

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 June 19, 2018  
 Martin Luther King, Jr. Branch  
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,  
 Ms. Washington, (departed, 1:00 p.m.),  
 Mr. Parker (arrived, 12:12 p.m.), Mr. Corrigan  
 (arrived, 12:31 p.m.)

Absent: Mr. Hairston

Ms. Rodriguez called the meeting to order at 12:07 p.m.

**Approval of the Minutes**

Ms. Rodriguez moved approval of the Regular Board Meeting of 05/22/18. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

**PRESENTATION:** Carnegie West Historic Lamp Replacement Project - Angelo Trivisonno

In Mr. Trivisonno's absence, Angela Guinther, Manger, Carnegie West Branch, stated that Mr. Trivisonno was looking at old photographs of Carnegie West Branch dated 1920-1930 and noticed the iron post globe lamps positioned opposite each other atop of the branch's front entrance stairs. Examination of the stones in this area reveals the location where each of these lamps were previously installed. Mr. Trivisonno is proposing that the Library install replicas of these lamps fabricated and donated by local artisans.

Director Thomas stated that Mr. Trivisonno has been working on raising funds to get the lamps made and would like to donate them to Cleveland Public Library. Mr. Trivisonno wanted to be assured by the Board that if he built the replicas the Library would be willing to install them at Carnegie West Branch in their original locations.

Director Thomas thanked Ms. Guinther for her remarks and stated that Mr. Trivisonno will be invited by to so that he could give his presentation to the Board.

REGULAR BOARD  
 OF 05/22/18  
 Approved

**COMMUNICATIONS**

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

Ms. Rodriguez acknowledged Reverend Pamela Pinkney Butts who shared information on her No Bad News Network; interest in the Carnegie West Lamp Project; expressed her concerns about tape on the LSW entrance; and offered her support to inform the religious community about the upcoming ALA program "Libraries Educate Today's Workforce for Tomorrow's Careers".

Director Thomas stated that the repairs on the LSW entrance doors were planned and were not the result of vandalism.

Reverend Pinkney Butts read a letter that she authored to the Board that included, but are not limited to, the following highlights:

- (1) Shared comments on Resolutions Exhibits 2, 4, 6 and 13
- (2) Requests that the Library offer the capacity for patrons and visitors to use credit and debit cards as financial options
- (3) Requests that the Library work more closely with the Greater Cleveland Regional Transit Authority
- (4) In exchange for publishing assistance, offers to donate proceeds from one of her books to the Library
- (5) Requests information on how the Library acquires books by other authors and make them available to patrons
- (6) Requests to be included in the Library's Writers & Readers Series
- (7) Requests to teach writing and reading classes at the Library

Finally, Reverend Pinkney Butts' shared that she heard a rumor that the Martin Luther King, Jr. Branch was closed and recommended that the Marketing & Communications Department address this rumor as soon as possible.

Ms. Rodriguez requested that the Board receive copies of Reverend Pinkney Butts' letter and thanked her for sharing her thoughts at today's Board Meeting.

**MOTION TO TEMPORARILY SUSPEND THE REGULATIONS**

Because of schedule conflicts, the Regular Board Meeting that was previously scheduled for June 21, 2018 is being held today. Therefore, there was no Finance Committee Meeting. Ms. Rodriguez moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Ms. Washington seconded the motion, which passed unanimously by roll call vote.

MOTION TO  
TEMPORARILY  
SUSPEND THE  
REGULATIONS  
Approved

**FINANCE COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of April

(See page 946)

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

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF APRIL  
Approved

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

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the month of May of 2018; now therefore be it

RESOLVED, That the gifts described in the Gift Report for May of 2018 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Fifth Amendment to the Year 2018 Appropriation

(See pages 947-952)

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

FIFTH AMENDMENT  
TO THE YEAR 2018  
APPROPRIATION  
Approved

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 2018 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated June 13, 2018; and

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

RESOLVED, That the sums indicated on the attached Fifth Amendment to the Year 2018 Appropriation Schedule be approved.

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

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 5705.14 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, The Board of Trustees of the Cleveland Public Library Foundation approved the 2018 budget for Programs for the Cleveland Public Library in the amount of \$28,500; and

WHEREAS, The special revenue Friends fund started the year with a zero fund balance. While awaiting payment(s) from the Cleveland Public Library Foundation, a cash advance from the Library's General Fund to the Friends Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to

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

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 \$28,500 to the Friends Fund for the same purpose for which the fund was established, for which repayment in an equal amount is made within the current year.

Ms. Washington asked for a brief status update on the Foundation.

Shenise Johnson-Thomas stated that with the establishment of the Development Office, she and Tracy Martin serving as the direct liaison with the Foundation, there are two focuses: (1) the annual fundraising plan between now and December of which CPL150 is a part; and (2) CPL150 fundraising. The actual strategy from now until December has been drafted and will be reviewed by the Foundation Board at their July meeting so that execution can begin. The plan is in place for our annual fundraising and this also lays the ground work for fundraising for CPL150.

Director Thomas asked Ms. Johnson Thomas to comment on how receptive the Foundation has been with her and Ms. Martin and their work thus far.

Ms. Johnson Thomas stated that she met with Bob Pincus this morning and will be meeting with Teleange' Thomas to get to know them better. They have been very supportive. There has been a Development Committee meeting and the committee has some preliminary ideas for our fundraising efforts relative to sponsorship for CPL150. We will be revising that so that there is a consistent message with Dix & Eaton. The committee has also been asked to identify relationships that they have with the corporate community so that these relationships can be leveraged for fundraising purposes.

In response to Mr. Corrigan's inquiry, Ms. Johnson Thomas stated that Mike Benz continues to be helpful.

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

(See pages 953-960)

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

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

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 June 4, 2018, the State Library of Ohio agreed to pay the Cleveland Public Library for expenses for the period of July 1, 2018 through June 30, 2019 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 for the period July 1, 2018 through June 30, 2019 and \$150,000.00 to be paid from FFY 2017 LSTA carryover funds for the period of July 1, 2018 through September 30, 2018 and \$84,000.00 to be paid from FFY 2018 LSTA funds for the period July 1, 2018 through June 30, 2019; 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 Update 2017 Rates and Authorize Annual Expenditure for 2018 for Maintenance on the Multi-Function Devices with Xerox Corporation

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

WHEREAS, On December 15, 2011, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a Service Agreement with Xerox Corporation for the print charges, the consumable supplies and all parts, labor, and travel for emergency service, at an estimated annual cost not to exceed \$30,000, to support the 50 multi-function devices purchased at that time in the Branches and Main Library Departments; and

WHEREAS, The maintenance agreement with Xerox expired on May 1, 2017, and the Library has obtained maintenance from Xerox for the multi-function devices on a month-to-month basis since then while researching options and other vendors to provide maintenance services; and

WHEREAS, On May 18, 2017, this Board authorized an annual expenditure for the period ending December 31, 2017 not-to-exceed \$67,000 for maintenance of the Library's 50 multi-function devices which was based on per-print charges of \$0.012 per black and white print and \$0.08 per color print; and

WHEREAS, In June 2017, Xerox increased the rates charged to the Library to \$0.0132 per black and white print and \$0.0881 per color print. This increased rate has not caused the Library to exceed the expenditure authorized by this Board on May 18, 2017 for the period ending December 31, 2017, and the Library estimates that the total expenditure for the period beginning January 1, 2018 and terminating June 30, 2018 will not exceed \$50,000; and

RESOLUTION TO  
UPDATE RATES  
AND AUTHORIZE  
ANNUAL  
EXPENDITURE  
FOR 2018 FOR  
MAINTENANCE  
ON THE MULTI-  
FUNCTION  
DEVICES WITH  
XEROX  
CORPORATION  
Approved

WHEREAS, The Library intends to negotiate with Xerox to reduce the current rates to those approved by this Board in 2017, but requests this Board's approval to pay Xerox at the new rates should negotiations prove unsuccessful in order to continue maintenance services during negotiations; now therefore be it

RESOLVED, That the Board of Trustees approves Xerox's increased maintenance charge of \$.0132 per print for black and white print and \$.0881 per print for color print effective June of 2017, should the Library be unsuccessful at negotiating a return to the rates approved by this Board in 2017; and be it further

RESOLVED, That the Board of Trustees authorizes the 2018 annual expenditure in an amount not-to-exceed \$50,000 for maintenance by Xerox Corporation on the Library's 50 multi-function devices during the period beginning January 1, 2018 and terminating June 30, 2018, with the expenditure being charged to the General Fund Account 1xxx0053-53350 (Machine Maintenance), where xxx=the location, except for the Ohio Library for the Blind and Physically Disabled (OLBPD) being charged to the OLBPD Fund Account 25170703-53350 (Machine Maintenance). The Executive Director, CEO, or his designee, is hereby authorized to negotiate and execute such agreements and documents as may be necessary to effectuate these maintenance expenditures, subject to approval of the Chief Legal Officer.

Ms. Washington asked if based on current usage and even with the new rates if it was likely that we would exceed \$50,000 or is this resolution to seek approval to negotiate to maintain the existing rate.

Carrie Krenicky, Chief Financial Officer, stated that we are negotiating through 2017 for the rates reflected in the resolution. The amount for 2017 that the Board previously authorized for \$67,000 (even though the rates were incorrect), we are actually going to pay approximately \$57,700 with the negotiated rates. For the time from January 2018 through June 30, 2018, we plan to terminate our services with them because they have been increasing their rates, but we do expect it to cost about \$48,000 through June 30, 2018.

Ms. Washington asked for further clarification.

Ms. Krenicky stated that we did not come forward to the Board to authorize an annual expenditure for 2018 yet. However, we have for 2017. When we did in 2017, the rates were incorrect but the total amount not-to-exceed was acceptable because what we actually expended was under the total amount not to exceed in the resolution, but the rates were wrong because Xerox increased the rates since they fell off the contract May 1, 2017.

Ms. Krenicky stated that this resolution is to get expenditure authorization for 2018 so that we can cancel our services with them.

Resolution to Enter into an Agreement for Maintenance on Multi-Function Devices, Printers and Copiers with Applied Laser Technologies

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

WHEREAS, The Library's agreement with Xerox for maintenance on its 50 multi-function devices expired on May 1, 2017, and the Library has been researching alternative options and vendors to provide maintenance services to its multi-function devices, printers, and copiers; and

WHEREAS, The Library received a proposal from Applied Laser Technologies ("ALT") to provide maintenance to the Library's multi-function devices, printers, and copiers for a period of one year; and

WHEREAS, Under ALT's quote, the Library will be billed a minimum of \$3,091.28 per month. This minimum is based on ALT's billing rate of \$.0088 per black and white print and \$.0545 per color print multiplied by 80% of the Library's average monthly print volume of 175,694 black and white prints per month and 42,532 color prints per month; and

WHEREAS, Once the Library reaches the 80% threshold, ALT will begin billing the Library on a per-page basis at the rates described above. Based on the Library's print volume in 2017, the Library estimates that the

RESOLUTION TO ENTER INTO AN AGREEMENT FOR MAINTENANCE ON MULTI-FUNCTION DEVICES, PRINTERS AND COPIERS WITH APPLIED LASER TECHNOLOGIES  
Approved

maintenance agreement with ALT will cost \$45,169.66 for one year; and

WHEREAS, The Library intends for this agreement with ALT to serve as a tie-over measure to provide services to the Library's multi-function devices, printers, and copiers while the Library explores its options for securing a new print services solution; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee to execute an agreement, subject to the review and approval of the Chief Legal Officer, with Applied Laser Technologies (BSL-Applied Laser Technologies LLC) in an amount not-to-exceed \$50,000 for maintenance on the Library's multi-function devices, printers, and copiers during the period beginning July 1, 2018 and terminating June 30, 2019, with the expenditure being charged to xxx0053-53350 (Machine Maintenance), where xxx=the location, except for the Ohio Library for the Blind and Physically Disabled (OLBPD) being charged to the OLBPD Fund Account 25170703-53350 (Machine Maintenance).

Resolution Authorizing Agreement with Bialosky and Partners Architects for Master Planning Services

(See pages 961-975)

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

WHEREAS, On May 22, 2018, the Board of Trustees of the Cleveland Public Library approved the selection of Bialosky and Partners, Architects, LLC as the top-ranked, most qualified firm to provide master planning and design services for the creation of a facilities master plan, and authorized the Executive Director to enter into negotiations for an agreement; and

WHEREAS, Bialosky has submitted a proposal to prepare a facilities master plan for a total cost of \$781,904. Of the total cost of Bialosky's proposal, \$453,915 represents Bialosky's fee for services, \$290,689

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH BIALOSKY  
AND PARTNERS  
ARCHITECTS  
FOR MASTER  
PLANNING  
SERVICES

Approved

represents consultants' fees, and \$37,300 represents Bialosky's budget for reimbursables; and

WHEREAS, This Board finds that the fee is fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute an agreement with Bialosky and Partners, Architects, LLC, in an amount not-to-exceed \$781,904, upon such terms and conditions as are reviewed and approved by the Library's Chief Legal Officer, and to enter into such other documents or instruments as are necessary or appropriate to effectuate the agreement in accordance with this Resolution, with the expenditure of \$781,904 being charged to the General fund account 12100053-53710 (Professional Services).

In response to Ms. Washington's inquiry, Director Thomas stated that the Master Plan relates ultimately to the CPL150 plan. The Library has done much work on identified buildings through Safe, Warm and Dry. With the passing of the levy, we have the opportunity to tie all of this together with the Master Plan so that all of the Library's buildings can be touched.

Jeremiah Swetel, Chief Operating Officer, stated the Library advertised an RFQ for design services for master planning. Bialosky and Partners, HBM and Bostwick Design Group were shortlisted. All three firms were interviewed. Bialosky had the right combination of experience and internal staff that could help the Library get the project going in the six months before the 150<sup>th</sup> Anniversary. They are also using the Cleveland Urban Design Collaborative which helped the Library with its Community Vision Plan. The Community Vision Plan will interview patrons and neighborhood stakeholders about what they think their libraries should look like.

Mr. Swetel stated that once we have the kick off, the Cleveland Urban Design Collaborative process will happen the same time as the Facility Condition Assessment. After that Facility Condition Assessment and the CUDC's work, we will develop a timeline of priority projects and how we will plan our construction for the next 10 years.

Director Thomas stated that this is an item that he wants to bring to the Board in a Work Session. On February 17, 2019, at the State of the Library and as a part of our 150<sup>th</sup> Anniversary, we will announce our Strategic Plan and the basics of our Master Plan. Although none of those details will be settled, we will have an idea of those details and begin discussions of how much we will need to go out for bonds to complete those projects. We will be able to announce what programs and buildings we will do and how we will move forward for the next 150 years. We are moving quickly with a lot of moving pieces. Once we determine who we will be working with, we will come to the Board with how this whole thing fits together.

Mr. Corrigan stated that Westlake Reed Leskosky conducted a facilities study for branches connected with Safe, Warm and Dry and asked for the amount of that fee a noted that it is important to be comparable on those types of things.

Mr. Swetel stated that we are using the findings of the Westlake Reed Leskosky facilities assessment as a part of this process and we are building on the information provided in that report.

In response to Mr. Corrigan's inquiry, Ms. Dodrill stated that the 3 firms were ranked as follows:

- (1) Bialosky
- (2) Bostwick
- (3) HBM

Mr. Corrigan stated that similar to the MLK Branch selection process, a similar numerical analysis was used and asked how much of that was expected costs or fees.

Ms. Dodrill stated that as a matter of law, we could not consider fees until after we ranked them. After ranking we would have to negotiate a fair and reasonable price for the scope of the work.

Mr. Corrigan stated that he wanted to make sure that this was on the record today when we do \$50,000 in new fees and a total project is \$781,000.

Mr. Corrigan concluded and stated that the ranking was; (1) Bialosky, (2) Bostwick; and (3) HBM and this is the

fee we negotiated. Based on the ranking committee's review, this is a fair fee. It is important that the record reflect what we paid for Westlake although it has been a while ago and on a small scope.

Timothy Diamond, Chief Knowledge Officer, stated that the fee for the Westlake Reed Leskosky facilities assessment was \$147,771.00 in 2011 for all of the branches except for Rice and Garden Valley which were not included because Rice was new at the time and Garden Valley has always been in a leased space.

Mr. Swetel stated that it is important to note that although the fees may appear higher, inflation can be a factor. As reflected in their price, we are asking Bialosky to help plan where we will make alterations in our facilities. Westlake Reed Leskosky was asked to assess the buildings, measuring shortcomings and looking at the equipment. With that list that they have provided, we will assess where they were looking at things and get an update. With our feedback, we will plan where we want to make alterations and figure out what it is going to look like when we open up our spaces. This information will be put on a timeline of 8-10 years and see what the construction looks like.

Mr. Swetel stated that it was also important to note that the \$290,350 is a passthrough cost for the consultants. There is no markup. This whole contract is based on an hourly not-to-exceed. This was designed so that we can track their hours so that if in a certain phase we are not using all of the hours, we can save and put that money back in the pool. This is the most effective way that we hold the consultant accountable and save money at the same time.

Mr. Corrigan stated that it is important that our buildings are 100% ADA compliant. Based on the passage of the levy and as we think about how we will spend funds, we need to be thinking about Sunday hours because of the quality of our services and collections. This will require negotiations with the Union. The voters, by their approval, challenge us to consider. Although we may not be able to implement Sunday hours at every branch, we need to still think about this as we move forward. Mr. Corrigan asked that his request for the reinstatement of Sunday hours be conveyed to the Bialosky team as well.

Ms. Washington stated that given that we are likely to see many resolutions approving funds for this, she would appreciate an update so that she can understand all of the connecting pieces and allow opportunity for suggestions from a Board perspectives rather than being briefed after the fact. In addition, given that there will be a lot of contracting, the Board should be ensured that there will be strong MBE goals attached to this process. The Library needs to make sure that there are minority firm contacting goals as well as subcontracting opportunities available for minorities. This process should not continue without the Library being mindful of that.

Mr. Swetel stated that we are requiring as a part of the basic scope of services that they track their diversity inclusion hours. One of the highlights of Bialowsky is that all of the subcontractors are either registered as either MBE, MFB or SBE. Overarching throughout the process, we are looking at ways to include diversity inclusion in all of our contractors and subcontractors. There are a number of things that the City of Cleveland is doing with the Fannie Lewis Law and combined with software management tools, we are investigating on how to make that an applicable effort for Cleveland Public Library.

Ms. Washington stated that she looked forward to updates provided by Mr. Swetel that will show the Board what we were able to do.

Resolution Authorizing Agreement with Taylor Consulting Group, LLC for Design, Bidding, and Contract Administration Services for Façade Cleaning and Restoration at the Main Library and Louis Stokes Wing

(See pages 976-979)

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 will be celebrating its 150<sup>th</sup> anniversary, CPL150, in 2019, and the Library is planning numerous events throughout the year to mark this momentous occasion; and

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH TAYLOR  
CONSULTING  
GROUP, LLC  
FOR DESIGN,  
BIDDING, AND  
CONTRACT  
ADMINISTRA-  
TION SERVICES  
FOR FAÇADE  
CLEANING AND  
RESTORATION  
AT THE MAIN  
LIBRARY AND  
LOUIS STOKES  
WING

Approved

WHEREAS, Several of the CPL150 festivities will take place at the Main Library and Louis Stokes Wing, and the Library desires to have the façades of the two buildings professionally cleaned and restored to highlight their architectural beauty; and

WHEREAS, Due to the size, scope, and complexity of façade cleaning and restoration at the Main Library and Louis Stokes Wing, the Library has determined that it is necessary to retain the services of a design professional to prepare project documents and specifications, and to assist with bidding and contract administration; and

WHEREAS, Pursuant to Ohio Revised Code Section 153.71, when the estimated cost of professional design services for a particular project will be less than \$50,000, the Cleveland Public Library may select a professional design firm from among the qualified design firms on file; and

WHEREAS, The Library has determined that Taylor Consulting Group, LLC ("Taylor") is the most qualified firm among the firms on file to perform the design, bidding, and contract administration services for the façade cleaning and restoration at Main and the Louis Stokes Wing; and

WHEREAS, Taylor has proposed to prepare specifications and bidding documents, assist with bidding, and to perform contract administration services for a total cost of \$40,000; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute an agreement with Taylor Consulting Group, LLC, subject to the review and approval of the Chief Legal Officer, for the design, bidding, and contract administration services described in Taylor's proposal, for a total contract price not-to-exceed \$40,000.00, to be charged to the General fund account 12100053-53710 (Professional Services).

In response to Ms. Rodriguez's inquiry, Director Thomas stated that the front of the building has not been cleaned since he has been here. Taylor Consulting Group, LLC will be helping the Library find qualified firms to do the cleaning. Cleaning and restoring the façade can

be expensive and hiring someone for \$40,000 to help us find the right firm to do the work correctly is important.

Jeremiah Swetel, Chief Operating Officer, stated that when the bid documents are created, we will list it for unit pricing for miscellaneous restoration to historic Main Building and LSW and overall cleaning of windows and façade.

Mr. Swetel stated that he requested a list from the Builders Exchange in Northeast Ohio including all of the MBE, FBE and SBE certified firms in the Greater Cleveland area. After they are sorted by contractor, we will notify and make sure that all contractors are aware of this project.

Mr. Swetel concluded and stated that we feel that Taylor Consulting Group is the best qualified to help the Library with the project as they already know many of these firms.

Ms. Rodriguez stated that it will probably be more difficult to address Main rather than Louis Stokes Wing because of the dated masonry.

In response to Ms. Butts' inquiry, Ms. Swetel stated that this project could cost between approximately \$750,000-\$800,000.

Mr. Corrigan stated that the restoration of the old building when we were building the Louis Stokes Wing costs almost \$1 million.

Mr. Swetel stated that we will work to get this cleaning on a regular schedule to avoid such costs in the future.

Resolution Authorizing Agreement with Dix & Eaton  
Incorporated for Public Relations Services for CPL150

(See pages 980-981)

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

WHEREAS, On February 17, 2019, the Cleveland Public Library will begin a year of celebration commemorating 150 years of service to the people of Cleveland; and

WHEREAS, In order to create and promote experiences and events during the anniversary year that will honor the Library's past and look to future, raise awareness of the services provided by the Library throughout its rich history, and attract sponsors to offset the costs of the celebration, the Library recognizes the need to engage the services of an experienced public relations firm; and

WHEREAS, The Leadership Team's CPL150 Steering Committee interviewed four firms and unanimously agreed that with their knowledge, tools, and relationships, the Dix & Eaton team was the best choice for this project; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Dix & Eaton Incorporated to provide the services as outlined in their proposal in an amount not-to- exceed \$54,000.00, which expenditure shall be charged to General fund account 11610053-53710 (Professional Services), and which agreement shall be subject to review and approval of the Chief Legal Officer.

In response to Ms. Washington inquiry, Timothy Diamond, Chief Knowledge Officer, stated that the other firms that were interviewed were Dorsey & Company, Innis Maggiore located in Canton, Ohio, and Strategy Design Partners.

Ms. Washington asked if everything would be handled in-house or if any of the work proposed would be subcontracted out.

Karin Bonev, Senior Vice President, Dix & Eaton Incorporated, stated that all work would be handled in-house.

Mr. Seifullah asked when Dix & Eaton would be starting their work with the Library.

Mr. Diamond stated that work would begin as soon as we have an agreement in place and could be as early as July

2, 2018. That time would be needed to prepare as much of the work would be done within the next six months in time for the Kick Off which is in February 2019.

Ms. Butts asked for clarification of the total proposal amount of \$54,000.00.

Mr. Diamond explained that Statement of Work indicates that the Communications Plan Development will be \$22,000-\$28,000 and the Fundraising Counsel and Strategic Support combined total \$26,000.

Ms. Bonev explained there are two components of the first phase; Communications Plan Development and Fundraising Counsel and Strategic Support.

Ms. Bonev stated that once the Communications Plan is in place, we will know better about the costs for implementation.

In response to Mr. Seifullah's inquiry, Ms. Bonev confirmed that she would be the Library's main contact.

Director Thomas stated that he would like to have a Board Work Session in the near future to review and discuss CPL150. The Library needs the additional support in the design and fundraising support.

Director Thomas stated that some of the people that we are bringing on will help us prepare for the Board Work Session so that we can ultimately get the Board's overall approval for CPL150.

Ms. Rodriguez thanked Ms. Bonev for attending today's Board Meeting.

Resolution Regarding Library Insurance Renewals

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

WHEREAS, The Library's insurance policies for property, general liability, commercial auto, commercial crime, cyber liability, umbrella, excess liability, and public officials and employment practices liability coverage, expire on August 1, 2018; and

RESOLUTION  
REGARDING  
LIBRARY  
INSURANCE  
RENEWALS  
Approved

WHEREAS, On September 21, 2017, the Board of Library Trustees authorized the renewal of the insurance packages stated within this Resolution for four, one-year renewal periods commencing on August 1, 2018, provided terms, conditions, and pricing remain comparable to the current programs and consistent with then current market conditions; and

WHEREAS, The 2017-2018 expiring premiums for the Library's insurance policies total \$406,917; and McGowan Insurance, the Library's insurance broker, estimates that the cost of renewing the Library's insurance policies for one year will cost approximately \$479,020, which is an increase in cost of approximately 18% over the premium for the 2017-2018 policy; and

WHEREAS, This increase is due primarily to a 30% surcharge for the Safety and Protective Services officers by our current carrier, Philadelphia Indemnity Insurance Company, to be applied to the Library's general liability, commercial auto, umbrella, and excess liability insurance policies; and

WHEREAS, McGowan Insurance is seeking proposals from other carriers for general liability, commercial auto, umbrella liability, and excess liability policies, but will not have those proposals in time for the June Board meeting; and

WHEREAS, Library Administration has determined it to be in the best interests of the Library to obtain additional proposals for the above-described policies and to select the policy with the most favorable terms to the Library; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director. CEO or his designee, to make the final determination to accept the insurance package that provides the best coverage for the lowest overall cost , for a total annual premium for all policies not to exceed \$479,020 and the coverage purchased will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

RESOLUTION TO  
 AUTHORIZE  
 DIRECTOR TO  
 NEGOTIATE AND  
 ENTER INTO  
 GAS CONTRACT  
 TO TAKE  
 EFFECT AFTER  
 EXPIRATION OF  
 CURRENT  
 CONTRACT  
 Approved

Resolution to Authorize Director to Negotiate and Enter  
 Into Gas Contract to Take Effect After Expiration of  
 Current Contract

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

WHEREAS, On October 19, 2017 the Board of Library Trustees ratified the agreement entered into by the Executive Director on September 21, 2017 with Ohio Gas & Electric for natural gas at the rate of \$3.15 per MCF for a 12 month term from November 2017 through November, 2018; and

WHEREAS, North Shore Energy Consulting, LLC, has notified the Library that the lowest current gas rates on the market are estimated to be below \$3.00 per Mcf for a 12-month agreement and \$3.20 per Mcf for a 24-month agreement; and

WHEREAS, The Library Administration is requesting authority to negotiate a new natural gas rate to commence at the expiration of the Library's current gas contract in accordance with North Shore Energy's notification; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee, to negotiate and enter into a new agreement commencing November 2018, through North Shore Energy Consulting, LLC, with natural gas suppliers that have the best fixed rates for periods of time up to and including 24 months, provided the rates do not exceed the rate of \$3.00 per Mcf, for a 12-month term or \$3.20 per Mcf for a 24-month term, which agreement shall be subject to review and approval of the Chief Legal Officer; be it further

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

Ms. Rodriguez expressed her appreciation for staff as they work to save the Library money by securing the best rates for gas and electric.

Resolution Authorizing Agreement with Barrie Projects LLC for Curation of Puppetry Exhibit

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH BARRIE  
PROJECTS LLC  
FOR CURATION  
OF PUPPETRY  
EXHIBIT  
Approved

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

WHEREAS, The Library desires to host a public exhibit in Brett Hall as a part of its CPL150 celebration in 2019; and

WHEREAS, Because of the broad appeal of puppets to all ages, and because of the historic use of puppets by libraries to bring the narrative form to life while introducing children to key literacy skills and concepts, the Library desires to make puppetry the focus

WHEREAS, The Board of Trustees of the Cleveland Public Library receives a generous annual grant from the Cleveland Foundation for the Lockwood Thompson Memorial Fund; and

WHEREAS, One of the goals of the grant is to support modest exhibitions and illustrate work of visual contemporary artists that are newsworthy; while another goal is to support "The underwriting of expense in bringing to the Library for purpose of one or more lectures, one or more individuals in the field of literature or the visual arts, for example at the time each year that the Library is accustomed to celebrate the year of its founding, 1869"; and

WHEREAS, Barrie Projects, LLC has previously provided the Library with consulting services to assist with developing an exhibit program for the Library by acquiring and installing exhibit furniture in Brett Hall, and preparing for and curating the First Folio and Superman exhibits, and the Library has been very pleased with Barrie Projects' services; and

WHEREAS, Barrie Projects submitted a proposal to the Library to provide project management and curatorial services in connection with the 2019 puppetry exhibit at a cost-not-to exceed \$25,000; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Barrie Projects, LLC, to provide

project management and curatorial services in connection with the CPL150 puppetry exhibit in an amount not-to-exceed \$25,000 (including reimbursables) which shall be charged to Lockwood Thompson Fund Account 22880103-53710 (Professional Services) and which agreement shall be subject to the review and approval of the Chief Legal Officer.

RESOLUTION  
APPROVING  
AGREEMENT  
WITH ADVANCE  
OHIO MEDIA LLC  
FOR DIGITAL  
ADVERTISING  
Approved

Resolution Approving Agreement with Advance Ohio Media LLC for Digital Advertising

(See pages 982-985)

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 desires to enhance its digital presence in order to better inform the community of its programs and services; and

WHEREAS, The Marketing and Communications Department has obtained a proposal from Advance Ohio Media, LLC for digital advertising services, including improving search engine marketing and targeting, and providing access to data tracking and analytics; and

WHEREAS, The cost of a one-year agreement for these services is \$31,188.00; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to negotiate and enter into an agreement with Advance Ohio Media LLC for the period commencing June 1, 2018 through May 31, 2019 in an amount not-to-exceed \$31,188.00, which expenditure shall be charged to General fund account 11610053-53240 (PR/Other Communications), and which agreement shall be subject to review and approval of the Chief Legal Officer.

FISCAL  
OFFICER'S  
REPORT  
Submitted

Fiscal Officer's Report

(See pages 986-995)

REPORT ON  
INVESTMENTS  
Submitted

Report on Investments

(See page 996)

Report on Conference and Travel Expenditures

(See pages 997-1000)

Report on Expenditures Made from the Owner's Contingency Fund for Safe, Warm and Dry Construction Project

(See pages 1001-1002)

Report on Expenditures Made from the Owner's Contingency Fund for South Branch Renovation Project

(See page 1003)

Report on Expenditures Made from the Owner's Contingency Fund for Lakeshore Facility Roof Replacement Project

(See page 1004)

**HUMAN RESOURCES COMMITTEE REPORT**

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

Regular Employee Report

(See pages 1005-1007)

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

Report on Paid Sick Time Used by the Month

(See page 1008)

Employee Demographics(EEO-4)Report

(See page 1009)

Insurance Summary Report

(See page 1010)

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

REPORT ON  
EXPENDITURES  
MADE FROM  
THE OWNER'S  
CONTINGENCY  
FUND FOR  
SAFE, WARM  
AND DRY  
CONSTRUCTION  
PROJECT  
Submitted

REPORT ON  
EXPENDITURES  
MADE FROM  
THE OWNER'S  
CONTINGENCY  
FUND FOR  
SOUTH BRANCH  
RENOVATION  
PROJECT  
Submitted

REPORT ON  
EXPENDITURES  
MADE FROM  
THE OWNER'S  
CONTINGENCY  
FUND FOR  
LAKESHORE  
FACILITY ROOF  
REPLACEMENT  
PROJECT  
Submitted

REGULAR  
EMPLOYMENT  
REPORT  
Approved

REPORT ON PAID  
SICK TIME  
Submitted

EMPLOYEE  
DEMOGRAPHICS  
(EEO-4) REPORT  
Submitted

INSURANCE  
SUMMARY  
REPORT  
Submitted

**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

Amendment to Fines and Fees Schedule

(See page 1011)

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

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 ("Schedule") is revised and updated, as needed from time to time, to provide greater clarity and definition to library operations and services; and

WHEREAS, The introduction of passport processing services requires adding fees to Part A of the Schedule; now therefore be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective July 1, 2018.

Mr. Corrigan noted that this Amendment included passport application fees specifically and the application processing fee (\$35.00) and the passport photo fee (\$10.00).

In response to Mr. Corrigan's inquiry, Tena Wilson, Deputy Director, stated that the Library desires to provide services to the community that are relevant. Passport services are something that the community wants and many libraries in Cuyahoga County are already providing these services. We are exploring this with our Union leadership and wanted to have this as a part of our Fee and Fines Schedule so that if we are able to successfully negotiate that with our Union, we will have all of our clerks piloting passport services at Main Library first. Robin Wood, has arranged for managers to be trained.

AMENDMENT TO  
FINES AND FEES  
SCHEDULE  
Approved

Resolution Adopting Policy on Web Accessibility

(See pages 1012-1013)

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

WHEREAS, On January 24, 2018, the Cleveland Public Library was notified that the United States Department of Education Office for Civil Rights had received a complaint alleging that the Library's web pages are not accessible to individuals with certain disabilities; and

WHEREAS, The Department of Education offered the Library the option of negotiating and entering into a resolution agreement under which the Library would take certain steps to make its website and web-based resources accessible and the Department of Education would forego its investigation into the accessibility complaint; and

WHEREAS, The Library and the Department of Education reached an agreement on March 8, 2018 under which the Library agreed, among other things, to implement a policy addressing website accessibility and setting forth a plan for bringing the Library's website into compliance with accessibility standards; and

WHEREAS, The Library has completed drafting a Policy on Web Accessibility which the Department of Education has approved and which is attached as an exhibit to this resolution for consideration by the Board of Library Trustees; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby approves the Policy on Web Accessibility, as attached, to be effective June 20, 2018.

Mr. Corrigan asked for an explanation on the nature of the complaint.

RESOLUTION  
ADOPTING  
POLICY ON WEB  
ACCESSIBILITY  
Approved

Bryan Szalewski, Assistant Legal Officer, stated that the Department of Education's Cleveland Office on Civil Rights contacted the Library in January stating that they had received a complaint from an individual who had run a software program through the Library's website to test its accessibility. This software compares the Library's website content to the accessibility standard outlined in the World Wide Web Consortium's Web Content Accessibility Guidelines 2.0 Level AA. The results indicated that the Library was not in compliance to that standard. A report was then made to the Department of Education, and the Department of Education proceeded with its own investigation.

Mr. Szalewski stated that the Library was also informed by the Department of Education that there had been no complaints from actual users who had not been able to access any of the Library's online resources.

Mr. Szalewski stated that this put the Library in the position to address the issue of accessibility so that we can ensure compliance going forth.

Ms. Rodriguez asked for the nature of the non-compliance.

Mr. Szalewski stated that there were contrast issues on web pages that may cause difficulty for people with limited sight to read content. In addition, as well as internal graphic labels that were not compliant with common standards.

Director Thomas stated that an organization led by this individual has run this same software on the websites of many libraries including Cuyahoga County Public Library and other libraries across the country. If libraries did not pass this software test, complaints would be sent to the Department of Education. Cleveland Public Library will work to do its best to provide accessibility to our website and online resources.

Mr. Corrigan stated that we do provide a lot of outreach through the Ohio Library for the Blind and Physically Disabled and has made great progress in making resources accessible.

After some discussion continued on specific colors that may make it difficult for content to be viewed, Director

Thomas confirmed that the type of software used on the Library's website identifies these types of issues.

Resolution Adopting Section 504/Title II Grievance Procedure and Notice

(See pages 1014-1017)

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

WHEREAS, The Cleveland Public Library strives to be the center of learning for a diverse and inclusive community and to offer its patrons, regardless of disability, access to a variety of services and resources to improve their personal and professional lives; and

WHEREAS, Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990 (the "ADA") both prohibit discrimination on the basis of disability, and both pieces of legislation require that institutions adopt a procedure for addressing complaints by members of the public who feel that their rights have been violated; and

WHEREAS, The ADA requires public entities such as the Library to publish a notice to Library users informing them of their rights under the ADA; and

WHEREAS, In order to comply with Section 504 of the Rehabilitation Act and with Title II of the ADA, the Library Administration has crafted a Section 504/Title II Grievance Procedure and Notice under the ADA for consideration by the Board of Library Trustees, which are attached as exhibits to this Resolution; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby approves the Section 504/Title II Grievance Procedure and Notice under the Americans with Disabilities Act, as attached, to be effective June 20, 2018.

RESOLUTION  
ADOPTING  
SECTION  
504/TITLE II  
GRIEVANCE  
PROCEDURE  
AND NOTICE  
Approved

MONTHLY  
ACTIVITY  
REPORT  
Presented

Monthly Activity Report

(See pages 1018-1023)

Mr. Corrigan stated that this report reflects the similar progress that has occurred in every other economic rebound in terms of general circulation which is down and eBook and eAudiobook reflects increases in circulation year to date. Computer usage is down in some of the branches.

BUILDING  
STATUS  
UPDATE  
Presented

Building Status Update

The Building Status Update and Safe, Warm and Dry Updates were combined.

SAFE,  
WARM AND  
DRY  
UPDATE  
Presented

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, reported that Safe, Warm and Dry, Harvard Lee has been opened to the public on June 14 and had a grand opening celebration on June 16. Work at Addison has begun. We are still working though some issues at Jefferson.

In response to Ms. Butts' inquiry, Mr. Herman stated that there were issues with the floor at Jefferson. The steel that holds the floor in place must be manufactured and designed before the floor can be repaired. Although this has caused a delay for the west side, we are looking at ways to modify the schedule so that we do not lose as much time.

Jeremiah Swetel, Chief Operations Officer, stated that it was important to note that no construction project comes without unforeseen conditions.

Mr. Swetel stated that he wanted to make sure that there was more accessibility into the restrooms and partitioning it off so that the changing station was separate from other areas in the restroom.

Mr. Swetel stated that to stay on track on the west side, subcontractors would be mobilized to start on the exterior work at Carnegie West and get to the point where we will be closing the branch and opening Jefferson at the same time. There is plenty of work to do on the exterior that we can safely perform without the interruption of service.

Mr. Herman stated that South was progressing and encouraged Trustees to drive by the branch and particularly note the side where the new edition is being constructed. Framing and materials are going well. Mechanical equipment will be ready to be dropped into place.

Mr. Corrigan asked if there were any big surprises on South.

Mr. Herman stated that there have been no surprises except the issue about the mold which has since been resolved.

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that the Director was approached by Steve Potash, OverDrive and the American Library Association to do an event the first week in August. The objective will be about workforce development and the role of libraries. The target audience will be local, state and federal legislators and entities who have been partners with the Library on workforce development and education particularly with the Aspire Program.

ADVOCACY  
TASKFORCE  
UPDATE  
Presented

Foundation Update

Mr. Corrigan stated that the Foundation Update was provided earlier in the meeting at Ms. Washington's request.

FOUNDATION  
UPDATE  
Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas stated that the Library has a Book Box at University Circle at Wade Oval. The Library received funding to take the Book Box idea and do something similar at Edgewater Park near the beach house and will be open to the public during the Edgewater Live series.

DIRECTOR'S  
REPORT  
Presented

Director Thomas stated that as a part of being named as a Champion of Change by the White House under President Obama, around what we do in the area of technology; CJ Lynce was asked to attend a conference in Sante Fe, CA.

CJ Lynce, TechCentral Manager, stated that on June 9-10, 2018, he attended the first ever Nation of Makers Conference in Sante Fe, New Mexico. The focus of the Conference was Intentional Inclusion and Working Inclusion particularly of makers with disabilities and makers in the LGBTQ community into the maker movement.

Mr. Lynce stated that makers love to make for social change and social justice and it is very important to include the people we are making for in the making process.

Mr. Lynce shared an example for using a 3-D printer to make an prosthetic arm for children. This can be done by involving the children in selecting colors and decorations. This is important in creating new makers and including them in the process.

Mr. Lynce, stated that he discovered that it was less expensive for him to drive. As Mr. Lynce shared his experience as he drove through 16 states in 10 days, he was able to visit maker spaces, public libraries and free access non-profit organizations. Mr. Lynce stated that he visited 10 maker spaces in 7 states gathering information and having conversations about maker communities.

Ms. Rodriguez asked how the Library compares with other maker spaces that he was able to visit.

Mr. Lynce stated that our maker space is very similar to many spaces that he visited. Most of the spaces were of a similar size and were typically urban such as Fort Wayne, Kansas City, Denver, Houston, Detroit and Nashville. Although each maker space is unique and they have different ways that they provide services and programming. Mr. Lynce stated that the Library is currently among the top tier of maker spaces.

Ms. Rodriguez thanked Mr. Lynce for his report.

Mr. Corrigan stated that while he was in China, two members of the British Library were excited that artist Yinka Shonibare was displaying his American Library exhibit at Cleveland Public Library as Mr. Shonibare did a similar work in connection with the British Library.

Trustee Corrigan continued to share about his experiences in China.

Director Thomas commended Timothy Diamond, Michael Young and the Marketing Department staff for their hard work on the What's Next publication.

Mr. Diamond stated that What's Next can be found on the Library's website and noted that there are links that can be shared that will direct the viewer to the exact page that they wish to share.

Finally, Director Thomas stated that the 2018-2019 Writers & Readers Series has been announced that will include the following: Benjamin Percy, Paul Beatty, and José Antonio Vargas.

#### **FIGHTING COMMUNITY DEFICITS**

On Saturday, May 12<sup>th</sup> the Woodland branch hosted Legal Aid @ the Library. Nine attorney's from the Stephen Wolf, LLC; Gallagher Sharp; SSSB; John Carroll; Solomon Steiner & Peck; American Greetings Corp; Gross & Hahn LLC; Kelleher & Liscynesky; Tarolli Sundheim Covell & Tummino LL volunteered their time in support of this program. Two law student clerks from Case Western Reserve University also participated. Twenty-four families registered for legal assistance.

#### **FORMING COMMUNITIES OF LEARNING**

Early registration for the library's summer reading program, The Summer Lit League, began during the month of May with a total of 3,500 families and children registering to participate.

#### **Letters About Literature**

The Ohio Center for the Book hosted the 2018 Ohio Letters About Literature Competition on May 12<sup>th</sup>. A total of 3,110 students, 4<sup>th</sup> through 12<sup>th</sup> grades submitted entries to the 2017/2018 contest.

#### **Free Comic Book Day**

Literature Department Library Assistant Michael Haverman planned Cleveland Public Library's 2018 Free Comic Book Day program with assistance from Library Assistant Nick

Durda. Together they selected 16 different comic books an ordered 1,200 copies to be distributed at Main Library and seven CPL branches on May 5<sup>th</sup>.

Center for Local and Global History Librarian Terry Metter gave a tour of Main Library and the Louis Stokes Wing to six employees and one intern from Ohio Savings Bank on May 14<sup>th</sup>. Youth Services staff hosted tours and a puppet show for over 300 students from various schools & groups, including: Miles School, Salvation Army (Ohio City), Old Brooklyn Elementary, Smarty Pants, St Adalbert Catholic School, Miles Park, Heritage Christian School, and Assumption Academy - Broadview Heights

Art Therapy Studio and Cleveland Public Library collaborated on a program to serve youth with free art therapy sessions in four different branches from January to May of 2018. In just five months, Art Therapy Studio has been able to provide services to over 420 individuals, with 765 client contacts in 166 art therapy sessions.

Club Create concluded at the end of May. Overall, Lake Erie Ink served over 140 students between March and May. The participants were engaged in literacy enrichment and creative expression, and the program allowed for positive interactions with instructors and other youth. Lake Erie Ink will host a creative writing camp in June and will conclude afterward until fall 2018.

The CSU Math Corp program piloted at Union Branch concluded in the month of May. Math Corp began on March 6<sup>th</sup> and continued through the month of May. Average attendance was 6.5 students per class, with a high of 12. Ages ranged from 5<sup>th</sup> - 8<sup>th</sup> grade. Grade-level pre-test scores indicated a need for math instruction; the highest score achieved was only 30%.

## **Exhibits and Displays**

### ***Before & After***

Library Assistant Adam Jaenke presented *Before and After: Storied Structures of Cleveland's Past*, held in the Photograph Department on May 19<sup>th</sup>. The program consisted of a display and slideshow presentation of buildings and neighborhoods in Cleveland which no longer exists.

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

- Staff located articles for a patron from South Carolina regarding a jail-break and subsequent police chase. Staff found a large report on the incident in the Plain Dealer Historical database.
- Staff assisted a genealogist & local historian with obtaining images for over twenty subjects related to the Glenville neighborhood from 1910 to 1940 and the Jewish experience in Cleveland.
- Staff assisted an Environmental Compliance Specialist with the Ohio EPA, in locating and obtaining historic images of air pollution, pollution hearings, and environmental activism, for a mobile exhibit for the City of Cleveland.
- Staff assisted a Senior Assistant City Planner with the City of Cleveland, with obtaining historic images of the Auditorium Garage/Lincoln Building, to aid in determining the building's original exterior design elements.
- An out of state researcher sought information about President James A. Garfield's funeral procession. Using the Plain Dealer Historical database, staff found a detailed article about the funeral services and the 6 mile long procession from Public Square to Lake View Cemetery.
- Staff assisted a patron find images of the Port of Cleveland for her marketing company.
- Staff helped two patrons visiting from the United Kingdom find the burial place of an ancestor in Cleveland. In addition to finding the gravesite using Family Search, staff helped the patrons find a convenient public transit route from their lodging to the cemetery.
- Staff found historical Cleveland mayoral election results using local newspapers on microfilm for a researcher from Columbia University.
- Staff assisted a patron with a request about a building in Cleveland that has been turned into artists' studios on East 38<sup>th</sup> Street. Using the Library's Oviatt Index on Ohio Architecture staff identified the building as the German Baptist Publication Society building in 1904.
- Staff assisted a patron looking for research on Hans Bush, artist from Cleveland. The art vertical file had several newspaper articles.

- Staff assisted a patron with a request about Cleveland artist Alfred James Wands who exhibited in the May Show at CMA in the 1920s. Information found in art clipping file.
- Staff assisted two different patrons who were researching Gordon Park and the Fine Arts Garden in Wade Park.
- Staff assisted a professor visiting from Sydney, Australia visited PAL on May 2<sup>nd</sup> to research the Municipal Stadium and Public Auditorium.
- Art librarians from the Cleveland Museum of Art inquired about identifying works of art of the Cleveland WPA region. They were referred to text called *Federal Art in Cleveland 1933-34* and *Covering History: Revisiting Federal Art in Cleveland 1933-34*
- Patrons requested scans of the following: chess players from the collection Emanuel Lasker, Wilhelm Steiner; blueprint scan from the Howell & Thomas architectural collection
- Out of town visitors asked about the Herrick family in Cleveland who were historians, teachers, & writers. Staff found information in the art vertical file, PD Historical, and several reference books about Cleveland.
- Two patrons examined 13 volumes of manuals for *The care and operation of Winton-Diesel engines* from the 1930s. According to WorldCat, Cleveland Public Library is the only library in the world to own the majority of these manuals.
- Staff assisted researchers at a major Cleveland law firm by providing them with requested legislative histories relating to the National Labor Relations Act.
- Staff assisted a patron with information about the source of the Martin Stone Jackie Robinson file held in Social Sciences and also digitized on the Digital Gallery.
- A patron was helped with accessing the Cleveland Foundation *Educational Group Plan* from the 1920s that led to the development of the University Circle area.
- A researcher visited the Literature Department to use the extensive Playhouse Square Clipping file.

## Strategic Plan

### Our Mission:

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

### Our Strategic Priorities:

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

### CLEVNET

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

## GRANTS & DEVELOPMENT

### The Cleveland Foundation

- o Submitted progress report on the Learning Centers grant.
- o Submitted final report for the MLK Branch design competition.

### Best Buy Teen Tech Center

- o Moving forward with ordering equipment and furniture
- o Attending bi-weekly update calls
- o Processed in-kind donations
- o Created invite list for Grand Opening

### CPL150

- o Goal setting
- o Refining and segmenting list of prospects
- o Revisions of sponsorship packet

### Early Literacy Training Initiative

- o Submitted written quarterly progress report including staff survey results from OSU

Letters of Support

- o For CMSD History is Alive project
- o To Family Connections for human services award
- o To CSU for oral history project

**PUBLIC SERVICES****Outreach & Programming Services****SUMMARY**

In the month of May the Library hosted approximately 193 programs ranging from the arts instruction to poetry workshops. The Library offered 111 preschool story times to children throughout the city in addition to food service at all 28 locations. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library.

**EARLY CHILDHOOD**

Kindergarten Clubs started at three of the five locations at the end of May. Sandra Nosse, Family Engagement Specialist and LaKeesha Tolliver, a parent educator referred by Family Connections, engaged with 13 families at the three programs that were held at the end of May.

The On the Road to Reading (OTRR) program ended their Spring session with the adopt a book program. The adopt a book program was used at some centers as a parent engagement activity. The OTRR staff took the opportunity to set up the table of giveaway books and as children exited with their parents they were allowed to select their books for adoption, giving staff time to talk with the parents about early literacy activities and upcoming library events like kindergarten clubs

**YOUTH**

Early registration for the library's summer reading program, The Summer Lit League, began during the month of May with a total of 3,500 families and children registering to participate.

College Now's Impact216, an ACT/SAT prep program continued to meet Monday - Friday during the month of May in the Learning Commons of the Louis Stokes wing.

The spring session of Impact216 is scheduled to conclude early June and will resume in September or October 2018.

Art Therapy Studio and Cleveland Public Library collaborated on a program to serve youth with free art therapy sessions in four different branches from January to May of 2018. In just five months, Art Therapy Studio has been able to provide services to over 420 individuals, with 765 client contacts in 166 art therapy sessions.

Club Create concluded at the end of May. Overall, Lake Erie Ink served over 140 students between March and May. The participants were engaged in literacy enrichment and creative expression, and the program allowed for positive interactions with instructors and other youth. Lake Erie Ink will host a creative writing camp in June and will conclude afterward until fall 2018.

The CSU Math Corp program piloted at Union Branch concluded in the month of May. Math Corp began on March 6th and continued through the month of May. Average attendance was 6.5 students per class, with a high of 12. Ages ranged from 5<sup>th</sup> - 8<sup>th</sup> grade. Grade-level pre-test scores indicated a need for math instruction; the highest score achieved was only 30%.

### **Adult**

On Saturday, May 12<sup>th</sup> the Woodland branch hosted Legal Aid @ the Library. Nine attorney's from the Stephen Wolf, LLC; Gallagher Sharp; SSSB; John Carroll; Solomon Steiner & Peck; American Greetings Corp; Gross & Hahn LLC; Kelleher & Liscynesky; Tarolli Sundheim Covell & Tummino LL volunteered their time in support of this program. Two law student clerks from Case Western Reserve University also participated. Twenty-four families registered for legal assistance.

### **Meeting Rooms**

During the month of May the total number of requests for Louis Stokes Wing, Learning Commons was 192 with an estimated total attendance of 2,915. Lake Shore Facility meeting rooms were requested 29 times. Branch reservations totaled 730 with an estimated total attendance of 2,382. And 68 requests were submitted by CPL staff for programming supplies and AV equipment.

**Letters About Literature**

The Ohio Center for the Book hosted the 2018 Ohio Letters About Literature Competition on May 12<sup>th</sup>. A total of 3,110 students, 4<sup>th</sup> through 12<sup>th</sup> grades submitted entries to the 2017/2018 contest.

**Free Comic Book Day**

Literature Department Library Assistant Michael Haverman planned Cleveland Public Library's 2018 Free Comic Book Day program with assistance from Library Assistant Nick Durda. Together they selected 16 different comic books and ordered 1,200 copies to be distributed at Main Library and seven CPL branches on May 5<sup>th</sup>.

**Cleveland Public Poetry**

Literature Department Librarian Evone Jeffries hosted an Open Mic Monday poetry reading on May 14<sup>th</sup>; guests were in attendance to read their original and favorite works of poetry. Ms. Jeffries also hosted a Reading is Aloud discussion of the 2015 Anisfield-Wolf Book Award winning poetry collection by Marilyn Chin. This program encourages patrons and guests to read together and share the joys of performing works for each other.

**52 Great Reads - National Book Festival**

Manager of the Literature Department and the Ohio Center for the Book Amy Dawson announced the 2018 selection for 52 Great Reads title at the National Book Festival, *The Seventh Most Important Thing* by Shelley Pearsall.

**National Bike Month**

Fine Arts Library Assistant Mark Fox Morgan hosted an Art Lab program on May 16<sup>th</sup> in the Youth Services Department recognizing National Bike Month. The activity involved making paper cutouts, coloring sheets and drawing different types of bikes.

**Before & After**

Library Assistant Adam Jaenke presented *Before and After: Storied Structures of Cleveland's Past*, held in the Photograph Department on May 19<sup>th</sup>. The program consisted of a display and slideshow presentation of buildings and neighborhoods in Cleveland which no longer exists.

**Learning Paths**

The *Learning Paths: Digital Photography Opening Reception* was held on May 22<sup>nd</sup> in the Cleveland Digital

Public Library. In conjunction with TechCentral and CDPL, Library Assistant Adam Jaenke instructed students in photographic techniques, Instagram, and online sharing. The exhibition is the culmination of the students' work over the course of the past few months.

#### **GED Aspire**

Business, Economics & Labor Librarian Susan Mullee facilitated a Kahoot GED online learning game for the GED students consisting of GED Vocabulary and GED Grammar practice questions.

#### **Music at Main**

Classical guitarist Peter Fletcher performed on May 5<sup>th</sup> to a audience of 28 library patrons and visitors.

#### **International Languages Programming**

International Literature Department Librarian Victoria Kabo hosted two Russian language programs at Memorial-Nottingham Branch which attracted 39 attendees.

#### **Knitting at PAL**

PAL Library Assistant Monica Musser and Popular Library Manager Sarah Flinn hosted knitting meetings on May 9<sup>th</sup> and 23<sup>rd</sup>. at the Public Administration Library.

#### **Main Library Book Clubs**

General Research Collections Manager Donald Boozer guest hosted the Broad, Books, and Beer Book Discussion with assistance from Business, Economics & Labor Senior Librarian Sandy Witmer at Masthead Brewing Company on May 9<sup>th</sup>. *Lioness: Golda Meir and the Nation of Israel* by Francine Klagsbrun was the subject.

The Brown Bag Book and a Movie Club hosted by History Librarian Terry Metter discussed *Charlie Wilson's War* by George Crile, III. After the discussion the film based on the book was screened for additional discussion.

Social Sciences Librarian Helena Travka hosted the Non-Fiction Book Club on *Queen of Katwe* by Tim Crothers on May 10<sup>th</sup>.

General Research Collections Manager Don Boozer and Science and Technology Library Assistant Peter London hosted the Books on Tap book discussion at Masthead Brewing Company on May 22<sup>nd</sup>. Attendees discussed *The*

*Fortune Cookie Chronicles: Adventures in the World of Chinese Food* by Jennifer Lee.

Literature Library Assistant Michael Haverman hosted the Award-Winning Book Club on May 14<sup>th</sup>. The group discussed the novel *Sing, Unburied, Sing* by Jesmyn Ward.

#### **Get Graphic! With Ohio Center for the Book**

Library Assistant Nick Durda hosted the bi-weekly book club, Get Graphic! on May 3<sup>rd</sup> and 17<sup>th</sup>. The books discussed were *Paper Girls* by Brian K. Vaughan and *Descender* by Jeff Lemire.

#### **Main Library Tours and School Visits**

Staff from several departments across Main Library hosted 82 students and faculty from Bard Early College for day of research and touring the library. General Research Collections Manager Don Boozer, Center for Local and Global History Manager Olivia Hoge, and Government Documents Supervisor Sarah Dobransky presented on web searching, research databases, and using the catalog while staff from other Main Library Departments led tours of Main Library.

Center for Local and Global History Librarian Terry Metter gave a tour of Main Library and the Louis Stokes Wing to six employees and one intern from Ohio Savings Bank on May 14<sup>th</sup>. Youth Services staff hosted tours and a puppet show for over 300 students from various schools & groups, including: Miles School, Salvation Army (Ohio City), Old Brooklyn Elementary, Smarty Pants, St Adalbert Catholic School, Miles Park, Heritage Christian School, and Assumption Academy - Broadview Heights.

Throughout the month of May, staff across Main Library also led tours Cleveland State University students, a group of senior citizens interested in the Main Library architecture, and attendees from the Director's Strategic Planning Advisory Board.

#### **Main Library Outreach**

Center for Local and Global History Map Librarian Tom Edwards held a genealogy related mapping workshop for the Geauga County Genealogical Society at the Chardon Library on May 8<sup>th</sup>.

Government Documents Supervisor Sarah Dobransky visited Akron Digital Academy to show 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders

how to do reliable research for assignments and how to use government websites to find information on historic figures on May 14<sup>th</sup>.

Youth Services Senior Subject Department Librarian Lan Gao and Children's Librarians Eric Hanshaw and Julie Gabb presented train storytimes to families on the Cuyahoga Valley Scenic Railroads "Read Aboard" program on May 8<sup>th</sup> and May 15<sup>th</sup>.

Science & Technology Senior Librarian Jim Bettinger spoke at Cleveland Marshall College of Law on May 22<sup>nd</sup>. He spoke to 11 attendees of a class session of *LAW 752 Representing the Musical Artist* by invitation of Grammy®-award-winning professor Dr. Angelin Chang. Mr. Bettinger's topic was *Intellectual Property and the Musical Artist*.

Youth Services Manager Annisha Jeffries attended the quarterly meeting of the Museum Education Advisory Counsel of the Federal Reserve Bank of Cleveland on May 23<sup>rd</sup>.

Tech Central Administrator CJ Lynce, Government Documents Supervisor Sarah Dobransky, and Science & Technology Senior Librarian Jim Bettinger co-hosted an *Inventors & Makers Resources Fair* at think[box] at Case Western Reserve University on May 24<sup>th</sup>.

During the month of May, International Languages Department staff filled Long Loan requests for eight CPL/CLEVNET agencies. A total of 4,375 items were selected, processed and shipped to fill outstanding requests.

Social Sciences Library Assistant Pete Elwell coordinated a Sports Icon Interview of Mike Moran with Dan Coughlin.

General Research Collections Manager Don Boozer assisted Public Administration Library Librarian Elaine Herroon in hosting a table at the 29<sup>th</sup> Annual Senior Day at Cleveland Public Auditorium. Almost 2,000 people attended the event on May 24<sup>th</sup>.

Public Administration Library Assistant David Furies held a book discussion with author J.J. Winston in collaboration with the Cleveland Law Library Association

on May 4<sup>th</sup>. The book was Winston's *The Anniversary*. Thirty-five attendees participated.

Youth Services Children's Librarian Eric Hanshaw hosted the People's University Express Book Bike at the Thurgood Marshall Recreation Center on May 26<sup>th</sup> in partnership with Councilman of Ward 7 Basheer Jones.

### **Special Collections**

Several items from the *Ohio Communist Ephemera collection* will be on loan to Zygote Press to exhibit as part of the FRONT Triennial. The loan will be from June through September 2018.

### **Evicted: Poverty and Profit in the American City**

Literature Department Manager Amy Dawson led a *Community Discussion Around Eviction and Housing Insecurity* on May 24<sup>th</sup> at Cogswell Hall. The program, using *Evicted: Poverty and Profit in the American City* by Matthew Desmond, was conducted in partnership with the OPS Department, Walz Branch Manager Kathleen Leftkowitz, and Detroit Shoreway CDO.

### **Main Library Displays**

Center for Local and Global History staff members hosted book displays representing the departments' book clubs and utilized materials from Special Collections for an exhibit on Cleveland newspapers.

### **Collection Development**

Center for Local and Global History Library Assistant Adam Jaenke scanned 124 Cleveland Picture Collection photos in full RGB color for the Digital Gallery. He also digitally retouched 56 images from the poster collection to be uploaded to CONTENTdm.

Literature Library Assistant Nick Durda completed condition reports and re-boxed over thirty items from the *Mike Curtis Collection of Superman Memorabilia* during the month of May. These items were used in the exhibit, *Superman: From Cleveland to Krypton* which closed on March 31<sup>st</sup>.

Fine Arts & Special Collections Manager Pam Eyerdam met with the Schweinfurth Committee on May 11<sup>th</sup>. The Committee approved various architectural trade catalogs and 3 classical books dated from the 18<sup>th</sup> and early 20<sup>th</sup> centuries.

Books chosen for the *2018 Anisfield Wolf and Sugarman Awards* were ordered for Special Collections. These titles will be signed by the authors at the events in fall.

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

- Staff located articles for a patron from South Carolina regarding a jail-break and subsequent police chase. Staff found a large report on the incident in the Plain Dealer Historical database.
- Staff assisted a genealogist & local historian with obtaining images for over twenty subjects related to the Glenville neighborhood from 1910 to 1940 and the Jewish experience in Cleveland.
- Staff assisted an Environmental Compliance Specialist with the Ohio EPA, in locating and obtaining historic images of air pollution, pollution hearings, and environmental activism, for a mobile exhibit for the City of Cleveland.
- Staff assisted a Senior Assistant City Planner with the City of Cleveland, with obtaining historic images of the Auditorium Garage/Lincoln Building, to aid in determining the building's original exterior design elements.
- An out of state researcher sought information about President James A. Garfield's funeral procession. Using the Plain Dealer Historical database, staff found a detailed article about the funeral services and the 6 mile long procession from Public Square to Lake View Cemetery.
- Staff assisted a patron find images of the Port of Cleveland for her marketing company.
- Staff helped two patrons visiting from the United Kingdom find the burial place of an ancestor in Cleveland. In addition to finding the gravesite using Family Search, staff helped the patrons find a convenient public transit route from their lodging to the cemetery.
- Staff found historical Cleveland mayoral election results using local newspapers on microfilm for a researcher from Columbia University.
- Staff assisted a patron with a request about a building in Cleveland that has been turned into artists' studios on East 38<sup>th</sup> Street. Using the Library's Oviatt Index on Ohio Architecture staff identified the building as the German Baptist Publication Society building in 1904.

- Staff assisted a patron looking for research on Hans Bush, artist from Cleveland. The art vertical file had several newspaper articles.
- Staff assisted a patron with a request about Cleveland artist Alfred James Wands who exhibited in the May Show at CMA in the 1920s. Information found in art clipping file.
- Staff assisted two different patrons who were researching Gordon Park and the Fine Arts Garden in Wade Park.
- Staff assisted a professor visiting from Sydney, Australia visited PAL on May 2<sup>nd</sup> to research the Municipal Stadium and Public Auditorium.
- Art librarians from the Cleveland Museum of Art inquired about identifying works of art of the Cleveland WPA region. They were referred to text called *Federal Art in Cleveland 1933-34* and *Covering History: Revisiting Federal Art in Cleveland 1933-34*
- Patrons requested scans of the following: chess players from the collection Emanuel Lasker, Wilhelm Steiner; blueprint scan from the Howell & Thomas architectural collection
- Out of town visitors asked about the Herrick family in Cleveland who were historians, teachers, & writers. Staff found information in the art vertical file, PD Historical, and several reference books about Cleveland.
- Two patrons examined 13 volumes of manuals for *The care and operation of Winton-Diesel engines* from the 1930s. According to WorldCat, Cleveland Public Library is the only library in the world to own the majority of these manuals.
- Staff assisted researchers at a major Cleveland law firm by providing them with requested legislative histories relating to the National Labor Relations Act.
- Staff assisted a patron with information about the source of the Martin Stone Jackie Robinson file held in Social Sciences and also digitized on the Digital Gallery.
- A patron was helped with accessing the Cleveland Foundation *Educational Group Plan* from the 1920s that led to the development of the University Circle area.

- A researcher visited the Literature Department to use the extensive Playhouse Square Clipping file.

### **Staff Development**

Center for Local and Global History Manager Olivia Hoge attended the Civic Switchboard workshop on May 8<sup>th</sup> and the National Neighborhood Indicator Partnership meeting May 9<sup>th</sup> to 11<sup>th</sup> in Atlanta, GA.

Social Sciences Librarian Helena Travka, Lending Clerk Lanecia Smith, and Popular Librarian Judy Daniels attended a NEO-RLS Critical Conversations Workshop on the topic of *Tolerance is Not Enough: Libraries Respond to Hate*.

Business, Economics & Labor Librarian Susan Mullee attended a ReferenceUSA® *Job Seeking and Career Search Strategies* webinar in order to better assist patrons in job searching questions.

Government Documents Supervisor Sarah Dobransky attended the spring Ohio GODORT (Government Documents Round Table) meeting in Columbus, Ohio. At the May 4<sup>th</sup> meeting, Ms. Dobransky was named president for the upcoming year. Lending Manager Stephen Wohl attended the CLEVNET Circulation Special Interest Group (SIG) meeting held at the Willowick Public Library on May 17<sup>th</sup>.

Government Documents Supervisor Sarah Dobransky attended an event sponsored by Google at the Cuyahoga Community College Hospitality suite.

General Research Collections Manager Don Boozer hosted a meeting of the CPL Wikipedian Support Group on May 17<sup>th</sup>.

The Book Ends programs were facilitated by Lending Assistant Supervisors Reginald Rudolph on May 10<sup>th</sup>, 17<sup>th</sup>, and Tracy Isaac on May 31<sup>st</sup>.

### **DISTRICT ONE**

**Eastman** - Branch Manager Ken Knape attended a Westtown Community Development Corporation meeting at Cafe Roma on May 7<sup>th</sup>. The committee was given a presentation of Variety Theatre District Parking Lot Development. The lot will be directly across the street from the Variety Theater. Children's Librarian Cassandra Feliciano and

Library Assistant Nancy Smith are busy signing up students for the Summer Lit League.

**Lorain** - During the Month of May, Youth Services staff area schools to conduct story times and promote the Summer Lit League. Youth staff presented Cinco de Mayo, Teacher Appreciation, Mother's Day, Get Your Game On, Karaoke, Ladybug, Jazz Day, and Table Top Game Mania programs throughout the month. Branch Manager Crystal Tancak attended the Safe, Warm, and Dry debrief as well as the Book Ends: Mental Health Awareness Pilot.

**Rockport** - On Tuesdays in May, families (a cohort of ~25 people) have participated in a PBS KIDS Scratch Jr. Coding series lead by our partners at Ideastream. On Saturdays, we've had a full TechCentral Microsoft Word class (6 people). We hosted Free Comic Book Day on May 5th, celebrating with free comics and cake for 19 patrons. We also held Superhero Family Feud for 12 patrons on May 16th. Rockport held two informational programs to promote the upcoming Best Buy Teen Tech Center, making origami flowers on May 10th and creating buttons on May 17th.

**Walz** - To encourage kids to sign up for the Summer Lit League—  
Ms. Jeannie and Curious George visited two schools and one additional school came to the branch. Curious George then appeared at the kick-off party that included cake, video games, and a balloon twister and everyone signing up was able to pick out a free-book. More than 60 kids signed up on that night alone. Major shout out to staff Jean Marie Guilty, James Talley, Andrew Glebe, Diana Fayol and Near West Kiwanis for staffing the event. It was the inaugural event for our teen room—which was a hit. Our Mobile Pantry is a huge hit—with numerous phone calls confirming date and time throughout the month; also a line at opening long before the truck arrives. We are serving over 6,000 pounds of produce to over 120 families who speak a variety of languages.

**West Park** - The branch participated in the Annual Hooley Festival in Kamm's Corners, signing kids up for the Summer Lit League and advertising CPL resources and programs. Our CPL Foundation ongoing branch book sale has proven to be very popular in the neighborhood and yielding a sizable income

**DISTRICT TWO**

**Brooklyn** - On May 9th, the Brooklyn branch hosted a Snap Circuit Maker Lab attended by 10 children. Thirty-two people attended a presentation on May 22nd, by Adam Harzvi of Music Lens on the double bass. Children's librarian Laura McShane had a Summer Reading Club presentation at CMSD Denison staff meeting on May 21st. Staff members attended the opening of the Julia De Burgo Cultural Center on Archwood on May 17th.

**Carnegie West** - Carnegie West held an early Summer Lit League kick off and summer reading club activities due to the branch closure expected the first week of June. The SLL kickoff resulted in a two day kick off with four classrooms from Orchard S.T.E.M. School "visiting" the country of Japan through origami and learning about Lit League, which was Carnegie West's biggest kick off in years. Mean Green Math Machine concluded with ballistic math in the park with children adjusting angle and power on three medium rocket launchers, and one super rocket launch, then measuring the distance fired in order to hit their targets.

**Fulton** - The top highlights of May were free comic book day, the NEOMed health screening (over 45 people) Wakanda forever craft (participants made neck collars and jeweled crowns), and May primaries (over a 100 hundred voters). The E.S.O.L. classes continue to thrive; there are 4 classes with an average of around 20 people. Due to the strong E.S.O.L. participation, ASPIRE has started a Citizenship class on Mondays. The branch's Saturday yoga meditation class continues to be steadily attended, and has started a Thursday evening class. The students from Sewing 101 class are meeting once a month to share sewing ideas. The tutoring has a steady group of children that show up for tutoring help.

**Jefferson** - During the closure of the Jefferson Branch for the Safe, Warm, and Dry repairs, Youth Staff continued their neighborhood outreach activities: they attended the Tremont Montessori School's STEAM Family Arts Night, NEO Preparatory School, Tremont Montessori, and Merrick House to promote Summer Lit League. Wee Read and Play Storytime attendance remains strong at its temporary location at Merrick House. Steve Capuzzo - Assistant Manager, participated in the Peer to Peer University mini-conference in Kansas City,

Missouri. Jaime Decllet Branch Manager and Mr. Capuozzo have been attending weekly meetings as part of the taskforce working with the Jefferson Incubator. The Jefferson Branch reopening has been postponed due to delays in the repairs. Mr. Decllet spoke at the Tremont West Development Corporation annual Membership meeting giving an update on the South and Jefferson projects.

**South** - During the month of May the South Branch staff hosted the Music Lens, in which musicians performed for the Kid's Café participants in order to promote their summer program. The branch held the first Fandom Friday by watching episodes of Star Wars Clone Wars. The South Branch partnered up with the Walz Branch to rent a Curious George costume to be used in promoting the Summer Lit League this summer. Mr. Decllet was invited to attend the Open House for Julia de Burgos new facilities; this new facility will allow them to grow their services and partner with the branch.

**South Brooklyn** - For the month of May, numerous organizations utilized the meeting room for study space, nonprofit meetings, Ward 13 Democratic Club, MetroHealth free health screening, and Art Therapy sessions. The South Brooklyn Coffee Cart, in partnership with Recovery Resources served coffee M-F from 10AM-1PM, and held its Grand Opening with music, balloons and raffle. William Cullen Bryant Pre-K visited the branch for story time, a tour, library card sign-ups, and Summer Lit League information. Variety of staff put up displays: the adult side had baseball books (in partnership with Social Science Dept.), April showers/May flowers; the children side had Star Wars, animals, and Spring/Summer. Clerk Hudson promoted healthy lifestyle with encouraging staff to bring items in for smoothies.

### **DISTRICT THREE**

**Garden Valley** - The following outreach initiatives were conducted during the month of May. Mrs. Estrella and Ms. Csia attended a meeting at the Anton Grdina School to discuss upcoming branch program. Ms. Csia highlighted the upcoming Summer Lit league, Robotics Camp, and Cleveland Foodbank Summer Lunches. Ms. Csia participated in True2U Culminating Event. During autumn through spring, Ms. Csia participated in the True2U Mentoring Program. Also, Mr. Burks conducted story time outreach at the Rainbow Terrace Daycare.

**Hough** - Hough has been focused on community outreach this month. Staff has been to various community events and places to sign up children for the Summer Lit League. Hough Reads is a yearlong initiative the community is supporting and the library participated in two local events to sign up large groups of children for the Summer Lit League at Fatima Family Center and Thurgood Marshall Recreation Center. Also, upcoming is the Kindergarten Club being hosted at the branch this summer and both youth services staff has visited many local schools and daycares to garner interest and sign up for the upcoming club. In addition, other monthly programming has continued as usual with activities that include story times, computer classes, art therapy, and branch craft and learning activities.

**Martin Luther King Jr.** - For the month of May, MLK hosted the Design Competition Finals for the upcoming new MLK building. Patrons were able to view the proposed designs by the three finalists. Firms offered presentations, followed by a Q&A session. Lake Erie Ink finished up the year with students and their writing projects. Outreach continued throughout the community with visits to PNC, Juvenile Justice Center and Fenway Manor to replenish their deposit collection; as well as to area daycares and schools for story time and distribution of literature concerning summer activities. Meghan from the domestic violence center visited the branch and held a lively discussion with teen patrons on dating violence.

**Sterling** - Sterling started "Make the Most of Your World" Summer Lit League programming early this year with Suminagashi - the ancient art of Japanese paper marbling. The Morgan Paper Conservatory presented a workshop featuring this 12<sup>th</sup> century style of paper marbling to students ages 5 - 14. The Art Therapy Studio "Express Yourself" series ended this month.

**Woodland** - The Woodland Branch is currently attending numerous outreach opportunities during the month of May 2018! Mrs. Estrella and Ms. Drake El attended the Financial Education Meeting Discussion; the discussion was facilitated by The Cleveland Central Promise Neighborhood Organization, who is currently working on an initiative to provide neighborhood children, teens and guardians with financial literacy events/workshops

throughout the Central Neighborhood. Mrs. Estrella, Ms. Johnson, Ms. Sherri Jones, and Ms. Drake El also met with the King Kennedy Daycare Center administrators to discuss and set a schedule of services. Services include Read to the Beat through OPS, and Storytime Outreach for children beginning in July.

#### **DISTRICT FOUR**

**East 131<sup>st</sup> Street** - For the month of May, TechCentral came to E. 131<sup>st</sup> St to do various activities (i.e. Dog Tags, Tinkercard Basics, Laser Cut Puzzle Workshop, & Button Making). Through a partnership with Sharp Shooters, youth were able to participate in a Photography class every Thursday afternoon.

**Fleet** - May has been a very active month at Fleet Branch. Pasha Moncrief-Robinson spoke about the joys of librarianship at Career Day to students at Mound STEM School. She also visited Hope Academy Northcoast to promote the Summer Lit League. Mrs. Moncrief-Robinson attended the NEORLS Critical Conversations Workshop and MLK Building Design Competition.

**Harvard Lee** - Due to the closing of Harvard-Lee Branch for Safe, Warm, and Dry, the Harvard Lee Team is located throughout District 4. Team members are continuing to do outreach in the Hrv-Lee community as well as their new neighborhoods. Mrs. Henderson returned to her original branch, Mt. Pleasant, and has thoroughly enjoyed seeing patrons who still remember her great service from years past. She has also reported that several of the Harvard Lee patrons have visited as well. Ms. Jackson and Ms. Cesarov are located at the Rice branch. Ms. Cesarov notably received a patron commendation for her service on day one at Rice. Ms. Jackson is at Rice conducting inventory of the branch storage areas, compiling art and photographs into an organized binder and helping the DM with this summer's Y.O.U. registrations.

Mr. Hay, now located at Union, is inventorying Union Branch's DVD and Blu-Ray collection.

**Mt. Pleasant** - During the month of May Mt. Pleasant Branch Manager Mrs. Scurka stayed busy with the United Way Committee sorting and delivering the PTU T-Shirts, attended a NEO-Critical Conversations seminar in Twinsburg, participated with the Mental Health pilot

training and attended the Martin L. King Jr., Branch Library Design Competition Finals on Thursday May 10th. She also attended her regularly scheduled Murtis Taylor community meeting, United Way monthly committee meeting, and District 4 managers meeting, and Mt. Pleasant Now Community meeting. The Mt. Pleasant Youth Department performed 7 visits to the local daycares and schools. Mrs. Carter also attended the A. J. Rickoff End of School party on Saturday May 12th, where she registered 57 the children for the Summer Lit League program.

**Rice** - Rice Branch welcomed a new team member, Page, Ivan Mezi. Audrey Sumser and Eric Eubanks co-hosted School Age story times in the Branch with three 1st- and 2nd-grade class visits from Harvey Rice School. They also conducted Summer Lit League Outreach and visited Wings Academy. Ms. Sumser attended a Chat n Chew with parents at Sunbeam Elementary. Mr. Eubanks hosted his ongoing Line Dancing program for adults, as well as the monthly Neighbor Up Network Night. TechCentral provided two sessions of Computer Basics. Councilman Blaine Griffin visited Rice to attend the East 122nd Street Block Club meeting. Rice Assistant Manager Kristen Schmidt provided much needed support at East 131 Branch weekly week and attended the Mount Pleasant MyCom meeting. Ms. Schmidt co-hosted a crowded Rain Garden 101 workshop with Shaker Lakes Nature Center for the newly forming Rice Garden Club. Ms. Schmidt also represented District 4 at the May Board Meeting. District Manager Amiya Hutson, with the assistance of Hrv-Lee's Bianca Jackson worked diligently to coordinate the Youth Opportunities Unlimited partnership with the CPL and the YOU orientation that will take place at Main Library in June.

**Union** - CSU Math Corp had its finale celebration on May 10th with one last day of math and cupcakes. Each student was given a Math Corp t-shirt for participating. Kindergarten Club will begin at Union on Thursday, May 31, 2018. The Kindergarten Club was formed to assist parents and children get through the first year of school. Youth Staff Tamara Steward and Gregory Parker continue to deliver story times to community Daycares and Schools.

#### **DISTRICT FIVE**

**Addison** - Ms. Landskroener and Mr. Clark continued their story times at Superior Academy, New Beginnings,

Learning to Grow, and St. Philip Neri as available. Ms. Landskroener has provided books for the preschool classes at Learning to Grow and New Beginnings. Ms. Landskroener updated and registered library cards as needed for PK students at New Beginnings. Youth services staff, as part of youth and parental engagement, helped 12 people select and understand how to find age appropriate material.

**Collinwood** - Collinwood Branch highlighted the Reference USA database in the "Collinwood Observer" with an article authored by LACE Mark Tidrick. Youth Services supported the culminating activity of True2U by helping to staff the CPL table to sign up students for Summer Lit League engaging around 60 8<sup>th</sup> graders. The branch provided a table for the Collinwood Community Housing Fair on May 5<sup>th</sup> staffed by Ericka Smith and Manager Caroline Peak. Seven school visits and three lap sits were done during the month and the Youth Librarian participated in Career Day at two service area schools.

**Glenville** - Glenville branch patronage and programs have restarted but slowly since reopening. Our community organizations have started back as of this month with the use of the meeting room, which includes the Ward 9 Council meeting.

**Langston Hughes** - During the month of May, Langston Hughes continued with a variety of special programs for youth. Among the programs were the Star Wars Day, Growing Vegetable Soup - featuring the Lois Ehlert's book, and celebrating spring's arrival with Collaging the Spring Landscape and Spring into Summer Pop-up books. Club Create continued during the month and the America Reads program concluded with the end of the school year. The branch also had a well-attended youth focused program on nutrition presented by a representative of the Greater Cleveland Foodbank.

**Memorial Nottingham** - The month of May featured the Annual Congressional Art Competition. The event was well attended with over 100 parents, students, and educators. First place art winner, Kamron Wade, is a student from *Cleveland Central Catholic High School*. The art exhibit will be on display, at the branch, until the end of the month. Local authors Michael Anderson and Celena Howard presented after-hours "book talk" on their relationship

handbook entitled, *His & Hers Relationship Guide: From a male and female perspective.*

## **TechCentral**

### **Events and Community Outreach**

TechCentral and Outreach and Programming staff collaborated to present the sixth monthly *Maker Monday* evening event at the Main Library on May 7. Activities included Drone Flying, Sphero Robotics, Button Making, Virtual Reality, and Sewing.

TechCentral partnered with the Sandusky Library, a CLEVNET member library, to present at the first *Success Bound Innovation Faire* at Cedar Point on May 11. The TechCentral Mobile MakerSpace setup to allow attendees of the event and the park to experience Laser Engraving, 3D Printing, and CNC Routing.

TechCentral hosted a group of 65 students from Miles Park on May 14th. Each student had the opportunity to laser engrave a custom tag and create a button.

A group of ten people were hosted for a tour and hands-on experience in the TechCentral MakerSpace on May 16th.

TechCentral hosted a tour of the Strategic Planning Advisory Committee on May 16th.

Ten students from Lincoln West High School visited the TechCentral MakerSpace on May 18th and were able to create custom tags and buttons.

TechCentral participated in the first every Inventor, Maker & Entrepreneur Event at Case Western Reserve University's Sears think[box] on May 24th. This event was a collaboration of Cleveland Public Library, think[box], and The IP Venture Clinic at Case Western Reserve University.

### **Meetings**

TechCentral Manager CJ Lynce, attended a Vendor Showcase Presentation by Library Ideas on the Freegal Music subscription on May 7th.

Mr. Lynce attended a planning meeting for the Inventor, Maker & Entrepreneur Event on May 7th at the Marshal Law School at Case Western Reserve University.

Mr. Lynce attended an Electronic Resources Meeting presentation on the Fire Insurance Maps Online (FIMo) Database on May 8th.

Mr. Lynce met with a staff member from the Lorain Public Library System on May 8th to talk about the Library's experience with PaperCut.

Mr. Lynce met with the Jefferson Incubator Team on May 10th, 24th, 26th, and 30th.

Mr. Lynce met with Connected Insights, CEO Samantha Schartman on May 10th to discuss ways of information sharing regarding a Cleveland Foundation grant opportunity.

Mr. Lynce met with several library staff members on May 21st to discuss equipment ordering for the Rockport Branch Best Buy Teen Tech Center.

Mr. Lynce met with the Printing/MFD Committee for a presentation from a printing vendor on May 30th.

### **Public Services Technology**

#### **Service Calls and Tickets Summary**

Service Calls and Tickets Received: 19

Service Calls and Tickets Resolved: 18

Resolved Main Library Service Calls and Tickets: 13

Resolved Branches Services Calls and Tickets 5

#### **Service Ticket and Project Detail**

- Setting up and supporting VR station for OPS eSports Day.
- iPod configuration and completion for OPS 30 "Media Augmented" Programs
- Branch wide cell phone charging station maintenance.
- Smart Board maintenance for Carnegie West.
- Investigating "Cold Pause" issue on TC's M2 printer.
- Laptop configuration for Langston Hughes.
- Updating and configuring iPad for use with Spheros for TC.
- Repaired an extruder problem with the Rep 2 printer in the Makerspace

- Repair on M2 3d Printer in Makerspace and replacement of fuse.
- Repair on Carnegie West 3D Printer.
- Resolved issues with Mobile Laser Engraver not sending print jobs.
- Resolved software issues on MakerSpace computers.
- Continued development of MDT images.
- Transported Mobile Makerspace equipment for Mobile Maker Labs.

## **Cleveland Digital Public Library**

### **Programs, Services & Exhibits**

Preservation week

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

NEO-RLS visit

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

Videos

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

Public Services

As of May 28<sup>th</sup> The Cleveland Digital Public Library has had 317 visitors, many of them tours with either high school students, or senior center members. As of May 29, 2018 the Cleveland Digital Public Library's public service KIC stations have had 275 unique sessions that have produced 12694 images totaling 29835.2 MB of information.

### **Outreach**

In order to develop digital collections and activate them for teaching, the Cleveland Digital Public Library has reached out to and had meetings with Cleveland Museum of Art to develop a distance learning

partnership, Cleveland State University College of Education and Human Services to possibly develop curriculum, and the Cleveland Metropolitan School District. The CDPL also reached out to people within the Cleveland community such as Jeff Morris, Carol Smith, Mary Beth Rauzi, Ronald McDonald House, and the editors of *Gay People's Chronicle* and *Daily Legal News* to develop the digital collection.

### **Collection Development**

#### Digital Gallery Collection Development

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

#### EPA Slides and Associated Case Files

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

#### Library Staff Does Digitization

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

### **OLBPD**

For May, OLBPD circulated 40,842 books and magazines directly to patrons. OLBPD registered 135 new readers to the service. Approximately 646 BARD patrons among 1,505 active users downloaded 15,997 items.

OLBPD finalized keynote speakers for our annual Family Fun and Learning Day patron event scheduled for Tuesday, July 10<sup>th</sup> at OLBPD and CPL Lake Shore Facility. OLBPD is pleased to welcome WOIO-TV evening news anchor Romona Robinson. Romona is an eight-time Emmy Award-winning journalist, and author of "A Dirt Road to Somewhere," an inspirational memoir of her faith and life. Romona is also narrating and producing her book in audio format which OLBPD has been offering guidance on how to produce her audio book. OLBPD is also pleased to welcome Pam Davenport from the National Library Service (NLS). Pam will provide an update on activities taking place at the

National Library Service in Washington, D.C. OLBPD is also pleased to welcome Beverly Cain, the State Librarian of Ohio, who will share updates with patrons from the State Library of Ohio.

OLBPD will be working with the CPL Knowledge Office to conduct a patron satisfaction survey. The Standards and Guidelines for network libraries maintain that libraries should evaluate patron satisfaction every three years. The survey will take place over the 2019 state fiscal year.

OLBPD Library Assistant Ken Redd provided information and talks about the service at the Remington College Health Fair on May 3<sup>rd</sup>; OBC Safe Summer Kickoff on May 5<sup>th</sup>; A.J. Rickoff Resource Fair on May 12<sup>th</sup>; Westlake Safety and Wellness Fair on May 19<sup>th</sup>; Cleveland Senior Day on May 24<sup>th</sup>; Nigerian Health Fair on May 26<sup>th</sup>; Mt. Alverna Village Senior Fair on May 30<sup>th</sup>.

The OLBPD adult book club met on May 11<sup>th</sup> to discuss "If I Run" by Terri Blackstock.

### **EDUCATION AND LEARNING**

#### Best Buy Teen Tech Center Grant

Due to delays in construction and the furniture order, the grand opening of the Best Buy Teen Tech Center has been postponed. Asbestos abatement completed, preparations for furniture, technology and electrical work scheduled to be completed in June.

#### Book Box - LSTA Competitive Grant

Construction of the book box is complete.

#### Book Box

- Legal finalized the City permits for the book box to be placed at Wade Oval for the WOW concert series this summer.
- The book box is scheduled to be delivered on Tuesday, June 12<sup>th</sup>.
- Materials have been requested and processed.

Cleveland Seed Bank

The Cleveland Seed Bank's Seed Library will be at the book boxes for summer2018.

Digital Photography Learning Path

The Digital Public Library hosted the Digital Photography Exhibition. Approximately 30 guests attended the event.

Dance Cleveland

The early childhood literacy program *Read to Learn... Dance to Move* was offered at the Fleet Branch from April 6 to May 25, 2018 and the Walz Branch from April 4 - May 23, 2018. Approximately 40 preschoolers participated in the program.

Mayor's Office of Sustainability

- CPL's Sensory Garden will be part of the [GardenWalk](#) Cleveland tour on July 8<sup>th</sup> for the North Collinwood Neighborhood. The garden will be featured in the GardenWalk Guide.
- Working on a draft of the Community Partnership & Assessment Guide for the Development Office.

Cleveland Metroparks

- Attended an onsite meeting with Cleveland Metroparks staff at Edgewater Beach to identify best location for the book box to be placed.
- Completed a draft of the Community Partnership Review & Assessment Guide for the Development Office.

Miscellaneous

- Marina Marquez attended bi-weekly Best Buy Teen Tech Center meetings.

**ADVOCACY & COMMUNITY AND GOVERNMENT RELATIONS****ADVOCACY UPDATES:**

- **Workforce and Education Event w/American Library Association:** The American Library Association (ALA) has asked CPL to be a lead organization for a fall

workforce development and education event with libraries taking center stage. The target audience for this event are state and federal legislators, philanthropic community, industry, and other community organizations. The event's goal is to raise the profile of libraries and encourage legislators to view them as natural community partners for efforts such as this (i.e. workforce development, etc.) and other efforts that connect individuals to essential resources and services. ALA looks to replicate this inaugural event across the country with other library systems.

- **Summer Advocacy & Outreach:** A prelude to the ALA event will be Director Thomas' summer advocacy outreach. *Throughout the summer Director Thomas will meet with local and state legislators to build awareness and greater understanding of CPL's community and regional value proposition and its future planning efforts.*

#### **EXTERNAL RELATIONS AND DEVELOPMENT:**

##### **I. *Secure External Resources to Advance CPL Priorities:***

###### **o CPL Development/Fundraising:**

- **Fundraising Goals 2018:** Since the official creation of the new external relations and development department staff have been working to develop a stretch but attainable fundraising goal for the balance of the year. Preliminary fundraising goals have been set and will be reviewed by Director Thomas. The CPL Foundation board of directors will review fundraising goals as well.

- **CPL150 Fundraising:**

- **Sponsorship:** First draft of sponsorship packages have been developed and are being reviewed by CPL and the CPL Foundation development committee

- **Gifts Secured:**

- A gift in the amount of \$10,000 was pledged by the Steve and Loree Family Charitable Foundation to support literacy programming with CPL and Cleveland Metropolitan School District.

II. ***Sustain and Increase Public Support:***

- **Workforce and Education Event w/American Library Association:** The American Library Association (ALA) has asked CPL to be a lead organization for a fall workforce development and education event with libraries taking center stage. The target audience for this event are state and federal legislators, philanthropic community, industry, and other community organizations. The event's goal is to raise the profile of libraries and encourage legislators to view them as natural community partners for efforts such as this (i.e. workforce development, etc.) and other efforts that connect individuals to essential resources and services. ALA looks to replicate this inaugural event across the country with other library systems.
- **Community of Practice:** CPL external relations and development office has joined the United Way of Greater Cleveland Community of Practice group. The group consist of local government and public policy professionals who work together to address issues around poverty.

CPL will be the host site of the June, 2018 meeting.

III. ***Increase CPL's Community Relations Capacity:***

o **New Community Partners and Elected Officials**

**Site:** The Office of External Relations and Development working with the Knowledge Office has launched the Community Relations SharePoint site. This site host all neighborhood branches' community partners and elected official in one central location. Prior to this, information was housed in various locations now it is centralized. Below are some of the benefits of the site:

- **Easily accessible**
- **Enhances relationship cultivation**
- **Serves as a resource for new branch leadership**
- **Updated annually**

**TECHNICAL SERVICES**

Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell and Collections Manager Pam Matthews, along with other Technical and Public Services staff, attended a vendor showcase highlighting changes and updates to the Freegal Music product as well as other products offered by the vendor Library Ideas. Ms. Jelar Elwell and Technical Services Senior Clerk Paula Stout met with EBSCO Account Services Manager Jamie Gieseck-Ashworth to learn about new features and upcoming enhancements to EBSCO's online subscription management product EBSCONET.

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, Materials Processing Manager Elizabeth Hegstrom, Senior Catalog Librarian Dawn Grattino, and Technical Services Librarians Perry Huang and Barbara Satow attended a CLEVNET Technical Services & Acquisitions Special Interest Group meeting at the Geauga County Public Library Administrative Center. Ms. Jelar Elwell and

Assistant Director of Public Services Branches Harriette Parks visited the Shaker Heights Public Library to learn about how self-service holds are handled at their Library.

Technical Services staff continued to volunteer to assist with the work in the Lake Shore Shelf/Shipping Department while Receiving/Distribution Technician Amber Alexander is on a leave of absence.

**Acquisitions:** The Acquisitions Department ordered 6,553 titles and 10,922 items (including periodical subscriptions and serial standing orders); received 14,025 items, 1,712 periodicals, and 504 serials; added 742 periodical items, 142 serial items, 1,611 paperbacks, and 645 comics; and processed 2,458 invoices.

Acquisitions Coordinator Alicia Naab organized the receipt of a large quantity of materials that had been selected for purchase by the Center for Local and Global History from the vendor Old Erie Street Bookstore. It will take several weeks to complete the task of receiving these items since they are very unique in nature and require extra care to identify them with the correct order and corresponding paperwork. Ms. Naab worked with Fine Arts and Special Collections Manager Pam Eyerdam and Senior Catalog Librarian Dawn Grattino to acquire additional materials for Cleveland's Sacred Places & Communities exhibit located in the Fine Arts and Special Collections Department.

Ms. Naab worked with Baker & Taylor's Public Library Field Consultant Marne Fellows to assist Collections Manager Pamela Matthews in determining how to include graphic novels in the current workflow of patron driven acquisitions.

Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking and verifying of foreign language materials for the Lake Shore Shelf/Shipping Department and Technical Services Associate Nathaniel Infante continued to volunteer in the Lake Shore Shelf/Shipping Department when needed.

**Catalog:** Librarians cataloged 2,680 titles and 3,789 items for Cleveland Public Library.

Technical Services Librarian Celia Halkovich joined the rotation for handling email requests from CLEVNET staff and other CPL.Newcat tasks. Technical Services Librarian Erin Valentine began training to answer email inquiries through CPL.Cat and other related duties. Senior Catalog Librarian Dawn Grattino is providing the training to both.

Technical Services Librarian Barbara Satow began using the Holds Reorder report to check upcoming DVD/Blu-ray titles in the continuing effort to reduce the number of duplicate records in Sirsi. Technical Services Librarian Perry Huang created the first name authority record submitted to the Name Authority Cooperative Program (NACO) funnel through Kent State University. The record was reviewed by Ms. Halkovich.

Technical Services Librarian Amei Hu attended a Japanese rare book workshop entitled "Edo Hanpon: Methods of Understanding the Edo Printed Book" at the Library of the Freer Gallery of Art and Arthur M. Sackler Gallery from April 30th to May 2nd. Ms. Valentine attended the 2018 Annual Conference of the Ohio Valley Group of Technical Services Librarians (OVGTSL) at the University of Notre Dame in Indiana on May 13th-15th. Catalog Manager Andrea Johnson attended the Leadership Certification sessions entitled "Employment Law" and "Generations in the Workplace."

**Collection Management:** Collection Management selected 1,560 titles and 13,124 copies and spent \$221,670 in May.

Collection Management Librarian Laura Mommers attended a webinar entitled "Throw it Back with Penguin #TBT," which highlighted the historical fiction and nonfiction of Penguin's spring and summer seasons of juvenile and young adult books.

Collections Manager Pam Matthews met with Baker & Taylor's Public Library Field Consultant Marne Fellows to find out more about their book leasing program.

As part of her responsibilities as the Nominations Chair for the Ohio Library Council Technical Services Division, Ms. Matthews finalized the ballot for the Division for the upcoming OLC elections and established

incoming officers and an appointed member of the committee.

**High Demand:** The High Demand Department ordered 1,123 titles and 9,312 items; received and added 6,869 items; and processed 286 invoices.

High Demand Librarian Dale Dickerson assumed responsibility for the handling and processing of circulating maps belonging to the Center for Local and Global History. These maps were never added to CPL's catalog and are now being added retrospectively so that patrons are able to search for them and place holds. This will be an ongoing project until all circulating maps have been added. Mr. Dickerson continued to volunteer in the Lake Shore Shelf/Shipping Department when needed.

Technical Services Associate Summer Salem attended the Mental Health Awareness and Bullying Prevention pilot course.

**Materials Processing:** The Technical Services Associates cataloged 1,021 new titles for the Cleveland Public Library and added 1,171 new records for the CLEVNET libraries. The Technical Services Associates and Senior Clerks added 4,610 items. The Materials Processing Technicians worked on 19,954 items.

Materials Processing Manager Elizabeth Hegstrom attended the Leadership Certification sessions entitled "Employment Law" and "Respect and Generations in the Workplace."

Materials Processing Technician Marsha Draeger continued to volunteer in the Lake Shore Shelf/Shipping Department when needed.

**Shelf/Shipping:** The Lake Shore Shelf/Shipping Department staff sent 112 items to the Main Library for requests and 105 items to fill holds. Main Library received 263 telescopes, the Branches received 628 telescopes, CLEVNET received 58 telescopes, CASE received 7 telescopes, CSU received 6 telescopes, and Tri-C received 3 telescopes. A total of 965 telescopes were shipped out. The Receiving/Distribution Technicians sent out 873 items of foreign material and

in total 13,033 new items were sent to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor James Clardy attended the Mental Health Awareness and Bullying Prevention pilot course.

### **MARKETING & COMMUNICATIONS**

Media coverage for the month of May included 18 print publications and 35 online, TV and radio stories. The full report, available in the Marketing & Communications Department, shows the top print publications by reach. The article about FRONT International in *Architectural Digest* had the greatest reach. The top three non-print platforms by reach were The Washington Post, SFGate, and cleveland.com. Stories related to the Library ranged from FRONT International to Superman to the architectural competition for the new Martin Luther King, Jr. Branch.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,094 times on average per day, with an average of 133 clicks to the website per day resulting in a 12.18% click-through rate for the month. Over 70% of the click-through's were from some combination of the keywords *library, libraries, public, and cleveland oh*. Special ads targeted users who might be interested in the Library's great collections.

#### **Facebook**

	<b>2018</b>	<b>2017</b>	<b>YoY</b>
Net Page Likes	126	141	-11%
Avg Post Reach	4,457	3,959	13%
Avg Total Reach	5,065	6,461	-22%
Average engagement	60	123	-105%

#### **Twitter**

	<b>2018</b>	<b>2017</b>	<b>YoY</b>
Top Tweet (Impressions)	9,845	9,196	7%
Top Mention (Engagements)	6,596	1,180	459%
Top Media Tweet (Impressions)	7,332	8,373	-12%
Summary			

Tweets	46	77	-40%
New Followers	116	156	-26%

The Library continues to be active on Instagram with 380 points of engagement, attracting 51 new followers.

### Graphics

Graphics staff filled the regular requisitions for design, printing, and distribution, in addition to designing graphics for ads; the library website; digital signage; social media; staff newsletters; *Off the Shelf* e-newsletter; and weekly postings to the website home page. Work on the summer edition of *UpNext* was completed and sent to the printer. The digital signage project is nearly complete—only South Branch remains on the installation list.

## **PROPERTY MANAGEMENT**

### Painters

- LSW- Patched holes, sanded and painted Jeremiah's office, skimmed, sanded and painted wall and paint pillars on 6<sup>th</sup> floor.
- Rockport- helped carpenters patch parking lot.
- Lorain- painted parking lot lines, repaired walls and touched up paint in meeting room.
- Fulton- painted around emergency exit lights.
- Eastman Garden- painted garden chairs.
- Rice- helped carpenters remove shelving and painted staff restroom.
- Main- painted doors to men's and women's restroom and workroom door in the International Languages department.
- Carnegie-West- helped carpenters relocate shelving in basement and cleaned up debris from water leak.

### Carpenters

- LSW- hung picture in meeting room, repaired walk up book drop and built bracing for maintenance mechanic.
- Lakeshore- repaired large sink hole with asphalt and trimmed tree and bushes.

- Rockport- patched parking lot.
- M.L.K- hung monitor bracket and board member pictures.
- Sterling- installed new cylinder to parking lot door.
- Fleet- resealed gutter and repaired parking lot doors.
- Built platform box for engineers.
- Addison- sealed holes in branch to prevent squirrels from entering building.
- Fulton- removed all broken cracked tiles at parking lot entrance and replaced them.
- Eastman Garden- re-leveled patio stones.
- Lorain- hung and mounted observation mirror.
- Rice- leveled patio stones and removed shelving and stored in Carnegie West basement.
- Carnegie West- relocated shelving.

#### Mechanic

- Serviced vehicles 1, 8,17,25,27 and 28.
- Repaired broken mowers and weed trimmers.
- Serviced mowers and weed trimmers.

#### Maintenance Mechanics

- Woodland - replaced damaged air handler transformers and contactor coils from storm/single phasing event.
- Troubleshoot/repaired air conditioner circuit for carpenters shop office.
- Troubleshoot/repaired Mobile Services RTU, replaced damaged relays.
- Union - replaced motor starter and relays for boiler circulation pump/sequencer.
- MLK - cabling run/CAT6 and power for Digital Signage project.
- Replaced lights/ballasts in entire branch for upcoming events.
- Replaced damaged CAT6 cable for security camera (front stairs) per IPS.
- Repaired leaking drain pan on main AHU.
- Lakeshore - sent out cooling tower pump to be rebuilt, re-installed and balanced.

- Walz - branch too hot: reset oil pressure switch, corrected refrigerant and oil charge, will install better condenser fan controls.
- Glenville - removed and replaced damaged smoke detector in women's public restroom from roof leak, Regency to repair roof and ceiling damage under SWD project.
- Replaced defective economizer damper motor and controls.
- Fleet - cleaned evaporator coils and drain pans, checked/replaced belts and filters.
- Installed carbon filters to help remove smoke/burned popcorn smell in bldg...
- Rockport - installed new 2x4 LED lighting panels in Teen Room and re-installed/relocated HVAC diffusers.
- E.131 - burning smell in branch: repaired loose wiring connection and replaced damaged 24V transformer on the restroom buzzer system.
- Collinwood - replaced leaking utility sink faucet.
- Replaced 2 bad general exhaust fan motors.
- Repaired refrigerant leak, replaced leaking Schrader fitting cores on compressor service valves, corrected refrigerant charge.
- Checked/calibrated pneumatic staging controls for DX cooling.
- Sterling - repaired refrigerant leaks on both circuits of Main AHU, corrected charge.
- Repaired/re-installed Wiremold outlets by branch manager's desk and public restrooms.
- Hough - completed emergency and exit light installation.
- Replaced contactor, CLO and relays for meeting room HVAC unit.
- Repaired leaking drain pan on main ac unit, re-installed smoke detector.
- Jefferson - unclogged/snaked storm drain in back stairwell.
- Langston Hughes - replaced contactor in heat pump #2, checked/replaced belts and filters on all units.

- Repaired leaking outdoor spigot by custodian's shed.
- Brooklyn - replace broken dehumidifier and pull station covers.
- Carnegie West - troubleshoot/calibrated economizer control and room thermostats.
- LSW - serviced reverse osmosis system, humidifier system start-up with Slawson Solutions.
- Replaced defective battery on Viking fire panel.
- Leveled outdoor electrical boxes and replaced broken outlet covers and defective GFCI's.
- Repaired leaking Sloan valve actuator line in women's' public restroom wall.
- Started replacing lights/ballasts in LSW 9<sup>th</sup> floor stacks area.
- South Brooklyn - replaced bad exhaust fan motor.
- Addison - replaced bad bulbs and ballasts for main area HPS lights.
- Mt. Pleasant - replaced bad restroom exhaust fan motor.
- Main - replaced blower motor and squirrel cage for 4<sup>th</sup> floor staff workroom fan coil.
- CAT6 run for additional cameras in Brett Hall.
- Switched Automation HVAC system (Lieberts) from dry coolers to Cleveland Thermal chilled water.
- South - cabling run/CAT6 and power for Digital Signage project.
- East branches - continued with preventative maintenance on HVAC equipment.

## **SAFETY & PROTECTIVE SERVICES**

### **SAFETY SERVICES**

- SPS reviewed video for: damage to a staff member's vehicle at Brooklyn branch.
- SPS officers working specific posts have been assigned additional tasks to identify and note safety issues in their vicinity.

- SPS officers are working with the Friends of the Library to retrieve book sale funds from branches and bringing them downtown.

#### PROTECTIVE SERVICES

##### Activity

Month	Total Dispatch Activity	Ave per day	Total Alarms	Branch Emergency	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
May 2018	4172	160	55	56	679	93	80	53
April 2018	4271	171	55	66	692	147	78	79
March 2018	4109	152	79	75	655	34	78	63
Feb 2018	3386	154	41	67	537	71	56	98
Jan 2018	4098	164	41	55	588	93	85	44
Dec 2017	3743	156	61	77	704	109	73	34
Nov 2017	3929	163	68	78	706	93	70	119
Oct 2017	4092	157	62	65	676	66	65	68
Sept 2017	3900	156	79	55	742	56	65	54
Aug 2017	4173	155	91	59	827	55	58	46
July 2017	3498	140	49	57	679	75	138	53
June 2017	4126	159	111	45	877	107	72	60
May 2017	3772	145	85	70	600	83	89	51

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

- SPS is staffing College Now events held weekdays in the LSW building after hours.
- SPS staffed an event in the LSW auditorium with a local rapper 5-22-2018.
- SPS staffed the after hour carpet installation at South Brooklyn branch in May.
- SPS staffed the Congressional Art Show on 5-5-2018

##### Protective and Fire Systems

- SPS officers have completed Safety Ambassador Inspections of fire extinguishers, exit lights, and emergency exit lights at branches for May.
- IPS fixed the local door alarms in the LSW and Main buildings.
- SPS, IT, and Property management participated in a demo of camera's and access control tools held by Avigilon software.
- Second quarter fire drills are 50 percent complete.

- SPS is getting a price quote for a new camera at Glenville to monitor the new parking lot and for Woodland garage in the rear where the new parking fence will be erected.

#### Contract Security

- Royce Security guards are disarming Jefferson and Harvard Lee branches during Safe, Warm, and Dry.
- SPS switched the Union and Garden Valley guards.
- SPS is updating Royce on the status of branches opening and closing for Safe, Warm, & Dry.

#### Administration

- SPS posted a Vacancy notice for the vacated position in SPS. The notice was sent via email to all full time officers.
- Accommodations have been made for two part time SPS officers injured on the job to work on the downtown campus. One is in dispatch and the other is in Tech Central.
- Part time officer Oscar Martinez has turned in a two week resignation notice.
- On Tuesday's and Friday's, SPS management will review SPS policies and procedures with officers in lieu of shift briefings. The meetings will be informative and go over issues that haven't been discussed for a period of time.

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

There were no CLEVNET meetings in May. The next Directors Panel meeting will be held on June 20, 2018, at the Brunswick Library of the Medina County District Library.

The boards of many of the CLEVNET member libraries had the amended CLEVNET system agreement on their agendas in May. The goal is to have signed agreements back from all the member libraries by the end of June. That will clear the way for CPL's Chief Financial Officer to use the new pricing model when preparing CLEVNET's 2019 budget.

The Library Systems and Applications (LSA) Team continued their preparations for the Morley Library

(Painesville) migration project. The migration will take place in September.

LSA Specialists John Pas and Megan Trifiletti conducted six SirsiDynix Analytics Station training sessions for CLEVNET staff over a period of three days in May with two final sessions completed on June 5. Training included an introduction to the Analytics Station product and showed attendees how to generate a variety of reports including collection/patron count reports, weeding/shelf lists, and circulation reports. The training was received very positively, and the LSA team received good feedback. Of the 112 attendees who completed the final training survey, 97% said the training would be helpful or very helpful to their routine job duties.

#### Other CLEVNET Projects

- Security remains a strategic priority. The Network Team continues to roll out Traps™ Advanced Endpoint Protection. This product replaces legacy antivirus protection and secures endpoints such as laptops, desktops and servers. IT staff at libraries with Traps are alerted by email when something gets blocked. The team upgraded Traps to the latest version to enable the cloud edition.
- Work is ongoing at CLEVNET's new data center at the SOCC (State of Ohio Computer Center). The Network Team migrated Orrville, Rock Creek, and Kinsman to new OPLIN collector trunk and installed redundant power supplies on the wireless LAN controllers. VMware 6.7 and VCenter were set up with 3PAR storage to allow migration of the physical DMZ servers to the new virtual servers. The team also installed a KVM in the SOCC for remote access.
- Staff set up new domain controllers and child active directory domains for Fairport Harbor, Clyde, Peninsula, and IT/CLEVNET.
- The Telecomm Team is back on track with VoIP installations with Rocky River being the latest.

- Cassie computer and print management is a new CLEVNET service that provides member libraries a substantial cost savings. CPL and Henderson received upgrades in May.
- Staff migrated Wayne County and Geauga County to Rubrik backup/recovery solution.
- Member libraries continue to queue up to access the Singlewire Informacast Mass Notification service for staff. East Cleveland and Perry were added in May.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:35 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary

## GIFT REPORT FOR MAY 2018

### LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	946	2,394
Periodicals	25	38
Publishers Gifts	0	7
Non-Print Materials	18	653
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>989</b>	<b>3,092</b>

### MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 292	\$ 1,422
Library Fund	Restricted	100	1,058
Young Fund	Restricted	0	13,044
Founders Fund	Restricted	111,702	220,702
Ohio Center for the Book	Restricted	0	2,100
Judd Fund	Restricted	0	60,212
Lockwood Thompson Fund	Restricted	92,214	92,214
<b>TOTAL MONEY GIFTS</b>		<b>\$ 204,308</b>	<b>\$ 390,751</b>

### SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	24	103	989	3,092
Money Gifts	5	30	5	31
<b>TOTAL GIFTS</b>	<b>29</b>	<b>133</b>	<b>994</b>	<b>3,123</b>

**Cleveland Public Library**  
2018

June 13, 2018

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-18	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
<b>General Fund</b>							
101	General Fund	\$ 19,023,254.07	\$ 27,314,507.45	\$ 27,314,507.45	\$ 1,541,418.87	\$ 1,512,918.87	\$ (28,500.00)
			\$ 21,528,119.75	\$ 21,528,119.75			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 325,589.18			\$ 20,000.00	\$ 20,000.00	\$ -
202	Endowment for the Blind	\$ 2,532,943.39			\$ 170,000.00	\$ 170,000.00	\$ -
203	Founders	\$ 6,838,452.10			\$ 606,701.90	\$ 616,701.90	\$ 10,000.00
204	Kaiser	\$ 69,460.47			\$ 4,500.00	\$ 4,500.00	\$ -
205	Kralley	\$ 196,944.48			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 167,563.38			\$ 15,275.00	\$ 15,275.00	\$ -
207	Pepke	\$ 148,118.99			\$ 8,000.00	\$ 8,000.00	\$ -
208	Wickwire	\$ 1,554,863.99			\$ 109,000.00	\$ 109,000.00	\$ -
209	Wittke	\$ 102,130.38			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,724,548.65			\$ 370,000.00	\$ 370,000.00	\$ -
225	Friends	\$ -			\$ 12,000.00	\$ 57,000.00	\$ 45,000.00
226	Judd	\$ -			\$ 236,316.00	\$ 236,316.00	\$ -
228	Lockwood Thompson	\$ 44,368.84			\$ 184,428.00	\$ 184,428.00	\$ -
229	Ohio Center for the Book	\$ 25.00			\$ 2,100.00	\$ 2,100.00	\$ -
230	Schweinfurth	\$ 121,674.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 375,851.74			\$ 5,264,913.67	\$ 5,264,913.67	\$ -
251	OLBPD	\$ 6,347.99			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (68,950.00)			\$ 218,607.75	\$ 218,607.75	\$ -
256	Learning Centers	\$ 82,500.00			\$ 82,500.00	\$ 82,500.00	\$ -
257	Tech Centers	\$ -			\$ 360,000.00	\$ 410,000.00	\$ 50,000.00
258	Early Literacy	\$ 148,827.50			\$ -	\$ -	\$ -
		\$ 17,371,260.83			\$ 8,879,536.32	\$ 9,344,536.32	\$ 105,000.00
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 5,529,927.24			\$ 2,050,000.00	\$ 2,050,000.00	\$ -
<b>Permanent Funds</b>							
501	Abel	\$ 248,034.08			\$ 17,000.00	\$ 17,000.00	\$ -
502	Ambler	\$ 2,415.85			\$ 175.00	\$ 175.00	\$ -
503	Beard	\$ 137,945.62			\$ 5,000.00	\$ 5,000.00	\$ -
504	Klein	\$ 5,687.98			\$ 420.00	\$ 420.00	\$ -
505	Malon/Schroeder	\$ 205,793.75			\$ 19,000.00	\$ 19,000.00	\$ -
506	McDonald	\$ 206,056.35			\$ 13,000.00	\$ 13,000.00	\$ -
507	Ratner	\$ 100,560.62			\$ 6,000.00	\$ 6,000.00	\$ -
508	Root	\$ 39,288.56			\$ 3,000.00	\$ 3,000.00	\$ -
509	Sugaman	\$ 69,475.98			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 129,107.03			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidental	\$ 7,168.86			\$ 520.00	\$ 520.00	\$ -
512	White	\$ 2,017,277.05			\$ 150,000.00	\$ 150,000.00	\$ -
513	Beard Anna Young	\$ 24,788.92			\$ 5,000.00	\$ 5,000.00	\$ -
		\$ 3,193,600.65			\$ 242,115.00	\$ 242,115.00	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 6,372.39			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 9,395.76			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

A decrease in Other Sources-General Fund by \$28,500 to reflect the resolution going before the Board on June 19, 2018 to advance cash from the General fund to the Friends fund; an increase in Other Sources-Special Revenue by \$105,000 relating to an increase in the Founders fund - \$10,000 for PNC Bank (CPL Foundation) for Kindergarten Club; and increase in the Friends fund - \$16,500 for 2018 programming support and \$28,500 advance from the General fund; and an increase in the Tech Centers fund - \$50,000 transfer from the general fund of required matching funds for the Best Buy construction grant that was approved by the Board on September 21, 2017.

Thank You,  
*Carric 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 88.86% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

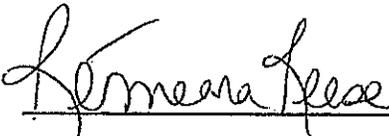
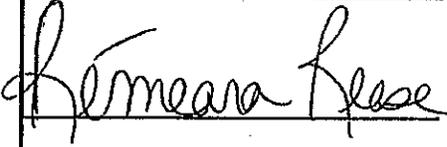
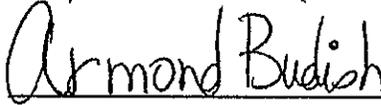
June 13, 2018

To the Board of Library Trustees of the:

**Cleveland Library**

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2018, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balace	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$19,023,254.07	\$27,314,507.45	\$21,528,119.75	\$1,512,918.87	\$69,378,800.14
Special Revenue	\$17,371,260.83			\$9,344,536.32	\$26,715,797.15
Capital	\$5,529,927.24			\$2,050,000.00	\$7,579,927.24
Permanent	\$3,193,600.65			\$242,115.00	\$3,435,715.65
Agency	\$15,768.15			\$0.00	\$15,768.15
<b>Totals/Subtotals</b>	<b>\$45,133,810.94</b>	<b>\$27,314,507.45</b>	<b>\$21,528,119.75</b>	<b>\$13,149,570.19</b>	<b>\$107,126,008.33</b>

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY  
2018 APPROPRIATION: FIFTH AMENDMENT  
JUNE 19, 2018**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	19,023,254.07	0.00	19,023,254.07 (3)
Taxes - General Property	24,914,507.45	0.00	24,914,507.45
Public Library Fund (PLF)	21,528,119.75	0.00	21,528,119.75
State Rollbacks/CAT	2,400,000.00	0.00	2,400,000.00
Fines and Fees	381,033.86	0.00	381,033.86
Earned Interest	524,913.00	0.00	524,913.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	890,487.01	0.00	890,487.01
Return of Advances/(Advances Out)	(255,015.00)	(28,500.00)	(283,515.00)
<b>TOTAL RESOURCES</b>	<b>69,407,300.14</b>	<b>(28,500.00)</b>	<b>69,378,800.14</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	36,631,162.50	0.00	36,631,162.50
Supplies	1,001,537.75	0.00	1,001,537.75
Purchased/Contracted Services	10,752,186.41	1,000,000.00	11,752,186.41
Library Materials/ Information	6,734,347.09	0.00	6,734,347.09
Capital Outlay	1,090,467.00	0.00	1,090,467.00
Other Objects	155,408.01	0.00	155,408.01
<b>SUBTOTAL OPERATING</b>	<b>56,365,108.76</b>	<b>1,000,000.00</b>	<b>57,365,108.76</b>
Transfers	2,000,000.00	50,000.00	2,050,000.00
<b>TOTAL APPROPRIATION</b>	<b>58,365,108.76</b>	<b>1,050,000.00</b>	<b>59,415,108.76</b>

**CLEVELAND PUBLIC LIBRARY  
2018 APPROPRIATION: FIFTH AMENDMENT  
JUNE 19, 2018**

CLEVELAND PUBLIC LIBRARY  
FUND BALANCE SHEET  
JUNE 19, 2018

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	26,610,797.15	105,000.00	26,715,797.15
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	325,446.67	0.00	325,446.67
Endowment for the Blind	2,702,943.39	0.00	2,702,943.39
Founders	4,980,491.64	0.00	4,980,491.64
Kaiser	73,960.47	0.00	73,960.47
Kraley	207,944.48	0.00	207,944.48
Library	182,838.38	0.00	182,838.38
Pepke	156,118.99	0.00	156,118.99
Wickwire	1,656,611.36	0.00	1,656,611.36
Wittke	108,130.38	0.00	108,130.38
Young	5,094,548.65	0.00	5,094,548.65
Friends	12,000.00	16,500.00	28,500.00
Judd	236,316.00	0.00	236,316.00
Lockwood Thompson	228,796.84	0.00	228,796.84
Ohio Center for the Book	2,125.00	0.00	2,125.00
Schweinfurth	171,674.75	0.00	171,674.75
CLEVNET	5,640,765.41	0.00	5,640,765.41
LSTA-OLBPD	1,514,541.99	0.00	1,514,541.99
MyCom	74,642.75	0.00	74,642.75
Learning Centers	165,000.00	0.00	165,000.00
Tech Centers	180,000.00	50,000.00	230,000.00
Early Literacy	148,827.50	0.00	148,827.50
<b>TOTAL APPROPRIATION</b>	<b>23,863,724.65</b>	<b>66,500.00</b>	<b>23,930,224.65</b> (4)

**CAPITAL PROJECTS FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	7,579,927.24	0.00	7,579,927.24
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
<b>BUILDING &amp; REPAIR</b>	<b>7,579,927.24</b>	<b>0.00</b>	<b>7,579,927.24</b> (5)

**CLEVELAND PUBLIC LIBRARY  
2018 APPROPRIATION: FIFTH AMENDMENT  
JUNE 19, 2018**

2018-2019  
FUND BALANCE  
STATEMENT

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,435,715.65	0.00	3,435,715.65
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	265,034.08	0.00	265,034.08
Ambler	2,590.85	0.00	2,590.85
Beard	142,945.62	0.00	142,945.62
Klein	6,107.98	0.00	6,107.98
Malon/Schroeder	224,793.75	0.00	224,793.75
McDonald	219,056.35	0.00	219,056.35
Ratner	106,560.62	0.00	106,560.62
Root	42,288.56	0.00	42,288.56
Sugarman	81,475.98	0.00	81,475.98
Thompson	140,107.03	0.00	140,107.03
Weidenthal	7,688.86	0.00	7,688.86
White	2,167,277.05	0.00	2,167,277.05
Beard Anna Young	29,788.92	0.00	29,788.92
<b>TOTAL APPROPRIATION</b>	<b>3,435,715.65</b>	<b>0.00</b>	<b>3,435,715.65</b> (6)

**AGENCY FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,768.15	0.00	15,768.15
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds	6,372.39	0.00	6,372.39
CLEVNET Fines & Fees	9,395.76	0.00	9,395.76
<b>TOTAL APPROPRIATION</b>	<b>15,768.15</b>	<b>0.00</b>	<b>15,768.15</b>

**CLEVELAND PUBLIC LIBRARY  
2018 APPROPRIATION: FIFTH AMENDMENT  
JUNE 19, 2018**

- 
- (1) Certificate dated May 15, 2018
- (2) Certificate dated June 13, 2018
- (3) \$18,948,254.07 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,000 to produce the carryover balance available for appropriation in 2018 (plus \$6,023,344.28 encumbered cash).
- (4) \$17,446,260.83 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 less non-expendable principal amounts of \$2,492,057.50 to produce the carryover balance available for appropriation in 2018 (plus \$652,342.87 encumbered cash). \$9,051,021.32 additional revenue. (Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.)  
 $(\$17,446,260.83 - \$75,000 - \$2,492,057.50 + \$9,051,021.32 = \$23,930,224.65)$
- (5) \$5,529,927.24 unencumbered cash carried forward to produce the carryover balance available for appropriation in 2018 (plus \$5,119,525.82 encumbered cash). \$2,000,000.00 transfer from General Fund. \$50,000 additional revenue.  
 $(\$5,529,927.24 + \$2,000,000 + \$50,000 = \$7,579,927.24)$
- (6) \$3,977,917.01 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 to produce the carryover balance available for appropriation in 2018 (plus \$12,790.52 encumbered cash). \$242,115 additional revenue. (Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.)  
 $(\$3,977,917.01 - \$784,316.36 + \$242,115 = \$3,435,715.65)$

**THE STATE LIBRARY OF OHIO  
COLUMBUS, OHIO  
43201**

**OHIO FFY 2018  
LSTA  
CFDA 45.310  
PROJECT # VIII-79-18  
SERVICES TO TARGETED  
POPULATIONS PROJECT  
FUNDED WITH FFY 2017 CARRYOVER FUNDS  
AND FFY 2018 FUNDS  
IMLS**

**AGREEMENT**

**Ohio Library for the Blind and Physically Disabled**

**Fiscal Year 2019**

THIS AGREEMENT, made and entered into this 4th day of June, 2018, 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,

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 2018, January 2019, and April 2019. A termination report will be submitted no later than July 15, 2019 and a close-out financial report will be submitted no later than September 15, 2019. 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 2019 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, 2018 - June 30, 2019 an amount not to exceed \$1,508,194.00. \$150,000.00 shall be paid from FFY 2017 LSTA carryover funds, \$84,000.00 shall be paid from FFY 2018 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 2018
\$17,364.00	Fund 5GB0	August 2018
\$125,683.00	Fund 5GB0	September 2018
\$125,683.00	Fund 5GB0	October 2018
\$125,683.00	Fund 5GB0	November 2018
\$125,683.00	Fund 5GB0	December 2018

\$125,683.00	Fund 5GB0	January 2019	
\$125,683.00	Fund 5GB0	February 2019	
\$125,683.00	Fund 5GB0	March 2019	
\$125,683.00	Fund 5GB0	April 2019	
\$125,683.00	Fund 5GB0	May 2019	
\$125,683.00	Fund 5GB0	June 2019	

FFY 2017 federal funds will be encumbered by September 30, 2018 and disbursed by October 31, 2018.

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, 2019 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 2017 federal funds must be disbursed by October 31, 2018 and FFY 2018 federal funds and SFY 2019 funds must be encumbered by June 30, 2019 and disbursed by August 31, 2019. 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

\_\_\_\_\_  
President, Board of Trustees

*Beverly L. Cain*

State Librarian  
June 4, 2018

Approved by the State Library Board, June 4, 2018

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 2018 Approved Budget

Appendix B

	STATE	FEDERAL	TOTAL
1. Salaries	\$704,252.00	\$177,360.00	\$881,612.00
2. Benefits	258,275.00	46,532.00	304,807.00
3. Computer costs	96,678.00	-0-	96,678.00
4. Space rental	191,408.00	-0-	191,408.00
5. Materials/Equipment/Telephone Services	3,050.00	10,108.00	13,158.00
6. Administrative Services	16,431.00	-0-	16,431.00
7. Travel	2,700.00	-0-	2,700.00
8. Programming and Outreach	1,000.00	-0-	1,000.00
8. Volunteer program	400.00	-0-	400.00
TOTAL	\$1,274,194.00	\$234,000.00	\$1,508,194.00



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

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

**1. NONDISCRIMINATION**

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

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age.

**2. DEBARMENT AND SUSPENSION**

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

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. part 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. part 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

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

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

**3. DRUG-FREE WORKPLACE**

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

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

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

#### 4. FEDERAL DEBT STATUS

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

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

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

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

#### 6. CERTIFICATION REGARDING TRAFFICKING IN PERSONS

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

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

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

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

---

Signature of Authorized Certifying Official

---

Print name and Title of Authorized Certifying Official

---

Date

























Cleveland Public Library - Facilities Master Plan  
 Bialosky Cleveland  
 Work Effort Estimate  
 06/08/2018

Action	July							August							September							October							November							December							January							February						
	2	9	16	23	30	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25																					
Ph. 1	Research / Discovery / Review																																																							
Ph. 2	Planning / Standards & Guidelines																																																							
Ph. 3	Building / Construction / Approval																																																							
Ph. 4	Master Plan Review / CPL																																																							

Staff	Role	Rate	Hours	Total	Total Fee
Jack Bialosky	Consulting Principal	\$225	16	16	\$3,600
Bruce Hinton	Principal in Charge	\$150	16	16	\$2,400
Aaron Hill	Principal in Charge	\$190	24	24	\$4,560
Ryan Pursons	Project Manager	\$130	32	32	\$4,160
Ben Crabtree	Project Manager	\$130	32	32	\$4,160
Jim Collins	Project Architect	\$105	40	40	\$4,200
Justin Davies	Project Architect	\$90	40	40	\$3,600
Travis Clarke	Graphic Designer	\$75	40	40	\$3,000
Chelsea Fillmore	Graphic Designer	\$75	40	40	\$3,000
Carla Chelbow	Architecture Intern	\$50	40	40	\$2,000
Alexis Runk	Interior Design Intern	\$50	40	40	\$2,000
Tim Norris	Mech Engineer Lead	\$190	0	0	\$0
Sean Keenan	Elec Engineer Lead	\$150	0	0	\$0
George Pasladis	Mech Engineer	\$105	0	0	\$0
Matt Meyrose	Elec Engineer	\$80	0	0	\$0
Olivia Vismar	Engineer Intern	\$65	0	0	\$0
Algebra AEC	Structural Engineer	\$170	0	0	\$0
GLUC	Community Engagement	\$83	16	16	\$1,328
Knight & Stolar	Landscaps	\$110	0	0	\$0
Regency Construction	Cost Est / Scheduling	\$90	0	0	\$0
Taylor Consulting	Roof Consultant	\$135	0	0	\$0
<b>BASE TOTAL:</b>			<b>128</b>	<b>128</b>	<b>\$15,088</b>

Additional Services	Rate	Description
None Anticipated		



Cleveland Public Library - Facilities Master Plan  
 Blatovsky Cleveland  
 Work Effort Estimate  
 06/08/2018

Reimbursables	Budget Cost	Rate
Mileage	\$2,500	\$0.545/mi.
Parking (Downtown)	\$200	varies
Internal Printing	\$10,000	varies
External Printing	\$15,000	varies
Drones Usage	\$8,000	\$250/hr.
Translator	\$400	varies
WebEx Conferencing	\$1,200	\$0.09/min
<b>TOTAL</b>	<b>\$37,300</b>	

Taylor Consulting Group, LLC  
PO Box 1570  
Mentor, OH 44061

Phone: 440-840-9019  
Fax: 440-209-9841  
Email: gtaylor@tcgroupdesign.com



May 18, 2018

Jeremiah Swetel  
Cleveland Public Library  
Jeremiah.swetel@cpl.org  
216-407-0296

RE: Cleveland Public Library – Main & Louis Stokes Building – Façade Cleaning & Restoration  
Design, Bidding & Quality Assurance Observation Proposal

Dear Mr. Swetel,

We are submitting our proposal to provide the following services:

- Design & Construction Documents (Specifications and Bidding Documents)
- Bidding and Award Phase (Bidding Assistance and Recommendation)
- Construction Phase & Closeout Documents (Administration of Construction, Site Visits, and Reporting)

Thank you for the opportunity to provide a proposal for the design, bidding and quality assurance observation services for Cleveland Public Library. I look forward to speaking with you in the near future.

Best regards,

A handwritten signature in black ink that reads 'Kurtis G. Taylor'.

Kurtis G. Taylor, PE

## SCOPE OF BASIC SERVICES

Basic Services to be provided will consist of the following:

### **Concept Development & Schematic Design (Program Verification and Detail Drawings):**

Program Verification: Development of schematic design and detailing. Preparation of AutoCAD drawings (title blocks, general notes, elevation, plans etc.).

Site Review: Perform site reviews to finalize schematic details, dimensions and quantities.

### **Construction Documents Phase (Construction Drawings and Specifications)**

Drawings and Specifications. Prepare Drawings and Specifications setting forth in detail the requirements for the construction of the Project. With the consent of the Owner, TCG shall include Alternates in the Contract Documents. The Drawings and Specifications shall encourage competition.

Bidding Documents. Preparation of documents necessary for bidding of Contracts, including without limitation bidding information and instructions, estimates of cost, Notices to Bidders, Instructions to Bidders, Bid Forms and Special Conditions.

### **Bidding and Award Phase (Bidding Assistance and Recommendation)**

Prebid Conferences. Conduct prebid conference with prospective Bidders to familiarize Bidders with the Contract.

Bid Review. Review all responsive bids, participate in investigating the responsibility of Bidders and deliver a written recommendation to the Owner about the award of, or rejection of, any bid or bids for each Contract for the Project.

### **Construction Phase (Administration of Construction)**

The Construction Phase will commence with the award of a Contract for the Project to a Contractor and will terminate upon Final Acceptance of the Project by the Owner. Consultant services during the Construction Phase shall be in accordance with the Owner's request and per the attached Fee Schedule.

#### Site Visits – Progress:

The Consultant shall:

- (1) Provide oversight on administration of contracts for construction.
- (2) Promptly advise the Owner when the requirements of the Contract are not being fulfilled and provide recommended courses of action.
- (3) Review and comment on approved estimates of construction cost incorporating approved changes as they occur.
- (4) Provide on-site quality observation twice per week to monitor contractor's level of performance and endeavor to guard the Owner's interests against defects, deficiencies, record the progress of the project, and provide written reports.
- (5) Provide MAH with electronic quality observation reports and progress meeting minutes.
- (6) When the Consultant considers contractor's work or designated portion thereof substantially complete, Consultant shall prepare for the Owner a list of incomplete or unsatisfactory items and a schedule for their completion, and assist in conducting final inspections.
- (7) Provide oversight for punch-list items and the completion of any corrective work.

Construction Schedule. Review and approve the construction schedule for conformance with the Contract Documents, and inform the Owner of the need to update the Project Schedule as required to show current conditions to conform to the Construction Schedule.

**Meetings.** Schedule, conduct and participate in preconstruction, progress, quality control and special meetings with the Owner and any other parties involved in the Project to discuss such matters as procedures, progress, problems and scheduling. The Consultant shall prepare and distribute minutes of all such meetings to the Owner, the Contractors and any other parties involved.

**Submittal Review.** Review and approve or take other appropriate action upon Contractor submittals such as Shop Drawings, Product Data and Samples, for conformity with the Contract Documents and shall review drawings, calculations and designs required of the Contractor and provided with such submittals (except calculations and designs of manufacturers of original equipment and systems to be installed in the Project and except calculations and designs which the Contract Documents expressly make the sole responsibility of one or more Contractors, Subcontractors, Material Suppliers or other persons).

**Change Orders.** The Consultant shall request Proposals from Contractors for potential and proposed changes in the Work. Prepare Change Orders and any necessary Drawings, Specifications and other documents and supporting data for Change Orders.

**Contractor Payments.** Based upon the review of the applicable Work and evaluations of the applicable Contractor's Applications for Payment, review and approve, modify or reject the amounts shown on such Applications as being due to the applicable Contractor in accordance with the Contract Documents. Each Application for Payment shall be signed by the Consultant and mailed to the Owner, as applicable.

**Contract Closeout.** Upon completion of Contractor's Punch List, the Consultant shall provide notice to the Owner that the Work is ready for Final Inspection, conduct the Final Inspection and prepare a revised Punch List, if applicable. Upon Contract Completion, any keys, manuals and originals of any guarantees, warranties, releases, bonds and waivers shall be provided to the Owner.

**Contractor Responsibilities.** The Consultant shall not be responsible for and shall not have control or charge of construction means, methods, techniques, sequences, procedures or scheduling used by a Contractor to comply with the Contractor's obligations under its Contract for the Project or for safety precautions and programs in connection with the Work on the Project. The Consultant shall not be responsible for or have control or charge over the acts or omissions of Contractors or Subcontractors or any of their agents or employees, or any other persons performing any Work on the Project.

<b>Consultant Fee &amp; Scope of Services Breakdown</b>	
Concept Development & Schematic Design	
Program Verification and Detail Drawings	12,000
Design Phase & Construction Documents	
Specifications and Bidding Documents	14,000
Bidding & Award Phase	
Bidding Assistance & Recommendation	800
Construction Phase & Closeout Documents	
Administration of Construction, Site Visits, and Reporting	13,200
<b>Total Consultant Fee</b>	<b>\$40,000.00</b>

The above fee is preliminarily based on a construction budget of \$500,000. The fee may need to be revised to reflect actual services once scope of work is determined



# ■ DIX & EATON

## Cleveland Public Library 150<sup>th</sup> Anniversary STATEMENT OF WORK June 8, 2018

### **Overview**

We are pleased to help the Cleveland Public Library celebrate its 150<sup>th</sup> anniversary in 2019. The following outlines activity, timing, deliverables and costs for the first phase of this project including developing a detailed communications plan to help market and promote the anniversary and providing initial fundraising counsel and support.

### **Communications Plan Development**

During this first phase of the 150<sup>th</sup> anniversary project, we will develop a communications plan that will guide all marketing and public relations activity. The plan will outline key objectives, target audiences, communications strategies, recommended tactics, timing, metrics and, where possible, costs for implementation. Recommended tactics would include developing a special 150<sup>th</sup> anniversary mark, creating messaging to guide all communications, advertising, media and social media outreach, etc.

We would begin the project with research around the Library's strategic plan and an initial overview of publicly available marketing and PR tactics including recent media coverage, social media content, website, etc.

We would then conduct a facilitated kick-off meeting to better understand the Library's

- Strategic objectives for 2019,
- 150<sup>th</sup> anniversary objectives,
- Target audiences,
- Current marketing messaging, channels and metrics, and
- Anniversary activity that is already planned for 2019

Coming out of the meeting, we would review additional marketing and PR tactics as needed and build the communications plan. We would present and discuss the plan to the Library's 150<sup>th</sup> anniversary team, senior leadership and others as needed and would finalize the plan based on their feedback.

### *Timing*

We anticipate that it would take six to eight weeks to conduct appropriate research, develop the plan, present and finalize it contingent on a reasonably quick start.

### *Deliverables*

- Detailed communications plan in PowerPoint format that includes objectives, prioritized target audiences, strategy for communications, detailed tactics, timing, metrics and implementation estimates where appropriate. Detailed tactics would include recommendations for foundational elements, advertising strategy with suggested ad buy, media relations plan, social media channel and content recommendations, etc.

### *Estimate*

We estimate the cost for the communications plan will be \$22,000-\$28,000 delivered over six to eight weeks.

## ■ DIX & EATON

### **Fundraising Counsel & Strategic Support**

We will work with Library staff to provide strategic direction related to the 150<sup>th</sup> Anniversary. This will include overall strategic counsel for the anniversary year, its celebration components and a funding strategy for the anniversary. This strategic approach to anniversary funding will include identification of current funding sources to leverage and new funders that may be aligned with key components and signature events of the anniversary celebration. We will also help develop solicitation strategies, to be implemented by Library leadership.

The 150<sup>th</sup> anniversary will be used as a platform to develop strategic direction, priorities and appropriate processes related to the Cleveland Public Library Foundation. To that end, we will assist in developing priorities for the Foundation that align with the Library's strategic plan goals, its capital program delivery and its innovative approach to service delivery going forward. Counsel may also be provided on Foundation policies and procedures.

#### *Timing*

This contact provides strategic counsel for a six-month period.

#### *Deliverables*

We will participate in weekly meetings with Library staff on the anniversary and other meetings with Library leadership, as appropriate, to provide the strategic counsel outlined. We will help evaluate the overall plan in terms of impact, alignment with strategic goals and the Library's ability to achieve a high level of quality for all activities. As part of this work, we will identify community partners and other resources that can be leveraged for anniversary program content.

In addition, we will ensure the successful melding of the communications plan development with the strategic counsel scope through joint participation in appropriate meetings.

We will help to develop foundation priorities and policies by clearly defining what programs and services should be funded by existing funds and what programs and capital investments warrant additional support through fundraising efforts and the work of the new Foundation.

We will work with Library staff to align Foundation priorities around key Library strategic plan goals, capital program delivery and new model of service delivery. In so doing, we will help create a case statement for this additional support and help to identify the need for and potential impact of private funding on capital, new programs and anniversary components.

We will work with staff on an "asset mapping" process for the Library, identifying opportunities for funding partner benefits within the Library's current inventory of branches, programs, market reach and partnerships. We will identify community stakeholders to engage for feedback in process related to Foundation goals and priorities.

#### *Estimate*

The fee for this work is \$26,000 over six months.

# ADVANCE OHIO

## Revenue Advertising Agreement

### Advertiser Info

Advertiser/Business Name: CLEVELAND PUBLIC LIBRARY MARKETING Agency:  
 Primary Account Number: 40095821

Business Segment: Non-Profit

Umbrella Contract?

If umbrella contract, list additional account names and account numbers:

### Contract Details

Effective Date: 06-01-2018 Expiration Date: 05-31-2019

Investment Level: \$ 31,188.00

### Program Details

Advertiser/Agency hereby agree(s) to purchase the advertising set forth herein from Advance Ohio Media LLC ("Advance Ohio" or "Publisher"), on its own behalf and representing The Plain Dealer, Sun News and Cleveland.com. All advertising in The Plain Dealer, Sun News and Cleveland.com as well as any ancillary products from these organizations, will count towards fulfilling the previously stated expenditure. Advertiser shall receive the contract rate(s) in the current rate card corresponding to the annual revenue commitment, which shall apply to all of Advertiser's advertising purchases above.

Advertiser has the option to upgrade the contract level with an increased commitment at any point during the contract period. The new earned level rates will take effect at that time and will remain in effect for the remainder of the contract term.

The digital and print revenue investment set forth herein will apply toward fulfillment of this contract. All advertising terms and conditions of Advance Ohio are incorporated herein, apply to all advertising and are available at [www.advance-ohio.com](http://www.advance-ohio.com). Rates listed are not commissionable. Ads placed through an agency of record billed at agency net rates.

The Publisher reserves the right to revise these rates at any time upon 30 days' notice in writing to contract holders, and this contract is accepted subject to this reservation. The Advertiser reserves the right to cancel this contract, with liability for "Rates Earned," at any time new rates are made effective by Advance Ohio. The rates for such advertising shall be per Publisher's rate card and/or this addendum. Failure to meet the commitment described above will result in all published advertising being rebilled at applicable earned rate as appears on the applicable advertising rate card.



# Program 2018/19 – Cleveland Public Library



Advance Ohio: Cleveland Public Library – 2018-19 Program Overview

SEARCH ENGINE MARKETING: Increased Keyword Budget - \$1,500 Monthly – 35% Increase from 2016-17 Budget

SEARCH ENGINE MARKETING: Campaign Segmentation – 5 Segments (TBD) – Unique Targeting to Specific Website URLs

GEOGRAPHIC TARGETING: Targeted Reach By Segment – Downtown, Local Community, Cleveland DMA

SEM REPORTING: Dashboard Access – traffic, click data, conversions, call tracking, etc.

CLEVELAND.COM: 1.2 Million Ad Impressions – 728x90 and 300x250 – local targeting by campaign themes

CLEVELAND.COM: Enhanced Homepage Business Listing – Direct Page Content For CLE Main Library / Admin

ADVANCE ANALYTICS: Digital Reporting Platform – Direct Access To Your Digital Display Account

CONTRACT: \$31,188 – June 2018 – May 2019 – 12-Month Program

Re: A Contract for CLEVELAND PUBLIC LIBRARY MARKETING has been sent out for signature to Michael Young

William J. Ray

Tue 6/5/2018 5:25 PM

To: michaelyoung <michaelyoung@cpl.org>;

Hi Michael

Please see attached spreadsheet with the breakdown of services per invoice

CLEVELAND PUBLIC LIBRARY - 2018-19 Proposal Details

04.24.2018

Digital	Product	Impressions Proposed	CPM	Cost per Insertion	Frequency/12 mos	Annual Investment	Impressions Annual
	Cleveland Public Library						
	cleveland.com - 300x250 - 728x90	100K Per Month		\$ 875.00	12	\$ 10,500.00	
	cleveland.com Enhanced Business Listing			\$ 99.00	12	\$ 1,188.00	
	SEM: Google, Yahoo, Bing			\$ 1,500.00	12	\$ 18,000.00	
	SEM: Call Tracking			\$ 25.00	12	\$ 300.00	
	Advance Analytics	0	\$ -	\$ 100.00	12	\$ 1,200.00	-
						\$ 31,188.00	

William Ray Jr.  
Account Executive  
Advance Ohio  
Wray@advance-ohio.com  
216.538.3646 (c)  
Google Adwords™ Premier SMB Partner

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From: "michael.young" <michael.young@cpl.org>  
Date: Tuesday, June 5, 2018 at 10:00 AM  
To: Bill Ray <wray@advance-ohio.com>  
Subject: Re: A Contract for CLEVELAND PUBLIC LIBRARY MARKETING has been sent out for signature to Michael Young

Ray,

Accounting is asking for a cost breakdown of each service as it'll be reflected on the invoice.

Thank you.

REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD MAY 1 – MAY 31, 2018

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending May 31, 2018**

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	15,320,913.15	0.00	0.00	0.00	\$ 0.00	15,320,913.15
42 Intergovernmental	10,099,385.87	696,992.75	50,000.00	0.00	\$ 0.00	10,846,378.62
43 Fines & Fees	144,596.58	0.00	0.00	0.00	\$ 0.00	144,596.58
44 Investment Earnings	259,937.00	96,209.83	0.00	45,177.38	\$ 0.00	401,324.21
45 Charges for Services	0.00	3,127,936.19	0.00	0.00	\$ 0.00	3,127,936.19
46 Contributions & Donations	1,422.10	389,329.21	0.00	0.00	\$ 0.00	390,751.31
48 Miscellaneous Revenue	485,098.07	0.00	0.00	0.00	\$ 54,529.73	539,627.80
<b>Total Revenues</b>	<b>\$ 26,311,352.77</b>	<b>\$ 4,310,467.98</b>	<b>\$ 50,000.00</b>	<b>\$ 45,177.38</b>	<b>\$ 54,529.73</b>	<b>\$ 30,771,527.86</b>
51 Salaries/Benefits	14,050,644.89	1,281,221.67	0.00	0.00	\$ 0.00	15,331,866.56
52 Supplies	292,520.13	49,586.13	0.00	2,176.61	\$ 0.00	344,282.87
53 Purchased/Contracted Services	4,584,952.64	1,289,173.92	28,568.85	3,295.00	\$ 0.00	5,905,990.41
54 Library Materials	3,192,999.29	320,700.69	0.00	12,607.13	\$ 0.00	3,526,307.11
55 Capital Outlay	366,996.61	253,708.21	908,976.10	0.00	\$ 0.00	1,529,680.92
57 Miscellaneous Expenses	65,224.07	9,513.96	0.00	0.00	\$ 56,659.40	131,397.43
<b>Total Expenditures</b>	<b>\$ 22,553,337.63</b>	<b>\$ 3,203,904.58</b>	<b>\$ 937,544.95</b>	<b>\$ 18,078.74</b>	<b>\$ 56,659.40</b>	<b>\$ 26,769,526.30</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 3,758,015.14</b>	<b>\$ 1,106,563.40</b>	<b>\$(887,544.95)</b>	<b>\$ 27,098.64</b>	<b>\$(2,129.67)</b>	<b>\$ 4,002,002.56</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(180,015.00)	180,015.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(2,000,000.00)	0.00	2,000,000.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(2,180,015.00)</b>	<b>\$ 180,015.00</b>	<b>\$ 2,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 1,578,000.14</b>	<b>\$ 1,286,578.40</b>	<b>\$ 1,112,455.05</b>	<b>\$ 27,098.64</b>	<b>\$(2,129.67)</b>	<b>\$ 4,002,002.56</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 24,971,598.35</b>	<b>\$ 18,098,603.70</b>	<b>\$ 10,649,453.06</b>	<b>\$ 3,990,707.53</b>	<b>\$ 15,768.15</b>	<b>\$ 57,726,130.79</b>
<b>Current Cash Balance</b>	<b>\$ 26,549,598.49</b>	<b>\$ 19,385,182.10</b>	<b>\$ 11,761,908.11</b>	<b>\$ 4,017,806.17</b>	<b>\$ 13,638.48</b>	<b>\$ 61,728,133.35</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending May 31, 2018**

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	21,528,120	8,898,030	12,630,090	41%	39%
General Property Tax	24,914,507	15,320,913	9,593,594	61%	62%
Rollback, Homestead	2,400,000	1,201,356	1,198,644	50%	51%
Fines & Fees	381,034	144,597	236,437	38%	39%
Investment Earnings	524,913	259,937	264,976	50%	58%
Contributions	0	1,422	(1,422)	100%	100%
Miscellaneous	890,487	485,098	405,389	54%	14%
Return of Advances Out	0	75,000	(75,000)	0%	0%
<b>Total</b>	<b>\$ 50,639,061</b>	<b>\$ 26,386,353</b>	<b>\$ 24,252,708</b>	<b>52%</b>	<b>50%</b>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,777,430	14,079,660	22,697,770	38%	36%
Supplies	1,140,652	513,632	627,020	45%	64%
Purchased Services	12,215,264	8,792,303	3,422,960	72%	76%
Library Materials	10,625,923	5,854,344	4,771,578	55%	55%
Capital Outlay	1,459,422	436,799	1,022,622	30%	38%
Other	169,764	104,059	65,705	61%	72%
<b>Sub Total</b>	<b>\$ 62,388,453</b>	<b>\$ 29,780,798</b>	<b>\$ 32,607,655</b>	<b>48%</b>	<b>48%</b>
Advances Out	0	255,015	(255,015)	100%	100%
Transfers Out	2,000,000	2,000,000	0	100%	100%
<b>Total</b>	<b>\$ 64,388,453</b>	<b>\$ 32,035,813</b>	<b>\$ 32,352,640</b>	<b>50%</b>	<b>49%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated May 15, 2018.  
Note (2): Subtotal Amended Appropriation of \$58,365,109 plus carried forward encumbrance of \$6,023,344.  
Note (3): Subtotal includes 36% expended and 12% encumbered.

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending May 31, 2018**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,852,312.86	10,852,312.86	4,097,152.85	0.00	6,755,160.01
51120 Clerical Salaries	10,562,757.75	10,562,757.75	4,018,430.66	0.00	6,544,327.09
51130 Non-Clerical Salaries	1,181,064.81	1,181,064.81	415,266.32	0.00	765,798.49
51140 Buildings Salaries	4,382,653.86	4,382,653.86	1,608,879.74	0.00	2,773,774.12
51150 Other Salaries	616,852.08	616,852.08	222,264.98	0.00	394,587.10
51180 Severance Pay	0.00	125,681.06	143,362.66	0.00	(17,681.60)
51190 Non-Base Pay	210,581.61	210,581.61	169,292.35	0.00	41,289.26
51400 OPERS	3,931,874.91	3,931,874.91	1,477,277.07	0.00	2,454,597.84
51610 Health Insurance	4,000,682.88	4,000,682.88	1,622,178.47	0.00	2,378,504.41
51611 Dental Insurance	212,132.16	212,132.16	87,474.13	0.00	124,658.03
51612 Vision Insurance	15,736.44	15,736.44	6,543.07	0.00	9,193.37
51620 Life Insurance	12,852.00	12,852.00	5,719.71	0.00	7,132.29
51625 Short Term Disability Insurance	27,952.56	27,952.56	11,662.80	0.00	16,289.76
51630 Workers Compensation	198,828.78	198,828.78	3,788.59	0.00	195,040.19
51640 Unemployment Compensation	10,000.00	28,613.57	330.69	10,000.00	18,282.88
51650 Medicare - ER	377,834.60	379,807.23	142,661.39	68.64	237,077.20
51900 Other Benefits	37,045.20	37,045.20	18,359.41	18,946.48	(260.69)
	<b>\$36,631,162.50</b>	<b>\$ 36,777,429.76</b>	<b>\$ 14,050,644.89</b>	<b>\$ 29,015.12</b>	<b>\$ 22,697,769.75</b>
52110 Office Supplies	53,220.00	53,740.66	15,654.33	3,454.96	34,631.37
52120 Stationery	35,022.75	38,531.27	11,868.48	3,021.81	23,620.98
52130 Duplication Supplies	34,950.00	35,456.36	10,429.38	1,224.62	23,802.36
52140 Hand Tools	7,100.00	7,662.91	560.30	0.00	7,102.61
52150 Book Repair Supplies	71,000.00	71,015.99	21,972.36	5,114.75	43,928.88
52210 Janitorial Supplies	94,500.00	98,048.43	45,660.39	7,790.41	44,597.63

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	63,909.00	79,627.16	29,226.19	15,816.04	34,584.93
52230 Maintenance Supplies	401,336.00	424,737.12	73,907.95	121,747.08	229,082.09
52240 Uniforms	26,000.00	27,476.55	3,363.73	2,588.19	21,524.63
52300 Motor Vehicle Supplies	5,200.00	54,116.92	18,283.47	35,833.45	0.00
52900 Other Supplies	209,300.00	250,238.33	61,573.55	24,520.17	164,144.61
<b>Supplies</b>	<b>\$1,001,537.75</b>	<b>\$ 1,140,651.70</b>	<b>\$ 292,520.13</b>	<b>\$ 221,111.48</b>	<b>\$ 627,020.09</b>
53100 Travel/Meetings	100,000.00	132,511.43	33,702.82	21,342.59	77,466.02
53210 Telecommunications	271,836.00	286,838.52	98,962.36	169,289.59	18,586.57
53230 Postage/Freight	79,500.00	92,179.68	26,423.85	56,956.21	8,799.62
53240 PR/Other Communications	222,000.00	252,614.59	45,563.29	59,688.05	147,363.25
53310 Building Repairs	93,000.00	211,169.78	29,611.58	99,614.71	81,943.49
53320 Machine Repairs	10,000.00	11,250.53	3,412.40	2,127.91	5,710.22
53340 Building Maintenance	679,918.00	797,440.94	166,476.68	117,279.60	513,684.66
53350 Machine Maintenance	382,861.80	478,202.56	51,366.43	143,373.95	283,462.18
53360 Computer Maintenance	305,759.79	308,014.79	186,463.27	6,888.04	114,663.48
53370 Motor Vehicle Repairs/Maint	13,000.00	19,430.80	11,024.40	8,081.12	325.28
53380 Contract Security	1,045,000.00	1,093,085.72	414,934.28	674,819.16	3,332.28
53390 Landscaping	87,200.00	90,042.00	0.00	3,392.00	86,650.00
53400 Insurance	475,299.00	475,299.00	346.00	0.00	474,953.00
53510 Rent/Leases	183,008.68	195,004.09	75,768.04	111,377.18	7,858.87
53520 Equipment Rental	54,022.12	66,888.12	4,774.21	14,542.56	47,571.35
53610 Electricity	1,903,400.00	2,023,736.08	779,971.79	1,178,777.88	64,986.41
53620 Gas	130,500.00	149,754.79	104,903.74	32,751.05	12,100.00
53630 Chilled Water	845,000.00	893,924.16	92,644.61	797,039.81	4,239.74

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	126,000.00	137,313.12	42,665.58	88,184.12	6,463.42
53710 Professional Services	1,135,755.00	1,644,032.49	292,642.75	464,851.81	886,537.93
53720 Auditors Fees	622,046.87	694,971.37	372,582.16	72,299.50	250,089.71
53730 Bank Service Charges	11,000.00	11,000.00	4,444.14	0.00	6,555.86
53800 Library Material Control	265,000.00	408,426.14	61,434.08	81,992.06	265,000.00
53900 Other Purchased Services	1,711,079.15	1,742,132.90	1,684,834.18	2,681.75	54,616.97
<b>Purchased/Contracted Services</b>	<b>\$10,752,186.41</b>	<b>\$ 12,215,263.60</b>	<b>\$ 4,584,952.64</b>	<b>\$ 4,207,350.65</b>	<b>\$ 3,422,960.31</b>
54110 Books	2,084,000.00	2,905,389.65	750,369.54	684,050.43	1,470,969.68
54120 Continuations	316,584.01	584,708.44	143,332.69	178,432.38	262,943.37
54210 Periodicals	785,013.08	1,688,015.32	637,895.90	226,311.50	823,807.92
54220 Microforms	30,625.00	218,768.26	40,403.30	145,869.45	32,495.51
54310 Video Media	1,585,000.00	2,012,703.47	578,207.55	371,965.51	1,062,530.41
54320 Audio Media - Spoken	125,625.00	170,607.03	48,797.22	17,404.74	104,405.07
54325 Audio Media - Music	280,500.00	488,266.53	76,319.68	202,465.72	209,481.13
54500 Database Services	570,000.00	1,186,415.04	533,201.17	170,392.84	482,821.03
54530 eMedia	851,000.00	1,214,981.32	376,102.53	619,171.95	219,706.84
54600 Interlibrary Loan	5,000.00	7,079.00	405.00	3,710.00	2,964.00
54710 Bookbinding	20,000.00	51,422.00	5,573.34	25,848.66	20,000.00
54720 Preservation Services	45,000.00	49,800.00	0.00	5,857.00	43,943.00
54730 Preservation Boxing	6,000.00	6,229.45	247.37	414.88	5,567.20
54790 Preservation Reformatting	30,000.00	41,537.00	2,144.00	9,450.00	29,943.00
<b>Library Materials</b>	<b>\$6,734,347.09</b>	<b>\$ 10,625,922.51</b>	<b>\$ 3,192,999.29</b>	<b>\$ 2,661,345.06</b>	<b>\$ 4,771,578.16</b>
55300 Construction/Improvements	24,512.00	29,361.49	4,849.49	0.00	24,512.00
55510 Furniture	307,075.00	324,140.17	23,547.48	10,385.00	290,207.69

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	222,880.00	272,152.26	55,636.26	11,512.71	205,003.29
55530 Computer Hardware	392,000.00	655,463.45	279,061.32	17,393.21	359,008.92
55540 Software	144,000.00	178,304.22	3,902.06	30,511.88	143,890.28
<b>Capital Outlay</b>	<b>\$1,090,467.00</b>	<b>\$ 1,459,421.59</b>	<b>\$ 366,996.61</b>	<b>\$ 69,802.80</b>	<b>\$ 1,022,622.18</b>
57100 Memberships	84,974.70	84,974.70	46,509.20	24,002.50	14,463.00
57200 Taxes	15,000.00	15,286.43	5,462.04	8,047.96	1,776.43
57500 Refunds/Reimbursements	55,433.31	69,502.75	13,252.83	6,784.44	49,465.48
<b>Miscellaneous Expenses</b>	<b>\$155,408.01</b>	<b>\$ 169,763.88</b>	<b>\$ 65,224.07</b>	<b>\$ 38,834.90</b>	<b>\$ 65,704.91</b>
59810 Advances Out	0.00	0.00	255,015.00	0.00	(255,015.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 255,015.00</b>	<b>\$ 0.00</b>	<b>\$(255,015.00)</b>
59900 Transfers Out	0.00	2,000,000.00	2,000,000.00	0.00	0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 2,000,000.00</b>	<b>\$ 2,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$56,365,108.76</b>	<b>\$ 64,388,453.04</b>	<b>\$ 24,808,352.63</b>	<b>\$ 7,227,460.01</b>	<b>\$ 32,352,640.40</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending May 31, 2018**

	<b>Beginning Year Balance</b>	<b>Year to Date Receipts</b>	<b>Year to Date Expenditures</b>	<b>Year to Date Encumbrances</b>	<b>Unencumbered Balance</b>
101 General Fund	24,971,598.35	26,386,352.77	24,808,352.63	7,227,460.01	19,322,138.48
<b>Total General Fund</b>	<b>\$ 24,971,598.35</b>	<b>\$ 26,386,352.77</b>	<b>\$ 24,808,352.63</b>	<b>\$ 7,227,460.01</b>	<b>\$ 19,322,138.48</b>
201 Anderson	325,589.18	3,547.40	72.00	0.00	329,064.58
202 Endowment for the Blind	2,532,943.39	(3,776.13)	10,000.00	0.00	2,519,167.26
203 Founders	7,008,252.77	311,591.50	271,680.08	176,361.29	6,871,802.90
204 Kaiser	69,460.47	0.00	0.00	0.00	69,460.47
205 Kralley	197,874.90	2,016.47	1,214.95	563.99	198,112.43
206 Library	167,680.20	5,625.65	536.80	2,128.46	170,640.59
207 Pepke	148,118.99	2,316.97	0.00	0.00	150,435.96
208 Wickwire	1,554,880.44	3,754.59	5,552.16	676.45	1,552,406.42
209 Wittke	102,130.38	2,368.33	4,075.00	5,925.00	94,498.71
210 Young	4,724,548.65	3,568.76	10,000.00	0.00	4,718,117.41
225 Friends	4,269.44	0.00	1,875.00	2,394.44	0.00
226 Judd	13,363.98	60,211.50	54,143.60	49,080.29	(29,648.41)
228 Lockwood Thompson Memorial	157,078.11	92,214.00	55,643.74	128,302.04	65,346.33
229 Ohio Center for the Book	25.00	2,100.00	1,466.70	0.00	658.30
230 Schweinfurth	141,254.75	0.00	34,059.13	12,570.00	94,625.62
231 CLEVNET	695,202.80	3,127,936.19	2,150,570.18	1,059,692.51	612,876.30
251 OLBPD-Library for the Blind	14,843.90	628,415.00	528,902.50	55,699.41	58,656.99
254 MyCom	6,050.00	143,592.75	91,330.41	36,340.76	21,971.58
256 Learning Centers	86,208.85	0.00	36,578.47	63,971.03	(14,340.65)
257 Tech Centers	0.00	180,000.00	21,203.86	34,680.24	124,115.90
258 Early Literacy	148,827.50	0.00	0.00	0.00	148,827.50
<b>Total Special Revenue Funds</b>	<b>\$ 18,098,603.70</b>	<b>\$ 4,565,482.98</b>	<b>\$ 3,278,904.58</b>	<b>\$ 1,628,385.91</b>	<b>\$ 17,756,796.19</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending May 31, 2018**

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
401 Building & Repair	10,649,453.06	2,050,000.00	937,544.95	8,361,490.43	3,400,417.68
<b>Total Capital Project Funds</b>	<b>\$ 10,649,453.06</b>	<b>\$ 2,050,000.00</b>	<b>\$ 937,544.95</b>	<b>\$ 8,361,490.43</b>	<b>\$ 3,400,417.68</b>
501 Abel	258,034.08	(971.53)	0.00	0.00	257,062.55
502 Ambler	2,615.85	0.00	0.00	0.00	2,615.85
503 Beard	150,457.55	13,611.14	1,250.00	5,376.00	157,442.69
504 Klein	6,187.98	0.00	0.00	0.00	6,187.98
505 Malon/Schroeder	316,064.52	1,681.14	3,104.61	1,478.59	313,162.46
506 McDonald	214,987.95	2,351.61	0.00	0.00	217,339.56
507 Ratner	105,560.62	1,221.57	0.00	5,000.00	101,782.19
508 Root	45,288.56	0.00	0.00	0.00	45,288.56
509 Sugarman	217,853.42	1,695.26	0.00	0.00	219,548.68
510 Thompson	175,569.78	2,129.23	2,374.99	5,724.25	169,599.77
511 Weidenthal	7,668.86	0.00	0.00	0.00	7,668.86
512 White	2,398,348.43	23,683.30	10,232.14	0.00	2,411,799.59
513 Beard Anna Young	92,069.93	(224.34)	1,117.00	2,332.00	88,396.59
<b>Total Permanent Funds</b>	<b>\$ 3,990,707.53</b>	<b>\$ 45,177.38</b>	<b>\$ 18,078.74</b>	<b>\$ 19,910.84</b>	<b>\$ 3,997,895.33</b>
901 Unclaimed Funds	6,372.39	35.98	0.00	0.00	6,408.37
905 CLEVNET Fines & Fees	9,395.76	54,493.75	56,659.40	0.00	7,230.11
Others	\$ 15,768.15	\$ 54,529.73	\$ 56,659.40	\$ 0.00	\$ 13,638.48
<b>Total All Funds</b>	<b>\$ 57,726,130.79</b>	<b>\$ 33,101,542.86</b>	<b>\$ 29,099,540.30</b>	<b>\$ 17,237,247.19</b>	<b>\$ 44,490,886.16</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending May 31, 2018

<b>Balance of All Funds</b>	<b>\$ 61,728,133.35</b>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	1,697,266.70
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b>\$ 1,704,634.41</b>
PNC - Money Market	10,091.27
PNC - Investments	37,886,117.75
PNC - Investments Money Market	82,437.99
STAR Ohio Investment	3,092,947.22
STAR Plus Program	0.00
<b>Investments</b>	<b>\$ 41,071,594.23</b>
PNC- Endowment Account	18,951,904.71
<b>Endowment Account</b>	<b>\$ 18,951,904.71</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 61,728,133.35</b>



## CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting  
June 19, 2018

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 2018

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
Tyler Technologies Tyler Connect 2018 Boston, Massachusetts	4/23/2018 - 4/25/2018	Laura Armstrong	916.47
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Atlanta, Georgia	4/15/2018 - 4/19/2018	James Benson	1,551.84
Cleveland Mediation Center Fundamentals of Mediation Cleveland, Ohio	5/1/2018 - 5/3/2018	Crystal Brooks	450.00
Northeast Ohio Regional Library System Early Literacy 101--An Ohio Ready to Read Workshop Hudson, Ohio	4/27/2018	Leonard Burks	32.00
Northeast Ohio Regional Library System Critical Conversations Mini-Conference Twinsburg, Ohio	5/3/2018	Steven Capuozzo	58.57
Northeast Ohio Regional Library System Librarian's Guide to Homelessness Akron, Ohio	4/18/2018	Steven Capuozzo	15.00
Peer to Peer University P2PU Mini-Conference Kansas City, Missouri	5/16/2018 - 5/18/2018	Steven Capuozzo	899.45
Ohioana Library Ohioana Book Festival Columbus, Ohio	4/13/2018 - 4/14/2018	Jean Collins	331.83
Cleveland Mediation Center Fundamentals of Mediation Cleveland, Ohio	5/1/2018 - 5/3/2018	Madeline Corchado	450.00
Northeast Ohio Regional Library System Critical Conversations Mini-Conference Twinsburg, Ohio	5/3/2018	Judy Daniels	25.00
Northeast Ohio Regional Library System Critical Conversations Mini-Conference Twinsburg, Ohio	5/3/2018	Jaime Declet	56.61
Northeast Ohio Regional Library System Librarian's Guide to Homelessness Akron, Ohio	4/18/2018	Jaime Declet	58.60
Government Documents Roundtable of Ohio (GODORT of Ohio) Spring Meeting Columbus, Ohio	5/4/2018	Sarah Dobransky	156.96

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northern Ohio Technical Services Librarians Spring Meeting Parma, Ohio	4/27/2018	Sarah Dobransky	50.00
Northeast Ohio Regional Library System Infusing Art into your Adult Library Programming Cuyahoga Falls, Ohio	5/10/2018	Maria Estrella	18.75
Northeast Ohio Regional Library System Early Literacy 101--An Ohio Ready to Read Workshop Hudson, Ohio	4/27/2018	Tracie Forfia	43.44
Peer to Peer University P2PU Mini-Conference Kansas City, Missouri	5/16/2018 - 5/18/2018	Tracie Forfia	809.53
Northeast Ohio Regional Library System Early Literacy 101--An Ohio Ready to Read Workshop Hudson, Ohio	4/27/2018	Anna Fullmer	15.00
Northeast Ohio Regional Library System Early Literacy 101--An Ohio Ready to Read Workshop Hudson, Ohio	4/27/2018	Patricia Fullmer	15.00
National Neighborhood Indicator Partnership Civic Switchboard and NNIP Meeting Atlanta, Georgia (\$957.90 stipend received from University of Pittsburgh)	5/8/2018 - 5/11/2018	Olivia Hoge	0.00
Council on East Asian Libraries Japanese Rare Book Workshop Washington, D.C.	4/29/2018 - 5/3/2018	Amei Hu	986.63
Tyler Technologies Tyler Connect 2018 Boston, Massachusetts	4/23/2018 - 4/25/2018	Carol Hubler	1,331.06
Case Western Reserve University Supportive Environments Cleveland, Ohio	4/13/2018	Amiya Hutson	20.13
Northeast Ohio Regional Library System Critical Conversations Mini-Conference Twinsburg, Ohio	5/3/2018	Amiya Hutson	59.66
Northeast Ohio Regional Library System Librarian's Guide to Homelessness Akron, Ohio	4/18/2018	Tracy Isaac	15.00
Northeast Ohio Regional Library System Librarian's Guide to Homelessness Akron, Ohio	4/18/2018	Whitney Johnson	15.00
Northeast Ohio Regional Library System Librarian's Guide to Homelessness Akron, Ohio	4/18/2018	Joel Lefkowitz	54.24
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Atlanta, Georgia	4/15/2018 - 4/18/2018	Brian Leszcz	1,315.89
Northeast Ohio Regional Library System Librarian's Guide to Homelessness Akron, Ohio	4/18/2018	Peter London	51.51

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Visual Resources Association Annual Conference Philadelphia, Pennsylvania	3/27/2018 - 3/29/2018	Brian Meggitt	1,200.00
Northeast Ohio Regional Library System Librarian's Guide to Homelessness Akron, Ohio	4/18/2018	Corina Messenger	46.50
Northeast Ohio Regional Library System Librarian's Guide to Homelessness Akron, Ohio	4/18/2018	Jennifer Moncayo	35.76
Cleveland State University Women's Leadership Symposium Cleveland, Ohio	4/10/2018	Pasha Moncrief-Robinson	82.03
Northeast Ohio Regional Library System Critical Conversations Mini-Conference Twinsburg, Ohio	5/3/2018	Pasha Moncrief-Robinson	45.00
Ohio Bookmobile Group Quarterly Meeting Massillon, Ohio	4/13/2018	Rhonda Pai	49.15
Best Buy Pittsburgh Best Buy Teen Tech Center Grand Opening Pittsburgh, Pennsylvania	4/25/2018	Jill Pappenhagen	156.25
Best Buy Clubhouse Network Annual Conference San Antonio, Texas (\$1,500 stipend received from The Clubhouse Network)	4/8/2018 - 4/14/2018	Jill Pappenhagen	0.00
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Atlanta, Georgia	4/14/2018 - 4/18/2018	John Pas	1,563.37
Cleveland Civic Tech and Open Data Collaborative Data Days CLE Cleveland, Ohio	4/5/2018 - 4/6/2018	Suzi Perez	42.63
Information Today Computers in Libraries Arlington, Virginia	4/15/2018 - 4/18/2018	Suzi Perez	1,096.03
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Atlanta, Georgia	4/14/2018 - 4/18/2018	Hilary Prisbylla	1,538.26
Northeast Ohio Regional Library System Librarian's Guide to Homelessness Akron, Ohio	4/18/2018	Joanna Rivera	61.00
Northeast Ohio Regional Library System Critical Conversations Mini-Conference Twinsburg, Ohio	5/3/2018	Lori Scurka	37.09
Ohio Digitization Interest Group May Meeting Bowling Green, Ohio	5/10/2018	Rachel Senese	127.35
Northeast Ohio Regional Library System Critical Conversations Mini-Conference Twinsburg, Ohio	5/3/2018	Rosa Simone	55.62

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Critical Conversations Mini-Conference Twinsburg, Ohio	5/3/2018	Lanecia Smith	25.00
American Library Association National Library Legislative Day Washington, D.C.	5/6/2018 - 5/8/2018	Felton Thomas	243.93
Ohio Library Council Legislative Day Columbus, Ohio	4/10/2018 - 4/11/2018	Felton Thomas	182.95
Northeast Ohio Regional Library System Critical Conversations Mini-Conference Twinsburg, Ohio	5/3/2018	Helena Travka	25.00
Northeast Ohio Regional Library System Librarian's Guide to Homelessness Akron, Ohio	4/18/2018	Helena Travka	15.00
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Atlanta, Georgia	4/15/2018 - 4/18/2018	Megan Trifiletti	1,305.88
Urban Libraries Council Lessons from the Field Columbia, South Carolina	5/2/2018 - 5/4/2018	Tena Wilson	886.15

**TOTAL** **\$18,623.12**

**SUMMARY**

FUND	MAY	YEAR TO DATE
General	\$6,248.49	\$33,702.82
Library for the Blind and Physically Disabled	0.00	137.34
Lockwood Thompson	3,234.16	7,514.26
CLEVNET	7,275.24	8,751.16
Founders	1,708.98	1,708.98
Tech Centers	156.25	3,283.34
<b>TOTAL</b>	<b>\$18,623.12</b>	<b>\$55,097.90</b>

CLEVELAND PUBLIC LIBRARY

Board Meeting  
June 19, 2018

**Safe, Warm and Dry Construction Project**

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and 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, is hereby submitted:

For the Period Ending May 31, 2018

		<b>Safe, Warm and Dry Construction Initiative Budget</b>		<b>\$5,000,000.00</b>
		<b>Encumbered</b>	<b>Expended</b>	
URS Corporation - Asbestos Survey and Testing		\$ 14,221.79	\$ 33,728.21	
Osborn Engineering Company - Professional Architectural and Engineering Services		108,733.75	341,196.25	
Regency Construction Services, Inc. - Construction Manager at Risk		3,604,710.81	568,628.10	
Direct Expenditures paid from Contingency Fund		-	26,156.35	
		<b>\$ 3,727,666.35</b>	<b>\$ 969,708.91</b>	
<b>Available Budget from Owner's Contingency and Permit Fund</b>				<b>\$302,624.74</b>

**Owner's Contingency and Permit Fund \$375,937.51**

<b>Direct Expenditures</b>					
<b>Date</b>	<b>Vendor</b>	<b>PO</b>	<b>Description</b>	<b>Encumbered</b>	<b>Expended</b>
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00
			Permits for Glenville, Harvard		
1/22/2018	City of Cleveland	180314	Lee, Lorain and Rockport	-	22,876.35
				<b>\$ -</b>	<b>\$ 26,156.35</b>

## For the Period Ending May 31, 2018

<b>Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18:</b>		<b>\$ 4,425,831.31</b>
<b>Change Orders</b>	<b>Description</b>	<b>Amount</b>
Change Order #2 02/21/18	Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport	\$ (17,122.53)
Change Order #4 02/21/18	Change from wall-hung to floor-mounted water closets at Lorain	(1,191.80)
Change Order #5 02/21/18	Lorain pump changes per the returned submittal	(460.56)
Change Order #6 02/21/18	Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures	2,865.81
Change Order #7 02/21/18	Credit for hand dryers furnished by CPL in lieu of Regency	(3,535.00)
Change Order #8 02/21/18	Two additional precast concrete bumper blocks at Glenville per the returned submittal	252.50
Change Order #9 02/28/18	Additional lighting control to create 4 lighting zones at Glenville	2,038.21
Change Order #10 02/28/18	Glenville Emergency Lighting: Furnish and install emergency lights that are required	1,078.14
Change Order #11 02/28/18	Revisions to electrical panel work at Lorain	(774.67)
Change Order #12 02/28/18	Credit for attaching to basement lights to existing circuit at Lorain	(356.53)
Change Order #13 02/28/18	Complete installation of emergency exit lighting at Lorain	4,672.07
Change Order #14 03/21/18	Replace 1" water valve at Lorain that failed and needed to be replaced	716.09
Change Order #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
Change Order #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
Change Order #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42
Change Order #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
Change Order #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
Change Order #20 03/21/18	Revisions for Harvard Lee doors/hardware per the returned HL doors, frames, hardware submittal	2,578.89
Change Order #21 03/21/18	Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
Change Order #25 04/10/18	Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
Change Order #26 04/10/18	Added flashing in the Lorain basement to help water infiltration issues	1,181.70
Change Order #1		
03/21/18 rec'd 5/14	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
Change Order #22		
03/28/18 rec'd 5/14	Added check valves at Lorain	755.48
Change Order #23		
03/28/18 rec'd 5/14	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
Change Order #24		
03/28/18 rec'd 5/14	Lorain concrete repairs at exterior storage closet door	3,415.28
Change Order #3		
02/21/18 rec'd 5/18	Credit for signage manufacturer	(858.50)
Change Order #33		
05/23/18	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(299,648.82)
Change Order #38		
05/23/18	Steel costs for infilling the unforeseen restroom hole	7,184.13
Change Order #39		
05/30/18	Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector	680.74
Change Order #40		
05/30/18	Jefferson unit heater demo to accommodate updated restroom layout	680.74
Change Order #42		
05/30/18	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
Change Order #6C		
05/30/18	Repair HL window that was broken due to vandalism per the Glass Doctor quote dated 5/2/18	0.00
Change Order #7C		
05/30/18	Jefferson electric door hardware work	0.00
Change Order #8C		
05/30/18	Carnegie West Hardware and Millwork revisions	0.00
Change Order #9C		
05/30/18	Additional Jefferson fire alarm work that was not included in the GMP	0.00
Change Order #10C		
05/30/18	Fulton electrical door hardware clarification	0.00
<b>Total Change Orders to date</b>		<b>\$ (252,492.40)</b>
<b>Updated Guaranteed Maximum Price (GMP):</b>		<b>\$ 4,173,338.91</b>

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
June 19, 2018

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending May 31, 2018

				Owner's Contingency and Permit Fund		\$156,131.37
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ 3,000.00	\$ 9,100.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
				\$ 3,000.00	\$ 46,872.92	
				<b>Owner's Contingency and Permit Fund Available Balance</b>		<b>\$106,258.45</b>

				South Branch Renovation Project Budget		\$ 4,500,000.00
				<u>Encumbered</u>	<u>Expended</u>	
HBM Architects, LLC - Architectural Design Services				\$ 42,933.34	\$ 274,566.66	
The Albert M. Higley Co., LLC - Construction Manager at Risk				3,664,336.83	140,663.80	
Furniture, Fixtures, Equipment and Technology				-	-	
Direct Expenditures paid from Contingency Fund				3,000.00	46,872.92	
				\$ 3,710,270.17	\$ 462,103.38	
				<b>Available Budget as of 05/31/2018</b>		<b>\$ 327,626.45</b>



CLEVELAND PUBLIC LIBRARY  
Regular Employment Report  
5/01/2018 TO 5/31/2018

EXHIBIT 14

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
<b>OTHER TERMINATIONS</b>			
GREEN, ANTHONY L	Security	SAFETY&PROTECTIVE SVC OFFICER	05/01/2018
HARRIS-SCOTT, ANGELA C	Lending	SUBJECT DEPARTMENT CLERK	05/01/2018

**CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 5/01/2018 TO 5/31/2018**

<b>EMPLOYEE:</b>	BOSHARA, KALIE L	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	5/13/2018
<b>JOB TITLE:</b>	LIBRARY ASST-COMP EMPH	<b>CURRENT STEP:</b>	1		
<b>LOCATION:</b>	TECH CENTRAL	<b>SALARY:</b>	46,172.62	<b>HOURLY RATE:</b>	23.68

<b>EMPLOYEE:</b>	WOLINSKY, YINGLI H	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	5/13/2018
<b>JOB TITLE:</b>	LIBRARY ASST SUBSTITUTE	<b>CURRENT STEP:</b>	1		
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	22,401.08	<b>HOURLY RATE:</b>	23.44

CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 05/01/2018 TO 05/31/2018

EMPLOYEE: LARION, ABIGAILA  
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE  
CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	10.20	10.20	TRANSFER

## CLEVELAND PUBLIC LIBRARY

REPORT G

Human Resources Committee Report  
 Meeting Date: June 19, 2018  
 Report Period: May 2018

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

<b>MONTH</b>	<b>2017 SICK LEAVE HOURS USED</b>	<b>2018 SICK LEAVE HOURS USED</b>	<b>2018 TOTAL HOURS</b>
January	3694.16	3931.18	98438.20
February	4134.06	4368.48	94464.23
March	3876.96	3941.66	92222.37
April	3739.41	3899.74	91873.73
May	3819.00	3768.36	92124.50
June *	5529.04		
July	3388.19		
August	3775.11		
September	3806.95		
October	3946.00		
November*	3767.85		
December	6026.33*		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**May 1, 2018 - May 31, 2018**  
**EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT H****Human Resources Committee Report**

June 19, 2018

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	83	26	11	2			25	15	4				
Professionals	74	14	1			1	35	13	6	4			
Technicians	21	13	2	1			3	1	1				
Protective Service	31	9	14	3			1	4					
Para-Professionals	136	29	28	2	2		40	26	7	2			
Administrative Support	276	34	55	5	2		42	104	11	3		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	48	9	33	1			1	3	1				
<b>Grand Total</b>	<b>663</b>	<b>141</b>	<b>148</b>	<b>15</b>	<b>5</b>	<b>0</b>	<b>147</b>	<b>167</b>	<b>30</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>0</b>

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

# Insurance Report for the Month of May 2018

Human Resources Committee Report  
June 19, 2018

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	5	3	8
<b>Essential</b>	46	9	55
<b>Standard</b>	239	148	387
<b>Standard with OAD</b>		1	1
<b>Total MMO</b>			451
<b>Dental Insurance</b>	296	186	482
<b>Vision Employee</b>			261
<b>Vision Children</b>			40
<b>Vision Spouse</b>			55
<b>Vision Family</b>			81
<b>Total Vision</b>			437
<b>Workers' Compensation Lost Time Report</b>			
			<i>Total days missed during report month</i>
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	
			0

# CLEVELAND PUBLIC LIBRARY

## FINES AND FEES SCHEDULE: PART A

### OVERDUE FINES

#### ADULT MATERIALS

Circulating Items.....	\$0.10 per day/item
Reference Item.....	\$1.00 per day/item
Interlibrary Loan Material.....	\$3.00 per day/item

NO OVERDUE FINES are charged for:

- Children's materials
- Young Adult materials
- Materials at University/College Libraries

NO OVERDUE FINES are charged to the following patrons:

- CPL-GB (age 60 and over)
- CPL-DISABLD
- CPL-HOMBD

OVERDUE FINE LIMIT.....	\$3.00/item
BILL THRESHOLD.....	\$25.00

### MATERIAL RECOVERY REFERRAL

Fee for account referral to collection agency.....	\$15.00
--	---------

### REPLACEMENT PRICES

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

Hardcover Book.....	\$26.00
Adult Paperback Book.....	\$16.00
Children's Paperback Book.....	\$5.00
Audiobook.....	\$50.00
Blu-Ray.....	\$25.00
Comic Book.....	\$3.50
Compact Disc.....	\$14.00
DVD.....	\$15.00
DVD Set.....	\$60.00
Interlibrary Loan Material.....	Value of item
Magazine.....	\$6.00
Pamphlet.....	\$2.00
Reference Material.....	Value of item
Self-Playing Device.....	\$80.00
Misc. uncataloged material.....	\$5.00/item

LOST OR STOLEN LIBRARY CARD.....	\$1.00
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### DAMAGE FINES

Major.....	Replacement price
------------	-------------------

### PASSPORT APPLICATION FEES

Application Processing fee.....	\$35.00
Passport photo fee.....	\$10.00

### INTERLIBRARY LOAN

#### LOAN FEES CHARGED TO LIBRARIES

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

#### DUPLICATION FEES

Scans (1-30 images).....	minimum \$15.00/item
Paper (1-30 images).....	minimum \$30.00/item

*Additional fees may be charged. See Fines and Fees Schedule; Part B for list of fees for scans and printouts made by staff.*

#### FEES CHARGED TO INDIVIDUAL BORROWERS

Borrowing.....	No charge
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#### LOST ITEMS

Replacement price.....	Value of item
------------------------	---------------

### SELF-SERVICE COPY/PRINTING

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
----------------------------------	-----------------

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

### FAXING

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

### SCANNING

Self-service scanning on MFD sent to email address ..	\$0.10 per page
Self-service scanning on KIC Scanner in CDPL.....	No charge
Self-service scanning to one's own device.....	No charge

### 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

### SALES TAX

Ohio sales tax is included in fees charged for self-service copying, printing, scanning, and faxing from library multifunction devices, and for miscellaneous items such as passport photos.



## CLEVELAND PUBLIC LIBRARY

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# POLICY ON WEB ACCESSIBILITY

### **Purpose**

The Cleveland Public Library (the “Library”) strives to be the center of learning for a diverse and inclusive community and to offer its patrons access to a variety of services and resources designed to improve patrons’ personal and professional lives and wellbeing. This Policy on Web Accessibility (“Policy”) establishes standards for the accessibility of web-based information, resources, and services (collectively, the “Online Content”) offered to patrons by the Library.

### **Accessibility Standard**

The Library will adopt the World Wide Web Consortium’s (“W3C”) Web Content Accessibility Guidelines (“WCAG”) 2.0 Level AA to evaluate and determine user accessibility of the Online Content for individuals with visual, print, hearing, and physical impairments or who otherwise require the use of assistive technology to access information.

### **Web Accessibility Coordinator**

The Library has designated a Web Accessibility Coordinator whose contact information is as follows:

Web Administrator  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114  
216-623-2936  
[website@cpl.org](mailto:website@cpl.org)

The Web Accessibility Coordinator will have the authority to coordinate and implement this Policy and all other requirements relating to the accessibility of the Library’s Online Content.

### **Accessibility of Third Party Content**

The Library will make reasonable efforts to obtain contractual commitments from its third party content providers to maintain their content in a manner that conforms to WCAG 2.0 Level AA. The Library will also test select third party content providers to determine whether the content conforms to WCAG 2.0 Level AA on a random basis and upon receipt of a complaint that the third party content is not accessible. If the Library determines that the third party provider’s content does not conform to WCAG 2.0 Level AA, then the Library will notify the provider and will request that the content be made accessible. If the provider fails to make its content accessible, then the Library will consider such failure as a factor when determining whether to renew its subscription with the provider and may, as appropriate, consider such failure a breach of contract.

The Library will consider accessibility as a factor in selecting new third party content and in determining whether to renew its subscriptions for third party content already offered by the Library.

### **Annual Training**

The Library will provide annual training for all staff responsible for creating or distributing information with Online Content to patrons, employees, guests, and visitors with disabilities. The annual training will

include training on this Policy as well as the role and responsibility of staff in ensuring the accessibility of web design, documents, and multimedia content. The training will be facilitated or selected by the Web Accessibility Coordinator or other Individual with sufficient knowledge, skill, or experience to understand and employ the standards as set forth in this Policy.

### **Accessibility Audits**

The Library will conduct audits assessing the accessibility of the Library's online content on an annual basis. The audits will be conducted under the direction of the Web Accessibility Coordinator and will measure the accessibility of the Online Content according to the standard adopted by the Library in this policy. The Library will document, evaluate, and, if necessary, remediate all accessibility issues identified by the audit within a reasonable time following the audit.

### **Accessibility Complaints**

Library users, administrators, employees, guests, and visitors may report violations of the standard adopted by the Library in this Policy, file a complaint according to the Library's Section 504 and Title II Grievance procedure, and/or contact the Web Accessibility Coordinator with any accessibility concerns. Complaints regarding the accessibility of Online Content should include:

- Name of complainant;
- Complainant's telephone number and/or email address;
- Description of the problem encountered;
- Date that the problem was encountered;
- Web address or location of the problem page; and
- Description of the solution desired.



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# SECTION 504/TITLE II GRIEVANCE PROCEDURE

### **Purpose**

The Cleveland Public Library (the "Library") has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. This grievance procedure may be used by anyone who wishes to file a formal complaint alleging a failure to accommodate and/or discrimination on the basis of a disability in the provision of services, activities, programs, or benefits by the Library.

### **Making a Grievance**

Grievances made pursuant to this procedure should be in writing and must contain the following information about the alleged discrimination:

- Name of grievant;
- Grievant's address, telephone number, and/or email address;
- Description of the issue/alleged discrimination;
- Date that the issue/alleged discrimination occurred;
- Location where issue/alleged discrimination occurred; and
- Description of the solution sought.

Alternative means of filing complaints, such as personal interviews or a tape recording of the grievances, will be made available for persons with disabilities upon request.

Grievances should be submitted as soon as possible, but in no event later than sixty (60) calendars after the alleged discrimination occurred. All grievances should be directed to:

Section 504/Title II Coordinator  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114  
(216) 623-2810  
[ada@cpl.org](mailto:ada@cpl.org)

### **Investigation and Response**

Within thirty (30) calendar days after receipt of the grievance, the Section 504/Title II Coordinator or his designee will investigate the grievance and will meet with the grievant to discuss the grievance and possible resolutions. Within fifteen (15) calendar day of the meeting, the Section 504/Title II Coordinator or his designee will respond in writing, and where appropriate, in a format accessible to the grievant. The response will explain the position of the Library and will offer options for substantive resolution of the grievance.

**Appeals Process**

If the response by the Section 504/Title II Coordinator or his designee does not satisfactorily resolve the issue, then the grievant may appeal the decision within fifteen (15) calendar days after the receipt of the response to the Library's Executive Director, CEO or his designee.

Within thirty (30) calendar days after receipt of the appeal, the Executive Director, CEO or his designee will meet with the grievant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the Executive Director, CEO or his designee will respond in writing, and where appropriate, in a format accessible to the grievant, with a final resolution to the grievance.

**Records Retention**

All written grievances received by the Section 504/Title II Coordinator, appeals to the Executive Director, CEO, and responses from both offices will be retained by the Library for at least five (5) years from the date of final disposition of the grievance.

**Employment-Related Grievances**

Employment-related grievances of disability discrimination are covered by the Library's Human Resources Manual.



## CLEVELAND PUBLIC LIBRARY

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# NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, and 28 CFR 35.106, the Cleveland Public Library gives notice that it will not discriminate against qualified individuals with disabilities on the basis of disability in providing services, programs, and activities.

***Employment:*** The Cleveland Public Library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

***Effective Communication:*** The Cleveland Public Library will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so that information is accessible and individuals who have speech, hearing, or vision impairments can participate equally in the Commission’s services and activities.

***Modifications to Policies and Procedures:*** The Cleveland Public Library will make reasonable modifications to policies and programs to allow people with disabilities to have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Cleveland Public Library’s facilities, even where pets are generally prohibited.<sup>1</sup>

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures in order to participate in a Cleveland Public Library service, program, or activity should contact the Cleveland Public Library’s ADA Coordinator as soon as possible, but no later than three working days before the start of the service, program, or activity. The ADA does not, however, require the Cleveland Public Library to take any action that would fundamentally alter the nature of its services, programs, or activities, or impose an undue financial or administrative burden.

Complaints that a service, program, or activity of the Cleveland Public Library are is not accessible to persons with disabilities should be made pursuant to the Cleveland Public Library’s Section 504/Title II Grievance Procedure and directed to:

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<sup>1</sup> “Service animal” means any dog, and in some cases, a miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability. “Service animal” does not apply to dogs or other animals whose sole function is to provide comfort or emotional support.

Section 504/Title II Coordinator  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114  
216-623-2810  
[ada@cpl.org](mailto:ada@cpl.org)

The Cleveland Public Library will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications to policies or procedures.

CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR MAY 2018

REPORT J

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	2018	2017	
Main Library Branches*	116,238	107,317	559	516	548,784	545,459	0.6%
Mobile Units	211,410	210,872	957	962	1,112,415	1,112,415	-9.7%
Library for the Blind	4,471	3,112			18,742	13,202	42.0%
OLBPD BARD	40,842	44,009			199,548	220,347	-9.4%
eMedia	15,997	12,164			62,988	62,542	0.7%
	37,847	32,502			188,906	159,917	18.1%
<b>TOTAL CIRCULATION</b>	<b>426,805</b>	<b>409,976</b>			<b>2,023,101</b>	<b>2,113,882</b>	<b>-4%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2018	2017	2018	2017	2018	2017
eBook	21,453	19,345	108,227	95,322	13.5%	
eAudiobook	14,354	11,180	69,265	51,540	34.4%	
eMusic	280	340	1,660	3,266	-49.2%	
eVideo	474	433	2,891	3,028	-4.5%	
eMagazines	1,286	1,204	6,863	6,761	1.5%	
<b>TOTAL eCIRCULATION</b>	<b>37,847</b>	<b>32,502</b>	<b>188,906</b>	<b>159,917</b>	<b>18.1%</b>	<b>Included in circulation activity</b>

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2018	2017	2018	2017	
Main Library Branches	107	50 minutes	39,346	50,823	34,388	38,519	-10.7%
	569	40 minutes	285,078	337,671	194,809	227,470	-14.4%
<b>TOTAL USAGE</b>	<b>676</b>		<b>324,424</b>	<b>388,494</b>	<b>229,197</b>	<b>265,989</b>	<b>-13.8%</b>

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
	2018	2017	2018	2017	
<b>TOTAL SESSIONS</b>	<b>201,951</b>	<b>154,400</b>	<b>979,679</b>	<b>604,929</b>	<b>61.9%</b>

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	2018	2017	
Main Library Branches*	33,180	42,645	160	205	159,574	183,374	-13%
	161,225	186,903	730	852	789,381	933,335	-15%
<b>TOTAL VISITS</b>	<b>194,405</b>	<b>229,548</b>			<b>948,955</b>	<b>1,116,709</b>	<b>-15.0%</b>

\*Glenville Branch closed 2/5/18-4/16/18. Lorain Branch closed 2/5/18-4/14/18. Harvard Lee Branch closed beginning 4/15/18. Jefferson Branch closed beginning 4/18/18. Branches were closed as part of the Branch Revitalization Project.

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR MAY 2018

Branch	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	6,301	488	373	681	7,843	398	8,241
Brooklyn	3,327	209	252	339	4,127	237	4,364
Carnegie West	8,610	452	805	1,232	11,099	670	11,769
Collinwood	3,707	261	316	597	4,881	243	5,124
East 131st	3,545	236	239	289	4,308	226	4,534
Eastman	12,333	484	787	1,192	14,796	1,416	16,212
Fleet	8,330	423	658	906	10,317	504	10,821
Fulton	7,356	326	475	716	8,873	725	9,598
Garden Valley	2,750	109	68	177	3,104	179	3,283
Glenville	2,379	98	148	299	2,924	202	3,126
Harvard-Lee*	720	15	69	50	854	72	926
Hough	3,824	725	165	312	5,026	237	5,263
Jefferson*	770	59	155	132	1,116	49	1,165
Langston Hughes	5,185	253	310	544	6,292	300	6,592
Lorain	4,061	205	253	376	4,895	359	5,254
Martin Luther King, Jr.	3,665	333	309	516	4,823	389	5,212
Memorial-Nottingham	8,228	487	981	1,324	11,020	691	11,711
Mt. Pleasant	2,778	182	250	265	3,475	185	3,660
Rice	7,293	360	485	723	8,861	522	9,383
Rockport	12,282	647	1,092	1,564	15,585	1,173	16,758
South	5,571	616	593	873	7,653	550	8,203
South Brooklyn	10,665	655	1,259	1,736	14,315	1,109	15,424
Sterling	3,780	121	129	192	4,222	225	4,447
Union	2,861	250	261	292	3,664	249	3,913
Walz	8,292	610	1,110	1,407	11,419	770	12,189
West Park	11,221	825	1,584	2,284	15,914	1,483	17,397
Woodland	5,611	239	225	432	6,507	334	6,841
<b>TOTAL</b>	<b>155,445</b>	<b>9,667</b>	<b>13,351</b>	<b>19,450</b>	<b>197,913</b>	<b>13,497</b>	<b>211,410</b>

\*Harvard Lee Branch closed beginning 4/15/18. Jefferson Branch closed beginning 4/18/18. Branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MAY 2018**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2018	2017	2018	2017		
Addison	8,241	6,546	37,297	36,627	670	2%
Brooklyn	4,364	3,979	19,741	22,194	-2,453	-11%
Carnegie West	11,769	12,280	51,995	63,941	-11,946	-19%
Collinwood	5,124	5,250	27,743	27,048	695	3%
East 131st	4,534	3,328	19,246	17,020	2,226	13%
Eastman	16,212	14,695	72,842	79,437	-6,595	-8%
Fleet	10,821	8,983	49,776	47,212	2,564	5%
Fulton	9,598	8,896	42,744	51,735	-8,991	-17%
Garden Valley	3,283	2,157	14,868	15,308	-440	-3%
Glenville*	3,126	5,234	9,849	25,702	-15,853	-62%
Harvard-Lee*	926	7,191	24,660	37,844	-13,184	-35%
Hough	5,263	3,278	24,442	20,099	4,343	22%
Jefferson*	1,165	6,272	21,931	33,792	-11,861	-35%
Langston Hughes	6,592	6,029	31,701	30,876	825	3%
Lorain*	5,254	6,737	16,628	34,749	-18,121	-52%
Martin Luther King, Jr.	5,212	5,485	25,091	29,561	-4,470	-15%
Memorial-Nottingham	11,711	10,400	54,922	53,712	1,210	2%
Mt. Pleasant	3,660	2,835	17,610	16,506	1,104	7%
Rice	9,383	9,544	43,619	47,169	-3,550	-8%
Rockport	16,758	15,399	74,725	78,876	-4,151	-5%
South	8,203	6,615	36,840	36,870	-30	0%
South Brooklyn	15,424	14,669	73,176	77,007	-3,831	-5%
Sterling	4,447	4,136	20,255	22,883	-2,628	-11%
Union	3,913	3,935	18,583	21,963	-3,380	-15%
Walz	12,189	12,826	58,545	61,366	-2,821	-5%
West Park	17,397	16,698	83,265	86,423	-3,158	-4%
Woodland	6,841	7,475	32,039	36,495	-4,456	-12%
<b>TOTAL</b>	<b>211,410</b>	<b>210,872</b>	<b>1,004,133</b>	<b>1,112,415</b>	<b>-108,282</b>	<b>-10%</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE MAY 2018**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2018	2017	2018	2017			
Addison	4,485	4,884	21,940	24,433	-2,493	-10%	
Brooklyn	2,784	3,561	14,144	17,890	-3,746	-21%	
Carnegie West	8,698	8,329	42,221	46,181	-3,960	-9%	
Collinwood	4,622	5,661	24,077	30,957	-6,880	-22%	
East 131st	8,480	5,156	37,662	28,041	9,621	34%	
Eastman	8,371	9,767	44,439	48,498	-4,059	-8%	
Fleet	7,802	8,683	39,565	44,773	-5,208	-12%	
Fulton	6,485	6,612	31,899	34,850	-2,951	-8%	
Garden Valley	4,053	2,798	18,008	16,301	1,707	10%	
Glenville*	3,084	4,380	8,879	21,669	-12,790	-59%	
Harvard-Lee*	0	8,100	23,198	37,714	-14,516	-38%	
Hough	7,579	7,432	33,166	34,112	-946	-3%	
Jefferson*	0	5,472	14,325	24,162	-9,837	-41%	
Langston Hughes	6,168	6,444	30,009	33,827	-3,818	-11%	
Lorain*	4,304	6,434	13,336	28,727	-15,391	-54%	
Martin Luther King, Jr.	5,523	6,795	25,090	35,791	-10,701	-30%	
Memorial-Nottingham	5,500	5,541	21,076	25,089	-4,013	-16%	
Mt. Pleasant	3,805	4,059	16,954	21,041	-4,087	-19%	
Rice	9,458	11,801	46,146	55,633	-9,487	-17%	
Rockport	6,572	8,297	33,166	40,689	-7,523	-18%	
South	5,274	5,320	23,701	29,632	-5,931	-20%	
South Brooklyn	12,145	12,648	49,939	65,732	-15,793	-24%	
Sterling	6,594	8,574	33,813	41,929	-8,116	-19%	
Union	6,803	5,684	29,982	26,254	3,728	14%	
Walz	7,372	8,594	37,330	41,048	-3,718	-9%	
West Park	8,036	7,164	37,906	36,512	1,394	4%	
Woodland	7,228	8,713	37,410	41,850	-4,440	-11%	
<b>TOTAL</b>	<b>161,225</b>	<b>186,903</b>	<b>789,381</b>	<b>933,335</b>	<b>-143,954</b>	<b>-15%</b>	

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**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS MAY 2018**

Branch	Total Circulation	Attendance	Branch	Population 2010	Population 2000
1 West Park	17,397	12,145	South Brooklyn	32,043	34,217
2 Rockport	16,758	9,458	Rice	27,814	29,398
3 Eastman	16,212	8,698	Carnegie West	26,727	34,598
4 South Brooklyn	15,424	8,480	East 131st	23,674	25,873
5 Walz	12,189	8,371	Rockport	19,896	21,467
6 Carnegie West	11,769	8,036	Fulton	19,647	22,575
7 Memorial-Nottingham	11,711	7,802	Rice	19,462	25,893
8 Fleet	10,821	7,579	Memorial-Nottingham	19,271	22,598
9 Fulton	9,598	7,372	Harvard-Lee	17,655	21,246
10 Rice	9,383	7,228	Walz	16,063	18,497
11 Addison	8,241	6,803	Collinwood	14,769	19,377
12 South	8,203	6,594	Langston Hughes	14,439	21,224
13 Woodland	6,841	6,572	Glenville	14,006	20,302
14 Langston Hughes	6,592	6,485	Addison	13,603	19,263
15 Hough	5,263	6,168	East 131st	13,025	18,001
16 Lorain	5,254	5,523	Mt. Pleasant	12,792	17,155
17 Martin Luther King, Jr.	5,212	5,500	Lorain	12,588	14,589
18 Collinwood	5,124	5,274	Martin Luther King, Jr.	12,392	15,483
19 East 131st	4,534	4,622	Carnegie West	10,487	11,716
20 Sterling	4,447	4,485	Union	8,416	12,603
21 Brooklyn	4,364	4,304	Sterling	8,267	8,712
22 Union	3,913	4,053	Woodland	7,946	7,213
23 Mt. Pleasant	3,660	3,805	South	6,325	7,729
24 Garden Valley	3,283	3,084	Hough	5,667	7,845
25 Glenville	3,126	2,784	Brooklyn	5,524	6,430
26 Jefferson*	1,165	0	Jefferson	3,515	3,987
27 Harvard-Lee*	926	0	Garden Valley	2,310	3,220
	211,410	161,225	Broadway*	388,323	473,177

\*Broadway and Fleet service areas merged

Prepared By: Northern Ohio Data and Information Service - NODIS,  
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\*Harvard Lee Branch closed beginning 4/15/18. Jefferson Branch closed beginning 4/18/18. Branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR MAY 2018**

**OTHER TRANSACTIONS**

Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
<b>CLEVNET</b>	45,573	63,279	279,997	321,204	-13%
Other Libraries	463	429	2,436	2,821	-14%
<b>TOTAL</b>	46,036	63,708	282,433	324,025	-13%

\*Totals included in Main Library and Branch circulation counts

**ANALYSIS OF MAIN LIBRARY  
REFERENCE QUESTION LOAD**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Projected	14,929	15,994	77,243	79,479	-3%
Mail and Email Reference	327	373	1,503	1,931	-22%
Interlibrary Loan Requests	930	704	5,132	4,615	11%
<b>TOTAL</b>	16,186	17,071	83,878	86,025	-2%

**CHANGES IN PERMANENT  
COLLECTION**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
New Titles Added	3,921	4,634	20,972	22,678	-8%
Total Items Added	17,450	20,294	97,967	112,353	-13%

**HOURS OPEN**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Main Library	208	208	1,008	1,008	0%
Branches	5,965	5,921	28,863	28,803	0%

**OHIO BRAILLE & AUDIO  
READING DOWNLOAD (BARD)**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Downloads	15,997	12,164	62,988	62,542	1%
Users	646	641	3,257	3,263	0%

Included in circulation activity