

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 May 22, 2018
 Martin Luther King, Jr. Branch
 12:00 Noon

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

Absent: Ms. Butts, Ms. Washington

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

Approval of the Minutes

Ms. Rodriguez moved approval Board Work Session of 04/05/18; Finance Committee Meeting of 04/17/18; and Regular Board Meeting of 04/19/18. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

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

Ms. Rodriguez acknowledged the following guests who wished to comment: Steve Katonovic, who shared his skepticism about computers to attract audiences and expressed his desire for the Library to incorporate more colorful artwork for public display in branches; Yvon Cawthon, who expressed her disappointment about the date and location change for the Board Meeting and shared her concerns about the new Martin Luther King, Jr. branch proposed location, size, parking spaces and its negative impact upon the community as it appears to reduce and dishonor the memory of Dr. King.

Director Thomas apologized to Ms. Cawthon for the inconvenience relative to the change in the Board meeting date and location and explained that although the meeting was initially scheduled for the Board Room, it was decided that we needed additional time to accommodate the design and selection committee. We also wanted to make sure that the Library Trustees were able to see the models and allow time for the community to

REGULAR BOARD
 OF 04/19/18;
 BOARD WORK
 SESSION OF
 04/05/18; AND
 FINANCE
 COMMITTEE
 MEETING OF
 04/17/18
 Approved

comment prior to the Board Meeting. Because additional time is needed, decisions on the branch will be made at a Board Meeting in June and that Ms. Cawthon would receive notification.

Director Thomas explained to Ms. Cawthon that the sizes of all of the models are larger than the current branch. During the initial meetings regarding the new branch, everyone was clear that a smaller building would not be beneficial.

Mr. Corrigan stated that we are not surrendering control of parking but rather getting permanently improved parking which, by easement, we will own. There will neither be a reduction in parking spaces nor will it inhibit the ability for the community to come to the branch and park for free.

In addition, Mr. Corrigan explained that this branch library has become a community resource for the ability to accommodate meetings to be held. All designers have impressively made sure that their designs had more meeting room space and flexibility than the branch currently has. Although the orientation will change to Euclid Avenue, that fact is, in terms of service to the community, there will be even more meeting space available.

Mr. Corrigan continued and stated that all three designs made sure that the contributions and legacy of Dr. Martin Luther King, Jr. we emphasized in greater ways. All design aspects and interior recognition incorporate highlights of Dr. Martin Luther King, Jr. as well as the Anisfeld Wolf Book Awards that are a part of the process. There will be more of a community and regional influence going forward on what the civil rights movement and what Dr. Martin Luther King, Jr. meant to this community.

Mr. Corrigan stated that he co-sponsored the effort with former Library Trustee Lennie Powell in naming the downtown wing after Congressman Louis Stokes; we stay connected to what Mr. Stokes meant as a continuation of what he, his brother Carl Stokes and Dr. King was doing and how it impacted this community. Dishonoring Dr. King in any way is not what the Library wants to do.

Mr. Seifullah stated that as we were going through this process, it was understood that we would not diminish the importance of this branch to the community. It was only with clear guarantees that we would have a branch that would improve the benefits and services to the community and expand upon that. Other than that, there was no incentive to move forward. With the understanding that we could have a better servicing branch in the name of Dr. Martin Luther King, Jr., we would move forward.

Mr. Hairston stated that it was agreed that we need to do a better job of signage. The idea of expanding space and the use of technology provides the opportunity for us to do a number of things that we could not do in the Library and puts the branch in a better position to do those things. In many instances, it is better to build rather than to rehab a building. The new location will make it even more convenient for patrons and visitors to park as the Board has been assured that there will be parking spaces assigned to the branch for the convenience of patrons and visitors. We will have a library branch that even more people will patronize. Because of the new location, more people can access the facility and increase the use of the facility. It is those things that have been placed on the table before detailed discussions began. The Board will monitor those things as well.

Mr. Hairston stated that this was not an easy task as those points were brought to the Board's attention through constant dialogue with the community. We understand that it is important to listen to the community. The designs that are being considered have content of civil rights and other things for which Dr. Martin Luther King, Jr. stood.

Finally, Ms. Rodriguez acknowledged James Lamb, who expressed his concerns about the location of the new Martin Luther King, Jr. Branch would cause the name change from Stokes Boulevard to East 107th Street.

In response, Mr. Corrigan stated that he spoke with Chris Ronayne, President, University Circle, Inc., who stated the agreement with University Circle, Inc. and the City of Cleveland, for their institutions, this would remain Stokes Boulevard.

Mr. Lamb stated that although he spoke with Mayor Jackson who confirmed that Stokes Boulevard would not be changed back to East 107th Street there are rumors circulating that the name of the street would be changed.

Mr. Corrigan thanked Mr. Lamb for bringing this to the Board's attention and is always welcome to seek clarification from the Board.

**MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS**
Approved

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

To accommodate the MLK Design & Selection Committee schedule, there was no Finance Committee Meeting on Tuesday, May 15, 2018. Mr. Corrigan moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of April

(See page 803)

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

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

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

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

**RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF APRIL 2018**
Approved

Fourth Amendment to the Year 2018 Appropriation

(See pages 804-809)

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

WHEREAS, **Ohio Revised Code** Section 5705.40 provides for the amendment of an appropriation measure when necessary; and

WHEREAS, It is now deemed necessary to amend the Year 2018 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated May 15, 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 Fourth Amendment to the Year 2018 Appropriation Schedule be approved.

Carrie Krenicky, Chief Financial Officer, stated that this Fourth Amendment reflects an increase in Other Sources-Special Revenue by \$101,701.90 relating to an increase in the Founders fund - \$15,000 for PNC Bank (CPL Foundation) for Kindergarten Club and \$86,701.90 for gift from the Patrick O'Connor irrevocable trust.

Year 2019 Tax Budget

(See pages 810-818)

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

WHEREAS, **Ohio Revised Code** Section 5705.28 requires the Board of Library Trustees to submit its Tax Budget for Fiscal Year 2019 to the Board of the Cleveland Metropolitan School District on or before June 1, 2018; and

FOURTH
AMENDMENT TO
THE YEAR 2018
APPROPRIATION
Approved

YEAR 2019 TAX
BUDGET
Approved

WHEREAS, **Ohio Revised Code** Section 5705.30 requires the Board of the Cleveland Metropolitan School District to adopt and submit the Library's Year 2019 Tax Budget to the County Fiscal Officer on or before July 20, 2018; and

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

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

WHEREAS, The financial needs of Cleveland Public Library from **Tax Sources** for Fiscal Year 2019 have been determined to be at least \$62,150,000; now therefore be it

RESOLVED, That the Year 2019 Tax Budget and Alternate Tax Budget Information Forms for Cleveland Public Library be presented to the Board of the Cleveland Metropolitan School District and the Cuyahoga County Budget Commission as required by **Ohio Revised Code**.

Resolution to Accept Gift from the Patrick O'Connor Irrevocable Trust

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

WHEREAS, Patrick Joseph O'Connor, a long-time resident of Garfield Heights and later the city of Bedford, was a gentle man who lived a quiet and simple life, following a spiritual path that preferred hiddenness to acclaim, unmoved by worldly status, asking for little but appreciative of all that he received from others; and

WHEREAS, Born during the Great Depression, Mr. O'Connor was a U.S. Army Veteran and a retiree from FirstEnergy Corporation who knew the value of hard work and discipline; and

RESOLUTION TO
ACCEPT GIFT
FROM THE
PATRICK
O'CONNOR
IRREVOCABLE
TRUST
Approved

WHEREAS, On July 17, 2017, the Cleveland Public Library received notice from the Huntington Private Bank that Patrick O'Connor created a revocable trust, which, since his passing, has become an irrevocable trust under a trust agreement dated July 27, 2003, amended September 21, 2011. The Huntington National Bank is Trustee of said Trust and the Cleveland Public Library is a beneficiary of the Trust; and

WHEREAS, The First Amendment of the Trust Agreement authorized the Trustee to distribute 10% of the remainder of the Trust Property in the memory of Patrick Joseph O'Connor to the Cleveland Public Library. There is no restriction on the use of the distribution received by the Cleveland Public Library; and

WHEREAS, On April 30, 2018, the Cleveland Public Library received from The Huntington National Bank a check in the amount of \$86,701.90 from the Patrick O'Connor Trust, representing the final distribution, 10% of total value of assets to the Cleveland Public Library; and

WHEREAS, On March 13, 2012, this Board adopted a Resolution that directs the Fiscal Officer to present unrestricted donations of more than \$25,000 or more to the Board of Trustees for further direction in depositing the funds; and

WHEREAS, The Library Administration recommends that the gift be deposited into the Founder Fund (203) under project code 12110 to be expended in the future in memory of Patrick Joseph O'Connor. The Fiscal Officer, therefore, recommends that this distribution be placed into the Founders Fund; now therefore be it

RESOLVED That the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a gift from the Patrick O'Connor Trust in the amount of \$86,701.90 for deposit into the Founders Fund Account No. 203046-46500-12110 to be expended in the future in memory of Patrick Joseph O'Connor; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute any documents, agreements and instruments as may be necessary or appropriate to receive and expend the gift,

including those in excess of \$25,000.00, to effectuate the terms and conditions of the Gift and 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 Trustees of the Cleveland Public Library honors the life of Patrick Joseph O'Connor and expresses its heartfelt gratitude for his extraordinary gift to the Library, recognizing the years of work and self-sacrifice that made it possible.

In response to Ms. Rodriguez' inquiry, Ms. Krenicky stated that she was unsure of any relationship that Mr. O'Conner had with the Library.

Ms. Rodriguez recommended that an acknowledgement of Mr. O'Conner and his generous gift be posted on the Library's website as it may encourage others to consider similar gifts to the Library.

Shenise Johnson-Thomas, Chief of External Relations and Development, stated that planned giving is a strategy that will definitely be pursued by the Foundation and Development Office.

Mr. Seifullah asked if the estate was able to provide additional information about Mr. O'Connor.

Ms. Krenicky stated that the only information provided was that found in the obituary. There are no known living relatives for the Library to contact.

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

(See pages 819-820)

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

WHEREAS, The Cleveland Public Library has purchased OCLC cataloging records for many years from OhioNet, a subsidiary of OCLC; and

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

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

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

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

RESOLVED, That the Board of Trustees approves the subscription renewal for the period of July 1, 2018 through June 30, 2019 for OCLC Cataloging and Metadata Subscription of \$248,061.93 and OCLC WorldShare ILL Subscription of \$6,923.29, for a total amount not to exceed \$254,985.22, with the expenditure being charged to the General Fund, Account 14140053-53800 Library Material Control; and be it further

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

Mr. Corrigan stated that OCLC is an Ohio creation and Cleveland Public Library is a leader in assisting them.

Finally, Mr. Corrigan stated that he was glad to support this resolution as it is important for Cleveland Public Library to be the public research library that we are.

Resolution to Accept Gift from PNC Bank through the Cleveland Public Library Foundation for Kindergarten Club

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

WHEREAS, PNC Bank has a legacy of supporting initiatives and organizations that make our community a better place to live and work; and

WHEREAS, PNC Bank has agreed to be a Lead Sponsor of the Kindergarten Club program in the Summer/Fall of 2018

RESOLUTION TO ACCEPT GIFT FROM PNC BANK THROUGH THE CLEVELAND PUBLIC LIBRARY FOUNDATION FOR KINDERGARTEN CLUB
Approved

and issued a check for \$15,000 to the Cleveland Public Library Foundation; and

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

WHEREAS, The Cleveland Public Library Foundation will, in turn, issue a check for \$15,000 (representing full payment) to the Cleveland Public Library; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), accepts a gift from the Cleveland Public Library Foundation, in the amount of \$15,000; to be used for the Kindergarten Club program in the Summer/Fall of 2018 and for deposit into the Founders Fund Account 203046-46100-17801; and be it further

RESOLVED, That the Executive Director, CEO or his designee, is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer, with the expenditures being charged to the Founders Fund 203 and Project Code 17801.

Resolution Selecting and Ranking Most Qualified Architect/Engineering Firm and Authorizing Negotiation of Agreement with Top-Ranked Firm for Master Planning Project

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

WHEREAS, The Cleveland Public Library placed an ads in the Cleveland Plain Dealer on April 9 and 16, 2018 announcing its request for statements of qualifications from architectural/engineering firms for the creation of a system-wide master plan; and

WHEREAS, On April 30, 2018, statements of qualifications were submitted to the Library by the following architectural firms: Bialosky and Partners,

RESOLUTION
SELECTING AND
RANKING MOST
QUALIFIED
ARCHITECT/
ENGINEERING
FIRM AND
AUTHORIZING
NEGOTIATION
OF AGREEMENT
WITH TOP-
RANKED FIRM
FOR MASTER
PLANNING
PROJECT

Approved

Architects, LLC, Bostwick Design Partnership, Inc., CBLH Design, Inc., and HBM Architects, LLC; and

WHEREAS, A selection committee was formed to evaluate the statements of qualifications and to select no fewer than three firms that it considered most qualified. The selection committee met and selected the following three architectural firms it determined to be the most qualified: Bialosky and Partners, Architects., LLC, Bostwick Design Partnership, Inc. and HBM Architects, LLC; and

WHEREAS, During the week of May 14, 2018, the evaluation committee interviewed all three top-ranked firms, and subsequently met to determine the most qualified amongst the top three; and

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

- 1) Bialosky and Partners, Architects, LLC
- 2) Bostwick Design Partnership, Inc.
- 3) HBM Architects, LLC.

Now therefore be it

RESOLVED, That the Board of Library Trustees hereby accepts the recommendation of the selection committee, and announces the selection of Bialosky and Partners, Architects, LLC as most qualified, Bostwick Design Partnership, Inc., as second most qualified, and HBM Architects, LLC as third most qualified; and be it further

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

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

RESOLUTION
ESTABLISHING
OWNER'S
CONTINGENCY
FUND FOR
LAKESHORE
FACILITY ROOF
REPLACEMENT
PROJECT
Approved

Resolution Establishing Owner's Contingency Fund for Lakeshore Facility Roof Replacement Project

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

WHEREAS, On June 13, 2017, the Board of Trustees of the Cleveland Public Library approved a total project budget of \$1,000,000 for the design and construction of the roof replacement project at the Lakeshore Facility; and

WHEREAS, On June 13, 2017, this Board also authorized the Executive Director, CEO, or his designee to enter into an agreement in the amount of \$49,900 with Construction Resources, Inc. and Harper Engineering Inc. for design and construction administration services in connection with the Lakeshore Facility roof replacement project; and

WHEREAS, On April 17, 2018, this Board authorized the Executive Director, CEO, or his designee to negotiate and execute a contract with Warren Roofing & Insulating Co. in the amount of \$645,500 to perform the roof replacement and construction at the Lakeshore Facility; and

WHEREAS, The combined cost of the design and construction administration services and the cost of the roof replacement and construction are well below the original \$1,000,000 estimated project estimate approved by this Board; and

WHEREAS, The Library requests authority to establish an Owner's Contingency Fund in the amount of \$64,550, representing 10% of the contract cost, to cover the cost of Owner-requested changes and unforeseeable conditions uncovered during the removal and replacement of the Lakeshore Facility roof, and if needed, to cover the costs of permitting and inspection fees; now therefore be it resolved that

RESOLVED, That the Chief Operating Officer or his designee is authorized to establish an Owner's

Contingency Fund in the amount of \$64,550 and to issue change orders and to make expenditures therefrom, including expenditures in excess of \$25,000, to pay the costs resulting from Owner's changes and additions to the roof replacement project, which change orders shall be subject to the approval of the Chief Legal Officer. The Library shall report monthly to the Board on expenditures from the Owner's Contingency Fund.

Resolution Approving Amendments to Agreement with Regency Construction Services, Inc. Reducing Guaranteed Maximum Price And Modifying Scope of Work for Safe, Warm and Dry Construction Project

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

WHEREAS, On June 13, 2017, this Board authorized the Library to enter into a contract with Regency Construction Services, Inc. for Construction Manager at Risk services for the Safe, Warm and Dry Construction Project wherein the Library would make needed repairs and upgrades to ten of its branches, including the Rockport branch; and

WHEREAS, On September 21, 2017, this Board accepted a grant in the amount of \$180,000 from Best Buy to build and open a Teen Tech Center at the Rockport Branch; and

WHEREAS, On December 21, 2017, this Board approved an amendment to the Agreement with Regency Construction Services, Inc. establishing a Guaranteed Maximum Price ("GMP") of \$4,425,831.31 for the Safe, Warm and Dry Construction Project; and

WHEREAS, The Teen Tech Center is scheduled to open in July 2018, and the Rockport branch is scheduled to close in October 2018 to allow the Safe, Warm and Dry repairs to be made; and

WHEREAS, In order to allow the Teen Tech Center to remain open without interruption, the Library has determined that it is necessary to remove the Rockport branch from the scope of the Safe, Warm and Dry Construction Project and to make the repairs needed at the branch as a part of the building's regular maintenance; and

RESOLUTION
APPROVING
AMENDMENTS TO
AGREEMENT
WITH REGENCY
CONSTRUCTION
SERVICES, INC.
REDUCING
GUARANTEED
MAXIMUM PRICE
AND MODIFYING
SCOPE OF WORK
FOR SAFE, WARM
AND DRY
CONSTRUCTION
PROJECT
Approved

WHEREAS, By removing the Rockport branch from the scope of the Safe, Warm & Dry Construction Project, Regency's GMP would be reduced by \$299,648.82 which would then be allocated to the Owner's Contingency and Permit fund to cover unanticipated costs that may arise as repairs are made to the other branches. Additionally, the Library would retain the equipment already purchased for the Rockport branch to be used as needed in other branches;

WHEREAS, The total change orders approved to date have increased the GMP by \$21,961.26, thus increasing the GMP from \$4,425,831.31 to \$4,447,792.57 now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee to enter into and execute an amendment to the Agreement between the Cleveland Public Library and Regency Construction Services, Inc. reducing the Guaranteed Maximum Price from \$4,447,792.57 to \$4,148,143.75, which amendment shall be subject to the approval of the Chief Legal Officer; and be it further

RESOLVED, That the Executive Director, CEO or his designee is further authorized to increase the Owner's Contingency and Permit Fund by \$299,648.82 to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP.

Ms. Rodriguez stated that she understood that we were not closing Rockport Branch because we are very close to the opening of the new Teen Tech Center; and asked when the needed repairs would be completed.

Jeremiah Swetel, Chief Operating Officer, stated that we are planning for that now as some of the HVAC heat pumps that were already purchased through Regency would be installed ourselves with an internal team. We are in the process of planning a roof replacement and other repairs to the branch parking lot and sidewalk.

Ms. Rodriguez asked if carpeting needed repairs or replaced before the opening of the new Teen Tech Center.

Mr. Swetel confirmed that we are looking at carpet replacement now. Regency, the contractor, did not include the teen center carpet replacement. We have state contract pricing for the carpet replacement in the

Teen Tech Center and will get pricing for the remainder of the branch.

In response to Ms. Rodriguez' inquiry, Mr. Swetel confirmed that we would attempt to do some of the work without the branch being closed.

Tena Wilson, Deputy Director, stated that anything not covered after the branch is open will be included in the Master Plan.

Ms. Wilson stated that she did not want to open the Teen Center then close it the following week to complete repairs.

Resolution to Enter Into An Agreement with Kone Inc. for Repair Service to Elevator Drives In the Main Library

(See page 821)

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

WHEREAS, The Property Management Department has determined that the DC drives on the elevators in the Main Library complex are obsolete. The elevator drives are located in the controllers and control the energy necessary to safely and smoothly raise and lower the elevator. The drives in the elevators are no longer being manufactured and are nearing the end of their product life cycle; and

WHEREAS, On April 19, 2016, the Library Board of Trustees authorized new drives and software on elevator numbers 20012127 and 20090017, and on March 16, 2017, this Board authorized new drives and software on elevator numbers 20090019 and 20012123. Property Management is planning to replace two elevator drives a year until all 10 have been replaced; and

WHEREAS, The Director of Property Management recommends installing new drives and software for two (#20090018 and #20012104) out of six elevators in the Main Library complex for a total cost of \$39,028. As each drive is being repaired, the parts will be saved in the event parts are needed for the remaining four drives; and

RESOLUTION
TO ENTER
INTO AN
AGREEMENT
WITH KONE,
INC. FOR
REPAIR
SERVICE TO
ELEVATOR
DRIVES IN
MAIN LIBRARY
Approved

WHEREAS, KONE Inc. has provided the attached letter attesting that they are the sole source provider for this drives in the Library's elevator system. KONE Inc. has provided good, reliable products and service in the past; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to enter into an agreement with KONE Inc. for the labor and materials to install new drives and software on elevator numbers 20090018 and 20012104 in the amount of \$39,028, subject to approval of the Chief Legal Officer, with the expenditure being charged to the Building and Repair fund account 40190103-53310.

FISCAL
OFFICER'S
REPORT
Submitted

Fiscal Officer's Report

(See pages 822-831)

REPORT ON
INVESTMENTS
Submitted

Report on Investments

(See page 832)

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

Report on Conference and Travel Expenditures

(See pages 833-834)

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 Safe, Warm and Dry Construction Project

(See page 835)

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 South Branch Renovation Project

(See page 836)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

REGULAR
EMPLOYMENT
REPORT
Approved

Regular Employee Report

(See pages 837-842)

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

Mr. Hairston acknowledged that new pages were being hired and acknowledged the hiring of Jeremiah Swetel as new Chief Operating Officer.

Director Thomas added that the Library is in the midst of a Strategic Plan, Master Plan, Safe, Warm and Dry initiative, and exploring options for going out for bonds to support the building projects and noted that how the Library's operations are situated are vital in the way we move forward. Therefore, Tena Wilson, who served as Deputy Director and Chief Operating Officer, will now serve as Deputy Director and Chief of Staff. Mr. Swetel has been hired and will assume the role of Chief Operating Officer.

Following an introduction by Director Thomas, Mr. Swetel shared with the Board his background and experiences in the following positions: Assistant Service Director/Compliance Manager, City of Euclid, where he coordinated EPA waste water treatment projects, modernizing the service department and the operations of the collections system and service delivery improvements to the City of Euclid; Facilities Director, Cuyahoga County Public Library where he assisted with their Master Plan for recent building projects and modernizing operations and maintenance program.

Ms. Rodriguez welcomed Mr. Swetel to Cleveland Public Library.

Report on Paid Sick Time Used by the Month

(See page 843)

Employee Demographics(EEO-4)Report

(See page 844)

Insurance Summary Report

(See page 845)

REPORT ON PAID
SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 846-851)

Mr. Corrigan stated that this report reflects that year to date, the total circulation is down about 6%; and eBook reflects a 14.2% increase in circulation; and eAudiobook reflects a 36.1% increase in circulation.

Mr. Corrigan stated that Rockport has consistently been in the top ten for circulation and asked for the reason that it moved to number one.

In response, John Skrtic, Director of Public Services, noted that Rockport is usually within the top 3 performing branches each month. He let Mr. Corrigan know that there was no statistical reason that it was first this month. They are often close to being the top circulating branch and most likely just had a great month of patron activity.

Finally, Mr. Corrigan noted that our total Acquisitions changes in permanent collections is down about 13% this year from last year and asked for an explanation.

Sandy Jelar Elwell, Director of Technical Services, stated that although the Library Service Materials budget has remained approximately the same over the past few years, the cost for print materials has increased over time which means that fewer items are being purchased. A larger portion of the budget is also being spent on electronic products such as databases and eMedia which does not get counted as being added to the collection since it is not a physical item.

Director Thomas stated that Ms. Wilson will be working with Ms. Jelar Elwell as the Library's budget for the purchase of materials is increased as a result of the levy.

Mr. Corrigan stated that we are the only library in the Ohio that regularly spends between 15-20% of our revenue on adding and improving our collections.

Building Status Update

Eric Herman, Capital Projects Manager, reported that we are on schedule for South. Steel will be erected next week framing the space for the new addition.

**BUILDING
STATUS
UPDATE**
Presented

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, reported that we have run into some issues. We are pushing back the date that staff report to Harvard-Lee to begin the first week in June and Jefferson will begin the second week in June.

**SAFE, WARM
& DRY
UPDATE**
Presented

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that she and Director Thomas conducted a phone call with Trustee Washington regarding forthcoming Library advocacy efforts. Director Thomas will be scheduling meetings with local and state legislators during the summer regarding CPL's community and regional value proposition and its future planning efforts.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Ms. Johnson Thomas reported that Ohio Library Council Legislative Day was a success as more than a dozen CPL staff inclusive of Director Thomas and two Library patrons participated this year. Feedback from legislators and their staff was positive so much so Representative Howse conducted a personal tour afterwards.

Foundation Update

Mr. Corrigan stated that he attended the last Board meeting. Their Board is getting organized for 2019 activities in light of management and no longer having an executive director.

**FOUNDATION
UPDATE**
Presented

Finally, Mr. Corrigan acknowledged the recent successful passage of the Shaker Heights Public Library levy.

Director Thomas stated that he and the Executive Leadership Team will be having discussions as there has been talk that there will be a referendum in November to consolidate.

Mr. Corrigan stated that we must stay alert and continue doing our jobs well and be known for what is true about library services. The fact remains, that there is no place in the country that provides consistent library services as well as all of the systems in Cuyahoga County do. In addition, the level of cooperation between our nine library systems is greater than any cooperation in any other government groups in the State of Ohio including universities, community colleges, school boards, police and more. There are many with more money in their systems than us and they do not cooperate at the level we do.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that the Foundation is moving forward and explained that Shenise Johnson Thomas, who was previously titled Director of External & Governmental Affairs, is now Chief of External Relations and Development. Tracy Martins's new position has changed from Grants & Development Coordinator to Director of Development. The Foundation is providing funds for additional salary payments. Finally, the Foundation has recently provided the Library with their budget. Their Board is happy with the way we will be moving forward. We will have a Foundation that will work better for the Library as our staff will be interconnected with the Foundation making it easier for things to move forward.

Director Thomas commended Ms. Rodriguez for joining the Cleveland Leadership Center's Mission to Puerto Rico last month. Director Thomas stated that Ms. Rodriguez will be starting an endeavor here in Cleveland around what we can do to help libraries in Puerto Rico.

Ms. Rodriguez gave a descriptive overview of the Mission trip that included: the current situation of Puerto Rico as they are still without power; planted over 318 trees; visited economically depressed areas on the perimeters of the island as well as inland; efforts to clean up debris; additional community service work and meetings with FEMA representatives.

Ms. Rodriguez noted that there were four libraries in San Juan: one located at the university, an archives

library, a Carnegie branch and another library severely damaged by the storm.

Ms. Rodriguez stated that there were challenges to make books and materials accessible to children due to very limited hours of operation as well.

Ms. Rodriguez expressed that she will be meeting with Director Thomas and leaders of the Hispanic community to discuss and explore ways to get books back into these libraries and ultimately the children in Puerto Rico.

Director Thomas stated that the Library will be working with Esperanzo and the Hispanic Alliance regarding book drives, donations and other efforts to help.

Mr. Hairston expressed his approval for a book drive and encouraged that Library to support it accordingly.

Ms. Rodriguez thanked Director Thomas for allowing her the time to share her experience with the Board.

CELEBRATING A GLOBAL PERSPECTIVE

On Thursday, April 5th, National Book Award Finalist, Ibi Zoboi talked about her debut Young Adult novel, *American Street* at the Happy Dog in Cleveland's University Circle. The audience was comprised of fifty adults, plus one adolescent. This event was created in partnership with Literary Cleveland. Mac's Backs Bookstore sold titles of *American Street* on site. Ibi Zoboi was the honorary guest speaker for Girl Power on Friday, April 6. On this day, 200 young ladies from Collinwood High School, Citizens Leadership Academy, Brush High School, A.J. Rickoff and Benjamin Franklin were in attendance. Local inspirational speaker, Sundae Wynn, provided words of encouragement to the audience before students participated in eight various breakout sessions, which included an informal meet and greet with Ibi Zoboi. Breakout session topics included leadership, social media branding, social and emotional learning, street law, eSports, makerspaces and entrepreneurship. The event ended with a presentation by Zoboi and a book signing, as each participant received a copy of *American Street*.

Senior Librarian Caroline Han planned 29 Chinese language lessons and martial arts classes for adults and

children. Additionally, 13 programs were conducted at GALA, Jubilee and St. Clair Community Center. In total, 346 patrons attended these language learning & cultural sessions.

Librarian Victoria Kabo hosted four Russian language programs at the Memorial-Nottingham Branch which attracted 55 attendees

FIGHTING COMMUNITY DEFICITS

On Saturday, April 8th the Hough branch hosted Legal Aid @ the Library. Fifteen attorney's from the Tucker Ellis; Jones Day; Jensen Law; Baker Hostetler volunteered their time in support of this program. Ten law student clerks from Case Western Reserve University also participated. Twenty families registered for legal assistance.

FORMING COMMUNITIES OF LEARNING

Learning Circles: Puerto Rican History & Culture sessions at the South Branch concluded in the month of April. In the learning circle model librarians play the role of facilitators who meet with a group of 5-15 adults on a weekly basis to work through an online course related to a given subject.

In March 2018, a Puerto Rican History & Culture Learning Circle was launched in partnership with the Center for Puerto Rican Studies at Hunter College-CUNY (Centro). This learning circle took participants through Level 1 of Centro's free online Puerto Rican Heritage Cultural Ambassador Program (CA) which offers a seven-part introduction to Puerto Rican history and culture. The Learning Circle met at South Branch on Saturdays, March 24 - April 21 from 10:30 - 12:00 p.m. Learning Circle discussions were led by CPL staff, Children's Librarian, Eastman Branch Cassandra Feliciano, South Branch Manager Jaime Declet, Administrative Assistant, Public Services Yari Beavers, Library Assistant, Outreach & Programming Services Melanie McCarter. An average of 7 participants attended each session. A Cleveland Municipal School District (CMSD) Spanish language teacher from Lincoln West's School for Global Studies attended the sessions resulting in the enrollment of 11 CMSD students in the Centro's Cultural Ambassador Program.

The 17th Annual Progress with Chess tournament was held April 18th & 19th at the Main Library, with 327 students from Cleveland Metropolitan School District participating. The students won trophies, scholarship money, and received medals. Special thanks to CPL volunteers and retirees who helped make the event a success.

Patent Pro Bono

The Science and Technology department hosted speakers Grant Corboy, Tara Ho from US Patent and Trademark Office's Office of General Counsel, and Ted Theofrastous (Adjunct Professor of Law and Business) from Case Western Reserve University (CWRU) School of Law on April 12th. The three spoke to entrepreneurs interested in the Patent Pro Bono Program and gave advice on proceeding with protecting their inventions. Senior Librarian Jim Bettinger organized the event with the assistance of Government Documents Supervisor Sarah Dobransky

Research that's Possible Only at Main Library

- Staff continued identifying and locating photographs for a large research request on the buildings of Cleveland architect Fennimore C. Bate (1857-1903) for an architect and researcher.
- Staff worked together to obtain images for various 19th-century Cleveland industrialists connected to John D. Rockefeller, to aid a local writer.
- Staff assisted a researcher with finding historical images of local reporters, photographers, and news rooms, for an upcoming book.
- Staff assisted a researcher from Poland who was looking for information about and publications by Tomasz Siemiradzki.
- Staff assisted an out of state researcher with images of the Collinwood rail yard, coal yard, and coaling tower. The images may be used for a future publication.
- Staff found numerous articles for a student about "Les Amants" and the controversy surrounding a film screening in Cleveland Heights.
- Staff assisted a curator from a local museum who requested information about vaulting by the Guastavino firm. Guastavino designed vaulting for the Cleveland West Side Market, Baldwin Water

Works, and the Main building of CPL.

- Staff assisted a patron who sought information about the Cleveland photographer Shanti Bahadur who donated photos to the Library in the 1940s.
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the only public library in WorldCat to own this title.

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- Staff assisted a professor at Cleveland State University pull together research material regarding property preservation in Cleveland during the 1960's and 1970's.

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

Submitted Grant Inquiry to The Cleveland Foundation to implement a mobile hotspot lending program at CPL. Met with CCPL and Ashbury to discuss how to implement and create a joint proposal for a digital literacy training initiative.

Submitted nomination to Penguin Random House for their Library Awards for Innovation program for the upcoming FRONT International exhibit, *The American Library*

CPL150

Creating a packet of sponsorship opportunities
 Developing programming and event descriptions
 Began working with Archives to pull history of
 partnerships with local companies

Early Literacy Training Initiative

Met with OSU to facilitate training needs assessment
 Updated Bruening Foundation Program Officer on grant
 progress

Development Plan

Working to refine role as liaison to the CPL Foundation
 and set goals toward fundraising efforts.

PUBLIC SERVICES**Programs and Services****Summary**

In the month of April the Library hosted approximately 281 programs ranging from the cultural education and awareness programming to small business workshops. The Library offered 79 pre-school story times to children throughout the city in addition to visual arts instruction for school-aged children. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library.

Youth

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Ibi Zobi. Breakout session topics included leadership, social media branding, social and emotional learning, street law, eSports, makerspaces and entrepreneurship. The event ended with a presentation by Zobi and a book signing, as each participant received a copy of *American Street*.

Erica Marks, Youth Outreach and Coordinator, provided a Summer Lit League overview to seventy-two Cleveland Metropolitan School District service managers and coordinators on Tuesday, April 17 at the East Professional Development Center. Summer Lit League, formerly known as Summer Reading Club, is the reading program for summer 2018.

An in-service training on *Beanstack*, the Lit League online service provider, was provided to Children's Librarians and Library Assistants on Wednesday, April 18. An overview of Summer Lit League: Make the Most of Your World was also provided. This training was facilitated by Erica Marks, Youth Outreach and Programming Coordinator.

College Now resumed ACT prep classes on Monday, April 19th. *College Now* sessions are held on the 2nd floor of the Louis Stokes Wing at Main Library. So far, average attendance, Monday through Friday, is seven students.

Club Create, a creative writing after-school program that reconvened in January for the second session continued through the months of April at Martin Luther King Jr, Harvard Lee, Memorial Nottingham, Jefferson, and Langston Hughes branch locations. Due to the Safe, Warm and Dry project, Harvard Lee and Jefferson Branch *Club Create* programming have temporarily moved to the Harvard Community Services Center and the Merrick House during the month of April. *Club Create* teachers prepare lessons and activities that can be completed in one session to accommodate drop-in visits.

Art Therapy at West Park, Sterling, South Brooklyn and Hough branch locations continued throughout the month of April. 8 spaces are allotted for participation at each location and programs often reach capacity. Currently students are working on crafts and various art projects. *Art Therapy* began on January 23rd and will continue through May, 2018.

Adult

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Staff

On Friday, March 9th, Erica Marks participated in 8th session of the Cleveland State Leadership Academy. Mr. Gale Fisk, former Executive Director, Office of Management and Budget, RTA, facilitated the "How Do We Manage Data?" session. Library will host April's training session. This session was held at the Cleveland Public Library.

On Wednesday, April 11th, Adult Outreach & Programming Coordinator Shayna Muckerheide traveled to Columbus,

with other CPL staff and two patrons, for Legislative Day. She and Ken Redd, from the Ohio Library for the Blind, visited with State Representatives Kent Smith and Martin Sweeney. The group discussed the many services that CPL provides to Cleveland residents, particularly adult education classes through ASPIRE and materials for those with reading difficulties.

Mobile Services Manager Rhonda Pai presented at the Reach out and Read Greater Cleveland symposium and trained volunteers on best practices when reading in waiting rooms.

Sandy Nosse, Family Engagement Specialist, Mobile Services, presented at a Preschool Parent Meeting at the Friendly Inn.

Meeting Rooms

During the month of April there were 213 reservations for the Louis Stokes Wing, Learning Commons and Main with an estimated total attendance of 3,555. The Lake Shore Facility was reserved 37 times and there were 612 reservations placed for branches meeting rooms.

National Poetry Month

Literature Senior Librarian Evone Jeffries coordinated several programs celebrating National Poetry Month. Programs included: *POETRY: What's your Type?* during which patrons added original verse to a two-line stanza by Kisha Nicole Foster, Poetry Out Loud fellow, an Open Mic Monday on April 9th, a Poet-Tree craft workshop at the Addison Branch and a workshop with participants writing spring-themed haiku at the Carnegie-West Branch.

Progress with Chess

The 17th Annual Progress with Chess tournament was held April 18th & 19th at the Main Library, with 327 students from Cleveland Metropolitan School District participating. The students won trophies, scholarship money, and received medals. Special thanks to CPL volunteers and retirees who helped make the event a success.

Genealogy @ CPL

Photograph Collection Librarian Brian Meggitt held *Genealogy @ CPL* program on April 7th. The program was designed to introduce users to the collection and genealogical research.

Learning Paths

Center for Local & Global History Library Assistant Adam Jaenke conducted a guided tour of the Bret Weston Exhibit at the Cleveland Museum of Art on April 17th. Mr. Jaenke used the exhibit to educate the Learning Paths students on the foundations of photography and facilitate experimentation.

Urban Otaku

Popular Library staff members assisted with the Urban Otaku event in the Learning Commons on April 28th. The event featured panel discussions, crafts, and video games for over 90 participants.

Building a Small Business

Business, Economics, and Labor staff members hosted the first two sessions of their Spring 2018 *Building a Small Business* seminar series with the Business Advisers of Cleveland. Twenty-nine people attended the sessions on April 7th & 14th, which covered *Entrepreneurship 101* and *The Art of Marketing*.

International Languages Programming

Senior Librarian Caroline Han planned 29 Chinese language lessons and martial arts classes for adults and children. Additionally, 13 programs were conducted at GALA, Jubilee and St. Clair Community Center. In total, 346 patrons attended these language learning & cultural sessions.

Librarian Victoria Kabo hosted four Russian language programs at the Memorial-Nottingham Branch which attracted 55 attendees.

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Sport Icon Series

Social Sciences Library Assistant Pete Elwell

coordinated a Sports Icon Interview of Jim Chones, a former Cleveland Cavaliers player and media analyst.

Music at Main

Blues musician Austin "Walkin" Cane performed on April 7.

Puppet Theatre Project - Puppet University

Youth Services Manager Annisha Jeffries, Youth Services Senior Librarian Lan Gao, and Outreach and Programing's Melanie McCarter coordinated 130 students from three schools for an April 25th puppet show titled *Brother Rabbit in Love*.

Main Library Book Clubs

Center for Local & Global History Manager Olivia Hoge hosted the Broads, Books & Beer book club at Masthead on April 11th. They discussed *Madame President: The Extraordinary Journey of Ellen Johnson Sirleaf* by Helene Cooper.

Eight patrons attended the Brown Bag Book and a Movie Club hosted by Subject Department Librarian Terry Metter on April 16th. *The Color of Law* by Richard Rothstein was discussed and the film "A Raisin in the Sun" was screened after the book discussion.

Social Sciences Librarian Helena Travka hosted the Social Sciences Non-fiction Book Club discussing *I Heard You Paint Houses: Frank "The Irishman" Sheeran and Closing the Case on Jimmy Hoffa* by Charles Brandt on April 12th.

General Research Collections Manager Don Boozer and Science and Technology Library Assistant Peter London hosted the 2nd Books on Tap book discussion at Masthead Brewery. The book this month was *Grunt: The Curious Science of Humans at War* by Mary Roach. Literature Department Library Assistant Michael Haverman hosted the monthly Award-Winning Book Club on April 3rd. Attendees discussed the novel *Exit West* by Moshin Hamid.

Literature Department Librarian Tim Phillips hosted Literary Frolic Friday on Sue Monk Kidd's novel *Secret Life of Bees* on April 13th. Following the discussion, the group watched the 2008 film version. On April 27th Tim Phillips hosted a second Literary Frolic Friday on William H. Armstrong's novel *Souder*. Following the

discussion, the participants watched the 1972 film adaption.

Get Graphic! With Ohio Center for the Book

Literature Senior Subject Librarian Jean Collins, along with Guest Reader Valentino Zullo discussed *Monstress*, by Marjorie Liu. This fourth title in the Get Graphic! Cosmic Comics series. In addition, Ms. Collins maintained the tabletop exhibit of books for the book club.

Main Library Tours and School Visits

Over 250 students visited Main Library during the month of April including students from: Willoughby High School, Menlo Park School, Emerson Elementary, St. Adalbert, Friendly Inn and the University School.

Main Library Outreach

Center for Local & Global History Manager Olivia Hoge attended the Ohio History Day competition at Ohio Wesleyan University on April 21st. She judged 10 junior group exhibits; the theme this year was *Conflict and Compromise*.

Map Collection Librarian Tom Edwards presented on genealogical research at the Westlake Ohio Family History Center's annual Family History Conference in Westlake, OH.

Special Collections Librarian Stacie Brisker attended a book talk at the Cleveland State University Law Library entitled *Ballots and Bullets*.

Youth Services staff presented story time on April 20th & 27th for Cuyahoga Valley Scenic Railroad (CVSR) Read Aboard program. The program connects children ages 3-7 and their caregivers to Cuyahoga Valley National Park's cultural and natural heritage while encouraging enthusiasm for trains and reading.

Children's Librarian Julie Gabb and Eric Hanshaw attended the Boy's and Girl's Club *Major's Fair* on April 12th where they talked to over 150 local middle and high school students about college.

Literature Library Assistant Michael Haverman and Fine Arts Librarian Bruce Biddle continued to stock Little Free Libraries during the month of April.

Business, Economics, and Labor Library Assistant Joseph Parnell and General Research Collections Manager Don Boozer moderated a discussion of *Evicted: Poverty and Profit in the American City* by Matthew Desmond held at the Lutheran Metropolitan Ministry, the discussion drew close to fifty attendees.

Lending Assistant Supervisor Tracy Isaac and Youth Services staff visited the children and staff at the King Kennedy Day Care. Mr. Isaac registered children for Connect ED cards and provided information about resources available at CPL.

Literature Senior Librarian Jean Collins finalized and sent out the bookmark for the Cleveland Playhouse production of *The Royale*, on stage May 11th to May 27th.

Literature Department Senior Librarian Jean Collins and Library Assistant Nicholas Durda hosted a book booth at the Ohioana Book Festival on April 14th in Columbus.

International Languages staff filled long loan requests for seven CPL/CLEVNET agencies. A total of 2,518 items were selected, processed and shipped to fill outstanding requests.

On April 21st, General Research Collections Manager Don Boozer hosted an exhibit table at the *History on Tap: Baseball and Brews* event at Western Reserve Historical Society.

Public Administration Staff have been assisting the City of Cleveland's HR department curate a list of books to be used for a staff book group. Multiple copies of the book selected are ordered and are available to be checked out at PAL.

Collection Development

Library Assistant Danilo Milich inventoried 119 photographs from the Ohio Picture Collection.

Map Collection Librarian Tom Edwards continued entering metadata for the 1988 Historical Aerials for Cuyahoga County set and has completed 110 out of 162 plates. Library Assistant Lisa Sanchez began processing the Longwood Collection in the Photograph Collection. The collection includes over 200 images of the neighborhood between Scovill and Woodland avenues during the 1950s.

Library Assistant Adam Jaenke digitized 137 photos from the Cleveland Picture Collection photos (CP0) for the Digital Gallery. Adam Jaenke also digitally retouched 29 images from the poster collection to be uploaded to CONTENTdm.

Photograph Collection Librarian Brian Meggitt has been reviewing all digital image files created by the Photograph Collection over the last decade. With the intent to delete unnecessary duplicate files, systematize file naming, and storing the files in appropriate collection folders, he has deleted 350GB worth of unnecessary duplicates, and organized the image files by sub-collection.

Special Collections staff researched and wrote a collection profile about the *Derrydale Press* which is a collection of finely bound books on sports and hunting.

Special Collections purchased a signed, limited edition poster by Cleveland author of *American Splendor*, Harvey Pekar.

Special Collections Librarian Ray Rozman ordered an important chess-related title *Nineteenth Century Short Title Catalogue*, which covers titles published from 1801 to 1919. He is also working with another chess researcher who will provide missing issues of the journal *The Quarterly for Chess History*.

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- Staff assisted a professor at Cleveland State University pull together research material regarding property preservation in Cleveland during the 1960's and 1970's.

Staff Development

Center for Local & Global History Manager Olivia Hoge attended Data Days CLE on April 5th & 6th. On April 5th she was a resource island for the morning. She answered questions about the resources available at CPL. Also in attendance, Government Documents Supervisor Sarah Dobransky moderated a panel of speakers on April 6th. The title of the presentation was *KSU iSchool: Library Knowledge Extensions to Support Innovation Communities*.

General Research Collections Manager Don Boozer attended the 40th Annual Patent and Trademark Resource Center (PTRC) Program Seminar from April 8th to the 13th.

Lending Department staff members and Government Documents Supervisor, Sarah Dobransky all attended training to become certified Passport Acceptance Agents.

Katherine Graham, Customer Service Manager at the National Passport Center, provided the training and facilitated the acceptance agent exams at Main Library.

Several library staff members, members of the public, and CLEVNET staff attended two ReferenceUSA training sessions hosted by General Research Collections Manager Don Boozer and provided by InfoGroup representative David Turner. The sessions on April 18th were incorporated into Business, Economics and Labor's *Building a Small Business* seminar series.

Social Sciences Librarian Helena Travka, Science and Technology Library Assistant Peter London, and Lending Assistant Supervisor Tracy Isaacs attended the NEO-RLS workshop *The Library Staff's Guide to Homelessness* presented by Ryan Dowd on April 18th. Helena Travka also received a tour of Akron-Summit County Public Library.

Government Documents Supervisor Sarah Dobransky attended the Northern Ohio Technical Services Librarians (NOTSL) workshop on April 27th to learn more about serials cataloging.

Youth Services Senior Librarian Lan Gao and Children's Librarians Julie Gabb & Eric Hanshaw attended *Fair on the Square* at Playhouse Square on April 9th. Staff was able to network with various organizations within Northeast Ohio.

Staff throughout the Main Library participated in the Book Ends training sessions Circulation Training and Customer Service Training. Book Ends training sessions were facilitated by Lending Manager Stephen Wohl and Lending Assistant Supervisors Tracy Isaacs & Reginald Rudolph.

Government Documents Library Assistant Alea Lytle attended the webinar *What is the Federal Register?*

Children's Librarians Julie Gabb & Eric Hanshaw attended the Summer Food Program training on Monday, April 23rd at the Greater Cleveland Food Bank.

Assistant Director of Public Services Robin Wood hosted a NEO-RLS webinar on April 25th titled *HR Stuff Every Supervisor Should Know*. Lending Assistant Supervisor Tracy Isaac attended the webinar.

Other Library News

Center for Local & Global History Manager Oliva Hoge attended a meeting at the City Club to discuss an

exhibit on the 200th anniversary of the first newspaper published in Cleveland.

Technical Services Librarian Michael Gabe shadowed in CLGH on April 26th.

Staff from the Literature, CDPL, Fine Arts and Special Collections Departments as well as staff from other Main Library departments assisted with the striking of the *Superman* exhibit in Brett Hall during the first week of April.

Along with other CPL staff members, Government Documents Supervisor Sarah Dobransky participated in OLC Legislative Day on April 11th.

Branches

District One

Eastman - On March 29th Westtown Community Development Corporation held its annual meeting in the Community Room at Eastman Branch. Plain Dealer reporter Laura DeMarco, author of *Lost Cleveland*, was the guest speaker. The public was invited and Ms. DeMarco entertained the crowd with slides and commentary about her book.

Lorain - The Lorain Branch reopened to the public on April 14 after a two month closure for repairs as part of the Safe, Warm, and Dry initiative. Sixty patrons enjoyed music by the Real Thing Jazz Band and art by Twister Girl the Balloon Twister as well as food, drinks, and other activities during a Welcome Back Celebration on April 21.

Rockport - In April, Rockport welcomed three new staff members: Branch Manager, Forrest Lykins, Children's Librarian Kendra Proctor, and Teen Tech Supervisor Jill Pappenhagen. We also hosted a week of Great Lakes Science Center STEAM+C programming for school-age children. Two sessions of AARP tax assistance were held, totaling approximately 50 people attending.

Walz - Walz Branch is part of a pilot program from Dance Cleveland called "Read to Learn...Dance to Move" utilizing music, dance and stories to promote literacy with a very active pre-school group. The Mobile Pantry is held on

the Fourth Friday of each month. Walz is excited by the possibility of beginning a "Young Man's Club

West Park - We bid farewell to a beloved team member this month as our LACE Rashad Bell moved to New York. The branch also held a poetry celebration event for youth. Participants wrote out their own poems on leaves and affixed them to the branch "PoeTREE."

District Two

Brooklyn - Brooklyn's meeting room received the usual amount of activity this month from Cuyahoga County workforce (training), Bridges (job training), and digital drawings. Children Librarian Laura McShane continued her Tru2U Mentoring, attended OHTec training to learn about digital literacy for students in 3rd-8th grade, and worked with CMSD Denison with a field trip plan for First Tee and will be providing a financial literacy program for the first grade. LA Youth Emphasis Cathy Hankins put up branch displays for spring, weather and gardening. LACE Sonya McCord was promoted to Youth Service Librarian, Sterling Branch.

Carnegie West - Ward 3 councilman, Kerry McCormack, held his first office hours at Carnegie West Branch on April 18. Branch Manager Angela Guinther and Community and Government Relations Director Shenise Johnson-Thomas organized CPL's participation in Ohio Library Council's Legislative Day, and in doing so Ms. Guinther and Ms. Johnson-Thomas, along with Director Thomas, ten staff members and two patrons, met with a dozen state representatives and senators on April 11, to inform them of library services for their constituents. Jefferson Branch staff Bernadette Lemak and Jennifer Kirk joined Carnegie West Branch staff on April 18, while Jefferson Branch temporarily closed for Safe, Warm, and Dry.

Fulton - Fulton Branch had a variety of happenings this month. Councilwoman Jasmin Santana visited the branch on Thursday, April 19, to approximately 35 people in attendance. One of the topics mentioned was the future of the branch. Children Librarian Beverly Austin has renewed partnerships with various pre-schools and schools. Mean Green Science Machine has concluded; the program provided an opportunity for the children from Salvation Army to visit CWRU laboratories.

Jefferson - The Jefferson Branch Staff has been heavily weeding material from the collection in order to eliminate shelving units. Children's Librarian, Corina Mesenger attended the Girl Power program led by Ms. Erica Marks; the program brought teenage girls together from various middle and high schools to attend workshops that will help them in their teenage years and beyond. Second and third grade classes from Tremont Montessori enjoyed special classical music storytime performed by The Music Lens. Staff prepared the Branch for the Safe, Warm, and Dry closure, which occurred on April 18.

South - April has been a month of new beginnings for the South Branch. In April we displayed books for Autism Awareness Month, and the home opener for the Cleveland Indians. The South Branch continued to host the Learning Circle: Puerto Rican History and Culture program, which provided the patrons the opportunity to learn about the culture and history of Puerto Rico and the Diaspora to the continental U.S. Children's Librarian, Jennifer Moncayo attended the Girl Power program led by Ms. Erica Marks; the program brought teenage girls together from various middle and high schools to attend workshops that will help them in their teenage years and beyond. The South Branch Book Sale cart from the Foundation continues to be a very popular addition to the Branch.

South Brooklyn - For the month of April, numerous organizations utilized the meeting room for study space, nonprofit meetings, Ward 13 Democratic Club, AARP Free tax prep every Thursday, Board of Election training, free CCA tax prep, MetroHealth free health screening, Old Brooklyn CDC conducted health surveys, local authors Laurel & Nick Salupo read their book *Shopping Cart Filled With Love*, and Art Therapy sessions. The South Brooklyn Coffee Cart, in partnership with Recovery Resources served coffee M-F from 10AM-1PM. TechCentral provided weekly coding classes and Maker Mondays for 31 youth. Children Librarian Tammy Houghton volunteered for Chess for Success; participated in Benjamin Franklin's Resource Fair; hosted SBN Gamer's Guild and spring flower craft. Assistant Manager Forrest Lykins was promoted to Rockport Branch Manager. District Manager Luigi Russo participated in the following: coaching session, led Music Making Monday (guitar lessons), attended 2nd District Police-Community Relations, Ward 13 Democratic Club and Summer Feeding training. South

Brooklyn Branch welcomed Jefferson Branch staff LACE Allison Collins and LA Youth Emphasis Alexander Story during the closure of the branch for Safe, Warm, and Dry.

District Three

Garden Valley - For the month of April, outreach continues throughout the community. Ms. Csia and Mr. Burks led the Dictionary Program. Two teams competed with each other, picking the correct meaning of words; a fun and educational way to teach young library patrons new words. Mrs. Estrella attended the Burten, Bell, Carr Development, Inc. BoxSpot: Final Pitch Event. Small businesses presented their proposals, the community had a voice in selecting six businesses, and new small businesses will be coming to Kinsman soon! Mrs. Estrella also provided assistance during the Girl Power Summit.

Hough - The highlight of the month was the yearly Free Legal Aid Clinic that was held free to the public. It was well received and attended by the public. Art therapy continued twice a week for the youth to participate in. Children's Librarian Manisha Spivey continued to hold Teen Club once a week. Library Assistant- Computer Emphasis Romael Young held the MakerKit Mania canned program from Tech Central. Branch Manager Lexy Kmiecik participated in the final True2U session at Daniel E. Morgan Elementary school. Mrs. Kmiecik attended a meeting to examine Community Benefits Agreements for the Hough Neighborhood and followed up by meeting with Joyce Huang from Midtown Cleveland and Tiffany Graham from Land Studio about an East 66th Corridor Discussion. Shenice Johnson- Thomas accompanied Mrs. Kmiecik to the monthly ward 7 meeting.

Martin Luther King Jr. - MLK commemorated the 50th anniversary of Dr. King's death. The program consisted of music orchestrated by Cleveland Institute of Music and Case Western Reserve students followed by an excerpt of Dr. King's speech given on the night of his untimely death by Jaleel Pegues of the Distinguished Gentlemen group. The second 6th sense open mic night was held; artists shared their poetry, raps and songs. LACE Prince Foster assisted Tech Central with Mobile Maker Space; youth patrons enjoyed making dog tags, puzzles, buttons and creating 3d models on laptops. Lake Erie Ink

continued its partnership with MLK and its creative writing workshops. Microsoft Excel computer classes were held this month for adult patrons. Outreach has continued throughout the community; Shanell Jones visited PNC and St. Philip Neri preschool's for story time. The deposit collection at the Juvenile Justice Center received new material for distribution.

Sterling - Cleveland Police Third District Commander Thomas McCartney assigned two officers to community engagement. Monica Rudzinski met with Officers Rashawn Rahim and Howard Hart at the branch, provided them with information about the Central Promise Neighborhood, the CPD and CMHA Reverse-Ride-Alongs and community stakeholders they should know. Ms. Rudzinski is planning a series of events for the Sterling branch staff: "Beyond CPL: a staff networking initiative".

Woodland - Whitney Johnson attended the NEO-RLS Librarians Guide to Homelessness Program at Akron Summit Library. Ayesha Drake El hosted Food Science: Ice Cream Making Program. Families viewed instructional video, created their own ice-cream. She also prepared a nomination letter for CSU Viking Corps tutor, Michaela Lowery. As a result, Ms. Lowery won the Tutor of the Year Award, which included a \$75 book gift card!

District Four

East 131 - Thanks to the partnership with the Greater Cleveland Food Bank, approximately 900 free nutritious bagged lunches were served during Kid's Café for the month of April. Through another partnership with Sharp Shooters, youth were able to participate in a Photography class every Thursday afternoon. The Typing Club was held every Tuesday.

Ms. Minter and Ms. Simone led multiple youth programs with topics including: freestyle dance, old school gaming, food demo and Earth Day. The branch also offered free computer classes covering The Microsoft Word Series, on every Saturday during the month of April. Ms. Simone and Ms. Felder participated with Girl Power at Main Library.

Fleet - Fleet Branch brought in April by celebrating National Poetry Month and the NBA Playoffs with displays promoting the adult and youth collection. Fleet hosted

"Rock the Mic" which gave 33 patrons the opportunity to recite an original poem or recite their favorite poem to an audience of their peers. The Youth Services Team also created an interactive display where children built a poem. Fleet Branch continues to provide GED classes and job opportunities through partnerships with Tri-C Aspire and Ohio Means Jobs for adults, free lunch and tutoring through partnerships with The Cleveland Food Bank and CSU America Reads.

Pasha Moncrief-Robinson represented CPL at Legislative Day where she advocated for CPL to State Representatives Stephanie Howse and John Barnes. She also promoted the library at Slavic Village Manufacturing Workshop series at University Settlement. Mrs. Moncrief-Robinson attend the OSU Workshop about early literacy development, Cleveland State University Women's Leadership Conference, volunteered at the Girl Power event at Main Library and attended a couponing workshop with R-Riana Spivey.

Ms. Forfia wrote an early literacy article titled, "Early Literacy Made Easy" for CPL's Youth Services website. She presented the Summer Lit League Eastern Europe program at the April Youth Services Meeting. Tracie Forfia has been invited to be a member of ALSC's Managing Children's Services Committee her appointment will be from July 1, 2018 through June 30, 2020.

Harvard Lee - Due to closing for Safe, Warm, and Dry, Harvard Lee did a number of ADHOC programs for the public such as board game day and an uno tournament. Staff hosted two internal story times and one external story time. Olivia Geaghan and Kevin Moore attended the monthly Youth Services Meeting where they learned all about the Summer Lit League and culturally diverse craft ideas. They were also introduced to "beanstack", the new SLL database for applicant entry. Mr. Hay continued his maintenance of Harvard Lee Music CDs. On April 17, 2018 Harvard Lee was closed to the public and all staff moved to temporary locations for the Safe, Warm, and Dry renovations.

Mt. Pleasant - During the month of April the Mt. Pleasant Branch youth staff hosted an Un-Birthday Party where 13 children celebrated; they celebrated with cake all birthdays and brought magic and creativity to

the land of make believe with our Fairy Tale Fun Party. The Mt. Pleasant Branch hosted a Digital Darkroom Maker Lab class where 8 Patrons brought in photos where they were able to change the color, contrast, and size of their pictures.

Mrs. Scurka attended her monthly MyCom, Murtis Taylor and United Way meetings. She also attended a Women's Leadership Symposium at Cleveland State University and the Chess for Progress program at the Main Library. Three staff members from Harvard-Lee joined the Mt. Pleasant team temporarily due to Safe Warm and Dry Initiative.

Rice - Rice branch began the month of April with the knitting group teaching patrons of all ages the process of knitting or crocheting in anticipation for Warm Up Cleveland. Rice staff hosted the monthly Neighbor Up Network Night with a number of highly motivated community members in attendance. Youth staff picked up on last month's math challenge and expanded it to adult participants. Rice clerk, Monita Chancellor, participated with Girl Power! programming at Main Library. Ms. Schmidt attended Shaker Lakes Nature Center's "Rain Garden 101 workshop" and is recruiting, with help from neighborhood organizations, volunteers to create a Rain Garden at the Rice Branch. District Manager, Amiya Hutson, attended "Supportive Environments" workshop at Case Western Reserve University. Mid-month the Rice team was joined by Harvard Lee staff Bianca Jackson and Sandra Cesarov while they await the completion of Safe Warm and Dry repairs to their home branch. Rice also welcomed page, Ivan Mezi, to the Rice team.

Union - Cleveland State Instructors and students continue to provide the Math Corps program to our middle school youth. The program will go on through the month of April and will end on May 17, 2018. A representative from the Cleveland Food Bank presented a Nutrition Education program during the kid's café. Children enjoyed an interactive lesson on nutrition, followed up by a smoothie sample. Children's Librarian Tamara Steward attended Girl Power 2018. Ms. Williams attended the Page Orientation as part of the Page Hiring Team. Ms. Williams will attend the CPL Fit Oversight Committee meeting as one the newest members.

District Five

Addison - Ms. Landskroener and Mr. Clark continued outreach doing story times at Superior Academy, New Beginnings, Learning to Grow, and St. Philip Neri as available. Ms. Landskroener also provided books to preschool classes at Learning to Grow and New Beginnings. Youth services staff as part of youth and parental engagement helped 16 people select and understand how to find age appropriate material.

Collinwood - The branch hosted (C. Peak and Mark Tidrick) a table at the first annual "Bunny Breakfast" hosted by Councilman of Ward 10, Anthony Harriston. It was well received and an invite to host again was extended for the May 5th Housing Fair.

The "Lap sit Program" is still in full swing with 2 (two) performed so far to address the needs of our families in the community.

Manager, Caroline Peak attended a Community/civic meeting. In addition, she was selected by Mayor Jackson and the CMSD School Board president to serve on the Bond Accountability Commission. In conjunction with this selection, she attended a luncheon with the Kiwanis Club to offer suggestions for a partnership in donating books to support literacy in neighborhoods.

Glenville - The branch reopened to the Public on April 16 as staff transitioned back from their temporary locations in District Five. A welcome back celebration for patrons, community partners, the CPL family and visitors took place on April 21, 2018 announcing the official re-opening of the branch with live entertainment and food. The most visual of the updates that will be noticed include the new skylight roof and the complete ADA compliant public restrooms.

Langston Hughes - On April 21, the Oberlin Jazz Ensemble performed for receptive audience during its twelfth appearance in the jazz series. The branch also hosted the Milt Hilton photo exhibit provided by the Oberlin Conservatory Library's Special Collection Department throughout the month of April. The branch also offered: Cleveland Museum of Art's, CMA in your Neighborhood program, "Magical Landscapes" and Lake Erie Ink offered interactive artistic activities on Mondays and Wednesday afternoons at 4 pm.

Memorial Nottingham - This month has been highlighted by preparation for the Annual Congressional Art show. Over 200 pieces of art work have been received from area High Schools and Technical Schools for this competition. Branch Manager, Magnolia Peters was selected to participate in Legislative Day for **OLC** in Columbus, Ohio.

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons/Programs

Cleveland Digital Public Library regularly hosts classes in its 'Learning Commons' classroom on the third floor of Main Building (at 325 Superior Ave.).

- During April, we hosted the CPL Fit Yoga series on Wednesdays and Fridays and the Meditation/Chair Yoga series on Monday. Each series has about 9-10 attendees a session about half of whom are from downtown offices.
- We regularly host CPL Chess Club for Thursday lunchtime chess (there were three meetings with a total of 4 attendees) and monthly 'First Saturday Action Chess' tournaments.
- April 26th, ClevDPL hosted a 'Beginning Digitization' with NEO-RLS. There were 12 attendees.
- Working with OPS, Education and Learning, and TechCentral, ClevDPL has developed new curricular offerings related to digitization, including classes on Google apps and Digital Photography for seniors.
- The 'Learning Commons' area also continues to see use of ClevDPL laptops by classes.
- We continue to offer 3D scanning as a service using the HP Sprout Scanner.

Exhibits

As exhibit registrar, ClevDPL assisted with de-installing and returning Superman items, and worked with Kevin Barrie to de-install and store the three multimedia players and displays used in the Superman exhibit. We continued supporting the media content in the John G. White Gallery, and advising on both media conservation & environmental monitoring. We are also looking forward to assisting with CPL's role of the

city-wide *Front International: Cleveland Triennial for Contemporary Art*.

- *Registration*

ClevDPL worked as exhibit registrar for Superman, evaluating and listing items borrowed from outside organizations. When able to access the items as they came into the library, staff at ClevDPL photo-documented and made annotations on condition so that the library could have a record of the item's condition upon arrival. At the end of the exhibit, ClevDPL staff generated brief reports and photo-documentation of all items loaned to the library for the exhibit. ClevDPL worked with the mailroom to return many items using FedEx and hand delivered many of the local items.

- *Monitoring Environmental Conditions/IPM*

ClevDPL staff monitors temperature and humidity in exhibit areas. Monitors were taken down for the show de-install, and will be put up again to ensure continuity of data generated about exhibit areas. We do now have a complete years' worth of data on our display areas.

- *Touch Wall*

The touch wall in the third floor space in Cleveland Digital Public Library has been heavily used during the Superman exhibit. The concierge team continues to bring groups of children up to interact with content on the wall. The Superman image matching game, the vintage Superman cartoons, and the Superman themed videos for kids have been particularly popular. We look forward to the possibility of using the touch wall to present media related to the *Storefront Churches* display, the display on library branches, and the *Front International* project.

- *Magic Box*

Cleveland Digital Public Library has removed the Magic Box exhibit case from display in Brett Hall. We plan to place the Magic Box on display by the Superman statue on level 2 of Main Library. We can generate new digital content related to the statue, and can reuse much of the content generated for Superman exhibit, including a video done by and for children, a video on the significance of Action #1, and a facsimile of Action #1 that customers can flip through.

- *Kiosk*

The kiosk purchased from CCS has been placed in a central position in the John G. White Gallery. Content now on display was produced by ClevDPL as a complement to the Antiquities exhibit. ClevDPL has previously created content for the kiosk, and has refreshed content several times, focusing, as appropriate, on chess, Dr. Zelma George, and general special collections. Feedback on the kiosk has been generally positive - the special collections staff feels it adds new interactive experiences to their exhibits.

Videography and Photography

During April, ClevDPL produced the following multimedia: George Catching Interview (video), Zeddie Coley Interview (video), Lamar Herrell Interview (video), Tverner Collier Interview (video), Suzanne Hawthorne Clay Interview (video), Billie Tanton Interview (video), Progress with Chess (photos), Progress with Chess (video), Michael Oakes Interview (video), Phone Etiquette Internal (video), Phone Etiquette External (video), Nab Show (video), Rodney at Fulton (photo), Superman painting (photos), Girl Power (photo), Girl Power (video), Student Tour and Class (photo), Google Photo Class (presentation), NEO-RLS Digitization Class (presentation)

Public Services Statistics

Patron Visits

During April, Cleveland Digital Public Library had 319 patron interactions. We have a ticket in with IT and our vendor to repair a reporting glitch, but we estimate that our KIC scanner was used 80 times for roughly 1.5 gigabytes of scan volume. We had a total of 68 attendees at programs.

Scanning Assistance

Cleveland Digital Public Library staff assisted 16 reservations and drop in sessions of two hours (or more) in length. There was scanning of both personal and library collections in the Digital Hub. Patrons also used the Epson 11000XL flatbed, ATIZ book scanner, and the I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Digital Gallery

For the partial month reported from April 1, 2018-April 30, 2018, Google Analytics (GA) reports 4600 sessions for 3,220 users and 76,853 page views. Per **GA**, our user base skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers, which have remained stable for some time, are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of French, Italian, German, Russian, and Chinese speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, India, Brazil, Spain, France, and Switzerland. Sport, computers, food, and travel seem to be our user's top interests. Finally, **GA** shows that we have a diverse group of channels that deliver users to CPL's ContentDM:

- Organic Search channels 41.7% of our accesses, and Google accounts for 36% of those.
- Direct Access through CDM search accounted for 35.3% of our accesses.
- Referrals through other websites are about 17.6% of our access volume (down from last month, around 13% of referrals are from Facebook. 14% of all referrals are from Wikipedia, roughly the same as last month. Down from last month, are dp.la referrals, which contributed 4% of all referrals. Referrals from cpl.org have dipped a bit from March, now accounting for 6% of our referral total. It's useful to note that 14% of our referrals came from web.ulib.csuohio. We would like to see even more engagement with the digital gallery on cpl.org and through the emerging website for the People's University.

Internet Archive

We now have 26 collections in the Internet Archive's ArchiveIT service. The task involves documenting Cleveland and NEO relevant web collections, and ClevDPL has established collections and begun cataloging them in their own collection in our ContentDM instance.

Collection Development

ClevDPL has drafted a collection development policy for both the Digital Gallery and the Internet Archive. It has been shared internally and we are seeking comments.

Outreach*Presentations*

- On April 26, Cleveland Digital Public Library staff gave a presentation to librarians and historians on how to start your own digitization program.

Partnerships

- Cleveland Digital Public Library assisted in forming the new Neighborhood News Association of Greater Cleveland. We will be working with member organizations to provide access to their back files.
- Working with the Internet Archive, Cleveland Digital Public Library continues curating web-content as part of a 35,000 dollar IMLS grant working with the Internet Archive's ArchiveIT project to document local web-content and local digital resources. ClevDPL has created a collection in the Digital Gallery (ContentDM) for Web Archives, and has populated the collection during April - we will be ready to open it up to the public in May.
- ClevDPL staff have continued to enhance demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society.
- Working with Summer on the Cuyahoga, a local volunteer organization, we have made an offer to an intern for work on the W. Ward Marsh collection doing general arrangement and description in preparation for digitization.
- We also met with the Ukrainian Museum and Archives to further develop our ongoing collaborative project involving the Holocaust Museum in Washington DC, the Ukrainian National Archives, Ohio State, Western Reserve Historical Society, and Cleveland Public Library. Along with Ohio State, UMA is hosting a Fulbright scholar from Ukraine who will be giving a lecture and putting up a small display on Ukrainian film in the United States at

Cleveland Public Library this summer. We assisted the UMA in making contact with a graphics vendor who could help UMA to produce images from the posters ClevDPL, working with the Fulbright Scholar, scanned.

- We continue to meet with Karamu House regarding strengthening our partnership for collections management, arrangement, description, preservation, display, and programming. ClevDPL has now established a Cleveland Theater collection in CPL's Digital Gallery (ContentDM), and we anticipate a rich partnership with Karamu and the Cleveland Museum of Art with regard to digitization of items from Karamu collections.
- ClevDPL has moved forward with plans for partnering with Summer on the Cuyahoga and Karamu House on a Karamu based internship. In a consulting role, we will support Karamu in its efforts to gain control of its archives.

Social Media

Twitter continues to be a successful tool for promoting the Digital Gallery. ClevDPL has 20 new followers and now has 659 followers. Our top Tweet was an image from the gallery: pic.twitter.com/EKZfpdlBfN

Collection Development

Library Staff Does Digitization

During April, ClevDPL staff scanned 54 items (6609 files), did post-processing for 41 items (6401 files enhanced), and uploaded 101 items (151 files) into the Digital Gallery.

Library Staff Does Metadata

ClevDPL revised/reviewed 8390 items while doing significant metadata enhancement of digital records (including dates standardization, Karamu program names, chess player's names, partial maps metadata revision, and more) and continued entering data in the back-end storage field to provide public service staff with access to high end digital files.

Preservation

Preservation staff did the following:

Paper treatments: 8 items, (7 simple, 1 complex)

Book Treatment: 64 items (7 simple, 58 complex)

Enclosures: 128
Labels: 38
Books received: 78
Book returned: 115

Environmental Monitoring

Working with Property Management, including Tim Murdock and Oliver Reyes, ClevDPL continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices. We have added an additional five placements at the Lakeshore Facility and have begun monitoring all five of them. We are also monitoring the collections processing room at Lakeshore. We are regularly collecting and uploading data into E-Climate Notebook for sharing and analysis. We are using 10 slots in E-Climate Notebook gather and share information from exhibit areas monitored by our portable monitors (Artens, Hobos, and PEMIIs). We are currently working with Property Management to address the environment out at Lakeshore in the cold room. The Liebert unit has been failing for some time. As of now it looks as if Property Management intends to replace the HVAC in the cold room that holds the photograph and media collections.

TechCentral

Events and Community Outreach

TechCentral and Outreach and Programming staff collaborated to present the sixth monthly *Maker Monday* evening event at the South Brooklyn Branch on April 2. Activities included the mobile laser engraving, mobile 3D printing, button making, and sewing.

TechCentral participated in the Girl Power event on April 6 providing tours and demonstrations of the TechCentral MakerSpace for three sessions.

TechCentral provided 3D printing demonstrations for Progress with Chess festivities on April 18 and 19.

TechCentral staff visited the Mound Boys & Girls Club on Cleveland on April 24 with the Mobile MakerSpace Laser Engraver. The event was arranged through a partnership with NASA, who helped provide training for the club a week earlier on designing items to be engraved on a laser engraver.

TechCentral attended a meeting of the Lakewood Area Collaborative, which overlaps with the service area of the West Park and Rockport branches, on April 26 to provide a talk and demonstrations on the Mobile MakerSpace.

Professional Development

TechCentral Coordinator, Suzi Perez, attended the Data Days Cleveland Conference on April 5 and 6.

Library Assistant, Computer Emphasis, Karen Kelly Grasso, attended the Books Ends *Customer Service* Training on April 5.

TechCentral Manager, CJ Lynce, and Ms. Perez attended the Ohio Library Council Legislative Day on April 11 in Columbus, OH

TechCentral Coordinators, Melissa Canan and Suzi Perez, attended the *Conflict Management* training session at the Lake Shore Facility on April 12.

Ms. Perez attended the *Computers in Libraries 2018* Conference in Washington D.C. on April 17-19.

Mr. Lynce, along with Library Assistant, Computer Emphasis, attended the *Net Inclusion 2018* Conference in Cleveland, OH on April 17-19.

Library Assistant, Computer Emphasis, Denise Williams-Riseng attended the Reference USA Training session at Main Library on April 18.

Ms. Williams-Riseng attended the NEO-RLS Webinar *Welcoming Patrons with Disabilities* on April 21.

Library Assistants, Computer Emphasis, Cortney Gatewood and Matthew Sucre attended Book Ends *Customer Service* training at the Lake Shore Facility on April 26.

OLBPD

For April, OLBPD circulated 39,688 books and magazines directly to patrons. OLBPD registered 133 new readers to the service. Approximately 636 BARD patrons among 1,513 active users downloaded 12,949 items.

OLBPD and CPL Financial Services submitted the State Fiscal Year 2019 Program Budget to the State Library of Ohio for the OLBPD program. OLBPD funding remained flat for SFY2019, as it has since 2009.

In February, The National Library Service (NLS) launched its national television and radio campaign designed to educate key audiences about the services provided by NLS and its cooperating libraries around the country. Radio advertisements have been airing on iHeartMedia and CBS stations throughout the state, and on television on cable stations such as Hallmark and History channels. Since February, the number of inquiries to OLBPD about services and the amount of information packets sent out to new potential patrons has doubled. In fact, a large number of network libraries across the country are reporting similar increases in sending out applications for service, and registering new readers thanks to the NLS campaign. NLS plans to continue this campaign through 2019.

This summer, OLBPD will be extending an opportunity to our kids and teens to participate with the CPL Summer Lit League. OLBPD Library Assistant Joslyn Blackwell has been working on ways to make the Summer Lit League inclusive for OLBPD patrons. Information about the Summer Lit League was mailed to OLBPD patrons from birth to 18 years old across the state, and contact was made with teachers for the visually impaired and the Ohio State School for the Blind to encourage students to participate over the summer.

OLBPD Library Assistant Ken Redd provided information and talks about the service at the Avon Vision Fair on April 27th.

The OLBPD adult book club met on April 13th to discuss "Tough as They Come" by Travis Mills.

EDUCATION AND LEARNING

Best Buy Teen Tech Center Grant

Marina Marquez along with Jill Pappenhagen, met with Tim Diamond, David Reynolds, and Mike Young regarding the marketing plan for the Best Buy Teen Tech Center at the Rockport Branch. The following topics were discussed:

- Introduction to the BBTTC & The Clubhouse Network via video
(<http://www.computerclubhouse.org/>)
- Projected Hours of BBTTC
- BBTTC meetings/conference calls
- Branding (shared folder: BBTTC Marketing)
 - The Clubhouse Network
 - Best Buy Teen Tech Center
- Marketing
 - Protocol for working with Marketing
 - Contact Database for CMSD and interested public
 - Press Release
 - Grand Opening
 - Information Flyers
- Social Media/Websites
 - Examples
 - Email for Coordinator: seamless transfer of social media ownership
 - Duties of coordinator to include regular social media updates - Twitter, Instagram, Facebook, The Village
- Content: Who approves content for websites, social media, special clubhouse events (poetry slams, showcases, speakers, fashion shows, potlucks, etc.)
 - Photo release: photos quickly draw people in and spark their interest
 - Publication release (using stories from members, mentors, alumni to motivate and inspire)
- Marina Marquez along with Tracy Martin, Jill Pappenhagen, met with Gail Breslow, Executive Director of the Clubhouse Network, Danielle Ianiro-Larsen, Grand Opening event coordinator, Amy Mortenson, Best Buy Government Affairs, for the standing bi-weekly telephone conference calls. We discussed the following:
- Construction check-in
 - Asbestos abatement progress, preparations for furniture, technology and electrical work
- Ordering check-in
 - Furniture, technology
 - Scheduling setup with local Best Buy employees

- Grand Opening check-in
 - Day prior used as a 'dress rehearsal' and dry run for Activity Stations with youth, our teams, TCN
 - Reviewed [Draft] Run of Show, Grand Opening task checklist

Book Box - LSTA Competitive Grant

Construction of the book box is underway.

Cleveland Seed Bank

Marina Marquez and Tai-Renee King met with Katie S, Cleveland Seed Bank, to finalize the seed library at the book boxes for summer2018.

Digital Photography Learning Path

Curtis Flowers and Catherine Young led the fourth digital photography class "Using Google Apps for Images and Image Management: Liberate Your Photos!" that took place on April 24, 2018.

Dance Cleveland

The early childhood literacy program *Read to Learn... Dance to Move* is underway at the Fleet Branch from April 6 to May 25, 2018 and the Walz Branch from April 4 - May 23, 2018. Both programs will be offered from 10:30 a.m. to 11:15 a.m. to partnering preschools. Approximately 40 preschoolers will participate in the program.

Mayor's Office of Sustainability

Marina Marquez serves on the Education Sub Committee of the Pollinator Plan of North East Ohio. She has been assisting with the planning to participate in Cleveland Museum of Art's Parade the Circle as educational outreach to highlight native pollinators and their native plants. The committee will design and create their costumes for the parade.

Miscellaneous

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

ADVOCACY & COMMUNITY AND GOVERNMENT RELATIONS

The following are efforts taking place under the direction of Shenise Johnson Thomas in the Office of Community and Government Relations.

ADVOCACY TASK FORCE:

- Director Felton Thomas Jr. and Shenise Johnson Thomas conducted a call with Trustee Washington regarding forthcoming CPL advocacy efforts. Director Thomas will be scheduling meetings to meet with local and state legislators during the summer regarding CPL's community and regional value proposition and its future planning efforts.
- **Ohio Library Council Legislative Day:** More than a dozen CPL staff inclusive of Director Thomas and two CPL patrons participated in OLC Legislative Day this year. All feedback from legislators and their staff was positive. State Representative Stephanie Howse was so impressed by the work she visited the Main branch on a personal tour after Legislative Day.
- **Councilwoman Jasmine Santana:** Councilwoman Santana visited the Fulton Branch for a meet and greet with Library patrons. Director Thomas will be meeting with Councilwoman Santana later this month and will meet with all city council members throughout 2018 sharing plans for CPL's future after passing the levy.

COMMUNITY AND GOVERNMENT RELATIONS:***I. Sustain Public Support:***

- **Ohio Library Council Legislative Day:** More than a dozen CPL staff inclusive of Director Thomas and two CPL patrons participated in OLC Legislative Day this year. All feedback from legislators and their staff was positive. State Representative Stephanie Howse was so impressed by the work she visited the Main branch on a personal tour after Legislative Day.
- **Councilwoman Jasmine Santana:** Councilwoman Santana visited the Fulton Branch for a meet and greet with Library patrons. Director Thomas will be meeting with Councilwoman Santana later this month and will meet with all city council members throughout 2018 sharing plans for CPL's future after passing the levy.

- **Cleveland Baptist Ministers Conference:** Shenise Johnson Thomas presented at the Cleveland Baptist Ministers Conference weekly meeting discussing current and future CPL programming that pastors' congregants can participate. Cleveland Baptist Ministers Conference was one of many faith based groups that gave an endorsement for the CPL levy and CPL is committed to an ongoing relationship with this group and other faith based groups.

II. ***Increase Community Relations Capacity:***

- **The Cleveland Foundation Public Service Fellow:** Director Thomas, Chief of Human Resources Madeline Corchado, and Director of Community and Government Relations Shenise Johnson Thomas interviewed two esteemed candidates for the fall fellowship program with The Cleveland Foundation. After careful consideration, one candidate was selected. The candidate will start in the fall and focus on community engagement efforts for CPL.

TECHNICAL SERVICES

Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell attended the Board of the Library Trustees Work Session and provided the Technical Services Managers and Supervisor with an overview of the Financial and Master Planning information that was presented during the session. Ms. Jelar Elwell met with the staff in the Acquisitions and High Demand Departments separately and the Technical Services Managers and Supervisor met with the staff in their Departments to share this information with them.

Ms. Jelar Elwell and Collections Manager Pam Matthews visited the Jackson Township SmartStore Branch of the Stark County District Library and met with Collections Director Gregory Burlingame to learn about the new service model that has been piloted at this location. Ms. Jelar Elwell and Ms. Matthews received Analytics Station training from Library Systems and Applications Analyst John Pas.

Ms. Jelar Elwell, Ms. Matthews, and Acquisitions Coordinator Alicia Naab met with Ingram Senior Sales Representative Eric Shotwell to discuss new services

that were available and the elimination of a discount on our accounts for payments made by a designated time each month. Ms. Matthews also made arrangements for Ingram to provide training for Branch staff on using Ingram's website for selecting materials.

Several Technical Services staff volunteered to assist with the work in the Lake Shore Shelf/Shipping Department while one of the Receiving/Distribution Technician is out on a leave of absence. Acquisitions Librarian Leslie Pultorak volunteered to assist with the unpacking and verifying of foreign language materials and High Demand Librarian Dale Dickerson, Materials Processing Technician Marsha Draeger, and Technical Services Associate Nathaniel Infante volunteered to handle the unpacking and verifying of shipments and provide staff coverage in the Department when needed.

Ms. Jelar Elwell volunteered to help with the Progress with Chess program at the Main Library.

Acquisitions: The Acquisitions Department ordered 6,287 titles and 19,546 items (including periodical subscriptions and serial standing orders); received 14,541 items, 1,185 periodicals, and 250 serials; added 598 periodical items, 81 serial items, 444 paperbacks, and 1,127 comics; and processed 1,945 invoices.

Acquisitions Coordinator Alicia Naab worked with Katrina Davis and Jacqueline McCoy from the vendor Recorded Books to try and resolve continued issues with downloading MARC record files containing order information from their vendor website.

Catalog: Librarians cataloged 3,071 titles and added 4,417 items for Cleveland Public Library.

Catalog Manager Andrea Johnson organized a Name Authority Cooperative Program (NACO) training session at the Lake Shore Facility for the Catalog Department staff. Librarian Erin Valentine initiated the contact with the trainer and assisted with setting up the computer lab for the session. Sevim McCutcheon from Kent State University provided the training as a representative of the Ohio NACO Project.

Librarian Barbara Satow suggested and implemented using the monthly DVD list created for Public Service staff in

order to check the local catalog for duplicate Blu-ray and DVD records. This suggestion will help to streamline the process of merging duplicate records. Librarian Michael Gabe spent a day shadowing with Subject Department Manager Olivia Hoge in the Center for Local and Global History and Branch Manager Monica Rudzinski at the Sterling Branch.

Ms. Johnson and Ms. Valentine attended the Northern Ohio Technical Services Librarians (NOTSL) Spring Meeting entitled "Journalpalooza: All You Need to Know About Serials But Were Afraid to Ask." Ms. Johnson began her term as NOTSL Chair. Ms. Valentine ran for, and was re-elected to, the office of NOTSL Secretary for 2018-2020. Ms. Johnson attended the Leadership Certification class entitled "Conflict Management".

Collection Management: Collection Management selected 1,367 titles and 11,086 copies, and spent \$213,742 in April.

Collection Management Librarian Laura Mommers attended a "Book Buzz" at Cuyahoga County Public Library featuring representatives from major publishers highlighting their upcoming season's juvenile and young adult books.

Collections Manager Pam Matthews convened the first Collection Management/District Managers meeting of 2018.

High Demand: The High Demand Department ordered 1,228 titles and 8,655 items; received and added 9,364 items; and processed 411 invoices.

High Demand Librarian Dale Dickerson attended the Name Authority Cooperative Program (NACO) training session along with the Catalog Department staff.

Materials Processing: The Technical Services Associates cataloged 974 new titles for the Cleveland Public Library and added 1,132 new records for the CLEVNET libraries. The Technical Services Associates and Senior Clerks added 3,819 items. The Materials Processing Technicians worked on 23,112 items.

Materials Processing Manager Elizabeth Hegstrom attended the Name Authority Cooperative Program (NACO) training session along with the Catalog Department staff and the

Leadership Certification class entitled "Conflict Management".

Shelf/Shipping: The Lake Shore Shelf/Shipping Department staff sent 100 items to the Main Library for requests and 88 items to fill holds. Main Library received 237 telescopes, the Branches received 614 telescopes, CLEVNET received 51 telescopes, CASE received 3 telescopes, and CSU received 2 telescopes. A total of 907 telescopes were shipped out. The Receiving/Distribution Technicians sent out 562 items of foreign material and in total 13,688 new items were sent to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor James Clardy attended the Page Orientation held at the Lake Shore facility. Receiving/Distribution Technician Amber Alexander began a leave of absence on April 6th.

MARKETING & COMMUNICATIONS

Media coverage for the month of April included 18 print publications and 30 online, TV and radio stories. The full report, available in the Marketing & Communications Department, shows the top print publications by reach. In April, *The Plain Dealer* accounted for two-thirds of the print stories. The top three non-print platforms by reach were cleveland.com, Crain's Cleveland Business, and Ideastream. No one story related to the Library dominated the news.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 200 times on average per day, with an average of 24 clicks to the website per day resulting in an 11.86% click-through rate for the month. The numbers were lower than usual in April due to a break in service between contracts. Over 65% 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.

A partnership with Cleveland.com where they are now doing podcasts from Main Library continued in April.

Facebook

	2018	2017	YoY
Net Page Likes	94	76	24%
Avg Post Reach	1,952	2,362	-17%
Avg Total Reach	2,720	2,061	32%
Average engagement	34	61	-79%
Reactions	27	46	-41%
Comments	3	3	0%
Shares	4	12	-67%

Twitter

	2018	2017	YoY
Top Tweet			
(Impressions)	7,194	22,700	-68%
Top Mention			
(Engagements)	4,605	2,170	112%
Top Media Tweet			
(Impressions)	6,942	13,600	-49%
Summary			
Tweets	70	147	-52%
New Followers	109	148	-26%

The Library continues to be more active on Instagram with 542 points of engagement, attracting 43 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 Library's annual report to the community was completed and sent to the printer. Staff organized, prepared, labeled, and mounted over 150 entries submitted to the annual Eleventh Congressional District Art Competition at Memorial-Nottingham Branch. The digital signage project is nearly complete—only three branches remain on the installation list.

PROPERTY MANAGEMENTPainters

- Fine Arts- patched and painted fine arts workroom.
- Main- painted hallway on lower level.
- Rice- painted meeting room and staff restroom.
- E.131- skim coated and painted area where payphone was removed and painted area around newly installed soap dispensers.
- Fulton- patched and painted around newly installed soap dispensers.

Carpenters

- Old Memorial- boarded windows.
- Walz- replaced broken closure on front door.
- Main- dismantled Superman exhibit and placed in storage, also installed double cylinder to storage room door also installed new door hinges and closure lower level men's restroom.
- Glenville- relocated shelving and installed access panel in ceiling of men's public restroom.
- LSW- repaired bathroom stall door in women's public restroom. Replaced lock to Human Resources storage closet in sub-basement.
- Rice- installed new closure arm for exterior door.
- Garden Valley- built shadow picture frame box for quilt and hung on wall for display
- South Brooklyn- installed new cylinder to front door and replaced sliding latch bolt to parking lot door.
- Union- installed new closure on front door.
- Jefferson- installed new lock and mortise to storage room door in meeting room.
- Removed plows from trucks, emptied salt spreaders and stored snow removal equipment.

Mechanic

- Repaired garage pressure washer.
- Serviced Vehicles 4,9,18 and 26.
- Serviced mowers and weed trimmers.

Maintenance Mechanics

- Glenville - a) replaced pressure regulator/make-up water valve for hydronic heating loop, b) replaced bad ballasts/bulbs over public computer area, c) re-lamped fixtures throughout branch, d) replaced public restroom light fixtures in preparation for re-opening event.
- Lorain - a) replaced emergency/exit light above front entrance, b) replaced public restroom light fixtures in preparation for re-opening event, c) rewired/restored power on children's area floor box after Tech Toy Box relocation.
- Westpark - a) replaced bad ballasts throughout branch, b) ceiling leak/flood - replaced broken pipe fitting, installed isolation valves for zone re-heat coil, re-insulated piping, replaced damaged ceiling tiles, c) branch too hot - reprogrammed WiFi t/stat, repaired economizer damper, replaced belts and filters on north and south RTU's.
- Union - a) rebuilt boiler circulation pump sequencer (replaced bad contactor coils, relays), b) replaced leaking hot water tank, c) replaced leaking backflow preventer.
- Collinwood - a) ran power and CAT6 cabling for Digital Signage project, b) replaced bad ballasts throughout branch and re-lamped all ceiling fixtures to match bulb color/temperature, c) mounted fire extinguishers in basement.
- South Brooklyn - a) Branch too hot - replaced two defective direct coupled actuators for area zone dampers.
- LSW - a) repaired R.O. system leak for AHU humidifiers, b) replaced V-belts on AHU #1
- Lakeshore - a) cleaned/punched tubes on chiller condenser, b) repaired/rewired stacks area lighting panel, c) drained glycol from all air handlers, opened to chilled water loop, d) continued replacing defective reheat valves on zone VAV's on the 2nd floor, e) continued replacing bad PXP's in Siemens control panels.
- Carnegie West - a) branch too hot - checked/calibrated economizer controls, repaired outside air dampers/linkage, checked condensing unit charge and controls, replaced belts and filters, b) repaired/tested building exhaust

fan, c) re-piped and secured women's public restroom sink.

- Main - a) replaced belts and filters on penthouse air handlers, b) staff relocation/office prep for new COO, moved cubicles from LSW into room #38 (Friends office) and wired for power and data.
- E.131 - a) water bill fluctuation- checked for water leaks throughout branch, replaced public restroom flush assemblies and diaphragms, checked/repairs outdoor water spigots.
- Hough - a) continued replacing bad ballasts and color/temperature matching bulbs throughout branch, b) replaced bad exit/emergency lights, c) continued on HVAC control retrofit project.
- Fleet - a) repaired leaking toilet in public restroom, replaced broken toilet seats, b) replaced belts and filters on HVAC units, cleaned drain pans and evaporator coils.
- Woodland - a) PM on ceiling mounted infrared heaters in the garage areas, b) partial power outage/single phasing from high winds - repaired/replaced burned starter coils, relays and transformers on all air handlers, c) replaced bad ballasts and bulbs in Mobile Services area, d) repaired tube heater in main garage, replaced defective pressure switch.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS reviewed video for: damage to a staff members vehicle at Fleet branch, suspects who damaged a vehicle by jumping on its hood at Rice branch, and video of a male that threatened to shoot up Langston Hughes.
- SPS was subpoenaed to testify to the authenticity of a video at a trial for an incident that occurred off property near Carnegie West.

Protective Services

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
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
April 2017	3609	144	73	63	646	120	57	47

Special Attention, Special Events, and Significant Incidents

- 4/2, a tutor was entering Langston Hughes branch, when a male approached her and stated that he was going to come back and shoot everyone inside the branch. She alerted the branch manager who notified SPS and CPD. Male was G.O.A. Male will be served a 60 day expulsion upon his return.
- 4/2, two males began fighting inside the foyer area of Carnegie West branch and it continued outside to the front steps area. The victim was attacked with brass knuckles. CPD was contacted and responded in minutes.
- 4/6, a known disorderly patron entered Jefferson branch and began sending notes and gesturing to other patrons. The patron also threatened a staff member. Staff advised CPD and SPS. SPS served a 30 day expulsion with the presence of CPD.
- 4/6, a young lady entered Sterling branch seeking shelter from an abusive partner. SPS and CMHA PD responded, CMHA PD escorted the lady back to her

apartment to retrieve her belongings but the male barricaded himself in the apartment. Two SWAT units were called to the adjacent apartment building to resolve that incident. The male was taken into custody shortly after.

- 4/12, two young male patrons were involved in a verbal argument that turned into verbal threats at South branch. Royce security guard on site deescalated the situation. One of the males involved contacted CPD who arrived later after both parties have left. One male threatened the other with a firearm, which prompted CPD to be called. This case will be assigned for follow up with SPS.
- 4/13, SPS responded to Fleet branch to make contact with a male who threatened the Royce guard in a previous altercation. The male refused to speak to SPS who verbally issued a 60 day expulsion on the male.
- 4/13, the Fleet Royce Officer asked for assistance with SPS due to an unruly disruptive juvenile who made a threat to shoot said Royce Officer. SPS responded with an escort of the Juvenile off of property resulting in a 60 day expulsion.
- 4/17, SPS Officers were dispatched to the 4th floor of the Main bldg for reference to a fight. On arrival all juveniles were exiting, SPS ushered juveniles into the interview room. The investigation warranted 3 female juveniles getting a 60 day expulsion and 1 female was given a 30 day expulsion.
- 4/17, female juvenile reported to South Brooklyn SPS Officer that she was physically assaulted outside by male juvenile patron in the branch. SPS Officer investigated further resulting in a 30 day expulsion and return with parent on the male juvenile.
- 4/18, the LSW SPS Officer was advised by an unknown patron of a physical altercation taking place outside. Upon arrival alongside 2 other SPS Officers the juveniles dispersed. One of the juveniles was a CPL employee who was physically assaulted upon leaving LSW. SPS will investigate further on the incident.
- 4/23, concerned parents of a regular special needs patron contacted staff to advise that their son was stealing books from the branch and hiding them at home. Parents advised staff that their son is not

- allowed to be in attendance on CPL property without a parent.
- 4/24, Sterling staff was advised that a juvenile patron was making suicidal comments to another patron. Staff advised the patron of Safe Place and gave information for the suicidal hotline. Parent/guardian was contacted.
 - 4/27, SPS was dispatched to Mt. Pleasant in response to a male staff member who stated he was depressed and thinking about killing himself. EMS was contacted and transported the staff member to University Hospital.
 - 4/27, on branch patrol, SPS Officers noticed that the steering wheel was loose and was getting worse throughout the day. The officers reported the issue to property management, and were advised to switch vehicles.
 - 4/30, a student told South Brooklyn staff that someone was going to come to the library to beat someone up and shoot them. CPD was contacted by SPS to report this threat. CMSD PD and CPD responded and took a report on the matter.

Protective and Fire Systems

- SPS officers have completed Safety Ambassador Inspections of fire extinguishers, exit lights, and emergency exit lights at branches for April.
- IPS replaced a dead battery in the keypad at Glenville.
- IPS is working on a bad access card reader at E. 131. It will either be replaced or fixed free of charge.

Contract Security

- Royce Security guards are disarming Jefferson and Harvard Lee branches regularly.
- SPS has posted a Royce guard at Hough branch due to the increase in shootings around the branch.
- Two Royce guards removed from CPL in April.

Administration

- SPS held part time regular interviews. No viable candidates, so we will have another round of interviews.
- I spoke with Robin Wood about limiting the eating areas on Main 4. Juveniles were bringing in outside food as well as eating the provided lunches and not cleaning after themselves.
- SPS will fill the post vacancy created by Officer Green's termination.
- SPS has increased patrols around Hough branch in lieu of recent neighborhood shootings.
- SPS now has inventory sheets for each individual officer to track all issued gear.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their second quarterly meeting of the year at Twinsburg Public on Friday, April 27, 2018. James Tolbert, Chair of the CLEVNET Directors' Panel and Director of Milan-Berlin Library District, congratulated Nancy Logan on her appointment to director of Andover Public Library. Director Tolbert also congratulated Anastasia Diamond-Ortiz, Director of Lorain Public Library, for being named the MLIS Alumna of the Year by Kent State University's School of Information.

The meeting continued with Timothy Diamond, CPL's Chief Knowledge Officer and liaison to CLEVNET, providing an update on the strategic plan. Mr. Diamond reported that 18 member libraries had returned signed copies of the amended CLEVNET agreement so far. He urged the remaining libraries to get the amended agreement to their boards as soon as possible so the changes can go into effect in 2019. The main changes to the agreement include the revised bylaws/procedures, the revised pricing model, and the revised term (January to December).

Mr. Diamond also reported that the staffing model developed during the strategic planning process was nearly filled. Since the process began, 12 positions have been posted and 11 have been filled. The only remaining position is the second Library Systems and

Applications Specialist who will work alongside Megan Trifiletti who was hired in January.

The Directors Panel continues to think strategically and focus on three priorities: new members, the new data center in Columbus, and the core CLEVNET services, defined as the ILS (SirsiDynix); the network (including VoIP); technical support; and emedia/databases. Ancillary CLEVNET services are also valuable, but are not mission critical. These secondary services currently include public computer and print management from Cassie; mass notification of staff by InformaCast; and group purchasing with TechSoup. As for new members, the migration of Morley Library in Painesville is scheduled for the fall of 2018. CLEVNET's services to member libraries are listed in detail on the members site.

Mr. Diamond discussed CLEVNET's 2018 priorities and goals (distributed at the meeting as a handout) and how, any suggested changes or additions to this list must be brought to the Directors Panel for vetting. A strategic framework for the Panel to use when evaluating proposed projects and initiatives is described in the new operating procedures. Mr. Diamond explained that the list will be used from this meeting forward to report back to the membership, in a systematic and consistent fashion, on the status of the many projects underway.

The next part of the meeting focused on the work of the Library Systems Team headed by Hilary Prisbylla, Director of CLEVNET. Ms. Prisbylla updated the CLEVNET directors on the upcoming Morley Library migration, the mobile app, automatic renewals, credit card transactions, OverDrive Advantage Plus accounts, the new periodical offerings from OverDrive, the Voicent Call Center, standardized policies, reducing the circulation map, and plans for a "go green" campaign to reduce paper notices.

Ms. Prisbylla also reported on the COSUGI (Customers of SirsiDynix Users Group, Inc.) Conference held in Atlanta, Georgia, April 16-18, 2018. Four CLEVNET team members presented at the conference: Ms. Prisbylla, Jim Benson, Brian Leszcz, and John Pas. Their presentations were well attended and well received.

Ms. Prisbylla announced that she had accepted an appointment to the Ohio Public Library Information

Network (OPLIN) Content Advisory Committee, beginning July 1, 2018. OPLIN acquires access to electronic information resources, and develops electronic resources, for the use of all residents of Ohio. The committee was created for the purpose of working with the Board of Trustees of OPLIN to offer recommendations and provide information relevant to the electronic information resources purchased by OPLIN.

Finally, Ms. Prisbylla gave a brief demonstration of an event management and room booking software product under consideration for purchase by CLEVNET for use by any member library that might choose to use it. The directors were pleased to learn that this product may be added to the list of ancillary services provided by CLEVNET.

Larry Finnegan, Director of IT, updated the CLEVNET directors on special projects and initiatives, including: the move of the data center to Columbus; network infrastructure; SharePoint Office 365; preliminary work at Morley Library; VoIP installations; purchasing licenses through TechSoup; the remote monitoring and management solution from ConnectWise Automate now used by 40 member libraries; computer and print management currently used by 24 member libraries; Rubrik backup and recovery services; InformaCast mass notification of staff now used by 18 member libraries; and ConnectWise Manage, the new help desk software product.

Brian Leszcz, Database Administrator, gave a presentation on CLEVNET's multilayered approach to security focusing on the firewall, where the attacks are coming from, Traps endpoint protection, and Malwarebytes. A recent security breach at a member library demonstrates that members not using Traps or Malwarebytes are putting the entire network at risk.

That member library is now covered; however, 28 member libraries still lack protection.

After Mr. Leszcz's sobering presentation, the group was glad to have the chance to network and tour the library. The next quarterly meeting of the CLEVNET Directors will be held on Friday, July 27, 2018, at a member library in the Western Region (to be determined).

EXECUTIVE SESSION

Ms. Rodriguez moved to adjourn into Executive Session to discuss discipline of a public employee. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:20 pm

Mr. Corrigan moved to return to the Regular Board Meeting. Mr. Hairston seconded the motion which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 1:57 p.m.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:58 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR APRIL 2018**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	381	1,448
Periodicals	4	13
Publishers Gifts	4	7
Non-Print Materials	138	635
TOTAL LIBRARY SERVICE MATERIALS	527	2,103

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 50	\$ 1,130
Library Fund	Restricted	25	958
Young Fund	Restricted	0	13,044
Founders Fund	Restricted	9,000	109,000
Ohio Center for the Book	Restricted	0	2,100
Judd Fund	Restricted	0	60,212
TOTAL MONEY GIFTS		\$ 9,075	\$ 186,443

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	16	79	527	2,103
Money Gifts	4	25	5	26
TOTAL GIFTS	20	104	532	2,129

Cleveland Public Library
2018

May 15, 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)
General Fund							
101	General Fund	\$ 19,023,254.07	\$ 27,314,507.45	\$ 27,314,507.45	\$ 1,541,418.87	\$ 1,541,418.87	\$ -
			\$ 21,528,119.75	\$ 21,528,119.75			
Special Revenue Funds							
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			\$ 505,000.00	\$ 606,701.90	\$ 101,701.90
204	Kaiser	\$ 69,460.47			\$ 4,500.00	\$ 4,500.00	\$ -
205	Kraley	\$ 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	\$ 12,000.00	\$ -
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	\$ 360,000.00	\$ -
258	Early Literacy	\$ 148,827.50			\$ -	\$ -	\$ -
		\$ 17,371,260.83			\$ 8,777,834.42	\$ 9,239,536.32	\$ 101,701.90
Capital Projects Funds							
401	Building and Repair	\$ 5,529,927.24			\$ 2,050,000.00	\$ 2,050,000.00	\$ -
Permanent Funds							
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	Sugarman	\$ 69,475.98			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 129,107.03			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidenthal	\$ 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	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 6,372.39			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 9,395.76			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$101,701.90 relating to an increase in the Founders fund - \$15,000 for PNC Bank (CPL Foundation) for Kindergarten Club and \$86,701.90 for gift from the Patrick O'Connor irrevocable trust.

Thank You,
Carrie Krenichy
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

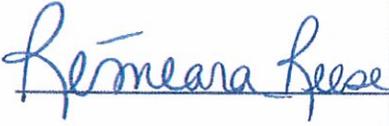
May 15, 2018

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	\$1,541,418.87	\$69,407,300.14
Special Revenue	\$17,371,260.83			\$9,239,536.32	\$26,610,797.15
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
Totals/Subtotals	\$45,133,810.94	\$27,314,507.45	\$21,528,119.75	\$13,073,070.19	\$107,049,508.33

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: FOURTH AMENDMENT
MAY 22, 2018**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
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)	0.00	(255,015.00)
TOTAL RESOURCES	69,407,300.14	0.00	69,407,300.14

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
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	0.00	10,752,186.41
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
SUBTOTAL OPERATING	56,365,108.76	0.00	56,365,108.76
Transfers	2,000,000.00	0.00	2,000,000.00
TOTAL APPROPRIATION	58,365,108.76	0.00	58,365,108.76

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: FOURTH AMENDMENT
MAY 22, 2018**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	26,509,095.25	101,701.90	26,610,797.15
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	4,878,789.74	101,701.90	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	0.00	12,000.00
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	0.00	180,000.00
Early Literacy	148,827.50	0.00	148,827.50
TOTAL APPROPRIATION	23,762,022.75	101,701.90	23,863,724.65 (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
BUILDING & REPAIR	7,579,927.24	0.00	7,579,927.24 (5)

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: FOURTH AMENDMENT
MAY 22, 2018**

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
TOTAL APPROPRIATION	3,435,715.65	0.00	3,435,715.65 (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
TOTAL APPROPRIATION	15,768.15	0.00	15,768.15

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: FOURTH AMENDMENT
MAY 22, 2018**

- (1) Certificate dated April 4, 2018
- (2) Certificate dated May 15, 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). \$8,984,521.32 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.)
 $(\$17,446,260.83 - \$75,000 - \$2,492,057.50 + \$8,984,521.32 = \$23,863,724.65)$
- (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.)
 $(\$3,977,917.01 - \$784,316.36 + \$242,115 = \$3,435,715.65)$



CLEVELAND PUBLIC LIBRARY

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

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

FROM: Carrie Krenicky, Chief Financial Officer

RE: Background and Assumptions for the 2019 Tax Budget

DATE: **May 22, 2018 Board Meeting**

Annually, the Cleveland Public Library submits the Alternate Tax Budget Information Forms as requested by the Cuyahoga County Budget Commission. These forms must be approved by the Board of Trustees on or before June 1 each year to allow for sufficient time to have it placed on Cleveland Metropolitan School District's Board agenda prior to the July 20, 2018 deadline for submission to the Cuyahoga County Budget Commission. **The Tax Budget (sometimes referred to as the "request" or "needs" budget) documents the Library's need to receive revenue from tax sources, i.e. the Public Library Fund and the Library's general property tax levies, to cover the estimated expenditures for the budget year.**

The Library uses a simplified approach for development of its 2019 Tax Budget as reflected in the use of the Alternate Tax Budget Information Forms. In lieu of having administrators develop a "wish list" budget that must be revisited and revised later in the year, we have set the 2019 expenses to \$64,000,000 based on current projections, with minimal program-by-program analysis in order to meet the current estimated revenue. In the fall, there will be more information regarding funding and better estimates for CPL's year-end fund balances, and the entire administrative team will participate in the detailed development of the 2019 Appropriation Measure.

Board of Library Trustees

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

Revenue Assumptions (General Fund)

- Amount requested from property tax levies is estimated at \$40,650,000, which exceeds anticipated actual collections. The **full** collection rate (100%) of the 1 mill and the 5.8 mill renewal with the additional 2.0 mill increase continuing levies based on collection year's 2018 assessed values is estimated at \$40,313,631 and we are currently certified at 88.86%. Applying this rate brings the estimated amount down to \$35,822,693.
- Amount requested from PLF, \$21,500,000. 2018 PLF was certified for \$21,528,120. 2019 is estimating that the percentage remains at 1.68% of the total General Revenue Fund and assumes no growth.

The total **estimated tax calculations are \$57,322,693.**

(\$35,822,693 + \$21,500,000)

The total **2019 Tax Budget request is \$62,150,000.**

(\$40,650,000 + \$21,500,000)

- Estimated **other revenues for 2019** from earned interest, fines and fees, etc., are estimated to be **\$1,430,610.**
- Estimated **beginning unencumbered balance** from the General fund is **\$11,042,191.**
- The overall **estimated revenue calculations** total **\$58,753,303** (\$57,322,693 + \$1,430,610).
- The total General Fund 2019 **Tax Budget Request** is **\$63,580,610** (\$62,150,000 + \$1,430,610), plus the estimated beginning unencumbered fund balance of \$11,042,191 totals \$74,622,801 of resources available for expenditures.

Cleveland Public Library's currently projected 2019 program of library service needs could greatly exceed anticipated revenues. It is consistent with past practice and expected to request funds in excess of probable collections.

The Resolution for the Year 2019 Tax Budget Request is being distributed with the packet of materials for the May 22, 2018 Board Meeting.

ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cleveland Public Library

For the Fiscal Year Commencing: January 1, 2019

Fiscal Officer Signature: Carrie Krenicky Date: May 22, 2018

COUNTY OF CUYAHOGA

Background

Substitute House Bill No. 129 (HB129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC) Section 5705.281.

Ohio Revised Code Section 5705.281

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

County Budget Commission Duties

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

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

County Budget Commission Action

On October 11, 2002, during the Cuyahoga County Budget Commission meeting, the commission with an affirmative vote of all members waived the requirement for taxing authorities of subdivisions or other taxing units (Including Schools) to adopt a tax budget as provided under ORC Section 5705.281, but shall require the filing of this Alternative Tax Budget Information document on an annual basis.

Alternative Tax Budget Information Filing Deadline

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

Proposed 2019 Tax Budget With Historical Perspective

Prepared by: Carrie Krenicky

	2017		2018		2019 Proposed	
	Tax Budget 2017	Final Actual Budget 2017	Tax Budget 2018	Actual Budget 2018 (2)	Tax Budget 2019	Tax Budget 2019
General Fund						
Beginning Unencumbered Balance	\$ 16,555,710	\$ 21,352,450	\$ 13,998,512	\$ 19,023,254	\$ 11,042,191	\$ 11,042,191
Property Taxes (includes Rollbacks)	31,100,000	28,840,441	31,100,000	27,314,507	40,650,000	40,650,000 (3)
Public Library Fund (PLF)	23,776,000	21,464,343	21,000,000	21,528,120	21,500,000	21,500,000 (4)
Other Sources (1)	1,688,446	2,124,248	1,721,275	1,541,419	1,430,610	1,430,610
Total Current Revenue	56,544,446	52,429,032	53,821,275	50,384,046	63,580,610	63,580,610
Total Revenue With Beg Balance	73,100,156	73,781,483	67,819,787	69,407,300	74,622,801	74,622,801
Expenses & Encumbrances	(65,666,574)	(56,604,803)	(57,993,947)	(58,365,109)	(64,000,000)	(64,000,000) (5)
Ending Unencumbered Balance	\$ 7,433,582	\$ 17,176,680	\$ 9,825,840	\$ 11,042,191	\$ 10,622,801	\$ 10,622,801
Special Revenue Funds						
Beginning Unencumbered Balance	\$ 12,000,000	\$ 15,943,028	\$ 12,000,000	\$ 17,371,261	\$ 15,000,000	\$ 15,000,000
Other Sources	7,500,000	8,688,277	8,000,000	8,882,819	8,500,000	8,500,000
Total Current Revenue	7,500,000	8,688,277	8,000,000	8,882,819	8,500,000	8,500,000
Total Revenue With Beg Balance	19,500,000	24,631,305	20,000,000	26,254,080	23,500,000	23,500,000
Expenses & Encumbrances	(7,500,000)	(22,139,248)	(8,000,000)	(23,762,023)	(8,500,000)	(8,500,000)
Ending Unencumbered Balance	\$ 12,000,000	\$ 2,492,058	\$ 12,000,000	\$ 2,492,058	\$ 15,000,000	\$ 15,000,000
Capital Projects Fund						
Beginning Unencumbered Balance	\$ 2,705,172	\$ 8,876,395	\$ 1,799,370	\$ 5,529,927	\$ 430,802	\$ 430,802
Other Sources	8,500,000	1,330,000	0	2,050,000	10,000,000	10,000,000
Total Current Revenue	8,500,000	1,330,000	0	2,050,000	10,000,000	10,000,000
Total Revenue With Beg Balance	11,205,172	10,206,395	1,799,370	7,579,927	10,430,802	10,430,802
Expenses & Encumbrances	(11,205,172)	(10,206,395)	(1,799,370)	(7,579,927)	(10,430,802)	(10,430,802)
Ending Unencumbered Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Proposed 2019 Tax Budget With Historical Perspective

Prepared By: Carrie Krenicky

	2017		Actual Rev/Exp 2017	2018		2019 Proposed
	Tax Budget 2017	Final Actual Budget 2017		Tax Budget 2018	Actual Budget 2018	
Permanent Funds						
Beginning Unencumbered Balance	\$ 2,000,000	\$ 2,887,010	\$ 3,671,327	\$ 2,000,000	\$ 3,193,601	\$ 3,000,000
Other Sources	200,000	236,530	345,357	250,000	242,115	340,000
Total Current Revenue	200,000	236,530	345,357	250,000	242,115	340,000
Total Revenue With Beg Balance	2,200,000	3,123,540	4,016,683	2,250,000	3,435,716	3,340,000
Expenses & Encumbrances	(2,200,000)	(3,123,540)	(38,766)	(2,250,000)	(3,435,716)	(3,340,000)
Ending Unencumbered Balance	\$ -	\$ -	\$ 3,977,917	\$ -	\$ -	\$ -
Agency Funds						
Beginning Unencumbered Balance	\$ -	\$ 7,602	\$ 7,602	\$ -	\$ 15,768	\$ -
Other Sources	0	0	136,472	0	0	0
Total Current Revenue	0	0	136,472	0	0	0
Total Revenue With Beg Balance	0	7,602	144,074	0	15,768	0
Expenses & Encumbrances	0	(7,602)	(128,305)	0	(15,768)	0
Ending Unencumbered Balance	\$ -	\$ -	\$ 15,768	\$ -	\$ -	\$ -
ALL FUNDS						
Beginning Unencumbered Balance	\$ 33,260,882	\$ 49,066,486	\$ 49,850,802	\$ 29,797,882	\$ 45,133,811	\$ 29,472,993
Property Taxes	31,100,000	28,840,441	28,846,252	31,100,000	27,314,507	40,650,000
Public Library Fund (formerly LLGSF)	23,776,000	21,464,343	21,506,144	21,000,000	21,528,120	21,500,000
Other Sources	17,868,446	12,379,055	13,330,321	9,971,275	12,716,353	20,270,610
Total Current Revenue	72,744,446	62,683,839	63,682,716	62,071,275	61,558,980	82,420,610
Ret Adv/Advances Out	0	0	0	0	0	0
Total Revenue With Beg Balance	106,005,328	111,750,325	113,533,518	91,869,157	106,692,792	111,893,603
Expenses & Encumbrances	(86,571,746)	(92,081,587)	(67,615,391)	(70,043,317)	(93,158,543)	(86,270,802)
Ending Unencumbered Balance	\$ 19,433,582	\$ 19,668,738	\$ 45,918,127	\$ 21,825,840	\$ 13,534,249	\$ 25,622,801

Proposed 2019 Tax Budget with Historical Perspective

Prepared By: Carrie Krenicky

	2017		2018		2019 Proposed
	Tax Budget 2017	Actual Budget 2017	Tax Budget 2018	Actual Budget 2018	Tax Budget 2019
		Final		(2)	

- (1) Other Sources includes TPP Tax for 2017 and Return of Advances and Advances Out.
- (2) The 2018 Actual Budget is current as of the April 4, 2018 Certificate of Estimated Resources and April 19, 2018 Board-approved Third Amendment to the Annual 2018 Appropriation.
- (3) Based on Collection Year 2018's effective rates & 100% collection rate of the 11/7/17 voter-approved 5.8 mill renewal with a 2.0 mill increase and the 1985 continuing 1.0 mill on the 12/19/17 Cuyahoga County Budget Commission's Schedule A with a small increase to the assessed values.
- (4) PLF has been estimated, based on the State's budget bill (HB 49) for the FY 2018-2019 biennium including the provision increasing the PLF from 1.66% to 1.68% of the total General Revenue Fund and no growth.
- (5) The proposed 2018 Tax Budget Expenditures/Encumbrances is based on 2019 projected expenditures as currently projecting, including a \$10 million transfer to the building and repair fund.

**Revenue Sources Detail
For The
Proposed 2019 Tax Budget
For Board Presentation May 22, 2018**

Prepared By:
Carrie Krenicky

	2017		2018		2019 Proposed			
	Ending Budget 2017	Actual Revenue 2017	Current Budget 2018	Tax Budget 2019				
1200 Property Tax	26,414,755	\$26,414,755	26,415,992	\$26,415,992	\$ 24,914,507	\$24,914,507	\$ 40,650,000	\$40,650,000
1100 PLF (Public Library Fund)	\$ 21,464,343		\$ 21,506,144		\$ 21,528,120		\$ 21,500,000	
1900 Rollbacks	\$ 2,425,686	\$ 2,425,686	\$ 2,430,260	\$ 2,430,260	\$ 2,400,000	\$ 2,400,000	\$ -	\$ -
Total Property Tax & Rollbacks		\$28,840,441		\$28,846,252		\$27,314,507		\$40,650,000
Total Tax Budget Request Per Board Resolution							\$ 62,150,000	

Other Sources

1900 TPP (CAT)	12,490	12,490	12,490	12,490	0	0	0	
1900 Other Taxes			0	0				
Subtotal Other								
		<u>2,186,759</u>		<u>2,263,703</u>		<u>1,796,434</u>	<u>1,430,610</u>	
Total Other Sources (TPP Tax & Other)		2,199,248		2,276,192		1,796,434	1,430,610	

Total All Sources	\$ 52,504,032	\$ 52,628,587	\$ 50,639,061	\$ 63,580,610
Beginning Unencumbered Balance	\$ 21,311,700	\$ 21,311,700	\$ 19,023,254	
Ret Adv/Advances Out	\$ (34,250)		\$ (255,015)	
Total Available Revenue	\$ 73,781,483	\$ 73,940,288	\$ 69,407,300	\$ 63,580,610



April 26, 2018

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- We also continued our work to streamline electronic and print collection workflows in WorldShare Collection Manager with automated holdings feeds from ProQuest Ebook Central and the ability to clone existing collections.
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Bruce Crocco
Vice President, Library Services for the Americas



April 26, 2018

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FY2019 Total:	\$254,985.22

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ILL Fee Management (IFM) libraries: Please note that IFM is not included in the above subscription, as activity for IFM is tracked on a transaction basis, and pricing is set by the libraries involved. OCLC's Renewals team will be happy to answer questions and offer further guidance about this renewal information. Please contact them at 1-800-848-5878, ext. 5878 or send an email to oclc renewals@oclc.org.

THIS IS NOT AN INVOICE

2018 MAY -9 PM 2:41
RECEIVED
FINANCIAL SERVICES



Elevators Escalators

April 15, 2016

Cleveland Public Library
325 Superior Avenue
Cleveland OH 44114

Attn: Myron Scruggs

Dear Mr. Scruggs,

Please be advised KONE Inc. is the sole source of material for the elevator drive upgrade for your KONE MIPROM elevators.

Should you have further questions or concerns please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Judy Foreman" followed by a circled number "13".

Judy Foreman

KONE Inc.

P 440-546-1100

F 440-546-1106

Email: judy.foreman@kone.com

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD APRIL 1 – APRIL 30, 2018

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending April 30, 2018

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	14,291,913.15	0.00	0.00	0.00	\$ 0.00	14,291,913.15
42 Intergovernmental	8,112,428.82	571,309.75	25,000.00	0.00	\$ 0.00	8,708,738.57
43 Fines & Fees	120,592.45	0.00	0.00	0.00	\$ 0.00	120,592.45
44 Investment Earnings	183,471.44	96,209.83	0.00	45,177.38	\$ 0.00	324,858.65
45 Charges for Services	0.00	2,801,239.44	0.00	0.00	\$ 0.00	2,801,239.44
46 Contributions & Donations	1,130.00	185,313.31	0.00	0.00	\$ 0.00	186,443.31
48 Miscellaneous Revenue	119,463.23	0.00	0.00	0.00	\$ 47,369.62	166,832.85
Total Revenues	\$ 22,828,999.09	\$ 3,654,072.33	\$ 25,000.00	\$ 45,177.38	\$ 47,369.62	\$ 26,600,618.42
51 Salaries/Benefits	11,296,447.39	1,031,205.85	0.00	0.00	\$ 0.00	12,327,653.24
52 Supplies	234,781.37	34,200.71	0.00	582.81	\$ 0.00	269,564.89
53 Purchased/Contracted Services	4,083,273.36	599,566.45	13,765.52	2,846.00	\$ 0.00	4,699,451.33
54 Library Materials	2,831,508.31	304,835.53	0.00	12,607.13	\$ 0.00	3,148,950.97
55 Capital Outlay	352,386.78	238,748.35	223,959.49	0.00	\$ 0.00	815,094.62
57 Miscellaneous Expenses	54,365.11	8,929.49	0.00	0.00	\$ 47,719.76	111,014.36
Total Expenditures	\$ 18,852,762.32	\$ 2,217,486.38	\$ 237,725.01	\$ 16,035.94	\$ 47,719.76	\$ 21,371,729.41
Revenue Over/(Under) Expenditures	\$ 3,976,236.77	\$ 1,436,585.95	\$(212,725.01)	\$ 29,141.44	\$(350.14)	\$ 5,228,889.01
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
Total Other Sources / Uses	\$(2,180,015.00)	\$ 180,015.00	\$ 2,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 1,796,221.77	\$ 1,616,600.95	\$ 1,787,274.99	\$ 29,141.44	\$(350.14)	\$ 5,228,889.01
Beginning Year Cash Balance	\$ 24,971,598.35	\$ 18,098,603.70	\$ 10,649,453.06	\$ 3,990,707.53	\$ 15,768.15	\$ 57,726,130.79
Current Cash Balance	\$ 26,767,820.12	\$ 19,715,204.65	\$ 12,436,728.05	\$ 4,019,848.97	\$ 15,418.01	\$ 62,955,019.80

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending April 30, 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	6,911,073	14,617,047	32%	31%
General Property Tax	24,914,507	14,291,913	10,622,594	57%	59%
Rollback, Homestead	2,400,000	1,201,356	1,198,644	50%	1%
Fines & Fees	381,034	120,592	260,441	32%	31%
Investment Earnings	524,913	183,471	341,442	35%	39%
Contributions	0	1,130	(1,130)	100%	100%
Miscellaneous	890,487	119,463	771,024	13%	13%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	\$ 50,639,061	\$ 22,903,999	\$ 27,735,062	45%	42%

	<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	11,327,019	25,450,411	31%	29%
Supplies	1,140,652	484,559	656,093	42%	59%
Purchased Services	12,215,264	8,598,528	3,616,735	70%	75%
Library Materials	10,625,923	5,670,040	4,955,882	53%	52%
Capital Outlay	1,459,422	424,363	1,035,058	29%	38%
Other	169,764	103,243	66,521	61%	71%
Sub Total	\$ 62,388,453	\$ 26,607,752	\$ 35,780,701	43%	42%
Advances Out	0	255,015	(255,015)	100%	100%
Transfers Out	2,000,000	2,000,000	0	100%	100%
Total	\$ 64,388,453	\$ 28,862,767	\$ 35,525,686	45%	44%

Note (1): Certificate from Cuyahoga County Budget Commission dated April 4, 2018.

Note (2): Subtotal Amended Appropriation of \$58,365,109 plus carried forward encumbrance of \$6,023,344.

Note (3): Subtotal includes 30.2% expended and 12.4% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending April 30, 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	3,264,807.94	0.00	7,587,504.92
51120 Clerical Salaries	10,562,757.75	10,562,757.75	3,253,752.03	0.00	7,309,005.72
51130 Non-Clerical Salaries	1,181,064.81	1,181,064.81	326,599.33	0.00	854,465.48
51140 Buildings Salaries	4,382,653.86	4,382,653.86	1,295,372.68	0.00	3,087,281.18
51150 Other Salaries	616,852.08	616,852.08	178,804.98	0.00	438,047.10
51180 Severance Pay	0.00	125,681.06	140,795.29	0.00	(15,114.23)
51190 Non-Base Pay	210,581.61	210,581.61	124,988.25	0.00	85,593.36
51400 OPERS	3,931,874.91	3,931,874.91	1,187,674.41	0.00	2,744,200.50
51610 Health Insurance	4,000,682.88	4,000,682.88	1,299,203.65	0.00	2,701,479.23
51611 Dental Insurance	212,132.16	212,132.16	70,082.03	0.00	142,050.13
51612 Vision Insurance	15,736.44	15,736.44	5,240.38	0.00	10,496.06
51620 Life Insurance	12,852.00	12,852.00	4,558.71	0.00	8,293.29
51625 Short Term Disability Insurance	27,952.56	27,952.56	9,291.10	0.00	18,661.46
51630 Workers Compensation	198,828.78	198,828.78	3,183.98	604.61	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	114,754.04	68.64	264,984.55
51900 Other Benefits	37,045.20	37,045.20	17,007.90	19,897.99	139.31
Salaries/Benefits	\$36,631,162.50	\$ 36,777,429.76	\$ 11,296,447.39	\$ 30,571.24	\$ 25,450,411.13
52110 Office Supplies	53,220.00	53,740.66	12,166.49	4,735.69	36,838.48
52120 Stationery	35,022.75	38,531.27	9,895.59	4,856.43	23,779.25
52130 Duplication Supplies	34,950.00	35,456.36	5,698.27	4,720.01	25,038.08
52140 Hand Tools	7,100.00	7,260.30	154.04	318.66	6,787.60
52150 Book Repair Supplies	71,000.00	71,015.99	15,177.41	6,971.22	48,867.36
52210 Janitorial Supplies	94,500.00	98,048.43	37,368.19	8,962.55	51,717.69

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund

For the Period Ending April 30, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	63,909.00	79,627.16	22,731.84	20,651.35	36,243.97
52230 Maintenance Supplies	401,336.00	424,737.12	64,296.12	126,028.43	234,412.57
52240 Uniforms	26,000.00	27,476.55	224.95	5,726.97	21,524.63
52300 Motor Vehicle Supplies	5,200.00	54,116.92	14,067.68	40,049.24	0.00
52900 Other Supplies	209,300.00	250,640.94	53,000.79	26,756.69	170,883.46
Supplies	\$1,001,537.75	\$1,140,651.70	\$234,781.37	\$249,777.24	\$656,093.09
53100 Travel/Meetings	100,000.00	132,511.43	27,454.33	55,057.10	50,000.00
53210 Telecommunications	271,836.00	286,838.52	81,479.13	186,772.82	18,586.57
53230 Postage/Freight	79,500.00	92,179.68	20,603.76	62,776.30	8,799.62
53240 PR/Other Communications	222,000.00	252,614.59	29,115.95	52,448.08	171,050.56
53310 Building Repairs	93,000.00	211,169.78	13,910.82	115,315.47	81,943.49
53320 Machine Repairs	10,000.00	11,150.53	2,626.81	1,527.82	6,995.90
53340 Building Maintenance	679,918.00	822,440.94	152,528.77	79,534.51	590,377.66
53350 Machine Maintenance	382,861.80	478,337.60	42,960.47	145,327.63	290,049.50
53360 Computer Maintenance	305,759.79	308,014.79	122,328.99	6,888.04	178,797.76
53370 Motor Vehicle Repairs	13,000.00	19,430.80	9,452.36	9,653.16	325.28
53380 Contract Security	1,045,000.00	1,093,085.72	333,720.98	757,008.46	2,356.28
53390 Landscaping	87,200.00	90,042.00	0.00	2,842.00	87,200.00
53400 Insurance	475,299.00	475,299.00	346.00	0.00	474,953.00
53510 Rent/Leases	183,008.68	195,004.09	58,122.75	130,171.37	6,709.97
53520 Equipment Rental	54,022.12	66,853.08	3,639.23	15,677.54	47,536.31
53610 Electricity	1,903,400.00	2,029,686.31	637,953.12	1,320,796.35	70,936.84
53620 Gas	130,500.00	143,804.56	90,516.51	37,694.68	15,593.37
53630 Chilled Water	845,000.00	893,924.16	62,137.49	827,546.93	4,239.74

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund

For the Period Ending April 30, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	126,000.00	137,313.12	33,664.67	97,200.04	6,448.41
53710 Professional Services	1,135,755.00	1,619,032.49	240,046.29	452,318.96	926,667.24
53720 Auditors Fees	622,046.87	694,971.37	371,957.16	72,924.50	250,089.71
53730 Bank Service Charges	11,000.00	11,000.00	3,539.01	0.00	7,460.99
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	1,683,734.68	3,781.25	54,616.97
Purchased/Contracted Services	\$10,752,186.41	\$ 12,215,263.60	\$ 4,083,273.36	\$ 4,515,255.07	\$ 3,616,735.17
54110 Books	2,084,000.00	2,905,389.65	594,440.88	715,396.69	1,595,552.08
54120 Continuations	316,584.01	584,708.44	127,677.72	185,324.33	271,706.39
54210 Periodicals	785,013.08	1,688,015.32	633,738.20	311,746.39	742,530.73
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	506,191.06	325,044.65	1,181,467.76
54320 Audio Media - Spoken	125,625.00	170,607.03	38,135.18	26,679.36	105,792.49
54325 Audio Media - Music	280,500.00	488,266.53	60,126.52	203,816.20	224,323.81
54500 Database Services	570,000.00	1,186,415.04	501,095.01	202,499.00	482,821.03
54530 eMedia	851,000.00	1,214,981.32	322,384.34	675,878.82	216,718.16
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	6,589.18	24,832.82	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	74.55	11,462.45	30,000.00
Library Materials	\$6,734,347.09	\$ 10,625,922.51	\$ 2,831,508.31	\$ 2,838,532.04	\$ 4,955,882.16
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	20,781.81	3,748.24	299,610.12

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund

For the Period Ending April 30, 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	8,490.75	208,025.25
55530 Computer Hardware	392,000.00	655,463.45	267,915.34	28,539.19	359,008.92
55540 Software	144,000.00	178,304.22	3,203.88	31,198.38	143,901.96
Capital Outlay	\$1,090,467.00	\$ 1,459,421.59	\$ 352,386.78	\$ 71,976.56	\$ 1,035,058.25
57100 Memberships	84,974.70	84,974.70	37,592.15	32,228.55	15,154.00
57200 Taxes	15,000.00	15,286.43	4,317.38	9,192.62	1,776.43
57500 Refunds/Reimbursements	55,433.31	69,502.75	12,455.58	7,456.69	49,590.48
Miscellaneous Expenses	\$155,408.01	\$ 169,763.88	\$ 54,365.11	\$ 48,877.86	\$ 66,520.91
59810 Advances Out	0.00	0.00	255,015.00	0.00	(255,015.00)
Advances	\$0.00	\$ 0.00	\$ 255,015.00	\$ 0.00	\$(255,015.00)
59900 Transfers Out	0.00	2,000,000.00	2,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$56,365,108.76	\$ 64,388,453.04	\$ 21,107,777.32	\$ 7,754,990.01	\$ 35,525,685.71

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2018

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	24,971,598.35	22,903,999.09	21,107,777.32	7,754,990.01	19,012,830.11
Total General Fund	\$ 24,971,598.35	\$ 22,903,999.09	\$ 21,107,777.32	\$ 7,754,990.01	\$ 19,012,830.11
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)	8,333.34	1,666.66	2,519,167.26
203 Founders	7,008,252.77	199,889.60	209,058.28	187,135.47	6,811,948.62
204 Kaiser	69,460.47	0.00	0.00	0.00	69,460.47
205 Kraley	197,874.90	2,016.47	993.30	235.07	198,663.00
206 Library	167,680.20	5,525.65	356.26	2,309.00	170,540.59
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	0.00	0.00	104,498.71
210 Young	4,724,548.65	3,568.76	8,333.33	1,666.67	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	44,772.02	50,177.97	(21,374.51)
228 Lockwood Thompson Memorial	157,078.11	0.00	50,057.50	108,735.58	(1,714.97)
229 Ohio Center for the Book	25.00	2,100.00	150.00	1,075.00	900.00
230 Schweinfurth	141,254.75	0.00	34,059.13	0.00	107,195.62
231 CLEVNET	695,202.80	2,801,239.44	1,366,302.40	1,642,715.98	487,423.86
251 OLBPDLibrary for the Blind	14,843.90	502,732.00	436,514.36	18,264.52	62,797.02
254 MyCom	6,050.00	143,592.75	82,553.41	43,992.00	23,097.34
256 Learning Centers	86,208.85	0.00	28,885.86	71,663.64	(14,340.65)
257 Tech Centers	0.00	180,000.00	14,618.03	8,431.59	156,950.38
258 Early Literacy	148,827.50	0.00	0.00	0.00	148,827.50
Total Special Revenue Funds	\$ 18,098,603.70	\$ 3,909,087.33	\$ 2,292,486.38	\$ 2,141,140.04	\$ 17,574,064.61

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 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	2,025,000.00	237,725.01	8,616,015.52	3,820,712.53
Total Capital Project Funds	\$ 10,649,453.06	\$ 2,025,000.00	\$ 237,725.01	\$ 8,616,015.52	\$ 3,820,712.53
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	1,000.00	5,626.00	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	1,510.81	120.77	316,114.08
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	2,615.16	172,708.86
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	600.00	2,411,199.59
513 Beard Anna Young	92,069.93	(224.34)	918.00	2,531.00	88,396.59
Total Permanent Funds	\$ 3,990,707.53	\$ 45,177.38	\$ 16,035.94	\$ 16,492.93	\$ 4,003,356.04
901 Unclaimed Funds	6,372.39	35.98	0.00	0.00	6,408.37
905 CLEVNET Fines & Fees	9,395.76	47,333.64	47,719.76	0.00	9,009.64
Others	\$ 15,768.15	\$ 47,369.62	\$ 47,719.76	\$ 0.00	\$ 15,418.01
Total All Funds	\$ 57,726,130.79	\$ 28,930,633.42	\$ 23,701,744.41	\$ 18,528,638.50	\$ 44,426,381.30

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending April 30, 2018

Balance of All Funds	<u><u>\$ 62,955,019.80</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	150,618.71
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 157,986.42</u></u>
PNC - Money Market	10,085.27
PNC - Investments	37,855,922.30
PNC - Investments Money Market	43,186.04
STAR Ohio Investment	5,935,935.06
STAR Plus Program	0.00
Investments	<u><u>\$ 43,845,128.67</u></u>
PNC- Endowment Account	18,951,904.71
Endowment Account	<u><u>\$ 18,951,904.71</u></u>
Cash in Banks and On Hand	<u><u>\$ 62,955,019.80</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – April 2018

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period April 1, 2018 through April 30, 2018.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
04/01/18 - 04/30/18	30	Various	STAR Ohio	Various	9,394.79	Investment Pool
04/01/18 - 04/30/18	30	Various	STAR Plus	Various	0.00	Bank Deposit Program
04/01/18 - 04/30/18	30	Various	PNC	Various	64.25	Sweep Money Market
04/01/18 - 04/30/18	30	Various	PNC	Various	5.99	Money Market
10/15/17 - 04/15/18	183	250,000	Federal National Mortgage Assn.	1.000%	1,250.00	Federal Agency
10/29/17 - 04/29/18	183	250,000	Federal Home Loan Bank	1.050%	1,312.50	Federal Agency
10/29/17 - 04/29/18	183	500,000	Federal Home Loan Bank	1.300%	3,250.00	Federal Agency
10/29/17 - 04/29/18	183	1,000,000	Federal National Mortgage Assn.	1.300%	6,500.00	Federal Agency
10/22/17 - 04/22/18	183	300,000	Federal Farm Credit Bank	1.240%	1,860.00	Federal Agency
10/17/17 - 04/17/18	183	110,000	Federal Home Loan Bank	1.340%	737.00	Federal Agency
10/28/17 - 04/28/18	183	500,000	Federal National Mortgage Assn.	1.350%	3,375.00	Federal Agency
10/28/17 - 04/28/18	183	500,000	Federal National Mortgage Assn.	1.200%	3,000.00	Federal Agency
10/24/17 - 04/24/18	183	1,075,000	Federal National Mortgage Assn.	1.000%	5,375.00	Federal Agency
09/30/17 - 03/31/18	183	535,000	United States Treasury Note	1.375%	3,678.13	Treasury Security
10/27/17 - 04/27/18	183	500,000	Federal Home Loan Mortgage Corp.	2.100%	5,250.00	Federal Agency
10/20/17 - 04/20/18	183	525,000	Federal Farm Credit Bank	1.930%	5,066.25	Federal Agency
07/07/17 - 04/02/18	270	750,000	JP Morgan Securities LLC	1.500%	8,406.25	Commercial Paper
07/11/17 - 04/06/18	270	425,000	JP Morgan Securities LLC	1.500%	4,763.54	Commercial Paper
09/30/17 - 03/31/18	183	500,000	United States Treasury Note	1.125%	2,812.50	Treasury Security
08/03/17 - 04/30/18	270	595,000	Bank of Tokyo	1.460%	6,515.25	Commercial Paper
12/29/17 - 04/07/18	100	500,000	Federal Home Loan Bank	1.625%	2,211.81	Federal Agency

Earned Interest April 2018 \$ 74,828.26
 Earned Interest Year To Date \$ 183,471.44

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting
May 22, 2018

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR APRIL 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
United States Patent and Trademark Office Patent and Trademark Resource Centers Program Alexandria, Virginia	4/8/2018 - 4/13/2018	Donald Boozer	1,327.96
Cleveland Civic Tech and Open Data Collaborative Data Days CLE Cleveland, Ohio	4/6/2018	Sarah Dobransky	40.00
Ohioana Library Ohioana Book Festival Columbus, Ohio	4/13/2018 - 4/14/2018	Nicholas Durda	359.35
Northeast Ohio Regional Library System Libraries and Local History: You Can Do It Too! Peninsula, Ohio	3/27/2018	Pamela Eyerdam	15.00
Public Library Association Biennial Conference Philadelphia, Pennsylvania	3/20/2018 - 3/24/2018	Julie Gabb	873.38
Ohio Library Council 2018 Technical Services Retreat Lewis Center, Ohio	3/28/2018 - 3/29/2018	Celia Halkovich	613.89
Cleveland Civic Tech and Open Data Collaborative Data Days CLE Cleveland, Ohio	4/5/2018 - 4/6/2018	Olivia Hoge	42.63
Bricker and Eckler Advocacy Meetings Washington, D.C.	2/27/2018 - 3/1/2018	Shenise Johnson-Thomas	364.84
Ohio Library Council Public Library Fiscal Officer Conference Lewis Center, Ohio	3/28/2018 - 3/29/2018	Carrie Krenicky	395.20
Public Library Association Biennial Conference Philadelphia, Pennsylvania	3/21/2018 - 3/23/2018	Erica Marks	1,200.00
Ohio Library Council 2018 Technical Services Retreat Lewis Center, Ohio	3/28/2018 - 3/29/2018	Pamela Matthews	473.83

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
OhioNet Library Leadership Ohio 2018 Columbus, Ohio	7/17/2018 - 7/20/2018	Terrence Metter	500.00
Public Library Association Biennial Conference Philadelphia, Pennsylvania	3/22/2018 - 3/24/2018	Terrence Metter	1,143.08
American Payroll Association Chapter Meeting Independence, Ohio	4/12/2018	Ronelle Miller-Hood	30.00
Public Library Association Biennial Conference Philadelphia, Pennsylvania	3/22/2018 - 3/24/2018	Nancy Mocsiran	985.00
Ohio Library Council Legislative Day Columbus, Ohio	4/11/2018	Timothy Murdock	261.50
Ohio Library Council 2018 Technical Services Retreat Lewis Center, Ohio	3/28/2018 - 3/29/2018	Alicia Naab	362.54
Ohio Library Council 2018 Technical Services Retreat Lewis Center, Ohio	3/28/2018 - 3/29/2018	Barbara Satow	471.65
Cleveland State University Women's Leadership Symposium Cleveland, Ohio	4/10/2018	Lori Scurka	88.95
Northeast Ohio Regional Library System Libraries and Local History: You Can Do It Too! Peninsula, Ohio	3/27/2018	Rachel Senese	15.00
Ohio Library Council 2018 Technical Services Retreat Lewis Center, Ohio	3/28/2018 - 3/29/2018	Erin Valentine	364.71
Public Library Association Biennial Conference Philadelphia, Pennsylvania	3/20/2018 - 3/24/2018	Tena Wilson	1,200.00
National Association of Broadcasters NAB Show Las Vegas, Nevada	4/7/2018 - 4/11/2018	Catherine Young	768.19
TOTAL			\$11,896.70

SUMMARY

FUND	APRIL	YEAR TO DATE
General	\$10,568.74	\$27,454.33
Library for the Blind and Physically Disabled	0.00	137.34
Lockwood Thompson	1,327.96	4,280.10
CLEVNET	0.00	1,475.92
Tech Centers	0.00	3,127.09
TOTAL	\$11,896.70	\$36,474.78

CLEVELAND PUBLIC LIBRARY

Board Meeting
May 22, 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 April 30, 2018

		Safe, Warm and Dry Construction Initiative Budget		\$5,000,000.00
		Encumbered	Expended	
URS Corporation - Asbestos Survey and Testing		\$ 14,221.79	\$ 33,728.21	
Osborn Engineering Company - Professional Architectural and Engineering Services		109,629.65	340,300.35	
Regency Construction Services, Inc. - Construction Manager at Risk		4,376,821.60	49,257.31	
Direct Expenditures paid from Contingency Fund		-	24,346.30	
		\$ 4,500,673.04	\$ 447,632.17	
			Available Budget	\$51,694.79

		Owner's Contingency and Permit Fund		\$76,288.69	
Date	Vendor	PO	Description	Encumbered	Expended
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	-	21,066.30
				\$ -	\$ 24,346.30

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18: **\$ 4,425,831.31**

Change Orders	Description	Amount
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 dorrs/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
Total-Change Orders to date		\$ 247.60

Updated Guaranteed Maximum Price (GMP): **\$ 4,426,078.91**

CLEVELAND PUBLIC LIBRARY

Board Meeting
May 22, 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 April 30, 2018

				Owner's Contingency and Permit Fund		\$156,131.37
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Decription</u>	<u>Encumbered</u>	<u>Expended</u>	
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ 1,700.00	\$ 8,450.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
				\$ 1,700.00	\$ 46,222.92	
				Owner's Contingency and Permit Fund Available Balance		\$108,208.45

				South Branch Renovation Project Budget		\$ 4,500,000.00
				<u>Encumbered</u>	<u>Expended</u>	
HBM Architects, LLC - Architectural Design Services				\$ 56,205.23	\$ 261,294.77	
The Albert M. Higley Co., LLC - Construction Manager at Risk				3,743,981.01	61,019.62	
Furniture, Fixtures, Equipment and Technology				-	-	
Direct Expenditures paid from Contingency Fund				1,700.00	46,222.92	
				\$ 3,801,886.24	\$ 368,537.31	
				Available Budget as of 04/30/2018		\$ 329,576.45

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
4/01/2018 TO 4/30/2018

EXHIBIT 11

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
BELL, RASHAD	West Park	LIBRARY ASST-COMP EMPH	04/11/2018
BIERCE, KAELA L	Foreign Literature	PAGE	04/07/2018
BIGGS, ERICA L		PAGE	04/02/2018
GREEN, ANTHONY	Shipping	SHIPPING CLERK	04/16/2018

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 4/01/2018 TO 4/30/2018**

EMPLOYEE:	BAO, XIAOLE	CURRENT GRADE:	F	HIRE DATE:	4/15/2018
JOB TITLE:	LIBRARY ASSISTANT (SUBJ DEPT)	CURRENT STEP:	1		
LOCATION:	FOREIGN LITERATURE	SALARY:	34,475.48	HOURLY RATE:	23.68
EMPLOYEE:	BROWN, VICTORIA C	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	COACHMAN, MARIO	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	MT PLEASANT	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	COLLINS, MICHELLE P	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	DANDRIDGE, CHRISTOPHER T	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	HARVARD LEE	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	EDGE, AVERY A	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	FOSTER, IMAN M	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	UNION	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	HILLS, MICAH W	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	JACKSON, KEITH	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	LARION, ABIGAIL A	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20

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NEW HIRE REPORT
FROM 4/01/2018 TO 4/30/2018

EMPLOYEE:	LIANG, JOSEPH J	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	ADDISON	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	MANCUSO, CLAIRE E	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	EASTMAN	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	MCGRADY, ANNIE Z	CURRENT GRADE:	B	HIRE DATE:	4/15/2018
JOB TITLE:	BRANCH CLERK SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	16,400.02	HOURLY RATE:	17.16
EMPLOYEE:	MCSEARS, TARRA L	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	MEMORIAL NOTTINGHAM	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	MEZI, IVAN B	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	RICE	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	NAVROTSKAYA, ANNA E	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	OSWALD, ANDREW J	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	PAYTON, CYNTHIA	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	REDD, AUTUMN W	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	COLLINWOOD	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	RUSH, DECENTAE M	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	WOODLAND	SALARY:	0.00	HOURLY RATE:	10.20

CLEVELAND PUBLIC LIBRARY
 NEW HIRE REPORT
 FROM 4/01/2018 TO 4/30/2018

EMPLOYEE:	SHIELDS, LATRICE N	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	STERLING	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	STEGMAN, LOUIS L	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	STRICKLAND, JOSHUA N	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	STRICKLAND, WINFRID E	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	SWETEL, JEREMIAH G	CURRENT GRADE:	O	HIRE DATE:	4/29/2018
JOB TITLE:	CHIEF OPERATIONS OFFICER	CURRENT STEP:	1		
LOCATION:	FACILITIES	SALARY:	124,548.47	HOURLY RATE:	63.87
EMPLOYEE:	TALLEY, JADEA C	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	FLEET	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	UTER, SHEILA A	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20
EMPLOYEE:	WOLFORD, SHAWN A	CURRENT GRADE:	Z	HIRE DATE:	4/15/2018
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.20

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 04/01/2018 TO 04/30/2018**

EMPLOYEE: HERMAN, ERIC J CURRENT GRADE: H EFFECTIVE DATE
JOB TITLE: CAPITAL PROJ MANAGER CURRENT STEP: 3 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
TRANSFER	59,708.20	59,708.20	TRANSFER

EMPLOYEE: JOHNSON, WHITNEY CURRENT GRADE: F EFFECTIVE DATE
JOB TITLE: LIBRARY ASSISTANT-YOUTH CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
STEP INCREASE	46,172.62	48,019.66	MLIS STEP PER UNION CONTRACT

EMPLOYEE: LYKINS, FORREST E CURRENT GRADE: K EFFECTIVE DATE
JOB TITLE: BRANCH MANAGER (LARGE) CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	61,568.66	73,156.99	PROMOTION

EMPLOYEE: MCCORD, SONJA CURRENT GRADE: H EFFECTIVE DATE
JOB TITLE: CHILDRENS LIBRARIAN CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	35,861.02	55,754.92	PROMOTION

EMPLOYEE: PROCTOR, KENDRA CURRENT GRADE: H EFFECTIVE DATE
JOB TITLE: CHILDRENS LIBRARIAN CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
TRANSFER	55,754.92	55,754.92	TRANSFER

EMPLOYEE: TANCAK, CRYSTAL M CURRENT GRADE: J EFFECTIVE DATE
JOB TITLE: BRANCH MANAGER (MEDIUM) 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	65,013.04	65,013.04	TRANSFER

Human Resources Committee Report
 Meeting Date: May 22, 2018
 Report Period: April 2018

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

MONTH	2017 SICK LEAVE HOURS USED	2018 SICK LEAVE HOURS USED	2018 TOTAL HOURS
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		
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
April 1, 2018 - April 30, 2018
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT G**Human Resources Committee Report**

May 22, 2018

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	81	24	11	2			25	15	4				
Professionals	74	14	1			1	35	13	6	4			
Technicians	21	13	2	1			3	1	1				
Protective Service	30	8	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	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	48	9	33	1			1	3	1				
Grand Total	659	138	148	15	5	0	147	167	30	8	0	1	0

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 April 2018

Human Resources Committee Report
May 22, 2018

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	6	3	9
Essential	46	9	55
Standard	240	147	387
Standard with OAD		1	1
Total MMO			452
Dental Insurance	301	187	488
Vision Employee			263
Vision Children			40
Vision Spouse			55
Vision Family			81
Total Vision			439

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

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

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	2018	2017	
Main Library	113,056	107,844	565	539	432,546	438,142	-1.3%
Branches*	217,939	208,660	990	984	792,723	901,532	-12.1%
Mobile Units	3,569	2,844			14,271	10,090	41.4%
Library for the Blind	39,688	41,157			158,706	176,338	-10.0%
OLBPD BARD	12,949	13,248			46,991	50,378	-6.7%
eMedia	37,902	31,557			151,059	127,415	18.6%
TOTAL CIRCULATION	425,103	405,310			1,596,296	1,703,895	-6%

Automatic renewals in effect beginning 4/1/18

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2018	2017	2018	2017	2018	2017
eBook	21,556	18,861	86,774	75,977	14.2%	
eAudiobook	14,001	10,694	54,911	40,360	36.1%	
eMusic	350	328	1,380	2,926	-52.8%	
eVideo	512	449	2,417	2,595	-6.9%	
eMagazines	1,483	1,225	5,577	5,557	0.4%	
TOTAL eCIRCULATION	37,902	31,557	151,059	127,415	18.6%	Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2018	2017	2018	2017	
Main Library	107	50 minutes	31,481	40,214	27,766	30,404	-8.7%
Branches	569	40 minutes	228,695	269,603	157,276	182,040	-13.6%
TOTAL USAGE	676		260,176	309,817	185,042	212,444	-12.9%

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	2018	2017
TOTAL SESSIONS	196,663	152,455	778,088	450,529	72.7%	

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	31,068	37,426	155	187	123,590	140,729	-12%
Branches*	154,839	188,263	703	888	620,556	746,432	-17%
TOTAL VISITS	185,907	225,689			744,146	887,161	-16.1%

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CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR APR 2018

Branch	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLENET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLENET Systems	g Total Circulation (e+f)
Addison	6,609	460	419	765	8,253	350	8,603
Brooklyn	3,465	186	208	307	4,166	277	4,443
Carnegie West	7,908	506	828	1,096	10,338	740	11,078
Collinwood	4,493	301	389	623	5,806	312	6,118
East 131st	3,240	241	245	286	4,012	202	4,214
Eastman	12,047	541	954	1,237	14,779	1,475	16,254
Fleet	8,891	445	659	1,024	11,019	572	11,591
Fulton	7,056	289	423	676	8,444	615	9,059
Garden Valley	2,750	123	124	178	3,175	175	3,350
Glenville*	718	48	42	194	1,002	74	1,076
Harvard-Lee*	2,951	141	191	168	3,451	456	3,907
Hough	4,076	736	171	331	5,314	202	5,516
Jefferson*	2,630	197	501	487	3,815	474	4,289
Langston Hughes	5,815	384	322	660	7,181	329	7,510
Lorain*	1,531	137	125	178	1,971	110	2,081
Martin Luther King, Jr.	3,705	343	340	468	4,856	397	5,253
Memorial-Nottingham	8,608	610	901	1,407	11,526	737	12,263
Mt. Pleasant	2,974	209	276	327	3,786	184	3,970
Rice	7,705	315	456	615	9,091	516	9,607
Rockport	12,432	700	1,092	1,632	15,856	1,167	17,023
South	6,213	486	769	757	8,225	559	8,784
South Brooklyn	11,550	648	1,168	1,686	15,052	1,144	16,196
Sterling	3,697	125	208	217	4,247	264	4,511
Union	3,262	235	228	265	3,990	213	4,203
Walz	9,027	679	897	1,330	11,933	765	12,698
West Park	10,357	911	1,724	2,468	15,460	1,561	17,021
Woodland	6,081	276	208	434	6,999	322	7,321
TOTAL	159,791	10,272	13,868	19,816	203,747	14,192	217,939

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

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2018	2017	2018	2017			
Addison	8,603	6,487	29,056	30,081	-1,025	-3%	
Brooklyn	4,443	3,679	15,377	18,215	-2,838	-16%	
Carnegie West	11,078	14,021	40,226	51,661	-11,435	-22%	
Collinwood	6,118	5,379	22,619	21,798	821	4%	
East 131st	4,214	3,062	14,712	13,692	1,020	7%	
Eastman	16,254	14,896	56,630	64,742	-8,112	-13%	
Fleet	11,591	8,439	38,955	38,218	737	2%	
Fulton	9,059	8,732	33,146	42,839	-9,693	-23%	
Garden Valley	3,350	2,936	11,585	13,151	-1,566	-12%	
Glennville*	1,076	4,532	6,723	20,468	-13,745	-67%	
Harvard-Lee*	3,907	7,330	23,734	30,653	-6,919	-23%	
Hough	5,516	3,342	19,179	16,821	2,358	14%	
Jefferson*	4,289	6,316	20,766	27,520	-6,754	-25%	
Langston Hughes	7,510	5,916	25,109	24,847	262	1%	
Lorain*	2,081	6,223	11,374	28,012	-16,638	-59%	
Martin Luther King, Jr.	5,253	5,684	19,879	24,076	-4,197	-17%	
Memorial-Nottingham	12,263	10,264	43,211	43,312	-101	0%	
Mt. Pleasant	3,970	2,706	13,950	13,671	279	2%	
Rice	9,607	9,070	34,236	37,625	-3,389	-9%	
Rockport	17,023	15,079	57,967	63,477	-5,510	-9%	
South	8,784	7,484	28,637	30,255	-1,618	-5%	
South Brooklyn	16,196	14,790	57,752	62,338	-4,586	-7%	
Sterling	4,511	3,902	15,808	18,747	-2,939	-16%	
Union	4,203	4,239	14,670	18,028	-3,358	-19%	
Walz	12,698	11,208	46,356	48,540	-2,184	-4%	
West Park	17,021	16,544	65,868	69,725	-3,857	-6%	
Woodland	7,321	6,400	25,198	29,020	-3,822	-13%	
TOTAL	217,939	208,660	792,723	901,532	-108,809	-12%	

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CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE APR 2018

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2018	2017	2018	2017			
Addison	4,557	4,548	17,242	19,549	-2,307	-12%	
Brooklyn	2,946	3,704	11,229	14,329	-3,100	-22%	
Carnegie West	8,845	8,540	33,140	37,852	-4,712	-12%	
Collinwood	4,780	6,379	19,240	25,296	-6,056	-24%	
East 131st	8,208	5,270	28,668	22,885	5,783	25%	
Eastman	8,619	9,500	35,637	38,731	-3,094	-8%	
Fleet	7,852	9,319	31,409	36,090	-4,681	-13%	
Fulton	6,269	6,978	25,093	28,238	-3,145	-11%	
Garden Valley	3,754	3,519	13,781	13,503	278	2%	
Glennville*	710	4,381	5,675	17,289	-11,614	-67%	
Harvard-Lee*	2,891	7,074	23,198	29,614	-6,416	-22%	
Hough	5,768	7,400	25,293	26,680	-1,387	-5%	
Jefferson*	2,758	5,272	14,325	18,690	-4,365	-23%	
Langston Hughes	5,708	6,397	23,579	27,383	-3,804	-14%	
Lorain*	2,501	6,074	8,845	22,293	-13,448	-60%	
Martin Luther King, Jr.	4,329	7,525	19,367	28,996	-9,629	-33%	
Memorial-Nottingham	5,085	5,231	15,357	19,548	-4,191	-21%	
Mt. Pleasant	3,318	4,082	12,942	16,982	-4,040	-24%	
Rice	8,798	11,165	36,292	43,832	-7,540	-17%	
Rockport	6,325	8,172	26,273	32,392	-6,119	-19%	
South	4,564	6,045	18,171	24,312	-6,141	-25%	
South Brooklyn	11,766	13,253	37,215	53,084	-15,869	-30%	
Sterling	6,022	8,564	26,882	33,355	-6,473	-19%	
Union	6,399	5,650	22,789	20,570	2,219	11%	
Walz	7,753	8,825	29,623	32,454	-2,831	-9%	
West Park	7,444	7,366	29,481	29,348	133	0%	
Woodland	6,870	8,030	29,810	33,137	-3,327	-10%	
TOTAL	154,839	188,263	620,556	746,432	-125,876	-17%	

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**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS APR 2018**

Branch	Total Circulation	Attendance	Branch	Population
1 Rockport	17,023	11,766	1 South Brooklyn	32,043
2 West Park	17,021	8,845	2 West Park	34,217
3 Eastman	16,254	8,798	3 Fleet**	27,814
4 South Brooklyn	16,196	8,619	4 Eastman	26,727
5 Walz	12,698	8,208	5 Rockport	23,674
6 Memorial-Nottingham	12,263	7,852	6 Fulton	19,896
7 Fleet	11,591	7,753	7 Rice	19,647
8 Carnegie West	11,078	7,444	8 Memorial-Nottingham	19,462
9 Rice	9,607	6,870	9 Harvard-Lee	19,271
10 Fulton	9,059	6,399	10 Walz	17,655
11 South	8,784	6,325	11 Collinwood	16,063
12 Addison	8,603	6,269	12 Langston Hughes	14,769
13 Langston Hughes	7,510	6,022	13 Glenville	14,439
14 Woodland	7,321	5,768	14 Addison	14,006
15 Collinwood	6,118	5,708	15 East 131st	13,603
16 Hough	5,516	5,085	16 Mt. Pleasant	13,025
17 Martin Luther King, Jr.	5,253	4,780	17 Mt. Pleasant	12,792
18 Sterling	4,511	4,564	18 Lorain	12,588
19 Brooklyn	4,443	4,557	19 Martin Luther King, Jr.	12,392
20 Jefferson*	4,289	4,329	20 Carnegie West	10,487
21 East 131st	4,214	3,754	20 Union	8,416
22 Union	4,203	3,318	21 Sterling	8,267
23 Mt. Pleasant	3,970	2,946	22 Woodland	7,946
24 Harvard-Lee*	3,907	2,891	23 South	7,213
25 Garden Valley	3,350	2,758	24 Hough	6,325
26 Lorain*	2,081	2,501	25 Hough	5,667
27 Glenville*	1,076	710	25 Brooklyn	5,524
	217,939	154,839	26 Jefferson	3,515
			27 Garden Valley	2,310
			28 Broadway**	3,220
				1,966
				388,323
				473,177

*Glenville Branch closed from 2/5/18 through 4/16/18. Lorain Branch closed from 2/5/18 through 4/14/18. Harvard Lee Branch closed starting 4/15/18. Jefferson Branch closed starting 4/18/18.

**Broadway and Fleet service areas merged

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
CLEVNET	47,209	63,444	234,424	257,925	-9%
Other Libraries	441	930	1,973	2,392	-18%
TOTAL	47,650	64,374	236,397	260,317	-9%

*Totals included in Main Library and Branch circulation counts

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Projected	11,835	16,776	57,201	59,840	-4%
Mail and Email Reference	329	360	1,176	1,558	-25%
Interlibrary Loan Requests	953	1,236	4,202	3,911	7%
TOTAL	13,117	18,372	62,579	65,309	-4%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
New Titles Added	4,293	4,068	17,030	18,044	-6%
Total Items Added	19,434	18,203	80,517	92,059	-13%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Main Library	200	200	800	800	0%
Branches	5,945	5,724	22,899	22,882	0%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Downloads	12,949	13,248	46,991	50,378	-7%
Users	636	665	2,611	2,622	0%

Included in circulation activity