

CLEVELAND PUBLIC LIBRARY

Special Board Meeting

August 9, 2018

**RESOLUTION TO ACCEPT THE STATE LIBRARY OF OHIO LSTA
DISCRETIONARY GRANTS FOR THE OHIO LIBRARY FOR THE BLIND AND
PHYSICALLY DISABLED (OLBPD)**

WHEREAS, Two grants of \$4,999 each, one grant of \$4,781.50 and one grant of \$1,029.50, for a total of \$15,809, from Library Services and Technology Act (LSTA) FY 2017 carryover funds, has been approved for the Cleveland Public Library for the period of August 1, 2018 through September 30, 2018, conditional upon formal approval of the Board of Library Trustees in September; and

WHEREAS, These grants are to assist with costs associated with the purchase of a Braille Embosser and local duplication media and supplies for the Ohio Library for the Blind and Physically Disabled; now therefore be it

RESOLVED, That the Board of Library Trustees accepts the State Library of Ohio LSTA discretionary grants totaling \$15,809 for the Ohio Library for the Blind and Physically Disabled (OLBPD) to be paid from LSTA FY 2017 carryover funds; and be it further

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

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



August 1, 2018

Will Reed, OLBPD Manager
Cleveland Public Library

Dear Mr. Reed:

A grant of \$4,999 from Library Services and Technology Act (LSTA) FY 2017 carryover funds has been approved for Cleveland Public Library (CPL) for the period of August 1, 2018 – September 30, 2018. This grant is to help with costs associated with the purchase of local duplication media and supplies.

The terms of the agreement are as follows:

1. A payment in the amount of \$4,999 will be made to CPL upon receipt and process of this signed Letter of Agreement. Prompt payment is contingent upon your institution being a valid supplier in the State's accounting system. If you have an existing account, please verify all information is up to date, ensuring your preferred method of payment (check or EFT), via the [Shared Services](#) website.
2. CPL will file a final narrative report by October 31, 2018 providing specific data on each activity funded in whole or in part with LSTA funds. You may wish to review the LSTA [Final Narrative Report](#) now to see required reporting data such as duration of sessions, frequency of sessions, items purchased, etc. Additionally, per IMLS Guidelines, upon completion of any instructional activity, participants are required to complete [this](#) survey and you will be required to submit compiled results with your final report. Should funds be used to send RLS staff to an event, your final report should indicate how attendance at the event will be used to assist or benefit Ohio libraries.

All continuing education events funded in whole or in part with LSTA funds must acknowledge IMLS on website registration and promotional materials using the publicity guidelines found [here](#).

3. CPL will file a final financial report for the period ending September 30, 2018 indicating that all funds LSTA funds were encumbered and no later than October 31, 2018 indicating LSTA grant funds were expended.

Please note: You will receive payment based on your most recent supplier update. If you are expecting your payment via EFT and your financial information has changed or needs to be updated, please contact [Shared Services](#) via their website. If you are not a current supplier with the State's accounting system, please fill out the attached form.

If you agree to the terms outlined above, please sign this Letter of Agreement in the space provided below and return the original signed copy to LSTA Coordinator, Cindy Boyden via cboyden@library.ohio.gov. We urge you to keep a copy of the signed Letter of Agreement for your records.

Sincerely,

A handwritten signature in blue ink that reads "Beverly L. Cain".

Beverly L. Cain
State Librarian
(Signed) _____

(Date) _____

Project # VIII-87-18



August 1, 2018

Will Reed, OLBPD Manager
Cleveland Public Library

Dear Mr. Reed:

A grant of \$4,999 from Library Services and Technology Act (LSTA) FY 2017 carryover funds has been approved for Cleveland Public Library (CPL) for the period of August 1, 2018 – September 30, 2018. This grant is to help with costs associated with the purchase of local duplication media and supplies.

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Sincerely,

A handwritten signature in blue ink that reads "Beverly L. Cain".

Beverly L. Cain
State Librarian
(Signed) _____

(Date) _____

Project # VIII-86-18



August 1, 2018

Will Reed, OLBPD Manager
Cleveland Public Library

Dear Mr. Reed:

A grant of \$4,781.50 from Library Services and Technology Act (LSTA) FY 2017 carryover funds has been approved for Cleveland Public Library (CPL) for the period of August 1, 2018 – September 30, 2018. This grant is to help with costs associated with the purchase of a Braille Embosser and supplies.

The terms of the agreement are as follows:

1. A payment in the amount of \$4,781.50 will be made to CPL upon receipt and process of this signed Letter of Agreement. Prompt payment is contingent upon your institution being a valid supplier in the State’s accounting system. If you have an existing account, please verify all information is up to date, ensuring your preferred method of payment (check or EFT), via the [Shared Services](#) website.
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Sincerely,

Beverly L. Cain
State Librarian
(Signed) _____

(Date) _____

Project # VIII-85-18



August 1, 2018

Will Reed, OLBPD Manager
Cleveland Public Library

Dear Mr. Reed:

A grant of \$1029.50 from Library Services and Technology Act (LSTA) FY 2017 carryover funds has been approved for Cleveland Public Library (CPL) for the period of August 1, 2018 – September 30, 2018. This grant is to help with costs associated with the purchase of local duplication media and supplies.

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1. A payment in the amount of \$1029.50 will be made to CPL upon receipt and process of this signed Letter of Agreement. Prompt payment is contingent upon your institution being a valid supplier in the State’s accounting system. If you have an existing account, please verify all information is up to date, ensuring your preferred method of payment (check or EFT), via the [Shared Services](#) website.
2. CPL will file a final narrative report by October 31, 2018 providing specific data on each activity funded in whole or in part with LSTA funds. You may wish to review the LSTA [Final Narrative Report](#) now to see required reporting data such as duration of sessions, frequency of sessions, items purchased, etc. Additionally, per IMLS Guidelines, upon completion of any instructional activity, participants are required to complete [this](#) survey and you will be required to submit compiled results with your final report. Should funds be used to send RLS staff to an event, your final report should indicate how attendance at the event will be used to assist or benefit Ohio libraries.

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Sincerely,

Beverly L. Cain
State Librarian
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(Date) _____

Project # VIII-88-18