, genealogy, the Parma highway, old advertisements for Cleveland businesses, the Metro Hospital bond issue and information regarding East Cleveland annexation.
- An international patron requested and viewed the Annual Report of the Labor Housing Conference published in 1936 in Washington D.C. According to WorldCat.org, Cleveland Public Library is the *only library in the world* which owns this title.
- In collaboration with Fine Arts & Special Collections, BEL assisted a patron in verifying the existence of the Elbee Art Company in the 1940s in Cleveland.
- *Standard for Bleachers, Folding and Telescopic Seating, and Grandstands*, published in 2007 by the International Code Council, was requested by a builder. Only *three* libraries in the United States own the book.
- *American National Standard Safety Requirements for Ladder Accessories*, published in 2013 by the American Ladder Institute, was requested by a law firm. Cleveland Public Library is the *only public library* which owns the book.

- The book, *The Edison Nickel-Iron-Alkaline Storage Battery*, published in 1930 by The Technical Staff of the Edison Storage Battery Company, was requested by a railroad enthusiast. Cleveland Public Library's copy is the *only copy* on WorldCat. The battery is still being used today.
- A senior editor for The Lincoln Library submitted a request for verification of a quote attributed to John Wycliffe. She was unable to verify it online in primary sources, but Cleveland Public Library owns a 19th-century set of the Wycliffe Bible including the elusive prolog now credited to John Purvey. Social Science Librarian scanned through the 60-page prolog in Middle English and was unable to verify the quotation.

#### Staff Development

Youth Services Manager Annisha Jeffries conducted the system wide monthly Youth Services Meeting on April 15<sup>th</sup>. This meeting focused on the 2015 Summer Reading Club. This year's theme is Read to the Rhythm.

Subject Department Children's Librarians Maria Estrella and Kristen Schmidt participated in a free webinar on Tuesday, April 7<sup>th</sup> called: Youth Announcements: Ready for Summer Reads.

Subject Department Children's Librarian, Maria Estrella attended the Virginia Hamilton Conference on April 9-10.

General Research Collections Manager Don Boozer presented programs at the Ohio Library Council Northwest and North Conferences: *The Thrill of the Hunt: Advanced Reference Skills for Tracking Down the Elusive Query* and *Don't Panic! A Reference Review for Public Services Staff* (a co-presentation with Bill Meltzer, Worthington Libraries). Slides for both presentations were shared with departmental staff as well as information from other programs attended at the conferences.

Science and Technology Senior Subject Librarian Jim Bettinger attended the 2015 Depository Library Council Virtual Meeting and the Akron-Summit County Public Library's 20th anniversary celebration of their Patent & Trademark Resource Center.

As a member of the Dublin Literary Award Committee, Fine Arts and Special Collections Librarian Bill Chase attended the last meeting at Carnegie West Branch. In addition he attended a lecture about Cleveland church architecture presented by Tim Barrett at John Carroll University on April 9<sup>th</sup> and a new political action committee for the arts at the Rock Hall on April 8<sup>th</sup>. Literature Department Library Assistant Evone Jeffries listened to and registered for several free free webinars provided by Booklist. In addition, she regularly listens to podcasts and reads profession journals.

The Library Assistant Computer Emphasis meeting was held on April 29<sup>th</sup>, main library staff members from TechCentral, CDPL and Heather Koonce from PAL attended the meeting and training program.

Popular Library staff members Ricardo Jackson and Benjie Smith attended a Readers' Advisory event at the Cuyahoga County Public Library and Librarian Judy Daniels attended the NEO-RLS Spring Showcase. Cheryl Gould spoke about the changing roles of librarians.

Department Manager Amy Dawson presented at the OCL North Chapter Conference on Thursday, April 30<sup>th</sup>. The presented was on creating EAD Finding Aids.

#### 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*. The Art Lab and Studio470 were featured.

Main Library Department Managers Pam Eyerdam and Amy Dawson attended the Kent State SLIS program recognizing their participation with the Library School Practicum program on April 21<sup>st</sup>.

Main Library staff member's Assistant Director of Public Services Robin Wood and General Research Collections Manager Don Boozer were among the group of staff members who participated in Library Legislative Day in Columbus.

Business, Economics and Labor Library Assistant Joseph Parnell was the author of the April CPL FIT newsletter supplying numerous articles and has been on the planning committee of the 2015 Staff Development Day. Mr. Parnell

will once again "MC" the event and will write, film, and present a short video based on this year's SDD theme: "*The People's University*."

The Shipping Department celebrated their two year anniversary being backlog free on April 20<sup>th</sup>.

#### BRANCHES

Addison Branch - Local author, Ramona Smith presented a book talk on her first book, *Shine Sistah Shine* for A New Chapter Adult Book Discussion Forum

Outreach/Partnerships: Ohio State Representative, Stephanie D. Howse, conducted her monthly "Meet and Greet" at the branch for the constituents of House District 11. Regina Foster, new Program Director for *Rainey Institute* requested the reestablishment of a deposit collection of music and art materials for their students.

Brooklyn Branch - Change of Direction, and after school mentoring service/program is now using the branch meeting room on a bi-weekly basis. The middle school age young men make crafts, use the SmartBoard and spend their time constructively under the tutelage of Mr. Danny Thomas. The Center for Families held an afternoon session for Head Start pre-K children and their mothers in the meeting room on April 20. Regular rounds of school visits occurred and the manager and children's librarian met with Timothy Diamond and Peter Whit from Enlightenment to set the date for a community hearing/meeting, May 11

Carnegie West - A cultural history interpreter from the Cleveland Metroparks came to Carnegie West to talk to 4th and 5th graders from Urban Community School about the African American Inventor, Garrett Morgan. The children were then challenged to produce their own inventions. The children were divided into seven teams and they competed with each other to produce the best puff ball launcher. There was a surprising amount of creativity shown as none of the inventions were exactly the same. Branch Manager Angela Guinther helped to organize CPL's participation in Ohio Library Council's Legislative Day and visited Columbus to advocate for public libraries along with other staff on April 28<sup>th</sup>.



Collinwood Branch - The Branch has provided us with the opportunity to form new partnership with the Coit Road Farmer's Market for plans to introduce children to healthy eating programs during the summer and fall. Our regular story time, tutoring and "Kid's Café" programs continue to grow with new children taking advantage of the resources. We provide tax preparation clinics for our patrons. The program that we are most proud of this reporting period is our Art Reception held on Tuesday, April 14<sup>th</sup> as part of Ohio Library Day which featured art from students from local schools. We were able to display the artwork of over 30 students with 35 people in attendance. The art work is still on display until the end of the month.

East 131 - The branch held and Ohio Library Day puppet showcase reader's theater, Earth Day themed snack discussion, and a healthy cooking demonstration by the Cleveland Food Bank. Branch Manager Mrs. Willoughby attended a quarterly manager's meeting, Jazz night at MLK branch, community collaborative meeting, Magazine Workshop in Technical Services , Legislative Day Planning and Legislative Day in Columbus, Ohio.

Eastman Branch - Manager Ken Knape conducted interviews for vacant Children's Librarian position this month.

Fleet Branch - Manager, Rekiat Olayiwola, attended Broadway P-16 Early Childhood Literacy Committee and P-16 general meetings. She attended Cleveland City Council Safety Committee meeting at Elizabeth Baptist Church and represented the Library at Friends of Slavic Village dinner held at Third Federal Bank.

Fulton Branch - The branch hosted the District 2 breakfast fundraiser for Harvest for Hunger. District Manager Luigi Russo flipped quite a few pancakes for a variety of staff members bringing their appetites for pancakes, sausages, bacon, turkey bacon, coffee, smoothies, and juice. Over \$50.00 was raised. Thank you to the staff that participated and the staff that made this fundraiser possible.

Garden Valley - Youth services staff teamed with the new LACE to provide a fun and knowledge-based scavenger hunt for the kids during their spring break. Answers to questions were easily found via CPL website under kids and teen tabs. Mr. Roy Peoples, who grew up in Garden

Valley and East Tech alum, have returned to give a big literary boost to the community. Two programs were held to introduce his poetry to the community. The branch was represented at the Girl Power conference (Moncrief) and the Chess event at Main (Moncrief).

Glenville - Staff hosted the District 5 Breakfast in support of Harvest for Hunger. Breakfast was outstanding and the district donated \$60.00.

Harvard Lee Branch - Clerk Bianca Jackson orchestrated a Team Appreciation Week for Harvard Lee. During this time, each team members receives a designated special day where fellow team members acknowledge them for their service. Gifts are exchanged with each day being a unique theme. Some of the themes were favorite sports team day, tie day, twin day, glam day, hat day, Chipotle day, to name a few. This was a great effort in furthering our team building and Harvard-Lee's 2015 theme - U.N.I.T.Y: Together We Stand, Divided We Fall. It was wonderful to see all team members participate. Hough Branch - This month's featured programming included: Cleveland Clinic's "Sex Education", conducted by Angela Watson; an Easter egg decorating session with youth; "Book Buffet" in which readers could look over the latest arrivals to Hough; and "World Tour Wednesdays" in which youth were able to explore a different country each week.

Jefferson Branch - The branch had the pleasure of hosting the monthly meeting of the Tremont West Development Corporation Board of Directors. The board has overgrown the meeting room at the Tremont West office. Also the Wee Play and Sing Toddler Time group has grown so large that it was necessary to add a second session.

Langston Hughes - The Langston Hughes branch presented jazz week at CPL, offering the 9th year in our jazz series with the Oberlin College Jazz Ensemble on Saturday, April 11th with 47 in attendance. On April 13th, it was Langston Hughes at MLK with author/musician James McBride with 120 in attendance!

Lorain Branch - Branch Manager, Shayna Muckerheide attended the Joint Manager's meeting and magazine training offering by Technical Services this month.

Tech Central at Lorain is being received well by patrons.

Martin Luther King Jr. Branch - The branch had the pleasure of hosting two wonderful Jazz programs this month. The first was program Langston Hughes at MLK featured author and musician, James McBride and his band. Over 130 patrons enjoyed this wonderful and uplifting performance. The second program was part of the Tri-C Jazz Festival which featured the Gerald Clayton Trio with over 125 patrons in attendance. A couple of artist from our Sankofa partnership was gracious enough to loan us some Jazz and Blues artwork for these special occasions. We currently have a "Boycott" exhibit on display until the end of the month. Music in the Stacks presented two performances this month. Mr. Roberts continues to conduct chess lessons on Friday afternoons and outreach to PNC. Ms. Parker helped to host a Food for Fines breakfast with Marcie Williams and Anastasia Diamond.

Memorial Nottingham Branch - The 11<sup>th</sup> Congressional Art Competition was held at the branch this month. Over one hundred entries were on display.

Mt. Pleasant - Manager Cal Zunt attended the MyCom community meeting and Joint Manager's meeting this month.

Rice - Youth programs included a visit and extravagant program with NASA, story times and school class visits 4 days a week; the Kids' Café, the Kid's Crochet Club, daily chess, and weekend video games. For adults, there was another *gardening workshop*, Legal Aid, GED Instruction, Knitting Group, Think Tank, yoga, meditation, smoking cessation and the Bridgeport Food truck continued to arrive weekly to sell fruits and vegetables in the parking lot. Manager Ali Boyd attended the Manager's Meeting and assisted with interviews for Tech Central and Eastman Branch and participated in another Healthy Eating Active Living planning meeting. Brianna Daniels attended the Youth Services meeting.

Rockport - Several popular adult programs were presented during the month of April. AARP tax preparation assistance ended on 4/10; every session throughout the program was booked for the duration of tax season. Tech Central taught a beyond capacity introduction to computers series. The meeting room was booked for

several groups between 10 and 30 people in size including a neighborhood garden club, a senior transportation CPR class, and an informative session by Early Childhood Options. Children have continued to attend events at the library including two nutrition classes conducted by the Food Bank and a duct tape maker lab led by Rockport staff. Teens have been excited to use the new iPads Rockport received early in April. At least 5 iPads have been used every day; one teen stated she was afraid to use the device since she had never touched one before, but we have been encouraging all teens to at least try and to ask any questions that may arise.

South Branch - Staff got in the spirit of the Harvest for hunger Campaign by decorating the collection barrel with a Star Wars theme. The barrel was artistically decorated by Mr. Fox-Morgan library assistant youth emphasis, with the motto "May the Food be With You.". Also with the barrel the Branch has an excellent display of the super six foods desired by the Cleveland Food Bank.

South Brooklyn - Manager Luigi Russo attended District Manager meetings this month and visited branches within his district. Russo also held a meeting with District 2 managers. He attended the Technical Services magazine training and the Harvest for Hunger breakfast at Fulton.

Sterling - Tech Central presented the very popular 3D Pet Monster program. We talked about new technologies creating opportunities in business and industry. Our young fashionistas were excited to learn that a popular handbag company (named after Rudyard Kipling) is using 3D printing technology to create handbags.

Union Branch - To celebrate Ohio Library day patrons learned how to make healthy smoothies. *Let's Talk About It Book Club* had a very good discussion about "The New Jim Crow" by Michelle Alexander. Afterschool kids planted different types of seeds in cups which will later be transferred to the Union Garden. Branch Manager Marcie Williams served as the branch represented to Harvest for Hunger facilitating pancake breakfasts at several branch locations. Over 350.00 were raised!

Walz - Staff observed National Poetry month by creating displays of poetry books, Poem in my Pocket Day and a multi-generational program named The Art of Haiku, where

participants created a scroll with cherry blossoms and penned in an original Haiku. The same project was taken to Algart Health Care as an outreach program. Class visits this month also highlighted poetry...the children particularly like riddle poetry.

West Park - Manager Michael Dalby attended the Joint Manager's meeting and District Manager's meeting this month.

Woodland - The CPL150 Advisory Board met to discuss findings from the first Woodland branch public meeting and preliminary results from a survey-in-progress. Those who attended provided highly relevant feedback. The survey will continue. Whitney Johnson represented the branch at the Girl Power conference. Arlist Hunter represented the branch at the chess event. Rena Baker represented the branch at two jazz events: James McBride and the Trio.

#### TechCentral

Two open houses were held for the TechCentral Satellite locations, April 7 at Fleet Branch, and April 8 at Lorain Branch, following the March 30 openings of services at both locations. During each open house, TechCentral and Branch staff coordinated in offering various drop-in programs and demonstrations.

3D printing services at both branches have been particularly popular among branch patrons, and have also been helpful at reducing the demand on the TechCentral, Main Library, 3D printers.

Equipment and Furniture Additions and Improvements  
IT/CLEVNET staff installed ten new computers in the TechCentral Learning Lab, LSW 217, to replace aging systems that had become increasingly problematic during classes.

IT/CLEVNET finished prepping 14 new laptops for TechCentral that will be used to increase equipment available for TechCentral MakerLabs. These additional laptops will increase the capacity for the department to offer more MakerLab programs requiring laptops, and can also be used to for special computer classes.

A new combination staff/patron desk was installed in the TechCentral MakerSpace. This new desk will provide space

for the new heat press, as well as other equipment in the future. Additionally, the desk will provide a new staff workspace that is better suited for a service point, rather than the existing patron table that was repurposed as a staff work area.

#### Visits and Outreach

Library Assistant, Computer Emphasis, Deman Deng, attended the Kent State Mini Maker Faire on April 11, representing Cleveland Public Library and TechCentral at a booth during the event.

On April 13, TechCentral Manager, CJ Lynce, attended a Northeast Ohio Maker Network meeting at the Great Lakes Science Center. The purpose of the meeting was to continue discussions of a more formal Maker Network in the region, as well as to discuss activities for the upcoming 'Maker Week' led by the White House.

Students from Lakewood Middle School visited the TechCentral MakerSpace on April 13. Library Assistant, Computer Emphasis, Yehia (Jon) Alhibshi-Devore presented a session on 3D printing basics, and allowed the group to select a 3D model that will be printed and given to their class.

Two groups from Collinwood High School visited TechCentral on April 14 as part of larger tour of the library. During the visit, Library Assistant, Computer Emphasis, Matthew Sucre, gave the groups a brief tour of the TechCentral MakerSpace, as well as other TechCentral services.

Library Assistant, Computer Emphasis, Adam Jaenke, attended the *Girls Make IT Better* program at the Federal Reserve Bank of Cleveland on April 17. Mr. Jaenke presented three sessions on 3D printing for high school girls attending the program. This is part of a continued relationship with the Federal Reserve Bank of Cleveland and TechCentral, surrounding the topic of 3D printing.

Twelve students from Max Hayes High School visited TechCentral and the Cleveland Digital Public Library on April 21. Mr. Lynce arranged the visit for the group, as well as a Q&A session with IT/CLEVNET administrators and staff, as well as a tour of the IT/CLEVNET department.

### Meetings, Presentations and Professional Development

The first Library Assistant, Computer Emphasis In-Service meeting of 2015 was held on April 29 at the Lake Shore Facility Auditorium. Topics of the training included; an overview of the Cleveland Digital Public Library; an overview activity of TechCentral MakerLab programs offered in branches; promoting and requesting of TechCentral computer classes; an activity aimed at identifying ways to improve communications between Library Assistants, Computer Emphasis; an update from Safety and Protective Services regarding the upcoming SPS reorganization. TechCentral Coordinator, Forrest Lykins, attended a NEO-RLS Webinar, *If It's Broke, Fix It*, on April 29.

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

The following are the statistics for Computer Class and MakerLab programs for April 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 17 scheduled one-on-one sessions on various topics including:

- 3D Printing
- Adobe Photoshop
- eBooks
- Email Basics
- Laptop Troubleshooting
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher

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

For April, OLBDP circulated 50,554 books and magazines directly to patrons. OLBDP registered 145 new readers to the service. Approximately 607 BARD patrons among 2,298 active users downloaded 9,916 items.

The National Library Service (NLS) released a preview of the BARD Mobile Android app to regional libraries in preparation of its national release to patrons of the service. NLS will be hosting a teleconference on Wednesday, May 6<sup>th</sup> to discuss the BARD Mobile application for Android phones. The NLS BARD Mobile development and support teams will receive network library staff comments and feedback, and address questions and concerns.

On April 8<sup>th</sup>, OLBDP Manager Will Reed along with State Library of Ohio (SLO) Associate State Librarian for Library Services Ann Watson and Talking Book Coordinator Tracy Grimm met with staff from Opportunities for Ohioans with Disabilities (OOD) on possibly partnering to co-promote both State programs. OOD is a State of Ohio agency that partners with Ohioans with disabilities to achieve quality employment and independence.

OLBDP Manager Will Reed attended the NLS Futures Committee Conference held in Washington, D.C. April 14-16<sup>th</sup>. The committee has been charged with exploring the future of NLS services in the next five to ten years, including what services will be provided, changing needs of consumers, expectations from regional libraries, and how automation systems and technology will continue to fuel developments for NLS services. A big challenge in future services involves how title production and distribution will change over the next five to ten years. NLS is exploring five different production models that include duplication-on-demand, along with various



hybrids of current and on-demand methods. Delivery methods being explored will look to take advantage of Wi-Fi enabled digital talking book players that are currently under development.

In March, OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Cleveland Sight Center on April 9<sup>th</sup>; Lupus/Minority Health Expo on April 11<sup>th</sup>; NASA/Cleveland Sight Center Hubble Telescope 25<sup>th</sup> Anniversary program on April 18<sup>th</sup>; Westside Community House on April 23<sup>rd</sup>; Avon Vision Fair on April 24<sup>th</sup>; Lodi American Legion Health and Wellness Fair on April 28<sup>th</sup>; OLC's Legislative Day in Columbus, Ohio on April 28<sup>th</sup>.

#### Cleveland Digital Public Library

##### Preservation Week

Cleveland Digital Public Library collaborated with Intermuseum Conservation Association (ICA) to host preservation week in the Learning Commons and to provide

an introductory program to the CDPL with preservation demonstrations and provide individualized scanning demonstrations to participants.

##### Public Services

As of April, 28, The Cleveland Digital Public Library has had 370 patrons, many of them tour groups and individuals interested in what goes on in the department. As of April 28, 2015 Cleveland Digital Public Library's public service KIC stations have had 391 unique sessions that have produced 7027 images totaling 7857.8 MB of information.

##### Outreach

In order to develop digital collections and form partnerships, the Cleveland Digital Public Library has reached out to the Cleveland Museum of Art's distance learning department to discuss digital learning opportunities and a possible collaboration.

##### Collection Development

###### Digital Gallery Collection Development

Cleveland Digital Public Library staff and practicum student have finished scanning and metadata creation for a collection of mug shots from the Cleveland Police

Department/other Police Departments which was brought to the CDPL by Director of Public Services, John Skrtic.

#### Library Staff Does Digitization

Cleveland Digital Public Library staff have completed several scanning projects, including scanning a collection of mug shots from the Cleveland Police Department and the *Ignation*(*St. Ignatius High School Yearbook*). The *East Side Daily News*, and West Tech Tatler projects are ongoing; additional projects involving Cleveland area 'zines, manuscripts, and photographs are in the development stage.

#### Staff Development

##### CCS Docworks Workshop

Raymond Rozman travelled to Washington DC to attend a workshop on CSS Docworks. Docworks is a program used during post processing of digital images to capture text and handwriting using Optical Character Recognition and to analyze the structure of the digital object for enhanced access.

##### Planning Activities

Cleveland Digital Public Library has reached out and set a meeting for 5/14/15 with the Cleveland Museum of Art's distance learning department to discuss digital/distance learning opportunities, best practices and a possible collaboration.

##### Institutional Oral History Program

The Cleveland Digital Public Library has reached out to speak with Nancy Nolan-Jones and staff members at Ohio State University to discuss best practices for creating an institutional oral history program. The meeting will take place once Chatham comes back.

### **TECHNICAL SERVICES**

Technical Services wrapped up the Harvest for Hunger fundraising drive for 2015. Almost \$1,400 was raised. Many Technical Services staff and visitors to the Lake Shore Facility bought doughnuts and contributed checks to the cause. Special thanks to the Technical Services Managers who set up the Doughnut Sales and sold doughnuts.

Patricia Lowrey, Director of Technical Services and Collection Manager Pam Matthews attended the Trisha Meili "Writers and Readers" presentation on Saturday, April 18. Ms. Matthews, Acquisitions Manager Sandy Jelar Elwell, Technical Services Associate Nate Infante and new Knowledge Office Specialist Nancy Mocsiran presented a Magazine Management Workshop on April 22 for Branch staff. About 30 people attended. Brooklyn Branch Ron Antonucci visited Technical Services departments for the day on Thursday, April 30.

High Demand: It was a busier month than usual for the High Demand Department. Staff cataloged 733 titles, and added 11,761 items. They ordered 1,050 titles and 12,481 items. Staff processed 518 items for the Acquisitions Department.

Over half of the titles cataloged were movies, due to extensive work with the Holds Reorder Report and the DVDs Received with Holds Report. Staff worked together to get these items out to the waiting public as quickly as possible. Technical Services Senior Clerk Mya Warner continued to help with searching out DVD selection records with holds but no orders as of yet. The list is quite long and a challenge to work through title by title on a weekly basis, so this really is a help.

Materials Processing: The Associates cataloged 1,544 new titles for the Cleveland Public Library and added 1,508 records for the CLEVNET libraries. The Associates and Sr. Clerks added 5,118 items. The Technicians worked on 21,514 items.

Sabrina Rosario-Laureano began learning how to prepare items to send to the bindery. Elizabeth Hegstrom, Materials Processing Manager, met with the Materials Processing Technicians to review emergency procedures. Ms. Hegstrom met with the Associates and Senior Clerks twice, once to review emergency procedures and once to discuss issues with some of the DVDs and Blu-rays coming into the department.

Collection Management: Collection Management selected 1,727 titles, 13,784 copies, and spent \$235,373. A total of 67 telescopes of materials were relocated. The department is down a staff member, so this made for a busy month, especially for Laura Mommers, who picked up the slack in several key areas.

Bonnie Bolton attended the 2015 Virginia Hamilton Conference, where a session entitled "The Availability and Accessibility of Award-Winning Multicultural Youth Literature in Public Libraries", recognized Cleveland Public Library for having the most winners in its collections of all Northeast Ohio libraries.

Collection Manager Pam Matthews attended the monthly CPL United Way/Community Shares Committee Meeting. Ms. Matthews also attended the Ohio Library Council's Legislative Day, meeting with State Representative Nickie Antonio to thank her for her ongoing support of libraries.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, and Librarians Leslie Pultorak, Tonya Jenkins and Lisa Kowalczyk met with Steven Chase, Regional Manager at Midwest Library Service to review the current services being provided for CPL and to learn about additional services that were also available. Midwest Library Service is an alternative vendor to The Book House, which had gone out of business at the end of 2014.

Curtis Grant, the consultant at Improve Consulting and Training Group, returned to the Acquisitions Department to finish mapping the processes performed within the Department. During this visit, he spent time with Darrell Vanek, Technical Services Clerk, to learn about the physical processing of comics and with Technical Services Associate Nate Infante to learn about the receiving and handling of periodicals including the Sirsi online check-in process. Ms. Jelar Elwell also provided Mr. Grant with an overview of the workflow for the ordering and receipt of book materials with holds.

Alicia Naab attended the Northern Ohio Technical Services Librarians (NOTSL) 2015 Spring Meeting which focused on Advocating for Technical Services in your Library. Ms. Naab also represented the NOTSL Nominating Committee for the NOTSL Board when three new members were elected at the meeting.

The Acquisitions Department ordered a total of 6,556 titles and 9,579 items (including periodical subscriptions and serial standing orders); received 13,446 items, 1,444 periodicals, and 355 serials; added 623 periodical items, 143 serial items, 384 paperbacks,

and 1,665 comics; and processed a total of 2,137 invoices.

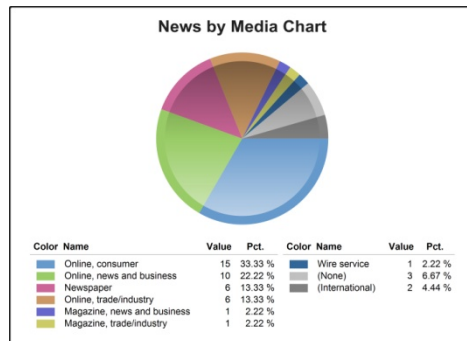
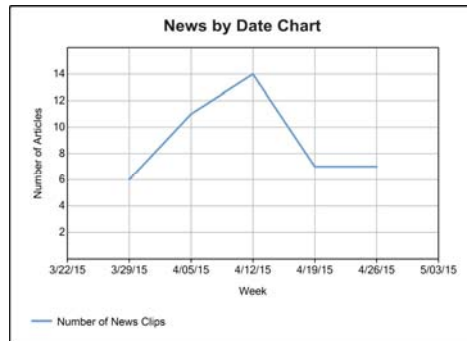
Catalog: Librarians Yeshen Dugarova-Montgomery and Michael Gabe eliminated a backlog of seven Slavic-language trucks. Catalog Manager Andrea Johnson developed instructions so that all the librarians in Catalog can work on re-adding non-book material to the catalog. Librarian Amei Hu cataloged collections of 1930's Japanese postcards and 1970's Chinese posters for Special Collections.

Senior Librarian Michael Monaco demonstrated copy and original cataloging for representatives of Improve Consulting, which is working with staff to evaluate Technical Services processes. Catalogers added 3,624 titles and 4,014 items for Cleveland Public Library.

Librarian Regina Houseman attended the Northern Ohio Technical Services Librarians (NOTSL) spring meeting. Mr. Monaco co-presented a program about cataloging OhioLINK repository finding aids for the second time at the Ohio Library Council (OLC) North Chapter Conference. Librarian Barbara Satow's interview with Kent State's School of Library and Information Science about her self-published books was posted on their website.

Lake Shore Shelf/Shipping: Stephen Wohl assisted the Page New Hire Committee in assessing over 100 potential candidates for various Page position openings throughout the library. The staff of the Lake Shore Shelf/Shipping Department sent 93 items to the Main Library for requests and 123 items to fill holds. Main Library received 456 telescopes, the Branches received 941 telescopes, CLEVNET received 100 telescopes, CASE received 8 telescopes CSU received 9 telescopes and Tri-C received 4 telescopes. A total of 1,518 telescopes were shipped out. The Technicians sent out 322 items of foreign language material and in total 20,218 new items were to the Acquisitions and High Demand Departments.

## MARKETING & COMMUNICATIONS



Media coverage for the month of April included 45 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$131,408.98 with an outlet circulation audience of 1,263,458 people. In April, the online media outlets that featured CPL events and programs received 57,212,622 unique visitors. Most viewed was an article appearing in *Huffington Post* entitled "8 Awesome Ways Libraries are Making Learning Fun", featuring an interview with Youth Services manager, Annisha Jeffries. CPL was

mentioned the most in online consumer news.

Ads to promote the Cleveland Landmark library card were placed in *La Prensa*, *Profile News*, *Campus Observer*, *Lotus*, *Kamms Magazine* and *Cleveland Indians Yearbook*. The children's card was promoted in the *Call & Post's* new children's section. An ad promoting the Foreign Literature Department appeared in *The Cleveland*

*International Hall of Fame* program. A radio ad to promote Trisha Meili ran on Q104 FM as well as an eblast sent through Eventful. Results for the eblast showed an open rate of 13.68%, which is in the average range.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 7,423 times on average per week, with an average of 422 clicks to the website resulting in a .06% click-through rate for the month. *Public library* was the most clicked-through phrase with *free music* and *free classes* being in the top 10.

An ad was run on cleveland.com for Trisha Meili resulting in a .10% click-through rate. National averages range from .04%-.06%.

## April-SOCIAL MEDIA

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

1. April 19<sup>th</sup>: Link to We are hiring page
2. April 14<sup>th</sup>: Happy Ohio Library Day! (Link to branch activities)
3. April 20<sup>th</sup>: Have you checked out Cleveland Digital Public Library? Start creating your family archive with the help of our staff (link to page)
4. April 17<sup>th</sup>: We will see you tomorrow at Main Library for Trisha Meili (link to page)
5. April 13<sup>th</sup>: We had a great time with our writer in residence, Chef Sawyer (Link to photos from event)

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

1. April 12<sup>th</sup>: promotion of free legal aid clinic
2. April 29<sup>th</sup>: Article link to Huffington Post article that includes CPL's ArtLab
3. April 19<sup>th</sup>: We are hiring-link to page
4. April 27<sup>th</sup>: Congratulations to Cleveland Play House on Tony Award
5. April 29<sup>th</sup>: sign-up kids for summer reading & chance to win Cavs tickets

## GRAPHICS

Graphics staff designed, printed, and distributed 217 items in April 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, Legislative Day folders, bookmarks for Cleveland Play House's productions of *Vanya & Sonya & Masha & Spike* and *Fairfield*, May/June Computer Class calendar, and resizing of all web graphics for new website.

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

Twitter followers are up from 8,277 in 2014 to 10,400 currently. Facebook fans are up from 6,439 in 2014 to 7,148 currently.

Featured news items and promotions on the CPL website were Writers & Readers-Trisha Meili; Digital Public Library; Jonathon Sawyer; Jazz Concerts; My Tunes-Jason

Aldean; Gale Courses; Lincoln at Cleveland; Free Tutoring; Zinio; Tax Prep; TechCentral MakerSpace; Food for Fines; CPL 150; eBooks for Kids; Celebrate w/ Books; Art Labs; My Tunes-T.I.; Celebrate w/ Books; Board Meeting, Joint Finance & CPL150 Ad Hoc Meeting; Cleveland Public Library Recognized for Diversity and Inclusion; Nominating Panel of the Cleveland Municipal School District Accepting Applications; and Career Literacy & Education Workshop (CLEW).

The 44th "Off the Shelf" (April 2015 edition) was sent out on April 7, 2015 at 7:30pm. Of the 9,546 emails sent, an estimated 1,610 were read, we had 2 shares of the newsletter of Facebook and 21 click-throughs. This gives us a 17% open rate. The April edition featured: Chef & Author Jonathon Sawyer-April 11; Trisha Meili-April 18; Live Jazz-April 11, 13 and 15; Food for Fines Program Returns April 1-30; and Mini-Maker Spaces. Several branch and Main Library events were promoted.

Top Pages:

My Account

Mobile Site

Research Databases

Branch Locations (and on Mobile)

Research and Learning

Genealogy

#### **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.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The evaporator coils and condenser coils were cleaned at Fulton. Glycol was reclaimed from the cooling coils, the A/C cooling tower was cleaned, and a three phase monitor was installed on air handling unit #10 at Lakeshore. A new variable frequency drive (VFD) was installed on air handling unit #3 and return fan #0 North in LSW. Three balancing valves were replaced on fan coil units on the third floor of Main. New lighting and electrical were



installed in the office on the second floor of MLK. The condenser coils were cleaned, filters were replaced and new heating coils were installed at Union.

The Carpenters and Painters removed a wall, repaired the ceiling, painted, and installed new carpeting in the office on the second floor and the teen room of MLK. Shelving was removed, relocated, carpet was installed where shelving was moved and a white board was installed in Foreign Literature department at Main. Broken exterior tiles were replaced at Fulton and Eastman. A new hand rail was installed on the exterior ramp at Collinwood. Parking lot repairs were completed at Lorain, Rockport and West Park.

The Garage replaced the wiring and lights on truck #25. Lawn mowers were delivered to all branches and all snow blowers have been picked up from the branches.

#### **SAFETY & PROTECTIVE SERVICES**

##### Safety Services

- 50 Security Irregularity Reports submitted.
- Investigatory meetings to be held with Officers Taylor and Slesinger regarding an improperly disposed wheelchair.
- Contingency plans developed to ensure a quick response to any issues that may arise at branches or downtown campus after the Officer Brelo verdict.

## 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>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	
<b>May 2014</b>	5,958	221	82	42	444	156	58	

\*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 assigned to Girl Power 4/7
- Officers present at Martin Luther King branch Jazz Event 4/13 & 4/15
- Officers have been assigned for the upcoming Community meetings at Brooklyn and South Brooklyn branches.
- On 5/5/15, SPS branch patrol officers witnessed males shooting into a home a short distance away from Lorain branch. Authorities were notified and the branch was temporarily locked down until CPD secured the scene.
- A full time SPS officer was assigned to Lorain branch the rest of the week.

#### Protective and Fire Systems

- Carnegie West fire alarm repaired and reset.
- IPS fixed the locking mechanism on one of the LSW entrance doors.
- SA Comunale replaced a part on the pre-action system on LSW 8<sup>th</sup> floor
- Fire alarm drills are scheduled to begin in the near future.
- Speakers that broadcast LSW and Main opening and closing announcements aren't working properly. Property management is working to correct the problem.

#### Contract Security

- Meeting scheduled between G4S regional manager, G4S account manager, Myron Scruggs and I to discuss nonperformance of current contract and CPL's expectations.
- At the district managers meeting, district managers expressed their manager's displeasure with the quality of some guards G4S is sending to branches. I will address these issues with at the G4S meeting.

#### Administration

- The board will vote to approve the purchase of radios for the new SPS staff members.
- SPS will no longer purchase uniforms for officers. It is more cost effective to lease uniforms from Cintas which includes laundry services and the uniforms can be returned to Cintas when the officer departs CPL. We currently purchase uniforms from Shuttlers and pay for laundry services from Avon Cleaners. We are left with uniforms in sizes that cannot be reused when the officer terminates employment.

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

The CLEVNET Directors' held their regular quarterly meeting on April 24, 2015, at the Lake Shore Facility. A special welcome was extended to former CPL trustee Rick Werner who is now Director of the Willoughby-Eastlake Public Library.

Julianne Bedel, Director of Barberton Public Library, announced that Virginia Sharp March, Director of Perry Public Library, was elected by the Directors' Panel as its new chair at their meeting in March. Director Perry will serve a two-year term. Although Director Bedel's term on the Panel has ended, she will continue to work with the Panel as chair of an ad hoc committee charged with revising the existing bylaws.

The Directors were updated on the strategic plan and work underway in the department. The Directors were pleased to learn that Brian Leszcz would be returning to IT/CLEVNET as its first Database Administrator at the end of April. Mr. Leszcz left CPL to work at The Rock and Roll Hall of Fame and Museum and has been greatly missed.

Hilary Prisbylla provided a summary of the COSUGI (Customers of SirsiDynix Users Group, Inc.) conference that she attended in Portland Oregon, from March 29 to April 1. The conference allows users of SirsiDynix products to share information and meet with SirsiDynix staff regarding upcoming product enhancements. Ms. Prisbylla was voted Chair-Elect of the Consortia SIG and will likely bring the SIG's conference to Cleveland in 2016.

At the end of the meeting, the CLEVNET Directors in attendance voted for representatives to serve on the Directors' Panel. Patrick Finan of Niles McKinley Public Library was re-elected to another term as a representative to the Eastern Communities; James Tolbert of Milan-Berlin Township Public Library was elected to serve the Western Communities, filling a seat left vacant by Julie Brooks of Sandusky Public Library when she retired; and Carol Kowell of Medina County District Library will represent the Southern Communities, filling the seat left by Director Bedel who chose not to seek re-election due to the extensive building project about to begin at Barberton Public Library.

Mr. Corrigan adjourned the meeting at 2:12 p.m.

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Maritza Rodriguez  
President

---

Alan Seifullah  
Secretary

## GIFT REPORT FOR APRIL 2015

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	361	1,705
Periodicals	2	131
Publishers Gifts	0	0
Non-Print Materials	<u>66</u>	<u>214</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	429	2,050

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 5,020	\$ 5,455
Building & Repair Fund	Restricted	0	0
Library Fund	Restricted	0	998
Young Fund	Restricted	0	12,768
Friends Fund	Restricted	11,500	11,500
Schweinfurth Fund	Restricted	0	15,730
Friends Fund	Restricted	0	900
Founders Fund	Restricted	0	44,500
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	55,205
*Lockwood Thompson Fund	Restricted	(170,216)	0
Learning Centers	Restricted	<u>0</u>	<u>0</u>
<b>TOTAL MONEY GIFTS</b>		\$ (153,696)	\$ 147,055

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	11	46	429	2,050
Money Gifts	<u>3</u>	<u>25</u>	<u>3</u>	<u>25</u>
<b>TOTAL GIFTS</b>	14	71	432	2,075

\*To correct (reverse) the posting in error from March



# CLEVELAND PUBLIC LIBRARY

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Sent via email May 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 an increase in Other Sources – Special Revenue by \$45,072.96 relating to the Founders fund (New York Community Bank/Friends) - \$40,000 and the Young fund – \$5,072.96, 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		\$ 8,011,501.47	\$ 22,001,767.45
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>\$ 12,020,968.41</b>	<b>\$ 111,352,588.75</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

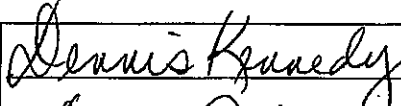
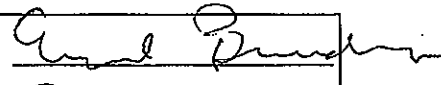
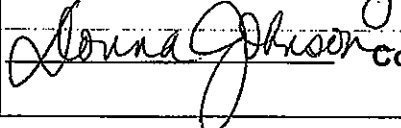
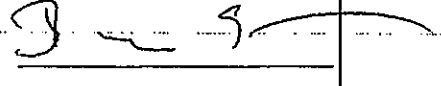
**AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**  
Based on 79.68% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.  
Cleveland, Ohio May 14, 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 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			8,011,501.47	22,001,767.45
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>12,020,968.41</b>	<b>111,352,588.75</b>

 Budget	
 Commission	



**CLEVELAND PUBLIC LIBRARY  
2015 APPROPRIATION: THIRD AMENDMENT  
MAY 21, 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: THIRD AMENDMENT  
MAY 21, 2015**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	21,956,694.49	45,072.96	22,001,767.45
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	256,214.21	0.00	256,214.21
Endowment for the Blind	2,168,622.62	0.00	2,168,622.62
Founders	3,779,232.72	40,000.00	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	4,040,315.65	5,072.96	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	0.00	295,014.40
MyCom	0.00	0.00	0.00
Learning Centers	81,392.42	0.00	81,392.42
<b>TOTAL APPROPRIATION</b>	<b>19,464,636.99</b>	<b>45,072.96</b>	<b>19,509,709.95</b> (4)

**CAPITAL PROJECTS FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,511,046.62	0.00	13,511,046.62
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
<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: THIRD AMENDMENT  
MAY 21, 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</b> (6)

**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: THIRD AMENDMENT  
MAY 21, 2015**

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- (1) Certificate dated March 6, 2015
- (2) Certificate dated May 14, 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. \$8,011,501.47 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.  
( $\$13,990,265.98 + \$8,011,501.47 - \$2,492,057.50 = \$19,509,709.95$ )
- (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.  
( $\$3,376,275.78 + \$216,512 - \$784,316.36 = \$2,808,471.42$ )

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

**FROM:** Carrie Krenicky, Chief Financial Officer

**RE:** Background and Assumptions for the 2016 Tax Budget

**DATE:** **May 21, 2015 Board Meeting**

Annually, the Cleveland Public Library submits the Alternate Tax Budget Information Forms as requested by the Cuyahoga County Budget Commission. These forms must be approved by the Board of Trustees before May 31 each year to allow for sufficient time to have it placed on Cleveland Metropolitan School District's Board agenda prior to the July 20, 2015 deadline for submission to the Cuyahoga County Budget Commission. The Tax Budget (sometimes referred to as the "request" or "needs" budget) documents the Library's need to receive revenue from tax sources, i.e. the Public Library Fund and the Library's general property tax levies, to cover the estimated expenditures for the budget year.

The Library uses a simplified approach for development of its 2016 Tax Budget as reflected in the use of the Alternate Tax Budget Information Forms. In lieu of having administrators develop a "wish list" budget that must be revisited and revised later in the year, we have set the 2016 expenses to \$63,908,576 based on current projections, with minimal program-by-program analysis in order to meet the current estimated revenue. In the fall, there will be more information regarding funding and better estimates for CPL's year-end fund balances, and the entire administrative team will participate in the detailed development of the 2016 Appropriation Measure.

**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



## CLEVELAND PUBLIC LIBRARY

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### Revenue Assumptions (General Fund)

- Amount requested from property tax levies is estimated at \$33,300,000, which exceeds anticipated actual collections. The **full** collection rate (100%) of the 1 mill perpetual and the 5.8 mill term levies for collection year 2015 is estimated at \$32,226,697 and we are currently certified at 79.68%. Applying this rate brings the estimated amount down to \$25,678,232.
- Amount requested from PLF, \$21,000,000, slightly exceeds anticipated actual collections. 2015 PLF was certified for \$20,544,751. 2016 is estimating the change in the percentage from 1.66% to 1.7% of the total General Revenue Fund.

The total **estimated tax calculations are \$46,678,232.**

(\$25,678,232 + \$21,000,000)

The total **2016 Tax Budget request is \$54,300,000.**

(\$33,300,000 + \$21,000,000)

- Estimated **other revenues for 2016** from earned interest, fines and fees, etc., are estimated to be **\$3,853,886**, including the Tangible Personal Property (TPP) tax reimbursement payments which is estimated to generate \$2,188,380, assuming the amount of 2014's calendar year distribution remains in tact.
- Estimated **beginning unencumbered balance** from the General fund is **\$19,111,564.**
- The overall **estimated revenue calculations total \$50,532,118** (\$46,678,232 + \$3,853,886).
- The total General Fund 2016 **Tax Budget Request is \$58,153,886** (\$54,300,000 + \$3,853,886), plus the estimated beginning unencumbered fund balance of \$19,111,564 totals \$77,265,450 of resources available for expenditures.

Cleveland Public Library's currently projected 2016 program of library service needs could greatly exceed anticipated revenues. It is consistent with past practice and expected to request funds in excess of probable collections.

The Resolution for the Year 2016 Tax Budget Request is being distributed with the packet of materials for the May 21, 2015 Board Meeting.

#### 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

## ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cleveland Public Library

For the Fiscal Year Commencing: January 1, 2016

Fiscal Officer Signature: Carrie Krenicky      Date: May 21, 2015

# COUNTY OF CUYAHOGA

### **Background**

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

### **Ohio Revised Code Section 5705.281**

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

### **County Budget Commission Duties**

The county budget commission must still certify tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

### **County Budget Commission Action**

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

### **Alternative Tax Budget Information Filing Deadline**

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

# GUIDELINES FOR COMPLETING THE ALTERNATIVE TAX BUDGET INFORMATION

## **SCHEDULE 1**

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

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

### **NOTE:**

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

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

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

## **SCHEDULE 2**

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

## **SCHEDULE 3**

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

## **SCHEDULE 4**

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

## **SCHEDULE 5**

more details.



# DIVISION OF TAXES LEVIED

(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)  
 (List All Levies Of The Taxing Authority)

Cleveland Public Library  
 Tax Budget 2016

**SCHEDULE 1**

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

# STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

Cleveland Public Library  
Tax Budget 2016

## SCHEDULE 2

I Fund By Type	II Beginning Estimated Unencumbered Fund Balance	III Property Taxes and Local Government Revenue/(PLF)	IV Other Sources Receipts	V Total Resources Available for Expenditures	VI Total Estimated Expenditures & Encumbrances	VII Ending Estimated Unencumbered Balance
General Fund	19,111,564.00	54,300,000.00	3,853,886.00	77,265,450.00	83,908,576.00	13,356,874.00
Special Revenue Funds	12,000,000.00	0.00	5,800,000.00	17,800,000.00	5,800,000.00	12,000,000.00
Capital Projects Fund	8,511,047.00	0.00	0.00	8,511,047.00	8,511,047.00	0.00
Permanent Funds	2,000,000.00	0.00	250,000.00	2,250,000.00	2,250,000.00	0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00

Proposed 2016 Tax Budget With Historical Perspective

Prepared By:  
Carrie Krenicky

	2014		2015		2016 Proposed
	Tax Budget 2014	Actual Budget 2014	Tax Budget 2015	Actual Budget 2015	Tax Budget 2016
<b>General Fund</b>					
Beginning Unencumbered Balance	\$ 20,816,336	\$ 25,178,839	\$ 13,205,265	\$ 23,004,201	\$ 19,111,564
Property Taxes (Includes Rollbacks)	3,300,000	26,140,419	33,300,000 (1)	25,678,232	33,300,000 (3)
Public Library Fund (formerly LLGSF)	21,000,000	19,744,566	20,000,000	20,544,751	21,000,000 (4)
Other Sources (Includes TPP Tax)	5,688,358	6,631,686	5,058,173 (1)	3,792,955	3,853,886 (5)
Total Current Revenue	29,988,358	52,516,671	58,358,173	50,015,939	58,153,886
Return Adv/Advances Out		59,640			
Total Revenue With Beg Balance	50,784,694	52,576,311	71,563,498	73,020,140	77,265,449
Expenses & Encumbrances	(50,784,694)	(57,807,395)	(61,265,719)	(53,908,576)	(63,908,576)
<b>Ending Unencumbered Balance</b>	<b>\$ -</b>	<b>\$ 19,947,755</b>	<b>\$ 10,297,719</b>	<b>\$ 19,111,564</b>	<b>\$ 13,356,874</b>
<b>Special Revenue Funds</b>					
Beginning Unencumbered Balance	\$ 9,000,000	\$ 12,577,797	\$ 9,000,000	\$ 13,990,266	\$ 12,000,000
Other Sources	2,000,000	3,650,578	2,000,000	7,966,429	5,800,000
Total Current Revenue	2,000,000	3,650,578	2,000,000	7,966,429	5,800,000
Total Revenue With Beg Balance	11,000,000	16,228,375	11,000,000	21,956,694	17,800,000
Expenses & Encumbrances	(2,000,000)	(13,081,677)	(2,000,000)	(19,484,637)	(5,800,000)
<b>Ending Unencumbered Balance</b>	<b>\$ 9,000,000</b>	<b>\$ 3,146,698</b>	<b>\$ 9,000,000</b>	<b>\$ 2,472,057</b>	<b>\$ 12,000,000</b>
<b>Capital Projects Fund</b>					
Beginning Unencumbered Balance	\$ 10,000,000	\$ 12,134,882	\$ 8,400,000	\$ 13,511,047	\$ 8,511,047
Other Sources	0	3,689,751	0	0	0
Total Current Revenue	0	3,689,751	0	0	0
Total Revenue With Beg Balance	10,000,000	15,824,633	8,400,000	13,511,047	8,511,047
Expenses & Encumbrances	(10,000,000)	(15,824,633)	(2,000,000)	(13,511,047)	(8,511,047)
<b>Ending Unencumbered Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,400,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Permanent Funds</b>					
Beginning Unencumbered Balance	\$ 1,700,000	\$ 2,352,183	\$ 1,700,000	\$ 2,591,959	\$ 2,000,000
Other Sources	130,000	136,590	130,000	216,512	250,000
Total Current Revenue	130,000	136,590	130,000	216,512	250,000
Total Revenue With Beg Balance	1,830,000	2,488,773	1,830,000	2,808,471	2,250,000
Expenses & Encumbrances	(130,000)	(2,488,773)	(130,000)	(2,808,471)	(2,250,000)
<b>Ending Unencumbered Balance</b>	<b>\$ 1,700,000</b>	<b>\$ -</b>	<b>\$ 1,700,000</b>	<b>\$ -</b>	<b>\$ -</b>

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Proposed 2016 Tax Budget With Historical Perspective

	2014		2015		2016 Proposed
	Tax Budget 2014	Final Actual Budget 2014	Tax Budget 2015	Actual Budget 2015 (2)	Tax Budget 2016
<b>Agency Funds</b>					
Beginning Unencumbered Balance	\$ -	\$ 10,449	\$ -	\$ 11,164	\$ -
Other Sources	0	0	0	0	0
Total Current Revenue	0	1,125	0	0	0
Total Revenue With Beg Balance	0	10,449	0	11,164	0
Expenses & Encumbrances	0	(10,449)	0	(11,164)	0
<b>Ending Unencumbered Balance</b>	<b>\$ -</b>	<b>\$ 11,164</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ALL FUNDS</b>					
Beginning Unencumbered Balance	\$ 41,516,336	\$ 52,254,150	\$ 32,305,265	\$ 53,108,637	\$ 41,622,610
Property Taxes	3,300,000 (1)	26,140,419	33,300,000	25,678,232	33,300,000
Public Library Fund (formerly LLSF)	21,000,000	19,744,566	20,000,000	20,544,751	21,000,000
Other Sources	7,798,358 (1)	14,108,605	7,188,173	11,975,895	9,903,886
Total Current Revenue	32,096,358	59,993,589	60,488,173	58,198,879	64,203,886
Ret Adv/Advances Out		(95,000)		0	
Total Revenue With Beg Balance	73,614,694	112,152,740	92,793,498	111,307,516	105,826,486
Expenses & Encumbrances	(62,914,694)	(89,212,927)	(65,395,719)	(89,703,895)	(80,469,623)
<b>Ending Unencumbered Balance</b>	<b>\$ 10,700,000</b>	<b>\$ 22,939,812</b>	<b>\$ 27,397,719</b>	<b>\$ 21,603,621</b>	<b>\$ 25,356,874</b>

- (1) The 2015 Tax Budget estimate for Property Tax included Rollback/Homestead Tax of \$2,000,000, but excludes TPP Tax of \$2,188,380 which is included with Other Sources.
- (2) The 2015 Actual Budget is current as of the March 6, 2015 Certificate of Estimated Resources and March 19, 2015 Board-approved Second Amendment to the Annual 2015 Appropriation.
- (3) Based on Collection Year 2015's effective rates & 100% collection rate of the 11/5/13 voter-approved 5.8 mill renewal and the 1985 continuing 1.0 mill on the 12/15/14 Cuyahoga County Budget Commission's Schedule A with a small increase to the assessed values.
- (4) PLF has been estimated, based on the House's version of the budget bill (HB 64) including the provision increasing the PLF from 1.66% to 1.7% of the total General Revenue Fund.
- (5) TPP Tax is considered as Other Sources revenue with the 2016 estimated amount being the same as calendar year's 2014 distribution, assuming no changes in HB 64
- (6) The proposed 2016 Tax Budget Expenditures/Encumbrances represents projections currently at 2015's appropriation, including \$10 million for the Community Vision Plan

**Revenue Sources Detail  
For The  
Proposed 2016 Tax Budget  
For Board Presentation May 21, 2015**

Prepared By:  
Carrie Kronicky

	2014		2015		2016 Proposed			
	Ending Budget 2014	Actual Revenue 2014	Current Budget 2015	Tax Budget 2016				
41200 Property Tax	24,140,419	\$24,140,419	\$ 25,132,257	\$25,132,257	\$ 23,678,232	\$23,678,232	\$ 33,300,000	\$33,300,000
41100 PLF ( formerly LLGSF)	\$ 19,744,566		\$ 19,896,671		\$ 20,544,751		\$ 21,000,000	
41900 Rollbacks	\$ 2,000,000	\$ 2,000,000	\$ 2,553,544	\$ 2,553,544	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -
<b>Total Property Tax &amp; Rollbacks</b>		\$26,140,419		\$27,685,801		\$25,678,232		\$33,300,000
<b>Total Tax Budget Request Per Board Resolution</b>							<b>\$ 54,300,000</b>	
<b>Other Sources</b>								
41900 TPP (CAT)	2,188,380	2,188,380	2,188,380	2,188,380	2,188,380	2,188,380	2,188,380	2,188,380
41900 Other Taxes			0	0				
<b>Other</b>								
42100 Federal Aid	0		0		0		0	
42200 State Aid	0		0		0		0	
43110 Fines	200,000		138,489		180,700		150,000	
43120 Fees	32,000		32,986		32,500		32,500	
43130 Lost Books	20,000		61,841		36,000		50,000	
43140 Book Deposits	0		0		0		0	
43150 Products	2,500		5,724		3,600		5,000	
43170 Sales Tax	8,000		12,342		10,300		11,000	
43180 Copiers	100,000		143,215		120,000		140,000	
43185 Class/Seminar Fees	0		935		1,000		0	
43190 Research Services	0		57		0		0	
43195 Dup Services	7,500		3,398		7,900		2,500	
44100 Investment Income	157,213		275,183		235,638		284,258	
45100 Computer Services	3,366,741		3,466,381		0		0	
45500 Other Services	0		1,375		0		0	
46500 Unrestricted Gifts	5,000		11,127		0		0	
48100 Sales of Surplus Property	0		1,053		0		0	
48300 Meeting Rooms	3,300		19,275		7,000		15,000	
48710 Retiree Insurance	0		0		0		0	
48720 Refunds/Reimbursements	511,052		740,163		944,937		945,248	
48730 COBRA Contributions	0		0		0		0	
48800 Fines in Transit	0		(2,264)		0		0	
48900 Miscellaneous	30,000		39,415		25,000		30,000	
49820 Return of Advances			179,140					
<b>Subtotal Other</b>		4,443,306		5,129,836		1,604,575		1,665,506
<b>Total Other Sources (TPP Tax &amp; Other)</b>		6,631,686		7,318,216		3,792,955		3,853,886
<b>Total All Sources</b>		\$ 52,516,671		\$ 54,900,687		\$ 50,015,939		\$ 58,153,886
Beginning Unencumbered Balance	\$ 25,178,839		\$ 25,178,839		\$ 23,004,201			
Ret Adv/Advances Out	\$ 59,640							
<b>Total Available Revenue</b>		\$77,755,150		\$80,079,527		\$73,020,140		\$ 58,153,886



Equipment Proposal  
Prepared By: Sean P. Prude

Address: 12430 Plaza Dr. Parma, OH 44130  
Phone: (216) 245-3515 Fax: (216) 433-0462

DATE: Feb. 10, 2015  
QUOTE #: CPL Protective Services Quote 2\_10\_15  
CUSTOMER #:

PREPARED FOR: Daniel Gearhart  
COMPANY: Cleveland Public Library  
FAX: EMAIL:

BILL TO: ADDRESS:  
SHIP TO: ADDRESS:

**Equipment Details and Pricing**

<u>Qty.</u>	<u>Item</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
11	H98UCD9PW5 N	APX6000 7/800 MHZ MODEL 1.5 PORTABLE	\$ 1,707.00	\$ 18,777.00
11	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL TRUNKING	\$ 1,177.50	\$ 12,952.50
11	QA01749	ADD: ADVANCED SYSTEM KEY - SOFTWARE KEY	\$ -	\$ -
11	QA01768	ENH: ENHANCED ZONE BANK	\$ 54.00	\$ 594.00
11	PMLN5657	APX 6000 Leather Carry Case with 2.75" swivel	\$ 48.75	\$ 536.25
11	PMMN4082A	IMPRES RemoteNoise Cancelling Speaker Mic	\$ 80.25	\$ 882.75
11	RLN4941	Receive-Only Earpiece with translucent tube and rubber earrip	\$ 43.50	\$ 478.50
11	WPLN7080	IMPRES Single-Unit Charger	\$ 93.75	\$ 1,031.25

All Prices Quoted Per State Term Schedule #573077-0-1. Please reference STS# on PO.

**QUOTE PAGE TOTAL**

**\$ 35,252.25**

B&C Communications

Equipment Proposal

Prepared By: Patrick Baron

Address: 5321 Commerce Pkwy W

Phone: (216) 362-8104

Fax: (216) 362-8116

DATE: Feb, 25th 2015

QUOTE #: CPLApr2015

CUSTOMER #:

PREPARED FOR: Daniel Gearhart

COMPANY: Cleveland Public Library

Phone:

Fax:

BILL TO:  
ADDRESS:

SHIP TO:  
ADDRESS:

Qty.	Model #	Description	Unit Price	Total Price
11	H98UCD9PW5N	APX6000 7/800 MHZ Model 1.5 portable	\$ 1,707.00	18,777.00
11	QA02756	ADD: 9600 or 3600 Trunking	\$ 1,177.50	12,952.00
11	QA01749	ADD: Advanced System Key	\$ -	-
11	QA01768	ENH: Enhanced Zone Bank	\$ 54.00	594.00
11	PMLN5657	APX6000 Leather Carry Case w/ 2.75" swivel	\$ 48.75	536.25
11	PMMN4062	IMPRES Remote Noise Cancelling Spkr Mic	\$ 80.25	882.75
11	FLN4941	Receive only earpiece w/ translucent tube and rubber earrip	\$ 43.50	478.50
11	WPLN7080	IMPRES Single Unit Charger	\$ 93.75	1,031.25

All Prices Quoted Per State Term Schedule #573077-0 without additional discount & promo until order placement. Please reference STS# on PO.

QUOTE PAGE TOTAL

\$35,252.25

Bender Communications

**MOTOROLA SOLUTIONS**

Quote Number: QU0000311317

Effective: 25 FEB 2015

Effective To: 26 APR 2015

Bill-To:

CLEVELAND PUBLIC LIBRARY  
325 SUPERIOR ST.  
CLEVELAND, OH 44114  
United States

Ultimate Destination:

CLEVELAND PUBLIC LIBRARY  
325 SUPERIOR ST.  
CLEVELAND, OH 44114  
United States

Attention:

Name: Daniel Gearhart  
Email: dgearhart@cpl.org

Sales Contact:

Name: Frank Cody  
Email: fcody@bendercomm.com  
Phone: 4195312844

Contract Number: OHIO STATE  
Freight terms: FOB Destination  
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	Your price	Extended Price
1	11	H98UCD9PW5AN	APX6000 7/800 MHZ MODEL 1.5 PORTABLE	\$2,944.50	\$32,389.50
1a	11	QA01648AA	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY		
1b	11	QA02756AA	ADD: 9600 TRUNKING OR 3600 DIGITAL TRUNKING		
1c	11	QA01768AA	ENH: ENHANCED ZONE BANK		
2	11	PMLN5657B	CARRY ACCESSORY-CASE,APX6000 CC 2.75 SWL,BL 2900&2150MAH	\$48.75	\$536.25
3	11	PMMN4062A	ASSY,ACCESSORY,MICROPHONE,PLU S RSM *	\$80.25	\$882.75
4	11	RLN4941A	REC ONLY EARPIECE W/TRANSLUCET TUBE	\$43.50	\$478.50
5	11	WPLN7080A	CHR IMP SUC EXT US/NA/CA/LA	\$93.75	\$1,031.25

**Total Quote in USD****\$35,318.25**

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)





## CLEVELAND PUBLIC LIBRARY

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

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

**FROM:** Myron Scruggs, Director of Property Management

**RE:** Safety and Protective Services Uniforms – Renting vs Purchasing

**DATE:** **May 21, 2015 Board Meeting**

Below is the pricing to rent and to purchase uniforms for (34) Safety and Protective Service officers. Even though the Library must purchase the shirts back after the agreement with Cintas Corporation terminates, it is still cost effective for the Library to rent uniforms rather than purchase and launder them. Please note that laundering would be additional to the purchase price.

Garment	# of Garments	Weekly Rental	# of Employees	# of Weeks	Total
Security Shirt	11	\$ 0.20	34	52	\$ 3,889.60
Cargo Pant	11	\$ 0.139	34	52	\$ 2,703.27
				Annual Rental	\$ 6,592.87
Buyback Security Shirt	11	\$ 14.75	34		\$ 5,516.50
				<b>Total Cost</b>	<b>\$ 12,109.37</b>
Assume we purchased the garments (price below does NOT include laundering)					
Long sleeve shirt	11	\$ 43.50	34		\$ 16,269.00
Pants	11	\$ 57.00	34		\$ 21,318.00
				<b>Purchase Cost</b>	<b>\$ 37,587.00</b>
				<b>Total Savings to Rent rather than Purchase</b>	<b>\$ 25,477.63</b>

### 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

**IMMEDIATE BUY BACK AGREEMENT**  
**Non-Standard Product / Special Size Garments**

Cleveland Public Library (Customer) orders from CINTAS CORPORATION ("Company") or any of its subsidiaries a garment rental service requiring garments that are not standard to Company's normal rental product line.

In the event non-standard products are returned to Cintas for reasons other than normal wear, the Customer agrees to buy back all non-standard products assigned to that employee at the rate listed below as the buy back rate. In the event an employee requiring a special size garment discontinues the service for any reason, the Customer agrees to buy back the garment at the rates listed as buy back rate below. The customer will be billed on the following week's invoice.

These garments taken out of service and purchased by the Customer will remain with the Customer.

In the event the Customer deletes the non-standard product, alters the design of the non-standard product, below terminates the rental agreement or fails to renew the rental agreement, the Customer agrees to buy back all the remaining non-standard products that Company has in inventory in-service and out-of-service at the rate listed as buy back rate. When an employee is terminated from the rental program, or does a size change, the Company will be invoiced for all the shirts allocated to that employee on the following week's invoice. Company may in its sole discretion elect to waive the buy back, in which case, customer is obligated to return all garments to company in good and usable condition.

**Example 1:** John Smith of ABC Rentco rents standard pants and non standard/exception shirts. John Smith leaves the employment of ABC Rentco. If all pants are returned in rentable condition, the company is not charged. The company is charged for all shirts at the agreed buy back rate and customer retains possession of the shirts.

**Example 2:** Mary Jones of AMD SteelFab rents non standard/exception shirts and pants. Mary requires a smaller size of both shirts and pants. The new sized shirts and pants are secured for rental and the company is charged for all old shirts and pants at the agreed buy back rate. These garments are retained in the customer's possession.

Non-Standard and/or Special Size Product	Buy Back Rate
<u>838- Security Shirt</u>	<u>\$14.75 per garment</u>
_____	_____
_____	_____

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

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

Cintas Location # \_\_\_\_\_

Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD APRIL 1 – APRIL 30, 2015

*Carrie Kuenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending April 30, 2015**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	13,942,349.96	0.00	0.00	0.00	\$ 0.00	13,942,349.96
42 Intergovernmental	6,586,837.53	532,609.70	0.00	0.00	\$ 0.00	7,119,447.23
43 Fines & Fees	141,249.80	0.00	0.00	0.00	\$ 0.00	141,249.80
44 Investment Earnings	117,233.43	105,383.07	0.00	32,562.59	\$ 0.00	255,179.09
45 Charges for Services	316,844.92	2,274,504.29	0.00	0.00	\$ 0.00	2,591,349.21
46 Contributions & Donations	5,455.05	141,600.37	0.00	0.00	\$ 0.00	147,055.42
48 Miscellaneous Revenue	175,928.24	0.00	0.00	0.00	\$ 28.77	175,957.01
<b>Total Revenues</b>	<b>\$ 21,285,898.93</b>	<b>\$ 3,054,097.43</b>	<b>\$ 0.00</b>	<b>\$ 32,562.59</b>	<b>\$ 28.77</b>	<b>\$ 24,372,587.72</b>
51 Salaries/Benefits	11,815,289.62	896,698.67	0.00	0.00	\$ 0.00	12,711,988.29
52 Supplies	258,067.09	9,524.78	0.00	670.48	\$ 0.00	268,262.35
53 Purchased/Contracted Services	4,141,362.97	1,041,743.88	0.00	1,622.00	\$ 0.00	5,184,728.85
54 Library Materials	2,131,320.53	550,040.62	0.00	55,141.45	\$ 0.00	2,736,502.60
55 Capital Outlay	195,682.00	82,241.51	728,953.43	0.00	\$ 0.00	1,006,876.94
57 Miscellaneous Expenses	49,094.90	12,033.26	0.00	0.00	\$ 14.77	61,142.93
<b>Total Expenditures</b>	<b>\$ 18,590,817.11</b>	<b>\$ 2,592,282.72</b>	<b>\$ 728,953.43</b>	<b>\$ 57,433.93</b>	<b>\$ 14.77</b>	<b>\$ 21,969,501.96</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 2,695,081.82</b>	<b>\$ 461,814.71</b>	<b>\$(728,953.43)</b>	<b>\$(24,871.34)</b>	<b>\$ 14.00</b>	<b>\$ 2,403,085.76</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 2,695,081.82</b>	<b>\$ 461,814.71</b>	<b>\$(728,953.43)</b>	<b>\$(24,871.34)</b>	<b>\$ 14.00</b>	<b>\$ 2,403,085.76</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 30,592,658.21</b>	<b>\$ 14,428,776.07</b>	<b>\$ 14,622,709.07</b>	<b>\$ 3,395,863.62</b>	<b>\$ 11,163.67</b>	<b>\$ 63,051,170.64</b>
<b>Current Cash Balance</b>	<b>\$ 33,287,655.61</b>	<b>\$ 14,890,590.78</b>	<b>\$ 13,893,755.64</b>	<b>\$ 3,370,992.28</b>	<b>\$ 11,177.67</b>	<b>\$ 65,454,171.98</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending April 30, 2015**

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	20,544,751	6,586,838	13,957,914	32%	31%
General Property Tax	23,678,232	13,942,350	9,735,882	59%	57%
Rollback, Homestead, CAT	4,188,380	0	4,188,380	0%	0%
Fines & Fees	392,000	141,250	250,750	36%	37%
Investment Earnings	235,638	117,233	118,405	50%	51%
Services to Others-Clevnet	0	316,845	(316,845)	171%	34%
Contributions	0	5,455	(5,455)	0%	100%
Miscellaneous	976,937	175,928	801,009	18%	34%
Return of Advances Out	0	0	0	0%	0%
<b>Total</b>	<b>\$ 50,015,939</b>	<b>\$ 21,285,899</b>	<b>\$ 28,730,040</b>	<b>43%</b>	<b>42%</b>

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	36,145,731	11,908,085	24,237,646	33%	33%
Supplies	1,235,898	600,645	635,252	49%	48%
Purchased Services	12,523,362	8,614,080	3,909,282	69%	62%
Library Materials	10,428,341	5,078,320	5,350,021	49%	47%
Capital Outlay	1,117,848	303,479	814,369	27%	38%
Other	140,853	83,704	57,149	59%	80%
<b>Sub Total</b>	<b>\$ 61,592,033</b>	<b>\$ 26,588,313</b>	<b>\$ 35,003,720</b>	<b>43%</b>	<b>41%</b>
Advances Out	0	0	0	0%	0%
Transfers Out	0	0	0	0%	100%
<b>Total</b>	<b>\$ 61,592,033</b>	<b>\$ 26,588,313</b>	<b>\$ 35,003,720</b>	<b>43%</b>	<b>45%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated March 6, 2015.

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

Note (3): Subtotal includes 30% expended and 13% encumbered.

Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending April 30, 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	3,363,917.11	0.00	7,263,732.64
51120 Clerical Salaries	9,302,289.34	10,183,369.79	3,281,239.60	0.00	6,902,130.19
51130 Non-Clerical Salaries	1,252,878.27	1,369,969.76	434,521.80	0.00	935,447.96
51140 Buildings Salaries	3,735,097.03	4,079,586.64	1,226,370.65	0.00	2,853,215.99
51150 Other Salaries	466,003.38	528,542.37	170,814.62	0.00	357,727.75
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	203,135.72	0.00	(124,812.27)
51400 OPERS	3,432,794.08	3,761,210.05	1,212,056.80	0.00	2,549,153.25
51610 Health Insurance	3,778,911.10	4,163,736.41	1,348,666.33	0.00	2,815,070.08
51611 Dental Insurance	181,829.33	208,615.07	63,916.86	0.00	144,698.21
51612 Vision Insurance	13,332.29	14,079.29	4,616.33	0.00	9,462.96
51620 Life Insurance	12,074.65	13,804.80	4,119.60	0.00	9,685.20
51625 Short Term Disability Insurance	9,383.86	9,910.20	2,837.90	0.00	7,072.30
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	114,030.92	0.00	229,318.97
51900 Other Benefits	12,451.12	14,318.85	3,766.36	5,769.33	4,783.16
<b>Salaries/Benefits</b>	<b>\$32,510,360.06</b>	<b>\$ 36,145,730.69</b>	<b>\$ 11,815,289.62</b>	<b>\$ 92,795.24</b>	<b>\$ 24,237,645.83</b>
52110 Office Supplies	40,480.84	48,769.02	13,068.25	1,484.56	34,216.21
52120 Stationery	51,733.11	61,504.66	8,255.74	5,067.66	48,181.26
52130 Duplication Supplies	30,188.73	35,117.95	10,435.84	310.00	24,372.11
52140 Hand Tools	531.96	600.00	412.19	0.00	187.81
52150 Book Repair Supplies	89,324.95	107,805.58	51,758.57	14,565.05	41,481.96
52210 Janitorial Supplies	88,881.65	103,804.83	33,819.28	9,351.66	60,633.89

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending April 30, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	80,370.29	94,385.76	25,957.84	16,096.19	52,331.73
52230	179,367.16	354,945.94	61,565.58	197,234.06	96,146.30
52240	22,165.00	37,284.55	10,598.08	5,697.55	20,988.92
52300	77,462.24	111,015.48	17,579.04	67,267.68	26,168.76
52900	239,780.97	280,663.85	24,616.68	25,503.65	230,543.52
<b>Supplies</b>	<b>\$900,286.90</b>	<b>\$ 1,235,897.62</b>	<b>\$ 258,067.09</b>	<b>\$ 342,578.06</b>	<b>\$ 635,252.47</b>
53100	106,000.00	137,535.01	14,278.73	48,256.28	75,000.00
53210	292,272.53	406,422.86	94,248.02	281,152.94	31,021.90
53230	89,464.00	109,472.45	26,947.54	36,583.36	45,941.55
53240	135,680.00	179,485.50	41,182.63	42,840.28	95,462.59
53310	488,787.20	652,182.75	86,891.49	33,558.14	531,733.12
53320	16,960.00	22,946.07	4,529.87	3,668.69	14,747.51
53340	162,705.76	270,787.86	83,587.26	50,408.66	136,791.94
53350	186,781.33	331,982.87	100,296.87	104,602.67	127,083.33
53360	275,595.61	330,980.65	82,586.20	32,221.47	216,172.98
53370	31,376.00	40,780.34	3,546.45	20,150.88	17,083.01
53380	584,272.00	745,795.21	285,060.07	237,360.67	223,374.47
53390	25,440.00	30,225.75	0.00	23,000.00	7,225.75
53400	372,095.61	495,813.00	58,628.00	0.00	437,185.00
53510	143,649.51	251,649.11	39,797.35	148,858.54	62,993.22
53520	51,982.40	70,763.72	15,244.43	26,549.37	28,969.92
53610	1,290,945.94	1,587,395.40	613,243.48	973,281.38	870.54
53620	619,807.43	756,090.10	110,332.91	644,918.86	838.33
53630	748,081.00	969,203.90	98,199.51	871,004.39	0.00

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending April 30, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	67,636.26	97,737.86	22,883.31	74,854.55	0.00
53710	1,030,021.46	2,104,152.55	320,455.22	679,328.70	1,104,368.63
53720	674,764.45	859,712.80	359,697.96	63,875.00	436,139.84
53730	15,688.00	18,500.00	5,338.58	0.00	13,161.42
53800	236,931.20	445,800.38	73,009.86	74,067.67	298,722.85
53900	1,362,796.83	1,607,946.23	1,601,377.23	2,174.50	4,394.50
<b>Purchased/Contracted Services</b>	<b>\$9,009,734.52</b>	<b>\$ 12,523,362.37</b>	<b>\$ 4,141,362.97</b>	<b>\$ 4,472,717.00</b>	<b>\$ 3,909,282.40</b>
54110	2,160,000.00	2,760,000.29	710,401.43	539,637.33	1,509,961.53
54120	345,000.00	873,452.88	126,922.73	443,617.07	302,913.08
54210	793,400.00	1,237,224.31	152,613.27	235,663.27	848,947.77
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	376,242.25	485,376.96	1,060,643.28
54320	136,000.00	153,789.04	33,380.76	27,755.92	92,652.36
54325	363,000.00	517,904.42	90,439.15	188,633.97	238,831.30
54500	501,000.00	1,077,246.31	383,068.64	214,662.82	479,514.85
54530	596,918.00	1,345,557.00	213,772.35	586,460.88	545,323.77
54600	3,000.00	3,380.00	731.00	2,484.00	165.00
54710	25,000.00	54,036.34	8,317.34	19,567.93	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	4,948.39	10,914.50	128,160.55
<b>Library Materials</b>	<b>\$6,845,318.00</b>	<b>\$ 10,428,341.00</b>	<b>\$ 2,131,320.53</b>	<b>\$ 2,946,999.91</b>	<b>\$ 5,350,020.56</b>
55510	115,866.70	267,912.86	92,918.23	36,422.43	138,572.20
55520	171,575.35	305,624.28	47,948.38	28,551.65	229,124.25



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending April 30, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	213,111.80	319,769.10	49,571.56	8,575.44	261,622.10
55540 Software	149,653.35	224,542.20	5,243.83	34,247.87	185,050.50
<b>Capital Outlay</b>	<b>\$650,207.20</b>	<b>\$ 1,117,848.44</b>	<b>\$ 195,682.00</b>	<b>\$ 107,797.39</b>	<b>\$ 814,369.05</b>
57100 Memberships	50,085.40	67,109.62	39,362.52	12,343.04	15,404.06
57200 Taxes	9,182.40	13,035.72	3,639.57	9,169.49	226.66
57500 Refunds/Reimbursements	40,764.08	60,707.65	6,092.81	13,096.18	41,518.66
<b>Miscellaneous Expenses</b>	<b>\$100,031.88</b>	<b>\$ 140,852.99</b>	<b>\$ 49,094.90</b>	<b>\$ 34,608.71</b>	<b>\$ 57,149.38</b>
Advances	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$50,015,938.56</b>	<b>\$ 61,592,033.11</b>	<b>\$ 18,590,817.11</b>	<b>\$ 7,997,496.31</b>	<b>\$ 35,003,719.69</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending April 30, 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	21,285,898.93	18,590,817.11	7,997,496.31	25,290,243.72
<b>Total General Fund</b>	<b>\$ 30,592,658.21</b>	<b>\$ 21,285,898.93</b>	<b>\$ 18,590,817.11</b>	<b>\$ 7,997,496.31</b>	<b>\$ 25,290,243.72</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	108,560.29	98,667.10	348,897.92	5,583,180.12
204 Kaiser	55,406.44	0.00	0.00	0.00	55,406.44
205 Kralley	183,286.36	1,739.01	2,487.18	1,705.67	180,832.52
206 Library	173,927.60	2,817.23	2,945.40	0.00	173,799.43
207 Pepke	118,840.00	2,600.49	0.00	0.00	121,440.49
208 Wickwire	1,316,624.63	10,831.82	0.00	12,282.50	1,315,173.95
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	(100.00)	5,640.00	5,960.00
226 Judd	7,568.18	55,204.55	52,676.34	43,095.59	(32,999.20)
228 Lockwood Thompson Memorial	180,103.77	0.00	50,972.09	105,184.86	23,946.82
229 Ohio Center for the Book	0.00	900.00	0.00	0.00	900.00
230 Schweinfurth	63,795.29	15,730.00	23,698.55	150.00	55,676.74
231 CLEVNET	0.00	2,274,504.29	1,720,306.69	1,066,568.71	(512,371.11)
251 OLBPD-Library for the Blind	0.00	502,732.00	532,110.67	23,595.86	(52,974.53)
252 LSTA-Know It Now	43,626.78	29,877.70	46,446.26	50.09	27,008.13
254 MyCom	95,000.00	0.00	40,320.00	54,680.00	0.00
256 Learning Centers	95,742.42	0.00	19,368.88	76,373.54	0.00
<b>Total Special Revenue Funds</b>	<b>\$ 14,428,776.07</b>	<b>\$ 3,054,097.43</b>	<b>\$ 2,592,282.72</b>	<b>\$ 1,778,688.80</b>	<b>\$ 13,111,901.98</b>
401 Building & Repair	14,622,709.07	0.00	728,953.43	429,917.57	13,463,838.07
<b>Total Capital Project Funds</b>	<b>\$ 14,622,709.07</b>	<b>\$ 0.00</b>	<b>\$ 728,953.43</b>	<b>\$ 429,917.57</b>	<b>\$ 13,463,838.07</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending April 30, 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	772.00	1,552.00	131,153.07
504 Klein	4,974.03	0.00	0.00	0.00	4,974.03
505 Maion/Schroeder	271,840.33	56.64	1,520.48	820.00	269,556.49
506 McDonald	173,934.62	(743.58)	0.00	0.00	173,191.04
507 Ratner	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	187,976.84	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	53,291.45	2,569.17	2,005,788.87
513 Beard Anna Young	80,538.69	233.80	0.00	0.00	80,772.49
<b>Total Permanent Funds</b>	<b>\$ 3,395,863.62</b>	<b>\$ 32,562.59</b>	<b>\$ 57,433.93</b>	<b>\$ 4,941.17</b>	<b>\$ 3,366,051.11</b>
901 Unclaimed Funds	11,163.67	28.77	14.77	0.00	11,177.67
Others	\$ 11,163.67	\$ 28.77	\$ 14.77	\$ 0.00	\$ 11,177.67
<b>Total All Funds</b>	<b>\$ 63,051,170.64</b>	<b>\$ 24,372,587.72</b>	<b>\$ 21,969,501.96</b>	<b>\$ 10,211,043.85</b>	<b>\$ 55,243,212.55</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending April 30, 2015

<b>Balance of All Funds</b>	<b><u><u>\$ 65,454,171.98</u></u></b>
Chase - Checking	5,771.85
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	1,589,293.65
KeyBank - Merchant Acct	131,746.36
Fifth Third - Checking	325,075.97
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b><u><u>\$ 2,057,113.35</u></u></b>
PNC - Money Market	10,041.61
PNC - Investments	35,058,993.90
PNC - Investments Money Market	15,653.07
STAR Ohio Investment	29,942.94
STAR Plus Program	12,306,844.46
<b>Investments</b>	<b><u><u>\$ 47,421,475.98</u></u></b>
PNC- Endowment Account	15,975,582.65
<b>Endowment Account</b>	<b><u><u>\$ 15,975,582.65</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 65,454,171.98</u></u></b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – April 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 April 1, 2015 through April 30, 2015.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
04/01/15 - 04/30/15	30	Various	STAR Ohio	Various	1.47	Investment Pool
04/01/15 - 04/30/15	30	Various	STAR Plus	Various	2,613.67	Bank Deposit Program
04/01/15 - 04/30/15	30	Various	PNC	Various	1.09	Sweep Money Market
04/01/15 - 04/30/15	30	Various	PNC	Various	0.08	Money Market
10/20/14 - 04/20/15	183	1,000,000	Federal National Mortgage Assn.	0.750%	3,750.00	Federal Agency
03/19/15 - 04/16/15	29	500,000	Federal Home Loan Bank	1.125%	421.88	Federal Agency
10/30/14 - 04/30/15	183	500,000	Federal National Mortgage Assn.	1.150%	2,875.00	Federal Agency
10/30/14 - 04/30/15	183	500,000	Federal Home Loan Mortgage Corp.	1.050%	2,625.00	Federal Agency
01/29/15 - 04/23/15	85	1,000,000	Federal Farm Credit Bank	1.230%	2,870.00	Federal Agency
02/23/15 - 04/30/15	67	500,000	Federal Home Loan Mortgage Corp.	1.200%	1,366.67	Federal Agency

Earned Interest April 2015 \$ 16,524.86

Earned Interest Year To Date \$ 117,233.43

## CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee  
May 19, 2015

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR APRIL 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
Association of Government Accountants Certified Government Financial Manager Exam Westlake Ohio	3/28/15	Laura Armstrong	248.06
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Don Boozer	20.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/25/15	William Bradford	90.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Alice Butts	20.00
Ohio Library Council Northern Trustee Dinner Independence, Ohio	4/29/15	Alice Butts	40.00
Ohio Library Council Leadership Conference Columbus, Ohio	11/7/14	Madeline Corchardo	75.00
Tyler Technologies Munis User Conference 2015 Atlanta, Georgia	5/3/15 -5/6/15	Madeline Corchardo	775.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Thomas Corrigan	20.00
Ohio Library Council Northern Trustee Dinner Independence, Ohio	4/29/15	Thomas Corrigan	40.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Kent State University Virginia Hamilton Conference Kent, Ohio	4/9/15 - 4/10/15	Jaime Declet	98.90
Public Library Association Leadership Academy Charleston, South Carolina	3/23/15 - 3/27/15	Anastasia Diamond-Ortiz	1,345.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Joyce Dodrill	20.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Maria Estrella	20.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/10/15	Mark Fox-Morgan	120.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/10/15	Jeanmarie Gielty	120.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Angela Guinther	20.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	John Hairston	20.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/25/15	Regina Houseman	40.71
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Sherri Jones	20.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/10/15	Alexandra Kmiecik	10.35
Tyler Technologies Munis User Conference 2015 Atlanta, Georgia	5/3/15 -5/6/15	Carrie Krenicky	775.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Association of Government Accountants Certified Government Financial Manager Exam Beachwood, Ohio	4/4/15	Carrie Krenicky	317.28
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Carlos Latimer	20.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Cindy Lombardo	20.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Michelle Makkos	20.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/9/15 - 4/10/15	Ericka Marks	150.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Pam Matthews	20.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/9/15 - 4/10/15	Michelle Miller	150.00
American Payroll Association Chapter Meeting Independence, Ohio	4/17/15	Ronelle Miller-Hood	100.00
Ohio Library Council 2015 Program Committee Meeting Columbus, Ohio	4/7/15	Michael Monaco	141.45
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/25/15	Michael Monaco	10.86
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Pasha Moncrief	20.00
Ohio Library Council Northern Trustee Dinner Independence, Ohio	4/29/15	Anthony Parker	40.00



ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Sirsi Dynix 2015 Cosugi Conference Portland, Oregon	3/29/15 - 4/1/15	Hilary Prisbylla	1,759.95
Kent State University Virginia Hamilton Conference Kent, Ohio	4/9/15 - 4/10/15	Kendra Proctor	150.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/9/15 - 4/10/15	Kevin Ray	150.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Kenneth Redd	20.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Katie Riggerbach	20.00
Ohio Library Council Northern Trustee Dinner Independence, Ohio	4/29/15	Alan Seifullah	40.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Alan Seifullah	20.00
Tyler Technologies Munis User Conference 2015 Atlanta, Georgia	5/3/15 -5/6/15	David Swinerton	775.00
Ohio Library Council Northern Trustee Dinner Independence, Ohio	4/29/15	Felton Thomas	40.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Felton Thomas	20.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Ginaya Willoughby	20.00
Ohio Library Council Legislative Day Columbus, Ohio	4/28/15	Robin Wood	20.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Midwinter Meeting Chaicago, Illinois	1/29/15 - 2/2/15	Cal Zunt	884.86
<b>TOTAL</b>			<b>\$8,867.42</b>

**SUMMARY**

FUND	APRIL	YEAR TO DATE
General	\$6,542.42	\$14,278.73
Lockwood Thompson	2,325.00	2,325.00
OLBPD	0.00	140.30
LSTA - Know it Know	0.00	1,728.74
<b>TOTAL</b>	<b>\$8,867.42</b>	<b>\$18,472.77</b>

Report on Cleveland Foundation Grant  
For Library Learning Centers  
April 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	\$ 19,368.88	\$ 19,368.88	\$ 36,038.12	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 February, 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>\$ 19,368.88</b>	<b>\$ 19,368.88</b>	<b>\$ 49,638.12</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	\$ -	\$ -	\$ 1,361.82	Monoprice, Inc. (Cables) Positive Promotions Scholastic Classroom
<b>Total Supplies</b>	<b>\$ 2,566.54</b>	<b>\$ 1,204.72</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,361.82</b>	
<b>Capital Outlay</b>						
<b>iPads and charging stations</b>	\$ 44,584.40	\$ 22,796.40	\$ -	\$ -	\$ 21,788.00	Purchased (60) iPad mini (16g) @ \$299.94 each and 10 Griffin Multidock stations @ \$480 each Ordered (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>\$ -</b>	<b>\$ -</b>	<b>\$ 25,373.60</b>	<b>Available Budget</b>
<b>TOTAL Cleveland Foundation Grant</b>	<b>\$ 228,500.00</b>	<b>\$ 132,757.58</b>	<b>\$ 19,368.88</b>	<b>\$ 19,368.88</b>	<b>\$ 76,373.54</b>	<b>\$ -</b>

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**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
REGULAR EMPLOYMENT REPORT  
4/01/2015 THROUGH 4/30/2015**

**Human Resources Committee Report  
May 21, 2015**

	<b>DEPT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASON</b>
<b>RESIGNATIONS</b>				
<b>NAME</b>				
	FULTON	PAGE	3/27/2015	DID NOT RTN FROM UNPAID LEAVE
<b>OTHER TERMINATIONS</b>				
*LEASURE, PAULA				

**OTHER TERMINATIONS**

\*DATA NOT AVAILABLE FOR MARCH REPORT

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**CLEVELAND PUBLIC LIBRARY**  
**SALARY CHANGES REPORT**  
**FROM 04/01/2015 TO 04/30/2015**

**Human Resources Committee Report**  
**May 21, 2015**

**EMPLOYEE:** ODUM, JESSICA  
**JOB TITLE:** SUBJECT DEPARTMENT CLERK  
**CURRENT GRADE:** B **EFFEC DATE** 04/05/2015  
**CURRENT STEP:** 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	17,668.82	33,128.94	TRANSFER

**EMPLOYEE:** JOHNSON, MARY  
**JOB TITLE:** BRANCH CLERK  
**CURRENT GRADE:** B **EFFEC DATE** 04/05/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	15,303.60	16,988.92	TRANSFER

**EMPLOYEE:** EDWARDS, HARRY  
**JOB TITLE:** CUSTODIAN  
**CURRENT GRADE:** B **EFFEC DATE** 04/05/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		31,854.16	NEW HIRE

**EMPLOYEE:** MOCSIRAN, NANCY  
**JOB TITLE:** KNOWLEDGE MGMT SPECIALIST  
**CURRENT GRADE:** G **EFFEC DATE** 04/05/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	42,660.54	48,787.44	PROMOTION

**EMPLOYEE:** CARRILLO, WALLACE  
**JOB TITLE:** SUBJECT DEPARTMENT CLERK  
**CURRENT GRADE:** B **EFFEC DATE** 04/05/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	16,988.92	31,854.16	TRANSFER

**EMPLOYEE:** HAGGERTY, SAMANTHA  
**JOB TITLE:** SAFETY & PROT SVCS. OFFICER  
**CURRENT GRADE:** C **EFFEC DATE** 04/12/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		36,747.10	NEW HIRE

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**CLEVELAND PUBLIC LIBRARY**  
**SALARY CHANGES REPORT**  
**FROM 04/01/2015 TO 04/30/2015**

**EMPLOYEE:** MOORE, EDWIN  
**JOB TITLE:** SAFETY & PROT SVCS. OFF PT  
**CURRENT GRADE:** C **EFFEC DATE** 04/12/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		25,723.10	NEW HIRE

**EMPLOYEE:** BABBITS, MICHAEL  
**JOB TITLE:** SAFETY & PROT SVCS. OFFICER  
**CURRENT GRADE:** C **EFFEC DATE** 04/12/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		36,747.10	NEW HIRE

**EMPLOYEE:** ROMANCE, TODD  
**JOB TITLE:** SAFETY & PROT SVCS. OFFICER  
**CURRENT GRADE:** C **EFFEC DATE** 04/19/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		36,747.10	NEW HIRE

**EMPLOYEE:** THOMPSON, TREVOR  
**JOB TITLE:** SAFETY & PROT SVCS. OFF PT  
**CURRENT GRADE:** C **EFFEC DATE** 04/19/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		25,723.10	NEW HIRE

**EMPLOYEE:** REED, TEDDY  
**JOB TITLE:** SAFETY & PROT SVCS. OFFICER  
**CURRENT GRADE:** C **EFFEC DATE** 04/19/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		36,747.10	NEW HIRE

**EMPLOYEE:** KRESAK, WAYNE  
**JOB TITLE:** SAFETY & PROT SVCS. OFF PT  
**CURRENT GRADE:** C **EFFEC DATE** 04/19/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		25,723.10	NEW HIRE

**EMPLOYEE:** RICHARDSON, TAMMY  
**JOB TITLE:** SAFETY & PROT SVCS. OFF PT  
**CURRENT GRADE:** C **EFFEC DATE** 04/19/2015  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		25,723.10	NEW HIRE

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 04/01/2015 TO 04/30/2015**

**EMPLOYEE:** GREEN, ANTHONY **CURRENT GRADE:** C **EFFEC DATE** 04/19/2015  
**JOB TITLE:** SAFETY & PROT SVCS. OFF PT **CURRENT STEP:** 1 FOR GRADE/STEP

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		25,723.10	NEW HIRE

**EMPLOYEE:** BLASCO, AMY **CURRENT GRADE:** C **EFFEC DATE** 04/19/2015  
**JOB TITLE:** SAFETY & PROT SVCS. OFF PT **CURRENT STEP:** 1 FOR GRADE/STEP

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		25,723.10	NEW HIRE

**EMPLOYEE:** KROUSE, CARRIE **CURRENT GRADE:** C **EFFEC DATE** 04/19/2015  
**JOB TITLE:** SAFETY & PROT SVCS. OFF PT **CURRENT STEP:** 1 FOR GRADE/STEP

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		25,723.10	NEW HIRE

**EMPLOYEE:** TULLY, ADAM **CURRENT GRADE:** F **EFFEC DATE** 04/19/2015  
**JOB TITLE:** LIBRARY ASSISTANT **CURRENT STEP:** 1 FOR GRADE/STEP

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

**EMPLOYEE:** SENESE, RACHEL **CURRENT GRADE:** H **EFFEC DATE** 04/26/2015  
**JOB TITLE:** CDPL COORDINATOR **CURRENT STEP:** 1 FOR GRADE/STEP

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		51,513.70	NEW HIRE

**EMPLOYEE:** MALDONADO, CARLOS **CURRENT GRADE:** C **EFFEC DATE** 04/26/2015  
**JOB TITLE:** SAFETY & PROT SVCS. OFF PT **CURRENT STEP:** 1 FOR GRADE/STEP

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		25,723.10	NEW HIRE

**EMPLOYEE:** CHAPMAN, ERIN **CURRENT GRADE:** C **EFFEC DATE** 04/26/2015  
**JOB TITLE:** SAFETY & PROT SVCS. OFF PT **CURRENT STEP:** 1 FOR GRADE/STEP

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		25,723.10	NEW HIRE

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**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 04/01/2015 TO 04/30/2015**

**EMPLOYEE:** LESZCZ, BRIAN  
**JOB TITLE:** DATBASE ADMIN IT

**CURRENT GRADE:** K **EFFEC DATE** 04/29/2015  
**CURRENT STEP:** 5 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		79,862.52	NEW HIRE



## CLEVELAND PUBLIC LIBRARY

REPORT E

## Human Resources Committee Report

Meeting Date: May 21, 2015

Report Period April, 2015

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

<b>MONTH</b>	<b>2014 SICK LEAVE HOURS USED</b>	<b>2015 SICK LEAVE HOURS USED</b>	<b>2015 TOTAL HOURS</b>
January *	4,933.14	4,564.09	134,293.80
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		
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**  
**April 1, 2015- April 30, 2015 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT F****Human Resources Committee Report**

May 21, 2015

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	20	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	125	27	28	2	2		29	28	7	2	
Administrative Support	295	28	67	5	3		54	117	19	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>118</b>	<b>154</b>	<b>11</b>	<b>7</b>	<b>0</b>	<b>158</b>	<b>183</b>	<b>33</b>	<b>7</b>	<b>0</b>

**A= Total Column****B= White****C=Black****D=Hispanic****E=Asian/Pacific****G=White****H=Black****I=Hispanic****J=Asian/Pacific****F= American Indian/Alaskan Native****K=American Indian/Alaskan Native**

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

Human Resources Committee Report  
May 21, 2015

**Staff Enrollments-Health Care/Dental**

	Single	Family	Total
Essential	1	1	2
Standard	69	60	129
Standard with OAD	0	0	0
Premier	198	86	284
Premier with OAD	0	0	0
Dental Insurance	171	266	437
Vision Employee			233
Vision Children			34
Vision Spouse			45
Vision Family			73

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

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

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	127,074	137,361	611	660	501,371	540,493	-7.2%
Branches	270,556	310,163	1,224	1,403	1,084,474	1,241,007	-12.6%
Mobile Units	5,211	6,970			25,590	23,609	8.4%
Library for the Blind	54,304	50,554			195,958	207,604	-5.6%
OLBPD BARD	9,916	8,986			47,745	43,207	10.5%
eMedia	22,059	18,589			86,147	76,990	11.9%
<b>TOTAL CIRCULATION</b>	<b>489,120</b>	<b>532,623</b>			<b>1,941,285</b>	<b>2,132,910</b>	<b>-9.0%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
eBook	14,361	13,447	58,781	56,726	3.6%
eAudiobook	5,437	4,192	21,544	17,180	25.4%
eMusic	16	25	72	103	-30.1%
eVideo	205	202	814	702	16.0%
eMagazines	2,040	723	4,936	2,279	116.6%
<b>TOTAL eCIRCULATION</b>	<b>22,059</b>	<b>18,589</b>	<b>86,147</b>	<b>76,990</b>	<b>11.9%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Downloads	9,916	8,986	47,745	43,207	10.5%
Users	607	671	2,584	2,689	-3.9%

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	11,656	13,513	8,409	10,078	-16.6%
Branches	543	40 minutes	81,185	87,923	53,104	58,552	-9.3%
<b>TOTAL USAGE</b>	<b>637</b>		<b>92,841</b>	<b>101,436</b>	<b>61,513</b>	<b>68,630</b>	<b>-10.4%</b>

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	42,660	50,240	205	242	155,660	169,327	-8.1%
Branches	233,714	247,742	1,058	1,121	864,831	895,488	-3.4%
Mobile Unit	340	578			1,831	2,222	-17.6%
<b>TOTAL VISITS</b>	<b>276,714</b>	<b>298,560</b>			<b>1,022,322</b>	<b>1,067,037</b>	<b>-4.2%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR APRIL 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	6,798	766	674	1,078	9,316	645	9,961
Brooklyn	4,325	423	400	460	5,608	543	6,151
Carnegie West	7,819	930	1,166	1,672	11,587	1,070	12,657
Collinwood	5,171	603	534	903	7,211	644	7,855
East 131st	2,828	312	305	629	4,074	265	4,339
Eastman	12,585	1,317	1,909	2,818	18,629	1,914	20,543
Fleet*	7,617	731	828	1,084	10,260	915	11,175
Fulton	8,455	598	775	1,009	10,837	770	11,607
Garden Valley	2,041	184	152	171	2,548	223	2,771
Glenville	4,612	455	486	834	6,387	457	6,844
Harvard-Lee	5,265	554	719	1,009	7,547	647	8,194
Hough	2,984	318	238	569	4,109	291	4,400
Jefferson	4,392	791	947	1,297	7,427	583	8,010
Langston Hughes	4,525	516	562	748	6,351	495	6,846
Lorain	5,971	763	907	1,155	8,796	687	9,483
Martin Luther King, Jr.	6,152	928	640	1,001	8,721	641	9,362
Memorial-Nottingham	7,061	808	1,113	1,811	10,793	987	11,780
Mt. Pleasant	2,829	360	356	433	3,978	281	4,259
Rice	7,590	719	905	1,522	10,736	817	11,553
Rockport	13,316	1,114	1,202	2,128	17,760	1,875	19,635
South	5,561	744	635	1,086	8,026	550	8,576
South Brooklyn	10,499	1,309	2,120	2,772	16,700	1,957	18,657
Sterling	3,731	309	336	459	4,835	405	5,240
Union	4,477	540	498	572	6,087	416	6,503
Walz	9,151	763	1,136	1,443	12,493	1,246	13,739
West Park	10,872	1,565	3,050	3,829	19,316	2,279	21,595
Woodland	6,421	459	500	830	8,210	611	8,821
<b>TOTAL</b>	<b>173,048</b>	<b>18,879</b>	<b>23,093</b>	<b>33,322</b>	<b>248,342</b>	<b>22,214</b>	<b>270,556</b>

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

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

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014			
Addison	9,961	12,169	38,620	48,550	-9,930	-20.5%	
Brooklyn	6,151	6,464	25,217	26,096	-879	-3.4%	
Carnegie West	12,657	14,086	49,782	53,993	-4,211	-7.8%	
Collinwood	7,855	9,101	31,513	36,219	-4,706	-13.0%	
East 131st	4,339	4,737	17,461	21,236	-3,775	-17.8%	
Eastman	20,543	20,631	78,482	83,814	-5,332	-6.4%	
Fleet*	11,175	14,316	45,680	54,637	-8,957	-16.4%	
Fulton	11,607	14,516	41,830	62,892	-21,062	-33.5%	
Garden Valley	2,771	3,951	12,274	14,824	-2,550	-17.2%	
Glenville	6,844	7,868	27,100	33,578	-6,478	-19.3%	
Harvard-Lee	8,194	9,572	31,587	36,596	-5,009	-13.7%	
Hough	4,400	4,793	18,459	19,895	-1,436	-7.2%	
Jefferson	8,010	8,855	32,211	35,184	-2,973	-8.4%	
Langston Hughes	6,846	7,123	28,530	27,936	594	2.1%	
Lorain	9,483	11,967	38,065	44,726	-6,661	-14.9%	
Martin Luther King, Jr.	9,362	10,838	42,684	44,726	-2,042	-4.6%	
Memorial-Nottingham	11,780	15,166	48,649	59,192	-10,543	-17.8%	
Mt. Pleasant	4,259	5,795	17,206	24,655	-7,449	-30.2%	
Rice	11,553	12,381	45,646	49,344	-3,698	-7.5%	
Rockport	19,635	20,896	75,906	82,727	-6,821	-8.2%	
South	8,576	9,162	35,830	38,203	-2,373	-6.2%	
South Brooklyn	18,657	21,702	75,088	85,559	-10,471	-12.2%	
Sterling	5,240	5,687	21,422	23,870	-2,448	-10.3%	
Union	6,503	8,550	26,212	34,175	-7,963	-23.3%	
Walz	13,739	16,467	56,113	67,505	-11,392	-16.9%	
West Park	21,595	22,603	84,848	88,400	-3,552	-4.0%	
Woodland	8,821	10,767	38,059	42,475	-4,416	-10.4%	
<b>TOTAL</b>	<b>270,556</b>	<b>310,163</b>	<b>1,084,474</b>	<b>1,241,007</b>	<b>-156,533</b>	<b>-12.6%</b>	

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

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE APRIL 2015**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014	2015		
Addison	5,767	6,532	20,983	22,975	-1,992	-8.7%	
Brooklyn	3,462	4,066	13,673	14,968	-1,295	-8.7%	
Carnegie West	16,077	16,496	62,218	58,654	3,564	6.1%	
Collinwood	6,640	7,641	24,348	27,073	-2,725	-10.1%	
East 131st	8,054	7,948	27,969	27,948	21	0.1%	
Eastman	11,308	11,946	43,715	46,504	-2,789	-6.0%	
Fleet	10,373	11,292	39,121	41,752	-2,631	-6.3%	
Fulton	7,206	7,999	27,220	28,391	-1,171	-4.1%	
Garden Valley	4,785	5,912	17,147	18,162	-1,015	-5.6%	
Glenville	7,981	7,373	26,862	25,651	1,211	4.7%	
Harvard-Lee	7,943	9,895	30,729	38,018	-7,289	-19.2%	
Hough	12,284	10,320	41,941	37,528	4,413	11.8%	
Jefferson	7,149	8,006	28,533	30,520	-1,987	-6.5%	
Langston Hughes	8,377	7,694	27,889	26,514	1,375	5.2%	
Lorain	7,037	9,039	27,033	31,037	-4,004	-12.9%	
Martin Luther King, Jr.	8,202	7,260	29,767	25,284	4,483	17.7%	
Memorial-Nottingham	4,978	6,352	18,779	22,278	-3,499	-15.7%	
Mt. Pleasant	7,108	7,338	25,105	26,509	-1,404	-5.3%	
Rice*	13,381	13,381	52,985	51,833	1,152	2.2%	
Rockport	11,650	13,743	40,184	49,404	-9,220	-18.7%	
South	7,662	7,827	27,897	31,383	-3,486	-11.1%	
South Brooklyn	14,056	13,773	53,173	48,135	5,038	10.5%	
Sterling	9,437	10,935	35,911	39,350	-3,439	-8.7%	
Union	7,234	6,335	25,606	21,970	3,636	16.5%	
Walz	8,485	9,571	31,833	34,819	-2,986	-8.6%	
West Park	9,873	10,793	37,510	40,044	-2,534	-6.3%	
Woodland	7,205	8,275	26,700	28,784	-2,084	-7.2%	
<b>TOTAL</b>	<b>233,714</b>	<b>247,742</b>	<b>864,831</b>	<b>895,488</b>	<b>-30,657</b>	<b>-3.4%</b>	

\*Equipment malfunction. Substitute value used.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS APRIL 2015**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	21,595	1 Carnegie West	16,077	1 South Brooklyn	32,043
2 Eastman	20,543	2 South Brooklyn	14,056	2 West Park	27,814
3 Rockport	19,635	3 Rice**	13,381	3 Fleet**	26,727
4 South Brooklyn	18,657	4 Hough	12,284	4 Eastman	23,674
5 Walz	13,739	5 Rockport	11,650	5 Rockport	19,896
6 Carnegie West	12,657	6 Eastman	11,308	6 Fulton	19,647
7 Memorial-Nottingham	11,780	7 Fleet	10,373	7 Rice	19,462
8 Fulton	11,607	8 West Park	9,873	8 Memorial-Nottingham	19,271
9 Rice	11,553	9 Sterling	9,437	9 Harvard-Lee	17,655
10 Fleet*	11,175	10 Walz	8,485	10 Walz	16,063
11 Addison	9,961	11 Langston Hughes	8,377	11 Collinwood	14,769
12 Lorain	9,483	12 Martin Luther King, Jr.	8,202	12 Langston Hughes	14,439
13 Martin Luther King, Jr.	9,362	13 East 131st	8,054	13 Glenville	14,006
14 Woodland	8,821	14 Glenville	7,981	14 Addison	13,603
15 South	8,576	15 Harvard-Lee	7,943	15 East 131st	13,025
16 Harvard-Lee	8,194	16 South	7,662	16 Mt. Pleasant	12,792
17 Jefferson	8,010	17 Union	7,234	17 Lorain	12,588
18 Collinwood	7,855	18 Fulton	7,206	18 Martin Luther King, Jr.	12,392
19 Langston Hughes	6,846	19 Woodland	7,205	19 Carnegie West	10,487
20 Glenville	6,844	20 Jefferson	7,149	20 Union	8,416
21 Union	6,503	21 Mt. Pleasant	7,108	21 Sterling	8,267
22 Brooklyn	6,151	22 Lorain	7,037	22 Woodland	7,946
23 Sterling	5,240	23 Collinwood	6,640	23 South	6,325
24 Hough	4,400	24 Addison	5,767	24 Hough	5,667
25 East 131st	4,339	25 Memorial-Nottingham	4,978	25 Brooklyn	5,524
26 Mt. Pleasant	4,259	26 Garden Valley	4,785	26 Jefferson	3,515
27 Garden Valley	2,771	27 Brooklyn	3,462	27 Garden Valley	2,310
	270,556		233,714	28 Broadway**	1,966
					388,323
					473,177

\*\*Broadway and Fleet services areas merged

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

\*\*Equipment malfunction; substitute value used

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
CLEVNET	75,788	79,388	305,218	311,376	-2.0%
MORE	392	509	1,600	2,817	-43.2%
Other Libraries	362	551	1,521	2,896	-47.5%
<b>TOTAL</b>	<b>76,542</b>	<b>80,448</b>	<b>308,339</b>	<b>317,089</b>	<b>-2.8%</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	21,070	21,469	73,882	110,377	-33.1%
KnowItNow Web Reference*	129	402	582	1,507	-61.4%
Interlibrary Loan Requests	754	2,062	3,121	8,605	-63.7%
<b>TOTAL</b>	<b>21,953</b>	<b>23,933</b>	<b>77,585</b>	<b>120,489</b>	<b>-35.6%</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	5,828	5,224	22,597	21,508	5.1%
Total Items Added	21,195	20,261	76,332	73,688	3.6%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Main Library	208	208	799	782	2.1%
Branches	5,967	5,967	22,883	22,366	2.3%

Rate of Unemployment in Cleveland and Library Circulation, 2005-2014

