Minutes of the Regular Board Meeting
June 20, 2013
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Corrigan, Ms. Rodriguez,
Mr. Werner, Mr. Seifullah, Mr. Hairston,
Mr. Parker (arrived 12:24 p.m.)

Absent: None

Mr. Corrigan called the meeting to order at 12:09 p.m.

Mr. Corrigan acknowledged Kathy Schaefer who was in
time to express her concerns about the future of
South Branch which is a historic Carnegie building.

Mr. Corrigan stated that the library held several
community meetings in the neighborhood to hear resident
and patron concerns about the future of South Branch as
well as to ensure attendees that the neighborhood was in
need of good library service. Therefore, a temporary
location has been acquired so that the library could
continue to provide service to the neighborhood. In
addition, the library is acquiring architectural advice
on the structure of South Branch to ensure that while
the building is not in use, the structure would be
preserved from deterioration while options for the
buildings future use are evaluated and considered.

Director Thomas stated that all building project
documents including updates on all library buildings
will soon be available in one location on the library’s
website.

Mr. Corrigan stated that although the Board found it
difficult to make the decision to secure a temporary
location to provide library services, the Board would
remain open to community input regarding the future of
this historic building. Finally, he stated that all
Board decisions would be transparent.

Timothy Diamond, Chief Knowledge Officer, explained the
community engagement process, led by Enlightenment
Consulting Group, that is designed to get a better sense
of what neighborhood residents need from the libraries in their communities. This new model of community engagement will be piloted in three neighborhoods: Central, Slavic Village, and the neighborhood around South Branch. The pilot project is scheduled to begin next month and conclude by the end of year. The consultants will present the Board with their findings and recommendations in February 2014.

**Approval of the Minutes**

Mr. Hairston moved approval of the minutes for the 5/16/13 Regular Board Meeting; and the 5/31/13 Special Board Meeting. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

**COMMUNICATIONS**

Director Thomas acknowledged the following letters from Man Gao, expressing his appreciation for the Chinese book and magazine collection and gratitude for helpful and efficient library staff; and Brian Hall, Interim Executive Director, Commission on Economic Inclusion, recognizing Cleveland Public Library as a member of the 2013 Commission 50. The Commission 50 designation recognizes the 50 organizations with the highest combined scores on board, senior management, workforce and supplier diversity on the Commission’s most recent Employers Survey on Diversity.

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

**Resolution to Accept Gifts for the Month of May**

(See page 725)

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

WHEREAS, The Board receives gifts of moneys and library services materials from generous citizens from time to time; and
WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of May 2013; now therefore be it

RESOLVED, That the gifts described in the Gift Report for May of 2013 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution to Accept LSTA Grant to Administer KnowItNow

(See pages 726-733)

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

WHEREAS, The KnowItNow Suite of virtual services was initiated by Cleveland Public Library and the CLEVNET Consortium in 2001; and

WHEREAS, In July 2004, KnowItNow evolved into a statewide program provided by three (3) equal library partners: Cleveland Public Library, Northeast Ohio-Regional Library System (NEO-RLS) and Cuyahoga County Public Library and was funded for a period of three (3) years with LSTA federal monies awarded by the State Library of Ohio; and

WHEREAS, Pursuant to an evaluation conducted in 2006 by Kent State University School of Library and Information Science, the State Library of Ohio asked that the KnowItNow statewide virtual reference service be consolidated under one organization, Cleveland Public Library, rather than operating as a partnership; and

WHEREAS, For the six (6) Fiscal Years commencing July 1, 2007 through June 30, 2013 the Board of Trustees has accepted the State Library Board’s award of LSTA grants to continue this statewide virtual reference service; and

WHEREAS, In May 2013, the State Library Board awarded a LSTA grant in the amount of $298,391.00 to Cleveland Public Library for the continued administration of KnowItNow for the period July 1, 2013 through June 30, 2014; now therefore be it
RESOLVED, That the Cleveland Public Library Board of Trustees accept this most recent LSTA grant in the amount of $298,391.00 from the State Library of Ohio and that the Executive Director, CEO or his designee is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate, including those in excess of $25,000.00, to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library’s Chief Legal Officer; and be it further

RESOLVED, That the Cleveland Public Library Board of Trustees expresses its appreciation to the State Library of Ohio for the continued funding of KnowItNow.

Mr. Corrigan stated that this item was discussed at length at the Finance Committee meeting and noted a substantial reduction in the size of the grant but we have secured an improved vendor for the extra hours of service. Mr. Corrigan commended Don Boozer and his staff for the quality of service that they continue to provide even with less money.

Sixth Amendment to the Year 2013 Appropriation

(See pages 734-738)

Ms. Rodriguez moved approval of the following resolution. Mr. Seifullah 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 2013 Appropriation Measure to comply with the attached June 13, 2013 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

Approved
RESOLVED, That the sums indicated on the attached Sixth Amendment to the Year 2013 Appropriation Schedule be approved.

Resolution Authorizing Change Order for the Temporary South Branch Sign

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

WHEREAS, On December 11, 2012, the Board of Trustees of the Cleveland Public Library (the “Board”) authorized the Executive Director, CEO or his designee, to purchase a new sign from Brilliant Electric Sign Co., Ltd. in the amount of Four Thousand Five Hundred Ninety-Eight Dollars ($4,598.00) being charged to the Building & Repair fund account 40178305-55300-10783; and

WHEREAS, Brilliant Electric Sign Co., Ltd. provided staff time and documentation to secure permits, including filling out the application, providing drawings and paying the permit fees, which were not included as part of the pricing of $4,598.00, in the amount of $690.00; now therefore be it

RESOLVED, That the additional costs associated with securing a permit be hereby approved with an increase to the purchase order # 121937 in the amount of $690.00 to Brilliant Electric Sign Co., Ltd. charged to the Building & Repair Fund Account 40178305-55300-10783.

Resolution Authorizing Third Amendment to a Contract with Strategy Design Partners, LLC

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

WHEREAS, The Cleveland Public Library entered into an agreement ("Agreement") with Strategy Design Partners, LLC from January 2012 through June 30, 2012, for marketing and communications services, which included creating a marketing plan, refreshing the Library’s website, producing a marketing video, and supplementing the Library’s Marketing and Communications Office, at the cost of $4,000 per month; and
WHEREAS, On April 17, 2012, this Board approved an amendment to the Agreement to extend the term through December 31, 2012 at the cost of $4,000 per month for a total contract amount of $48,000, to implement additional initiatives and to continue to assist the Library’s Marketing and Communications Office; and

WHEREAS, On August 23, 2012, this Board approved a second amendment to the Agreement to extend the term of the Agreement through June 30, 2013, and to increase the amount of the Agreement to $8,000 per month commencing August 17, 2012, increasing the contract total by $65,935.48 for a total contract amount not-to-exceed $113,935.48 which expenditure shall be charged to General Fund Account 11610053-53710 (Professional Services); and

WHEREAS, The Director has recommended that the Library continue to engage Strategy Design Partners, LLC to assist the Library on a month to month basis through December 31, 2013; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is authorized to enter into a third amendment to the Agreement with Strategy Design Partners, LLC to extend the term of the Agreement on a month to month basis through December 31, 2013, increasing the contract total by $48,000.00 for a total contract amount not-to-exceed $161,935.48 which expenditure shall be charged to General Fund Account 11610053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Resolution Authorizing Third Amendment to the Agreement with Integrated Precision Systems, Inc. for Access Control Systems

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

WHEREAS, On September 20, 2012, the Library Board of Trustees authorized the Executive Director to enter into an Agreement with Integrated Precision Systems, Inc. to
purchase access control systems for the Cleveland Public Library Main Downtown Campus, Lakeshore, Garden Valley, and Rice Branch facilities in the amount of $307,360.46; and

WHEREAS, On January 17, 2013, the Library Board of Trustees authorized the Executive Director to enter into a First Amendment to the Agreement with Integrated Precision Systems, Inc. to purchase and install fire, burglar and access control systems for the Temporary South Location in the amount of $33,121.30; and

WHEREAS, On May 16, 2013 the Library Board of Trustees authorized the Executive Director to enter into a Second Amendment to the Agreement with Integrated Precision Systems, Inc. to add access control on five doors in LSW that were not included in the contract. These additions will secure these doors from unauthorized use in the amount of $12,182.73; and

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

WHEREAS, The Director of Property Management has reviewed the necessity and recommends approval of additional work needed as follows:

<table>
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<th>Description</th>
<th>Amount</th>
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<tr>
<td>Install (2) new panic buttons (LSW Lower Level TechCentral); Integrate the panic alarms into the existing Radionics System.</td>
<td>$1,598.49</td>
</tr>
<tr>
<td>Remove the existing burglar panel installed by others, tie the existing (2) fire points (LSW and Main) into the new Radionics Systems; Update the Radionics System to include a dual phone line switcher and release module.</td>
<td>$1,410.32</td>
</tr>
<tr>
<td>Add access control to (3) doors (3rd floor staff door, 4th floor staff door, 6th floor staff door).</td>
<td>$7,760.98</td>
</tr>
</tbody>
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IPS will apply a credit of $2,253.27 for door 1034 not being installed.  

Add access control to (3) doors and integrate into the S2 system.  
1, 2 Main Special Collection doors: install readers, contract and egress devices. Use existing electric strikes.  
3. Main door #43: install card reader, electric strike, egress device and contact.

Connect (2) rollup doors into the S2 system to allow the doors to be opened and closed via the S2 software.

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<tr>
<th>Description</th>
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<tr>
<td>IPS credit</td>
<td>-$2,253.27</td>
</tr>
<tr>
<td>Add control</td>
<td>$7,970.96</td>
</tr>
<tr>
<td>Connect doors</td>
<td>$2,122.99</td>
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<tr>
<td>Total Changer Order</td>
<td>$18,610.47</td>
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To Purchase Order # 121755 Account 40129305-55300-11293

Now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into a Third Amendment to the Agreement with Integrated Precision Systems, Inc., subject to approval of the Chief Legal Officer, in the amount of $18,610.47.

Amending Resolution Authorizing Agreement with Westlake, Reed, Leskosky for Professional Services Necessary to Develop Plans to Preserve the South Branch of the Cleveland Public Library

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

WHEREAS, On May 16, 2013, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Cleveland Public Library to enter into an agreement with the architectural firm of Westlake, Reed, Leskosky for professional services in connection with the maintenance and repairs to the South Branch in an amount not-to-exceed $39,790.00; and

WHEREAS, The Resolution must be amended to authorize payment of reimbursables in addition to the professional services fee of $39,790.00; and
WHEREAS, Westlake, Reed, Leskosky has estimated that the reimbursable shall not exceed $4,000; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee is hereby authorized to enter into and execute an agreement subject to approval by the Chief Legal Officer, between the Cleveland Public Library and Westlake, Reed, Leskosky for those services as described in the proposal dated May 8, 2013, in an amount not-to-exceed $43,790.00, to be charged to General Fund Account: 11020053-53710 (Professional Services).

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

Ms. Rodriguez moved approval of the following resolution. Ms. Butts seconded the motion, which passed with five in favor and one abstention by Mr. Werner who explained that the Cuyahoga County Department of Human Services, where he is employed, is a funder of Starting Point. Therefore, Mr. Werner will recuse himself from acting on this resolution.

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

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

WHEREAS, On March 21, 2013, the Library Board of Trustees authorized the Executive Director to enter into an agreement with the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) for MyCom out-of-school time transitions program; and

WHEREAS, The total amount of the agreement is $89,994.24 for the time period March 1, 2013 through September 30, 2013 for which Starting Point will reimburse the Library on a monthly basis. Therefore, a cash advance from the Library’s General Fund to the MyCom Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary “seed” for
grants that are allocated on a reimbursement basis; now therefore be it

RESOLVED, That General Fund advance cash in the amount of $89,994.24 to the MyCom Fund for the same purpose for which the fund was established, for which repayment in an equal amount is made within the current year.

Ms. Rodriguez submitted the following reports.

Fiscal Officer’s Report
(See pages 739-748)

Report on Investments
(See page 749)

Report on Conference and Travel Expenditures
(See page 750-753)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report
(See pages 754-756)

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

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month
(See page 757)

Affirmative Action Plan Report
(See page 758)

Insurance Summary Report
(See page 759)
COMMUNITY SERVICES REPORT

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 760-766)

Building Status Update

Myron Scruggs, Director of Property Management, gave an update and power point presentation on the Jefferson Branch Parking Lot project that included bioswales, waterproofing, bio retention signage, drains, new benches and new entrance.

NEW BUSINESS

Mr. Parker presented the following item of New Business.

Resolution to Welcome Libraries to CLEVNET

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

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

WHEREAS, By the end of its first decade, CLEVNET had grown to nineteen libraries, and what had begun as a vision for a Cleveland-area bibliographic database was clearly becoming something greater—a model of regional resource sharing; and

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

WHEREAS, Six public libraries in Ashtabula County will go online this month, bringing the total number of CLEVNET libraries to forty-four, spread across eleven counties in Northeast Ohio; now therefore be it
RESOLVED, The Cleveland Public Library Board of Trustees warmly welcomes Andover Public Library, Conneaut Public Library, Harbor-Topky Memorial Library, Henderson Memorial Library, Kingsville Public Library, and Rock Creek Public Library to CLEVNET, with every best wish for a long and successful relationship.

Mr. Corrigan commended Ann Palomo and the IT Department staff for their work making CLEVNET a model of electronic resource sharing and cooperation among public libraries.

Ann Palomo, Library Systems Applications Manager, explained that these new libraries were attracted to the resources and support that CLEVNET offers and thanked the staff for their flexibility, dedication and teamwork.

Director Thomas stated that the State Library of Ohio provided the funding for these libraries to move into CLEVNET. There is now a collection of over 10,000,000 items shared among this network consortium.

DIRECTOR’S REPORT

Before presenting his report, Director Thomas thanked Debbie Hajzak for the efforts of the Outreach and Programming Services department for signing up young people to participate in this year’s Summer Reading Club.

Debbie Hajzak, Library Assistant, Outreach and Programming Services, gave a brief overview of the program and its activities.

Monthly Statistics

Circulation for the month of May was 546,513. This is a decrease of 5% from last year’s May circulation of 573,772. The circulation activity for eMedia has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. eMedia circulation continues to be a bright spot and is up over 30% from May of 2013.

The number of computer sessions for May was up from 2012 levels. There were 100,970 sessions this year in
comparison to last year’s total of 72,096. Not surprisingly, the number of hours in use for our computers increased from 47,167 in May of 2012 to 67,631 in 2013. This was an increase of 30%. With the addition of TechCentral, the numbers of computers throughout CPL has increased the number of sessions and the numbers of hours in use.

Attendance for the month of May was 258,435. This is a 13% decrease from last year’s attendance number of 297,221. The Main library and the branches have both shown decreases in attendance and average hourly attendance.

Cultivating a Global Perspective

Wes Moore
In partnership with Greater Cleveland College Now the Library hosted author/commentator Wes Moore on May 11. Moore met with a 30 students who participated in the Rockin’ the 216 program prior to his scheduled event. The group spoke of the challenges of living in an urban environment and the author’s process in writing the book The Other Wes Moore.

Read to the Beat
The Read to the Beat music program concluded its spring session on May 22. The four branches that participated: Garden Valley, Mt. Pleasant, Fleet and the off-site location for North Broadway, All Around Daycare, had an average class size of 25 children per session. Post testing and the summary support will be presented to CPL in early June.

Cinco de Mayo
On May 3, Librarian Mary Torres hosted a “Cinco de Mayo” program with staff at Eastman Branch. The program was bilingual in nature and offered patrons a glimpse of Mexican history, dance, games and refreshments.

Russian Reading Club
On May 8, Victoria Kabo hosted an informal Russian language reading club meeting in the Foreign Literature Department. Three patrons attended this inaugural event intended to stimulate reading and increase patron traffic in the Foreign Literature department.
Puritas Head Start
On May 10, Mary Torres hosted a Bilingual Story Time at Puritas Head Start. Sixty students attended the event. The focus of the event was to promote communities of learning at CPL for our patrons and their children.

Seniors Information Literacy
On May 14, Caroline Han hosted a Chinese language program titled “Seniors Information Literacy/ESL Review” at Goodrich-Gannett Senior Center. Eleven patrons attended and the focus of the effort was to fight community deficits and improve skills of the immigrant senior population.

Music at Main
On May 4 a program was conducted featuring Jinjoo Cho, violin and HyunSoo Kim, piano from the Cleveland Institute of Music. They performed selections by Clara and Robert Schumann and Johannes Brahms.

2013 Asian Festival
On May 18 the OPS department staffed the 2013 Asian Festival on Payne Avenue. Over the duration of the day staff registered over 150 children for the Summer Reading Club.

Jayelot Senior Day
Homebound Services attended the Jayelot Senior Day event. Reba Clardy went to promote the Library services and to recruit new customers for the Homebound program.

City of Cleveland: Senior Day
On May 21, Lakeisha Winstead from Social Sciences and Elaine Herroon represented CPL for Senior Day. The patrons enjoyed finding the library table at the event and had positive comments concerning their library experiences.

Little Free Library @ the Friendly Inn
On May 4, Amy Dawson, Evone Jeffries, and Travis Leonard attended a decorating party for the new Little Free Library to be installed at the Friendly Inn in the Cleveland Central Promise Neighborhood. On May 14, an installation event was held to celebrate the LFL and thank the Junior Girls Scout Troop 77146, who built the LFL and collected over 1,700 good books for the structure. Ten more LFL structures are planned for the Cleveland Central Promise Neighborhood. The OCFB will
participate in the Build it in a Day event for this in July.

Research That’s Possible Only at Main Library
The Berry/DeJesus/Knight news story had at least two different journalists coming to look at the CPL’s collection of yearbooks, *Splash* from England looking at Rhodes (Knight) and *New York Daily News* looking at Lincoln West (Castro).

Strategic Plan

Our Mission:
We are “The People’s University,” the center of learning for a diverse and inclusive community.

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

Meetings and Activities
- I attended the American Library Association’s Legislative Day in Washington D.C. with President Corrigan, and Joyce Dodrill.
- I was interviewed live on Dee Perry’s *Around Noon* radio show.
- I provided remarks at the installation of the newest Little Free Library at the Friendly Inn.
- I attended Positively Cleveland’s Annual Meeting.

CLEVNET

May’s total OverDrive CLEVNET eMedia collection circulation was 83,809, significantly up from last year’s total of 61,355. CPL has 5,974 total followers on Twitter and the Facebook page currently has 5,278 fans.

GRANTS & DEVELOPMENT

Submitted Grants
*Plain Dealer* - submitted request for $100,000 to support digital literacy, specifically for two digital literacy labs, six Tech Toolboxes for the
Mobile Services Department and six SmartBoards. 
Ohio Library Council – submitted application for Library Innovation Award for MyCloud
Dave's Market – prepared letter of request from the Friends of CPL for $100 in Dave's gift cards to be used for the Hough Branch Rewards program.

Pending Grants
   Alcoa Foundation – $15,000 pending for solar-powered trash compactors for Eastman Reading Garden
   Nord Family Foundation – $5,000 pending for the Literary Lots project (decision expected June 23)
   Library of Congress American Prize and David M. Rubenstein Awards – pending for Ohio Center for the Book programs

Grants in Progress
   Sherwin Williams – preparing request for On the Road to Reading program

Grants/Projects Discussed/Considered
   National Endowment for the Humanities America's Historical and Cultural Organizations: Planning Grants – met with Pam Eyerdam and decided to submit a planning grant next spring to preserve White Collection orientalia papers
   National Endowment for the Humanities Civil Rights Films – discussed and decided against submitting a grant to receive and plan programming around civil rights films

Other Projects
Restricted Grants
   Began discussion on internal processes to track and expend restricted grants

Literary Lots
   Called publishers to obtain permission to use specific books in Lot programming

Revenue Enhancement Task Force
   Participated in Raiser’s Edge demonstration with Blackbaud staff, received proposal from Blackbaud to implement Raiser’s Edge at CPL
   Researched potential corporate sponsors for Writers and Readers author event
MyCom
Participated in phone interview to evaluate MyCom

Other
Attended "Coffee and Conversation with a Grantmaker" program hosted by the Foundation Center, featuring Linda Kane from Forest City
Attended Ohio Gov't. Finance Officers Association's Federal Grants workshop

PUBLIC SERVICES

Programs and Services
During the month of May the OPS departments assisted with the implementation of a total of 68 programs. Educational programming and services, not included in the above totals, accounted for approximately 307 adult education classes; 1,848 hours of after-school tutoring were performed by America Reads tutors to a total of 736 children at 7 locations. After school snacks were served 5 days a week at 9 branch locations during the month. The after-school snack program will be discontinued for the summer months on June 7. Food service (Summer Lunch Program) will resume in 26 branches and Main Library on June 10.

Read to the Beat
The Read to the Beat music program concluded its spring session concluded on May 22. The four branches that participated: Garden Valley, Mt. Pleasant, Fleet and the off-site location for North Broadway, All Around Daycare, had an average class size of 25 children per session. Post testing and the summary support will be presented to CPL in early June.

Greater Cleveland College Now
On May 8, Greater Cleveland College Now took a group of students from the Sterling neighborhood to Wooster College as a part of their preplanned Learning Center college visit program.

Legal Aid
The Woodland branch hosted the fifth installment of the Legal Aid @ Your Library series on May 13; approximately 42 area residents received free legal advice from a team of Legal Aid volunteers and attorneys.
Wes Moore
In partnership with Greater Cleveland College now the Library hosted author/commentator Wes Moore on May 11. Moore met with a 30 students who participated in the Rockin the 216 program prior to his scheduled event. The group spoke of the challenges of living in an urban environment and the author’s process in writing the book *The Other Wes Moore*.

Summer Reading Club
On May 31 the OPS department in partnership with the Walz Branch held the first of two Summer Reading Club (SRC) kick-off events. At the event SRC partner, NASA provided STEM related educational programming while CPL staff registered children for the upcoming summer reading club.

Total programming/educational services related expenditures for May totaled $20,621.41. Approximately 51% of these funds were drawn from the Lynch Trust in support of the 2013 Summer Reading Club, *Make It a Great Summer*.

Cinco de Mayo
On May 3, Librarian Mary Torres hosted a “Cinco de Mayo” program with staff at Eastman Branch. The program was bilingual in nature and offered patrons a glimpse of Mexican history, dance, games and refreshments.

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community deficits and improve skills of immigrant senior population.

FIT Committee
On May 15, Maureen Mullin presented a "Lunch and Learn" program on nutritional snacks that was sponsored by the FIT Committee. She focused on the avoidance of processed food and using dark chocolate, nuts, and fruits as the basis for healthy snacks. Samples were provided and enjoyed.

Etch-a-Sketch Miracle
On May 15, the Etch-a-Sketch Miracle sports art program featuring George and Greg Vlosich was presented and attended by 18 visitors.

Cleveland Public Library Sports Research Center
On May 21, legendary St. Ignatius High School football coach Chuck Kyle visited the Sports Research Center to reflect on his career with interviewer Dan Coughlin. He discussed his years on the football field as well as the players he has coached and the state and national championships they have won.

Community School Tour
Manager, Annisha Jeffries conducted a tour to 25 students from Community School on Tuesday, May 21 and May 28. Foreign Literature Department Manager, Milos Markovic assisted with the tour.

Music at Main
On May 4 a program was conducted featuring Jinjoo Cho, violin and HyunSoo Kim, piano from the Cleveland Institute of Music. They performed selections by Clara and Robert Schumann and Johannes Brahms.

Meeting Rooms & Scheduling
In May a total of 413 meeting room requests were processed by the OPS department, with a total of 6027 estimated number of attendees. This number includes reservations placed for meeting room space in each of the 27 branches, Main Library and Technical Services. Forty-four AV requested were filled for both Branches and Main Library.
BOOKMOBILE/ON THE ROAD TO READING

The bookmobile conducted 47 stops, served 293 patrons and processed 7 new library-card applications. The decrease in number of stops and attendance in the month of May is due to the bookmobile being repurposed for two weeks during the month to fulfill the grant requirements of the PNC Grow Up Great initiative.

OUTREACH

2013 Asian Festival
On May 18 the OPS department staffed the 2013 Asian Festival on Payne Avenue. Over the duration of the day staff registered over 150 children for the Summer Reading Club.

Jayelot Senior Day
Homebound Services attended the Jayelot Senior Day event. Reba Clardy went to promote the library services and to recruit new customers for the Homebound program.

City of Cleveland: Senior Day
On May 21, Lakeisha Winstead from Social Sciences and Elaine Herroon represented CPL for Senior Day. The patrons enjoyed finding the library table at the event and had positive comments concerning their library experiences.

Ohioana Book Festival
Amy Dawson, Jean Collins and Evone Jeffries attended the Ohioana Book Festival at the Fort Hayes Education Center in Columbus, Ohio. They handed out brochures, OCFB Coloring Books, and discussed the Nancy Drew Scavenger Hunt with visitors and participants. Amy Dawson moderated a panel titled Cleveland Eats which featured Marilou Suszko and Maria Isabella who discussed their books and the vibrant food culture in Cleveland.

Center for the Book @ Library of Congress Idea Exchange
Amy Dawson participated in the Center for the Book Idea exchange at the Library of Congress on May 7 and 8. Programming and breakout sessions were held to discuss funding, program development, and successful partnerships.

William Charvat Collection of American Fiction
Jean Collins and Evone Jeffries visited the William
Charvat Collection of American Fiction, part of the Rare Books and Manuscripts Library at OSU’s Thompson Library. Ms. Jeffries and Ms. Collins met with the Head of Rare Books, Dr. Geoffrey D. Smith, on May 10, 2013 to discuss preserving and promoting literary fiction collections and the uniqueness of the collections in the Literature Department at the Cleveland Public Library.

Little Free Library @ the Friendly Inn
On May 4, Amy Dawson, Evone Jeffries, and Travis Leonard attended a decorating party for the new Little Free Library to be installed at the Friendly Inn in the Cleveland Central Promise Neighborhood. On May 14, an installation event was held to celebrate the LFL and thanks the Junior Girls Scout Troop 77146 who built the LFL and collected over 1700 good books for the structure. Ten more LFL structures are planned for the Cleveland Central Promise Neighborhood. The OCFB will participate in the Build it in a Day event for this in July.

Brews and Prose at the Market Brewery in Ohio City
Travis Leonard attended Brews + Prose reading on May 7, which featured Kristin Ohlson and David Young. Ohio author Kristin Ohlson has written the memoir Stalking the Divine, which won the American Society of Journalists and Authors Best Nonfiction Book Award in 2004, and a co-author of the 2007 New York Times bestselling Kabul Beauty School. She has also been a freelance journalist for 25 years, publishing articles or essays in the New York Times, Salon, Smithsonian, Utne, Discover, Gourmet, Oprah and many other print and online publications.

Superman Events Promotion
Travis Leonard visited the Capitol Theatre in the Gordon Arts district to distribute fliers for the upcoming Superman exhibit opening. He also designed a Superman crossword puzzle for the event. Jean Collin and Steve Capouzzo visit the comic shop to pick up Superman maps and free comic books to hand out at our Superman exhibit opening.

Research That’s Possible Only at Main Library
The Berry/DeJesus/Knight news story had at least two different journalists coming to look at the CPL’s collection of yearbooks, Splash from England looking at
Rhodes (Knight) and *New York Daily News* looking at Lincoln West (Castro).

Staff worked a question about the White Sewing Machine Baseball team of the early 1880’s for a reporter from *Coin World*, and assembled some Plain Dealer stories about high school football in Cleveland during the 1890’s for a researcher in Dayton, Ohio.

At least two requests came for Fine Arts books. Both were the only copies to be found in World Cat. A German songbook, *Lieder der Nationalen Erhebung für Gesang oder Blockflöte mit Begleitung von Laute (Gitarre)* and *The Abbey Chimes* by G.E. Lyle (organ score).

Collections
In April the Library joined numerous libraries across the country as a Family Search Affiliate Library. In May the History Department received the first and second rolls of microfilm requested by Patrons from the Family Search Library in Utah. This new service allows area Patrons doing Genealogical research to borrow from the Family Search’s millions of records on microfilm for a small fee. The film is sent to CPL where the requestor has access to the film for 90 days.

On May 1, Ann Olszewski, Ann Marie Wieland, Alicia Naab and Elaine Herroon met on the 7th floor of Main and weeded park plans. One Ernest Bowditch plan of Cleveland Public Square colored in different shades of green was found and one plan including the Eastman Reading garden was found which Ann Marie has taken to archives.

Patron John Hrastar contacted PAL with questions concerning use of images found at the library for the use of his book *The Story of Liquid Natural Gas: Birth, Disaster, and Rebirth of an Industry*.

Exhibits
*The Reading Nest* by Mark Reigalman was installed in the Eastman Garden over the Memorial Day weekend. The artwork is part of the *See Also* project, based from the *Lockwood Thompson Dialogue* program series.

Staff Development
Business, Economics, and Labor Manager, Sheba Marcus-Bey
submitted her resignation in order to accept a new position as Director of the East Cleveland Public Library. Her last day will be June 14, 2013.

BRANCHES

Public Services welcomed two new branch managers, Rena Hunter, Garden Valley/Woodland Dyad and Jessica Breslin, Rockport Branch. During the month branch staff attended Ward and community meetings, training for Summer Lunch and Summer youth orientation (YOU), computer aide and customer service training, promoted the Summer Reading Club, hosted Cinco de Mayo program in addition to their regular story hours, homework help and school visits.

The Congressional Art Show was held at the Memorial Nottingham Branch on Saturday, May 25 with over 150 persons in attendance.

East Team Manager, Stephanie Tyus conducted initial orientation for the Rena Hunter, Garden Valley/Woodland Dyad Manager during the week of May 20. The East Team meeting was held on Tuesday, May 21 at MLK.

The Congressional Art Show was held at the Memorial Nottingham Branch on Saturday, May 25

Martin Luther King Jr. Branch Manager Toni Parker attended Summer Lunch training on May 23. Parker also attended the Third District Police community meeting on May 28.

Rice Branch youth services staff Ginaya Willoughby and Eric Eubanks visited over 25 classrooms at 3 different schools to promote the upcoming Summer Reading Club. They also created pathfinders to enhance children’s experience when finding books. Branch Manager Ali Boyd visited the Columbus Metropolitan Library and Foreign Literature Department at Main Library as part of his exchange visits.

Harvard Lee Branch manager Harriette Parks attended the Ward 1 meeting at the Harvard Community Center on May 23. She also received Summer Lunch program training at the Lakeshore facility on May 24th. Youth Services Librarian, Lori Scurka attended the Youth Services Symposium sponsored by NEO-RLS. In addition, she attended the Conflict Resolution training on May 30.
Hough/Langston Hughes manager William Bradford attended Glissando X sponsored by The Rainey Institute School of the Arts on May 7 and Summer Lunch training on May 23. Youth Services staff at Langston Hughes offered preschool story time at St. Martin De Porres Head start every Tuesday at 11:30 and 1:30. Hough Branch Youth Services staff conducted school visits to promote the Summer Reading Club.

Glenville Branch Manager Sharon Jefferson attended the Ward 9 and Ward 10 Council meetings, Youth Services staff made visits to Glenville High School for book talks and visited Brightside Academy, Brackland Day Care and Wade Day Care to present story times.

Addison Branch Youth Services staff conducted school visits to promote the Summer Reading Club. Over a thousand cards were delivered to students. The Addison Book sale was well received by the public. The two day sale raised $558.52 for the Friends. Addison welcomed new staff member Yvette Carter, Branch Clerk replacing Quintina Barrett.

Union Branch Manager Marcie Williams participated in the Diversity Walk on May 4. Ms. Williams also participated in the River Sweep at Arthur Johnston Park which was sponsored by the City of Cleveland, Union Miles Corporation and a few other organizations.

Patrons of CPL’s West Team Branches had an array of opportunities to participate in programming at their library! Students at Archwood Preschool participated in literacy activities via thinkfinity.org courtesy of Children’s Librarian Laura McShane at the Brooklyn Branch.

Eastman Branch children’s Librarian Diana DeVore and children’s Assistant Nancy Smith’s Cinco de Mayo celebration was attended by 55 people! Mary Torres from the Main Library also helped with this program.

Fleet Branch children's librarian, Lan Gao, took students from the Holy Name School on a tour of the Branch and introduced them to library words such as "bookshelves", "library card", "librarian", and of course, gave the teachers Library Card Applications and Summer Reading Club flyers to distribute to parents.
Rockport Branch children’s librarian Cassandra Feliciano visited Artemus Ward School to share stories and provided information about the Summer Reading Program.

South Brooklyn Children’s Librarian Luigi Russo spoke to 1st-4th grade classes at Charles Mooney Elementary School’s Career Day. He talked about Cleveland Public Library, what it’s like to be a librarian, and libraries of the future.

Members of the Walz Branch Staff staged a Puppet show for 120 Watterson Lake students to publicize the summer reading club while the Branch Children’s Department held an Ice cream party for Homework Club.

Promotion of our community partnerships was a high priority for West Team Branch Managers. Walz Branch Manager Kathleen Lefkowitz judged the writing category of the Leading Age Ohio Art & Writing Show. This writing show is a combined effort of the Cleveland area nursing homes, assisted living and senior facilities.

The West Team welcomes new Rockport Branch Manager Jessica Breslin who started on Monday May 20 and the West Park Branch will welcome Carnegie West Branch Manager Angela Guinther as their new Manager beginning in June.

The new parking lot redesign for the Jefferson branch has been running at full speed. The lot has been paved and striped and the bios wale infrastructure is in place.

TechCentral

TechCentral and the Lorain Branch Library hosted several maker events on Mondays in May, including:

* Making Your Own Font - May 6 @ TechCentral
* Through The Kaleidoscope: Abstract Digital Art - May 6 @ Lorain
* MakerKit Mania! - May 13 @ TechCentral
* Making Your Own Font - May 6 @ Lorain
* Digital Graffiti Wall – May 20 @ TechCentral
* 3D Custom Cookie Cutters - May 20 @ Lorain

A total of 28 students attended the various programs at TechCentral and Lorain. Additionally, Lorain Branch held
two Saturday MakerKit Mania! programs which proved to be very popular.

Library Assistant, Computer Emphasis In-Service
On May 29, TechCentral organized and hosted a Library Assistant, Computer Emphasis In-Service session at the Lake Shore Facility from 10:00 a.m. - 2:00 p.m. 53
Library Assistant, Computer Emphasis staff were in attendance for this training session which included the following topics:

Database Training, including Ed2Go, Tutor.com, LearningExpress Library, and DigitalLearn.org
CPL and Database Mobile Apps
Laptop and Home Printing
Ohio Benefits Bank
One-on-One Session Reporting
Objectionable Materials Accessed on Library Computers
eMedia Best Practices

Professional Development and Training
Sam Tripodis began the process of visiting each Library branch location to identify the best location for holding computer classes outside the meeting room. Due to the installation of additional computers in branches, as well as several other changes, locations previously identified as ‘alternates’ were proving no longer useful or available. Mr. Tripodis will be meeting with each branch manager to identify new ‘alternative’ class locations in each branch.

CJ Lynce met with Larry Finnegan and Bill Hood, IT/CLEVNET, on May 6 to discuss the myCloud 2.0 initiative. A proposal was made for possible changes to the existing myCloud service, including public service changes and infrastructure backend changes. The end result is to make the service more attractive to the average library computer user and increase the utilization of the myCloud virtual infrastructure.

TechCentral was represented at two CLEVNET Special Interest Groups in May. CJ Lynce attended the PC Tech SIG at Medina County District Library on May 9, and Sam Tripodis attended the Training SIG meeting on May 14 at Twinsburg Public Library.

CJ Lynce and Sam Tripodis met with Chief Legal Counsel, Joyce Dodrill and Director of Public Services, John
Skrtic on May 24 to discuss the library’s policy and procedures relating to Objectionable and Obscene Material accessed on computers within the library. The results of this meeting helped to produce a training session on these procedures that will be presented to library staff.

TechCentral Visits and Outreach
Sam Tripodis taught a Computer Basics class to a group from the Northeast Ohio Behavioral Healthcare facility in early May. The purpose of the class was to help students learn computer skills as part of their reintegration back into the community. The group would like to continue to receive training at Main Library every 2-3 months.

A group from Case Western Reserve University’s think[box] visited TechCentral on May 1 to take pictures with the library’s 3D printer. The group is trying to raise money through ‘CaseStarter’, a “Kickstarter” like system for CWRU, to purchase several 3D printers that can be used throughout the campus.

NEO-RLS hosted a group of staff members from northeast Ohio on a tour of TechCentral and the Business, Economics, and Labor department on May 14.

Staff members from DC Public Libraries traveled to Cleveland on May 15 to visit TechCentral and learn about its general procedures, as well as the 3D printer service. DC Public Libraries is opening a new Digital Commons department in the next few weeks, and desired some insight on what has and has not worked with TechCentral since its opening.

Several staff members from Orville Public Library toured the TechCentral space on the afternoon of May 17. There was great interest in makerspace elements, the MFD system, and remote and home printing features of our MFD system.

On May 21, a group of IT staff members from the Warren-Trumbull County Public Library visited the TechCentral and IT departments. The 3D printer service, myCloud, and MFD system were demonstrated for the visitors, who also received a tour of Main Library.
CJ Lynce and Sam Tripodis presented a session about makerspaces and 3D printers to a group at the Rocky River Public Library on May 22. There was much interest in 3D printing technologies, as well as the services offered for the public in TechCentral at the Cleveland Public Library.

Computer Classes and One-on-One Sessions
In May, two new TechCentral staff, Denise Williams-Riseng and Deman Deng, shadowed existing TechCentral instructors and trained to begin teaching computer classes. Both will teach their first classes in June.

TechCentral staff began the large undertaking of improving and editing most existing handouts for the computer classes that are currently offered throughout the system. This project originally began in 2012 by the CLC/soon-to-be TechCentral staff, and was only partially completed due to the opening of the TechCentral department.

This process will review handouts to be sure the most appropriate topics are being taught, in the most beneficial order. A total of 22 classes, with over 400 pages of handouts and exercises, are being updated with a goal of completing all classes by August 1. The updated classes will be offered starting in September.

In May, TechCentral staff conducted a total of 18 classes at Main Library and 51 classes in 12 branches. Attendance was 63 students at the Main Library and 235 students at the branches.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In May, OLBPD circulated 53,043 books and magazines directly to patrons. OLBPD registered 138 new readers to the service. In May, 579 active BARD users downloaded 12,493 items. There are currently 1,981 patrons registered for BARD.

OLBPD Manager Will Reed attended the National Library Service Tri-Regional Conference of the Midland, North, and South Regions from May 7th-9th at the Pittsburgh Library for the Blind and Physically Handicapped. In addition to business meetings, NLS shared updates on the BARD app for Apple and Android devices, magazines on cartridge, and the upcoming Braille Summit in Boston, MA
in June. NLS also shared long range plans on possibly developing next generation digital talking book players with Wi-Fi support to directly download items from BARD or receive pushed electronic materials directly from regional libraries. NLS also shared plans on investigating the cost comparisons of network supplied refreshable braille displays and reading electronic braille files rather than producing hard copy braille volumes.


OLBPD Manager Will Reed met with Jackie Connor from NLS MultiState Center East to finalize plans and the schedule for OLBPD Family Fun and Learning Day in Cincinnati. OLBPD will host Family Fun and Learning Day in Cincinnati at the Clovernook Center for the Blind and Visually Impaired on Wednesday, July 10, 2013.

OLBPD Manager Will Reed met with State Library of Ohio Talking Books Coordinator Tracy Grimm to finalize the program for the 2013 OLBPD/SLO Sublending Machine Agency Conference. SLO partners with libraries and other community agencies throughout Ohio to lend machines and provide local access points for patrons who use the OLBPD service. The OLBPD Cyber-Dialogue Book Discussion was held on May 9, where the group discussed "Unbroken" by Laura Hildenbrand and "Harvest Home" by Thomas Tryon.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Nigerian Community Health Fair on May 4th; Shaker Health Fair on May 11th; St. John Medical Health Center Fair on May 14th; Zion Chapel Missionary Baptist Church Health Fair on May 18th; Cleveland Senior Day on May 21st; Ward 7 Health Fair on May 23rd; and Mt. Alverna Senior Fair on May 29th.

**TECHNICAL SERVICES**

Climate control problems plagued the Lake Shore Facility for several weeks during the month while the building’s chiller was being rebuilt. Staff members showed
considerable patience and forbearance during the ordeal. Many took advantage of adjusted work schedules to avoid the hottest part of the day; others elected to work in other locations; and most took some vacation time.

Ann Olszewski, Preservation Manager, retired on May 17, after 33 years of service. A reception was held on her last day to celebrate the occasion. Lila Chilkcutt, also in the Preservation Department, resigned to pursue other interests.

Technical Services managers participated in FMLA training offered by Ogletree Deakins attorneys Kelly Hamilton and Ellen Toth. Most managers attended the joint Technical Services-IT/CLEVNET meeting to discuss a variety of issues. Several managers and staff members met with a Midwest account representative. Senior Catalog Librarian Michael Monaco provided two sessions of Sirsi/Dynix training to about 20 interested Technical Services staff members. The training was on effective search techniques.

Patricia Lowrey, Director of Technical Services, took teams of volunteers to pack up the remaining books in the now-closed South Branch on May 8 and 30. The volunteers were Stephen Wohl, Shirley Jones, Dale Dickerson, Christon Hicks, Náte Infante, Nancy Mocsiran, Barbara Satow, and Mya Warner. All the books are now packed in boxes and labeled.

Ms. Lowrey welcomed about 300 children to the Lake Shore Facility as part of the Read-Baby-Read wrap up celebration on May 28. On the same day she met with Rhonda Fulton Pai to discuss the “On The Road To Reading” collection. Ms. Lowrey attended the Wes Moore program on Saturday, May 11.

Collection Management: Laura Mommers ordered 466 DVD titles for Branch collections and Main Library’s Audio-Visual (A-V) Department. Ms. Mommers ordered 4,752 DVDs totaling $100,317 for Branch collections and 1,259 DVDs totaling $27,802 for the A-V Department. Ms. Mommers ordered 568 CD titles for Branch collections and Popular Library. Ms. Mommers ordered 2,735 CDs totaling $31,130 for Branch collections and 364 CDs totaling $4,773 for Popular Library. Ms. Mommers also volunteered to become a CPL-FIT Ambassador and attended a May 8 CPL-FIT meeting.
Bonnie Bolton selected a total of 295 titles for Main Library and Branch juvenile collections during May. Lists totaling 3,397 books were submitted to High Demand or Acquisitions departments totaling $33,085. Ms. Bolton participated in the “Fall 2013 Librarian Preview Webinar,” sponsored by Lerner Publishing Group and School Library Journal.

Mr. Welch published two full reviews and a column of suggested young adult titles in the Cleveland Plain Dealer. His online review column of African American books for Library Journal was also published this month. Collection Management staff processed ninety-five telescopes of print and non-print items by relocating items to Branches, book sale, or college collections.

Acquisitions: Alicia Naab, Acquisitions Coordinator, continued to participate in cross-training with Ann Olszewski, Preservation Manager, and assumed some of Ms. Olszewski’s daily duties in the Preservation Department after her retirement on May 17th. Ms. Naab continued to attend the weekly meetings of the Staff Development Day committee and has taken on some additional responsibilities within the committee as the date of the event draws closer and the planning has become much more involved.

Acquisitions Manager Sandy Jelar Elwell graduated from the Leadership Academy XXII sponsored by the Maxine Goodman Levin College of Urban Affairs. As a participant in the Academy, she was required to attend nine curriculum modules scheduled over a period of seven months.

The department staff ordered a total of 6,960 titles and 20,145 items; they received 15,263 items, 2,042 periodicals, and 537 serials. They added 858 periodical items, 220 serial items, 541 paperbacks, and 2,388 comics and processed a total of 2,080 invoices and 76 periodical and serial claims.

High Demand: Staff cataloged 710 new titles, and added 14,153 items. They ordered 1,574 titles and 18,314 items. High Demand staff received 904 items for Acquisitions.

Dale Dickerson, High Demand Librarian, and Summer Salem, Technical Services Associate, attended “RDA for Copy
Catalogers," at the Twinsburg Public Library on May 15. They reported that the workshop was helpful and informative. Steven Best worked four hours at the Langston Hughes branch, helping at the circulation desk. He enjoyed his experience of charging and discharging materials, paying fines, and creating holds. High Demand Manager Carole Brachna helped weed titles for an afternoon in the Memorial Nottingham Branch and she picked up the comic books on May 24.

Materials Processing: The Associates cataloged 1,373 new titles for the Cleveland Public Library and added 1,719 records for the CLEVNET libraries. The Associates and Sr. Clerks added 6,137 items. The Technicians worked on 25,741 items.

Elizabeth Hegstrom, Materials Processing Manager, and Cathy Jo Graves attended the NEO-RLS workshop, "RDA for Copy Catalogers." Ms. Hegstrom attended FMLA training with the Main Library managers and spent the remainder of the day in the Popular Library learning about what is done in that department.

Catalog: Yeshen Dugarova-Montgomery, Dawn Grattino, Regina Houseman, Amei Hu, Jintao Huang, Diana Olivares, and John Parsons attended "RDA for Copy Catalogers," a NEO-RLS workshop. All of them also participated in at least two in a series of four RDA webinars. Mike Monaco and Barbara Satow contributed questions to Library of Congress staff before the webinars as well as participating. Ms. Grattino started RDA self-training for name authority work. Mr. Huang, Mr. Parsons, and Ms. Satow completed it.

Catalog Manager Andrea Johnson, Mr. Huang, Mr. Monaco, and Ms. Olivares discussed Cleveland Public Library’s OCLC cataloging subscription with an OCLC representative. Librarians cataloged 3,520 titles and added 3,336 items for CPL material.

Michael Monaco presented "A Sirsi Searching Refresher" to Technical Services (TS) Associates on May 1 and to TS Technicians and Clerks on May 9. Mr. Monaco also attended meetings of the Ohio Library Council Technical Services Action Council and CPL150 Team. Ms. Hu had the opportunity to work at the Foreign Literature Department.
Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 552 items to the Main Library for requests (435 items were part of the Government Document weeding project) and 81 items to fill holds. A total of 1,829 telescopes of new materials were shipped out. The Main Library received 612 telescopes, the Branches received 1,100 telescopes, CLEVENET received 113 telescopes, CASE received 7 telescopes and CSU received 16 telescopes. The Technicians unpacked 23,403 new items and sent them to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS

Media coverage for the month of May included 70 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of $116,545.84 with a news circulation audience of 5,705,985 people. In May, the online print media outlets that featured CPL events and programs received 38,362,813 unique visitors. Full report in the Marketing Department.

Ads to promote the Library awareness campaign appeared in the following: Campus Observer—My Music, La Prensa—My Classes, Achieve Magazine—Ready to Read. Print ads to promote the Summer Reading Club ran in Call & Post, Collinwood Observer’s Scoop on Summer, Universe Bulletin, Campus Observer, La Prensa, and Ohio Life News. The Library was promoted in Positively Cleveland’s Spring/Summer Visitors Guide.

Online News and Business and Online Consumer was the media that most featured Cleveland Public Library in May.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 22,781 on average per week,
which resulted in an average of 526 clicks to website per week. Public library is the most clicked-through phrase with free music being second.

An overview of meetings conducted or attended by Assistant Marketing and Communications Administrator/Graphics Manager Cathy Poilpre will indicate marketing and graphics activities:

- Board meeting
- Regular Leadership Team meetings
- Regular meetings with director and marketing team consisting of public relations consultant Erika McLaughlin; OPS manager; and Web Applications manager
- Monthly Branch and Main Manager’s meetings

GRAPHICS

Graphics staff designed, printed, and distributed 128 items in May, in addition to graphics for the library website, and 5 staff newsletters.

Promotional and printed pieces included: Summer Reading Club branding and collateral; PNC Grant Zoo Day printed materials; Mobile Services summer schedule; Branding for Summer Fitness Camp; Branding for CMNH “Check It Out” ticket program; CPL t-shirt design; Statler window display to promote library card sign-up; 2013 Congressional Art Show

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 3,881 in 2012 to 5,974 currently. Facebook fans are up from 4,044 in 2012 to 5,278 currently. Downloads of books in an electronic format (eBooks) were up from 61,355 in 2012 to 83,809 currently.

Library News on the www.cpl.org homepage featured the following items for May:
#MAYkerMondays; Author Wes Moore Comes to Cleveland Public Library; CMSD Board Seeks Applicant to Fill Vacancy; Cleveland Public Library and Ballet in Cleveland present: Former New York City Ballet soloist, author and diabetes health advocate, Zippora Karz; Need Money for College? Sign up Today for an Opportunity to Win a $1,000.00 Eugenia Thornton Scholarship; Events at
Main Library; and Cleveland Public Library Board of Trustees Meeting.

During the month of May, the following events, programs, and information were promoted on www.cpl.org: Author Visit: Wes Moore; CLEVNET Mobile App; MyPlace/MyCard: My Music is Free; Summer Reading Club; Read in the CLE featuring Bob DiBiasio; OverDrive: The Big Read; Author/Dancer Visit: Former New York City Ballet soloist, author and diabetes health advocate: Zippora Karz; #MAYkerMondays; Eastman Reading Garden Opening; Exhibits at Main; MyTunes featuring Justin Timberlake; MyTunes featuring Alicia Keys; Genealogy Clinics; Legal Aid Clinics; CultureGrams; Sesame Street eBooks; Tumble Book Library; BookFlix; Rockin’ the 216; Testing & Education Reference Center; 100 Sizzling Titles; Homework Help; Opposing Viewpoints; Senior Day; Boost Your Knowledge with Computer Classes; Ed2Go; MyPlace/MyCard: My eBooks are Free; and Connecting to the Community (Seniors’ Find Services).

8 Popular Topic pages were updated with new book lists in May.

The 21st “Off the Shelf” was sent out on May 2, 2013, to a distribution list of 3,632. This issue featured Best-Selling Author Wes Moore Coming to CPL; Your eBooks are FREE with Your Cleveland Public Library Card; #MAYkerMondays at TechCentral; and Special Discount at Cleveland Play House for Cardholders. The following new releases were featured: The Elite by Kiera Cass; I’ll see you again: a memoir by Jackie Hance with Janice Kaplan; and Reconstructing Amelia: a novel by Kimberly McCreight. The following programs were featured: Author Visit - Michelle Day at Woodland; Genealogy Clinics at Main Library; and Your Digital Footprint at Rockport.

The Exhibits page was updated to feature the following exhibits: Arma Virumque Cano: Translations of Vergil’s Aeneid; See Also: Art in Eastman Reading Garden; Superman: From Cleveland to the World in a Single Bound! The 75th Anniversary of the Man of Steel; Collages of the Greats; Cleveland Carousel Exhibit; and the Schweinfurth Architectural Collection.

An “Events at Main Library” news page was created to feature the following upcoming events: Antaeus Dance and Akros Percussion Collective; Cleveland Public Poetry;
Roots of Tradition: Brazilian Living Expressions; Documentary Film Screening: Red, White & Blueprints; and Author Visit: Rabbi Adam Chalom.

The Bookmobile Schedule page was updated with the latest additions and deletions of stops. Rhonda Fulton, Mobile Services Manager, was given access to edit the Bookmobile Schedule page and was provided with instructions for maintaining the online schedule.

Amy Pawlowski presented an overview of the new Bibliocommons Summer Reading Club website at the Youth Services meeting on May 15.

The Friends of the Cleveland Public Library Eugenia Thorton Scholarship was posted as a news page and linked to using a rotator graphic on the Teens page.

**PROPERTY MANAGEMENT**

The Property Management office completed numerous branch inspections and continues to monitor utility bills. Temporary A/C units were installed at Hough branch to provide air conditioning until the new equipment is installed. Four defective 6” valves were replaced with new ones on the boilers at Lakeshore. Work continues on the conversation project for LSW and Main. The Jefferson parking lot project was completed.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The Lakeshore chiller has returned from being rebuild and will be up and running the first week in June. Work continues to replace filters and service the fan coil units in Main. The 100hp motor for air handler #2 was removed and sent out for repair and was reinstalled. Numerous light ballast were replaced and data lines were run for the Access Control System in LSW and Main.

The Carpenters and Painters completed work to furnish and install post for the Little Library Box at Friendly Inn. The parking lot gate and a section of fence were replaced and shelving was removed from the children’s area at Lorain. The hand rail at the front steps were removed for repair and wood rails were installed temporarily at Brooklyn. Concrete repairs were made to the entrance to Memorial-Nottingham and Technical
Services at Lakeshore. Painting was completed at Carnegie West, Union, and Woodland.

The Garage serviced vehicles #6, #8, #10, #15, #16, and #17. The Book Box was transport and put in place at Centennial Park (across from the Westside Market) for the summer.

SAFETY & PROTECTIVE SERVICES

Protective Services

Activity

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<th>Month</th>
<th>Total Dispatch Activities</th>
<th>Average per day</th>
<th>Total Alarms</th>
<th>Branch Emergencies</th>
<th>Branch Visits</th>
<th>Downtown Campus Incidents</th>
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</table>

Special Attention, Special Events, and Significant Incidents

Eastman Branch Parking Lot Shooting Incident
Read Baby Read event at Lake Shore.
The summer reading club kick offs occurred at Walz.
Sterling branch Dancing Club Classrooms.
Colbow Design used the LSW Auditorium for a corporate meeting.

Protective and Fire Systems

- The last of three quotations for fire system inspections arrived toward the end of the month and will be reviewed for selection.
- The access control system is continuing to be installed. LSW Level One is complete. The Main Lower Level is almost completed. Installation throughout LSW continues as does employee picture capturing.
Communications Center

- The communications center is being staffed and processes are being developed to engage in active surveillance of CPL properties.
- The Multi-Agency Radio Communication System (MARCS) radios have been programmed and Safety & Protective Services has started to use them this month with very good results. Transmissions are clearer and more consistent across the city. The radios formerly used by SPS have been transferred for use by Shelf Division increase the number of usable radios from 3 to 15 and for constant monitoring by SPS Dispatch for emergency transmissions.

Contract Security

- Two G4S Guards need to be replaced and G4S will begin recruitment in June.

Records and Equipment Management

- Completed inventory of equipment with USA Inventory per finance requirements.

Administration

- Will be reviewing quotations from consultants with respect to developing specifications for camera system CPL facilities.

INFORMATION TECHNOLOGY & CLEVNET

Much of the month of May was devoted to the planning and testing of UNIX and Oracle database system rebuilds and upgrades for our test, report and production ILS server farm. The production system work was completed over two weekends with the final work finished on June 1st. This positions the IT/CLEVNET department for upcoming SirsiDynix Symphony upgrades and long term support from the OS, database, and ILS vendors. Kudos go in particular to George Lenzer for meticulous planning and long hours leading to a successful project.

CPL Projects

Hilary Prisbylla created an "integrity" checking script to assist George Lenzer during the HPUX/Oracle upgrades. This script automated certain basic test transactions such as checking out items, discharging, placing holds,
adding items, searching etc. to ensure that the Symphony server was still functioning properly after the upgrades.

Eight Public PCs in Main Library Youth Services department have been replaced with modern "All in One" units due to the age, performance and dated software of the existing PCs. IT/CLEVNET upgraded and installed new wireless Access Points at East 131st and Garden Valley and they are now members on the wireless LAN Controllers.

Updates to www.cpl.org:

Library News on the www.cpl.org homepage featured the following items for May:
#MAYkerMondays; Author Wes Moore Comes to Cleveland Public Library; CMSD Board Seeks Applicant to Fill Vacancy; Cleveland Public Library and Ballet in Cleveland present: Former New York City Ballet soloist, author and diabetes health advocate, Zippora Karz; Need Money for College? Sign up Today for an Opportunity to Win a $1,000.00 Eugenia Thornton Scholarship; Events at Main Library; and Cleveland Public Library Board of Trustees Meeting.

During the month of May, the following events, programs, and information were promoted on www.cpl.org: Author Visit: Wes Moore; CLEVNET Mobile App; MyPlace/MyCard: My Music is Free; Summer Reading Club; Read in the CLE featuring Bob DiBiasio; OverDrive: The Big Read; Author/Dancer Visit: Former New York City Ballet soloist, author and diabetes health advocate: Zippora Karz; #MAYkerMondays; Eastman Reading Garden Opening; Exhibits at Main; MyTunes featuring Justin Timberlake; MyTunes featuring Alicia Keys; Genealogy Clinics; Legal Aid Clinics; CultureGrams; Sesame Street eBooks; Tumble Book Library; BookFlix; Rockin’ the 216; Testing & Education Reference Center; 100 Sizzling Titles; Homework Help; Opposing Viewpoints; Senior Day; Boost Your Knowledge with Computer Classes; Ed2Go; MyPlace/MyCard: My eBooks are Free; and Connecting to the Community (Seniors’ Find Services).

8 Popular Topic pages were updated with new book lists in May. The 21st “Off the Shelf” was sent out on May 2, 2013, to a distribution list of 3,632. This issue featured Best-Selling Author Wes Moore Coming to CPL; Your eBooks are FREE with Your Cleveland Public Library Card;
#MAYkerMondays at TechCentral; and Special Discount at Cleveland Play House for Cardholders. The following new releases were featured: The Elite by Kiera Cass; I'll see you again: a memoir by Jackie Hance with Janice Kaplan; and Reconstructing Amelia: a novel by Kimberly McCreight. The following programs were featured: Author Visit - Michelle Day at Woodland; Genealogy Clinics at Main Library; and Your Digital Footprint at Rockport.
The Exhibits page was updated to feature the following exhibits: Arma Virumque Cano: Translations of Vergil's Aeneid; See Also: Art in Eastman Reading Garden; Superman: From Cleveland to the World in a Single Bound! The 75th Anniversary of the Man of Steel; Collages of the Greats; Cleveland Carousel Exhibit; and the Schweinfurth Architectural Collection.
An "Events at Main Library" news page was created to feature the following upcoming events: Antaeus Dance and Akros Percussion Collective; Cleveland Public Poetry; Roots of Tradition: Brazilian Living Expressions; Documentary Film Screening: Red, White & Blueprints; and Author Visit: Rabbi Adam Chalom.
The Bookmobile Schedule page was updated with the latest additions and deletions of stops. Rhonda Fulton, Mobile Services Manager, was given access to edit the Bookmobile Schedule page and was provided with instructions for maintaining the online schedule. Amy Pawlowski presented an overview of the new Bibliocommons Summer Reading Club website at the Youth Services meeting on May 15.
The Friends of the Cleveland Public Library Eugenia Thorton Scholarship was posted as a news page and linked to using a rotator graphic on the Teens page.

CLEVNET Projects

Ashtabula libraries migration status: Entering the final weeks to the June 24 start date for the ICAN libraries, IT activity for these libraries increased. Members of the Software Team met on-site with each of the libraries to map data migration from their current Koha system to SirsiDynix Symphony. Jim Benson met with Andover and Rock Creek, Marlene Pelyhes with Conneaut and Kingsville, and Hilary Prisbylla with Henderson and Harbor-Topky. Library policies were added to Symphony configuration for all six libraries and work continued to extract data, setup additional policies, and fine-tune the timeline. The network, PCs and server at Rock Creek Public Library were successfully placed on the
CLEVNET network with adjusted network settings in order for their network and PCs to communicate with us. Network installation for the other libraries was scheduled with Time Warner. Weekly conference calls with the directors were established to keep everyone on track.

Assistance was given to the Perry Public Library with the installation of a backup solution for their domain controller. This will enable them to backup and recover critical files.

Software created a custom collection report of the items available at CPL@TRI-C. An additional 60 reports, mostly for weeding purposes, were delivered throughout CLEVNET.

The Lodi branch of Medina library, currently closed for repairs, moved to a temporary location in the Lodi Outlet Mall. IT/CLEVNET assisted with moving and configuring their network.

In preparation for the opening of the HKIC (Heights Knowledge and Innovation Center) at the Cleveland Hts. Lee Road Library, IT/CLEVNET configured and installed a new wireless access point. An additional switch was configured and installed at Wayne County library’s administration building for network expansion and a new web filtering device was also configured.

The Flowan Help Desk software was demonstrated to Euclid and Huron libraries.

Network staff assisted Hubbard and Sandusky libraries with configuration of a new web filtering device.

IT/CLEVNET staff visited Milan for additional migration planning for their construction project. They also visited Barberton to assist in preliminary planning for a construction project and VOIP implementation.

CLEVNET library summer hours were changed on the Biblicommons app.

Know-It-Now

On May 8, the KnowItNow24x7 Statewide Coordinator gave a presentation to the 70 K-12 school librarians attending Spring Meeting of SCOCA (South Central Ohio Computer Association), "one of twenty-three Information Technology Centers (ITC) in Ohio providing administrative technology support services and classroom technology integration to achieve student success."
On May 13, the KnowItNow24x7 Statewide Coordinator provided a training session in Rio Grande, Ohio, to staff members of the University of Rio Grande and several area public libraries. As result, Bossard Memorial Library in Gallipolis has also expressed interest in learning how to join the KnowItNow24x7 collaborative provider network.

On May 16, the KnowItNow24x7 Statewide Coordinator and Website Coordinator attended the official meeting of the State Library of Ohio Board in Newark, Ohio. The Statewide Coordinator presented the proposal for LSTA funding for KnowItNow24x7 for FY2014. The Board subsequently voted unanimously to approve funding for the project.

In collaboration with Mosio, the KnowItNow24x7 Website Coordinator finished up work on importing SMS (text message) sessions into the KnowItNow24x7 Provider Site database this month. The Website Coordinator also continues to work with OCLC QuestionPoint in finalizing logistics for the after-hours coverage, transcript importing, etc., in preparation for July 1.

Meetings and Professional Development

Software Team and Rod Houpe had a phone conference with SirsiDynix to ask technical questions about the hosted service (SAAS). The Software Team also attended online meetings of the SirsiDynix SPP (Preferred Partner) groups.

Warren Trumbull County Public and Akron-Summit County Public libraries IT staff visited with IT/CLEVNET staff to share information.

Rod Houpe, Larry Finnegan, Ann Palomo and Amy Pawlowski attended a meeting of the CLEVNET Advisory Panel.

Amy Pawlowski and David Reynolds attended the Rustbelt Refresh conference on May 3, 2013, hosted by Cleveland Public Library. They also attended the NEOUPA (North East Ohio Usability Professional Association) event at Hyland Software on May 30.

Rod Houpe and Ann Palomo attended the seminar “Building Disaster Resilient Communities”, sponsored by the Information Technology disaster Resource Center.

Ann Palomo and Amy Pawlowski participated in Bibliocommons, Inc. product development activities. Rod Houpe, Ann Palomo and Hilary Prisbylla attended a presentation by CollectionHQ. Jim Benson attended the CPL Main Managers’ meeting on May 3. Hilary Prisbylla and Marlene Pelyhes attended the Branch Managers’ meeting on May 10. The Software team met with CPL Tech Services at Lakeshore facility. Amy Pawlowski presented an overview of the new Bibliocommons Summer Reading Club website at the Youth Services meeting on May 15. Jim Benson, Marlene Pelyhes and Hilary Prisbylla attended the CLEVNET Circulation SIG. Jim Benson attended the Employee Recognition Committee meeting. Ann Palomo participated in the CPL Innovation Grants committee.

Mr. Corrigan adjourned the meeting at 1:24 p.m.
# GIFT REPORT FOR MAY 2013

## LIBRARY SERVICE MATERIALS

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<td>Non-Print Materials</td>
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**TOTAL LIBRARY SERVICE MATERIALS**

|                        | 1,193 | 4,675 |

## MONEY GIFTS

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**TOTAL MONEY GIFTS**

|                         | $85,594 | $183,123 |

## SUMMARY

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<tr>
<td></td>
<td>1,202</td>
<td>4,720</td>
</tr>
</tbody>
</table>
KnowItNow 24x7
Answering your questions online, anytime.

2013 – 2014
LSTA Grant Proposal

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

Submitted by

Don Boozer
KnowItNow24x7 Statewide Coordinator
216.623.2960
dboozercpl.org
**KnowItNow24x7**

**Fiscal Year 2014 LSTA Grant Proposal**

**Introduction**

Cleveland Public Library is requesting LSTA funding for July 1, 2013, through June 30, 2014, (FY2014) to administer KnowItNow24x7, Ohio's collaborative virtual reference service project. Beginning solely as a statewide online chat reference service in 2004, KnowItNow24x7 now incorporates email, instant messaging, and texting (SMS) and offers localized chat, text, and instant messaging options for Ohio libraries. Through the use of technology and the expertise of individual librarians staffing the service, KnowItNow24x7 complements the State Library of Ohio's mission of delivering library services virtually across the state.

Ohio can be rightly proud of the fact that KnowItNow24x7 remains the busiest statewide virtual reference service in the country. From July 2012 through March 2013, librarians working with KnowItNow24x7 handled a total of 41,761 sessions—an average of over 152 sessions every day. Live online chat reference sessions still account for 93% of all patron activity on the service and over 70% of patrons self-identify as K-12 students. Since going statewide in 2004, KnowItNow24x7 has allowed residents of every county in Ohio to initiate a total of well over 800,000 sessions.

**Cost Reductions for FY2014**

One of the most significant activities in FY2013 was the ability to reduce the budget request for FY2014 by 40% (over $200,000) through a Request for Proposal (RFP) process for after-hours coverage and reductions in the platform and support areas of the budget.

After-hours coverage costs have been well over 50% of the requested budget for KnowItNow24x7 for several years, and discussions at the May 2012 State Library of Ohio Board meeting addressed this area of concern as well. Additionally, in response to anticipated federal budgetary constraints, the State Library of Ohio placed a cap of $375,000 on the amount of funds which could be requested for FY2014 for KnowItNow24x7. In light of these two specific factors and others, it was decided this year to conduct an RFP process to solicit proposals from vendors for after-hours coverage of the service.

The RFP was posted publicly to the KnowItNow24x7 Provider Site on November 5, 2013, and a link to the posting was sent out over several applicable listservs. The link was also emailed to vendors which had specifically expressed an interest in submitting proposals. By the deadline on December 7, five vendors had submitted proposals. After thoroughly reviewing each proposal and discussing them with Cleveland Public Library management and the Associate State Librarian for Library Development at the State Library of Ohio, it was determined that OCLC QuestionPoint (based in Dublin, Ohio) provided the strongest package with regard to both continuing quality of service and containing costs. Librarians with OCLC QuestionPoint will begin to staff KnowItNow24x7 after-hours beginning July 1, 2013.

**Other Selected Activities from FY2013**

**On-Going Recruitment, Training, and Educational Initiatives**

This year, the Public Library of Youngstown and Mahoning County returned to the KnowItNow24x7 provider network after several years on hiatus. Additionally, the service welcomed Tiffin-Seneca Public Library and the University of Akron as provider libraries.
Nine in-person training sessions were held around Ohio from July 2012 through April 2013. Libraries in Alliance, Akron, Cincinnati, Cleveland, Columbus, Dayton, Rio Grande, and Youngstown hosted either all-day events or staff-development-day presentations.

Collaboration with Kent State University School of Library and Information Science (KSU SLIS) continued in FY2013. One aspect of that collaboration came with KnowItNow24x7 introducing an expanded volunteer internship program. In an effort to provide current students and recent graduates of KSU SLIS with real-world virtual reference experience, the service began offering volunteer opportunities in FY2011. The call for volunteers was again renewed this year and was met with an overwhelming response. As of mid-April 2013, over 20 volunteers have taken their places to staff regular shifts on KnowItNow24x7. The volunteers have handled over 1,000 sessions on the service from July 2012 through March 2013, putting them solidly within the top tier of most-active answering “institutions” along with libraries like Cleveland, Cuyahoga County, Columbus Metro, and Akron-Summit.

During the Spring 2013 semester, KnowItNow24x7 began hosting another KSU SLIS practicum student: Alyssa Darden. Ms. Darden hopes to complete her degree by the end of summer 2013 and is also currently working with OCLC Research and Ohio Dominican University Library. Among other duties, part of Ms. Darden’s practicum will be an evaluation (through surveys and other instruments) of the KnowItNow24x7 Provider Site. The resulting suggestions for revisions and additions are planned to be incorporated into the site to make it more user-friendly and informative for those staffing the service.

In an effort to provide consistent training for librarians staffing KnowItNow24x7 across Ohio, the KnowItNow24x7 Competencies for Operational and Reference Excellence (KIN CORE) Training Handbook was completed this year. The KIN CORE Training Handbook can be seen as a complement to in-person training, an aid to local “in-house” trainers, and a refresher for veteran KnowItNow24x7 providers. The KIN CORE will remain a “work-in-progress” to address the changing needs of librarians staffing the service and is available online at http://provider.knowitnow.org/node/74338.

Promotional Activities

Public and academic libraries continue to be encouraged to promote the service at the local level in keeping with the “grassroots marketing” paradigm initiated in 2007; however, K-12 students have always been the largest population accessing the service. With this in mind, KnowItNow24x7 has initiated a partnership with INFOhio to more efficiently communicate what the service has to offer that user group.

An initial fruitful meeting was held this year between the KnowItNow24x7 coordinators and the INFOhio Executive Director and eLearning Specialist to discuss areas of cooperation. Subsequently, the KnowItNow24x7 Statewide Coordinator attended a northeast Ohio regional meeting of school librarians, spoke to the INFOhio User's Council Meeting, and staffed an exhibit table at the OELMA Conference. He also gave a talk at the INFOhio Technical Round Table in April to the 23 regional representatives from around the state. As part of all those activities, attendees were provided with KnowItNow24x7 promotional items to share with students and educators alike. Other meetings and presentations are also planned for the future.

An Educator Materials page was added to the KnowItNow24x7 Provider Site at http://provider.knowitnow.org/node/92410 to provide a “one-stop shop” for teachers and school library media specialists with helpful tips, logos for the web, and more. KnowItNow24x7 will continue to explore other areas where collaboration is possible with INFOhio and the larger K-12 community.
Implementation of the Smart Phone Apps

Both iPhone and Android smartphone applications ("apps") for KnowItNow24x7 were released in August 2012. From August 2012 through March 2013, 804 sessions were carried out on these apps, a small fraction (2.1%) of the 37,487 chat sessions handled during that time. While the apps do provide a more controlled environment on which to chat using a smartphone, texting provides a much more efficient method to interact with KnowItNow24x7 on those devices. For comparison, librarians responded to 1,719 text messages from August 2012 through March 2013. That being said, KnowItNow24x7 will continue to monitor activity on the apps but also explore other ways to make use of mobile devices seamless for patrons of the service (See Exploration of Alternative Virtual Reference Service Software Platforms below).

Forecast: 2013 – 2014 Activities

New After-hours Coverage Vendor for FY2014

As stated above, librarians contracted by OCLC QuestionPoint will begin to handle after-hours sessions generated from Ohio patrons on July 1, 2013. An added benefit of using QuestionPoint will be the ability to utilize that service on holidays when, in the past, KnowItNow24x7 has traditionally been closed, and this will make the service truly 24/7/365.

Every effort will be made to keep future budget requests near FY2014 levels although some circumstances may lead to an increase in costs in subsequent years (e.g., see Exploration of Alternative Virtual Reference Service Software Platforms directly below). As for the after-hours contract, OCLC is aware of historical KnowItNow24x7 after-hours usage statistics and took this into account for the current pricing. They will be assessing actual usage over the first half of FY2014, but this should not have any major impact on subsequent after-hours coverage contracts with them and the current contract lists $92,000 as on-going costs.

Exploration of Alternative Virtual Reference Service Software Platforms

As of July 1, 2013, KnowItNow24x7 will have been using the SparkRef/Openfire software platform for almost five years to provide virtual reference service to residents of Ohio. In that time, the software has been reliable and flexible in meeting the needs of patrons, librarians, and KnowItNow24x7 administration. Updates and continuing development of SparkRef/Openfire are sporadic at best, and its reliance on Java can also be problematic. While SparkRef/Openfire may be the best option available for use by KnowItNow24x7, exploration of alternative virtual reference service software platforms will be conducted in FY2014 to ascertain their strengths and weaknesses in comparison to SparkRef/Openfire. The plan will be to assess features such as the availability of web-based and mobile-friendly interfaces, reporting options, usability issues, etc.

While moving to a new platform may entail increased costs for FY2015, this scheduled exploration in FY2014 will provide solid evidence for either the retention of the existing SparkRef/Openfire platform or the need to move to a new platform going forward.

Alternative Web Conferencing Applications

In light of continued concerns over costs, the Training budget line has been eliminated from FY2014’s budget request. In previous years, this line has gone towards licenses for web conferencing software. With the
proliferation of free options for limited web conferencing, this alternative has now become a viable choice for small online groups. In light of this, KnowItNow24x7 will be investigating alternative applications for web conferencing during FY2014.

It is important to note that the elimination of the Training budget line does not mean training will be cut back. In fact, in-person trainings continue to be well-attended and to be the best alternative for introducing new providers to both the software and the customer service skills necessary to staff KnowItNow24x7. These sessions around the state will continue to be a vital component of training librarians to staff the service, and libraries will continue to be encouraged to host these events at their institutions.

2014: Ten Years of KnowItNow24x7

September 7, 2014, will mark the tenth anniversary of the inauguration of KnowItNow24x7 as Ohio’s statewide virtual reference service. While that date will fall in FY2015; planning and some celebratory events can take place beginning in January 2014. One possibility is a project similar to one piloted by Maryland’s statewide virtual reference service, AskUsNow. Their pilot public-awareness/publicity campaign was inaugurated in March 2013 and encouraged Marylanders to pose with questions they would “ASK” the service. This resulted in marketing materials similar to the American Library Association’s READ poster campaign. This could also provide an opportunity to partner with other statewide organizations like INFOhio and OhioLINK. Other decennial anniversary ideas are under consideration.

Continued Collaboration and Sharing of Resources

The collaborations between KnowItNow24x7 and INFOhio and Kent State University’s School of Library and Information Science (KSU SLIS) will be continued (and hopefully expanded upon) in FY2014. The volunteer internship program will be continued to provide valuable real-world experience to students and alumni of KSU SLIS, and KnowItNow24x7 looks forward to hosting another practicum student during the upcoming fiscal year.

In addition to continuing to provide resources like the monthly Newsletter, the KIN CORE Training Handbook, KnowItNow24x7’s Delicious links, and the @kin24x7 Twitter feed, KnowItNow24x7 will look for other ways to share pertinent resources and news with librarians staffing the service. Librarians will also continue to be encouraged to share their new finds and valuable skills with their colleagues. Cultivating a “culture of curiosity” within the wider KnowItNow24x7 network can help all those involved to continually improve their customer service and reference skills and keep up-to-date on topics pertinent to patrons of Ohio’s statewide virtual reference service.
# 2013 – 2014 LSTA Grant Proposal
## -- Budget Summary for KnowItNow24x7 --

<table>
<thead>
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<th>Line Item</th>
<th>Description</th>
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<td>Platform &amp; Support</td>
<td></td>
<td>Mosio; Cleveland Public Library (CPL)</td>
</tr>
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<td>1</td>
<td>Software, Hosting, and Support KnowItNow24x7 Statewide Coordinator: Full-time (scheduling, training, planning, promotion, communication, etc.)</td>
<td>$15,000.00</td>
<td>CPL</td>
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<td>2</td>
<td>KnowItNow24x7 Web Services Coordinator: Full-time (tech support, programming, server maintenance, etc.)</td>
<td>$86,000.00</td>
<td>CPL</td>
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<td>3</td>
<td>Marketing</td>
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1. **Software, Hosting, and Support:** This line covers the statewide SMS/texting contract with Mosio, costs of further development and upgrading of the SparkRef/Openfire platform to remain current and enhance reference service, and incidental funds to purchase selected print or digital reference manuals on specific software and programming topics to adequately support and augment the platform. Cleveland Public Library (CPL) supplies hosting hardware (i.e., servers, etc.) as an in-kind contribution for the SparkRef/Openfire platform.

2. **KnowItNow24x7 Statewide Coordinator:** This line covers one FTE (including benefits: OPERS, health insurance, Medicare and life insurance). This position oversees information-sharing and quality control of the service; coordinates implementation of new aspects of the service; recruits additional libraries to contribute staff time to handle sessions; schedules day-time providers; acts as liaison with partners; and organizes, facilitates, and coordinates regional and local efforts to provide training and grassroots marketing efforts.

3. **KnowItNow24x7 Web Services Coordinator:** This line covers one FTE (including benefits: OPERS, health insurance, Medicare and life insurance). This position coordinates configuration and maintenance of the SparkRef/Openfire software, maintains databases and web pages, manages upgrades, provides necessary coding for reports and enhancements, and assists in coordinating daytime and early evening staffing. This person also provides day-to-day technical support for participating librarians and is also on-call after-hours.

4. **Marketing:** This line covers the costs of materials to promote KnowItNow24x7 to the public, educators, librarians, administrators, and other stakeholders within Ohio.

5. **Travel, Meetings, and Conferences:** This line covers the expenses of traveling to meet with local libraries and librarians within Ohio for training, to present and exhibit at conferences and meetings to promote KnowItNow24x7; to explore potential partnerships with regional or statewide virtual reference services; to engage in professional meetings to maintain KnowItNow24x7’s reputation and to learn from colleagues; and to share information at local, regional, and statewide meetings to explore recruitment efforts.

6. **Equipment Program Expenses:** This line covers the cost of cell phone and monthly cell phone charges for the Website Coordinator and the Statewide Coordinator and home Internet access for the Website Coordinator.

7. **Reference Staff:** Ohio public, academic, and special library staff will provide reference service during open hours as an in-kind contribution to the service as part of their regular library duties.

8. **After-hours Coverage:** Beginning July 1, 2013, after-hours coverage will be provided by the OCLC QuestionPoint cooperative.

9. **Administrative Costs:** 3%, 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 76.55% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)
Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio June 13, 2013

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, 2013, as revised by the Budget Commission of said County, which shall govern the total of appro
appropriations made at any time during such fiscal year:

<table>
<thead>
<tr>
<th></th>
<th>Unencumbered</th>
<th>General</th>
<th>PLF</th>
<th>Other</th>
<th>Totals/Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>23,680,307.54</td>
<td>24,213,904.06</td>
<td>20,336,111.67</td>
<td>6,124,297.50</td>
<td>74,274,620.77</td>
</tr>
<tr>
<td>Special Revenue</td>
<td>114,9,605.87</td>
<td>24,213,904.06</td>
<td>20,336,111.67</td>
<td>6,124,297.50</td>
<td>74,274,620.77</td>
</tr>
<tr>
<td>Capital</td>
<td>15,525,279.75</td>
<td>24,213,904.06</td>
<td>20,336,111.67</td>
<td>6,124,297.50</td>
<td>74,274,620.77</td>
</tr>
<tr>
<td>Permanent</td>
<td>2,033,648.38</td>
<td>24,213,904.06</td>
<td>20,336,111.67</td>
<td>6,124,297.50</td>
<td>74,274,620.77</td>
</tr>
<tr>
<td>Agency</td>
<td>8,913.99</td>
<td></td>
<td></td>
<td></td>
<td>8,913.99</td>
</tr>
</tbody>
</table>

Totals/Subtotals: 52,617,755.53 24,213,904.06 20,336,111.67 6,124,297.50 106,102,110.88

[Signatures]

Wade Steen
Budget

[Signature]

Commission

Ed Fitzgerald

[Signature]
## GENERAL FUND

<table>
<thead>
<tr>
<th>CERTIFIED REVENUE</th>
<th>Prior Certificate (1)</th>
<th>Increase/Decrease</th>
<th>Amended Certificate (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash January 1</td>
<td>23,600,307.54</td>
<td>0.00</td>
<td>23,600,307.54</td>
</tr>
<tr>
<td>Taxes - General Property</td>
<td>22,213,904.06</td>
<td>0.00</td>
<td>22,213,904.06</td>
</tr>
<tr>
<td>Public Library Fund (PLF)</td>
<td>20,336,111.67</td>
<td>0.00</td>
<td>20,336,111.67</td>
</tr>
<tr>
<td>State Rollbacks/CAT</td>
<td>4,000,000.00</td>
<td>0.00</td>
<td>4,000,000.00</td>
</tr>
<tr>
<td>Federal Aid</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>State Aid</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Fines and Fees</td>
<td>300,000.00</td>
<td>0.00</td>
<td>300,000.00</td>
</tr>
<tr>
<td>Earned Interest</td>
<td>225,000.00</td>
<td>0.00</td>
<td>225,000.00</td>
</tr>
<tr>
<td>Services</td>
<td>3,053,415.50</td>
<td>0.00</td>
<td>3,053,415.50</td>
</tr>
<tr>
<td>Unrestricted Gifts</td>
<td>1,500.00</td>
<td>0.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>561,882.00</td>
<td>0.00</td>
<td>561,882.00</td>
</tr>
<tr>
<td>Return of Advances/Advance Out</td>
<td>(17,500.00)</td>
<td>0.00</td>
<td>(17,500.00)</td>
</tr>
</tbody>
</table>

| TOTAL RESOURCES | 74,274,620.77         | 0.00              | 74,274,620.77          |

<table>
<thead>
<tr>
<th>APPROPRIATION</th>
<th>Prior Appropriation</th>
<th>Increase/Decrease</th>
<th>Amended Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Benefits</td>
<td>33,120,713.00</td>
<td>0.00</td>
<td>33,120,713.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>990,080.00</td>
<td>0.00</td>
<td>990,080.00</td>
</tr>
<tr>
<td>Purchased/Contracted Services</td>
<td>9,977,427.00</td>
<td>0.00</td>
<td>9,977,427.00</td>
</tr>
<tr>
<td>Library Materials/Information</td>
<td>8,750,996.00</td>
<td>0.00</td>
<td>8,750,996.00</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>523,309.00</td>
<td>0.00</td>
<td>523,309.00</td>
</tr>
<tr>
<td>Other Objects</td>
<td>113,260.00</td>
<td>0.00</td>
<td>113,260.00</td>
</tr>
</tbody>
</table>

| SUBTOTAL OPERATING | 53,475,785.00 | 0.00 | 53,475,785.00 |

| Transfers/Advances | 0.00 | 0.00 | 0.00 |

| TOTAL APPROPRIATION | 53,475,785.00 | 0.00 | 53,475,785.00 |
# CLEVELAND PUBLIC LIBRARY
## 2013 APPROPRIATION: SIXTH AMENDMENT
### JUNE 18, 2013

### SPECIAL REVENUE FUNDS

<table>
<thead>
<tr>
<th>CERTIFIED REVENUE</th>
<th>Prior Certificate (1)</th>
<th>Increase/Decrease</th>
<th>Amended Certificate (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14,211,183.87</td>
<td>(15,825.91)</td>
<td>14,185,357.96</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROPRIATION</th>
<th>Prior Fund Balance/ Appropriation</th>
<th>Increase/Decrease</th>
<th>Amended Fund Balance/ Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson</td>
<td>196,388.69</td>
<td>0.00</td>
<td>196,388.69</td>
</tr>
<tr>
<td>Endowment for the Blind</td>
<td>1,704,515.93</td>
<td>0.00</td>
<td>1,704,515.93</td>
</tr>
<tr>
<td>Founders</td>
<td>2,275,909.44</td>
<td>0.00</td>
<td>2,275,909.44</td>
</tr>
<tr>
<td>Kaiser</td>
<td>46,004.88</td>
<td>0.00</td>
<td>46,004.88</td>
</tr>
<tr>
<td>Kraley</td>
<td>156,818.84</td>
<td>0.00</td>
<td>156,818.84</td>
</tr>
<tr>
<td>Library</td>
<td>171,726.81</td>
<td>0.00</td>
<td>171,726.81</td>
</tr>
<tr>
<td>Pepke</td>
<td>99,625.18</td>
<td>0.00</td>
<td>99,625.18</td>
</tr>
<tr>
<td>Wickwire</td>
<td>1,103,791.15</td>
<td>0.00</td>
<td>1,103,791.15</td>
</tr>
<tr>
<td>Witke</td>
<td>67,821.37</td>
<td>0.00</td>
<td>67,821.37</td>
</tr>
<tr>
<td>Young</td>
<td>3,200,357.38</td>
<td>0.00</td>
<td>3,200,357.38</td>
</tr>
<tr>
<td>Friends</td>
<td>17,500.00</td>
<td>0.00</td>
<td>17,500.00</td>
</tr>
<tr>
<td>Judd</td>
<td>198,111.00</td>
<td>0.00</td>
<td>198,111.00</td>
</tr>
<tr>
<td>Lockwood Thompson</td>
<td>187,979.17</td>
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<td>187,979.17</td>
</tr>
<tr>
<td>Ohio Center for the Book</td>
<td>900.00</td>
<td>0.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Schweinfurth</td>
<td>69,409.08</td>
<td>0.00</td>
<td>69,409.08</td>
</tr>
<tr>
<td>LSTA-OLBPD</td>
<td>1,523,020.08</td>
<td>0.00</td>
<td>1,523,020.08</td>
</tr>
<tr>
<td>LSTA-Know It Now</td>
<td>586,914.71</td>
<td>(105,820.15)</td>
<td>481,094.56</td>
</tr>
<tr>
<td>MyCom</td>
<td>0.00</td>
<td>89,994.24</td>
<td>89,994.24</td>
</tr>
<tr>
<td>PNC Grow Up Great</td>
<td>55,225.11</td>
<td>0.00</td>
<td>55,225.11</td>
</tr>
<tr>
<td>Learning Centers</td>
<td>39,607.55</td>
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<td>39,607.55</td>
</tr>
</tbody>
</table>

| TOTAL APPROPRIATION | 11,701,626.37 | (15,825.91) | 11,685,800.46 |

### CAPITAL PROJECTS FUND

<table>
<thead>
<tr>
<th>CERTIFIED REVENUE</th>
<th>Prior Certificate (1)</th>
<th>Increase/Decrease</th>
<th>Amended Certificate (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15,525,279.75</td>
<td>0.00</td>
<td>15,525,279.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROPRIATION</th>
<th>Prior Fund Balance/ Appropriation</th>
<th>Increase/Decrease</th>
<th>Amended Fund Balance/ Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING &amp; REPAIR</td>
<td>15,525,279.75</td>
<td>0.00</td>
<td>15,525,279.75</td>
</tr>
</tbody>
</table>

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K:\MSOffice\Appropriation\Year 2013\2013 Amendments Adm & Bd.xls
6th Amend
### CLEVELAND PUBLIC LIBRARY
**2013 APPROPRIATION: SIXTH AMENDMENT**
**JUNE 18, 2013**

#### PERMANENT FUNDS

<table>
<thead>
<tr>
<th>CERTIFIED REVENUE</th>
<th>Prior Certificate</th>
<th>Increase/Decrease</th>
<th>Amended Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>2,097,938.38</td>
<td>0.00</td>
<td>2,097,938.38</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROPRIATION</th>
<th>Prior Fund Balance/Appropriation</th>
<th>Increase/Decrease</th>
<th>Amended Fund Balance/Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abel</td>
<td>173,772.26</td>
<td>0.00</td>
<td>173,772.26</td>
</tr>
<tr>
<td>Ambler</td>
<td>1,557.73</td>
<td>0.00</td>
<td>1,557.73</td>
</tr>
<tr>
<td>Beard</td>
<td>101,702.41</td>
<td>0.00</td>
<td>101,702.41</td>
</tr>
<tr>
<td>Klein</td>
<td>3,661.48</td>
<td>0.00</td>
<td>3,661.48</td>
</tr>
<tr>
<td>Macon/Schroeder</td>
<td>122,244.80</td>
<td>0.00</td>
<td>122,244.60</td>
</tr>
<tr>
<td>McDonald</td>
<td>134,829.37</td>
<td>0.00</td>
<td>134,829.37</td>
</tr>
<tr>
<td>Ratner</td>
<td>65,454.86</td>
<td>0.00</td>
<td>65,454.86</td>
</tr>
<tr>
<td>Root</td>
<td>24,308.48</td>
<td>0.00</td>
<td>24,308.48</td>
</tr>
<tr>
<td>Sugarman</td>
<td>22,111.14</td>
<td>0.00</td>
<td>22,111.14</td>
</tr>
<tr>
<td>Thompson</td>
<td>85,191.70</td>
<td>0.00</td>
<td>85,191.70</td>
</tr>
<tr>
<td>Weidenthal</td>
<td>4,670.65</td>
<td>0.00</td>
<td>4,670.65</td>
</tr>
<tr>
<td>White</td>
<td>1,357,707.29</td>
<td>0.00</td>
<td>1,357,707.29</td>
</tr>
<tr>
<td>Beard Anna Young</td>
<td>726.41</td>
<td>0.00</td>
<td>726.41</td>
</tr>
</tbody>
</table>

| TOTAL APPROPRIATION| 2,097,938.38                   | 0.00              | 2,097,938.38                     |

#### AGENCY FUND

<table>
<thead>
<tr>
<th>CERTIFIED REVENUE</th>
<th>Prior Certificate</th>
<th>Increase/Decrease</th>
<th>Amended Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>8,913.99</td>
<td>0.00</td>
<td>8,913.99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROPRIATION</th>
<th>Prior Fund Balance/Appropriation</th>
<th>Increase/Decrease</th>
<th>Amended Fund Balance/Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCLAIMED FUNDS</td>
<td>8,913.99</td>
<td>0.00</td>
<td>8,913.99</td>
</tr>
</tbody>
</table>
CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: SIXTH AMENDMENT
JUNE 18, 2013

(1) Certificate dated May 7, 2013

(2) Certificate dated June 13, 2013

(3) $23,600,307.54 unencumbered cash carried forward (plus $6,869,256.73 encumbered cash.)

(4) $11,449,605.87 unencumbered cash carried forward (plus $501,483.39 encumbered cash.)
   $2,728,252.09 additional revenue (not including outstanding cash advance of $17,500).
   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.
   ($11,449,605.87 + $2,728,252.09 - $2,492,057.50 = $11,685,800.46)

(5) $15,525,279.75 unencumbered cash carried forward (plus $874,337.84 encumbered cash.)
   $-0- transfer from General Fund. $-0- additional revenue.

(6) $2,817,964.74 unencumbered cash carried forward (plus $8,945.07 encumbered cash.)
   ($2,817,964.74 = $2,750,083.73 + $67,281.01-received 6/2012; not in Beg Yr Bal)
   $64,290 additional revenue. Non-expendable principal amounts ($784,316.36)
   are not included in either the certified fund balances or the appropriated amounts.
   ($2,817,984.74 + $64,290.00 - $784,316.36 = $2,097,938.38)
CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD MAY 1 – MAY 31, 2013

Carrie Krenicky
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES
## Cleveland Public Library
### Revenues, Expenditures and Changes in Fund Balance
#### For the Period Ending May 31, 2013

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Special Revenue</th>
<th>Capital Projects</th>
<th>Permanent</th>
<th>Agency</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>41</strong> Taxes</td>
<td>14,144,968.48</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>42</strong> Intergovernmental</td>
<td>8,849,693.71</td>
<td>832,663.35</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>43</strong> Fines &amp; Fees</td>
<td>167,373.86</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>44</strong> Investment Earnings</td>
<td>80,163.71</td>
<td>10,423.34</td>
<td>0.00</td>
<td>8,267.79</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>45</strong> Charges for Services</td>
<td>1,286,372.73</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>46</strong> Contributions &amp; Donations</td>
<td>3,811.50</td>
<td>179,311.63</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>48</strong> Miscellaneous Revenue</td>
<td>309,819.32</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 56.39</td>
</tr>
</tbody>
</table>

**Total Revenues** $ 24,842,203.31 $ 1,022,398.32 $ 0.00 $ 8,267.79 $ 56.39 $ 25,872,925.81

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Special Revenue</th>
<th>Capital Projects</th>
<th>Permanent</th>
<th>Agency</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>51</strong> Salaries/Benefits</td>
<td>14,758,375.95</td>
<td>549,081.92</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>52</strong> Supplies</td>
<td>353,646.01</td>
<td>24,362.95</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>53</strong> Purchased/Contracted Services</td>
<td>4,022,933.70</td>
<td>366,862.70</td>
<td>0.00</td>
<td>1,160.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>54</strong> Library Materials</td>
<td>3,701,967.34</td>
<td>40,505.60</td>
<td>0.00</td>
<td>15,581.53</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>55</strong> Capital Outlay</td>
<td>64,768.93</td>
<td>41,838.14</td>
<td>802,444.74</td>
<td>0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>57</strong> Miscellaneous Expenses</td>
<td>59,299.72</td>
<td>15,103.33</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 68.27</td>
</tr>
</tbody>
</table>

**Total Expenditures** $ 22,960,991.65 $ 1,037,754.64 $ 802,444.74 $ 16,741.53 $ 68.27 $ 24,818,000.83

**Revenue Over/(Under) Expenditures** $ 1,881,211.66 $(16,356.32) $(802,444.74) $(8,473.74) $(11.88) $ 1,054,924.98

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Special Revenue</th>
<th>Capital Projects</th>
<th>Permanent</th>
<th>Agency</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>91</strong> Sale of Capital Assets</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>98</strong> Advances</td>
<td>(17,500.00)</td>
<td>17,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>99</strong> Transfers</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$ 1,037.33</td>
</tr>
</tbody>
</table>

**Total Other Sources / Uses** $(17,500.00) $ 17,500.00 $ 0.00 $ 0.00 $ 1,037.33 $ 1,037.33

**Revenue & Other Sources Over/(Under) Expenditures** $ 1,863,711.66 $ 2,143.68 $(802,444.74) $(8,473.74) $ 1,025.45 $ 1,055,962.31

**Beginning Year Cash Balance** $ 30,469,564.27 $ 11,951,089.26 $ 16,399,617.59 $ 2,826,909.81 $ 8,913.99 $ 61,656,094.92

**Current Cash Balance** $ 32,333,275.93 $ 11,953,232.94 $ 15,597,172.85 $ 2,818,436.07 $ 9,939.44 $ 62,712,057.23
## Cleveland Public Library
### Certified Revenue, Appropriations and Balances
#### General Fund
##### For the period Ending May 31, 2013

<table>
<thead>
<tr>
<th></th>
<th>Certified Revenue (1)</th>
<th>Income To Date</th>
<th>Balance</th>
<th>Percent To Date</th>
<th>Percent Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLF State Income Tax</td>
<td>20,336,112</td>
<td>8,849,694</td>
<td>11,486,418</td>
<td>44%</td>
<td>45%</td>
</tr>
<tr>
<td>General Property Tax</td>
<td>22,213,904</td>
<td>14,144,968</td>
<td>8,068,936</td>
<td>64%</td>
<td>60%</td>
</tr>
<tr>
<td>Rollback, Homestead, CAT</td>
<td>4,000,000</td>
<td>0</td>
<td>4,000,000</td>
<td>0%</td>
<td>30%</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
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<tr>
<td>State Aid</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Fines &amp; Fees</td>
<td>300,000</td>
<td>167,374</td>
<td>132,626</td>
<td>56%</td>
<td>57%</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>225,000</td>
<td>80,164</td>
<td>144,836</td>
<td>36%</td>
<td>23%</td>
</tr>
<tr>
<td>Services to Others-Clevnet</td>
<td>3,053,415</td>
<td>1,286,373</td>
<td>1,767,042</td>
<td>42%</td>
<td>41%</td>
</tr>
<tr>
<td>Contributions</td>
<td>1,500</td>
<td>3,812</td>
<td>(2,312)</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>561,882</td>
<td>309,819</td>
<td>252,063</td>
<td>55%</td>
<td>22%</td>
</tr>
<tr>
<td>Return of Advances Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 50,691,813</strong></td>
<td><strong>$ 24,842,203</strong></td>
<td><strong>$ 25,849,609</strong></td>
<td><strong>49%</strong></td>
<td><strong>51%</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th></th>
<th>Appropriation(2)</th>
<th>Expended/ Encumbered</th>
<th>Balance</th>
<th>Percent To Date (3)</th>
<th>Percent Prior Year</th>
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</thead>
<tbody>
<tr>
<td>Salaries/Benefits</td>
<td>34,842,578</td>
<td>14,858,413</td>
<td>19,984,165</td>
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<td>41%</td>
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<tr>
<td>Supplies</td>
<td>1,109,175</td>
<td>612,466</td>
<td>496,708</td>
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<td>53%</td>
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<tr>
<td>Purchased Services</td>
<td>11,813,469</td>
<td>8,166,219</td>
<td>3,647,250</td>
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<td>67%</td>
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<tr>
<td>Library Materials</td>
<td>11,850,401</td>
<td>6,043,752</td>
<td>5,806,649</td>
<td>51%</td>
<td>52%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>606,435</td>
<td>106,178</td>
<td>500,257</td>
<td>18%</td>
<td>52%</td>
</tr>
<tr>
<td>Other</td>
<td>122,985</td>
<td>86,420</td>
<td>36,565</td>
<td>70%</td>
<td>88%</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td><strong>$ 60,345,042</strong></td>
<td><strong>$ 29,873,449</strong></td>
<td><strong>$ 30,471,593</strong></td>
<td><strong>50%</strong></td>
<td><strong>48%</strong></td>
</tr>
<tr>
<td>Advances Out</td>
<td>0</td>
<td>17,500</td>
<td>(17,500)</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 60,345,042</strong></td>
<td><strong>$ 29,890,949</strong></td>
<td><strong>$ 30,454,093</strong></td>
<td><strong>50%</strong></td>
<td><strong>56%</strong></td>
</tr>
</tbody>
</table>

**Note (1):** Certificate from Cuyahoga County Budget Commission dated May 7, 2013.
**Note (2):** Amended Appropriation of $53,475,785 plus carried forward encumbrance of $6,869,257.
**Note (3):** Subtotal includes 38% expended and 12% encumbered.
Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2013

<table>
<thead>
<tr>
<th>Code</th>
<th>Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>51110</td>
<td>Professional Salaries</td>
<td>10,833,576.56</td>
<td>11,241,858.38</td>
<td>4,395,163.66</td>
<td>6,846,694.72</td>
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<tr>
<td>51120</td>
<td>Clerical Salaries</td>
<td>9,268,097.49</td>
<td>9,640,273.93</td>
<td>4,103,302.72</td>
<td>5,536,971.21</td>
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<tr>
<td>51130</td>
<td>Non-Clerical Salaries</td>
<td>538,563.20</td>
<td>583,221.43</td>
<td>509,510.06</td>
<td>73,711.37</td>
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<tr>
<td>51140</td>
<td>Buildings Salaries</td>
<td>3,584,856.34</td>
<td>3,724,271.94</td>
<td>1,499,296.05</td>
<td>2,224,975.89</td>
</tr>
<tr>
<td>51150</td>
<td>Other Salaries</td>
<td>1,015,566.00</td>
<td>1,055,009.58</td>
<td>409,222.42</td>
<td>645,787.16</td>
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<tr>
<td>51180</td>
<td>Severance Pay</td>
<td>0.00</td>
<td>53,648.22</td>
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<tr>
<td>51190</td>
<td>Non-Base Pay</td>
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<td>284,357.46</td>
<td>(270,740.49)</td>
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<td>OPERS</td>
<td>3,542,707.00</td>
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<td>1,554,287.84</td>
<td>2,131,513.96</td>
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<tr>
<td>51610</td>
<td>Health Insurance</td>
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<td>3,630,361.31</td>
<td>1,425,031.31</td>
<td>2,205,330.00</td>
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<tr>
<td>51611</td>
<td>Dental Insurance</td>
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<td>87,492.55</td>
<td>140,994.27</td>
</tr>
<tr>
<td>51612</td>
<td>Vision Insurance</td>
<td>15,643.49</td>
<td>15,643.49</td>
<td>6,539.79</td>
<td>9,103.70</td>
</tr>
<tr>
<td>51620</td>
<td>Life Insurance</td>
<td>11,007.36</td>
<td>11,927.04</td>
<td>5,243.56</td>
<td>6,683.48</td>
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<tr>
<td>51630</td>
<td>Workers Compensation</td>
<td>244,528.00</td>
<td>548,274.00</td>
<td>233,305.97</td>
<td>244,528.00</td>
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<tr>
<td>51640</td>
<td>Unemployment Compensation</td>
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<td>4,292.90</td>
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<tr>
<td>51650</td>
<td>Medicare - ER</td>
<td>302,521.06</td>
<td>314,932.44</td>
<td>139,019.95</td>
<td>12,113.29</td>
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<tr>
<td>51900</td>
<td>Other Benefits</td>
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<td>20,041.65</td>
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<tr>
<td><strong>Salaries/Benefits</strong></td>
<td><strong>$33,120,713.00</strong></td>
<td><strong>$34,842,577.54</strong></td>
<td><strong>$14,758,375.95</strong></td>
<td><strong>$100,036.97</strong></td>
<td><strong>$19,984,164.62</strong></td>
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<tr>
<td>52110</td>
<td>Office Supplies</td>
<td>43,400.00</td>
<td>49,032.10</td>
<td>17,509.69</td>
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<tr>
<td>52120</td>
<td>Stationery</td>
<td>58,700.00</td>
<td>59,289.93</td>
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<tr>
<td>52130</td>
<td>Duplication Supplies</td>
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<tr>
<td>52140</td>
<td>Hand Tools</td>
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<td>157.44</td>
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<tr>
<td>52150</td>
<td>Book Repair Supplies</td>
<td>73,500.00</td>
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<tr>
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<td>Janitorial Supplies</td>
<td>87,000.00</td>
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<tr>
<td>52220</td>
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<td>79,644.95</td>
<td>41,238.92</td>
<td>30,126.27</td>
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</tbody>
</table>

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Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2013

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Current Year Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>52230</td>
<td>Maintenance Supplies</td>
<td>150,350.00</td>
<td>165,722.73</td>
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<td>Uniforms</td>
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<tr>
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<td>66,301.16</td>
<td>6,566.89</td>
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<tr>
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<td>Other Supplies</td>
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<td>104,870.66</td>
<td>72,059.48</td>
<td>231,445.53</td>
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</table>

Supplies $990,080.00 $1,109,174.77 $353,846.01 $256,820.36 $496,708.40

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Current Year Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>53100</td>
<td>Travel/Meetings</td>
<td>152,000.00</td>
<td>165,192.23</td>
<td>22,179.70</td>
<td>41,012.53</td>
<td>102,000.00</td>
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<tr>
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<td>577,434.04</td>
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<td>367,928.03</td>
<td>27,157.85</td>
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<tr>
<td>53230</td>
<td>Postage/Freight</td>
<td>110,300.00</td>
<td>118,083.07</td>
<td>42,344.09</td>
<td>61,738.98</td>
<td>14,000.00</td>
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<tr>
<td>53240</td>
<td>PR/Other Communications</td>
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<td>77,902.03</td>
<td>74,093.10</td>
<td>51,659.31</td>
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<tr>
<td>53310</td>
<td>Building Repairs</td>
<td>175,000.00</td>
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<td>59,889.94</td>
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<td>88,482.16</td>
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<tr>
<td>53320</td>
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<tr>
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<td>117,243.44</td>
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<tr>
<td>53350</td>
<td>Machine Maintenance</td>
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<tr>
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<tr>
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<td>15,496.63</td>
<td>1,953.76</td>
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<tr>
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<td>Contract Security</td>
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<td>246,459.53</td>
<td>544,660.00</td>
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<tr>
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<td>30,000.00</td>
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<tr>
<td>53510</td>
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<tr>
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<td>29,620.51</td>
<td>20,943.94</td>
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<tr>
<td>53610</td>
<td>Electricity</td>
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<td>1,889,400.03</td>
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<td>1,066,628.65</td>
<td>83,068.95</td>
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<tr>
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<td>Gas</td>
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<tr>
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<tr>
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<td>22,932.83</td>
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</tr>
</tbody>
</table>
### Cleveland Public Library
### Appropriation, Expenditures and Balances
### General Fund
### For the Period Ending May 31, 2013

<table>
<thead>
<tr>
<th>Appropriation Code</th>
<th>Appropriation Description</th>
<th>Current Year Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid Balance</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>53710</td>
<td>Professional Services</td>
<td>1,464,243.90</td>
<td>2,262,300.92</td>
<td>614,269.34</td>
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<tr>
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<tr>
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<td>Bank Service Charges</td>
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<td>33,600.00</td>
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<tr>
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<tr>
<td>53900</td>
<td>Other Purchased Services</td>
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<td>4,751.50</td>
<td>6,950.00</td>
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</table>

**Purchased/Contracted Services**

<table>
<thead>
<tr>
<th>Total Appropriated Funds</th>
<th>$11,813,468.71</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year Expenditures</td>
<td>$4,022,933.70</td>
</tr>
<tr>
<td>Encumbered and Unpaid Balance</td>
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</tr>
<tr>
<td>Unencumbered Balance</td>
<td>$3,647,249.70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appropriation Code</th>
<th>Appropriation Description</th>
<th>Current Year Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid Balance</th>
<th>Unencumbered Balance</th>
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<tbody>
<tr>
<td>54110</td>
<td>Books</td>
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<tr>
<td>54120</td>
<td>Continuations</td>
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<tr>
<td>54220</td>
<td>Microforms</td>
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<tr>
<td>54310</td>
<td>Video Media</td>
<td>1,419,999.55</td>
<td>1,480,604.88</td>
<td>509,243.69</td>
<td>253,660.25</td>
<td>717,700.94</td>
</tr>
<tr>
<td>54320</td>
<td>Audio Media - Spoken</td>
<td>169,000.01</td>
<td>194,266.36</td>
<td>62,771.22</td>
<td>40,327.04</td>
<td>91,168.10</td>
</tr>
<tr>
<td>54325</td>
<td>Audio Media - Music</td>
<td>458,500.03</td>
<td>542,848.28</td>
<td>185,209.00</td>
<td>110,646.95</td>
<td>246,992.33</td>
</tr>
<tr>
<td>54350</td>
<td>Computer Media</td>
<td>26,000.00</td>
<td>65,668.00</td>
<td>10,126.25</td>
<td>31,825.00</td>
<td>23,716.75</td>
</tr>
<tr>
<td>54500</td>
<td>Database Services</td>
<td>1,141,000.00</td>
<td>1,439,048.40</td>
<td>492,944.42</td>
<td>134,385.05</td>
<td>811,718.93</td>
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<tr>
<td>54530</td>
<td>eMedia</td>
<td>1,047,000.00</td>
<td>1,678,894.00</td>
<td>679,776.21</td>
<td>452,385.98</td>
<td>546,731.81</td>
</tr>
<tr>
<td>54600</td>
<td>Interlibrary Loan</td>
<td>6,000.00</td>
<td>8,257.75</td>
<td>1,366.00</td>
<td>3,331.00</td>
<td>3,560.75</td>
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<tr>
<td>54710</td>
<td>Bookbinding</td>
<td>29,000.00</td>
<td>54,140.86</td>
<td>8,513.67</td>
<td>16,627.19</td>
<td>29,000.00</td>
</tr>
<tr>
<td>54720</td>
<td>Preservation Services</td>
<td>60,000.00</td>
<td>92,566.70</td>
<td>22,993.11</td>
<td>28,228.03</td>
<td>41,345.56</td>
</tr>
<tr>
<td>54730</td>
<td>Preservation Boxing</td>
<td>10,000.00</td>
<td>10,911.77</td>
<td>5,397.02</td>
<td>4,690.94</td>
<td>823.81</td>
</tr>
<tr>
<td>54790</td>
<td>Preservation Reformatting</td>
<td>90,000.00</td>
<td>148,447.52</td>
<td>74,435.77</td>
<td>9,704.81</td>
<td>64,306.94</td>
</tr>
</tbody>
</table>

**Library Materials**

<table>
<thead>
<tr>
<th>Total Appropriated Funds</th>
<th>$11,850,400.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year Expenditures</td>
<td>$3,701,967.34</td>
</tr>
<tr>
<td>Encumbered and Unpaid Balance</td>
<td>$2,341,784.45</td>
</tr>
<tr>
<td>Unencumbered Balance</td>
<td>$5,806,648.71</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appropriation Code</th>
<th>Appropriation Description</th>
<th>Current Year Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid Balance</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>55510</td>
<td>Furniture</td>
<td>166,116.34</td>
<td>194,044.10</td>
<td>3,492.28</td>
<td>26,963.07</td>
<td>163,588.75</td>
</tr>
<tr>
<td>55520</td>
<td>Equipment</td>
<td>243,472.66</td>
<td>266,677.50</td>
<td>31,976.15</td>
<td>8,138.14</td>
<td>226,563.21</td>
</tr>
</tbody>
</table>
### Cleveland Public Library
**Appropriation, Expenditures and Balances**
**General Fund**
*For the Period Ending May 31, 2013*

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Year Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>55530 Computer Hardware</td>
<td>78,720.00</td>
<td>81,869.10</td>
<td>456.00</td>
<td>6,308.32</td>
<td>75,104.78</td>
</tr>
<tr>
<td>55540 Software</td>
<td>35,000.00</td>
<td>35,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>35,000.00</td>
</tr>
<tr>
<td>55700 Motor Vehicles</td>
<td>0.00</td>
<td>28,844.50</td>
<td>28,844.50</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Capital Outlay</strong></td>
<td><strong>$523,309.00</strong></td>
<td><strong>$606,435.20</strong></td>
<td><strong>$64,768.93</strong></td>
<td><strong>$41,409.53</strong></td>
<td><strong>$500,256.74</strong></td>
</tr>
<tr>
<td>57100 Memberships</td>
<td>71,739.00</td>
<td>72,796.61</td>
<td>42,001.33</td>
<td>13,527.48</td>
<td>17,267.80</td>
</tr>
<tr>
<td>57200 Taxes</td>
<td>6,000.00</td>
<td>11,171.12</td>
<td>7,226.28</td>
<td>3,607.64</td>
<td>337.20</td>
</tr>
<tr>
<td>57500 Refunds/Reimbursements</td>
<td>35,521.00</td>
<td>39,017.28</td>
<td>10,072.11</td>
<td>9,985.12</td>
<td>18,960.05</td>
</tr>
<tr>
<td><strong>Miscellaneous Expenses</strong></td>
<td><strong>$113,260.00</strong></td>
<td><strong>$122,985.01</strong></td>
<td><strong>$59,299.72</strong></td>
<td><strong>$27,120.24</strong></td>
<td><strong>$36,565.05</strong></td>
</tr>
<tr>
<td>59810 Advances Out</td>
<td>0.00</td>
<td>0.00</td>
<td>17,500.00</td>
<td>0.00</td>
<td>(17,500.00)</td>
</tr>
<tr>
<td>Advances</td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$17,500.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>(17,500.00)</strong></td>
</tr>
<tr>
<td>Transfers</td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$53,475,785.00</strong></td>
<td><strong>$60,345,041.73</strong></td>
<td><strong>$22,976,491.65</strong></td>
<td><strong>$6,912,456.86</strong></td>
<td><strong>$30,454,093.22</strong></td>
</tr>
</tbody>
</table>
Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2013

<table>
<thead>
<tr>
<th>Fund/Source</th>
<th>Beginning Year Balance</th>
<th>Year to Date Receipts</th>
<th>Year to Date Expenditures</th>
<th>Year to Date Encumbrances</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
<td>30,469,564.27</td>
<td>24,842,203.31</td>
<td>22,978,491.65</td>
<td>6,912,456.86</td>
<td>25,420,819.07</td>
</tr>
<tr>
<td><strong>Total General Fund</strong></td>
<td>$30,469,564.27</td>
<td>$24,842,203.31</td>
<td>$22,978,491.65</td>
<td>$6,912,456.86</td>
<td>$25,420,819.07</td>
</tr>
<tr>
<td>201 Anderson</td>
<td>211,537.20</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>211,537.20</td>
</tr>
<tr>
<td>202 Endowment for the Blind</td>
<td>1,665,651.93</td>
<td>4,812.50</td>
<td>0.00</td>
<td>0.00</td>
<td>1,670,464.43</td>
</tr>
<tr>
<td>203 Founders</td>
<td>4,712,432.66</td>
<td>25,924.53</td>
<td>95,363.14</td>
<td>0.00</td>
<td>4,615,866.60</td>
</tr>
<tr>
<td>204 Kaiser</td>
<td>44,934.88</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>44,934.88</td>
</tr>
<tr>
<td>205 Kraley</td>
<td>153,804.84</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>153,804.84</td>
</tr>
<tr>
<td>206 Library</td>
<td>165,074.25</td>
<td>1,509.25</td>
<td>661.73</td>
<td>218.71</td>
<td>165,703.06</td>
</tr>
<tr>
<td>207 Pepke</td>
<td>97,395.18</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>97,395.18</td>
</tr>
<tr>
<td>208 Wickwire</td>
<td>1,086,072.03</td>
<td>2,684.31</td>
<td>1,010.00</td>
<td>9,064.25</td>
<td>1,078,682.09</td>
</tr>
<tr>
<td>209 Wittke</td>
<td>66,255.37</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>66,255.37</td>
</tr>
<tr>
<td>210 Young</td>
<td>3,094,870.38</td>
<td>10,829.88</td>
<td>0.00</td>
<td>0.00</td>
<td>3,105,700.26</td>
</tr>
<tr>
<td>225 Friends</td>
<td>5,086.47</td>
<td>17,500.00</td>
<td>7,912.21</td>
<td>2,537.11</td>
<td>12,137.15</td>
</tr>
<tr>
<td>226 Judd</td>
<td>6,743.25</td>
<td>50,532.00</td>
<td>46,034.87</td>
<td>33,473.03</td>
<td>(22,232.65)</td>
</tr>
<tr>
<td>228 Lockwood Thompson Memorial</td>
<td>263,528.36</td>
<td>78,637.50</td>
<td>47,792.96</td>
<td>233,316.06</td>
<td>61,056.84</td>
</tr>
<tr>
<td>229 Ohio Center for the Book</td>
<td>0.00</td>
<td>900.00</td>
<td>825.00</td>
<td>0.00</td>
<td>75.00</td>
</tr>
<tr>
<td>230 Schweinfurth</td>
<td>25,159.08</td>
<td>13,905.00</td>
<td>16,480.00</td>
<td>1,896.00</td>
<td>20,688.08</td>
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<tr>
<td>251 OLBPD-Library for the Blind</td>
<td>62,210.67</td>
<td>628,415.00</td>
<td>577,484.69</td>
<td>64,125.08</td>
<td>49,015.90</td>
</tr>
<tr>
<td>252 LSTA-Know It Now</td>
<td>120,849.73</td>
<td>204,248.35</td>
<td>202,350.04</td>
<td>54,084.70</td>
<td>68,663.34</td>
</tr>
<tr>
<td>255 PNC-Grow Up Great</td>
<td>58,640.05</td>
<td>0.00</td>
<td>11,821.76</td>
<td>513.82</td>
<td>46,304.47</td>
</tr>
<tr>
<td>256 Learning Centers</td>
<td>110,842.93</td>
<td>0.00</td>
<td>30,018.24</td>
<td>57,342.00</td>
<td>23,482.69</td>
</tr>
<tr>
<td><strong>Total Special Revenue Funds</strong></td>
<td><strong>$11,951,089.26</strong></td>
<td><strong>$1,039,898.32</strong></td>
<td><strong>$1,037,754.64</strong></td>
<td><strong>$483,698.21</strong></td>
<td><strong>$11,469,534.73</strong></td>
</tr>
<tr>
<td>401 Building &amp; Repair</td>
<td>16,399,617.59</td>
<td>0.00</td>
<td>802,444.74</td>
<td>1,751,128.02</td>
<td>13,846,044.83</td>
</tr>
<tr>
<td><strong>Total Capital Project Funds</strong></td>
<td><strong>$16,399,617.59</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$802,444.74</strong></td>
<td><strong>$1,751,128.02</strong></td>
<td><strong>$13,846,044.83</strong></td>
</tr>
<tr>
<td>501 Abel</td>
<td>179,528.26</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>179,528.26</td>
</tr>
</tbody>
</table>
Cleveland Public Library  
Revenue, Expenditures and Changes in Fund Balances  
For the Period Ending May 31, 2013

<table>
<thead>
<tr>
<th>Code</th>
<th>Fund</th>
<th>Beginning Year Balance</th>
<th>Year to Date Receipts</th>
<th>Year to Date Expenditures</th>
<th>Year to Date Encumbrances</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>Ambler</td>
<td>1,717.73</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,717.73</td>
</tr>
<tr>
<td>503</td>
<td>Beard</td>
<td>107,816.34</td>
<td>2,283.64</td>
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<td>185.00</td>
<td>108,754.98</td>
</tr>
<tr>
<td>504</td>
<td>Klein</td>
<td>4,069.48</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,069.48</td>
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<tr>
<td>505</td>
<td>Malon/Schroeder</td>
<td>227,545.60</td>
<td>31.58</td>
<td>0.00</td>
<td>0.00</td>
<td>227,577.18</td>
</tr>
<tr>
<td>506</td>
<td>McDonald</td>
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<td>215.07</td>
<td>0.00</td>
<td>0.00</td>
<td>140,718.04</td>
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<tr>
<td>507</td>
<td>Ratner</td>
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<td>0.00</td>
<td>0.00</td>
<td>68,838.86</td>
</tr>
<tr>
<td>508</td>
<td>Root</td>
<td>29,624.48</td>
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<td>0.00</td>
<td>0.00</td>
<td>29,624.48</td>
</tr>
<tr>
<td>509</td>
<td>Sugarman</td>
<td>166,899.58</td>
<td>807.74</td>
<td>0.00</td>
<td>0.00</td>
<td>167,707.32</td>
</tr>
<tr>
<td>510</td>
<td>Thompson</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>126,099.45</td>
</tr>
<tr>
<td>511</td>
<td>Weidenthal</td>
<td>5,056.65</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,056.65</td>
</tr>
<tr>
<td>512</td>
<td>White</td>
<td>1,701,202.99</td>
<td>4,929.76</td>
<td>15,581.53</td>
<td>701.00</td>
<td>1,689,850.22</td>
</tr>
<tr>
<td>513</td>
<td>Beard Anna Young</td>
<td>68,007.42</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>68,007.42</td>
</tr>
<tr>
<td></td>
<td><strong>Total Permanent Funds</strong></td>
<td>$2,826,909.81</td>
<td>$8,267.79</td>
<td>$16,741.53</td>
<td>$886.00</td>
<td>$2,817,550.07</td>
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<tr>
<td>901</td>
<td>Unclaimed Funds</td>
<td>8,913.99</td>
<td>1,093.72</td>
<td>68.27</td>
<td>0.00</td>
<td>9,939.44</td>
</tr>
<tr>
<td></td>
<td><strong>Others</strong></td>
<td>$8,913.99</td>
<td>$1,093.72</td>
<td>$68.27</td>
<td>$0.00</td>
<td>$9,939.44</td>
</tr>
<tr>
<td></td>
<td><strong>Total All Funds</strong></td>
<td>$61,656,094.92</td>
<td>$25,891,463.14</td>
<td>$24,835,500.83</td>
<td>$9,148,169.09</td>
<td>$53,563,888.14</td>
</tr>
</tbody>
</table>
Cleveland Public Library
Depository Balance Detail
For the Period Ending May 31, 2013

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance of All Funds</td>
<td>$62,712,057.23</td>
</tr>
<tr>
<td>Chase-Checking</td>
<td>7,237.09</td>
</tr>
<tr>
<td>PNC-Checking</td>
<td>0.00</td>
</tr>
<tr>
<td>KeyBank-Concentration Acct</td>
<td>0.00</td>
</tr>
<tr>
<td>KeyBank-Checking (ZBA)</td>
<td>539,208.09</td>
</tr>
<tr>
<td>KeyBank-MCVISA</td>
<td>113,809.38</td>
</tr>
<tr>
<td>Fifth Third - Checking</td>
<td>347,862.50</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>330.00</td>
</tr>
<tr>
<td>Change Fund</td>
<td>4,640.00</td>
</tr>
<tr>
<td>KeyBank-Payroll Account (ZBA)</td>
<td>176.84</td>
</tr>
<tr>
<td>KeyBank-Savings Bond Acct</td>
<td>0.00</td>
</tr>
<tr>
<td>Cash in Library Treasury</td>
<td>$1,013,263.90</td>
</tr>
<tr>
<td>PNC - Money Market</td>
<td>10,028.99</td>
</tr>
<tr>
<td>PNC - Investments</td>
<td>34,547,890.55</td>
</tr>
<tr>
<td>PNC/Allegiant Money Market</td>
<td>56,016.75</td>
</tr>
<tr>
<td>KeyBank - Victory Fund</td>
<td>0.00</td>
</tr>
<tr>
<td>STAR OHIO Investment</td>
<td>2,479,715.15</td>
</tr>
<tr>
<td>STAR Plus Investment</td>
<td>11,010,844.34</td>
</tr>
<tr>
<td>Investments</td>
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<tr>
<td>PNC Endowment Acct</td>
<td>13,594,298.55</td>
</tr>
<tr>
<td>Endowment Account</td>
<td>$13,594,298.55</td>
</tr>
<tr>
<td>Cash in Banks and On Hand</td>
<td>$62,712,057.23</td>
</tr>
</tbody>
</table>
REPORT ON INVESTMENTS – May 2013

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period May 1, 2013 through May 31, 2013.

<table>
<thead>
<tr>
<th>Investment Period</th>
<th>No. of Days</th>
<th>Amount</th>
<th>Bank</th>
<th>Interest Rate</th>
<th>Investment Income</th>
<th>Investment Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/13 - 05/31/13</td>
<td>31</td>
<td>Various</td>
<td>STAR Ohio</td>
<td>Various</td>
<td>83.81</td>
<td>Investment Pool</td>
</tr>
<tr>
<td>05/01/13 - 05/31/13</td>
<td>31</td>
<td>Various</td>
<td>STAR Plus</td>
<td>Various</td>
<td>1,898.35</td>
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Earned Interest May 2013 $ 9,226.39
Earned Interest Year To Date $ 80,163.71
**CLEVELAND PUBLIC LIBRARY**

Finance Committee  
June 18, 2013

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 2013**

In accordance with Board Policy adopted by resolution on November 29, 1972, a description of Conference and Travel Expenditures is submitted.

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<tr>
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**SUMMARY**

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Human Resources Committee Report
June 20, 2013

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| RETIREMENTS          |                      |                       |           |                   |
| OLSZEWSKI, ANN G     | PRESERVATION         | PRESERVATION MGR.     | 5/17/2013 | RETIREMENT        |

| OTHER TERMINATIONS   |                      |                       |           |                   |
| SMITH, JOSEPH E      | SAFETY & PROT SERVICES| SAFE PROT SVCS. OFF  | 5/20/2013 | TERM INVOL        |

* Delayed notice of resignation
### SALARY CHANGES REPORT

**From 05/01/2013 to 05/31/2013**

**EMPLOYEE:** PAI, RHONDA D  
**JOB TITLE:** MOBILE SERVICES MANAGER  
**CURRENT GRADE:** J  
**CURRENT STEP:** 4  
**EFFEC DATE:** 05/05/2013  
**TYPE OF CHANGE:** SALARY AFFECTS BASE WAGE  
**PREVIOUS VALUE:** 62,047.18  
**CURRENT VALUE:** 65,592.28  
**REASON FOR CHANGE:** PROMOTION

**EMPLOYEE:** WILLIAMS, MAXINE  
**JOB TITLE:** LA COMP EMPH  
**CURRENT GRADE:** F  
**CURRENT STEP:** 1  
**EFFEC DATE:** 05/05/2013  
**TYPE OF CHANGE:** SALARY AFFECTS BASE WAGE  
**PREVIOUS VALUE:** 9.15  
**CURRENT VALUE:** 22,524.84  
**REASON FOR CHANGE:** PROMOTION

**EMPLOYEE:** CONRAD, CARLA  
**JOB TITLE:** BRANCH CLERK SUB  
**CURRENT GRADE:** B  
**CURRENT STEP:** 1  
**EFFEC DATE:** 05/05/2013  
**TYPE OF CHANGE:** SALARY AFFECTS BASE WAGE  
**PREVIOUS VALUE:** 0.00  
**CURRENT VALUE:** 14,709.50  
**REASON FOR CHANGE:** NEW HIRE

**EMPLOYEE:** STASKIEWS, ALEXANDRA  
**JOB TITLE:** CHILDRENS LIBRARIAN  
**CURRENT GRADE:** J  
**CURRENT STEP:** 4  
**EFFEC DATE:** 05/05/2013  
**TYPE OF CHANGE:** SALARY AFFECTS BASE WAGE  
**PREVIOUS VALUE:** 22,524.84  
**CURRENT VALUE:** 50,998.74  
**REASON FOR CHANGE:** PROMOTION

**EMPLOYEE:** BRESLIN, JESSICA  
**JOB TITLE:** BRANCH MANAGER LGE  
**CURRENT GRADE:** K  
**CURRENT STEP:** 1  
**EFFEC DATE:** 05/20/2013  
**TYPE OF CHANGE:** SALARY AFFECTS BASE WAGE  
**PREVIOUS VALUE:** 0.00  
**CURRENT VALUE:** 65,615.68  
**REASON FOR CHANGE:** NEW HIRE

**EMPLOYEE:** HUNTER, RENA  
**JOB TITLE:** BRANCH MANAGER DYAD  
**CURRENT GRADE:** K  
**CURRENT STEP:** 1  
**EFFEC DATE:** 05/20/2013  
**TYPE OF CHANGE:** SALARY AFFECTS BASE WAGE  
**PREVIOUS VALUE:** 0.00  
**CURRENT VALUE:** 65,615.68  
**REASON FOR CHANGE:** NEW HIRE
Human Resources Committee Report
June 20, 2013

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Human Resources Committee Report
Meeting Date: June 20, 2013
Report Period: May 2013

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

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<td>3,481.44</td>
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<tr>
<td>May</td>
<td>3,693.45</td>
<td>3,671.72</td>
<td>87,911.85</td>
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<td>June</td>
<td>2,593.94</td>
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<tr>
<td>July</td>
<td>2,344.66</td>
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<tr>
<td>August</td>
<td>*4,221.65</td>
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<tr>
<td>September</td>
<td>3,057.74</td>
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<tr>
<td>October</td>
<td>2,760.23</td>
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<tr>
<td>November</td>
<td>2,690.57</td>
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</tr>
<tr>
<td>December</td>
<td>3,277.75</td>
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*Covers three pay dates
Human Resources Committee Report
June 20, 2013

<table>
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<tr>
<th>Job Category</th>
<th>Male</th>
<th>Female</th>
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<tr>
<td></td>
<td>A</td>
<td>B</td>
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<tr>
<td>Officials/Administrators</td>
<td>78</td>
<td>20</td>
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<tr>
<td>Professionals</td>
<td>79</td>
<td>14</td>
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<tr>
<td>Technicians</td>
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<td>11</td>
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<td>Protective Service</td>
<td>23</td>
<td>9</td>
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<tr>
<td>Para-Professionals</td>
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<td>28</td>
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<tr>
<td>Administrative Support</td>
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<td>32</td>
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<tr>
<td>Skilled Craft</td>
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<td>7</td>
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<tr>
<td>Service Maintenance</td>
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<td>7</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
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<td>128</td>
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</table>

A= Total Column  
B= White  
C= Black  
D= Hispanic  
E= Asian/Pacific  
G= White  
H= Black  
I= Hispanic  
J= Asian/Pacific  
F= American Indian/Alaskan Native  
K= American Indian/Alaskan Native
INSURANCE REPORT
FOR THE MONTH OF
MAY 2013

Human Resources Committee Report
JUNE 20, 2013

Staff Enrollments-Health Care/Dental

<table>
<thead>
<tr>
<th></th>
<th>Single</th>
<th>Family</th>
<th>Total</th>
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<td>20</td>
<td>14</td>
<td>34</td>
</tr>
<tr>
<td>Med Mutual Gold</td>
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<td>143</td>
<td>402</td>
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<tr>
<td>Delta Dental</td>
<td>275</td>
<td>183</td>
<td>458</td>
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<tr>
<td>Vision</td>
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Workers' Compensation
Lost Time Report

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<thead>
<tr>
<th>Classification</th>
<th>Dept/Location</th>
<th>Date of Injury</th>
<th>Total days missed during report month</th>
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</thead>
<tbody>
<tr>
<td>LIBRARIAN</td>
<td>FULTON</td>
<td>12/18/2012</td>
<td>31</td>
</tr>
</tbody>
</table>
CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2013

<table>
<thead>
<tr>
<th>CIRCULATION ACTIVITY</th>
<th>Monthly Total</th>
<th>Average Hourly</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Library</td>
<td>142,508</td>
<td>698</td>
<td>717,808</td>
<td>-9.1%</td>
</tr>
<tr>
<td>Branches</td>
<td>318,649</td>
<td>1,561</td>
<td>1,657,671</td>
<td>2.4%</td>
</tr>
<tr>
<td>Mobile Units</td>
<td>4,221</td>
<td>5,960</td>
<td>21,170</td>
<td>-28.5%</td>
</tr>
<tr>
<td>Library for the Blind</td>
<td>53,043</td>
<td>271,449</td>
<td>311,464</td>
<td>-12.8%</td>
</tr>
<tr>
<td>OLBPD BARD</td>
<td>12,493</td>
<td>61,984</td>
<td>47,500</td>
<td>30.5%</td>
</tr>
<tr>
<td>eMedia</td>
<td>15,599</td>
<td>579</td>
<td>77,929</td>
<td>40.2%</td>
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</table>

TOTAL CIRCULATION: 546,513

<table>
<thead>
<tr>
<th>ELECTRONIC MEDIA</th>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>eBook</td>
<td>11709</td>
<td>59,645</td>
<td>45.8%</td>
</tr>
<tr>
<td>eAudioBook</td>
<td>3765</td>
<td>17,504</td>
<td>24.1%</td>
</tr>
<tr>
<td>eMusic</td>
<td>71</td>
<td>345</td>
<td>23.2%</td>
</tr>
<tr>
<td>eVideo</td>
<td>54</td>
<td>435</td>
<td>53.7%</td>
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</table>

TOTAL eCIRCULATION: 15,599

<table>
<thead>
<tr>
<th>OHLIO BRAILLE &amp; AUDIO READING DOWNLOAD (BARD)</th>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downloads</td>
<td>12,493</td>
<td>61,984</td>
<td>30.5%</td>
</tr>
<tr>
<td>Users</td>
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<td>3,043</td>
<td>13.3%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPUTER USAGE</th>
<th>Number of Computers</th>
<th>Average Session</th>
<th>Number of Sessions</th>
<th>Hours in Use</th>
<th>YTD Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Library</td>
<td>102</td>
<td>45 minutes</td>
<td>13,059</td>
<td>9,621</td>
<td>34.1%</td>
</tr>
<tr>
<td>Branches</td>
<td>539</td>
<td>40 minutes</td>
<td>67,911</td>
<td>58,010</td>
<td>45.1%</td>
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</tbody>
</table>

TOTAL USAGE: 641

<table>
<thead>
<tr>
<th>WALK-IN COUNT</th>
<th>Monthly Total</th>
<th>Average Hourly</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Library</td>
<td>45,889</td>
<td>221</td>
<td>232,369</td>
<td>-0.1%</td>
</tr>
<tr>
<td>Branches</td>
<td>212,253</td>
<td>1,040</td>
<td>1,186,182</td>
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</tr>
<tr>
<td>Mobile Unit</td>
<td>283</td>
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<td>2,971</td>
<td>-28.2%</td>
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</table>

TOTAL VISITS: 258,435
# Cleveland Public Library

## Branch Total Circulation for May 2013

<table>
<thead>
<tr>
<th>Branch</th>
<th>Sent from Other Branches</th>
<th>Sent from Main</th>
<th>Sent from Other CLEVNET Systems</th>
<th>Total Direct Circulation (a+b+c+d)</th>
<th>Sent to Other CLEVNET Systems</th>
<th>Total Circulation (e+f)</th>
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</thead>
<tbody>
<tr>
<td>Addison</td>
<td>7,933</td>
<td>832</td>
<td>636</td>
<td>1,180</td>
<td>10,581</td>
<td>954</td>
</tr>
<tr>
<td>Broadway*</td>
<td>26</td>
<td>10</td>
<td>27</td>
<td>69</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Brooklyn</td>
<td>4,336</td>
<td>409</td>
<td>431</td>
<td>488</td>
<td>5,664</td>
<td>753</td>
</tr>
<tr>
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<td>1,008</td>
<td>1,242</td>
<td>1,521</td>
<td>11,932</td>
<td>1,328</td>
</tr>
<tr>
<td>Collinwood</td>
<td>5,798</td>
<td>711</td>
<td>597</td>
<td>1,045</td>
<td>8,151</td>
<td>953</td>
</tr>
<tr>
<td>East 131st</td>
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<td>469</td>
<td>320</td>
<td>642</td>
<td>4,812</td>
<td>415</td>
</tr>
<tr>
<td>Eastman</td>
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<td>1,812</td>
<td>2,909</td>
<td>21,001</td>
<td>2,570</td>
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<td>1,065</td>
<td>1,024</td>
<td>1,644</td>
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<td>1,366</td>
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<td>679</td>
<td>1,584</td>
<td>11,849</td>
<td>1,021</td>
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<td>361</td>
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<td>608</td>
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<td>962</td>
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<td>663</td>
</tr>
<tr>
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<td>751</td>
<td>1,507</td>
<td>9,090</td>
<td>888</td>
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<tr>
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<td>357</td>
<td>384</td>
<td>4,433</td>
<td>402</td>
</tr>
<tr>
<td>Jefferson</td>
<td>4,911</td>
<td>588</td>
<td>809</td>
<td>1,104</td>
<td>7,412</td>
<td>904</td>
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<tr>
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<td>764</td>
<td>679</td>
<td>999</td>
<td>7,558</td>
<td>663</td>
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<tr>
<td>Lorain</td>
<td>8,108</td>
<td>973</td>
<td>897</td>
<td>1,544</td>
<td>11,522</td>
<td>1,032</td>
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<td>751</td>
<td>977</td>
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<td>1,155</td>
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<td>1,757</td>
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<td>1,520</td>
</tr>
<tr>
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<td>405</td>
<td>615</td>
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<td>576</td>
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<tr>
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<td>774</td>
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<td>1,133</td>
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<td>1,347</td>
<td>1,919</td>
<td>19,184</td>
<td>2,441</td>
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<td>969</td>
<td>7,951</td>
<td>755</td>
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<td>2,973</td>
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<td>2,565</td>
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<td>379</td>
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<td>970</td>
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<td>2,600</td>
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<td>20,154</td>
<td>2,909</td>
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<tr>
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<td>803</td>
<td>501</td>
<td>993</td>
<td>10,964</td>
<td>887</td>
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<td>22,983</td>
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*Broadway branch library permanently closed its doors to the public on November 16, 2012*
## CLEVELAND PUBLIC LIBRARY
### BRANCH TOTAL CIRCULATION COMPARATIVE FOR MAY 2013

<table>
<thead>
<tr>
<th>BRANCH</th>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
<th>YTD %G/L</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2013</td>
<td>2012</td>
<td>2013</td>
<td>2012</td>
</tr>
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<td>55,758</td>
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<td>471</td>
<td>16,150</td>
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<tr>
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<td>6,417</td>
<td>8,401</td>
<td>38,306</td>
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<tr>
<td>Carnegie West</td>
<td>13,260</td>
<td>14,574</td>
<td>69,609</td>
<td>71,247</td>
</tr>
<tr>
<td>Collinwood</td>
<td>9,104</td>
<td>10,205</td>
<td>50,358</td>
<td>50,838</td>
</tr>
<tr>
<td>East 131st</td>
<td>5,227</td>
<td>5,167</td>
<td>27,137</td>
<td>28,375</td>
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<tr>
<td>Eastman</td>
<td>23,571</td>
<td>19,208</td>
<td>108,116</td>
<td>94,918</td>
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<td>25,506</td>
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<tr>
<td>Glenville</td>
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<td>46,573</td>
<td>46,234</td>
</tr>
<tr>
<td>Harvard-Lee</td>
<td>9,978</td>
<td>9,012</td>
<td>52,619</td>
<td>47,893</td>
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<tr>
<td>Hough</td>
<td>4,835</td>
<td>6,181</td>
<td>24,964</td>
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<td>45,060</td>
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<td>41,436</td>
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<td>40,782</td>
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<td>6,964</td>
<td>6,817</td>
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<td>35,255</td>
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<tr>
<td>Rice</td>
<td>13,475</td>
<td>13,425</td>
<td>68,819</td>
<td>62,608</td>
</tr>
<tr>
<td>Rockport</td>
<td>21,625</td>
<td>22,543</td>
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<td>116,257</td>
</tr>
<tr>
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<td>44,450</td>
<td>46,507</td>
</tr>
<tr>
<td>South Brooklyn</td>
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<td>22,572</td>
<td>116,542</td>
<td>108,357</td>
</tr>
<tr>
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<td>7,069</td>
<td>36,055</td>
<td>30,701</td>
</tr>
<tr>
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</tr>
<tr>
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<td>16,853</td>
<td>94,225</td>
<td>88,465</td>
</tr>
<tr>
<td>West Park</td>
<td>23,063</td>
<td>25,343</td>
<td>119,053</td>
<td>124,139</td>
</tr>
<tr>
<td>Woodland</td>
<td>11,851</td>
<td>10,418</td>
<td>62,097</td>
<td>51,888</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>318,649</td>
<td>325,360</td>
<td>1,657,671</td>
<td>1,619,328</td>
</tr>
</tbody>
</table>

*Broadway branch library permanently closed its doors to the public on November 16, 2012*
## CLEVELAND PUBLIC LIBRARY
### BRANCH ATTENDANCE MAY 2013

<table>
<thead>
<tr>
<th>BRANCH</th>
<th>Monthly Total 2013</th>
<th>Year-to-Date 2013</th>
<th>Year-to-Date 2012</th>
<th>YTD Gain/Loss</th>
<th>%G/L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addison</td>
<td>5,765</td>
<td>33,256</td>
<td>36,900</td>
<td>-3,644</td>
<td>-9.9%</td>
</tr>
<tr>
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<td>1,605</td>
<td>8,563</td>
<td>8,563</td>
<td>-8,563</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Brooklyn</td>
<td>3,949</td>
<td>22,469</td>
<td>21,730</td>
<td>739</td>
<td>3.4%</td>
</tr>
<tr>
<td>Carnegie West</td>
<td>13,265</td>
<td>80,511</td>
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<td>62,359</td>
<td>59,850</td>
<td>2,509</td>
<td>4.2%</td>
</tr>
<tr>
<td>Fleet</td>
<td>10,788</td>
<td>59,572</td>
<td>53,097</td>
<td>6,475</td>
<td>12.2%</td>
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<tr>
<td>Fulton</td>
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<td>42,713</td>
<td>37,616</td>
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<td>39,433</td>
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<td>41,914</td>
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<tr>
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<td>38,869</td>
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<td>4.9%</td>
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<td>39,279</td>
<td>-1,458</td>
<td>-3.7%</td>
</tr>
<tr>
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<tr>
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</tr>
<tr>
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<td>8,717</td>
<td>14.2%</td>
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<tr>
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<td>56,318</td>
<td>-2,815</td>
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</tr>
<tr>
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</tr>
<tr>
<td>South Brooklyn</td>
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</tr>
<tr>
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<td>Union</td>
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<tr>
<td>Walz</td>
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<td>47,223</td>
<td>1,009</td>
<td>2.1%</td>
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</tr>
<tr>
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<td>56,220</td>
<td>-8,811</td>
<td>-12.1%</td>
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</tr>
<tr>
<td>Woodland</td>
<td>6,366</td>
<td>34,985</td>
<td>622</td>
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</table>

**TOTAL**        | **212,253**        | **1,185,182**     | **1,215,295**     | **-30,113**   | **-2.5%** |

*Broadway branch library permanently closed its doors to the public on November 16, 2012.*
<table>
<thead>
<tr>
<th>Branch</th>
<th>Total Circulation</th>
<th>Branch</th>
<th>Attendance</th>
<th>Branch</th>
<th>Population 2010</th>
<th>Population 2000</th>
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<td>Eastman</td>
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<td>Carnegie West</td>
<td>13,265</td>
<td>South Brooklyn</td>
<td>32,043</td>
<td>34,217</td>
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<tr>
<td>South Brooklyn</td>
<td>23,295</td>
<td>Rice</td>
<td>13,150</td>
<td>West Park</td>
<td>27,814</td>
<td>29,398</td>
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<tr>
<td>West Park</td>
<td>23,063</td>
<td>South Brooklyn</td>
<td>11,277</td>
<td>Fleet**</td>
<td>26,727</td>
<td>34,598</td>
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<tr>
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<td>Eastman</td>
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<td>Eastman</td>
<td>23,674</td>
<td>25,873</td>
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<td>21,467</td>
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<td>Fulton</td>
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<td>Memorial-Nottingham</td>
<td>14,250</td>
<td>Hough</td>
<td>9,492</td>
<td>Rice</td>
<td>19,462</td>
<td>25,893</td>
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<tr>
<td>Rice</td>
<td>13,475</td>
<td>Rockport</td>
<td>8,812</td>
<td>Memorial-Nottingham</td>
<td>19,271</td>
<td>22,598</td>
</tr>
<tr>
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<td>Harvard-Lee</td>
<td>10,788</td>
<td>11,277</td>
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<tr>
<td>Fulton</td>
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<td>Walz</td>
<td>8,340</td>
<td>Rockefeller</td>
<td>12,792</td>
<td>17,155</td>
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<tr>
<td>Lorain</td>
<td>12,554</td>
<td>South</td>
<td>8,260</td>
<td>Rockefeller</td>
<td>16,063</td>
<td>18,497</td>
</tr>
<tr>
<td>Woodland</td>
<td>11,851</td>
<td>Lorain</td>
<td>8,009</td>
<td>Rockefeller</td>
<td>14,439</td>
<td>21,224</td>
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<tr>
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<td>Rockefeller</td>
<td>14,006</td>
<td>20,302</td>
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<td>7,566</td>
<td>Rockefeller</td>
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<td>Martin Luther King, Jr.</td>
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<td>Rockefeller</td>
<td>6,906</td>
<td>Rockefeller</td>
<td>13,025</td>
<td>18,001</td>
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<td>Collinwood</td>
<td>9,104</td>
<td>Rockefeller</td>
<td>6,469</td>
<td>Rockefeller</td>
<td>12,792</td>
<td>17,155</td>
</tr>
<tr>
<td>Glenville</td>
<td>8,844</td>
<td>Rockefeller</td>
<td>6,551</td>
<td>Rockefeller</td>
<td>12,588</td>
<td>14,589</td>
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<td>Rockefeller</td>
<td>6,502</td>
<td>Rockefeller</td>
<td>12,392</td>
<td>15,483</td>
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<td>Rockefeller</td>
<td>6,434</td>
<td>Rockefeller</td>
<td>10,487</td>
<td>11,716</td>
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<tr>
<td>Jefferson</td>
<td>8,316</td>
<td>Rockefeller</td>
<td>6,366</td>
<td>Rockefeller</td>
<td>8,416</td>
<td>12,603</td>
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<tr>
<td>Langston Hughes</td>
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<td>Rockefeller</td>
<td>6,222</td>
<td>Rockefeller</td>
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<td>8,712</td>
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<td>7,946</td>
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<td>Brooklyn</td>
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<td>Rockefeller</td>
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<td>7,729</td>
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<td>Sterling</td>
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<td>5,249</td>
<td>Rockefeller</td>
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<tr>
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<td>Rockefeller</td>
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<td>6,430</td>
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<td>Rockefeller</td>
<td>3,515</td>
<td>3,987</td>
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<td>Garden Valley</td>
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<td>Rockefeller</td>
<td>3,907</td>
<td>Rockefeller</td>
<td>2,310</td>
<td>3,220</td>
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<tr>
<td>Broadway*</td>
<td>65</td>
<td>Rockefeller</td>
<td></td>
<td>Broadway**</td>
<td></td>
<td>1,966</td>
</tr>
</tbody>
</table>

318,849                  | 212,253

**Broadway and Fleet services areas merged**

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

Prepared By: Northern Ohio Data and Information Service – NODIS, Maxine Goodman Levin College of Urban Affairs, Cleveland State University
### OTHER TRANSACTIONS

<table>
<thead>
<tr>
<th>Loans* to:</th>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2013</td>
<td>2012</td>
<td>2013</td>
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<tr>
<td>CLEVNET</td>
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<td>85,821</td>
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<tr>
<td>MORE</td>
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<td>777</td>
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<tr>
<td>Other Libraries</td>
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<td>450</td>
<td>3,762</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>85,924</td>
<td>87,048</td>
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*Totals included in Main Library and Branch circulation counts.

### ANALYSIS OF MAIN LIBRARY

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<th>REFERENCE QUESTION LOAD</th>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
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</thead>
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<td></td>
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<td>2012</td>
<td>2013</td>
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<tr>
<td>Projected</td>
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<td>KnowItNow Web Reference*</td>
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<td><strong>TOTAL</strong></td>
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*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

### CHANGES IN PERMANENT COLLECTION

<table>
<thead>
<tr>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
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<tbody>
<tr>
<td>2013</td>
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<td>2013</td>
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<tr>
<td>New Titles Added</td>
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<tr>
<td>Total Items Added</td>
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### HOURS OPEN

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<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
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<td>2013</td>
<td>2012</td>
<td>2013</td>
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<tr>
<td>Main Library</td>
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<tr>
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### MYTUNES

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