

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
June 16, 2016
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
Ms. Washington, Mr. Parker (arrived, 12:16
p.m., Mr. Corrigan (arrived, 12:26 p.m.)

Absent: Mr. Hairston

Ms. Rodriguez called the meeting to order at 12:04 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes for the
5/19/16 Regular Board Meeting and 5/17/19 Finance
Committee Meeting. Mr. Seifullah seconded the motion,
which passed unanimously by roll call vote.

COMMUNICATIONS

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

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of May

(See page 884)

Mr. Seifullah moved approval of the Gift Report.
Mr. Parker 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

REGULAR BOARD
MEETING OF
5/19/16; FINANCE
COMMITTEE
MEETING OF
5/17/16
Approved

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF MAY 2016
Approved

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of May of 2016; now therefore be it

RESOLVED, That the gifts described in the Gift Report for May of 2016 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Sixth Amendment to the Year 2016 Appropriation

(See pages 885-890)

Mr. Seifullah moved approval of the following resolution. Ms. Washington 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 2016 Appropriation Measure to comply with the attached June 7, 2016 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 Sixth Amendment to the Year 2016 Appropriation Schedule be approved.

Resolution Designating Depositories of Public Moneys

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

WHEREAS, Pursuant to a notice requesting the submission of applications to serve as depositories of the public moneys of the Cleveland Public Library Board of Trustees, applications, which are presently on file in the Office of the Fiscal Officer and are incorporated herein by reference, have been received from eligible

SIXTH
AMENDMENT TO
THE YEAR 2016
APPROPRIATION
Approved

RESOLUTION
DESIGNATING
DEPOSITORIES
OF PUBLIC
MONEYS
Approved

institutions. It is therefore essential that action be taken on such applications; now therefore be it

RESOLVED, That the applications to serve as depositories of the active moneys of this Board which have been received from the financial institutions referred to below, all of which are hereby determined to be eligible institutions for the deposit of such moneys, are hereby found to be in conformity with law, including Chapter 135 of the Ohio Revised Code, and the following financial institutions are hereby designated as public depositories of the active moneys under the control of this Board for the period from August 23, 2016 to and including August 22, 2021:

KeyBank National Association PNC Bank
Fifth Third Bank

PROVIDED, HOWEVER, That none of the foregoing institutions shall be permitted to receive and have on deposit at any one time a greater amount of active deposits of moneys of this Board than that specified in its application for the same; be it further

RESOLVED, That the applications to serve as depositories of the interim funds of this Board which have been received from the financial institutions referred to below, all of which are hereby determined to be eligible institutions for the deposit of such moneys, are hereby found to be in conformity with law, including Chapter 135, Ohio Revised Code, and the financial institutions referred to below are hereby designated as public depositories of the interim moneys under the control of this Board for the period from August 23, 2016 to and including August 22, 2021:

KeyBank National Association PNC Bank
Fifth Third Bank

The Fiscal Officer of this Board is authorized to determine from time to time the amount of funds available for investment or deposit of such interim moneys, and to select the classifications of obligations for the investment or deposit of such moneys as provided in Section 135.14, Ohio Revised Code, provided that if such moneys are determined to be deposited as interim deposits in accordance with Division (C) of Section

135.14, the same shall be deposited with the financial institution specified above which offered to pay the highest permissible interest rate with respect to certificates of deposit or in case two or more such institutions offered to pay the same highest permissible interest rate, as nearly as practicable in proportion to the respective capital funds as defined in Section 135.01 (C), Ohio Revised Code, taking into account, the amount of funds from time to time to be deposited, the amount required to be deposited to obtain a higher interest rate, and maturity dates and rights of redemption with respect to the respective deposits; and provided further that the Fiscal Officer shall within thirty days after classifying any public moneys as interim moneys notify this Board of such classifications and of the investments or deposits made pursuant to this section; be it further

RESOLVED, That the award of public moneys herein made is subject to the provisions of Chapter 135 of the Ohio Revised Code, including the limitations imposed by, and the variations permitted by Section 135.03 and 135.20 thereof, respectively, and subject to the provisions of such Chapter, deposits of such moneys shall be made pursuant to this resolution from time to time in accordance with the financial requirements of this Board; be it further

RESOLVED, That the Fiscal Officer is hereby directed to keep all such applications on file in his office; and be it further

RESOLVED, That the Fiscal Officer of this Board is hereby authorized and directed to execute on behalf of this Board such memorandum agreements relating to the designation of such institutions as public depositories and the securing of deposits therein as are required, authorized or permitted by law.

Ms. Washington asked for clarification on this resolution.

Carrie Krenicky, Chief Financial Officer, stated that per the Ohio Revised Code, the Library must accept applications for banks to be public depositories for five years. They are required to state in their applications that they possess the funds and collateral to back up the Library's money.

Resolution Revising the Library's Investment Policy

(See pages 891-901)

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

WHEREAS, On March 20, 2014, the Board of Library Trustees approved the Library's Investment Policy; and

WHEREAS, It is now deemed necessary to amend the Library's Investment Policy; now therefore be it

RESOLVED, That the Board of Library Trustees approves the attached Cleveland Public Library Investment Policy to become effective June 16, 2016; and be it further resolved

RESOLVED, That the Fiscal Officer obtain the required acknowledgments and convey this policy to the Auditor of State.

Ms. Washington asked what changes were made to the policy.

Carrie Krenicky, Chief Financial Officer stated that there are two sections to the Investment Policy: (1) investment portfolio, and (2) endowments. The section on investments was updated to expand the eligible investments that we are allowed to invest in per the Ohio Revised Code 135.14. We are also adding a section on prohibited investments. Changes in the endowment section include: REITS moving from fixed income to equity; ranges and targets due to forecasted returns over the next 10 years and valuations; and updating benchmarks that are more representative of the opportunity set as well as how portfolios are invested.

Resolution to Accept the State Library of Ohio Funding for the Ohio Library for the Blind and Physically Disabled(OLBPD)

(See pages 902-907)

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

RESOLUTION
REVISING
THE
LIBRARY'S
INVESTMENT
POLICY
Approved

RESOLUTION TO
ACCEPT THE
STATE LIBRARY
OF OHIO
FUNDING FOR
THE OHIO
LIBRARY FOR
THE BLIND AND
PHYSICALLY
DISABLED
(OLBPD)
Approved

WHEREAS, Cleveland Public Library began its first organized service to visually disabled patrons as early as 1903; and

WHEREAS, Cleveland Public Library was designated a regional library for the blind for Northern Ohio Counties under the Federal Pratt-Smoot Act of 1931, and under the direction of the Library of Congress; and

WHEREAS, Cleveland Public Library has provided excellent library service to blind and physically disabled residents needing specialized materials and equipment and where individual libraries cannot provide such services; and

WHEREAS, As of July 1, 2009, the State Library of Ohio mandated Cleveland Public Library's newly renamed Ohio Library for the Blind and Physically Disabled, its agency to provide complete statewide services for blind and disabled residents who are eligible for the service and reside in any of the 88 Ohio counties; and

WHEREAS, On May 19, 2016, the State Library of Ohio agreed to pay the Cleveland Public Library for expenses for the period of July 1, 2016 through June 30, 2017 to continue to administer statewide library services to blind and physically disabled residents in an amount not to exceed \$1,508,194.00; now therefore be it

RESOLVED, That the Board of Library Trustees accepts the State Library of Ohio funding award of \$1,274,194.00 to be paid from the General State Revenue Fund and \$200,000.00 to be paid from FFY 2015 LSTA carryover funds and \$34,000.00 to be paid from FFY 2016 LSTA funds; and be it further

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

RESOLVED, That the Board of Library Trustees expresses its appreciation to the State Library of Ohio.

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

(See pages 908-913)

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

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

WHEREAS, Starting Point invited the Cleveland Public Library to apply for a grant to host two Kindergarten Clubs in the summer/fall of 2016; and

WHEREAS, This Kindergarten readiness initiative will help prepare parents and children to start school in the fall; and

WHEREAS, The Library will develop and implement Kindergarten Clubs for 50 families with 50 children entering kindergarten in the fall 2016 aligned to Ohio's Early Learning and Development Standards. The Kindergarten Clubs will be held at the Library's Collinwood and Carnegie West Branches; and

WHEREAS, Starting Point will reimburse the Library in a total amount not to exceed \$25,000.00 for the period May 1, 2016 through December 31, 2016; and

WHEREAS, On May 13, 2016, the Executive Director entered into an agreement with the Child Care Resource Center of Cuyahoga County, Inc. d.b.a. Starting Point in a total amount not to exceed \$25,000.00 for the period May 1, 2016 through December 31, 2016; now therefore be it

RESOLVED The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from Childcare Resource Center of Cuyahoga County Inc. d.b.a. Starting Point in the amount not to exceed \$25,000.

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

RESOLUTION TO ADVANCE CASH FROM THE GENERAL FUND TO THE MYCOM FUND
Approved

Resolution to Advance Cash from the General Fund to the MyCom Fund

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

WHEREAS, *Ohio Revised Code* Section 5705.14 provides for the transfer and advance of funds from the General Fund to other funds; and

WHEREAS, Libraries generally do not follow ORC Section 5705 for budgetary compliance, so the Library looks to the Auditor of State Bulletin 1997-003 to provide guidance pertaining to the accounting treatment for inter-fund cash advances; and

WHEREAS, At this month's Board meeting, the Library Board of Trustees is considering accepting grant funds from the Child Care Resource Center of Cuyahoga County, Inc. (dba Starting Point) for support of the Library's Kindergarten Clubs, for which the Executive Director entered into an agreement with on May 13, 2016. Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$25,000 and to date, \$25,000 remains unpaid; and

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

RESOLVED, That General Fund advance cash in the amount of \$25,000 to the MyCom Fund for the same purposes for which the funds were established, and for which repayment in an equal amount is made within a year.

Resolution to Accept Grant Funds from New York Community Bank through the Friends of the Cleveland Public Library for the Summer Reading Club

Mr. Seifullah moved approval of the following resolution. Ms. Butts seconded the motion, which passed with five in favor and one abstention by Ms. Washington.

RESOLUTION TO ACCEPT GRANT FUNDS FROM NEW YORK COMMUNITY BANK THROUGH THE FRIENDS OF THE CLEVELAND PUBLIC LIBRARY FOR THE SUMMER READING CLUB
Approved

WHEREAS, The Cleveland Public Library requested support for the 2016 Summer Reading Club to help with promotion of the program and purchasing incentives and prizes for participants; and

WHEREAS, New York Community Bank has agreed to be the Lead Sponsor of the 2016 Summer Reading Club and issued a check for \$10,000 to The Friends of the Cleveland Public Library; and

WHEREAS, The Friends of the Cleveland Public Library in turn issued a check for \$10,000 (representing full payment) to the Cleveland Public Library; now therefore be it

RESOLVED, 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 \$10,000 to be used for the Summer Reading Club and for deposit into the Founders Fund Account 203046-46100-15801; and be it further

RESOLVED, That the Executive Director, CEO or his designee, is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer, with the expenditures being charged to the Founders Fund 203 and Project Code 15801.

Resolution to Accept Cleveland Foundation Grant for Library Learning Centers

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

WHEREAS, The Cleveland Foundation, established in 1914, has a mission to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together to address community needs through grantmaking, and provide leadership on key community issues; and

WHEREAS, The Cleveland Public Library applied for a grant to expand the Learning Centers in our branches

RESOLUTION
TO ACCEPT
CLEVELAND
FOUNDATION
GRANT FOR
LIBRARY
LEARNING
CENTERS
Approved

that will provide afterschool tutoring, college prep classes, and preschool music literacy classes as well as staff development for the Children's Librarians; and

WHEREAS, The Cleveland Foundation agreed to grant the Library \$172,000 for this purpose; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from The Cleveland Foundation, in the amount of \$172,000 for the grant period June 1, 2016 to May 31, 2017; and be it further

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

In response to Ms. Butts' inquiry, Director Thomas confirmed that this \$172,000 grant would be divided among 16 branches.

Resolution to Accept Mozilla Foundation Grant for Web Literacy Training for Library Staff

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

WHEREAS, Mozilla is a nonprofit organization best known as the makers of Firefox (web browser), with a mission to promote openness, innovation, and opportunity online; and

WHEREAS, The Cleveland Public Library applied for a grant for library staff to learn core web literacy skills and have the opportunity to become digital leaders, people committed to teaching others, and to shaping the future of the Web; and

WHEREAS, This grant will empower library staff to provide patrons with opportunities to develop the digital skills they need for better success in such

RESOLUTION
TO ACCEPT
MOZILLA
FOUNDATION
GRANT FOR
WEB
LITERACY
TRAINING
FOR LIBRARY
STAFF

Approved

areas as education, workforce development, and civic engagement; and

WHEREAS, The Mozilla Foundation selected the Library as one of five sites to execute this program and agreed to grant the Library \$10,000 for this purpose; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from The Mozilla Foundation, in the amount of \$10,000 for the grant period June 1, 2016 to December 31, 2016 and for deposit into the Founders Fund Account 203046-46100-10151; and be it further

RESOLVED, That the Executive Director, CEO or his designee, is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer, with the expenditures being charged to the Founders Fund 203 and Project Code 10151.

Ms. Rodriguez thanked Tracy Martin, Grants & Development Coordinator, for her hard work on securing grants for the Library.

Resolution to Amend Agreement with Cleveland State University for America Reads Tutoring Services

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

WHEREAS, On September 17, 2015, the Board of Library Trustees authorized the Executive Director to enter into an agreement with Cleveland State University for America Reads tutoring services from October 5, 2015 through May 31, 2016 in an amount not to exceed \$97,223.00 to provide tutorial services at twelve (12) branches to be determined by the Library Administration; and

WHEREAS, An average of four tutors per library branch offer homework help for students in grades K-8 in subjects like math, science, history, and language arts in one-on-one or group sessions from 3:00 PM to 6:00 PM

RESOLUTION
TO AMEND
AGREEMENT
WITH
CLEVELAND
STATE
UNIVERSITY
FOR
AMERICA
READS
TUTORING
SERVICES
Approved

Mondays through Thursdays at the following branches: Carnegie West, Collinwood, East 131st Street, Fleet, Fulton, Hough, Langston Hughes, Rice, Rockport, Sterling, Walz, and Woodland; and

WHEREAS, Cleveland State University has been able to take advantage of Federal Work Study dollars to help pay the salaries of the tutors therefore leaving a balance on the contract, and

WHEREAS, Tutoring services are an essential service the Library provides to the community and the Library wishes to extend the term of the agreement to October 31, 2016 in order to fully utilize the funds; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee to amend the agreement with Cleveland State University for America Reads tutoring services extending the term through October 31, 2016, subject to the approval of the Library's Chief Legal Officer.

Ms. Butts asked if there are some branches utilizing tutors during the summer months.

Tracy Martin, Grants & Development Coordinator, stated that specialized tutoring will be available during the summer for students in grades K-3 that will help support the Third Grade Reading Guarantee initiative.

Resolution to Engage Contractor to Provide Branch Security and Night Alarm Services

(See page 914)

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

WHEREAS, The Cleveland Public Library is committed to providing a safe and secure environment for its employees and patrons alike; and

WHEREAS, The Library engages the services of private security contractors to furnish security guards at its branches and to respond to alarms outside of the Library's normal operating hours; and

RESOLUTION
TO ENGAGE
CONTRACTOR
TO PROVIDE
SECURITY
AND NIGHT
ALARM
SERVICES
Approved

WHEREAS, In order to ensure that the Library will continue to receive quality security services at a competitive price, the Library engaged in a formal Request for Proposal (RFP) process seeking proposals to provide branch security guards and night alarm response services; and

WHEREAS, The Library received ten (10) proposals in response to the RFP. The lowest with regard to contract security services was Whittguard Security Services, Inc. in the amount of \$2,818,565 for a three (3) year period, and the highest was Elcon Security in the amount of \$3,743,117 for a three (3) year period. A copy a summary of all the proposals for contract security services as well as night alarm response services is attached to this Resolution; and

WHEREAS, The proposals were also evaluated for responsiveness to the requirements contained in the RFP. Of the six (6) most responsive proposals, Safety and Protective Services selected four (4) vendors to participate in in-person interviews. The vendors interviewed were: G4S; U.S. Security Associates; Royce Security; and Dunbar Security Solutions; and

WHEREAS, Following the interviews, Royce Security Services, LLC was selected as the most qualified vendor based on their original proposal and their interview, despite not having submitted the lowest proposal. Royce proposed to provide two supervisors, one east and one west; a quality control manager and roving field supervisor at no cost to the Library; 100% branch coverage guarantee with financial penalties to the vendor in the event of unguarded posts; a floater pool to cover guard call-offs; performance monitoring programs; presence in Cleveland; and after-hour security services with a 15 minute response time; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee to negotiate and execute a contract with Royce Security Services, LLC for branch security and night alarm services effective August 1, 2016 through December 31, 2017 at a total cost for the 17-month period of \$1,468,393.84 for branch security guards and \$5,100.00 plus \$52.00 per alarm for night alarm services, with an option to continue for two additional one-year renewal periods for a total cost

over three (3) years of \$3,118,670.88 for branch security services and \$10,800.00 plus \$52 per alarm for night alarm services, to be charged to the General Fund Account No. 12930053-53380, which contract shall be subject to approval of the Chief Legal Officer.

Ms. Washington asked for the status of the overall staffing plan for Security services that has been requested in previous board meetings. It appears that there has been no resolution regarding contracting services for security or building the capacity for staff to address security staffing needs.

Madeline Corchado, Director of Human Resources, stated that four part-time Safety & Protective Services officer positions have been added. The Human Resources Department is currently in the recruiting process to fill other positions.

Director Thomas stated that the Library does not have the capacity to meet security needs without supplemental contracting for security services vendors.

Discussion continued about concerns with services provided by G4S.

Mr. Corrigan stated that G4S services would be extended to help ensure a smooth transition between contracted security services.

Mr. Corrigan gave a historical perspective of the Library's staffing need for contracted security services.

Resolution Extending Agreement with G4S Secure Solutions, Inc.(USA)

Mr. Corrigan motioned to amend the resolution to state: *"WHEREAS, On April 16, 2015, this Board authorized the extension of the G4S Agreement through December 31, 2015 and on December 17, 2015, this Board authorized the extension of the G4S agreement through June 30, 2016"* instead of June 30, 2015 and *"The Department of Safety and Protective Services has issued Requests for Proposals and selected a vendor for a new security guard contract which will "now" commence on August 1, 2016"* instead of "not" commence. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

RESOLUTION
EXTENDING
AGREEMENT
WITH G4S
SECURE
SOLUTIONS,
INC. (USA)
Approved

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

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

WHEREAS, On May 13, 2014, this Board authorized the extension of the G4S Agreement through December 31, 2014 in order to provide the Department of Safety and Protective Services additional time to prepare a new staffing plan and evaluate its needs for the branches, and to prepare a Request for Proposal for a new outside security services agreement; and

WHEREAS, On October 16, 2014, this Board authorized the extension of the G4S Agreement through June 30, 2015 in order to afford the Department of Safety and Protective Services additional time to implement staffing changes; and

WHEREAS, On April 16, 2015, this Board authorized the extension of the G4S Agreement through December 31, 2015 and on December 17, 2015, this Board authorized the extension of the G4S agreement through June 30, 2015; and

WHEREAS, The Department of Safety and Protective Services has issued Requests for Proposals and selected a vendor for a new security guard contract which will not commence on August 1, 2016. Therefore, the Department has requested that G4S continue to provide services for an additional month through July 31, 2016, which G4s has agreed to do at the same rate of \$13.71 per hour for an unarmed security guard, \$20.24 per hour for a dispatcher, and \$25.93 for an Account Manager; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to negotiate and enter into an amendment to the Agreement with G4S Secure Solutions Inc. (USA) to extend the term through July 31, 2016 in accordance with the provisions of this Resolution, which amendment shall be subject to review

and approval by the Library's Chief Legal Officer, with the costs being charged to General Fund Account 12930053-53380 Contract Security.

RESOLUTION
SELECTING
AND RANKING
MOST
QUALIFIED
ARCHITECT
FIRMS AND
AUTHORIZING
NEGOTIATION
OF
AGREEMENT
WITH TOP-
RANKED FIRM
FOR SAFE,
WARM AND
DRY
IMPROVEMENT
PROJECT
Approved

Resolution Selecting and Ranking Most Qualified Architect Firms and Authorizing Negotiation of Agreement with Top-Ranked Firm for Safe, Warm and Dry Improvement Project

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

WHEREAS, On March 22, 2016, the Cleveland Public Library placed an ad in the Cleveland Plain Dealer announcing its request for statements of qualifications for architectural/engineering services for the Safe, Warm and Dry improvement project. Ads also ran in the Cleveland Plain Dealer on March 29, 2016; and

WHEREAS, On April 29, 2016, statements of qualification were submitted to the Library by the following architectural/engineering firms: CBLH Design; Richard Fleishman + Partners; Kevin C Robinette Architects; City Architecture; and Osborn Engineering; and

WHEREAS, An evaluation committee was formed to evaluate the statements of qualifications and to select no fewer than three firms which it considered most qualified. During the week of May 23, 2016, the evaluation committee interviewed all submitting firms, and subsequently met to determine the most qualified amongst the five firms; and

WHEREAS, The evaluation committee recommends that the top three firms be ranked in the following order with the first being the most qualified:

- 1) Osborn Engineering
- 2) City Architecture
- 3) Tied for third highest: Kevin Robinette & CBLH

Now therefore be it

RESOLVED, That the Board of Library Trustees hereby accepts the recommendation of the evaluation committee, and announces the selection of Osborn Engineering as most qualified, City Architecture as second most

qualified, and Kevin Robinette and CBLH as tied for the third most qualified; and be it further

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees, to enter into negotiations for an agreement with the most qualified architectural firm in accordance with the requirements of Ohio Revised Code Section 153.69 which provides, among other things, that if the Library fails to negotiate an agreement with the highest ranked firm for a price that is fair and reasonable, it shall terminate negotiations with the highest ranked firm and enter into negotiations with the architectural firm ranked the second highest. This process shall be repeated again with the third ranked firm in the event negotiations fail with the second highest firm; be it further

RESOLVED, That upon completion of negotiations, the Executive Director shall submit the agreement to this Board for final approval.

Resolution Selecting and Ranking Most Qualified Engineering Firms for Chiller Study

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

WHEREAS, On September 17, 2015, the Board of Trustees of the Cleveland Public Library accepted a donation from Cleveland Thermal Chilled Water Distribution LLC ("Cleveland Thermal") to be used for the cost of engaging an engineering consultant, mutually acceptable to both the Library and Cleveland Thermal, to analyze the cooling requirements for the Library and develop an estimate of the acquisition and operating costs of an on-site chiller system; and

WHEREAS, On January 25, 2016, the Cleveland Public Library placed an ad in the Cleveland Plain Dealer announcing its request for statements of qualifications for engineering services to evaluate the potential replacement of the existing Cleveland Thermal chilled water services with an onsite high efficiency chilled water plant at the Main library campus. The Ad also ran in the Cleveland Plain Dealer on February 1, 2016; and

RESOLUTION
SELECTING
AND RANKING
MOST
QUALIFIED
ENGINEERING
FIRMS FOR
CHILLER STUDY
Approved

WHEREAS, On March 2, 2016, statements of qualification were submitted to the Library by the following engineering firms: tec inc.; The Fowler Company; Osborn Engineering; Karpinski Engineering; T/E/S Engineering; and Brewer-Garrett; and

WHEREAS, An evaluation committee was formed to evaluate the statements of qualifications and to select no fewer than three firms which it considered most qualified. The evaluation committee met and selected the following three engineering firms it determined to be the most qualified: Osborn, T/E/S and Karpinski; and

WHEREAS, During the week of April 11, 2016, the evaluation committee along with a representative of Cleveland Thermal interviewed all three top-ranked firms, and subsequently met to determine the most qualified amongst the top three; and

WHEREAS, The evaluation committee recommends that the top three firms be ranked in the following order with the first being the most qualified, and the remaining two being tied for the second most qualified:

- 1) Osborn Engineering
- 2) T/E/S and Karpinski.

Now therefore be it

RESOLVED, That the Board of Library Trustees hereby accepts the recommendation of the evaluation committee, and announces the selection of Osborn Engineering as most qualified, and T/E/S and Karpinski as tied for the second most qualified; and be it further

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees, to enter into negotiations for an agreement with the most qualified engineering firm in accordance with the requirements of Ohio Revised Code Section 153.69 which provides, among other things, that if the Library fails to negotiate an agreement with the highest ranked firm for a price that is fair and reasonable, it shall terminate negotiations with the highest ranked firm. Thereafter, the Library and Cleveland Thermal shall agree upon which one of the second highest ranked firms the Library shall enter into negotiations. If the Library fails to negotiate a price that is fair and reasonable with the second firm, the

Library shall enter into negotiations with the remaining engineering firm; be it further

RESOLVED, That upon completion of negotiations, the Executive Director shall submit the agreement to this Board for final approval.

Fiscal Officer's Report

(See pages 915-924)

Report on Investments

(See page 925)

Report on Conference and Travel Expenditures

(See pages 926-928)

Report on Expenditures Made from the Owner's Contingency Fund For Main Library Phase 2 Construction Project

(See pages 929-931)

HUMAN RESOURCES COMMITTEE REPORT

Ms. Rodriguez presented the following report on behalf of Mr. Hairston who was absent.

Regular Employee Report

(See pages 932-935)

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

Retirement Recognition Citation

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

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

FISCAL OFFICER'S REPORT
Submitted

REPORT ON INVESTMENTS
Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES
Submitted

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR MAIN LIBRARY PHASE 2 CONSTRUCTION PROJECT
Submitted

REGULAR EMPLOYMENT REPORT
Approved

RETIREMENT RECOGNITION CITATION
Approved

Reba F. Clardy (31 years of service); Senior Clerk;
Grade C - Mobile Services; retires 06/30/2016

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

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

After introducing her family who were present, Ms. Clardy reflected on her years of providing quality service to Library patrons.

Various Trustees, Director Thomas, members of the Leadership Team and staff extended wholehearted congratulations and expressed appreciation to Ms. Clardy for her years of dedicated service to the Library.

Ms. Rodriguez submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 936)

Employee Demographics (EEO-4) Report

(See page 937)

Insurance Summary Report

(See page 938)

COMMUNITY SERVICES REPORT

Mr. Corrigan submitted the following report.

Revision to Fines and Fees Schedule

(See pages 939-940)

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

REPORT ON PAID
SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

REVISION TO
FINES AND FEES
SCHEDULE
Approved

WHEREAS, The State Auditor requires that the fines and fees assessed by Cleveland Public Library be approved by the Board of Library Trustees; and

WHEREAS, The Fines and Fees Schedule is revised and updated, as needed, to provide greater clarity and definition to library operations and services;
And

WHEREAS, The recent renovation at Main Library has resulted in a number of desirable spaces that may be used for public and private uses and fees must be established or adjusted to allow for their use; and

WHEREAS, Given the increase in demand for the use of Library's spaces it is necessary to provide fee information in the most usable format for the public and staff by creating Part C of the Fines and Fees Schedule that concerns facility use; and

WHEREAS, The Library's increasing popularity with commercial photographers and filmmakers calls for an adjustment in the fees charged for using Library property and interrupting routine library service; therefore now be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective June 17, 2016.

Mr. Corrigan stated that this item was discussed at length at Community Services Committee Meeting and noted changes are reflected in charges for wedding photography and commercial filming that result in service interruption.

Resolution to Provide Amnesty for Fines and Fees to Youth Ages Seventeen and Under During the Month of September 2016

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

WHEREAS, Public libraries in Cuyahoga County provided a joint summer reading program in 2015 and now desire to further collaborate in service of youth throughout the

RESOLUTION
TO PROVIDE
AMNESTY
FOR FINES
AND FEES TO
YOUTH AGES
SEVENTEEN
AND UNDER
DURING THE
MONTH OF
SEPTEMBER
2016
Approved

County during National Library Card Signup Month in September 2016; and

WHEREAS, These same public libraries in Cuyahoga County, including our CLEVNET partners Cleveland Heights-University Heights Public Library, East Cleveland Public Library, Euclid Public Library, and Shaker Heights Public Library, have decided to join together to offer an amnesty program for the month of September to all youth ages seventeen and under thereby ensuring that they have the greatest access to the resources and information provided by public libraries; and

WHEREAS, To provide the maximum benefit to all youth across the County it was decided that youth visiting one of the participating public libraries in Cuyahoga County will have all fines and fees forgiven, including any fines and fees for lost materials owned by CLEVNET partners, and that any fees related to obtaining a replacement card will be waived; now therefore be it

RESOLVED, That during the month of September the Library will waive the \$1.00 replacement fee for a library card; and be it further

RESOLVED, That during the month of September, the Library will offer a comprehensive amnesty program to youth ages seventeen and under and will forgive all fines for overdue items and charges for lost items owned by any CLEVNET library and will waive referral fees paid by Cleveland Public Library to Unique Management Services, Inc. as detailed in procedures to be distributed to staff.

Mr. Corrigan stated that our relationship with Unique Management has continued to provide good return on materials and now fines collected are up as well. There is no good reason for the Library not to participate in this important youth effort.

Monthly Activity Report

(See pages 941-947)

Mr. Corrigan noted that circulation activity is almost identical year to date; increase in electronic media

circulation and computer usage; and a slight decrease in the walk-in count which is down from last year.

Mr. Corrigan acknowledged the ConnectEd Cards issued through June 11, 2016 in the chart as prepared by Anastasia Diamond-Ortiz, Director of Strategy and Innovation.

Building Status Update

Eric Herman, Construction Project Manager, stated that the Library is preparing for its public opening of the Downtown Campus Renovations scheduled for June 18, 2016. The opening will consist of an Introduction of Indoor Reading Garden, Andrew Venable Room, Louis Stokes Wing Indoor Reading Garden, Friends Gift Shop, Louis Stokes Wing 2nd floor Meeting/Event Space; Opening of the Louis Stokes Legacy Room; as well as the See Also installation.

Although there are some outstanding items that need to be completed, nothing will interfere with a successful opening of the Library and events planned.

Gretchen Faro, Executive Director, Friends of the Cleveland Public Library, invited attendees to the opening of the Friends Gift Shop. Ms. Faro explained that the event will be a soft opening as some of the work has been delayed.

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, reported that preparations are underway for the second and final round of public meetings in the Community Vision Plan Group 2 Branch communities: South Brooklyn, Brooklyn, and the combined community of East 131st Street and Mt. Pleasant.

South Branch patrons, neighborhood residents, and community stakeholders are invited to meet the architects and participate in an interactive design session on Wednesday, June 29, 2016, at 7:00 P.M. at Pilgrim Congregational Church.

**BUILDING
STATUS
UPDATE**
Presented

**CPL150
STRATEGIC
PLAN
UPDATE**
Presented

SAFE, WARM
AND DRY
UPDATE
Presented

Safe, Warm and Dry Update

Mr. Corrigan stated the Safe, Warm and Dry initiative continues with the approval of the Resolution Selecting and Ranking Most Qualified Architect Firms and

Authorizing Negotiation of Agreement with Top-Ranked Firm for Safe, Warm and Dry Improvement Project.

FRIENDS
BOARD
UPDATE
Presented

Friends Board Update

Gretchen Faro, Executive Director, Friends of Cleveland Public Library, announced that the Friends will host Shakespeare Preview Night on June 17, 2016 and discounts will be available for Library staff.

Ms. Faro stated that she was approached by KPMG Family for Literacy who desired to support the Library's Summer Reading Club with a book donation and volunteer opportunity with a branch. Sterling Branch was selected for this effort. A kick-off party was held. Every Thursday, volunteers from KPMG visited Sterling branch during Summer Reading Club program hours to give away books to Reading Club participants.

Ms. Faro expressed gratitude and appreciation to Monica Rudzinski, Sterling Branch Manager, and Branch staff for their assistance.

NEW BUSINESS

Mr. Butts presented the following items of New Business.

Resolution to Enter Into An Agreement with the Board of Trustees of Geauga County Public Library

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

WHEREAS, CLEVNET was launched on December 1, 1982, when Cleveland Heights-University Heights Public Library joined Cleveland Public Library's automation system; and

WHEREAS, By the end of its first decade, CLEVNET had grown to nineteen libraries, and what had begun as a vision for a Cleveland-area bibliographic database was

RESOLUTION
TO ENTER
INTO AN
AGREEMENT
WITH THE
BOARD OF
TRUSTEES
OF GEAUGA
COUNTY
PUBLIC
LIBRARY
Approved

clearly becoming something greater—a model of regional resource sharing; and

WHEREAS, CLEVNET continues to grow as more libraries recognize the benefits of library cooperation to their patrons and the value of the services provided by Cleveland Public Library's IT/CLEVNET staff; and

WHEREAS, At their regular meeting on April 19, 2016, the Board of Trustees of Geauga County Public Library (GCPL) passed a resolution approving the plan put forth by GCPL's Director for GCPL to join CLEVNET; and

WHEREAS, The CLEVNET Directors' Panel has reviewed the request from GCPL to join CLEVNET and the Panel is unanimous in support of this request; and

WHEREAS, The Director of CLEVNET and the Director of IT are confident that CLEVNET has the capacity to add GCPL to its ranks and they believe that GCPL will be a strong addition to the CLEVNET cooperative; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director to complete negotiations of an agreement between Cleveland Public Library and Geauga County Public Library, subject to the approval of the Chief Legal Officer; and be it further

RESOLVED, That the President of the Board of Trustees is authorized to execute any agreements, amendments, or other documents necessary or appropriate to effectuate the Agreement in accordance with this resolution; and be it further

RESOLVED, The Cleveland Public Library Board of Trustees warmly welcomes Geauga County Public Library to CLEVNET, with every best wish for a long and successful relationship.

In response to Ms. Butts' inquiry, Larry Finnegan, Director of IT, stated that there are now 115 CLEVNET member libraries representing 43 library systems from 12 counties.

RESOLUTION
TO CHANGE
MAIN
LIBRARY
HOURS FOR
ONE-DAY
EVENT

Approved

Resolution to Change Main Library Hours for One-Day
Event

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

WHEREAS, Cleveland Public Library would like to host a special event, "Downtown Dog Days of Summer at CPL," on Sunday, August 28, 2016, at the Louis Stokes Wing and Eastman Reading Garden; and

WHEREAS, The intent of this special event is to extend an invitation to all library visitors, including visitors accompanied by their canine companions, to enjoy all the programs and services the Library offers; and

WHEREAS, This special event will include programs and displays highlighting the bond between people and dogs; and

WHEREAS, The prohibition on bringing animals into library facilities in the Policy on Patron Conduct contains an exemption for "animals brought in for special programs"; and

WHEREAS, Cleveland Public Library does not currently have Sunday hours of service; and

WHEREAS, The Library has met with SEIU District 1199 to discuss this matter; and

WHEREAS, The Board of Trustees approves hours of service and any changes to them; now therefore be it

RESOLVED, That the Board of Library Trustees approves opening the Louis Stokes Wing and Eastman Reading Garden from 1-5 p.m. on Sunday, August 28, 2016, for this special one-day event.

In response to Ms. Butts' inquiry, Joyce Dodrill, Chief Legal Officer, stated that Library insurance covers any incidents that may occur.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas asked Tish Lowrey to introduce James Clardy.

Tish Lowrey, Director of Technical Services, introduced James Clardy as new Supervisor in the Lake Shore Shelf Shipping Department. Ms. Lowrey stated that Mr. Clardy has worked with the Library in a variety of positions and welcomed him to his first managerial position.

Director Thomas introduced Cleveland Public Library United Way & Community Shares campaign co-chairs Angelina Bueno, Accounting Clerk, and Alexander L. Story, Library Assistant-Youth Emphasis, Jefferson Branch who announced that the Library received an award for raising over \$10,000 for its 2015 United Way campaign. Library contributions for 2015 totaled \$10,872.10 which was an increase of \$2,732.35 from 2014 contributions. Carol Hubler, Purchasing, and Pasha Moncrief, Fleet, were co-chairs of the United Way Committee in 2014.

Director Thomas congratulated and thanked the following members of the Library's United Way Committee for their hard work: Keisha Bland, Property Management; Angelina Bueno, Accounting; Eric Hanshaw, Technical Services; Valerie Johnson, Langston Hughes; Michelle Miller, Glenville; Pasha Monrief, Fleet; Joanna Rivera, East 131st Street; Lori Scurka, Mt. Pleasant; Alex Story, Jefferson; Adam Tulley, Collinwood; Amiya Hutson, Rockport; Carol Hubler, Purchasing, and Madeline Corchado, Human Resources.

After brief discussion about past and upcoming United Way events, Director Thomas thanked the board for their support of his involvement in PLA.

Director Thomas announced that was selected as a recipient of the White House Champions of Change for Making Award and credited TechCentral staff for their hard work on behalf of the public.

FIGHTING COMMUNITY DEFICITS

On May 14th the Woodland Branch hosted Legal Aid @ the Library. Fourteen volunteer attorneys, five Legal Aid

attorney's and 7 law students from Case Western University participated in the clinic.

Business, Economics & Labor Librarian Susan Mullee taught GED classes on May 9th. To help the students learn basic computer skills needed to take the GED test, Ms. Mullee provided an in-class assignment of answering questions pertaining to the upcoming Republican National Convention in Cleveland using the Internet.

FORMING COMMUNITIES OF LEARNING

The Memorial Nottingham hosted the 2016 11th Congressional District Art Competition Awards Show on Saturday May 21st. Nearly one hundred art pieces from high schools in Congresswoman Marcia Fudge's district were presented for jury and were judged. Over 250 people attended the competition awards show.

The Library provided 612 hours of K-8 homework assistance, 252 hours of K-3 intensive reading and math instruction, and 120 hours of ACT test preparation courses. Self-Organized Learning Environment (SOLE) sessions were held once a week at four locations. The K-8 homework assistance provided by Cleveland State University students will be discontinued during the months of June-August, however the K-3 tutoring will continue June - August at four locations. In the month of May the Library was notified by the Cleveland Foundations that their grant proposal for 2016-17 Learning Center services was fully funded. The proposal is structured similar to years past however there are two notable changes. College Now, who in the past provided college preparation services to teens, will now provide career pathways workshops to underemployed adults ages 19 and up. Tutoring for students in kindergarten - third grade, which was solely funded by Starting Point will now receive support from the Cleveland Foundation as part of the grant. The total award for 2016-17 Learning Center services amounts to \$176,000.

The Art Therapy Studio concluded its 7-week program series at the Martin Luther King Jr., and East 131 branches. Each branch held an "art opening" to showcase the work of the students' who participated in the program. Students from area schools created works in a

variety of mediums that address various issues relevant to their stages of development.

The Syndicate for the New Arts provided music programming at 4 branch location. The program series is intended to expose children to non-traditional forms of music and composition. The program facilitators taught students about visual representations of sound and help them in create their own graphic scores. The students were also taught how to use their bodies to express musical ideas and have them realized by instrumentalists, and exposed to the theory of "sound shapes" in electroacoustic music.

ConnectED

Beginning on May 16th the Library began its ConnectEd library card initiative. In early 2016 the Library, City of Cleveland, and the Cleveland Municipal School District, signed the ConnectEd Literacy Pledge issued by President Obama. The goal of this pledge is to give all students in the City of Cleveland a library card that provides them with access to library resources. The promotional literature promoting this initiative was delivered directly to 90,000 students in the City. On May 29th the Library hosted its first ever system-wide Summer Reading Club kick-off at the Cleveland Metroparks Zoo. Approximately 3600 parents and children attended this event. Free entrance was given to all who registered for the Summer Reading Club.

CELEBRATE DIVERSITY

On April 8th at the Martin Luther King Jr. Branch, singers and instrumentalists from the Cleveland Institute of Music and The Music Settlement performed several works by local composer H. Leslie Adams. The program featured the first performance of Adams' composition *Danza di Bambole*. Mr. Adams is a resident of Glenville and a graduate of Glenville High, Oberlin College, and Ohio State University. He was winner of the 2015 Cleveland Arts Prize Lifetime Achievement in Music Award.

PARTNERSHIPS

The Science and Technology Department hosted three events on patents and trademarks this month with speakers from the United States Patent & Trademark

Office (USPTO) in Alexandria, Virginia: Dr. Michael Hydorn and Robert Berry. On May 9th and 11th, a total of twenty-four registered librarians and intellectual property professionals participated in advanced patent and trademark search skills training events in the Digital Public Library classroom. On May 10th, an all-day public program entitled Patents and Trademarks: Get the Information You Need to Protect Your Intellectual Property was held in Louis Stokes Wing Auditorium with thirty-three people attending.

C-SPAN's 2016 Cities Tour

Special Collections Librarian Stacie Brisker posted a Collections Highlights blog about Langston Hughes' 1967 poem entitled The Backlash Blues <http://cpl.org/the-backlash-blues/>. C-Span discovered the blog and contacted Special Collections to do a film segment for their upcoming documentary about C-SPAN's 2016 Cities Tour. Filming took place on Tuesday, May 24th in the Special Collections Reading Room. The program will air throughout the weekend of July 16th -17th on American History TV (AHTV) on C-SPAN3 and the literary events/non-fiction author segments will air on BookTV on C-SPAN2. In addition, the program will also Cleveland programming blocks: C-SPAN2 Book TV BLOCK: SATURDAY, July 16th at 12 p.m. ET and C-SPAN3 American History TV (AHTV) BLOCK: SUNDAY, July 17th at 2 p.m. ET.

PARTNERSHIPS

On Saturday, May 7th, the Library in partnership with Visa and Marvel Comics hosted a program for the release of a new educational comic book that teaches readers of all ages about personal finance. The new comic, Guardians of the Galaxy: Rocket's Powerful Plan, was released in conjunction with Free Comic Book Day. The comic book combines Marvel's iconic Super Heroes with Visa's financial literacy expertise to introduce readers to fundamental money management concepts. Visa Inc. is also partnering with the Public Library Association (PLA) to make the new Marvel comic book available at public libraries nationwide.

Exhibits and Displays

Main library staff members created a number of informative, educational and interesting displays during the month of April.

- Literature Department Library Assistant Nick Durda developed a poetry display for National Poetry Month, a display featuring books pertaining to the library profession and a Captain America graphic novel display to promote the new Captain America movie.
- Government Documents took advantage of April Fools' Day and created a Scam Alert display. It included books from the Social Sciences department as well as free handout materials in both English and Spanish from the government. The topics ranged from protecting finances to medical alerts.
- Social Sciences Clerk Lisa Malone and Social Sciences Library Assistant Pete Elwell prepared two exhibits in the department: one celebrating the baseball season and the Cleveland Indians, and one celebrating the current success of the Cleveland Cavaliers in the NBA post-season.
- Subject Department Librarian Terry Metter created displays featuring political comics and the National Parks.

Research That's Possible Only at Main Library

- Social Sciences Library Assistant Peter Elwell helped a Senior Editor from Oxford University Press's Oxford English Dictionary (OED) to verify a sports-related use of the word "skyscraper." Mr. Elwell was also able to locate a better, more recent example of the word's use, and the OED Editor indicated that they will use Mr. Elwell's new citation in the OED.
- A patron came to the Science & Technology department to use Manual of Standards and Recommended Practices published by the American Public Transportation Association. Cleveland Public Library is one of only three libraries in the United States which own the item.
- Recently, patrons have used several AASHTO (American Association of State Highway and Transportation Officials) and ASHRAE (American Society of Heating, Refrigerating, and Air-Conditioning Engineers) standards including Standard for the Design of High-Performance Green Buildings and Energy Standard for Buildings Except Low-Rise Residential Buildings. Cleveland Public

Library is one of only a select few libraries in the Midwest to own these.

- Patrons often try to repair mechanical items such as riding mowers. Sometimes Science & Technology does not own a specific manual, but instead a patron can use bits and pieces of several books. For example, a recent patron found it helpful to consult Large Air-Cooled Engines (2000) and Clymer Scag Hydrostatic Commercial Walk-Behind Mowers (2003) to repair a Scag mower. Cleveland Public Library is one of only a handful of Ohio libraries to own these volumes.
- A local international commercial law firm requested CIS microfiche 70-H183-35 "Departments of Labor & HEW Appropriations, 1971" from Government Documents this month.
- The ASME Boiler & Pressure Vessel Code: An International Code (2010) in the Science & Technology department was used twice by patrons this month. Cleveland Public Library is only one of six libraries nationwide to provide access to this print resource.
- Science & Technology provided Nondestructive Testing Handbook: Volume 9, Visual Testing by Patrick O. Moore for a patron who was studying for an upcoming exam on the topic. Cleveland Public Library is the only Ohio library, public or university, which owns this volume. The next nearest is the Pennsylvania State University Libraries 205 miles away.
- Staff assisted a researcher from Chicago who is researching African American recipients of the Carnegie Medal for heroism.
- Staff assisted a music historian by providing him images of composer James H. Rogers and Euclid Avenue Baptist Church for a soon-to-be published volume on Rogers and his work.
- Staff assisted a researcher with locating early images of Lakeside Hospital and Marine Hospital when both institutions were located downtown on Lakeside Avenue.
- Staff assisted a researcher with locating images for more than a dozen superintendents from the district's history. The Photograph Collection will be providing CMSD with high-resolution scans of the portraits for a permanent display.
- Graduate student from Youngstown State used a rare

score of Paganini "Tru Duetti Concertani" for a performance

- Patron request for scans from 2 Shakespeare text translated by Fan Noli (written in Albanian)
- Patron request for chess article, 1896 from Deutsches Wochenschach
- Patron request for scan from 18th century chess document by Domenico Ponziani, *Il Giuoco incomparabile degli scacchi: sviluppato con nuovo metodo*
- Patron requested scans from 1969 Cleveland Chess Bulletin.
- Researcher requested scans from the East India Collection of letters from the early 1800s by Edward Parry, Charles Grant, and Robert Dundas.
- Patron request for more scans from the 1923 publication of Facsimiles of Egyptian Papyri from the British Museum.

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

CLEVNET

CPL has over 12,000 followers on Twitter and the Facebook page currently has over 8,000 fans.

GRANTS & DEVELOPMENT

Cleveland Foundation

Awarded \$172,000 for Learning Centers. Includes support of CSU after-school tutors, Braxton Third Grade Reading Guarantee tutors, music literacy classes with Music School Settlement, College Now classes and professional development for staff.

New York Community Bank, a division of Ohio Savings Bank
Awarded a \$10,000 sponsorship of Summer Reading Club.

Mozilla Foundation

Awarded \$10,000 grant for web literacy training for staff.

Summer Reading Club

Secured donated tickets/incentives from the Rock and Roll Hall of Fame, Cleveland Indians, Cleveland Botanical Gardens, Cleveland Cinemas and Mitchell's Ice Cream.

United Way Stuff the Bus Campaign

Coordinated distribution of bins for collection and mini Kick-Off event at Fulton Branch featuring Cleveland Indians pitcher Carlos Carrasco.

June 18 Renovations Open House

Coordinating this event to celebrate the completion of construction and opening of new spaces to the public.

PUBLIC SERVICES

Programs

In the month of May the Library hosted approximately 179 programs ranging from Legal Aid law clinics to memoir writing and music composition workshops. Also during the month the Library offered 38 story times to children and parents. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes we held at 14 branch locations. The after-school food program, Kid's Café continued service at 18 locations throughout the system. During the summer months the Kid's Café program will be replaced with the Summer Lunch Program (SLP) also provided by the Cleveland Food Bank, at 28 locations including Main Library.

The Library provided 612 hours of K-8 homework assistance, 252 hours of K-3 intensive reading and math instruction, and 120 hours of ACT test preparation courses. Self-Organized Learning Environment (SOLE) sessions were held once a week at four locations. The K-8 homework assistance provided by Cleveland State University students will be discontinued during the months of June-August, however the K-3 tutoring will

continue June - August at four locations. In the month of May the Library was notified by the Cleveland Foundations that their grant proposal for 2016-17 Learning Center services was fully funded. The proposal is structured similar to years past however there are two notable changes. College Now, who in the past provided college preparation services to teens, will now provide career pathways workshops to underemployed adults ages 19 and up. Tutoring for students in kindergarten - third grade, which was solely funded by Starting Point will now receive support from the Cleveland Foundation as part of the grant. The total award for 2016-17 Learning Center services amounts to \$176,000.

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The OPS department encumbered \$22,418.27, the majority of which was in support of the 2016 Summer Reading Club.

On May 29th the Library hosted its first ever system-wide Summer Reading Club kick-off at the Cleveland Metroparks Zoo. Approximately 3600 parents and children attended this event. Free entrance was given to all who registered for the Summer Reading Club.

Youth Services Programs

Youth Services staff conducted a variety of educational and engaging programming for children during the month of May including *Wee Read and Play* and *Super Sleuths* story times, ArtLab programs for children included: *National Train Day*, *Star Wars Day*, *Printing and Letterpress*, *Smart Art* (fingerboxes) and *Book Binding for Children*. In addition, teens enjoyed several programs in Studio 470: a nutrition program conducted by Jill Collins from the Ohio State University Extension, a Tech Central Maker Lab: *Learn to Program: Easy Coding Basics* and Fine Arts Library Assistant Mark Fox Morgan worked with Youth Services for an Art Lab program on an art movement called *Fluxus* on May 11th.

Know Your Roots

Library Assistant, Subject Department Adam Jaenke conducted the *Know Your Roots* program on May 7th

Patents and Trademarks Programming

The Science and Technology Department hosted three events on patents and trademarks this month with speakers from the United States Patent & Trademark Office (USPTO) in Alexandria, Virginia: Dr. Michael Hydorn and Robert Berry. On May 9th and 11th, a total of twenty-four registered librarians and intellectual property professionals participated in advanced patent and trademark search skills training events in the Digital Public Library classroom. On May 10th, an all-day public program entitled *Patents and Trademarks: Get the Information You Need to Protect Your Intellectual Property* was held in Louis Stokes Wing Auditorium with thirty-three people attending.

Adult Education Programs

Business, Economics & Labor Librarian Susan Mullee taught GED classes on May 9th. To help the students learn basic computer skills needed to take the GED test, Ms.

Mullee provided an in-class assignment of answering questions pertaining to the upcoming Republican National Convention in Cleveland using the Internet.

Music at Main

Two student chamber ensembles from CIM (Cleveland Institute of Music) performed on May 7th. The first ensemble played Beethoven's Piano Trio in B-flat. The second student ensemble played Beethoven's Piano Sonata No. 26 in E-flat Major, Op 81a.

Main Library Book Clubs

Social Sciences Clerk Lisa Malone helped Social Sciences Library Assistant Lakeisha Winstead coordinate the Social Sciences Non-Fiction Book Club meeting on May 12th. General Research Collections Manager Don Boozer led six attendees in a lively discussion of Malcolm Gladwell's *David and Goliath*. The Popular Library's Literary Book Club discussed *Sweetland* by Michael Crummy and the African American Book Club (also coordinated by Popular Library staff members discussed *Stand Your Ground* by Victoria Christopher Murray.

C-SPAN's 2016 Cities Tour

Special Collections Librarian Stacie Brisker posted a *Collections Highlights* blog about Langston Hughes' 1967 poem entitled *The Backlash Blues* <http://cpl.org/the-backlash-blues/>. C-Span discovered the blog and contacted Special Collections to do a film segment for their upcoming documentary about C-SPAN's 2016 *Cities Tour*. Filming took place on Tuesday, May 24th in the Special Collections Reading Room. The program will air throughout the weekend of July 16th -17th on American History TV (AHTV) on C-SPAN3 and the literary events/non-fiction author segments will air on BookTV on C-SPAN2. In addition, the program will also Cleveland programming blocks: C-SPAN2 Book TV BLOCK: SATURDAY, July 16th at 12 p.m. ET and C-SPAN3 American History TV (AHTV) BLOCK: SUNDAY, July 17th at 2 p.m. ET.

Foreign Literature Programs

During the month of March, Foreign Literature staff members planned and coordinated a total of 11 programs serving 127 Russian, Chinese and Spanish speaking patrons.

Main Library Tours and School Visits

Main Library staff members provided tours throughout the

month of May. Groups included: students from Charles Dickens and Jane Adams Schools, Cleveland State University students, a group of four librarians from Turkmenistan lead by Milos Markovic, middle school students from Roxboro Elementary School, a Cleveland State Urban Studies class, a group of home schooled children and their parents, and staff and students from the International Services Center.

Exhibits and Displays

Main library staff members created a number of informative, educational and interesting displays during the month of May. Government Documents Library Assistant Mona Brown displayed free government-provided financial help information as well as various government materials in Spanish. Social Sciences Clerk Lisa Malone worked with Social Sciences Library Assistant Peter Elwell to prepare two displays in Social Sciences celebrating the baseball season and the playoff prowess of the Cleveland Cavaliers.

Main Library Outreach

Senior Day

On May 27th Social Science Library Assistant Lakeisha Winstead and Public Administration Librarian Elaine Herroon assisted at the Cleveland Public Library table during Senior Day.

Youth Services Outreach

Youth Services Librarian Lan Gao attended CMSD Career Day and presented a story time at Metro Health Reach Out and Read. Youth Services Manager Annisha Jeffries continues to partner and promote the library and services through weekly story times for 1 to 9 month old children at Rainbow Babies and Children's Hospital's Centering Pregnancy program.

During May, Foreign Literature staff collected and processed a total of 3,590 long loan items for 11 branches and CLEVNET agencies.

Collection Development Highlights

During the month of May, the Government Documents Department circulated a federal depository book for the first time in Cleveland Public Library history! A patron requested *Deep Water: The Gulf Oil Disaster and the Future of Offshore Drilling: Report to the President* (PR

44.8:D 36/G 95) that had been added to the newly-formed and growing government documents circulating collection. Prior to this, the materials in the department were reference only and were never circulated.

Social Sciences Senior Librarian Mark Moore completed the initial processing of the books donated to Cleveland Public Library by the Ohio Alliance to End Sexual Violence (OAESV). About 200 books are being integrated into the Social Sciences collection.

Research that's Possible Only at Main Library

- Social Sciences Library Assistant Peter Elwell helped a Senior Editor from Oxford University Press's Oxford English Dictionary (OED) to verify a sports-related use of the word "skyscraper." Mr. Elwell was also able to locate a better, more recent example of the word's use, and the OED Editor indicated that they will use Mr. Elwell's new citation in the OED.
- A patron came to the Science & Technology department to use *Manual of Standards and Recommended Practices* published by the American Public Transportation Association. Cleveland Public Library is one of only three libraries in the United States which own the item.
- Recently, patrons have used several AASHTO (American Association of State Highway and Transportation Officials) and ASHRAE (American Society of Heating, Refrigerating, and Air-Conditioning Engineers) standards including *Standard for the Design of High-Performance Green Buildings* and *Energy Standard for Buildings Except Low-Rise Residential Buildings*. Cleveland Public Library is one of only a select few libraries in the Midwest to own these.
- Patrons often try to repair mechanical items such as riding mowers. Sometimes Science & Technology does not own a specific manual, but instead a patron can use bits and pieces of several books. For example, a recent patron found it helpful to consult *Large Air-Cooled Engines* (2000) and *Clymer Scag Hydrostatic Commercial Walk-Behind Mowers* (2003) to repair a Scag mower. Cleveland Public Library is one of only a handful of Ohio libraries to own these volumes.
- A local international commercial law firm requested

CIS microfiche 70-H183-35 "Departments of Labor & HEW Appropriations, 1971" from Government Documents this month.

- The *ASME Boiler & Pressure Vessel Code: An International Code (2010)* in the Science & Technology department was used twice by patrons this month. Cleveland Public Library is only one of six libraries nationwide to provide access to this print resource.
- Science & Technology provided *Nondestructive Testing Handbook: Volume 9, Visual Testing* by Patrick O. Moore for a patron who was studying for an upcoming exam on the topic. Cleveland Public Library is the only Ohio library, public or university, which owns this volume. The next nearest is the Pennsylvania State University Libraries 205 miles away.
- Staff assisted a researcher from Chicago who is researching African American recipients of the Carnegie Medal for heroism.
- Staff assisted a music historian by providing him images of composer James H. Rogers and Euclid Avenue Baptist Church for a soon-to-be published volume on Rogers and his work.
- Staff assisted a researcher with locating early images of Lakeside Hospital and Marine Hospital when both institutions were located downtown on Lakeside Avenue.
- Staff assisted a researcher with locating images for more than a dozen superintendents from the district's history. The Photograph Collection will be providing CMSD with high-resolution scans of the portraits for a permanent display.
- Graduate student from Youngstown State used a rare score of Paganini "*Tru Duetti Concertani*" for a performance
- Patron request for scans from 2 Shakespeare text translated by Fan Noli (written in Albanian)
- Patron request for chess article, 1896 from *Deutsches Wochenschach*
- Patron request for scan from 18th century chess document by Domenico Ponziani, *Il Giuoco incomparabile degli scacchi: sviluppato con nuovo metodo*
- Patron requested scans from *1969 Cleveland Chess Bulletin*.

- Researcher requested scans from the East India Collection of letters from the early 1800s by Edward Parry, Charles Grant, and Robert Dundas.
- Patron request for more scans from the 1923 publication of *Facsimiles of Egyptian Papyri* from the British Museum.

Staff Development

Main Library Public Services staff members Assistant Director of Public Services Robin Wood, Lending Manager Stephen Wohl, Materials Handling Manager Daniel Oreskovic, Lending Clerk Anthony Liang, BEL Librarian Susan Mullee, TechCentral Coordinator Forrest Lykins, all attended the Lean Ohio Bootcamp at Cleveland State University.

Lending Manager Stephen Wohl attended the Leadership Certification: Employment Law module on May 5th.

US Government Publishing Office (GPO) Staff Visit from Washington, DC, to Cleveland Public Library: On May 4th and 5th, GPO Outreach Librarian Jaime Huaman and GPO Senior Outreach Librarian Ashley Dahlen were accompanied by State Library of Ohio Government Information Library Consultant Kirstin Krumsee on a tour of the Cleveland Public Library Government Documents Department collection throughout Main Library. The three gave invaluable advice on collection development policies and procedures for the government documents collection. The group was hosted by Government Documents Supervisor Sarah Dobransky and General Research Collections Manager Don Boozer. Ms. Huaman and Ms. Dahlen also provided staff training sessions including:

- Cataloging and Bibliographic Control - Attendees included Catalog Manager Andrea Johnson and Tech Services Librarian Barbara Satow attended this session.
- What's In The Box? - A session on processing boxes of federal depository materials as they arrive was also attended by Ms. Johnson and Ms. Satow in addition to others.
- Basic Government Resources for Reference - attended by staff members from Government Documents; Business, Economics & Labor; Social Sciences; Science & Technology; and the Center for Local and Global History.

Children's Librarian, Kristen Schmidt, attended LitCon 2016/OELMA at Perry High School on May 17th.

Library Assistant Crystal Huggins attended Literacy CLE: Powered by Pechakuch at the City Club on Thursday, May 26th.

Assistant Director of Public Services and Popular Library Manager Sarah Flinn attended the Transform Your Stacks Workshop presented by Library Journal and hosted at the Garfield Heights Branch of the Cuyahoga County Public Library. The program covered how to market books better for your patrons to increase circulations, and how to study your floor plans to make them more efficient.

On May 4th PAL Library Assistant David Furies attended a Catalog training session with GPO representatives held at the Digital classroom. On May 5th, GPO representatives visited PAL. David Furies, PAL's FDLF Coordinator, provided a tour of PAL's Government Documents collection, and displayed PAL's processes and procedures for maintaining the FDLF collection.

On May 18th, staff throughout Main Library attended the Pilot Training Program of the ALICE System (Alert, Lockdown, Inform, Counter, and Evacuate) in the LSW Auditorium.

Local and Global History Department Librarian Terry Metter attended Basic Government Resources for Reference, a seminar presented by staff members from the Government Printing Office, on May 4th and Library Assistant Adam Jaenke attended a meeting for the Cultivating a Global Perspective subcommittee on May 17th. The team discussed the different aspects of the subcommittee such as the Shakespeare Folio, the Cultural Gardens, and the bike share program and neighborhood bike tours.

Foreign Literature Library Assistant Victoria Kabo and Social Sciences Librarian Helena Travka attended Book Expo America 2016 in Chicago on May 10th - May 14th. In addition to browsing exhibits and networking with contacts.

Other Library News

The Cleveland Intellectual Property Law Association (CIPLA) donated \$10,000 and their time for children's programming and the creative process. The current president of CIPLA presented the check to Director of Public Services John Skrtic and Science & Technology Senior Librarian Jim Bettinger, the library's Patent and Trademark Resource Center representative, who has been working with CIPLA on training and was instrumental in Cleveland Public Library receiving the generous donation.

Business, Economics & Labor Library Assistant Joseph Parnell has been appointed as overseer to the Harvest for Hunger Campaign. Mr. Parnell will assist the Harvest for Hunger committee in finding and implementing on-going programs and events throughout the year through which Cleveland Public Library can contribute to Harvest for Hunger.

In conjunction with the on-going Shakespeare programming and publicity, Science & Technology Library Assistant Elvira Baron recited Hamlet monologues in Hungarian taped by Cleveland Digital Public Library Assistant Catherine Young.

Lisa Sanchez transferred from a Library Assistant, Computer Emphasis at Loran Branch to a Library Assistant Subject Department in CLGH on May 15th. She is currently training in the Photograph Collection.

Fine Arts & Special Collections Manager Pam Eyerdam is a committee member for the RTA Inter-Urban Project with Land Studio. A press release was posted about its summer project working with RTA Red Line to install large scale works of art along the Red Line to the airport. Committee members reviewed portfolios of artists work.

On May 26th, Government Documents Supervisor Sarah Dobransky and General Research Collections Manager Don Boozer attended an award ceremony for Clifford Square, their St. Martin de Porres High School intern. The freshman student won the school's Gonzalez-Butterworth Award for his demonstration of community service and academic achievement.

A former Fine Arts & Special Collections Kent Practicum student informed the department that her practicum

experience dealing with music cataloging and processing helped her to obtain a position as a Music Cataloger at Northern Illinois University!

Shelf Division Supervisor Cynthia Coccaro took part in the Human Library event at Carnegie West Branch. Her topic was table setting.

Lending staff members began registering children (pre K-12th Grade) for a brand new type of Library card, the "Read Up Rise Up card".

PARTNERSHIPS

On Saturday, May 7th, the Library in partnership with Visa and Marvel Comics hosted a program for the release of a new educational comic book that teaches readers of all ages about personal finance. The new comic, *Guardians of the Galaxy: Rocket's Powerful Plan*, was released in conjunction with Free Comic Book Day. The comic book combines Marvel's iconic Super Heroes with Visa's financial literacy expertise to introduce readers to fundamental money management concepts. Visa Inc. is also partnering with the Public Library Association (PLA) to make the new Marvel comic book available at public libraries nationwide.

MOBILE SERVICES

The Mobile Services staff has continued delivering offsite services such as outreach and story times to patients of the Hough and Southeast NEON Medical. The visits which occur twice a week average 15 parents and children per session.

MEETING ROOMS

The total number of requests for Main Library in the month of May was 232 with an estimated total attendance of 5,337. The Lake Shore Facility meeting rooms were reserved 43 times. There were 412 requests for branch meeting rooms during the month with an estimated total attendance of 8,127.

Branches

Addison Branch - Branch Manager, Magnolia Peters attended Ward 7 Community Meeting to distribute information on library services and programs. In addition, Ms. Peters was selected to be a part of the CBA to make 1199 contact suggestions and changes. Youth Services, Librarian, Heidi Landskroner made contact with

Rainey Art Institute to conduct a live musical performance for the Summer Reading Club Kick-Off. Cleveland Food Bank continues once a week a FREE Fresh Produce program, along with weekly EBT registration. Carnegie West - Bill Morgan from Sign Stage presented his Signing Dr. Seuss program to fifty-seven first graders from Orchard STEM and Paul Lawrence Dunbar on May 10th. Children's Librarian Helen Zaluckyj spoke to twenty-three third and fourth graders visiting the library from Clark Elementary on May 12th about William Shakespeare, his works, and the First Folio tour coming to CPL this summer. The visit ended with a Shakespeare coloring contest. Two tenth grade classes from Saint Ignatius High School visited the library on May 12th to register for library cards. They will be using them to access research databases available only to CPL cardholders in order to complete required assignments. Branch Manager Angela Guinther completed Lean Ohio Boot Camp at CSU, along with several other CPL staff members and administrators, on May 13th.

Collinwood - The Collinwood Branch has had an "A May zing" month of May students were entertained from Lake Erie Preparatory school with a school visit to the branch where they were able to get a tour, review resources, ask questions and renew and /or get new library cards along with checking out some of their favorite titles. An outreach story time was presented to three classes of CEOGC head start students. In collaboration with the Cleveland Museum of Art, we took poetry to the neighborhood with a program at "Six Shooter's Coffee Shop as part of "Walk All Over Waterloo" a monthly community art event. Our Healthy Eating and Garden Project with students from CSU's NEOMED Urban Medicine program was well received by our young patrons and was celebrated with a presentation and certificates of appreciation on May 11th at the university. The branch welcomed new children's librarian, Adam Tully on May 16th. Mr. Tully and YS LA, Ms. Jefferson visited a total of 12 private schools and day care centers in the Collinwood area totaling out to 1,410 children.

East 131st - The highlights for the E131 branch for the month of May are as follows: In collaboration with the Mount Pleasant Reads initiative the E131st Street branch concluded its third grade reading skills workshop and also followed this event with a community think tank

discussion about community input on programming for youth. On May 26th the branch held an Art Show featuring the work of branch teens after a seven week art club the meet on Tuesdays and Thursdays. Branch Manager Ginaya Willoughby attended Active Shooter training with the SPS department on May 18th.

Eastman - One hundred and fifteen children and parents attended the Nancy Smith and Rebecca Price-Donahue's *Captain America: Civil War* program on May 5. Attendees got the chance to meet and take photos with Captain America and Iron Man, create clothespin crafts, enjoy red and blue Jell-O, and win prizes in several games of Marvel-themed bingo. The program was one of the branch's most successful and widely-attended events ever.

Fleet - Public Services Branch Manager, Pasha Moncrief, attended ALICE and Leadership Training Sessions, United Way/Community Shares Committee Meetings, Broadway/P-16 Meetings, and the Human Library Event at Carnegie-West. The Youth Services team, conducted eighteen story times, four programs, and participated in three community events. Marcel Dorsey, LA-Adult, visited Alexia Manor to provide homebound services to seniors.

Garden Valley - Manager Rena Baker promoted the Seed Bank at an environmental workshop given by Burten, Bell, Carr and the Northeast Ohio Area wide Coordinating Agency (NOACA). Representatives with the Greater Cleveland Congregations visited the branch to speak with patrons searching for employment and the organization's efforts to advocate for job creation in the City of Cleveland. The Consortium of Christian Business Women used the meeting room. Staff shadowed Ms. Traci James in providing an "On the Road to Reading" Storytime to Ebony's Angels Day Care. The Day Care will be served by Garden Valley Staff beginning in June, 2016. Patron requests for seeds from the Seed Library continue to grow.

Glenville - The Senior Forum book club was held at the branch. The literature department held the Little Free Library at the branch and gave away 26 books to participants. Branch manager Sharon Jefferson attended the Leadership Certification Training on 5/5 and 5/26 and the Patent & Trademark Seminar on 5/12.

Harvard-Lee Branch - On Tuesday, May 3, Mrs. Scurka met with Mr. Alex Williams from the Health up Foundation to discuss a partnership program with NASA. Harvard-Lee Branch held its Annual Mother's Day Luncheon on May 7. Over twenty-five patrons were in attendance. Additionally on May 7, Harvard-Lee Branch hosted a Free Comic Book event, featuring IRONMAN. Visa Representatives and a Representative from the Treasurer's office were in attendance with over 40 patrons in attendance. Mrs. Parks participated in the LEAN Ohio Bootcamp, receiving a certificate from the program. Harvard-Lee Branch held a staff meeting and bidding "see you later" to Mrs. Scurka for her promotion. On Thursday, May 19, Mrs. Scurka presented and the NEO-RLS Webinar entitled Dealing with Difficult People.

Jefferson - Shila Barnes Library Assistant Computer Emphasis created a grander than life eye-catching display in honor of the late musical artist Prince. Jenn Moncayo also a Library Assistant Computer Emphasis believes that "*Reading Is My Superpower*" created a display of graphic novels, movies, and other items relating to superheroes. The Jefferson Branch welcomed staff from the Children's Museum of Cleveland "Museum Without Walls" program.

Langston Hughes - The Langston Hughes branch featured these programs during the month of May: Computer, Internet, and Email Basics; Free Comic book day that featured a DC/Marvel Superhero film festival, complete with popcorn on May 7th. Papercraft Alphabet Basics; Found Sound - Steel Pan Science featuring a steel drum duo. The musical trio, Syndicate for the New Arts, performed at the branch on May 4th, 11th, and 18th. The Langston Hughes book club has will begin next month with a book by author Walter Mosley, "Devil in a Blue Dress." Christopher Busta-Peck, attended the Moms & Muffins program at Mary M. Bethune and he will be distributing CPL materials at Mary M. Bethune's school fair.

Lorain -There were many staff changes at Lorain in May, as Adela Garcia began as the new Children's Librarian and LACE Lisa Sanchez transferred to Main Library. Ms. Garcia quickly began leading story times at schools, assisting with Youth programs, weeding materials, and planning Youth programs for Fall. Branch Manager Shayna

Muckerheide attended a community meeting and CPL training to assess and improve safety in the Branch and neighborhood. The Branch hosted a popular Human Trafficking Forum on May 24 to educate staff, leaders, and the community about this local problem. Additionally, Ms. Muckerheide and Youth staff met with the Land Studio to coordinate summer activities for neighborhood children in the grassy lots across from the Branch.

Martin Luther King Jr. - Toni Parker and Ms. Kmiecik participated in the lead worker training. Ms. Parker also attended the Active Shooter workshop at Main, and assisted with the Congressional Art Show.

Lexy Kmiecik attended the United Way Literacy Fair at the Harvey Rice School, and the leadership workshop on employment law. Mr. Roberts and Mrs. Jones attended the Youth Services meeting. Mr. Roberts is also member of the Summer Reading Club committee. Eugene Callier (Page) joined the MLK Team.

Memorial Nottingham - For the month of May the Memorial Nottingham hosted the 2016 Congressional Art Show on Saturday May 2. Tech Central and Memorial Nottingham staff presented the PARACORD SURVIVAL BANDS program on Wednesday May 11. Storytime visits and library visits continue to be delivered to our community partners: St. John Nottingham, Brilliant Beginnings. Community partner Linda Wood has been working with the branch to install a rain barrel and a community vegetable garden. Upcycle Parts Shop has met with Manager Kevin ray to plan summer craft activities on Fridays this summer. Branch Clerk Tamiko Chisolm won the CPL Fit Challenge for the Month of May.

Mt. Pleasant - During the month of May, Mount Pleasant Branch hosted four of eight *Read to the Beat* music therapy sessions. Three computer classes were held on email, resume writing and job searching; a total of 8 patrons signed up for computer classes. Mt. Pleasant's YS staff held four programs (1 cultural diversity, 2 technologies, and 1 craft) for the month of May; a total of 46 children participated.

Rice - Neighbor Up Program was held at the branch on the third Wednesday of the month. We bid farewell and good wishes to Ali Boyd on May 21st as he embarks on another

chapter in his career as manager of the Warrensville Branch of Cuyahoga County Public Library.

Rockport - Amiya Hutson began as Manager of the Rockport Branch. Rockport began an ambitious weeding project for its entire collection. America Reads Tutors tutored school age youth patrons weekdays all month. Healthy bagged meals and weekly fruit giveaways (apples), courtesy of the Cleveland Food Bank, were served all month.

South Brooklyn - South Brooklyn provided various new opportunities for the year: staff signed children up for the Summer Reading Club, Friends of the Cleveland Public Library helped the branch with its book sale, and Old Brooklyn Community Development Corporation provided a Minecraft program for children. ACT prep course impACT the 216! ended with numerous teenagers finishing the program from start to finish. Various staff put up displays: the adult side had Captain America/superhero, Mother's Day, Movies for Mom, Wedding, and "Oldies but Goodies" movies; the children side had Coding/gaming/Minecraft, Lego, Princess/Ballerina picture books, and Graphic Novels with "versus" in title. Children Librarian Tammy Houghton delivered Summer Reading Club material to schools and daycares, provided story-time outreach to daycares, and attended the YS meeting. Adult Library Assistant Anna Kaufman Ford had her monthly Book Discussion: *Shaman* by Kim Stanley Robinson, and ordered books for Senior Resources' book club. Assistant Manager Maria Estrella attended meetings/trainings: Tremont Montessori Pre-K Action, CPL 150 Vision Plan, and Leadership Certification Training: Employment Law, Fighting Community Deficit Sub-Committee, ALICE, and Summer Learning Kickoff at Walton School.

South Branch - The South Branch welcomed a number of school groups. There were two special needs preschool classes from Buhner Dual Language School for *Super Sleuth Readers*. The theme was planting and growing, as the children will be doing a planting project at the school with seeds provided by the Cleveland Public Seed Library at the Lorain Branch. There were also two first grade classes from Walton Elementary that visited. Sandra Nosse (Miss. Sandy) and Joel Lefkowitz performed some tandem book reading, engaging the children with

interactive songs and rhymes and some deep yoga breathing to teach the children relaxation.

Sterling - Gretchen Faro, Executive Director of the Friends, KPMG staff and Sterling Branch staff are working together to launch KPMG Family for Literacy (KFFL) at Sterling.

CSU tutor, Emily Zeitz, was named America Reads Outstanding Tutor of the Year for 2016. Emily's dedication and commitment to the children at Sterling is commendable.

Another month of varied and well attended programs at Sterling: The iPad Club continues to meet bi-weekly; Cleveland Food Bank held its final nutrition education programs of the academic year; Bill Morgan, Cleveland Hearing and Speech Center, presented Signing Dr. Seuss. The Cleveland Children's Museum did a butterfly program for the children; Book Arts Cleveland presented the second monthly bookmaking program at Sterling - how to make pop-up books. Sterling staff did three STEM programs - Catapults, Measuring the Surface Tension on a Penny and Zodiac Signs - an art and astronomy program.

Union Branch - Ms. Williams attended the Ward 6 Community Meeting held at Old Landmark Ministries Church. Ms. Williams attended the Fighting Community Deficits meeting in preparation for a Staff Development Day presentation. Children's Librarian Kelli Minter spoke with parents and children at NEON Southeast about upcoming CPL programs. On Wednesday May 25th at 3:30 PM Union Branch will host the Little Free Library Book Swap.

West Park - On May 3rd, Branch Manager Michael Dalby and Assistant Branch Manager Crystal Tancak attended a breakfast meeting with representatives from Lakewood Collaboration, Bellaire-Puritas Development Corporation, College Now, CMHA, and local churches to share programs and services with one another and discuss future partnerships. Also on May 3, through a partnership with Bellaire- Puritas Development Corporation, ten children and teens enthusiastically made pillows using sewing machines. In celebration of Free Comic Book Day, staff dressed up as Batman, Iron Man, and Captain America and children were given free comic books while enjoying refreshments and crafts. On May 14th, Library-Assistant, Youth Emphasis Jeanna Sauls along with Library-Assistant, Computer Emphasis Katie Power staffed a table

at Kamm's Corners annual Hooley Festival to promote library programs and services to attendees. Ms. Tancak attended United Way's Literacy Fair at Almira Elementary School on May 19th to share library programs and services as well as promote the Summer Reading Club and new ConnectED card to students and teachers from twenty-three classes. Staff also visited twelve local schools to drop off flyers and promote the Summer Reading Club and new ConnectED card. Dalby attended the final meeting of the Lakewood Area Collaborative of the 2015-2016 year and presented CPL programs to the 30+ people in attendance.

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons

Cleveland Digital Public Library regularly hosts Tech Central's computer classes, International Services (ESL) classes, CPL Fit Yoga, and Government Documents database workshops.

Magic Box

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in the Digital Library. The case contains both physical and digital materials relating to Louis Stokes and the library. The Magic Box will swap out the Stokes materials and be used part of the "Wonder of Shakespeare" exhibit in Brett Hall starting in mid-June, 2016

Letterpress

Dr. Ewing held a letterpress workshop in the Art Lab as part of the Shakespeare programming on April 30. 7 people attended.

Videography and Photography

Library Assistant Catherine Young photographed Music at Main, Yoga, and worked as videographer for the Staff Day film. She also filmed Music at Main, and produced more video for Shakespeare programming.

Scanning Assistance

Cleveland Digital Public Library staff assisted over 14 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub.

Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Between April 1 and April 29 the Cleveland Digital Public Library had 255 visitors and 44 KIC Scanner sessions resulting in 1535 images/1690.9MB MB or 1.6 GB. The Digital Gallery had 5089 sessions by 3890 users resulting in 26,724 page views. Of the 5089 sessions, 682 originated from outside of the United States.

Outreach

Digital Library Strategist Chatham

Ewing contacted TaleSpinner Children's Theatre to explore collaboration in the fall on Shakespeare. Ewing also spoke with Tremont West Development Corporation to arrange Shakespeare in Lincoln Park, and had regular conversations with Folger Shakespeare Library regarding the upcoming Shakespeare exhibit. Along with other participants in the project, Dr. Ewing was recognized by The Ohio DPLA planning committee for his contribution to developing a state-wide proposal for Ohio to contribute content to DPLA.

Collection Development

Cleveland Digital Public Library staff has scanned 97 items, post processed 135 items, and uploaded 681 items into the Digital Gallery.

Preservation

The preservation staff has received 67 books for preservation work, and has sent back 55 books to the owning department. Preservation staff have completed 90 (88 complex, 2 simple) book treatments, 8 (7 complex and one simple) treatments to flat paper materials, 27 enclosures, and printed 34 labels. 2 book cradles were constructed for the exhibits. Book labels were prepared for exhibits. Preservation staff has begun disassembly and repair on the American edition of Boydell's Shakespeare Gallery.

Shakespeare Folio

Planning has been ongoing on activities related to the Shakespeare Folio exhibit at Cleveland Public Library in summer 2016. Dr. Ewing has met with Library Staff, Folger Shakespeare Library Staff, Shaker Library Staff,

ICA staff, Cleveland State University, and English Speaking Union to coordinate events to take place during spring and summer. Currently, Dr. Ewing is planning the Brett Hall exhibit.

OLBPD

For May 2016, OLBPD circulated 45,040 books and magazines directly to patrons, along with 13,356 copies of our OLBPD Dimensions library newsletter. OLBPD registered 124 new readers to the service. Approximately 629 BARD patrons among 2,568 active users downloaded 13,261 items.

OLBPD has purchased new Playaway, described DVD and select Blu-ray titles. New Blu-Ray and DVD titles include Oscar nominees "The Revenant," "Room," "The Big Short," and "Brooklyn," along with blockbusters like "Star Wars: The Force Awakens" and "Jurassic World," and many more. Described Blu-Ray and DVDs are available to OLBPD readers and include television programs, feature films, and other visual media accessible to people who are blind or visually impaired by providing descriptive narration. The descriptions include key visual elements in a program that a viewer who is visually impaired would ordinarily miss.

On Thursday, May 19th, OLBPD Manager Will Reed spoke at the State Library Board Meeting held at the State Library of Ohio. Mr. Reed provided the Board with an update on OLBPD services, as well as a preview of future services within the next three to five years. During this meeting, the State Library Board approved budget funding for OLBPD services for the 2017 State fiscal year.

Also on May 19th, OLBPD Manager Will Reed attended the Ohio Braille and Talking Book Program Consumer Advisory Committee meeting at the State Library of Ohio. Consumers were provided updates about the service, including Family Fun and Learning Day 2016, and a report from the National Library Service (NLS) 2016 Biennial National Conference.

On Monday, May 23rd, OLBPD welcomed visiting librarians from the State children's library of Turkmenistan. The librarians were provided with a tour of the library and demonstration of our services.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Euclid Villa Apartments Fair on May 5th; Medina Low Vision Group Presentation on May 9th; City of Independence Health Fair on May 13th; Westlake Health Fair on May 21st; Mt. Alverna Village Wellness Day on May 25th; Cleveland Senior Day on May 27th.

The OLBPD adult book club met on May 13th to discuss "The Girl on the Train" by Paula Hawkins.

TECHNICAL SERVICES

James Clardy began his new job as Lake Shore Shelf Shipping Supervisor on May 2. His previous position was in the Main Library Shipping Department.

Patricia Lowrey, Director of Technical Services, attended the semi-annual meeting of the Metro Libraries Heads of Technical Services on May 10. The meeting was in Dayton. On May 18, Ms. Lowrey, Collection Manager Pam Matthews, Acquisitions Manager Sandy Jelar Elwell, and Acquisitions Coordinator Alicia Naab met to review all the library materials funds. They found that spending was on target for mid-May. Ms. Lowrey, Ms. Jelar Elwell and High Demand Manager Carole Brachna met on May 27 to discuss issues related to an upcoming migration to a new vendor platform.

Collection Management: Collection Management selected 2,095 titles, 17,309 copies, and spent \$274,187 in May. Eighty-five telescopes of materials were relocated. Collection Manager Pam Matthews attended the day-long workshop "Transform Your Stacks to Drive Circulation" sponsored by *Library Journal*. She also attended 2016's first Electronic Resources Committee meeting.

Eric Hanshaw "attended" the webinar "Listen Up! New Audiobooks" that was offered by *Booklist* magazine. Bonnie Bolton attended the May Youth Services meeting. Ms. Matthews began her series of 2016 Branch visits at the Eastman Branch.

Lake Shore Shelf Shipping: The staff of the Lake Shore Shelf/Shipping Department unpacked, checked in, and sent 18,329 items to Acquisitions and High Demand. The staff unpacked and checked in 265 items of foreign language

material. A total of 122 items were retrieved from storage and sent to the Main Library and an additional 129 items were retrieved and sent out to fill holds.

A total of 1,388 telescopes of finished new materials were sent out from Lakeshore Shelf/Shipping Department. This included 331 telescopes for the Main Library, 947

telescopes to branches, 92 telescopes to CLEVNET, 8 telescopes to CASE, and 5 each to CSU and Tri-C.

High Demand: The High Demand Department had a very productive month. Staff members ordered 1,687 titles and 16,074 items. They added 1,029 titles and 11,428 items.

OCLC changed the way they deliver some cataloging records. Andrea Johnson, Catalog Manager, handled the switch and High Demand is now able to access and download the records on the new site. Carole Brachna, High Demand Manager, worked with Midwest to get more selection records for music CDs in order to broaden the scope of what we are offering the public, and shared them with Collection Management for an evaluation of their usefulness.

Mrs. Brachna met with James Clardy, the new Shelf Shipping Manager, for a brief orientation to the High Demand Department. She also completed a short questionnaire to prepare for the transition from Baker & Taylor's Title Source 3 to Title Source 360, which will affect many Technical Services and Public Service Departments.

High Demand Librarian Dale Dickerson and Technical Services Senior Clerk Mya Warner worked together to process the "Bob Books," a series for beginning readers. Each title has been cataloged separately and will be available to fill holds.

Catalog: Catalogers added 2,722 titles and 3,304 items for Cleveland Public Library, including 539 titles in 16 different languages. Senior Cataloger Dawn Grattino has taken over primary responsibility for CPL.Cat and handling items recalled or sent to Catalog for corrections. Librarian Celia Halkovich began her training to handle CPL.Cat requests, and started adding bibliographic records requested by Public Service

librarians. Librarian Michael Gabe assumed his duties of using MARC Export to update batches of records.

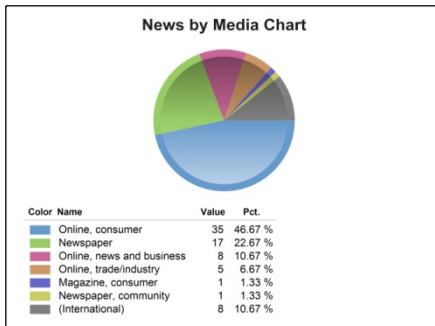
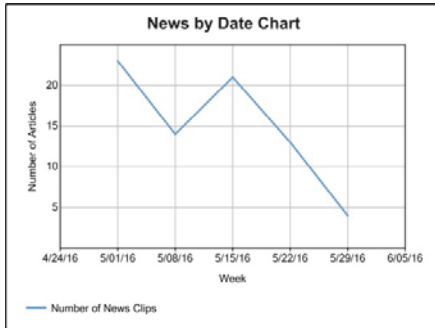
Librarian Barbara Satow and Catalog Manager Andrea Johnson attended a training session at Main Library given by representatives of the Government Printing Office. Ms. Johnson and Librarians Regina Houseman, Amei Hu, and Ms. Satow took part in the CLEVNET Technical Services Special Interest Group meeting held at Shaker Heights Public Library. Ms. Houseman was instrumental in creating a cataloging "dos and don'ts" handout for CLEVNET member libraries. Ms. Johnson attended a Pilot Training Program for the ALICE System (Alert, Lockdown, Inform, Counter, Evacuate). Ms. Satow participated in the third Human Library event at Carnegie West on May 24th, where she served as both a "book" and a patron.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, met with James Clardy, the new Receiving and Distribution Supervisor for the Lake Shore Shelf/Shipping Department, to provide him with a general overview of the Acquisitions Department and answer any questions. Ms. Jelar Elwell and Leslie Pultorak, Acquisitions Librarian, worked with the vendor Midwest Tape to create new accounts to be used specifically for ordering non-book materials for the Foreign Literature Department.

Ms. Jelar Elwell met with the members of the Innovate for Efficient and Sustainable Operations Strategic Plan Subcommittee to plan and create a Strategic Subcommittee presentation for Staff Development Day and participated in a walkthrough of the Wolstein Center. Ms. Jelar Elwell completed the five day LeanOhio Boot Camp at Cleveland State University along with the other members of CPL's Lean Six Sigma Team. She participated in the Merge and Replace Rules in BLUEcloud Cataloging webinar presented by SirsiDynix.

The Acquisitions Department ordered a total of 5,472 titles and 7,447 items (including periodical subscriptions and serial standing orders); received 12,864 items, 1,334 periodicals, and 474 serials; added 163 periodical items, 88 serial items, 136 paperbacks, and 1,446 comics; and processed a total of 2,023 invoices.

MARKETING & COMMUNICATIONS



Media coverage for the month of May included 78 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$137,241.57. In May, the online media outlets that featured CPL events and programs received 42,761,529 unique visitors. Most activity centered on the launch at CPL of the new educational comic book on personal finance. Online Consumer accounted for most of the media articles.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 5,439 times

on average per week, with an average of 628 clicks to the website per week resulting in a 12% click-through rate for the month. *Public library + Cleveland* was the most clicked-through phrase. No special ads were run in May on cleveland.com.

Social Media

Twitter followers continue to increase, from 12,198 in April to 12,300 at the end of May. Facebook fans are up as well, adding 119 in the last month for a total of 8,114. CPL has 896 followers on Pinterest. A Snapchat account was established for Summer Reading Club.

The top 5 most clicked on Tweets:

1. May 20th: Director Felton Thomas appearing on WKYC's Live on Lakeside to discuss ConnectED and Summer Reading Program.
2. May 26th: Link to sign up for Summer Reading Program.
3. May 20th: Cheers to CPL's ConnectED library pledge on cleveland.com.
4. May 4th: Link to article about former Director Andrew Venable.
5. May 15th: Link to sign up for Summer Reading Program.

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

1. May 11th: Thank you for donation from Cleveland

Intellectual Property Law Association

2. May 24th: Photo of library delegation from Turkmenistan

3. May 13th: Photo of Cavs banner on Louis Stokes Wing

4. May 10th: Announcement of the passing of Mr. Venable

5. May 24th: Link to article about Invest in Children initiative

Graphics

Graphics staff filled 73 requisitions for design, printing, and distribution, in addition to designing graphics for ads; the library website; social media; four staff newsletters; *Off the Shelf* e-newsletter; Summer Reading Club collateral; graphics and print collateral for the upcoming Shakespeare exhibit in Brett Hall; Staff Development Day print collateral; ConnectED initiative; UpNext monthly program guide and MyBranch branch activity fliers; weekly posting to website home page.

Staff Changes

Friday, May 6, 2016, was the final day of work at CPL for Cathy Poilpré, Director of Marketing & Communications. Had it not been for her empty office, one would never have guessed that it was her last day of work. She spent the day, as she did every day that she worked at CPL, in a whirlwind of activity, juggling multiple projects and deadlines. Up to the last minute she was here, Cathy was focused on making every detail perfect and maintaining the high standards she had set for her department. Her commitment to the Library's vision and mission never wavered. She had the respect of her staff and colleagues who miss her greatly and who are only now beginning to understand all that she did for the Library. We wish her every success in her new position at Cleveland Metroparks.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are meeting weekly on the progress of Phase II for Main and LSW.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. They continue to work with contractor installing new wiring and security cameras for the Main building. Fulton

branch we are installing new wiring for second access point for wireless needed for pc's. We collaborated with the Automation department on installing new replacement servers for the new automated lighting control system at Rice and Woodland. The relocation of existing daylighting sensors for lighting control system was needed to provide better control. Fulton branch, converted canister lights in meeting room with new LED light fixtures and new dimmers. Checking and replacing batteries for emergency/exit lights at branches. Eastman Garden cleaned and prepped mechanical pumping systems for water fountain. Sterling, replaced the leaking domestic hot water tank. Working with contractor on preventative maintenance on fork lifts and pallet jacks at all locations.

The carpenters and painters are working at South Brooklyn repairing walls and painting interior walls. Fulton branch has been painted and repairs made. They have repaired several door locks in Main and LSW buildings. Rice branch repaired the plaster ceiling on outside overhang near front entrance. Sanded overhang ceiling and painted. They patched walls and repainted two offices in the Human Resources department. The Garage is working on servicing lawn mowers, leaf blowers and weed cutters for the branches for summer season. They are collecting the snow blowers and returning them to the Woodland garage for repairs.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS created a pilot Active Shooter training workshop which was given to staff May 18th.
- SPS has a full time officer posted at East 131 daily to assist staff and the G4S guards until the new part time officer training is complete.
- I will meet with Tim Diamond in an effort to make the Security Report system more efficient.
- An SPS supervisor attended the Sex Trafficking meeting at Lorain branch May 24th.
- SPS management participated in the Fairhill Partners Area Law Enforcement Breakfast May 13th. CPD will have foot patrols, bicycles, and mounted police in the 4th district to combat the up-tick in crimes.

Protective Services

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
May 2016	4694	196	59	143	713	124	90	68
April 2016	4822	161	125	143	845	162	117	68
March 2016	5424	200	129	76	893	156	104	82
Feb 2016	4856	202	89	101	776	184	116	115
Jan 2016	4613	177	133	54	637	152	126	63
Dec 2015	4351	189	113	39	627	154	60	37
Nov 2015	4252	185	136	127	754	129	78	58
Oct 2015	5810	215	167	51	682	167	67	47
Sept 2015	5520	221	101	40	675	157	56	56
Aug 2015	6132	236	112	46	850	146	76	68
July 2015	7336	282	122	55	1006	144	87	73
June 2015	6992	280	140	42	592	170	55	58
May 2015	6010	240	140	37	390	250	52	55

Special Attention, Special Events, and Significant Incidents

5/1, an unknown person or people started a fire in the rear entrance at Fulton branch. This was the second fire related incident after hours at Fulton.

5/2, a 13 year old was struck by a vehicle in front of Sterling branch. The incident happened just outside of camera view.

5/4, a male was shooting a BB gun in Novak park next to Carnegie West and CPD was called. CPD arrested the male down the street with multiple BB guns (orange tips removed) for an outstanding warrant.

5/4, an older male patron gave his phone number to a minor at Fleet branch stating he was a musician. He left the branch and returned a short time later with a note for the minor and was told to leave the branch.

5/7, custodial staff reported to SPS that the window at Harvard Lee branch was shattered. It appears the window was broken with a BB.

5/7, a patron at Fleet branch was having trouble removing her phone from the charging station and she threatened the G4S guard for not retrieving it. The patron said she would meet the guard after work to deal with it.

5/13, a male patron was discovered inside the bathroom stall unconscious at South Brooklyn. SPS, EMS, and CPD were dispatched. The stated he purchased the drugs in the branch parking lot. He was expelled for 30 days.

5/14, SPS was dispatched to Fleet branch for a patron making growling noises and biting gestures at patrons and staff. SPS officers discovered the male was highly intoxicated and expelled him for the day.

5/10, a shooting took place outside of Mount Pleasant branch after hours. Video was released to CPD and Fox 8.

5/9, shooting victims drove their vehicle to Langston Hughes branch to summon CPD and EMS for assistance. The shooting didn't occur on CPL property.

5/17, SPS officers responded to MLK for a suspicious male conducting interviews with ladies. The male said he had an entertainment company (escort) and was advised by officers to schedule appointments to conduct meetings through the OPS department in the future.

5/20, a juvenile patron struck a G4S officer in the face and refused to leave Union branch. Several of the juvenile's friends assisted in getting the male to leave.

5/21, a juvenile threw a rock at the rear window of Eastman branch. The glass shattered and the male went inside the branch for 8 seconds and left.

5/25, the G4S guard at Mt. Pleasant was reassigned because I didn't believe she was a good fit at the branch. The guard made threats against the branch manager and was immediately removed from the CPL account and G4S terminated her employment as well.

Protective and Fire Systems

- IPS inspected the motion detector at Eastman due to the juvenile breaking the window and entering the branch. The motion detector is an older model

(original install) and recommended to be replaced.

- Panic alarm testing in April alerted SPS to some wires cut during renovations. IPS corrected the issue.

Contract Security

- SPS and the legal department interviewed four contract security companies for the 3 year contract.
- SPS intentions are to have the company that provides contract security also handle afterhour's armed response provided the costs are competitive.

Administration

- SPS hired 7 new part time officers; one applicant declined the offer for another job. Training has been reconfigured and they will be posted at branches in 6 to 8 weeks.
- SPS tested GPS units in the branch patrol vehicles in an effort to make branch patrol more efficient.
- SPS has been overwhelmed with requests for video footage from bike thefts, cell phone thefts, and ect. I will explore options to make the process more less time consuming.

INFORMATION TECHNOLOGY & CLEVNET

COSUGI (Customers of Sirsi Dynix Users Group, Inc.) Conference 2016

As chair-elect of the SirsiDynix Consortia Special Interest Group, Hilary Prisbylla, Director of CLEVNET, travelled to Indianapolis, Indiana for COSUGI Conference 2016, held May 23-25, 2016. The Customers of SirsiDynix Users Group is a not-for-profit corporation formed as an independent organization of Unicorn, DRA, Dynix, Horizon, and Symphony product customers of SirsiDynix. The activities of the Users Group are coordinated by an Executive Board elected by the membership. The purposes of COSUGI include:

1. Establishing forums to provide support and foster the sharing of information among the membership.
2. Maintaining and improving relations and lines of communication among Members and between Members and the Company.

3. Formulating, coordinating, and recommending enhancements regarding the development of software and related products.
4. Serving as designated User according to the terms of the Escrow through which Members and International Member Groups shall have access to appropriate Company Source code and documentation.

This year, Ms. Prisbylla did not go alone. The CLEVNET Directors' Panel agreed that it would be a good use of CLEVNET's travel budget if all the members of Ms. Prisbylla's team participated in this major international conference as well. Accompanying Ms. Prisbylla to the conference were Brian Leszcz, Database Administrator; Jim Benson, Library Systems & Applications Analyst; Marlene Pelyhes and John Pas, Library Systems & Applications Specialists; and David Reynolds, Web Applications Assistant.

New Public Catalog

Once Ms. Prisbylla's team was back in Cleveland, they immediately went back to work on the million and one details that must be dealt with on the backend before the new public catalog launches on June 14, 2016.

Major Projects

- Successfully re-imaged all of the general use public PCs (over 80) in CPL's TechCentral for performance issues.
- Upgraded the Wireless Access Points at Shaker Heights Public Library and Medina County District Library.
- Migrated Madison Public Library's phone system to CLEVNET VoIP.

Ms. Rodriguez moved to adjourn into Executive Session for the purpose of preparing for and reviewing negotiations and bargaining sessions with Library employees concerning terms and conditions of their employment. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:33 p.m.

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

EXECUTIVE
SESSION
Approved

The Regular Board Meeting resumed at 2:06 pm

Ms. Rodriguez adjourned to the Regular Board Meeting at
2:07 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR MAY 2016

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	489	4,291
Periodicals	0	94
Publishers Gifts	13	13
Non-Print Materials	411	1,062
TOTAL LIBRARY SERVICE MATERIALS	913	5,460

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 10	\$ 1,260
Library Fund	Restricted	0	3,190
Young Fund	Restricted	0	12,558
Schweinfurth Fund	Restricted	0	24,535
Founders Fund	Restricted	36,200	395,942
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	58,687
Lockwood Thompson Fund	Restricted	90,200	90,200
TOTAL MONEY GIFTS		\$ 126,410	\$ 587,270

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	20	1,241	913	5,460
Money Gifts	6	47	6	47
TOTAL GIFTS	26	1,288	919	5,507

Cleveland Public Library
2016

June 7, 2016

Cuyahoga County Budget Commission
Attention: Bryan Dunn
1219 Ontario Street
Cleveland, Ohio 44113

Dear Bryan,

Cleveland Public Library requests a Certificate of Estimated Resources as noted below for the following funds:

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 24,554,989.34	\$ 23,766,763.55	\$ 23,766,763.55	\$ 2,627,805.62	\$ 2,654,863.84	\$ 27,058.22
Special Revenue Funds							
201	Anderson	\$ 276,296.99			\$ 11,000.00	\$ 11,000.00	\$ -
202	Endowment for the Blind	\$ 2,170,265.69			\$ 84,400.00	\$ 84,400.00	\$ -
203	Founders	\$ 5,885,671.83			\$ 614,141.78	\$ 634,141.78	\$ 20,000.00
204	Kaiser	\$ 58,614.88			\$ 2,300.00	\$ 2,300.00	\$ -
205	Kraley	\$ 179,009.06			\$ 6,400.00	\$ 6,400.00	\$ -
206	Library	\$ 177,111.07			\$ 10,700.00	\$ 10,700.00	\$ -
207	Pepke	\$ 127,745.59			\$ 4,800.00	\$ 4,800.00	\$ -
208	Wickwire	\$ 1,349,668.46			\$ 54,600.00	\$ 54,600.00	\$ -
209	Wittke	\$ 86,265.93			\$ 3,400.00	\$ 3,400.00	\$ -
210	Young	\$ 4,000,361.89			\$ 200,400.00	\$ 200,400.00	\$ -
225	Friends	\$ -			\$ 59,000.00	\$ 59,000.00	\$ -
226	Judd	\$ -			\$ 230,207.00	\$ 230,207.00	\$ -
228	Lockwood Thompson	\$ 54,674.88			\$ 180,399.00	\$ 180,399.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 80,722.29			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 158,419.24			\$ 5,037,729.97	\$ 5,037,729.97	\$ -
251	OLBPD	\$ (14,144.26)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ 27,058.22			\$ -	\$ -	\$ -
254	MyCom	\$ (104,540.53)			\$ 104,245.61	\$ 129,245.61	\$ 25,000.00
256	Learning Centers	\$ -			\$ -	\$ 172,000.00	\$ 172,000.00
		\$ 14,513,201.23			\$ 8,162,817.36	\$ 8,379,817.36	\$ 217,000.00
Capital Projects Funds							
401	Building and Repair	\$ 9,083,634.76			\$ 1,503,500.16	\$ 1,503,500.16	\$ -
Permanent Funds							
501	Abel	\$ 208,076.10			\$ 9,000.00	\$ 9,000.00	\$ -
502	Ambler	\$ 2,018.69			\$ 86.00	\$ 86.00	\$ -
503	Beard	\$ 123,622.21			\$ 5,100.00	\$ 5,100.00	\$ -
504	Klein	\$ 4,751.17			\$ 200.00	\$ 200.00	\$ -
505	Malon/Schroeder	\$ 170,913.05			\$ 10,200.00	\$ 10,200.00	\$ -
506	McDonald	\$ 173,940.36			\$ 7,100.00	\$ 7,100.00	\$ -
507	Ratner	\$ 85,938.24			\$ 3,400.00	\$ 3,400.00	\$ -
508	Root	\$ 32,361.65			\$ 1,500.00	\$ 1,500.00	\$ -
509	Sugarman	\$ 49,674.54			\$ 7,000.00	\$ 7,000.00	\$ -
510	Thompson	\$ 111,293.32			\$ 6,000.00	\$ 6,000.00	\$ -
511	Weidenthal	\$ 6,013.72			\$ 250.00	\$ 250.00	\$ -
512	White	\$ 1,697,362.18			\$ 85,000.00	\$ 85,000.00	\$ -
513	Beard Anna Young	\$ 17,154.87			\$ 2,700.00	\$ 2,700.00	\$ -
		\$ 2,683,120.10			\$ 137,536.00	\$ 137,536.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 10,735.01			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 7,506.32			\$ -	\$ -	\$ -
		\$ 18,241.33			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-General Fund by \$27,058.22 relating to the unexpended balance in the LSTA-Know It Now fund and an increase in Other Sources-Special Revenue by \$217,000.00 relating to the Founders fund for restricted gifts of \$10,000 from NYCB/Friends for Summer Reading Club, \$10,000 from Mozilla Foundation for Web Literacy Training; the MyCom fund of \$25,000 for Kindergarten Club; and the Learning Centers fund of \$172,000 from Cleveland Foundation for Learning Centers.

Thank You,

Cavie Krenicky

Treasurer/CFO
Cleveland Public Library

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 79.25% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio




June 7, 2016

To the Board of Library Trustees of the: **CLEVELAND PUBLIC LIBRARY**

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2016, as revised by the Budget Commission of said County, which shall govern the total of appropriate appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2016	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	24,554,989.34	23,766,763.55	22,003,404.59	2,654,863.84	72,980,021.32
Special Revenue	14,513,201.23			8,379,817.36	22,893,018.59
Capital	9,083,634.76			1,503,500.16	10,587,134.92
Permanent	2,683,120.10			137,536.00	2,820,656.10
Agency	18,241.33			0.00	18,241.33

Totals/Subtotals	50,853,186.76	23,766,763.55	22,003,404.59	12,675,717.36	109,299,072.26
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	Budget	
Romeana Reese	Commission	

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: SIXTH AMENDMENT
JUNE 16, 2016**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	24,554,989.34	0.00	24,554,989.34 (3)
Taxes - General Property	21,766,763.55	0.00	21,766,763.55
Public Library Fund (PLF)	22,003,404.59	0.00	22,003,404.59
State Rollbacks/CAT	2,565,829.28	0.00	2,565,829.28
Fines and Fees	399,000.00	0.00	399,000.00
Earned Interest	320,862.50	0.00	320,862.50
Services	0.00	0.00	0.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	1,371,613.84	27,058.22	1,398,672.06
Return of Advances/(Advances Out)	(29,500.00)	0.00	(29,500.00)
TOTAL RESOURCES	72,952,963.10	27,058.22	72,980,021.32

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	34,757,274.21	0.00	34,757,274.21
Supplies	1,052,538.00	0.00	1,052,538.00
Purchased/Contracted Services	10,437,800.55	8,000.00	10,445,800.55
Library Materials/ Information	7,348,180.00	0.00	7,348,180.00
Capital Outlay	1,191,200.00	27,058.22	1,218,258.22
Other Objects	131,760.00	0.00	131,760.00
SUBTOTAL OPERATING	54,918,752.76	35,058.22	54,953,810.98
Transfers/Advances	1,500,000.00	0.00	1,500,000.00
TOTAL APPROPRIATION	56,418,752.76	35,058.22	56,453,810.98

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: SIXTH AMENDMENT
JUNE 16, 2016**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	22,676,018.59	217,000.00	22,893,018.59

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
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Anderson	267,154.48	0.00	267,154.48
Endowment for the Blind	2,254,665.69	0.00	2,254,665.69
Founders	4,035,151.25	20,000.00	4,055,151.25
Kaiser	60,914.88	0.00	60,914.88
Kraley	185,409.06	0.00	185,409.06
Library	187,811.07	0.00	187,811.07
Pepke	132,545.59	0.00	132,545.59
Wickwire	1,397,015.83	0.00	1,397,015.83
Wittke	89,665.93	0.00	89,665.93
Young	4,200,761.89	0.00	4,200,761.89
Friends	29,500.00	0.00	29,500.00
Judd	230,207.00	0.00	230,207.00
Lockwood Thompson	235,073.88	0.00	235,073.88
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	130,722.29	0.00	130,722.29
CLEVNET	5,196,149.21	0.00	5,196,149.21
LSTA-OLBPD	1,494,049.74	0.00	1,494,049.74
LSTA-Know It Now	27,058.22	0.00	27,058.22
MyCom	(294.92)	25,000.00	24,705.08
Learning Centers	0.00	172,000.00	172,000.00

TOTAL APPROPRIATION	20,154,461.09	217,000.00	20,371,461.09 (4)
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CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,587,134.92	0.00	10,587,134.92

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
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BUILDING & REPAIR	10,587,134.92	0.00	10,587,134.92
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**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: SIXTH AMENDMENT
JUNE 16, 2016**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,820,656.10	0.00	2,820,656.10
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	217,076.10	0.00	217,076.10
Ambler	2,104.69	0.00	2,104.69
Beard	128,722.21	0.00	128,722.21
Klein	4,951.17	0.00	4,951.17
Malon/Schroeder	181,113.05	0.00	181,113.05
McDonald	181,040.36	0.00	181,040.36
Ratner	89,338.24	0.00	89,338.24
Root	33,861.65	0.00	33,861.65
Sugarman	56,674.54	0.00	56,674.54
Thompson	117,293.32	0.00	117,293.32
Weidenthal	6,263.72	0.00	6,263.72
White	1,782,362.18	0.00	1,782,362.18
Beard Anna Young	19,854.87	0.00	19,854.87
TOTAL APPROPRIATION	2,820,656.10	0.00	2,820,656.10 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	18,241.33	0.00	18,241.33
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds	10,735.01	0.00	10,735.01
CLEVNET Fines & Fees	7,506.32	0.00	7,506.32
TOTAL APPROPRIATION	18,241.33	0.00	18,241.33

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: SIXTH AMENDMENT
JUNE 16, 2016**

- (1) Certificate dated May 10, 2016
- (2) Certificate dated June 7, 2016
- (3) \$24,554,989.34 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$55,000 and \$54,160 to produce the carryover balance available for appropriation in 2016; plus \$5,848,058.18 encumbered cash.
- (4) \$14,513,201.23 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$55,000 and \$54,160 to produce the carryover balance available for appropriation in 2016; plus \$688,903.80 encumbered cash. \$8,350,317.36 additional revenue; plus cash advance of \$29,500 to Friends. 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. (\$14,513,201.23 + \$8,350,317.36 - \$2,492,057.50 = \$20,371,461.09)
- (5) \$9,083,634.76 unencumbered cash carried forward; plus \$4,164,989.49 encumbered cash. \$1,500,000.00 transfer from General Fund. \$3,500.16 additional revenue. (\$9,083,634.76 + \$1,500,000.00 + \$3,500.16 = \$10,587,134.92)
- (6) \$3,467,436.46 unencumbered cash carried forward; plus \$9,839.89 encumbered cash. \$137,536 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. (\$3,467,436.46 + \$137,536 - \$784,316.36 = \$2,820,656.10)

CLEVELAND PUBLIC LIBRARY INVESTMENT POLICY

I. Introduction

The purpose of this investment policy is to establish priorities and guidelines regarding the investment management of the Library's investment funds [hereinafter referred to as the "Portfolio" (section II)] and the Library's endowment funds [hereinafter referred to as the "Endowments" (section III)]. Overall priorities and guidelines for the Portfolio are based upon *Ohio Revised Code* Chapter 135.14 and prudent money management. Guidelines for the Endowments are based upon *Ohio Revised Code* Chapter 2109.37 and 2109.371 as delineated by a 1975 Cuyahoga County Probate Court Order and a ruling from the Cuyahoga County Prosecutor's Office.

The effective date of this policy is June 16, 2016 and represents a revision to the previously submitted policy, dated March 20, 2014. It is the fourth revision to the original policy dated June 17, 2000 (1st revision September 18, 2003; 2nd revision September 15, 2005, 3rd revision March 20, 2014, 4th revision June 16, 2016). This policy includes [totally or partially] sections of the statute in order to describe eligible investments. In some sections, the policy places further limits upon the use of eligible investments or investment transactions.

II. The Portfolio

A. **Investment Objectives**

The investment objectives of the Portfolio, in priority order, include:

1. *Compliance with all Federal and State laws*
2. *Safety of principal*

Safety of principal is the most important objective. The investment of Library funds shall be conducted in a manner that seeks to ensure the preservation of capital within the context of the following criteria:

Credit Risk

Credit risk is the risk of loss due to the failure of a security issuer to pay principal or interest, or the failure of the issuer to make timely payments of principal or interest. Eligible investments, pursuant to Chapter 135.14 ORC, affected by credit risk include certificates of deposit, commercial paper, and bankers acceptances. Credit risk will be minimized by (1) diversifying assets by issuer; (2) ensuring that required, minimum credit quality ratings exist prior to the purchase of commercial paper and bankers acceptances; and (3) maintaining adequate collateralization of certificates of deposit and other deposit accounts pursuant to the method as determined by the Fiscal Officer.

Market risk

The market value of securities in the Library's portfolio will increase or decrease based upon changes in the general level of interest rates. The effects of market value fluctuations will be mitigated by (1) maintenance of adequate liquidity so that current obligations can be met without a sale of securities; (2) diversification of maturities; (3) diversification of assets.

3. *Liquidity*

The portfolio shall remain sufficiently liquid to meet all current obligations of the Library. Minimum liquidity levels [as a percentage of average investable funds] may be established in order to meet all current obligations. The portfolio may also be structured so that securities mature concurrently with cash needs.

4. *Yield*

The portfolio shall be managed to consistently attain a market rate of return throughout budgetary and economic cycles. Whenever possible, and consistent with risk limitations and prudent investment management, the Library will seek to augment returns through the implementation of active portfolio management strategies.

B. Authorized Investments (itemized)

- U.S. Treasury Bills, Notes, and Bonds; various federal agency securities including issues of Federal National Mortgage Assn. (FNMA), Federal Home Loan Mortgage Corp. (FHLMC), Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), Government National Mortgage Association (GNMA), and other agencies or instrumentalities of the United States. Eligible investments include securities that may be "called" [by the issuer] prior to the final maturity date. Any eligible investment may be purchased at a premium or a discount. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities.

- Bonds and other obligations of this state, or the political subdivisions of this state, provided that, with respect to bonds or other obligations of political subdivisions, all of the following apply:

(a) The bonds or other obligations are payable from general revenues of the political subdivision and backed by the full faith and credit of the political subdivision.

(b) The bonds or other obligations are rated at the time of purchase in the three highest classifications established by at least one nationally recognized standard rating service and purchased through a registered securities broker or dealer.

(c) The aggregate value of the bonds or other obligations does not exceed twenty per cent of interim moneys available for investment at the time of purchase.

(d) The Library is not the sole purchaser of the bonds or other obligations at original issuance.

No investment shall be made under 135.14 (B)(4) of the ORC unless the Chief Financial Officer has completed additional training for making the investments authorized by 135.14 (B)(4). The type and amount of additional training shall be approved by the treasurer of the state and may be conducted by or provided under the supervision of the treasurer of state.

Up to forty per cent of interim moneys available for investment in either of the following:

- Commercial paper notes issued by an entity that is defined in division (D) of section 1705.01 of the Revised Code and that has assets exceeding five hundred million dollars, to which notes all of the following apply:

(a) The notes are rated at the time of purchase in the highest classification established by at least two nationally recognized standard rating services.

(b) The aggregate value of the notes does not exceed ten per cent of the aggregate value of the outstanding commercial paper of the issuing corporation.

(c) The notes mature not later than two hundred seventy days after purchase.

(d) The investment in commercial paper notes of a single issuer shall not exceed in the aggregate five per cent of interim moneys available for investment at the time of purchase.

- Bankers acceptances of banks that are insured by the federal deposit insurance corporation and that mature not later than one hundred eighty days after purchase.

No investment shall be made pursuant to 135.14 (B)(7) ORC unless the Chief Financial Officer has completed additional training for making the investments authorized by 135.14 (B)(7). The type and amount of additional training shall be approved by the treasurer of state and may be conducted by or provided under the supervision of the treasurer of state.

- Interim deposits in the eligible institutions applying for interim moneys as provided in Section 135.08 ORC.

- No-load money market mutual funds, as defined in 135.14(B)(5), rated in the highest category by at least one nationally recognized rating agency, investing exclusively in the same types of eligible securities as defined in Division B(1) or B(2) under 135.14 ORC, and repurchase agreements secured by such obligations. Eligible money market funds shall comply with 135.01 ORC, regarding limitations and restrictions.

- Repurchase agreements with any eligible institution mentioned in section 135.03 ORC, or any eligible securities dealer pursuant to (M) of 135.14 ORC of this section, except that such eligible securities dealers shall be *restricted to primary government securities dealers*.

- Repurchase agreements will settle on a delivery versus payment basis with collateral held at a qualified custodian or agent, designated by the Library. Eligible repo collateral is restricted to securities listed in division (B)(1) or (B)(2) under 135.14 ORC. The market value of securities subject to a repurchase agreement must exceed the principal value of the repo amount by at least 2%. Prior to the execution of any repo transaction, a master repurchase agreement will be signed by the Library and the eligible parties. The Chief Financial Officer may determine that an additional market value of collateral will be required.

- The state treasurer's investment pool [STAROHIO], pursuant to Section 135.45 ORC, and any other investment alternative offered to political subdivisions by the Treasurer of State.

- The use of derivative securities, as defined in 135.14 (C), is expressly prohibited.

- All eligible investments will mature within five years from the date of settlement, unless the investment is matched to a specific future obligation or debt of the Library, and the investment is specifically approved by the Board of Trustees.

The Chief Financial Officer shall determine, or approve, the method of calculating the average portfolio when percentage limitations must be determined for the investment in certain eligible investments, such as commercial paper, bankers acceptances, and obligations of political subdivisions.

C. Prohibited Investments

In addition to any express requirements of Chapter 135 or Section 351.20 of the Ohio Revised Code, the following are prohibited investment activities of the Library:

- The use of derivative securities, as defined in various sections of Chapter 135 of the Ohio Revised Code, specifically Section 135.14 ORC.

- A repurchase agreement under the terms of which the Library agrees to sell securities to a purchaser and agrees with that purchaser to unconditionally repurchase those securities (reverse repurchase agreement).

- The issuance of taxable notes for the purpose of arbitrage.

- The use of leverage, in which the Library uses its current investment assets as collateral for the purpose of purchasing other assets.

- Contracting to sell securities, not owned by the Library, for the purpose of purchasing such securities at a later date on the speculation that bond prices will decline (short selling).

- Any investment made pursuant to this section must mature within five years from the date of settlement, unless the investment is matched to a specific obligation or debt of the subdivision, as provided for under [135.14(D) ORC].

D. Safekeeping and Custody

Securities purchased for the Library will be held in safekeeping by a qualified trustee [hereinafter referred to as the "Custodian"], as provided in Section 135.37 ORC. Securities held by the custodian will be evidenced by a monthly statement describing such securities. The custodian may safekeep the Library's securities in (1) Federal Reserve Bank book entry form; (2) Depository Trust Company (DTC) book entry form in the account of the custodian or the custodian's correspondent bank; or (3) Non-book entry (physical) securities held by the custodian or the custodian's correspondent bank. All securities transactions will settle using standard delivery-vs-payment (DVP) procedures. The records of the custodian shall identify such securities in the name of the Library. Under no circumstances will the Library's investment assets be held in safekeeping by a broker/dealer firm, or a firm acting on behalf of a broker/dealer firm.

E. The Board of Trustees of the Library

The Library Board of Trustees shall meet as necessary to review the Portfolio. Specific areas of review include the investment inventory, transactions for the period, and realized income. The Chief Financial Officer may also recommend changes to the existing investment policy. Any amended policy that has been approved by the Library Board shall be filed with the Auditor of State.

F. Portfolio Reporting

The Library shall maintain an inventory of all portfolio assets. A description of each security will include security type, issue/issuer, cost [original purchase cost or current book value], par value [maturity value], maturity date, settlement date [delivery versus payment date of purchased or sold securities], and any coupon [interest] rate. The investment report will also include a record of all security purchases and sales. Regularly issued reports will include a monthly portfolio report and a quarterly portfolio report to the Library detailing the *current* inventory of all securities, all investment transactions, any income received [maturities, interest payments, and sales], and any expenses paid. The report will also include the purchase yield of each security, the average-weighted yield and average-weighted maturity of the portfolio.

The portfolio report shall state the name(s) of any persons or entity effecting transactions on behalf of the investing authority.

G. Investment Advisors, Qualified Dealers and Financial Institutions

The Library may retain the services of a registered investment advisor. The investment advisor will manage the Library's portfolio and will be responsible for the investment and reinvestment of such investment assets, including the execution of investment transactions.

Upon the request of the Fiscal Officer, the investment advisor will attend meetings and will discuss all aspects of the Library's portfolio, including bond market conditions affecting the value of the Library's investments. The investment advisor will be required to issue portfolio reports as defined under section II-E of this investment policy ["Portfolio Reporting"].

The investment advisor may transact business (execute the purchase and/or sale of securities) with eligible Ohio financial institutions, primary securities dealers regularly reporting to the New York Federal Reserve Bank, and regional securities firms or broker dealers licensed with the Ohio Department of Commerce, Division of Securities, to transact business in the State of Ohio.

Under no circumstances will brokers or broker/dealer firms act as an investment advisor or in a similar capacity as an investment advisor, either directly or indirectly, if such broker/dealer participates in transaction business (purchase and sale of securities) with the Fiscal Officer or the Fiscal Officer's investment advisor.

All persons or entities transacting investment business with the Library are required to sign the approved investment policy as an acknowledgment and understanding of the contents of said policy.

H. Sale of Securities Prior to Maturity

Portfolio securities may be "redeemed or sold" prior to maturity under the following conditions:

- (1) To meet additional liquidity needs
- (2) To purchase another security to increase yield or current income
- (3) To lengthen or shorten the portfolio's average maturity (average duration)
- (4) To realize any capital gains and/or income
- (5) To adjust the portfolio's asset allocation

Such transactions may be referred to as a "sale and purchase" or a "bond swap". For purposes of this section, redeemed shall also mean "called" in the case of a callable security.

I. Procedures for the Purchase and Sale of Securities

Securities will be purchased or sold through approved broker/dealers on a "best price and execution" basis. All such investment transactions will be communicated by electronic transmission to the Fiscal Officer or to an authorized representative, designated by the Fiscal Officer. A purchase or sale of securities will be represented by transaction advices issued by the Library's investment advisor, which will describe the transaction, including par value, coupon (if any), maturity date, and cost. A facsimile transmission will also be sent to the Library's designated custodian bank and will serve as an authorization to said custodian to receive or deliver securities versus payment. Confirmation advices, representing the purchase or sale of securities, will be issued by the eligible broker/dealer and sent to the investing authority. Copies of such advices will be sent to the Library's investment advisor.

III. The Endowment

A. Investment Objectives

The Library seeks to maximize the long-term total return of its Endowments. As a result, the maintenance and growth of the funds are the primary objectives. The Library's ability to achieve these returns will depend upon the acceptance of moderate risk, recognizing that a reasonable degree of volatility in market value is necessary to achieve long-term capital appreciation.

B. Authorized Investments

In recognition of the expected returns and volatility from financial assets, the Library will be invested in the following ranges with the target allocation noted:

	<u>Range</u>	<u>Target</u>
Equities	50-70%	60%
Fixed Income	15-35%	25%
Alternatives	0-30%	15%
Cash Equivalents	0-10%	

The midpoints of the above ranges will be considered the long-term or policy allocation. Any deviations beyond this mix of securities must have prior approval by the Board of Library Trustees. Allocations to cash equivalents are to be considered a subset of the Fixed Income allocation along with Convertible Assets.

Within the above ranges, the Library's Endowment Fund Manager will make all tactical asset allocation decisions (over-and-under-weights). Deviations outside of the above ranges require prior approval from the Library.

C. Equity Guidelines

Objective – Achieve long term returns which exceed those of the overall equity market. Specialty equities (styles differing from the S&P 500) have been incorporated into this policy with the intention of delivering superior long-term performance and improved diversification.

In evaluating long term (full market cycle) performance, overall equity returns will be compared to the indices noted below.

In recognition of the expected returns and volatility provided by different segments of the equity market, equity assets will be invested in the following ranges with the policy allocation noted:

	<u>Range</u>	<u>% Allocation</u>
Large-Cap Stocks	50-90%	60%
Mid-Cap Stocks	0-20%	10%
Small-Cap Stocks	0-20%	10%
International Equities	10-30%	20%

Equity assets will be managed in accordance with the following:

- Equity investments should be broadly diversified. The equity investment in any single company should not exceed 5 percent of the equity portfolio, based on market value. Investments in mutual funds are not be subject to this limit. Short sales, private securities, letter stock, commodities, and put and call contracts are expressly prohibited.
- Investments in Mid-Cap, Small Cap and International Equities may be made through the use of funds. Funds selected will be diversified and generally conform to the above-mentioned company and industry guidelines.
- Real Estate investment will be implemented through REIT investments or through the use of a REIT-based mutual fund.
- The overall equity benchmark is the MSCI ACWI. Managers will be measured against their respective category benchmark (i.e. Russell 2000 Index).

D. Fixed Income Guidelines

Objective – Achieve returns that exceed those of the investment grade aggregate bond market and to provide additional long-term performance. The Fixed Income Investment style returns will be compared to the Barclays Capital U.S. Aggregate Bond Index.

Fixed income assets will be managed in accordance with the following:

- Minimum criteria for direct investment in a bond:

Par Value of issue	\$100 million outstanding at time of purchase
Quality of issue	A or better by Standard & Poor's Or A2 or better by Moody's

- The Market value of the aggregate holdings of an individual corporate debtor should not exceed 5% of the organization's debt related assets.

- The average maturity of the bond portfolio should be within a +/- 25% range of the Barclays Capital U.S. Aggregate Bond Index. The investment manager will have full discretion to determine the average maturity within this range.
- The maximum maturity for individual U.S. Treasuries, Agencies, and corporate bonds will be 20 years.
- Individual mortgage-backed securities (MBS) and asset-backed securities (ABS) may have maturities of greater than 20 years but the duration should not exceed 12 years.
- Fixed Income mutual funds may be used to further enhance diversification, provide better coverage of the yield curve, and/or improve liquidity.

E. Liquidity Guidelines

Objective – Cash equivalents will be invested in an appropriate cash-equivalent fund. Returns should be comparable to or benchmarked to the 90-day Bank of America Merrill-Lynch Treasury Bill Index.

Cash equivalent investments must be made in high quality obligations of the U.S. Government and its Agencies. Money market mutual funds may be used, so long as these mutual funds meet the high standards suitable for the funds of this nature.

F. Prohibited Investments

The investment manager is prohibited from investments in the followings:

- Fixed Income securities not denominated in U.S. Dollars or Eurodollars
- Venture Capital
- Guaranteed Insurance Contracts
- Commodities
- Precious Metals or Gems
- Options, futures, or any contract whose value is derived from the price of an underlying asset or index (Derivatives)
- Short-selling and other hedging strategies
- Private Placements or “restricted” stock
- No investments in securities deemed to be in violation of prohibited transaction standard of ERISA.
- It is understood that investments into funds (i.e. mutual or ETF’s) may utilize derivatives and are exempted from the above exceptions.

G. Investment Review

Objective – Achieve financial returns for the Library which preserve the principal asset value and are competitive relative to those offered by the financial markets.

Review – The Investment Committee will compare the investment performance of the Investment Manager to the following benchmarks:

- The blended performance of 60% MSCI ACWI 40% Barclays Capital U.S. Aggregate Bond Index policy benchmark over a full market cycle.

In addition, the Investment Committee will compare the various asset classes to the following benchmarks:

1. The annual total return of U.S. equity securities will be compared to the Russell 3000 Index measured over a three to five year time period.
2. Within each equity allocation/style, performance will be compared to the respective manager benchmark.
3. The annual total return of fixed income securities will be compared to the Barclays Capital U.S. Aggregate Bond Index over a three to five year time period.
4. Real Estate investment will be compared to the NAREIT (applicable benchmark) Index; Convertible Assets will be compared to BoA/Merrill Lynch Investment Grade Convertible Securities index.
5. The annual total return of cash equivalents will be compared to the BoA/Merrill Lynch 90 day T-Bill Index.

H. Endowment Fund Manager

The Board of Library Trustees shall select an endowment fund manager and custodian for the Library's Endowments by authorizing Board resolution. The Board of Library Trustees shall approve a separate written agreement with its selected endowment fund manager governing terms of service, compensation, and related issues.

IV. Statements of Compliance

This investment policy has been approved by the investing authority and the governing board and filed with the Auditor of State, pursuant to *Ohio Revised Code* 135.14 (N)(1).

All brokers, dealers, and financial institutions executing transactions initiated by the Library or the Library's investment advisor have signed the approved investment policy. Investment policies [signed by such brokers, dealers, and financial institutions] are filed with the Fiscal Officer of the Library.

The Library's Portfolio and Endowment investment advisors are registered with the Securities and Exchange Commission and/or the Comptroller of the Currency and possesses public funds investment management experience, specifically in the area of state and local government investment portfolios. The investment advisor has additionally signed the approved investment policy and the signed policy is filed with the Fiscal Officer of the Library.

Any amendments to this policy will be filed with the Auditor of State [Attn: Clerk of the Bureau, P.O. Box 1140, Columbus, OH, 43216-1140] within fifteen days of the effective date of the amendment.

The following broker/dealer/financial institution/investment advisor or endowment fund manager has signed, herein, this approved investment policy, having read the policy's contents thereby acknowledging comprehension and receipt:

For. _____
Name of Broker/Dealer/Bank Advisor/Manager

Date

Signature of Register Representative or
Financial Institution Representative

Type Name of Registered Representative or
Financial Institution Representative

THE STATE LIBRARY OF OHIO
COLUMBUS, OHIO
43201

OHIO FY 2016
LSTA
CFDA 45.310
PROJECT # VIII-15-16
SERVICES TO TARGETED
POPULATIONS PROJECT
FUNDED WITH FFY 2015
AND FFY 2016 FUNDS
IMLS

AGREEMENT

Ohio Library for the Blind and Physically Disabled

Fiscal Year 2017

THIS AGREEMENT, made and entered into this 19th day of May, 2016, between THE STATE LIBRARY OF OHIO, hereinafter referred to as the STATE LIBRARY, and the BOARD OF TRUSTEES OF THE CLEVELAND PUBLIC LIBRARY, hereinafter referred to as the LIBRARY, witnessed:

WHEREAS, it is the policy of the STATE LIBRARY to assure the provision of excellent library service to every resident of the State of Ohio; and

WHEREAS, due to the need for specialized materials and equipment to provide library services for blind and physically disabled residents, individual libraries cannot provide such services; and

WHEREAS, the LIBRARY has been designated by the Library of Congress as a Regional Library for the Blind and Physically Handicapped, and the STATE LIBRARY has concurred in this designation; and

WHEREAS, the STATE LIBRARY has designated the LIBRARY as its agency to provide services for those blind and physically disabled readers who are eligible for the service, and who reside in any of the 88 counties; and

WHEREAS, the services are necessary and valuable to the blind and physically disabled residents of Ohio, and

WHEREAS, such library service is one within the purposes of the law,

NOW THEREFORE, for and in consideration of the mutual undertaking and covenants of the parties as herein set forth, and for other good and valuable consideration, the receipt and sufficiency of which are mutually acknowledged, the parties do hereby agree and covenant as follows:

THAT the LIBRARY shall be administered in the following manner:

Part A

1. The CLEVELAND PUBLIC LIBRARY shall administer the program in accordance with the Annual Plan of Service (Appendix A) and the budget submitted to the STATE LIBRARY as outlined in Appendix B attached to this Agreement. The Cleveland Public Library will serve all 88 counties in Ohio.
2. The CLEVELAND PUBLIC LIBRARY will submit quarterly narrative and financial reports to the STATE LIBRARY by the 15th day of the months of October 2016, January 2017, and April 2017. A termination report will be submitted no later than July 15, 2017 and a close-out financial report will be submitted no later than September 15, 2017. The narrative reports shall describe the activities carried out toward reaching the goals of the project.
3. Staff of the State Library shall visit the CLEVELAND PUBLIC LIBRARY during July 2017 to review the program with personnel of the CLEVELAND PUBLIC LIBRARY. This review shall be based upon the annual budget and plan of service. The STATE LIBRARY shall furnish a written report of this evaluation.
4. The CLEVELAND PUBLIC LIBRARY will work with the State Library by providing publicity, training, monitoring and evaluation of the CLEVELAND PUBLIC LIBRARY.

Part B

The STATE LIBRARY shall:

1. Pay the LIBRARY for expenses for the period of July 1, 2016 - June 30, 2017 an amount not to exceed \$1,508,194.00. \$200,000.00 shall be paid from FFY 2015 LSTA carryover funds, \$34,000.00 shall be paid from FFY 2016 LSTA funds, and \$1,274,194.00 shall be paid from Fund 5GB0 from ALI 350-605.

Payment shall be made as follows:

\$125,682.00	Fund LSTA	July or upon signing of this agreement by both parties.
\$108,318.00	Fund LSTA	August 2016
\$17,364.00	Fund 5GB0	August 2016
\$125,683.00	Fund 5GB0	September 2016
\$125,683.00	Fund 5GB0	October 2016
\$125,683.00	Fund 5GB0	November 2016
\$125,683.00	Fund 5GB0	December 2016
\$125,683.00	Fund 5GB0	January 2017
\$125,683.00	Fund 5GB0	February 2017
\$125,683.00	Fund 5GB0	March 2017
\$125,683.00	Fund 5GB0	April 2017
\$125,683.00	Fund 5GB0	May 2017
\$125,683.00	Fund 5GB0	June 2017

FFY 2015 federal funds will be encumbered by September 30, 2016 and disbursed by October 31, 2016.

The State Librarian, at her discretion, may negotiate the percentage of state funds to be received each quarter by the LIBRARY.

Part C

The LIBRARY SHALL:

1. Make available services outlined under provisions of its annual plan of service for blind and physically handicapped readers as approved by the STATE LIBRARY.
2. Provide to the STATE LIBRARY quarterly financial reports and three narrative reports against the approved plan of service and budget. Fiscal reports must be submitted in reporting format required by the State Library.
3. Provide to the STATE LIBRARY no later than September 1, 2017 a financial and narrative report of all receipts and expenditures incurred pursuant to the implementation of this agreement.
4. Recommend policy for the program to the STATE LIBRARY.

Part D

Conditions:

1. Any special grants or gifts from sources other than the STATE LIBRARY shall not be deducted from the LIBRARY's appropriation as set out in Part B, Section 1 and may be used to further the implementation of the annual plan of service.
2. Any changes either in the operating budget or in the service in general from the approved annual plan of service shall be approved in advance in writing by the STATE LIBRARY.
3. Funds received by the LIBRARY from the STATE LIBRARY under this agreement shall be designated for the LIBRARY and shall be expended pursuant to the provisions of the attached plan of service. FFY 2015 federal funds must be disbursed by October 31, 2016 and FFY 2016 federal funds and SFY 2017 funds must be encumbered by June 30, 2017 and disbursed by August 31, 2017. Any funds not expended shall be returned to the STATE LIBRARY. Said plan of service may be updated or otherwise amended by mutual agreement between the LIBRARY and the STATE LIBRARY to meet ongoing program needs.
4. All receipts and expenditure relating to this program shall be subject to audit. The CLEVELAND PUBLIC LIBRARY agrees to submit to the STATE Library within 30 days from the date the report is issued, one copy of its audit report for each fiscal year which includes any part of this project period.
5. This agreement is subject to annual review by the parties hereto.
6. It is expressly understood and agreed to by the parties that none of the rights, duties, and obligations herein shall be binding on either party, until all statutory provisions of the Ohio Revised Code, including but not limited to section 126.07, have been complied with and until such time as all necessary funds are available or encumbered.

In the event the state and/or federal funds included in this contract become unavailable to the State Library, the STATE LIBRARY shall modify or cease the terms of this agreement based upon the financial restrictions imposed by the State of Ohio or the federal government.

IN WITNESS WHEREOF, the respective parties hereto have caused this Agreement to be executed the day and year first above written.

PUBLIC LIBRARY

THE STATE LIBRARY OF OHIO

A handwritten signature in cursive script that reads "Beverly Cain".

President, Board of Trustees

State Librarian
May 20, 2016

Appendix A

CLEVELAND

Counties Served by the Ohio Library for the Blind and Physically Disabled

All 88 counties in Ohio are served by the Ohio Library for the Blind and Physically Disabled.

Cleveland Public Library
Ohio Library for the Blind and Physically Handicapped
FY 2017 Approved Budget

Appendix B

	STATE	FEDERAL	TOTAL
1. Salaries	\$713,924.00	\$164,260.00	\$878,184.00
2. Benefits	266,130.00	\$59,632.00	\$325,762.00
3. Computer costs	38,275.00	-0-	38,275.00
4. Space rental	223,813.00	-0-	223,813.00
5. Materials/Equipment/Telephone Services	6,312.00	10,108.00	16,420.00
6. Administrative Services	21,640.00	-0-	21,640.00
7. Travel	2,700.00	-0-	2,700.00
8. Programming and Outreach	1,000.00	-0-	1,000.00
9. Volunteer program	400.00	-0-	400.00
TOTAL	\$1,274,194.00	\$234,000.00	\$1,508,194.00

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

This contract made and entered into on the 6TH day of May 2016 by and between Child Care Resource Center of Cuyahoga County Inc. d.b.a. Starting Point (hereinafter referred to as Starting Point and Cleveland Public Library (hereinafter referred to as the Contractor) for MyCom (Cuyahoga County's Youth Development Initiative) Out-of-School Time Transitions Program. The following are the terms of this Contract:

ARTICLES:

SCOPE OF WORK/PROVIDER DELIVERABLES: Subject to the terms and conditions set forth in this contract. Starting Point agrees to purchase and the Contractor agrees to develop and implement Kindergarten Clubs for 50 families with (50) children entering kindergarten in fall 2016 aligned to Ohio's Early Learning and Development Standards. The Kindergarten Clubs will be held at two (2) Cleveland Public Library's Collinwood and Carnegie West Branches.

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

2. **CONTRACT PERIOD AND AMOUNT:** This contract is effective for the period May 1, 2016 through December 31, 2016. The contract in the aggregate, shall not exceed \$25,000.00.
3. **AVAILABILITY OF FUNDS:** Payments for all services provided in accordance with the provisions of this contract are contingent upon the availability of Grant funds or other funds designated for this program. The Contractor warrants that any cost incurred pursuant to this contract will not be allowable or included as a cost of any other financed program, unless Grant funds through Starting Point are not available.
4. **COST AND DELIVERY OF PURCHASED SERVICES:** Subject to the limitations specified in Article 1 hereof, the Contractor will be paid according to the criteria listed in Article 2.
5. **ELIGIBILITY OF SERVICES:** the Contractor and Starting Point shall jointly determine a practitioner's eligibility for service(s) provided through this contract. All services provided under the terms of this contract will be billed by Contractor to Starting Point for reimbursement as described in Exhibit "A" attached hereto and made a part hereof.
6. **PAYMENT FOR PURCHASED SERVICES:** Starting Point will reimburse the Contractor on a monthly basis for charges and expenditures incurred by the Contractor as described in Exhibit "A" up to the aggregate set forth in Article 2. The Contractor will submit invoices on a monthly basis for actual charges and expenditures incurred the prior month with accompanying support documentation to Starting Point up to the not to exceed amounts specified in Article 2. Starting Point will review such invoices for completeness, correctness and appropriateness of support documentation and will make payment within (45) calendar days after receipt of an accurate invoice. All invoices should be mailed to:

Sandra Driscoll
Starting Point
4600 Euclid Avenue, Suite 500
Cleveland, Ohio 44103
7. **DUPLICATE BILLING:** The Contractor warrants that claims made to Starting Point for payment of purchased services shall be for actual services rendered to or on behalf of eligible individuals and do not duplicate claims made by the Contractor and do not supplant other sources of public and private grant funds for the same services.
8. **MONITORING AND EVALUATION:** Starting Point and the Contractor will monitor the manner in which the terms of the agreement are being carried out. Objectives should be set and level of compliance monitored in order to evaluate the extent to which program objectives/outcomes contained in the agreement are being achieved. Failure to achieve performance goals may result in the termination of this Agreement. The Contractor agrees to provide Starting Point with reports relative to the effective operation of the program (when applicable).

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

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

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

- 16. INSURANCE:** The Contractor shall be insured or contract for such insurance as is reasonably necessary to adequately secure the persons against reasonable foreseeable torts, which would cause injury or death.
- 17. VIOLATION OR BREACH OF CONTRACT:** This contract is subject to administrative, contractual or legal remedies for violation or breach of contract terms by the Contractor or Starting Point.
- 18. TERMINATION:** Upon thirty (30) calendar day's written notice to the other party, either party may terminate this agreement. Starting Point and the Contractor shall agree on a reasonable phase out of the program as a condition of the termination.
- 19. APPLICABILITY OF CONDITIONS:** Both parties to this agreement shall comply with those rules set forth in the Ohio Administrative Code (OAC) as they relate to the operation of activities under the Child Care Program.
- 20. GRIEVANCE PROCEDURES:** The Contractor will notify Starting Point in writing of all grievances initiated by subcontractors or participants, which involve the services provided through this contract. The Contractor shall submit any pertinent facts or resolution of the grievances. The notification should be sent to:
- Billie Osborne-Fears, Executive Director
Starting Point
4600 Euclid Avenue, Suite 500
Cleveland, Ohio 44103
- 21. AMENDMENT OF CONTRACT:** This agreement may be amended at any time upon the agreement of both parties with the addition of an amendment signed by both parties.
- 22. PUBLICITY:** In any publicity release or other public reference including a media release, information pamphlets, etc., on the services provided under this agreement, it will be clearly stated that the project is part of and funded by the Cuyahoga County Youth Development Initiative. The Contractor is also responsible for providing a copy of above to Starting Point prior to the time of the release.
- 23. RESPONSIBILITY FOR AUDIT AND FISCAL:** The Contractor shall submit any reporting, auditing, monitoring or quality assurance requests made in writing to the Contractor by Starting Point during the contract period. The Contractor also agrees to, if required by the Executive Director of Starting Point on the basis of evidence of misuse or improper account of funds, to conduct an independent audit of expenditures and make copies of the audit available to Starting Point. Failure to provide such information shall be reason to suspend payments to the Contractor until any and all questions or irregularities are resolved. The Contractor shall submit to Starting Point a final report not more than 15 days after the end of the funding cycle containing a

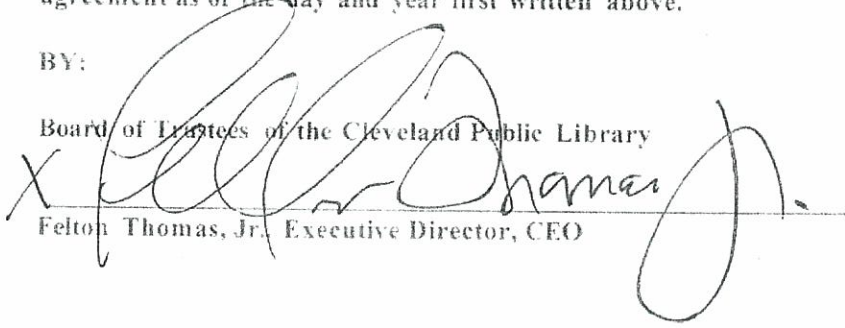
complete financial reconciliation and a full program evaluation of activities during the contract period.

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

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

BY:

Board of Trustees of the Cleveland Public Library

X 

Felton Thomas, Jr., Executive Director, CEO

5/12/16
Date

BY:

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



Billie Osborne-Fears, Executive Director

5/6/16
Date

EXHIBIT A

Cleveland Public Library
 Out-of-School Time Transitions-Kindergarten Club Budget
 For the Period of May 1, 2016 -December 31, 2016

EXPENSES

The total amount of the contract is \$25,000.00 for the time period of January 1, 2016 through December 31, 2016.

Expenses

Contract Services		\$12,400
Professional	12,400	
Program Supplies & Snacks		12,600
Total:		\$25,000

BRANCH SECURITY GUARD AND NIGHT ALARM RESPONSE SERVICES - BID RESULTS				
COMPANY	DATE RCVD	TIME RCVD	TOTAL 3-YEAR BID BRANCH SECURITY GUARD	POINTS FOR COMPLIANCE OF CHECKLIST REQUIREMENTS (MAX POINTS = 21)
Whittguard Security Services, Inc.	5/13/2016	1:44 p.m.	* \$2,817,564.48	10.5
G4S	5/13/2016	12:16 p.m.	\$2,929,771.52	18
U.S. Security Associates, Inc.	5/12/2016	12:23 p.m.	\$2,969,376.64	17
Vescom Corporation	5/12/2016	5:07 p.m.	\$3,026,809.28	18
Securitas Security Services USA, Inc.	5/13/2016	3:26 p.m.	\$3,097,381.92	16.5
Royce Security Services, LLC	5/13/2016	12:41 p.m.	\$3,118,670.88	20
R-CAP Security, Inc.	5/12/2016	11:59 a.m.	* \$3,280,482.00	8
Dunbar Security Solutions	5/13/2016	12:23 p.m.	\$3,309,071.80	19
Elcon Security	5/13/2016	3:26 p.m.	\$3,743,117.32	12.5
Willo Security, Inc.	5/12/2016	4:22 p.m.	* NO BID	18
COMPANY	DATE RCVD	TIME RCVD	TOTAL 3-YEAR BID NIGHT ALARM BASED ON 2015 ALARM RESPONSES PER MONTH	POINTS FOR COMPLIANCE OF CHECKLIST REQUIREMENTS (MAX POINTS = 21)
R-CAP Security, Inc.	5/12/2016	11:59 a.m.	\$14,175.00	8
Whittguard Security Services, Inc.	5/13/2016	1:44 p.m.	\$17,700.00	10.5
U.S. Security Associates, Inc.	5/12/2016	12:23 p.m.	\$23,490.00	17
Royce Security Services, LLC	5/13/2016	12:41 p.m.	\$29,052.00	20
G4S	5/13/2016	12:16 p.m.	\$31,050.00	18
Willo Security, Inc.	5/12/2016	4:22 p.m.	\$31,970.00	18
Securitas Security Services USA, Inc.	5/13/2016	3:26 p.m.	\$33,885.00	16.5
Dunbar Security Solutions	5/13/2016	12:23 p.m.	\$392,808.36	19
Elcon Security	5/13/2016	3:26 p.m.	\$408,396.00	12.5
Vescom Corporation	5/12/2016	5:07 p.m.	* NO BID	18
			* = incomplete bid or no bid	

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD MAY 1 – MAY 31, 2016

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
 Revenues, Expenditures and Changes in Fund Balance
 For the Period Ending May 31, 2016

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	13,851,776.13	0.00	0.00	0.00	\$ 0.00	13,851,776.13
42 Intergovernmental	10,401,237.94	704,788.36	0.00	0.00	\$ 0.00	11,106,026.30
43 Fines & Fees	162,036.56	0.00	0.00	0.00	\$ 0.00	162,036.56
44 Investment Earnings	164,015.03	20,333.05	0.00	13,084.02	\$ 0.00	197,432.10
45 Charges for Services	0.00	3,176,718.48	0.00	0.00	\$ 0.00	3,176,718.48
46 Contributions & Donations	1,260.00	586,010.37	0.00	0.00	\$ 0.00	587,270.37
48 Miscellaneous Revenue	137,493.98	0.00	3,500.16	0.00	\$ 50,693.84	191,687.98
Total Revenues	\$ 24,717,819.64	\$ 4,487,850.26	\$ 3,500.16	\$ 13,084.02	\$ 50,693.84	\$ 29,272,947.92
51 Salaries/Benefits	13,994,626.50	1,153,486.64	0.00	0.00	\$ 0.00	15,148,113.14
52 Supplies	302,492.94	30,400.42	0.00	649.00	\$ 0.00	333,542.36
53 Purchased/Contracted Services	4,706,969.88	1,039,075.64	0.00	4,800.00	\$ 0.00	5,750,845.52
54 Library Materials	2,715,967.84	209,398.23	0.00	40,524.43	\$ 0.00	2,965,890.50
55 Capital Outlay	326,925.00	145,081.73	1,674,137.06	0.00	\$ 0.00	2,146,143.79
57 Miscellaneous Expenses	50,602.28	9,063.25	0.00	0.00	\$ 48,222.96	107,888.49
Total Expenditures	\$ 22,097,584.44	\$ 2,586,505.91	\$ 1,674,137.06	\$ 45,973.43	\$ 48,222.96	\$ 26,452,423.80
Revenue Over/(Under) Expenditures	\$ 2,620,235.20	\$ 1,901,344.35	\$(1,670,636.90)	\$(32,889.41)	\$ 2,470.88	\$ 2,820,524.12
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(29,500.00)	29,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,500,000.00)	0.00	1,500,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(1,529,500.00)	\$ 29,500.00	\$ 1,500,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 1,090,735.20	\$ 1,930,844.35	\$(170,636.90)	\$(32,889.41)	\$ 2,470.88	\$ 2,820,524.12
Beginning Year Cash Balance	\$ 30,293,887.52	\$ 15,311,265.03	\$ 13,248,624.25	\$ 3,477,276.35	\$ 18,241.33	\$ 62,349,294.48
Current Cash Balance	\$ 31,384,023.18	\$ 17,242,109.38	\$ 13,077,987.35	\$ 3,444,386.94	\$ 20,712.21	\$ 65,169,219.06

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending May 31, 2016

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	\$ 22,003,405	\$ 8,623,187	\$ 13,380,217	39%	43%
General Property Tax	21,766,764	13,851,776	7,914,987	64%	61%
Rollback, Homestead, CAT	2,565,829	1,778,051	787,779	69%	30%
Fines & Fees	399,000	162,037	236,963	41%	44%
Investment Earnings	320,863	164,015	156,847	51%	62%
Contributions	0	1,260	(1,260)	100%	0%
Miscellaneous	1,371,614	137,494	1,234,120	10%	18%
Total	\$ 48,427,474	\$ 24,717,820	\$ 23,709,654	51%	51%

	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	\$ 35,067,672	\$ 14,094,052	\$ 20,973,620	40%	40%
Supplies	1,132,081	573,939	558,142	51%	54%
Purchased Services	12,087,367	9,197,752	2,889,615	76%	70%
Library Materials	10,671,638	5,433,129	5,238,508	51%	52%
Capital Outlay	1,669,663	707,253	962,410	42%	28%
Other	138,391	84,958	53,432	61%	60%
Sub Total	\$ 60,766,811	\$ 30,091,083	\$ 30,675,728	50%	48%
Advances Out	0.00	29,500.00	(29,500.00)		
Transfers Out	1,500,000	1,500,000	0	100%	0%
Total	\$ 62,266,811	\$ 31,620,583	\$ 30,646,228	51%	48%

Note (1): Certificate from Cuyahoga County Budget Commission dated May 10, 2016 (includes Advances Out).

Note (2): Subtotal Amended Appropriation of \$56,418,753 plus carried forward encumbrance of \$5,848,058.

Note (3): Subtotal includes 36% expended and 13% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending May 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	10,357,232.30	10,357,232.30	3,923,774.64	0.00	6,433,457.66
51120	9,763,561.38	9,774,149.54	3,992,456.44	0.00	5,781,693.10
51130	1,352,494.21	1,352,494.21	475,818.23	0.00	876,675.98
51140	4,231,071.52	4,231,071.52	1,522,875.97	0.00	2,708,195.55
51150	504,715.64	504,715.64	179,671.81	0.00	325,043.83
51180	0.00	160,032.62	246,365.90	0.00	(86,333.28)
51190	268,614.73	268,614.73	197,699.03	0.00	70,915.70
51400	3,747,870.46	3,749,352.84	1,447,513.04	0.00	2,301,839.80
51610	3,666,090.97	3,666,090.97	1,589,847.52	0.00	2,076,243.45
51611	202,195.26	202,195.26	85,398.54	0.00	116,796.72
51612	14,758.07	14,758.07	6,263.29	0.00	8,494.78
51620	12,528.25	12,528.25	5,001.80	0.00	7,526.45
51625	29,467.05	29,467.05	12,178.40	0.00	17,288.65
51630	216,511.75	347,043.22	151,314.62	64,055.52	131,673.08
51640	20,000.00	25,299.12	2,762.13	17,237.87	5,299.12
51650	348,684.34	351,148.29	137,815.99	293.54	213,038.76
51900	21,478.28	21,478.28	17,869.15	17,838.36	(14,229.23)
	\$34,757,274.21	\$ 35,067,671.91	\$ 13,994,626.50	\$ 99,425.29	\$ 20,973,620.12
52110	45,600.00	45,832.92	19,334.43	5,385.40	21,113.09
52120	54,200.00	57,181.77	12,118.64	2,174.63	42,888.50
52130	39,850.00	40,295.23	13,283.17	2,998.80	24,013.26
52140	600.00	600.00	358.00	0.00	242.00
52150	102,500.00	102,500.00	22,628.37	11,280.87	68,590.76
52210	118,900.00	119,776.24	45,715.21	12,259.17	61,801.86

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending May 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,600.00	66,645.01	21,087.36	22,697.15	22,860.50
52230	263,050.00	287,212.31	82,968.78	107,917.06	96,326.47
52240	23,000.00	23,000.00	3,531.30	580.97	18,887.73
52300	78,000.00	114,693.14	19,934.35	50,374.38	44,384.41
52900	263,238.00	274,344.23	61,533.33	55,777.21	157,033.69
Supplies	\$1,052,538.00	\$ 1,132,080.85	\$ 302,492.94	\$ 271,445.64	\$ 558,142.27
53100	200,000.00	209,764.57	35,465.12	48,474.29	125,824.96
53210	300,316.00	374,527.62	128,770.17	207,315.15	38,442.30
53230	91,500.00	100,893.23	32,259.82	32,059.02	36,574.39
53240	166,000.00	205,232.52	55,069.44	84,350.78	65,812.30
53310	407,000.00	519,098.03	153,481.22	37,487.62	328,129.19
53320	17,550.00	23,909.11	2,561.08	8,501.80	12,846.23
53340	171,279.00	204,759.05	68,666.49	68,475.11	67,617.45
53350	240,641.00	361,650.55	111,206.77	129,315.53	121,128.25
53360	347,189.95	352,342.97	179,038.80	8,846.76	164,457.41
53370	25,000.00	34,234.10	10,658.79	16,082.55	7,492.76
53380	800,000.00	824,091.35	318,095.08	105,996.27	400,000.00
53390	25,440.00	28,277.75	1,056.00	2,837.75	24,384.00
53400	429,039.00	487,812.33	68,859.44	0.00	418,952.89
53510	178,749.24	189,545.42	72,128.54	112,234.47	5,182.41
53520	57,403.00	62,591.85	10,706.69	12,181.96	39,703.21
53610	1,936,774.33	2,046,756.83	603,174.79	1,432,454.08	11,127.96
53620	195,527.22	249,079.54	83,618.50	165,461.04	0.00
53630	946,859.92	999,966.95	82,258.51	853,019.52	64,688.92

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	87,230.72	95,446.07	30,632.66	67,113.41	(2,300.00)
53710 Professional Services	963,562.58	1,697,899.95	471,763.85	766,381.52	459,754.58
53720 Auditors Fees	780,030.07	814,530.07	313,994.77	33,875.00	466,660.30
53730 Bank Service Charges	20,060.00	20,060.00	4,464.51	0.00	15,595.49
53800 Library Material Control	250,000.00	384,097.96	71,675.82	296,099.58	16,322.56
53900 Other Purchased Services	1,800,648.52	1,800,799.52	1,797,363.02	2,219.00	1,217.50
Purchased/Contracted Services	\$10,437,800.55	\$ 12,087,367.15	\$ 4,706,969.88	\$ 4,490,782.21	\$ 2,889,615.06
54110 Books	2,360,000.00	2,871,015.38	844,154.86	444,115.58	1,582,744.94
54120 Continuations	372,000.00	819,280.36	193,141.09	384,996.66	241,142.61
54210 Periodicals	825,000.00	1,191,144.17	75,046.55	304,102.06	811,995.56
54220 Microforms	77,000.00	261,216.13	59,842.23	129,831.29	71,542.61
54310 Video Media	1,928,180.00	2,241,568.68	634,768.24	490,074.77	1,116,725.67
54320 Audio Media - Spoken	151,000.00	171,561.13	50,250.48	28,424.87	92,885.78
54325 Audio Media - Music	363,000.00	555,698.03	155,171.48	174,320.68	226,205.87
54500 Database Services	570,000.00	1,010,333.08	414,739.55	112,841.94	482,751.59
54530 eMedia	602,000.00	1,366,171.51	268,160.92	572,697.64	525,312.95
54600 Interlibrary Loan	3,000.00	3,978.00	902.50	3,075.50	0.00
54710 Bookbinding	25,000.00	53,641.14	8,259.87	20,381.27	25,000.00
54720 Preservation Services	45,000.00	95,762.59	8,602.21	43,480.84	43,679.54
54730 Preservation Boxing	5,000.00	5,994.15	1,931.40	2,526.20	1,536.55
54790 Preservation Reformatting	22,000.00	24,273.33	996.46	6,292.17	16,984.70
Library Materials	\$7,348,180.00	\$ 10,671,637.68	\$ 2,715,967.84	\$ 2,717,161.47	\$ 5,238,508.37
55510 Furniture	152,200.00	231,039.69	66,303.27	33,106.10	131,630.32
55520 Equipment	188,500.00	262,936.00	81,655.44	10,452.38	170,828.18

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending May 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	536,000.00	628,765.47	73,895.87	169,040.49	385,829.11
55540 Software	314,500.00	546,921.59	105,070.42	167,728.99	274,122.18
Capital Outlay	\$1,191,200.00	\$ 1,669,662.75	\$ 326,925.00	\$ 380,327.96	\$ 962,409.79
57100 Memberships	70,555.78	73,551.16	42,796.28	19,027.66	11,727.22
57200 Taxes	12,000.00	13,352.97	5,050.13	7,828.15	474.69
57500 Refunds/Reimbursements	49,204.22	51,486.47	2,755.87	7,500.28	41,230.32
Miscellaneous Expenses	\$131,760.00	\$ 138,390.60	\$ 50,602.28	\$ 34,356.09	\$ 53,432.23
59810 Advances Out	0.00	0.00	29,500.00	0.00	(29,500.00)
Advances	\$0.00	\$ 0.00	\$ 29,500.00	\$ 0.00	\$(29,500.00)
59900 Transfers Out	0.00	1,500,000.00	1,500,000.00	0.00	0.00
Transfers	\$0.00	\$ 1,500,000.00	\$ 1,500,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,918,752.76	\$ 62,266,810.94	\$ 23,627,084.44	\$ 7,993,498.66	\$ 30,646,227.84

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2016

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,293,887.52	24,717,819.64	23,627,084.44	7,993,498.66	23,391,124.06
Total General Fund	\$ 30,293,887.52	\$ 24,717,819.64	\$ 23,627,084.44	\$ 7,993,498.66	\$ 23,391,124.06
201 Anderson	276,296.99	0.00	0.00	0.00	276,296.99
202 Endowment for the Blind	2,170,265.69	0.00	23,056.65	0.00	2,147,209.04
203 Founders	6,094,545.65	430,510.39	119,568.48	189,387.49	6,216,100.07
204 Kaiser	58,614.88	0.00	0.00	0.00	58,614.88
205 Kralej	179,670.47	599.53	694.75	756.03	178,819.22
206 Library	178,122.12	5,395.53	6,773.91	930.07	175,813.67
207 Pepke	127,745.59	(1,485.96)	0.00	0.00	126,259.63
208 Wickwire	1,350,020.58	6,090.87	1,547.42	15,450.32	1,339,113.71
209 Wittke	86,265.93	0.00	0.00	0.00	86,265.93
210 Young	4,000,361.89	(9,087.94)	22,954.36	0.00	3,968,319.59
225 Friends	0.00	29,500.00	1,750.00	1,714.30	26,035.70
226 Judd	5,972.23	58,686.50	59,736.13	43,179.71	(38,257.11)
228 Lockwood Thompson Memorial	136,626.00	90,199.50	91,400.89	43,311.48	92,113.13
229 Ohio Center for the Book	0.00	900.00	675.00	225.00	0.00
230 Schweinfurth	89,172.29	24,535.00	12,965.00	7,460.00	93,282.29
231 CLEVNET	490,999.25	3,176,718.48	1,633,437.86	974,527.61	1,059,752.26
251 OLBPD-Library for the Blind	0.00	628,415.00	580,770.10	8,033.69	39,611.21
252 LSTA-Know It Now	27,058.22	0.00	0.00	0.00	27,058.22
254 MyCom	39,527.25	76,373.36	31,175.36	3,437.50	81,287.75
Total Special Revenue Funds	\$ 15,311,265.03	\$ 4,517,350.26	\$ 2,586,505.91	\$ 1,288,413.20	\$ 15,953,696.18
401 Building & Repair	13,248,624.25	1,503,500.16	1,674,137.06	3,266,620.24	9,811,367.11
Total Capital Project Funds	\$ 13,248,624.25	\$ 1,503,500.16	\$ 1,674,137.06	\$ 3,266,620.24	\$ 9,811,367.11
501 Abel	218,076.10	1,902.62	0.00	0.00	219,978.72

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending May 31, 2016

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	2,218.69	0.00	0.00	0.00	2,218.69
503 Beard	132,508.14	(614.51)	970.00	1,358.00	129,565.63
504 Klein	5,251.17	0.00	0.00	0.00	5,251.17
505 Maloni/Schroeder	280,913.05	622.26	4,479.00	756.42	276,299.89
506 McDonald	182,871.96	0.00	0.00	0.00	182,871.96
507 Ratner	90,938.24	(1,138.21)	0.00	0.00	89,800.03
508 Root	38,361.65	0.00	0.00	0.00	38,361.65
509 Sugarman	198,051.98	1,627.54	0.00	0.00	199,679.52
510 Thompson	155,047.07	360.20	2,850.00	0.00	152,557.27
511 Weidenthal	6,513.72	0.00	0.00	0.00	6,513.72
512 White	2,082,088.70	10,379.15	37,674.43	728.65	2,054,064.77
513 Beard Anna Young	84,435.88	(55.03)	0.00	0.00	84,380.85
Total Permanent Funds	\$ 3,477,276.35	\$ 13,084.02	\$ 45,973.43	\$ 2,843.07	\$ 3,441,543.87
901 Unclaimed Funds	10,735.01	2,604.98	100.00	0.00	13,239.99
905 CLEVNET Fines & Fees	7,506.32	48,088.86	48,122.96	0.00	7,472.22
Others	\$ 18,241.33	\$ 50,693.84	\$ 48,222.96	\$ 0.00	\$ 20,712.21
Total All Funds	\$ 62,349,294.48	\$ 30,802,447.92	\$ 27,981,923.80	\$ 12,551,375.17	\$ 52,618,443.43

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending May 31, 2016

Balance of All Funds	<u><u>\$ 65,169,219.06</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	3,585,509.10
KeyBank - Merchant Acct	17,355.93
KeyBank - FSA Account	5,207.19
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 3,613,297.74</u></u>
PNC - Money Market	10,044.38
PNC - Investments	36,937,543.93
PNC - Investments Money Market	31,043.69
STAR Ohio Investment	4,537,818.15
STAR Plus Program	3,326,950.06
Investments	<u><u>\$ 44,843,400.21</u></u>
PNC- Endowment Account	16,712,521.11
Endowment Account	<u><u>\$ 16,712,521.11</u></u>
Cash in Banks and On Hand	<u><u>\$ 65,169,219.06</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – May 2016

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 issues, Agency issues, and commercial paper as managed by United American Capital Corporation, STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period May 1, 2016 through May 31, 2016.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
05/01/16 - 05/31/16	31	Various	STAR Ohio	Various	1,910.78	Investment Pool
05/01/16 - 05/31/16	31	Various	STAR Plus	Various	1,011.30	Bank Deposit Program
05/01/16 - 05/31/16	31	Various	PNC	Various	2.84	Sweep Money Market
05/01/16 - 05/31/16	31	Various	PNC	Various	0.44	Money Market
08/17/15 - 05/13/16	271	2,000,000	JP Morgan Securities LLC	0.660%	9,900.00	Commercial Paper
08/18/15 - 05/13/16	270	1,500,000	Toyota Motor Credit Corporation	0.510%	5,716.24	Commercial Paper
11/18/15 - 05/18/16	183	1,500,000	Federal Home Loan Bank	0.750%	5,625.00	Federal Agency
10/30/15 - 04/30/16	184	500,000	Federal National Mortgage Assn.	1.150%	2,875.00	Federal Agency
10/30/15 - 04/30/16	184	500,000	Federal Home Loan Mortgage Corp.	1.050%	2,625.00	Federal Agency
11/21/15 - 05/21/16	183	1,000,000	Federal National Mortgage Assn.	0.875%	4,375.00	Federal Agency
11/06/15 - 05/06/16	183	750,000	Federal Farm Credit Bank	1.000%	3,750.00	Federal Agency
11/25/15 - 05/25/16	183	1,000,000	Federal Home Loan Mortgage Corp.	1.150%	5,750.00	Federal Agency
02/27/16 - 05/27/16	91	500,000	Federal Home Loan Mortgage Corp.	1.250%	1,562.50	Federal Agency
11/07/15 - 05/07/16	183	1,000,000	Federal Farm Credit Bank	1.300%	6,500.00	Federal Agency
11/14/15 - 05/14/16	183	520,000	Federal Home Loan Mortgage Corp.	1.000%	2,600.00	Federal Agency
12/10/15 - 05/21/16	164	500,000	Federal Home Loan Bank	1.000%	2,236.11	Federal Agency
					Earned Interest May 2016	\$ 56,440.21
					Earned Interest Year To Date	\$ 164,015.03

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee

June 14, 2016

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 2016

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
Vital Smarts Influencer Training - Fast Track Certification Chicago, Illinois	4/26/2016 - 4/29/2016	Madeline Corchado	105.00
Ohio Library Council North Chapter Conference Independence, Ohio	4/27/2016	Brianna Daniels	90.00
Northeast Ohio Regional Library System Annual Showcase Twinsburg, Ohio	4/28/2016	Judy Daniels	25.00
Library of Congress Idea Exchange 2016 Washington, D.C.	5/24/2016 - 5/26/2016	Amy Dawson	293.75
Colorado Library Consortium Research Institute for Public Libraries Englewood, Colorado	9/30/2016 - 10/3/2016	Anastasia Diamond-Ortiz	1,465.00
Government Documents Roundtable of Ohio Spring Meeting Columbus, Ohio	5/6/2016	Sarah Dobransky	155.52
OhioNet Library Leadership Ohio Worthington, Ohio	7/19/2016 - 7/22/2016	Maria Estrella	500.00
Northeast Ohio Regional Library System A Day for Teen Services Hudson, Ohio	5/5/2016	Cassandra Feliciano	31.90
Northeast Ohio Regional Library System A Day for Teen Services Hudson, Ohio	5/5/2016	Adela Garcia	52.15
Northeast Ohio Regional Library System Best Practices in Book Displays for the Whole Library Hudson, Ohio	4/26/2016	Bianca Jackson	29.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council North Chapter Conference Independence, Ohio	4/27/2016	Heidi Landskroener	90.00
Library Journal Transform Your Stacks to Drive Circulation Garfield Heights, Ohio	5/17/2016	Pamela Matthews	85.39
LYRASIS Introduction to Digital Project Management Planning (online) Cleveland, Ohio	4/12/2016	Brian Meggitt	175.00
Northeast Ohio Regional Library System Annual Showcase Twinsburg, Ohio	4/28/2016	Pasha Moncrief	25.00
Northeast Ohio Regional Library System Annual Showcase Twinsburg, Ohio	4/28/2016	Shannon Muhammad	43.63
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2016 - 4/8/2016	Joanna Rivera	88.99
Northeast Ohio Regional Library System A Day for Teen Services Hudson, Ohio	5/5/2016	Joanna Rivera	51.40
Northeast Ohio Regional Library System A Day for Circulation Staff Hudson, Ohio	5/12/2016	Reginald Rudolph	15.00
Kent State University Alumni Association Networking Luncheon Cleveland, Ohio	4/28/2016	Luigi Russo	26.00
Library Journal Transform Your Stacks to Drive Circulation Garfield Heights, Ohio	5/17/2016	Luigi Russo	85.39
Northeast Ohio Regional Library System A Day for Teen Services Hudson, Ohio	5/5/2016	Jeanna Sauls	15.00
Northeast Ohio Regional Library System Annual Showcase Twinsburg, Ohio	4/28/2016	Jeanna Sauls	25.00
Northeast Ohio Regional Library System Annual Showcase Twinsburg, Ohio	4/28/2016	Lori Scurka	37.22

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Public Library Association 2016 Conference Denver, Colorado	4/6/2016 - 4/8/2016	Nichole Shabazz	1,130.12
Northeast Ohio Regional Library System A Day for Teen Services Hudson, Ohio	5/5/2016	Rosa Simone	15.00
Jackson Lewis Employment Law Review of 2015 and Preview of 2016 Independence, Ohio	4/7/2016	Bryan Szalewski	35.00
Northeast Ohio Regional Library System A Day for Circulation Staff Hudson, Ohio	5/12/2016	Latrice Williams	50.10
Library Journal Transform Your Stacks to Drive Circulation Garfield Heights, Ohio	5/17/2016	Robin Wood	85.39
TOTAL			\$4,825.95

SUMMARY

FUND	MAY	YEAR TO DATE
General	\$3,255.95	\$35,465.12
Lockwood Thompson	1,570.00	5,453.04
Endowment for the Blind Fund (OLBPD)	0.00	2,735.43
TOTAL	\$4,825.95	\$43,653.59

CLEVELAND PUBLIC LIBRARY

Finance Committee
June 14, 2016

In accordance with the Board resolution adopted on November 19, 2015 and amended on December 17, 2015, a report to the Board of Trustees on expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP (1); and change orders with Higley for Additional Work, any change order in excess of \$50,000 would be submitted to the Board for approval, which increase the GMP (2), is hereby submitted:

For the Period Ending May 31, 2016						\$250,000.00 (1)
Date	Vendor	PO	Description	Encumbered	Expended	
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86	
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	-	9,708.00	
3/29/2016		151965-1	Add'l repairs needed that were covered on (2) smaller rugs by bookcases	-	810.00	
12/31/2015	Barrie Projects, LLC	151998	To assist in the transformation of Brett Hall into a state-of-the-art gallery facility	1,000.00	20,000.00	
3/1/2016	Barrie Projects, LLC	151998-1	1st Amendment-work with design and fabrication to assure timely delivery, fabrication and installation of exhibit systems in Brett Hall..	10,000.00	15,000.00	
2/24/2016	The Ohio Desk Company	160447	Thread Power Distribution System	30,348.27		
				41,348.27	79,140.86	

Available Balance \$129,510.87
\$250,000.00 (2)

Date	Change Order	PO	Description	Amount	
2/5/2016	1	151476	AV owner increase	11,789.38	
2/5/2016	2	151476	Added power in Security	741.47	
2/5/2016	3	151476	Added door hardware in Security	1,425.34	
2/5/2016	4	151476	Added millwork	1,900.47	
2/25/2016	8	151476	Roof Access Ladder	5,719.84	
2/25/2016	9	151476	Millwork and Security Desk	2,823.56	
3/3/2016	7	151476	Millwork Shops Revisions	5,096.51	
3/3/2016	11	151476	New door frame	508.32	
3/22/2016	14	151476	Added under counter organizer	988.36	
4/13/2016	15	151476	New security desk for LSW	38,650.59	
4/13/2016	16	151476	Design assist adds	66,771.46	App'd by Board 3/29/16
4/13/2016	17	151476	Electrical work for th Thread system	5,154.66	
4/22/2016	18	151476	Paint tickets	1,108.81	
4/22/2016	19	151476	Extra wall protection	7,415.25	
4/22/2016	20	151476	Water pump move Extra time for Owner adds	5,233.09	
4/22/2016	21	151476	Extend contract 30 days Power and lighting for	-	
5/3/2016	22	151476	Welcome Room	7,528.96	

Available Balance \$87,143.93

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 11/19/15: \$ 3,356,247.00

Change Orders paid from Contingency Fund \$ 162,856.07 4.85%

Updated GMP as of May 31, 2016: \$ 3,519,103.07

Additionally, within the same resolution, the Board authorized the Executive Director, CEO or his designees, to make expenditures and enter into contracts in excess of \$25,000 for the purchase of furniture for the Project (an allowance of \$535,000 was granted).

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
						\$535,000.00
4/7/2016	Environments 4 Business, LLC	160670	For LSW2, Front Lending, LSW Entry Lobby	34,098.67		
4/5/2016	Contract Source, Inc.	160665	For LSW2, Security, Front Lending, LSW Entry Lobby	135,938.81	73,197.82	
4/5/2016	Ohio Desk	160658	For LSW2, Indoor Garden, LSW Conference 1	73,078.79		
				243,116.27	73,197.82	
						Available Balance \$218,685.91

In accordance with the Board resolution adopted on February 18, 2016, the Board of Trustees authorized the Executive Director to make expenditures and enter into agreements in excess of \$25,000 each in a combined amount not to exceed \$300,000 for the purchase of exhibit furniture and equipment for Brett Hall from the lowest and best exhibit furniture vendors. A report of such expenditures is hereby submitted:

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
						\$300,000.00
4/26/2016	Benchmark Craftsman, Inc.	160768	Exhibit Furniture for Brett Hall	86,085.00	83,685.00	
				86,085.00	83,685.00	
						Available Balance \$130,230.00

NOTE: Exhibit B: Design Services Fees and Project Cost - Base Scope as updated May 5, 2016 is attached.

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

A/E	Bostwick Design Partnership, Inc	Date	5 May 2016	
Owner	Cleveland Public Library	Owner Project #		
Project	Phase 2	BDP Project #	15021	
Address	325 Superior Ave, Cleveland OH 44114			
		GMP / Contract	GMP / Current	Difference
Estimated Construction Costs		\$ 2,599,796.86	\$	\$
Design and Estimating Contingency at eight percent (8%)		207,983.75		
Construction Subtotal = \$3,356,247 (GMP) - \$500,000 (Lighting) - \$599,183 (Wayfinding / Exhibits / Media)		\$ 2,807,780.61	\$ 3,511,574.00	\$ 703,793.39
Furniture Allowance Main / Brett Hall		\$ 200,000.00	\$	\$
Furniture Allowance LSW 1		\$ 100,000.00	\$	\$
Furniture Allowance LSW 2		\$ 235,000.00	\$	\$
Furniture and Equipment Subtotal (Original Estimate to be confirmed)		\$ 535,000.00	\$ 535,000.00	\$ 0.00
Wayfinding Fabrication/Install		\$ 258,250.00	\$ in Construction	\$
Exhibits + Multimedia Fabrication/Install		\$ 325,000.00	\$ in Construction	\$
Wayfinding, Exhibits + Multimedia Subtotal (Original Estimate to be confirmed)		\$ 583,250.00	\$ 0.00	\$ (583,250.00)
Total Construction Costs		\$ 3,926,030.61	\$ 4,046,574.00	\$ 120,543.39
A. Basic Services Fees				
		Notes		
1. Pre-Design and Scope Definition		Completed under separate contract	\$ 0.00	\$ 0.00
2. Schematic Design	20 %		\$ 50,540.05	\$ 50,540.05
3. Design Development	25 %		\$ 63,175.06	\$ 63,175.06
4. Construction Documents	25 %		\$ 63,175.06	\$ 63,175.06
5. Bidding and Negotiations	5 %		\$ 12,635.01	\$ 12,635.01
6. Construction and Closeout	25 %		\$ 63,175.06	\$ 63,175.06
	100 %			
		Subtotal A	\$ 252,700.25	\$ 252,700.25
B. Supplemental Services Fees				
		Notes		
1. Lighting Design Services		Including controls - Consultant to BDP	\$ 19,000.00	\$ 19,000.00
2. Technology Design Services		Consultant to BDP	\$ 18,000.00	\$ 18,000.00
3. Furniture Design Services			\$ 28,000.00	\$ 28,000.00
4. Multimedia Programming		Included in E.1.	\$ 24,000.00	\$ 0.00
5. Cost Estimating		See detailed cost matrix	\$ 7,500.00	\$ 7,500.00
6. Landscape / Plantscape Consulting / Design			\$ 5,000.00	\$ 5,000.00
7. Brett Hall Changes		Allowance Hourly NTE for Exhibit	\$ 0.00	\$ 7,500.00
8. Friends Gift Shop		Add Lighting, Power, Coordinate Changes	\$ 0.00	\$ 5,400.00
9. LSW 2nd Floor - Wall and Staff Area Changes		Provide Options, Document for CO	\$ 0.00	\$ 3,460.00
10. Louis Stokes Legacy Room A/E		Finishes, lighting, FFE additions	\$ 0.00	\$ 6,880.00
11. LSW 1st Floor Security Desk / Café Sink		Provide Options, Document for CO	\$ 0.00	\$ 6,700.00
12. LSW Security Space updates		New Cooling in work area + Conf room	\$ 0.00	\$ 5,500.00
		Subtotal B	\$ 101,500.00	\$ 112,940.00
C. Wayfinding, Multimedia, Exhibitory Fees				
		Notes		
1. Existing Signage and Wayfinding Audit		Included in Partial SD Proposal	\$ 15,000.00	\$ 15,000.00
2. Wayfinding & Signage Design		Entire campus + exterior banners	\$ 164,000.00	\$ 164,000.00
3. Exhibits - LSW 1st Floor		"Welcome to CPL" (former Friends' Store)	\$ 30,000.00	\$ 30,000.00
4. Exhibits - Graphics now Analog not Digital		Welcome + CPL History + Legacy + Vitrines	\$ 45,000.00	\$ 45,000.00
5. Exhibits - Louis Stokes Legacy Room		Exhibits + all Research + all Content Dev.	\$ 0.00	\$ 65,000.00
6. Exhibits - Friends' Store		Retail furnishings + display/exhibit panels	\$ 0.00	\$ 0.00
7. Consulting + Project Mgmt + AV Oversight		Branding and Design Mgmt throughout	\$ 80,000.00	\$ 56,000.00
8. Wayfinding & Signage Design Added Scope		Signage requested no original included	\$ 0.00	\$ 4,000.00
		Subtotal C	\$ 334,000.00	\$ 379,000.00
D. Reimbursable Expenses				
		Notes		
1. Plan Approval Fees		Allowance	\$ 500.00	\$ 500.00
2. Advertising Expense		Allowance for bid advertisement	\$ 1,000.00	\$ 1,000.00
3. Parking / Mileage, Misc		Allowance	\$ 600.00	\$ 600.00
4. Wayfinding, Exhibits, Multimedia Expenses		Out of Pocket Reimbursables / Mock Ups	\$ 24,000.00	\$ 14,500.00
5. Project Printing / Copy Allowance		Cost for printing during project	\$ 3,000.00	\$ 3,000.00
6. Bid Document Printing		Cost for distribution to plan rooms etc.	\$ 750.00	\$ 750.00
7.			\$	\$
		Subtotal D	\$ 29,850.00	\$ 20,350.00
		Total Design Services Fees + Reimbursables (A + B + C + D)	\$ 718,050.25	\$ 764,990.25
E. Construction, Contingencies, Other Costs				
		Notes		
1. Estimated Construction Costs		From line item above	\$ 3,926,030.61	\$ 4,046,574.00
2a. Owner Contingency - Construction			\$ 137,411.07	\$ 250,000.00
2b. Owner Contingency - Discretionary			\$	\$ 250,000.00
3. Architectural/Engineering Fee Contingency			\$ 20,000.00	\$ 20,000.00
4. Wayfinding, Exhibits, Multimedia Fee Conting.			\$ 20,000.00	\$ 3,000.00
5. AV Engineering		Included in E.1.	\$ 30,000.00	\$ 0.00
6. Relocation/Moving Expenses		Allowance	\$ 0.00	\$ 0.00
7. CPL Computers and Technology		PCs, Laptops, Misc Work	\$ 0.00	\$ 0.00
8. CMR Preconstruction Services		Included in E.1.	\$ 24,820.00	\$ 0.00
9. CMR Contingency		Included in E.1.	\$ 113,550.00	\$ 0.00
10. Owner's Representative Services		Program Management Inc.	\$ 10,000.00	\$ 5,000.00
11. Building Permit Cost		By CPL	\$ 0.00	\$ 33,627.00
		Subtotal E	\$ 4,281,811.68	\$ 4,608,201.00
		Total Base Scope Project Cost Estimate (A + B + C + D + E above)	\$ 4,999,861.93	\$ 5,373,191.25
		Total Lighting Control Project Cost Estimate (detail on separate spreadsheet)	\$ 742,036.28	\$ 563,741.66
		GRAND TOTAL Combined Project Cost Estimate	\$ 5,741,898.21	\$ 5,936,932.91
		GRAND TOTAL Project Cost Budget	\$ 5,750,000.00	\$ 5,936,932.91

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
5/01/2016 TO 5/31/2016
June Board Meeting

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERM/INACT DATE
RESIGNATIONS			
ALEXANDER, HITACHI S	Union	BRANCH CLERK SUBSTITUTE	05/25/2016
BOYD, ALI J	Rice	BRANCH MANAGER (LARGE)	05/21/2016
MONACO, MICHAEL J	Catalog	SENIOR CATALOG LIBRARIAN	05/05/2016
POILPRE, CATHY A	Public Relations	AST DIR GRAPHICS PUBLIC RELATI	05/06/2016
RETIREMENTS			
SCRUGGS, MYRON	Buildings Office	DIRECTOR OFPROPERTY MANAGEME	05/05/2016
STONE, CARL	Carpenters	CARP PAINT AUTO MECH FOREMAN	05/05/2016
OTHER TERMINATIONS			
SAMUELS, KENNETH R	Security	SAFETY&PROTECTIVE SVC OFFICER	05/02/2016
SCHMITZ, MALLORY J		PAGE	05/03/2016

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 05/01/2016 TO 05/31/2016
June Board Meeting**

EMPLOYEE: CLARDY, JAMES A **CURRENT GRADE:** E **EFFECTIVE DATE** 05/01/2016
JOB TITLE: RECEIVING & DISTRIBUTION S **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	40,069.38	PROMOTION

EMPLOYEE: HUTSON, AMIYA P **CURRENT GRADE:** K **EFFECTIVE DATE** 05/01/2016
JOB TITLE: BRANCH MANAGER (LARGE) **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	69,973.21	PROMOTION

EMPLOYEE: MESENGER, CORINA E **CURRENT GRADE:** H **EFFECTIVE DATE** 05/15/2016
JOB TITLE: CHILDRENS LIBRARIAN **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	53,328.34	PROMOTION

EMPLOYEE: MURDOCK, TIMOTHY S **CURRENT GRADE:** N **EFFECTIVE DATE** 05/01/2016
JOB TITLE: DIRECTOR OF PROPERTY MAN **CURRENT STEP:** 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	115,696.70	PROMOTION

EMPLOYEE: PATRICK, ROBERT L **CURRENT GRADE:** H **EFFECTIVE DATE** 05/15/2016
JOB TITLE: NETWORK SPECIALIST **CURRENT STEP:** 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	57,679.44	PROMOTION

EMPLOYEE: TULLY, ADAM N CURRENT GRADE: H EFFECTIVE DATE 05/15/2016
 JOB TITLE: CHILDRENS LIBRARIAN CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY NON BASE WAGE	0.00	53,328.34	PROMOTION

EMPLOYEE: WILLOUGHBY, GINAYA D CURRENT GRADE: K EFFECTIVE DATE 05/22/2016
 JOB TITLE: BRANCH MANAGER (LARGE) CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	69,973.21	PROMOTION

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 5/01/2016 TO 5/31/2016**

EMPLOYEE:	CORBETT, JEFF	CURRENT GRADE:	H	HIRE DATE:	5/31/2016
JOB TITLE:	CHILDRENS LIBRARIAN	CURRENT STEP:	1		
LOCATION:	EAST 131	SALARY:	53,328.34	HOURLY RATE:	27.35
EMPLOYEE:	GOODE, JAMES E	CURRENT GRADE:	C	HIRE DATE:	5/29/2016
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	26,366.08	HOURLY RATE:	18.11
EMPLOYEE:	HILL, STEVEN J	CURRENT GRADE:	C	HIRE DATE:	5/29/2016
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	26,366.08	HOURLY RATE:	18.11
EMPLOYEE:	JOHNSON, JORDAN C	CURRENT GRADE:	F	HIRE DATE:	5/11/2016
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42
EMPLOYEE:	SANTANA, JOSE L	CURRENT GRADE:	C	HIRE DATE:	5/31/2016
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	26,366.08	HOURLY RATE:	18.11
EMPLOYEE:	SANTORA, NICOLAS E	CURRENT GRADE:	C	HIRE DATE:	5/29/2016
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	26,366.08	HOURLY RATE:	18.11
EMPLOYEE:	TAYLOR, BRIANT	CURRENT GRADE:	C	HIRE DATE:	5/31/2016
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	26,366.08	HOURLY RATE:	18.11

CLEVELAND PUBLIC LIBRARY

REPORT E

Human Resources Committee Report
 Meeting Date: June 16, 2016
 Report Period: May, 2016

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

MONTH	2015 SICK LEAVE HOURS USED	2016 SICK LEAVE HOURS USED	2016 TOTAL HOURS
January	4,564.09	3,679.06	98,023.38
February	3,605.82	4,071.17	93,936.09
March	3,202.84	3,109.32	94,816.27
April	3,809.46	3,657.15	94,683.73
May	3,615.00	3,883.60	94,543.84
June	3,229.18		
July *	5,098.30		
August	4,176.95		
September	3,736.86		
October	3,865.35		
November	3,198.85		
December *	5,348.30		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
May 1, 2016- May 31, 2016
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT F**Human Resources Committee Report**

June 16, 2016

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	22	9	1			27	16	1		
Professionals	76	16	1			1	39	15	4	3	
Technicians	19	9	2	1			4	1	1		
Protective Service	16	9	10	1				2			
Para-Professionals	129	23	31	2	2		36	28	7	2	
Administrative Support	300	45	65	4	3	1	50	136	17	2	1
Skilled Craft	11	7	3	1	1			1			
Service Maintenance	50	7	31	1			2	5	1		
Grand Total	710	138	152	11	7	1	158	204	31	7	1

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

Insurance Report for the Month of May 2016

Human Resources Committee Report

June 16, 2016

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	6	0	6
Essential	24	6	30
Standard	263	145	408
Standard with OAD		1	1
Total MMO	293	152	445
Dental Insurance	180	296	476
Vision Employee			256
Vision Children			38
Vision Spouse			46
Vision Family			78
Total Vision			418
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART A

OVERDUE FINES

ADULT MATERIALS

Circulating Items.....	\$0.10 per day/item
<i>Except:</i>	
No Hold or New DVD	\$1.00 per day/item
Reference Items	\$1.00 per day/item
MYCLOUD EQUIPMENT	\$1.00 per hour/item
TECH TOYBOX EQUIPMENT	\$3.00 per day/item
CHILDREN'S MATERIALS	No overdue fines
YOUNG ADULT MATERIALS	No overdue fines
MATERIALS @UNIVERSITY/COLLEGE LIBRARIES	No overdue fines
PATRONS WITH PROFILE CPL-GB (age 60 & over)	No overdue fines
PATRONS WITH PROFILE CPL-DISABLD	No overdue fines
PATRONS WITH PROFILE CPL-HOMBD	No overdue fines
OVERDUE FINE LIMITS	
Circulating Items.....	\$3.00/item
MyCloud Equipment.....	\$10.00/item
Tech Toybox.....	\$15.00/item
BILL THRESHOLD.....	\$25.00

REPLACEMENT PRICES

Borrower pays list price for material as shown online. If database shows no list price, patron is charged as follows:

Hardcover Book.....	\$23.00
Adult Paperback Book.....	\$14.50
Children's Paperback Book.....	\$5.00
Audiobook.....	\$50.00
Comic Book.....	\$3.50
Compact Disc.....	\$17.00
DVD.....	\$25.00
DVD Set.....	\$60.00
Interlibrary Loan Material.....	\$100.00
LeapFrog Equipment.....	\$65.00
Magazine.....	\$6.00
Pamphlet.....	\$2.00
Reference Material.....	Value of item
Self-Playing Device.....	\$80.00
Software/CD-ROM.....	\$40.00
Misc. uncataloged material.....	\$1.00/item

LOST OR STOLEN LIBRARY CARD..... \$1.00

DAMAGE FINES

Major Replacement price

INTERLIBRARY LOAN FEES

FEES CHARGED TO LIBRARIES

Ohio Libraries.....	No charge
Out-of-State Libraries.....	\$10.00 per item
Foreign Libraries.....	\$20.00 per item

FEES CHARGED TO LIBRARIES FOR PHOTOCOPIES

1- 50 pages..... \$15.00

FEES CHARGED TO INDIVIDUAL BORROWERS

Borrowing.....	No charge
Photocopies (1-50 pages).....	\$5.00 per item

LOST ITEMS

Processing fee.....	\$25.00 per item
Replacement price.....	Value of item

MATERIAL RECOVERY REFERRAL FEES

FEE FOR ACCOUNT REFERRAL..... \$15.00

SALES TAX

Ohio sales tax is included in fees charged for self-service copying,

printing, scanning, and faxing from library multifunction devices.

COPY AND PRINTING FEES

Copies from Computer Printers:

8½" x 11" and 8½" x 14" B&W.....	\$0.10 per page
11" x 17" B&W.....	\$0.20 per page
8½" x 11" and 8½" x 14" Color.....	\$0.25 per page
11" x 17" Color.....	\$0.50 per page

Copies from Microform Reader/Printer:

8½" x 11" and 11" x 17" B&W..... \$0.10 per page

Photocopies:

8½" x 11" and 8½" x 14" B&W..... \$0.10 per page

11" x 17" B&W..... \$0.20 per page

8½" x 11" and 8½" x 14" Color..... \$0.25 per page

11" x 17" Color..... \$0.50 per page

Use of one's own paper Charge based on paper size

FAXING FEES

Self-service faxing from multifunction device..... \$0.10 per page

SCANNING FEES

Self-service scanning sent to email address..... \$0.10 per page

Self-service scanning to one's own device..... No charge

FEES FOR PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Wedding photography.....	\$100.00
Commercial filming.....	Charge quoted upon request

MISCELLANEOUS

Tote Bags (non-complimentary)..... \$0.10 per bag

Earbuds..... \$1.00/pair

Flash drive..... \$7.00/each

CLEVELAND PUBLIC LIBRARY
FINES AND FEES SCHEDULE: PART C

MEETING ROOM/AUDITORIUM/FACILITY FEES

	During Library Hours	Before Library Hours	After Library Hours
MAIN LIBRARY			
Auditorium	\$500 per four hours plus staff costs	\$500 plus staff costs	\$2,500 plus staff costs
Indoor Reading Garden	\$2,500	\$250 plus staff costs	\$2,500 plus staff costs
Eastman Reading Garden	Available only when Library is closed	Not available	\$2,500 plus staff costs
Conference Rooms A, C, D, E	No charge	Staff costs for single room	Staff costs for single room
Conference Room B	No charge	Staff costs for single room	Staff costs for single room
Louis Stokes Legacy Conference Room	No charge	\$100 plus staff costs	\$100/hour plus staff costs
Louis Stokes Wing Lower Level and Upper Lobbies	Available only when Library is closed	Staff costs	\$2,500 plus staff costs
Learning Commons (includes Conference Rooms A,B,C,D)	\$2,500 plus staff costs	\$100/hour plus staff costs	\$2,500 plus staff costs
Cleveland Digital Public Library	No charge	\$100/hour plus staff costs	\$100/hour plus staff costs
Louis Stokes Wing 10th Floor Lobby	Available only when Library is closed	Not available	\$100/hour plus staff costs
Multiple room booking fee	\$100	\$100	\$100
If food served	\$50	Included in room charges	Included in room charges
BRANCHES			
Branch Meeting Rooms	No charge	Staff costs	Staff costs
If food served	Staff costs	Included in room charges	Included in room charges

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2016

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library	115,024	117,686	575	588	602,168	619,057	-2.7%
Branches	254,240	247,795	1,194	1,177	1,306,202	1,332,269	-2.0%
Mobile Units*	1,707	3,814			8,834	27,423	-67.8%
Library for the Blind	45,139	45,139			236,620	241,097	-1.9%
OLBPD BARD	13,261	10,363			59,583	58,108	2.5%
eMedia	30,701	22,512			151,531	108,659	39.5%
TOTAL CIRCULATION	460,072	447,309			2,364,938	2,386,613	-0.9%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2016	2015	2016	2015	2016	2015
eBook	18,606	14,837	82,970	73,618	12.7%	
eAudiobook	8,570	5,658	48,686	27,202	79.0%	
eMusic	278	15	972	87	1017.2%	
eVideo	467	193	2,528	1,007	151.0%	
eMagazines	2,780	1,809	16,375	6,745	142.8%	
TOTAL eCIRCULATION	30,701	22,512	151,531	108,659	39.5%	Included in circulation activity.

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2016	2015	2016	2015	
Main Library	100	45 minutes	52,184	56,729	41,531	41,490	0.1%
Branches	521	40 minutes	379,959	376,786	254,247	247,564	2.7%
TOTAL USAGE	621		432,143	433,515	295,778	289,054	2.3%

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

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2016	2015	2016	2015	2016	2015
TOTAL SESSIONS	74,609	NA	348,964	NA	NA	NA

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library	36,613	39,041	183	195	181,675	194,701	-6.7%
Branches	198,556	229,104	932	1,088	1,070,852	1,103,728	-3.0%
Mobile Unit*	0	505			0	2,336	-100.0%
TOTAL VISITS	235,169	268,650			1,252,527	1,300,765	-3.7%

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR MAY 2016**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	5,534	549	740	1,024	7,847	602	8,449
Brooklyn	3,422	412	387	585	4,806	428	5,234
Carnegie West	7,109	805	1,304	1,511	10,729	1,141	11,870
Collinwood	4,582	458	543	865	6,448	557	7,005
East 131st	2,644	227	252	459	3,582	272	3,854
Eastman	11,419	1,264	2,139	2,702	17,524	2,037	19,561
Fleet*	6,837	670	1,067	1,328	9,902	851	10,753
Fulton	10,604	663	871	1,148	13,286	891	14,177
Garden Valley	2,028	251	204	252	2,735	250	2,985
Glenville	3,920	352	370	627	5,269	389	5,658
Harvard-Lee	5,692	866	1,119	1,742	9,419	694	10,113
Hough	3,197	382	367	400	4,346	254	4,600
Jefferson	2,872	609	837	880	5,198	633	5,831
Langston Hughes	4,311	510	564	684	6,069	424	6,493
Lorain	5,714	682	1,033	1,205	8,634	730	9,364
Martin Luther King, Jr.	6,665	561	822	970	9,018	768	9,786
Memorial-Nottingham	6,274	893	1,351	2,115	10,633	1,176	11,809
Mt. Pleasant	2,219	296	322	388	3,175	261	3,436
Rice	6,220	591	773	1,117	8,701	759	9,460
Rockport	10,398	794	1,330	1,782	14,304	1,779	16,083
South	5,818	524	741	936	8,019	668	8,687
South Brooklyn	9,603	1,091	2,003	2,341	15,038	1,842	16,880
Sterling	2,936	253	275	513	3,977	348	4,325
Union	4,180	460	583	812	6,035	410	6,445
Walz	9,533	746	1,052	1,587	12,918	1,181	14,099
West Park	9,189	1,502	2,875	3,325	16,891	2,065	18,956
Woodland	5,990	451	562	748	7,751	576	8,327
TOTAL	158,910	16,862	24,486	31,996	232,254	21,986	254,240

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

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MAY 2016**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015		
Addison	8,449	8,600	41,100	47,220	-6,120	-13.0%
Brooklyn	5,234	4,573	28,368	29,790	-1,422	-4.8%
Carnegie West	11,870	12,390	63,451	62,172	1,279	2.1%
Collinwood	7,005	7,475	34,886	38,988	-4,102	-10.5%
East 131st	3,854	3,725	20,376	21,186	-810	-3.8%
Eastman	19,561	19,150	99,414	97,632	1,782	1.8%
Fleet*	10,753	11,431	58,879	57,111	1,768	3.1%
Fulton	14,177	9,432	72,677	51,262	21,415	41.8%
Garden Valley	2,985	2,916	15,826	15,190	636	4.2%
Glenville	5,658	5,817	31,634	32,917	-1,283	-3.9%
Harvard-Lee	10,113	7,760	47,365	39,347	8,018	20.4%
Hough	4,600	3,769	25,045	22,228	2,817	12.7%
Jefferson	5,831	6,930	34,030	39,141	-5,111	-13.1%
Langston Hughes	6,493	6,228	30,379	34,758	-4,379	-12.6%
Lorain	9,364	9,736	46,437	47,801	-1,364	-2.9%
Martin Luther King, Jr.	9,786	6,374	40,536	49,058	-8,522	-17.4%
Memorial-Nottingham	11,809	11,309	61,323	59,958	1,365	2.3%
Mt. Pleasant	3,436	3,806	17,387	21,012	-3,625	-17.3%
Rice	9,460	11,167	52,093	56,813	-4,720	-8.3%
Rockport	16,083	17,410	85,774	93,316	-7,542	-8.1%
South	8,687	7,589	42,783	43,419	-636	-1.5%
South Brooklyn	16,880	16,255	92,442	91,343	1,099	1.2%
Sterling	4,325	4,347	22,136	25,769	-3,633	-14.1%
Union	6,445	6,366	31,544	32,578	-1,034	-3.2%
Walz	14,099	14,158	67,981	70,271	-2,290	-3.3%
West Park	18,956	20,428	100,422	105,276	-4,854	-4.6%
Woodland	8,327	8,654	41,914	46,713	-4,799	-10.3%
TOTAL	254,240	247,795	1,306,202	1,332,269	-26,067	-2.0%

*Fleet branch circulation includes remaining circulation generated by Broadway brar.ch items

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE MAY 2016**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015		
Addison	5,001	5,938	25,858	27,167	-1,309	-4.8%
Brooklyn	3,365	3,589	18,938	17,387	1,551	8.9%
Carnegie West	8,874	15,604	53,203	78,523	-25,320	-32.2%
Collinwood	6,823	6,473	38,137	31,065	7,072	22.8%
East 131st	6,280	7,621	40,823	35,990	4,833	13.4%
Eastman	10,433	10,306	53,539	54,467	-928	-1.7%
Fleet	8,789	10,871	50,282	50,459	-177	-0.4%
Fulton	7,504	7,405	37,720	34,942	2,778	8.0%
Garden Valley	3,657	4,213	20,760	21,591	-831	-3.8%
Glenville	5,021	7,936	33,064	35,149	-2,085	-5.9%
Harvard-Lee	7,246	8,493	39,358	39,621	-263	-0.7%
Hough	5,765	11,745	36,245	54,315	-18,070	-33.3%
Jefferson	4,401	6,817	31,625	35,701	-4,076	-11.4%
Langston Hughes	7,209	8,952	33,342	37,268	-3,926	-10.5%
Lorain	7,159	7,419	35,947	34,724	1,223	3.5%
Martin Luther King, Jr.	8,315	8,576	42,516	38,717	3,799	9.8%
Memorial-Nottingham	5,053	4,928	25,736	23,918	1,818	7.6%
Mt. Pleasant	5,212	6,185	28,513	31,586	-3,073	-9.7%
Rice	11,156	12,066	56,924	65,051	-8,127	-12.5%
Rockport	10,822	10,183	52,444	50,853	1,591	3.1%
South	5,946	7,656	30,231	35,849	-5,618	-15.7%
South Brooklyn	13,717	13,953	76,374	67,793	8,581	12.7%
Sterling	9,817	9,106	50,173	45,437	4,736	10.4%
Union	5,916	7,527	30,484	33,483	-2,999	-9.0%
Walz	8,686	8,575	43,456	40,797	2,659	6.5%
West Park	9,813	9,407	52,485	47,279	5,206	11.0%
Woodland	6,576	7,560	32,675	34,596	-1,921	-5.6%
TOTAL	198,556	229,104	1,070,852	1,103,728	-32,876	-3.0%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS MAY 2016**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 Eastman	19,561	1 South Brooklyn	13,717	1 South Brooklyn	32,043
2 West Park	18,956	2 Rice	11,156	2 West Park	27,814
3 South Brooklyn	16,880	3 Rockport	10,822	3 Fleet**	26,727
4 Rockport	16,083	4 Eastman	10,433	4 Eastman	23,674
5 Fulton	14,177	5 Sterling	9,817	5 Rockport	19,896
6 Walz	14,099	6 West Park	9,813	6 Fulton	19,647
7 Carnegie West	11,870	7 Carnegie West	8,874	7 Rice	19,462
8 Memorial-Nottingham	11,809	8 Fleet	8,789	8 Memorial-Nottingham	19,271
9 Fleet*	10,753	9 Walz	8,686	9 Harvard-Lee	17,655
10 Harvard-Lee	10,113	10 Martin Luther King, Jr.	8,315	10 Walz	16,063
11 Martin Luther King, Jr.	9,786	11 Fulton	7,504	11 Collinwood	14,769
12 Rice	9,460	12 Harvard-Lee	7,246	12 Langston Hughes	14,439
13 Lorain	9,364	13 Langston Hughes	7,209	13 Glenville	14,006
14 South	8,687	14 Lorain	7,159	14 Addison	13,603
15 Addison	8,449	15 Collinwood	6,823	15 East 131st	13,025
16 Woodland	8,327	16 Woodland	6,576	16 Mt. Pleasant	12,792
17 Collinwood	7,005	17 East 131st	6,280	17 Lorain	12,588
18 Langston Hughes	6,493	18 South	5,946	18 Martin Luther King, Jr.	12,392
19 Union	6,445	19 Union	5,916	19 Carnegie West	10,487
20 Jefferson	5,831	20 Hough	5,765	20 Union	8,416
21 Glenville	5,658	21 Mt. Pleasant	5,212	21 Sterling	8,267
22 Brooklyn	5,234	22 Memorial-Nottingham	5,053	22 Woodland	7,946
23 Hough	4,600	23 Glenville	5,021	23 South	6,325
24 Sterling	4,325	24 Addison	5,001	24 Hough	5,667
25 East 131st	3,854	25 Jefferson	4,401	25 Brooklyn	5,524
26 Mt. Pleasant	3,436	26 Garden Valley	3,657	26 Jefferson	3,515
27 Garden Valley	2,985	27 Brooklyn	3,365	27 Garden Valley	2,310
	254,240		198,556	28 Broadway**	1,966
					388,323

**Broadway and Fleet services areas merged

Prepared By: Northern Ohio Data and Information Service –
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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2016**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
CLEVNET	75,516	69,734	381,568	374,952	1.8%
MORE	282	379	1,951	1,979	-1.4%
Other Libraries	420	314	2,448	1,835	33.4%
TOTAL	76,218	70,427	385,967	378,766	1.9%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Projected	19,931	19,786	108,265	95,105	13.8%
KnowItNow Web Reference*	0	123	0	705	-100.0%
Mail and Email Reference	161	187	914	540	69.3%
Interlibrary Loan Requests	702	693	4,399	3,814	15.3%
TOTAL	20,794	20,789	113,578	100,164	13.4%

*KnowItNow statewide reference service ceased on 12/31/2015.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
New Titles Added	5,065	5,334	27,928	27,931	0.0%
Total Items Added	19,532	20,487	100,274	96,819	3.6%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Main Library	200	200	1,008	999	1.0%
Branches	5,751	5,686	28,881	28,569	1.1%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Downloads	13,261	10,363	59,583	58,108	2.5%
Users	629	601	3,203	3,086	3.8%

Included in circulation activity

ConnectedED Cards issued through June 11, 2016

