

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 March 15, 2016
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,
 Ms. Rodriguez, Mr. Hairston, Ms. Washington

Absent: Mr. Parker

Ms. Rodriguez called the meeting to order at 12:13 p.m.

Approval of the Minutes

Mr. Seifullah moved approval of the minutes for the 2/18/16 Regular Board Meeting. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Mr. Thomas acknowledged a letter from Jill Korbin, PhD, Director Schubert Center for Child Studies, Case Western Reserve University, expressing thanks for his leadership and contributions to the stakeholder's discussion on February 19, 2016 at the Schubert Center for Child Studies, Case Western Reserve University.

Director Thomas thanked Nichole Shabazz, Youth Outreach & Programming Coordinator, for her role in encouraging the Library to partner with the Shubert Center and approximately 20 organizations to discuss diversity in children's literature. It appears that this partnership with will continue. Cleveland Public Library is proud to be a foundational partner in this initiative.

MOTION TO TEMPORARIALY SUSPEND THE REGULATIONS

Ms. Rodriguez stated that because of St. Patrick's Day on Thursday, March 17, the Regular Board Meeting had been rescheduled for today. As a result, there was no Finance Committee Meeting.

REGULAR BOARD
 MEETING OF
 2/18/16
 Approved

LTR. FROM: JILL
 KORBIN, PhD,
 DIRECTOR
 SCHUBERT
 CENTER FOR
 CHILD STUDIES,
 CASE WESTERN
 RESERVE
 UNIVERSITY
 Acknowledged

MOTION TO
 TEMPORARIALY
 SUSPEND THE
 REGULATIONS
 Approved

Mr. Hairston moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of February

(See page 441)

Mr. Seifullah moved approval of the Gift Report. Mr. Hairston 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 February of 2016; now therefore be it

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

Third Amendment to the Year 2016 Appropriation

(See pages 442-446)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2016 Appropriation Measure to comply with the attached March 7, 2016 Amended Official Certificate of Estimated

RESOLUTION
TO ACCEPT
GIFTS FOR THE
MONTH OF
FEBRUARY

Approved

THIRD
AMENDMENT TO
THE YEAR 2016
APPROPRIATION

Approved

Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Third Amendment to the Year 2016 Appropriation Schedule be approved.

Ms. Washington asked for clarification on this amendment.

Carrie Krenicky, Chief Financial Officer, stated that the Special Revenue Sources will receive additional funding than what was originally estimated in the Founders Fund, the Judd Fund and Lockwood Thompson Fund. We received a \$5,000 pass through grant from the Friends of the Cleveland Public Library from Saint Luke's Foundation restricted for the Rice Branch; and the Cleveland Foundation for the Lockwood Thompson and Judd Funds. When we originally budget our revenues we do not actually have our award letter stating how much we will be receiving. There is an increase in the Lockwood Thompson by \$15,399.00 and an increase in the Judd Fund by \$30,207.00. Since we will be certifying the additional revenue, we will appropriate it as well.

Resolution to Ratify Expenditure Made to Willory, LLC.
for Staffing and Consulting Services

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

WHEREAS, On February 23, 2015, the Executive Director entered into an agreement with Willory, LLC ("Willory") to provide contract recruiting and HR Generalist support as assigned for an anticipated duration of six weeks with potential for extension, or termination based on the Library's needs. As compensation for the services rendered, the Library agreed to pay Willory at an hourly rate not to exceed \$43.12 per hour worked by supplied personnel; and

RESOLUTION TO
RATIFY
EXPENDITURE
MADE TO
WILLORY, LLC
FOR STAFFING
AND
CONSULTING
SERVICES
Approved

WHEREAS, The cost of the original six week contract amounted to \$9,802, including mileage. In May of 2015, Willory placed an HR Generalist with the Library. Still needing the assistance of the HR Generalist, in July, the Director of Human Resources authorized the agreement to be extended to 14 weeks, for a total of \$22,378; and again in September to 26 weeks, for a total of \$42,142.00; and again in December to 52 weeks, for a total of \$64,780.00; and

WHEREAS, On February 22, 2016, the Library hired Crystal Brooks, the HR Generalist who had been placed with the Library. Because she was hired within 360 days from her start date, the contract required the Library to pay a pro-rated conversion fee equal to 25% of her salary with the Library. Willory has agreed to modify the terms of the conversion fee provision and discount the fee by 50%. The Library is, therefore, obligated to pay \$1,427.74; and

WHEREAS, On February 23, 2016, the Executive Director entered into a Release and Modification agreement with Willory to terminate the agreement and release the Library from any and all claims with respect to the conversion fee; and

WHEREAS, The Library has expended \$63,693.02 as of March 11, 2016 including the conversion fee for the services provided by the HR Generalist with the Human Resources Department; now therefore be it

RESOLVED, That the Board of Trustees ratifies the expenditure in the amount of \$63,693.02 with the expenditure being charged to the General Fund Account 11510053-53710 (Professional Services).

Ms. Butts asked for an explanation for the initial agreement with Willory, LLC.

Madeline Corchado, Director of Human Resources, stated that in 2014, three staff members in the Human Resources Department terminated their employment with the Library. Willory was contracted to temporarily supplement the staffing vacancy by providing an HR Generalist who could support the work load especially in the area of recruitment.

Carrie Krenicky, Chief Financial Officer, stated that in February 2015, the Library entered into a one year agreement with Willory, based on an initial six week placement. The original purchase order was for a \$9,802 for a one year agreement which was not required to go the Board for approval. At the conclusion of the 6 weeks, Ms. Corchado was still in need of the HR Generalist and extended the contract for an additional 14 weeks, increasing the purchase order to \$22,378. After that term was complete, the purchase order amount required Board approval. This item should have been brought before the Board when the contract was increased from 14 weeks to 26 weeks. Ms. Corchado knew that since the contract was for one year, she did not consider the need for Board approval as the term of the agreement didn't expire until February 22, 2016.

Ms. Washington asked for clarification on what the Board is being asked to do as a result.

Ms. Krenicky stated that since the contract had been extended prior without Board authorization, the Board is now being asked to ratify the extension that increased the purchase order amount of \$42,000 which exceeded the \$25,000 threshold requiring Board approval.

Mr. Hairston asked if Ms. Corchado was pleased with the services.

Ms. Corchado stated that she was pleased with the services provided by Ms. Brooks. Because she was unsure of the staffing model for the Human Resources Department, Ms. Brooks was initially hired for recruitment. However, it was realized that they needed a member of the HR Department who could be dedicated to HR in a generalist role. Although, Ms. Brooks assumed that role and performed well, interviews were held to officially fill the vacancy. Ms. Brooks was the successful candidate and selected to fill the vacancy.

Ms. Corchado stated that the Library saved approximately \$8,000 even with extension of the agreement.

Mr. Hairston asked for an explanation of the conversion fee.

Ms. Krenicky stated that by hiring the HR Generalist within the 365 day period as a part of the original agreement, the agreement stated that if the HR Generalist was hired, the Library was required to pay a conversion fee.

Joyce Dodrill, Chief Legal Officer, stated that she was able to negotiate the conversion fee amount down to 50% of what was originally required in the contract.

Mr. Seifullah asked how long Ms. Brooks has been officially employed with the Library.

Ms. Dodrill stated that Ms. Brooks started as a temporary employee in May, 2015 and was officially hired by the Library on February 22, 2016.

Resolution Selecting and Ranking Most Qualified Architect Firms And Authorizing Negotiation of Agreement With Top-Ranked Firm for South Rehabilitation and Improvement Project

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

WHEREAS, On December 21, 2015, the Cleveland Public Library placed an ad in the Cleveland Plain Dealer announcing its request for statements of qualifications for architectural/engineering services for the rehabilitation and improvement of the South branch of the Cleveland Public Library. Ads also ran in the Cleveland Plain Dealer on December 28, 2015 and January 4, 2016; and

WHEREAS, On January 22, 2016, statements of qualification were submitted to the Library by the following architectural firms: Van Dyke Architects, Moody Nolan Architecture, Richard L. Bowen & Associates, Holzheimer, Bolek, and Meehan Architect (HBM), CBLH Design, and Richard Fleishman & Partners; and

WHEREAS, An evaluation committee was formed to evaluate the statements of qualifications and to select no fewer than three firms which it considered most qualified. The evaluation committee met and selected the following three architectural firms it determined to be the

RESOLUTION
SELECTING AND
RANKING MOST
QUALIFIED
ARCHITECT
FIRMS AND
AUTHORIZING
NEGOTIATION OF
AGREEMENT
WITH TOP-
RANKED FIRM
FOR SOUTH
REHABILITATION
AND
IMPROVEMENT
PROJECT
Approved

most qualified: HBM, CBLH, and Richard Fleishman & Partners; and

WHEREAS, During the week of February 15, 2016, the evaluation committee interviewed all three top-ranked firms, and subsequently met to determine the most qualified amongst the top three; and

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

- 1) Holzheimer, Bolek & Meehan;
- 2) Richard Fleishman & Partners;
- 3) CBLH.

Now therefore be it

RESOLVED, That the Board of Library Trustees hereby accepts the recommendation of the evaluation committee, and announces the selection of Holzheimer, Bolek & Meehan as most qualified, Richard Fleishman & Partners as second most qualified, and CBLH as third most qualified; and be it further

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

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

Ms. Butts asked if Holzheimer, Bolek & Meehan, were a local firm.

Joyce Dodrill, Chief Legal Officer, stated that Holzheimer, Bolek & Meehan offices were located on West 9th Street in Cleveland, Ohio.

In response to Ms. Rodriguez' request to have the statement of qualifications available so that the Board could ensure that the firm selected was the most qualified, Ms. Dodrill explained that statements of qualifications have been received and are available for review in a bound book.

Ms. Butts asked if prices have submitted.

Ms. Dodrill stated that prices have not yet been negotiated.

Ms. Rodriguez asked if Ms. Dodrill could provide a chart indicating how the firms where ranked.

Ms. Dodrill stated that she would provide that information.

Mr. Corrigan asked if Van Dyke Architects was the firm that did some work for South Branch.

Myron Scruggs, Director of Property Management, stated that although Van Dyke did preliminary work for Fleet, the Library did not move forward to engage their additional services.

Director Thomas clarified that Westlake, Reed Leskowsky did the analysis for South Branch.

Resolution to Accept Gift From Estate of Norman Krejsa

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

WHEREAS, On September 27, 2006, Norman Krejsa of Parma Heights, Ohio executed a Last Will and Testament and bequeathed Ten Thousand Dollars (\$10,000) to the History and Genealogy Department of the Cleveland Public Library; and

WHEREAS, Mr. Krejsa died on December 26, 2015 at the age of 77. Joseph K. Rosalina, as attorney for the

RESOLUTION
TO ACCEPT
GIFT FROM
ESTATE OF
NORMAN
KREJSA
Approved

executor of Mr. Krejsa's estate, notified the Cleveland Public Library in February 2016 that Mr. Krejsa had passed away and of his bequest to the Cleveland Public Library; and

WHEREAS, In adhering to Mr. Krejsa's wishes, these funds are to be restricted for use by the History and Genealogy Department only; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to the authority set forth in R.C. § 3375.40(K), hereby accepts a gift from the Estate of Norman Krejsa in the amount of \$10,000 to be restricted to use by the History and Genealogy Department and for deposit into the Founders Fund Account No. 203046-46100-10932; and be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library expresses its heartfelt gratitude for this generous gift, and that a copy of this resolution be sent to the family of Norman Krejsa, as an expression of sympathy and appreciation from this Board.

Mr. Seifullah inquired if Mr. Krejsa actually used the History and Genealogy Department of the Cleveland Public Library.

Joyce Dodrill, Chief Legal Officer, stated that although very little information was provided about Mr. Krejsa, she would attempt to gather additional information from the attorney.

Mr. Seifullah submitted the following reports.

Fiscal Officer's Report

(See pages 447-456)

Report on Investments

(See page 457)

Report on Conference and Travel Expenditures

(See page 458-459)

FISCAL OFFICER'S REPORT Submitted

REPORT ON INVESTMENTS Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES Submitted

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

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

(See page 460)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 461-465)

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

Mr. Hairston submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 466)

Employee Demographics (EEO-4) Report

(See page 467)

Insurance Summary Report

(See page 468)

Mr. Hairston asked if diversity goals are being tracked.

Director Thomas stated that diversity goals continue to be tracked in accordance with the direction provided by the Board's Diversity Committee.

COMMUNITY SERVICES REPORT

Mr. Corrigan submitted the following report.

Amendment to Fines and Fees Schedule

(See page 469)

REGULAR
EMPLOYMENT
REPORT
Approved

REPORT ON
PAID SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

AMENDMENT TO
FINES AND FEES
SCHEDULE
Approved

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

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

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

WHEREAS, The TechCentral MakerSpace has new equipment and materials in place and fees for their use must be adjusted accordingly; therefore now be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective March 16, 2016.

Mr. Corrigan stated that the principle changes are items associated in the use of the laser engraver and vinyl cutter.

Resolution to Offer a Food for Fines Program

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

WHEREAS, The Cleveland Public Library has been an enthusiastic supporter of the Cleveland Foodbank's Harvest for Hunger campaign for several years; and

WHEREAS, The Library expresses the desire to join with organizations in northeast Ohio to collectively raise awareness of the hunger issues faced in our region; and

WHEREAS, The Library wishes to sponsor a program called Food for Fines that will offer overdue fine forgiveness in exchange for food donations of the non-perishable food items most in demand at local hunger centers; and

WHEREAS, The procedures to implement the food for fines program will be developed by Administrative staff; now therefore be it

RESOLUTION
TO OFFER A
FOOD FOR
FINES
PROGRAM
Approved

RESOLVED, The Cleveland Public Library will offer an overdue fine forgiveness program called Food for Fines from April 1-30, 2016, in support of the Cleveland Foodbank's ongoing efforts to address hunger and food insecurity in Northeast Ohio.

Mr. Hairston asked how the Library will inform its patrons about the Food for Fines program.

Ms. Rodriguez requested flyers that could be made available to advertise the Food for Fines program.

Anastasia Diamond-Ortiz, Director of Strategy and Innovation, stated that flyers are being prepared and would be available.

Mr. Hairston asked if any other library systems have a similar Food for Fines program.

Director Thomas stated the Cuyahoga County Public Library and Cleveland Heights-University Heights Public Library have similar Food for Fines programs.

Monthly Activity Report

(See pages 470-476)

Mr. Corrigan inquired about the 41% increase in circulation at Fulton Branch.

John Skrtic, Director of Public Services, stated that he was unsure but would ask the branch manager about the increase. Mr. Skrtic also noted that at times, patron traffic flows better on some days rather than others.

Anastasia Diamond-Ortiz, Director of Strategy and Innovation, stated that the numbers are corrective as last year's numbers were down. Last year's decline in attendance was due to construction around the branch obstructing the parking lot.

Mr. Corrigan noted that the increase in e-Book and e-Media continues.

Mr. Corrigan thanked Ms. Diamond-Ortiz, for her diagram on The Cleveland Public Library Ecosystem: Where Do Our Patrons Live vs. Where They Visit? Mr. Corrigan also noted the shared use of nearby branches and indicated

that library patrons are mobile in utilizing branches in various communities.

Building Status Update

Myron Scruggs, Director of Property Management, stated that air conditioning will be turned on soon and the Eastman Reading Garden will be open as soon as possible, weather permitting.

Mr. Scruggs distributed a chart providing an update on camera installation and noted that all branches have been completed with the exception of Rice which was in progress. Currently, wiring continues downtown with camera installation to follow.

Mr. Corrigan asked for an update on camera storage.

Mr. Scruggs stated that although cameras are now storing records on DVR's, some CPU computers in the control room will be upgraded by the IT Department. This will increase the speed on video return rate.

Mr. Corrigan stated that the Library does not provide video records without accompanying court orders. Those requests will be reviewed and approved by Joyce Dodrill, Chief Legal Officer.

Discussion continued about inside and outside cameras as well as camera location.

Mr. Scruggs stated that Safety and Protective Services has moved to its new location.

Mr. Scruggs stated that Rockwell Avenue will be closed tomorrow so that a tower can be installed on Main Library and described in detail the process as well as recommended parking instructions.

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, stated that the Cleveland Urban Design Collaborative (CUDC) held the first public meeting for the South Brooklyn Branch neighborhood on February 29, 2016, at Estabrook Recreation Center. Despite the branch manager's best efforts to inform the public of the meeting, attendance was only 20 people. However, CUDC was pleased at the

**BUILDING
STATUS
UPDATE**
Presented

**CPL150
STRATEGIC
PLAN UPDATE**
Presented

level of participation and engagement. A lot of good information was gathered from those who attended.

Since the last Board Meeting, CUDC has also organized and facilitated two advisory committee meetings: the first at Brooklyn Branch on February 23, 2016; and the second at Mt. Pleasant Branch on March 7, 2016. Mr. Diamond noted that, as discussed at prior Board meetings, there is one combined advisory committee for Mount Pleasant and East 131st Street Branches at the suggestion of the stakeholders and community leaders in those two neighborhoods.

**SAFE, WARM
AND DRY
UPDATE**
Presented

Safe, Warm and Dry Update

Joyce Dodrill, Chief Legal Officer, stated that we have completed a final draft of the Request for Qualifications for an architect and will send it the Plain Dealer for publication for the dates March 22 and 29.

**FRIENDS
BOARD
UPDATE**
Presented

Friends Board Update

Bob Pincus, Treasurer, Friends of the Cleveland Public Library, announced that Gretchen Farro has accepted the offer to become the new executive director of the Friends. Ms. Farro possesses an extensive background in working with non-profit organizations and recently served as Executive Director at Cleveland Lakefront Parks Conservancy. Ms. Farro will start at the Friends on March 28, 2016.

Mr. Pincus reported that the Friends Board is currently asking Cleveland area companies to assist in sponsoring an inaugural party for the Shakespeare exhibit on June 24, 2016. A number of companies have indicated their interest in sponsoring the event on various levels.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked Aaron Mason, Assistant Director, Outreach and Programming Services and his staff for successful African American History Month programming; extended appreciation to Trustee Corrigan for providing welcome remarks at the Lunar New Year program; and acknowledged

Toni Parker and Michael Dalby as new District Branch Managers.

John Skrtic, Director of Public Services, and Tish Lowrey, Director of Technical Services, jointly introduced Steve Wohl as new Lending Department Manager.

Mr. Wohl briefly shared with the Board his background and noted that he recently served as Distribution Supervisory at Lake Shore Facility.

Finally, Director Thomas congratulated Tim Murdock, Assistant Director of Property Management, as successor to Myron Scruggs, Director of Property Management, who will be retiring in April, 2016. Director Thomas expressed his appreciation for Mr. Scruggs and requested to host a reception in his honor immediately following the regular board meeting in April.

FIGHTING COMMUNITY DEFICITS

On February 20th the Harvard-Lee Branch hosted Legal Aid @ the Library. Nine volunteer attorneys, three Legal Aid attorney's and 18 law students from Case Western Reserve University participated in the clinic. The firms represented in the volunteer group were, Jones Day and Hahn, Loeser & Parks. Forty-eight patrons registered for consultation and all but one, who was unable to attend the clinic, received consultations.

FORMING COMMUNITIES OF LEARNING

Love is in the Air

The Center for Local and Global History's (CLGH) Department Manager Olivia Hoge and General Research Collections Department Manager Don Boozer created the *Love is in the Air* program for February. Each subject department in LSW created a small activity to promote their collection. The passive program allowed patrons to explore their creativity while exploring the collections in LSW.

Get Graphic

Wonder Woman: Blood, by local comic's writer Brian Azzarello, was 3rd in the *Get Graphic! A Graphic Novel Book Club: Wonder Women*, held February 4th. Sixteen people joined Senior Subject Department Librarian Jean Collins, Manager Amy Dawson and Ohio Center for the Book Scholar-In-Residence Valentino Zullo for a lively discussion of the popular author's work. The 2nd *Get Graphic!* book club took place on February 18th with 12 attendees discussing *Sensation Comics Featuring Wonder Woman*.

Social Science Sports Icon Series

Social Science Library Assistant Pete Elwell hosted Dan Coughlin and the part-owner, chairman, and CEO of the Cleveland Indians, Paul Dolan for the 25th Sports Icon Interview Series on February 24th.

CELEBRATE DIVERSITY

In the month of February the Library hosted approximately 126 programs ranging from African American History Month programming to Cleveland Consent Decree public forums and foreign language instruction. Not included in this total are the Library's extensive educational offerings such as after-school tutoring, college readiness programming, adult education and nutritional services.

The Library's major focus in the Month of February was on African American History Month Programming.

On February 6th Anthony T. Browder, founder and director of IKG Cultural Resources, spoke to an audience of 370 people in the Louis Stokes Wing auditorium. In his 30 years researching ancient Egyptian history, science, philosophy and culture, he was the first African American to fund and coordinate an archaeological dig in Egypt. He is the author and co-author of a number of publications on the African Diaspora.

One hundred patrons enjoyed the reggae band, *Jah Messengers* who performed in the Fine Arts Department on February 6th to kick off African American History Month at Cleveland Public Library

On February 18th the Library welcomed Dr. Khalil Gibran Muhammad, the Director of the Schomburg Center for

Research on Black Culture at the New York Public Library. Dr. Muhammad spoke to an audience of 300 people about how the social scientists have used crime statistics categorized by race to influence public policy to the detriment of our country's African American citizenry. Dr. Muhammad is the author of *The Condemnation of Blackness: Race, Crime and the Making of Modern America*, which examines the ways in which racist ideology has shaped the treatment of criminality among urban African American populations. Dr. Muhammad is also the grandson of Nation of Islam leader, Elijah Muhammad and son of Pulitzer Prize-winning photographer, Ozier Muhammad.

Other African American History Month programs included musical performances, documentary screenings, panel discussions with local scholars and community activists and a presentation on readers advisory to African American teens.

On Friday, February 19th the Library hosted its second annual Man Up! youth empowerment program that targets male students grades 7-12. This year's keynote speaker was Jason Reynolds, author of critically acclaimed *When I Was the Greatest*, for which he was the recipient of the Coretta Scott King/John Steptoe Award for New Talent; the Coretta Scott King Honor books *Boy in the Black Suit* and *All American Boys* (co-written with Brendan Kiely); and *As Brave as You*, his middle grade debut. As a part of the day-long program Reynolds facilitated two writers' workshops and gave a presentation to the participating student body of 180 students from area schools. The participating high schools were:

- John F. Kennedy
- Pinnacle Academy
- Martin Luther King, Jr.
- Franklin D. Roosevelt
- Lincoln West
- Glenville
- Shaw
- Michael R. White
- Apex Academy
- Garfield
- James Rhodes

The partner organizations and individuals who facilitated the program's breakout sessions were: Tiffany Hill (Attorney at Law), Falisa Berry (Cleveland Heights Correction Officer), Donovan Boyd (Marketing Is My Sport, Marketing Specialist), Morris Ervin (MANSA, Youth Development Specialist), Christopher Smith (Operation Hope, Small Business Development Coordinator), Edward Banks (Reading RAMM Executive Director).

Foreign Literature Programs

During the month of February Foreign Literature staff planned and conducted a total of 28 programs serving 119 individuals comprised of Russian, Chinese, English and Spanish speaking patrons. Senior Subject Librarian Caroline Han, conducted two off-site ESOL lessons for seniors at Goodrich-Gannett Community and planned eight language learning sessions with the local chapter of the Confucius Institute.

Exhibits

Main Library staff members created a number of informative, educational and interesting displays during the month of February. CLGH Librarian Terry Metter created displays for African America History Month; Read-alikes for Oscar Nominated Documentaries; and the upcoming Brown Bag Book Club title, *West with the Night*.

To celebrate Black History Month, Government Documents Senior Subject Clerk Erick Walker assembled photographs of early African American Congressmen as well as current and recent black women in Congress. Social Sciences Library Assistant Lakeisha Winstead created an eye-catching exhibit on African American inventors.

Youth Services Librarians Maria Estrella and Kristen Schmidt as well as Library Assistant Crystal Huggins created displays for African American History Month, Chinese New Year, and Valentine's Day. Literature Department Library Assistant Nick Durda created a Deadpool Graphic Novel display that coincided with the Deadpool film release and another display in the Main Library Leading Department that promotes underground and alternative comic books within the collection.

Research That's Possible Only at Main Library

- Business, Economics & Labor Librarian Susan Mullee researched Columbian Hardware Company, out of Cleveland, Ohio, for a patron who saw the company's inscription on an anvil he owns. Ms. Mullee found an entry in the book *Finance: Business Proclamation Number*, published in 1902 by Britton Printing Company. Cleveland Public Library is the *only* library to own a copy of this reference book.
- Two sisters who attend the same college in Marietta, Ohio and who have the same major requested *Following the Trail of Light: A Scientific Odyssey* by Melvin Calvin, and *Nobel Lectures: Chemistry, 1963-1970*.
- A patron was looking for the carburetor number for his Dodge 1976-77, 360 motor home. Science & Technology had about six books in closed stacks that had the information he was looking for.
- *Dangers of Diesel* published by Ohio Public Interest Research Group (2000) was requested by a patron in Science & Technology this month. Cleveland Public Library has the *only* copy in the world, according to Worldcat, other than the EPA Headquarters in Washington, DC, and the Los Angeles Public Library.
- *General Requirements for the Competence of Testing and Calibration Laboratories*. This is a standard: ISO/IEC 17025 (2005) requested by a Science & Technology patron this month.
- A patron requested two books donated by the International Society of Automation: *Successful Instrumentation and Control Systems Design* by Michael Whitt (2012); and *Control Systems Documentation* by Thomas McAviney (2004).
- Numerous repair manuals were requested in Science & Technology this month, but one in particular was the Ford Model A Restoration Manual A-1 published by the Ford Company in 1955. Cleveland Public Library is the *only* library in Ohio to have this work. The next closest holding is the Ford Research Center in Dearborn, Michigan.
- A patron was interested in information on a naval ship on which he sailed during the Vietnam War. One useful source that Science & Technology staff helped him with was *The Dictionary of American Naval Fighting Ships* in 8 volumes.

- A local veteran needed some older government documents and was referred to Cleveland Public Library's Government Documents Department by a librarian at the Case Western Reserve University's Kelvin Smith Library. The veteran needed a very specific Federal Register document from 1961.
- Staff assisted a patron with scanning and reproducing an ancestor's freedom papers using
- CLGH's microfilm readers.
- Staff assisted an author researching Margaret Bourke-White by verifying the name and location of a store where the photographer purchased the camera she used for the 1928 photograph, *A Preacher and His Parishioners*.
- Staff assisted an author researching local architect and heiress, Anne Halle Little.
- Staff assisted a professor, with research on Buckeye Road and the Children's Fresh Air Camp.
- Utilizing the Portrait collection and the Theatre cartes de visite collection, staff assisted a researcher with finding photographs of actor/theater impresario Frank Drew.
- Staff assisted videographer and a producer with acquiring photographs for use in a short video about prominent art curator Icabod Flewellen.
- Staff assisted local historian and writer with acquiring photographs of Cleveland Rolling Mill, as well as Cleveland-based Slovenian singing societies.
- Staff provided the Division of Mineral Resources Management, Ohio Dept. of Natural Resources, with map of Oil & Gas Fields of Ohio, 1948.
- Staff assisted with a patron researching Winston Willis, a local business man who had a decade long struggle with the City of Cleveland.
- Fine Arts Librarian Bruce Biddle is assisting staff from the Mayor's Office who is gathering information on city-owned artwork in order to create a database - she is using the Art Vertical File and using various other department resources, newspaper articles, etc.
- Kent MLIS students taking a Rare Books class inquired about the rare children's book collection in Special Collections, staff suggested she research information about the *Sugarman Children's*

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- A PhD candidate from Princeton requested research material from the Charles Chesnutt collection for an article she is writing for the *American Literary History* journal.
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- PAL staff members answered a research email question concerning the tax authority granted to RTA during the 1970s.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

CLEVNET

CPL has nearly 11,000 followers on Twitter and the Facebook page currently has 7,500 fans.

GRANTS & DEVELOPMENTShakespeare Preview Night

The Friends of the Cleveland Public Library are hosting a fundraiser/gala on Friday, June 24. Event details and a 'save the date' card will be forthcoming.

Ohio Humanities Council

Submitted grant request for \$4,000 to support teacher workshops to be held Friday July 29, teaching teachers how to teach Shakespeare. Funds will pay for the Folger Shakespeare Library to host this workshop.

Ohio Arts Council

Submitted grant request for \$20,000 for their Arts Next program which would support an expansion of the See Also program to include a smaller public art installation in one of the library branches plus programming and workshops with the artist.

Association for Library Services to Children's El Día de Los Niño's/El Día de Los Libros (Children's Book Day)

April 2016 marks 20 years of the celebration of Día as the connection of children and diverse books. CPL submitted an application for one of 20 (\$2,000) awards for the South Branch to strengthen its community partnerships with local elementary schools by providing programming and books over the month of April.

Starting Point

Submitted paperwork to host two Kindergarten Clubs over the summer of 2016.

The Eva L. and Joseph M. Bruening Foundation

Met with a new staff member at the Bruening Foundation to learn more about their new Proactive Grantmaking approach and their Strong Start Strategy, which is funding efforts for young families and early childhood development.

Cultivating Global Perspectives Strategic Plan
subcommittee

Participated in this group to look at ways to improve the delivery and communication of the Strategic Plan's Cultivating Global Perspectives priority. Presented our research to the Library's Leadership Team.

ALA ConnectED

Met with CMSD to discuss the process of distributing library cards. Met with large Library group to keep working toward our goal to distribute Library cards. New goal is to include not only CMSD students, but all charter, private, parochial and preschool students - so everyone aged 3-18 in the City of Cleveland has a library card.

Friends of CPL

Participated in the Friends Fundraising Committee meeting to help answer questions and clarify details on Library programming and to specifically explore ways the Friends and Library can work together to raise money around the Shakespeare Folio, Summer Reading Club, and the Wonder Woman Symposium.

Letters of Support

- To the National Institute on Genealogical Research in support of Dr. Deborah A. Abbott's application for the Richard S. Lackey Memorial Scholarship. Dr. Abbott has been working with CPL to provide monthly genealogy clinics for our patrons through the Greater Cleveland African American Genealogical Society.
- To Neighborhood Connections for Jason Pawlus' neighborhood cleanup project in the Lorain Branch neighborhood.
- To the Cleveland Bike Share for Bike Cleveland's application for the Better Bike Share Partnership.

City Club of Cleveland

Attended February 26 panel discussion titled: *Lessons From Tulsa, OK: Preschool as a Step Toward Life-Long Success*

PUBLIC SERVICES

Outreach & Programming

In the month of February the Library hosted approximately 126 programs ranging from African American History Month programming to Cleveland Consent Decree public forums and foreign language instruction. Not included in this total are the Library's extensive educational offerings such as after-school tutoring, college readiness programming, adult education and nutritional services.

The Library provided 540 hours of K-8 homework assistance, 120 hours of K-3 intensive reading and math instruction, and 228 hours of ACT test preparation courses. The Library continued to serve daily after-school meals at 18 branch locations.

The Library's major focus in the Month of February was on African American History Month Programming.

On February 6th Anthony T. Browder, founder and director of IKG Cultural Resources, spoke to an audience of 370 people in the Louis Stokes Wing auditorium. In his 30 years researching ancient Egyptian history, science, philosophy, and culture, he was the first African American to fund and coordinate an archaeological dig in Egypt. He is the author and co-author of a number of publications on the African Diaspora.

On February 18th the Library welcomed Dr. Khalil Gibran Muhammad, the Director of the Schomburg Center for Research on Black Culture at the New York Public Library. Dr. Muhammad spoke to an audience of 300 people about how the social scientists have used crime statistics categorized by race to influence public policy to the detriment of our country's African American citizenry. Dr. Muhammad is the author of *The Condemnation of Blackness: Race, Crime and the Making of Modern America*, which examines the ways in which racist ideology has shaped the treatment of criminality among urban African American populations. Dr. Muhammad is also the grandson of Nation of Islam leader, Elijah Muhammad and son of Pulitzer-Prize winning photographer, Ozier Muhammad.

Other African American History Month programs included musical performances, documentary screenings, panel

discussions with local scholars and community activists, and a presentation on readers advisory to African American teens.

On Friday, February 19th the Library hosted its second annual Man Up! youth empowerment program that targets male students grades 7-12. This year's keynote speaker was Jason Reynolds, author of critically acclaimed *When I Was the Greatest*, for which he was the recipient of the Coretta Scott King/John Steptoe Award for New Talent; the Coretta Scott King Honor books *Boy in the Black Suit* and *All American Boys* (co-written with Brendan Kiely); and *As Brave as You*, his middle grade debut. As a part of the day-long program Reynolds facilitated two writers' workshops and gave a presentation to the participating student body of 180 students from area schools. The participating schools were:

- John F. Kennedy
- Pinnacle Academy
- Martin Luther King Jr. High School
- Franklin D. Roosevelt
- Lincoln West
- Glenville
- Shaw High School
- Michael R. White
- Apex Academy
- Garfield School
- James Rhodes

The partner organizations and individuals who facilitated the program's breakout sessions were: Tiffany Hill (Attorney at Law), Falisa Berry (Cleveland Heights Correction Officer), Donovan Boyd (Marketing Is My Sport, Marketing Specialist), Morris Ervin (MANSA, Youth Development Specialist), Christopher Smith (Operation Hope, Small Business Development Coordinator), Edward Banks (Reading RAMM Executive Director).

On February 20th the Harvard-Lee Branch hosted Legal Aid @ the Library. Nine volunteer attorneys, three Legal Aid attorney's and 18 law students from Case Western University participated in the clinic. The firms represented in the volunteer group were, Jones Day and Hahn, Loeser & Parks. Forty-eight patrons registered for

consultation and all but one who was unable to attend the clinic received consultations.

The OPS department encumbered \$11,635.95 in support of 2016 programming and took in \$3,679.40 for the use of our facilities

PARTNERSHIPS

In February the Library began discussions with representatives from Playwrights Local 4181 about a 2016 partnership that will involve theater and playwriting programming in our 27 branches and Main Library in exchange for the use of our facilities. Playwrights Local 4181 is an organization based in the North Collinwood neighborhood that is dedicated to supporting the dramatists of Northeast Ohio.

MOBILE SERVICES

The Mobile Services Department began the On the Road to Reading (OTRR) program in February. The staff currently services 24 classrooms weekly. Although the program is not at full complement, OTRR part-time staff has been working 28 hours per week to cover needs of the program.

MEETING ROOMS

The total number of requests for Main Library in the month of February was 201 with an estimated total attendance of 6,540. The Lake Shore Facility meeting rooms were reserved 41 times. There were 322 requests for branch meeting rooms during the month with an estimated total attendance of 7,680.

STAFF

Literacy & Education Coordinator, Ms. Sherri Jones attended a professional development workshop, entitled Advocating for Educational Equity & High Standards held at the Urban League.

Youth Outreach & Programming Coordinator, Ms. Nichole Shabazz attended Cleveland Internship Summit: Developing the Talent Pipeline Symposium on February 10th, the Brown Gold African American Children's Literature Program at Case Western University on February 18th, and the post-event conversation with community stakeholders on

February 19th. Also in the month of February Ms. Shabazz attended Cuyahoga County Essentials of Youth Work a two-session series two-session workshop series designed to provide a framework for youth work based on research and best practices.

Love is in the Air

The Center for Local and Global History Department Manager Olivia Hoge and General Research Collections Department Manager Don Boozer created the *Love is in the Air* program for February. Each subject department in LSW had a small activity promoting their collection. The passive program allowed patrons to explore their creativity while exploring the collections in LSW.

Get Graphic

Wonder Woman: Blood, by local comic's writer Brian Azzarello, was 3rd in the *Get Graphic! A Graphic Novel Book Club: Wonder Women*, held February 4th. 16 people joined Senior Subject Department Librarian Jean Collins, Manager Amy Dawson, and Ohio Center for the Book Scholar-In-Residence Valentino Zullo for a lively discussion of the popular author's work. The 2nd *Get Graphic!* book club on February 18th with 12 attendees discussed *Sensation Comics Featuring Wonder Woman*.

Genealogy and Family History Research Clinics

The Center for Local and Global History hosted a Genealogy and Family History Research Clinic presented by volunteers from the African American Genealogical Society of Cleveland on February 13th. Patrons made extensive use of the Ancestry database and Map Collection holdings.

Music at Main

100 patrons enjoyed the reggae band, *Jah Messengers* who performed in the Fine Arts Department on February 6th to kick off African-American History Month at Cleveland Public Library.

Social Science Sports Icon Series

Social Science Library Assistant Pete Elwell hosted Dan Coughlin and the part-owner, chairman, and CEO of the

Cleveland Indians, Paul Dolan for the 25th Sports Icon Interview on February 24th.

Foreign Literature Programs

During the month of February Foreign Literature staff planned and conducted a total of 28 programs serving 119 individuals comprised of Russian, Chinese, English and Spanish speaking patrons. Senior Subject Librarian Caroline Han, conducted two off-site ESOL lessons for seniors at Goodrich-Gannett Community and planned eight language learning sessions with the local chapter of the Confucius Institute.

Exhibits and Displays

Main library staff members created a number of informative, educational and interesting displays during the month of February. CLGH Librarian Terry Metter created displays for African America History Month; Read-alikes for Oscar Nominated Documentaries; and the upcoming Brown Bag Book Club title, *West with the Night*. To celebrate Black History Month, Government Documents Senior Subject Clerk Erick Walker assembled photographs of early African-American Congressmen as well as current and recent black women in Congress. Social Sciences Library Assistant Lakeisha Winstead created an eye-catching exhibit on African-American inventors. Youth Services Librarians Maria Estrella and Kristen Schmidt as well as Library Assistant Crystal Huggins created displays for African American History Month, Chinese New Year, and Valentine's Day. Literature Department Library Assistant Nick Durda created a Deadpool Graphic Novel display that coincided with the Deadpool film release and another display in the Main Library Leading Department that promotes underground and alternative comic books within the collection.

Main Library Outreach

Social Sciences Librarian Helena Travka presented a book talk to the Delta Gamma Alumni Association on February 9th. Children's Librarian Lan Gao presented story times at Metro Health Broadway Health Center and at Fed Kids. Special Collections Librarian Kelly Brown assisted the World Chess Hall of Fame in St. Louis by providing documents and photographs on loan for their exhibit, *Her Turn: Revolutionary Women of Chess* which opened February

4th. Foreign Literature Library Assistant Victoria Kabo attended the regular meeting of Russian Cultural Garden Committee.

Cleveland Comic Con

TechCentral, Literature Department and Fulton Branch staff greeted visitors at the 2016 Wizard World Cleveland Comic Con on February 26th - 28th along with and Ohio Center for the Book Scholar-In-Residence Valentino Zullo in a CPL booth featuring information on the Library's *Get Graphic!* programs, graphic novels, comic book collections and services, as well as TechCentral's 3D Printing and MakerSpace resources

It's Time to Talk

Senior Subject Department Librarian Jean Collins attended the February 22nd YWCA *It's Time to Talk* luncheon with Director Thomas, Manager Amy Dawson, and Library Assistant Evone Jeffries, setting up and manning book booths with the department's 19 available ITT book sets. Each lunch table discussed issues of race with a facilitator. Five book sets were checked out to attendees.

Collection Development Highlights

Government Documents Supervisor Sarah Dobransky is in the process of arranging to have the Government Document's Braille materials made available to the Ohio Library for the Blind and Physically Disabled (OLBPD) through the Memorial-Nottingham Branch.

Research that's Possible Only at Main Library

- Business, Economics & Labor Librarian Susan Mullee researched Columbian Hardware Company, out of Cleveland, Ohio, for a patron who saw the company's inscription on an anvil he owns. Ms. Mullee found an entry in the book *Finance: Business Proclamation Number*, published in 1902 by Britton Printing Company. Cleveland Public Library is the *only* library to own a copy of this reference book.
- Two sisters who attend the same college in Marietta, Ohio and who have the same major requested *Following the Trail of Light: A Scientific Odyssey* by Melvin Calvin, and *Nobel Lectures: Chemistry, 1963-1970*.

- A patron was looking for the carburetor number for his Dodge 1976-77 360 motor home. Science & Technology had about six books in closed stacks that had the information he was looking for.
- *Dangers of Diesel* published by Ohio Public Interest Research Group (2000) was requested by a patron in Science & Technology this month. Cleveland Public Library has the *only* copy in the world, according to Worldcat, other than the EPA Headquarters in Washington, DC, and the Los Angeles Public Library.
- *General Requirements for the Competence of Testing and Calibration Laboratories*. This is a standard: ISO/IEC 17025 (2005) requested by a Science & Technology patron this month.
- A patron requested two books donated by the International Society of Automation: *Successful Instrumentation and Control Systems Design* by Michael Whitt (2012); and *Control Systems Documentation* by Thomas McAviney (2004).
- Numerous repair manuals were requested in Science & Technology this month, but one in particular was the Ford Model A Restoration Manual A-1 published by the Ford Company in 1955. Cleveland Public Library is the only library in Ohio to have this work. The next closest holding is the Ford Research Center in Dearborn, Michigan.
- A patron was interested in information on a naval ship on which he sailed during the Vietnam War. One useful source that Science & Technology staff helped him with was *The Dictionary of American Naval Fighting Ships* in 8 volumes.
- A local veteran needed some older government documents and was referred to Cleveland Public Library's Government Documents department by a librarian at the Case Western Reserve University's Kelvin Smith Library. The veteran needed a very specific Federal Register document from 1961.
- Staff assisted a patron with scanning and reproducing an ancestor's freedom papers using CLGH's microfilm readers.
- Staff assisted an author researching Margaret Bourke-White by verifying the name and location of a store where the photographer purchased the camera she used for the 1928 photograph, *A Preacher and His Parishioners*.

- Staff assisted an author researching local architect and heiress, Anne Halle Little.
- Staff assisted a professor, with research on Buckeye Road and the Children's Fresh Air Camp.
- Utilizing the Portrait collection and the Theatre cartes de visite collection, staff assisted a researcher with finding photographs of actor/theater impresario Frank Drew.
- Staff assisted videographer and a producer with acquiring photographs for use in a short video about prominent art curator Icabod Flewellen.
- Staff assisted local historian and writer with acquiring photographs of Cleveland Rolling Mill, as well as Cleveland-based Slovenian singing societies.
- Staff provided the Division of Mineral Resources Management, Ohio Dept. of Natural Resources, with map of Oil & Gas Fields of Ohio, 1948.
- Staff assisted with a patron researching Winston Willis, a local business man who had a decade long struggle with the City of Cleveland.
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Other Library News

The Cleveland Intellectual Property Law Association (CIPLA) has offered to donate up to \$10,000 and their time for the purpose of children's programming and the creative process at Cleveland Public Library. This initiative was made possible in part by Science & Technology Senior Librarian Jim Bettinger's collaboration with CIPLA in programming supported by Cleveland Public Library's affiliation with the Patent & Trademark Resource Center (PTRC) network.

The Lending Department has temporarily closed the south end of the lending desk in LSW and relocated their work area to a temporary location in the old AV area. Assistant Director of Public Service Robin Wood's office was also closed for renovation and she was temporarily moved to the old AV area as well.

Lakeshore Shipping Supervisor Stephen Wohl was selected as the new Lending Department Manager. Stephen will begin his new role on March 7th.

Fine Arts Librarian Andy Kaplan was a guest on WCSB (Cleveland State University radio station) "*Timmie the Hippies Folk Show*" to promote the *Music at Main* program series and folk artist Alex Smith who will perform at the Library on March 12th.

Fine Arts & Special Collections Manager Pam Eyerdam is a member of the Mayor's InterUrban Advisory Committee to select artwork that will be installed along the RTA Red Line from the airport to Tower City. She attended a meeting on February 18th at LANDstudio to review final candidates.

Branches

Addison Branch - OPS, *Tristan Wheeler* delivered a collection of eight iPads for in-house programing. A *New Chapter: Book Discussion Forum* kicks off this month with local author and radio personality, Jeff Mixon and his novel, *Save Our Souls*. *Braxton* continues to provide free 3rd Grade Reading Guarantee tutoring. Cleveland Food Bank: provided their monthly Food Stamp Sign-up in addition to the "Free Fresh Produce" giveaway initiative. State Rep, Stephanie D. Howse: Monthly "Meet and greets" have reconvened for the New Year.

Brooklyn - Celebrated Harry Potter Book Night on February 4th with a Smart Board showing of "Harry Potter and the Sorcerer's Stone" a lot of kids and activities including Jelly Bean Game. Staff made popcorn and served lemonade. Also that month, kids made hearts and decorated for Valentine's Day. Children's staff made weekly visits to day cares as long as they were open due to snow

Carnegie West - Carnegie West hosted the Near West Family Network's inaugural tween knitting group on Saturday, February 13th. Fifteen children learned how to knit and had headbands, scarves, and other assorted items begun by the end of the class. Several of them showed their creations to library staff, whom they know well. Children's Museum staff visited Carnegie West twice this month, teaching children K-2 about color theory and architecture and then helping the children put their new-found knowledge to use by creating color prisms and toothpick buildings.

Collinwood - The branch presented a new addition to ongoing programming this month, "Math & Music" which is a unique after-school program where students will embed geometry and fractions into original music and choreography. Eighty six tutoring sessions for school aged children were held. Our GED Program has good numbers and attendance. CMA in the Neighborhood provided two programs this month with one presented at Collinwood High School where students learned about masks from all over the world in addition a special focus group by Cleveland Museum of Art was held on Wednesday the 17th with community members along with 8 students from Collinwood High School and Director Thomas made a special appearance to participate as well. The next CMA in the Neighborhood project will be creating a collaborative Paper Quilt.

East 131st - Youth and caregivers will take a reading pledge while enjoying crafts and a birthday treat for Dr. Seuss. Computer Aides Stephanie Brooks and Andrew Udofia are working with youth to apply online for the Youth Opportunities Unlimited summer jobs and creating resumes.

Eastman - Eastman Branch has been busy designing new displays for spring. Adult Computer classes are in their fourth week, they are being held on Tuesday afternoons after 3pm. Ken Knape has been busy weeding books in the adult fiction area. Nancy Smith has been weeding in the Young Adult fiction section. Children's librarian Rebecca Price-Donahue received special training on February 17th in family Shakespeare programming in anticipation of the first folio's arrival in Cleveland this summer. Mrs. Price-Donahue also represented the library at a career panel held at Bard Early College.

Fleet - Outreach was performed at eleven community locations; Willing Hands, Inc. brought a group of fifteen special needs adults for a book reading and crafts; Residents attended the Community Conversations to discuss community related issues.

Fulton -The Mean Green Science Machine hands-on-science experiments conducted by Dr. James Bader and Dr. Ina Martin, Case Western Reserve University Gelfand Center. They had the children experience wind power using a blow drier to blow a building down! The week earlier, the children had experienced solar power through looking

at different machines that are used by N.A.S.A. in the space station. This was conducted by Mr. McNatt, N.A.S.A. scientist

Garden Valley - The Garden Valley Branch staff provided computer instruction and assistance to adults working on resumes and job applications. Staff attended the lectures "Brown Gold: African-American Children's Literature as a Genre of Resistance," by Dr. Michelle Martin and "Criminal 'Injustice' System" by Dr. Muhammad.

Glenville - The Cleveland Consent Decree Monitoring Team held a community forum to discuss the Monitoring Team responsibilities.

The Harvard-Lee Branch - Branch Manager Harriette Parks attended the Interview Workshop on February 4, 2016, facilitated by Sherrill Marino. Library Assistant Kevin Moore and Mrs. Parks attended the AED Training on February 5, at the Lakeshore facility. Mrs. Parks visited the South-Euclid- Lyndhurst Branch on February 8, for her exchange visit. Team Harvard-Lee received Smartboard training on February 9, from Tech Central's CJ Lynce to effectively create programming for our students. Legal Aid Society visited the Harvard-Lee Branch. There were 8 attorneys and 18 Law Students available to assist our patrons.

Hough Branch - Joanna Rivera read stories to children in the waiting area of the NEON Health Services Facility. Joanna also conducted a Mardi Gras Celebration with youth. Manisha Spivey conducted a Valentine's Day Craft and a President's Day program with youth. TechCentral staff conducted weekly computer classes for adults, Computers 101 and 102, Internet Basics, and Digital News and Searching. Donna Willingham attended an African-American Children's literature workshop conducted by Dr. Michelle Martin and Deborah McHamm at Bolton School.

Jefferson - The Jefferson Branch hosted the Cleveland Kennel this month, with 97 volunteers trained in two separate sessions. The meeting room has been in high demand this month with multiple bookings Besides the Cleveland Kennel, there was the Bernie Sanders For President organization, and the Girl Empowerment Group Gem-N-Me just to name a few. The Youth Services staff

was busy this month with School visits both in-house and to the schools. In the programming front the Branch offered multiple programs, ranging from Valentine's Day, Mardi Gras, and Black History Month. The most successful program this month had to be the Popcorn and a Movie program that boasted 27 participants. The Jefferson Branch also welcomed Maria Estrella to the Branch as the new Assistant Manager.

Langston Hughes - The branch hosted the Cleveland Museum of Arts series of programs, "CMA in your Neighborhood" which included, "Quilting" and "Line Sculpturing". The branch also has a **chess** club that meets on Tues. & Thurs. at 3:30 p.m. After school tutoring is held at the branch Monday through Thursday. District 5 Manager, Mr. Bradford, attended the Community Leaders luncheon with the Cleveland Orchestra and Cleveland Museum of Art on Feb. 19th

Lorain - This month, Lorain Branch did much to foster literacy, reach out to the community, and support CPL's Strategic Priorities. On February 12, Lorain Branch staff and CPL leadership welcomed State Representative Nickie Antonio, who stopped by to visit her childhood "home" Branch and see all the interior updates. She particularly liked the 3-D printer accessibility and the People's University plans. Children's Librarian Crystal Tancak, assisted by Outreach and Mobile Services Manager Rhonda Pai, presented the second Literacy for Little Ones: Every Child Ready to Read workshop on February 20. Three families received early literacy kits, lunches, and training about how to foster literacy in their young children. The workshop was funded by a CPL Innovation Grant.

Martin Luther King Jr. - Toni Parker (Branch Manager) attended the Manager's Meeting; Sub Committee meetings for Fighting Community Deficits; Two African-American Programs, one at MLK and one at Main Library. Toni Parker and Shanell Jones received AED/CPR training. Bessie Coleman and Toni Parker will participated in the Interview Workshop on February 4th at Lakeshore. Shanell Jones visited Quincy Place for story time and with residents of Fenway Manor to deliver books for their upcoming book club.

Memorial Nottingham - The Branch hosted a community forum in collaboration with Ms. Peak, and the Cleveland

Museum of Art on Monday February 16th. Northeast Shores Development Corporation dropped off Ballot box project posters to the branch for the Collinwood Ballot Box Project. The Posters will be on display in the branch throughout the month. The American Library Association was out on Monday February 22nd to interview manager Kevin Ray. A new 55 inch television was installed in the Memorial Nottingham meeting room.

Mt. Pleasant - The following programs were held in February: 2/9: *Ride through History: The Underground Railroad*: Learn about the history of the Underground Railroad through history books and hands on activities, 2/12: *I Heart Valentine's Day*: Make something special for your lucky someone this Valentine's Day! 2/25: *Monster Mash*: Use your imagination and all kinds of other things to make your own monster. Staff Development: Kendra Proctor attended CWRU's Diversity Workshop and Summer Feeding training at Cleveland Food-bank

Rice Manager - Youth programs at Rice included select African American History crafts and trivia, story times, school class visits 4 days a week; the Kids' Café, the Kid's Knitting Club, Friday Chess Club, Monday Word Bingo, Friday Movies, and weekend video games. For adults, there was Books at Work Community Book Discussion, Knitting Group, Poetic Power, Think Tank, yoga, meditation, and MetroHealth smoking cessation classes. Sisters of Christ Ministry partnered to host mothers at Rice for "Sister Sessions" once a month for advice and support.

Rockport - On February 3rd Library Assistant Youth Emphasis Bill Petrucz read stories celebrating African American History month to 78 students at Puritas Park Head Start. AARP Tax Preparation Assistance began on Friday February 5th with a completely booked morning of appointments. The program takes place every Friday through April 15th with only a few appointments still available in April. The meeting room was used by the Cuyahoga County Board of elections in February to train about 175 poll workers

South Brooklyn - AARP began offering the annual free Tax Preparation Assistance every Saturday. The ACT prep program, entitled impACT the 216! continued with its Winter Session. In partnership with the Greater

Cleveland Food Bank, the branch received free produce once a week to give to patrons and free lunches for the students participating in impACT the 216!

South Branch -The second of the Public Community Meetings regarding the Carnegie South Project took place on February 10, at the Jefferson Branch. Seven architectural firms responded to the Carnegie South Branch RFP and the committee reviewed those selecting the top three, then holding interviews. In the programming front the branch had several Black History Month programs, and celebrated Lunar New Year

Sterling - The Children's Museum of Cleveland held the second in a series of programs at Sterling. During this fossil themed program children learned about and had the opportunity to make "new" fossils.

Union Branch - The Board of Elections set-up an informational table at the branch to help recruit poll workers for Election Day. On February 23rd, Marcie Williams will attend the Harvest for Hunger kick-off event which will be held and the Greater Cleveland Food Bank. Gregory Parker, LA- Youth Emphasis, attended the Man Up, Cleveland program held at Main Library where author Jason Reynolds was the guest speaker.

Walz Branch - Walz has doubled its fresh produce order to 200 hundred bags, the 100 bags that was our old order were gone within minutes. David Taft, branch custodian, retired after 30 years. Thank you to all who came to wish him well!

West Park - On Thursday, February 11 Ms. Beggiani presented a school age program for Valentine's Day. Stories, crafts, music and treats made it a very informative and happy occasion. Eighteen participated in the program. Tuesday, February 23 was the beginning of Spring Preschool Story Times at West Park Branch. Newly added is the Bouncing Babies Story time, for age's birth to 18 mos. at 10:30 a.m.

Woodland Branch - The youth at Woodland Branch enjoyed learning about healthy desserts. They then were able to make their own Yogurt Parfait using the following: strawberries, blue berries, vanilla yogurt, and granola and sunflower seeds on February 25.

TechCentral

Cleveland Comic Con

TechCentral and Literature Department staff attended the 2016 Wizard World Cleveland Comic Con on February 26-28 and greeted visitors and a booth featuring information on the Library's graphic novels and comic book collections and services, as well as on TechCentral's 3D Printing and MakerSpace resources. TechCentral Manager, CJ Lynce, TechCentral Coordinator, Forrest Lykins, Library Assistant, Computer Emphasis, Deman Deng, and Library Assistant, Computer Emphasis, Matt Sucre attended on behalf of TechCentral.

Professional Development and Meetings

TechCentral Manager, CJ Lynce, met with Director of Strategy and Innovation, Anastasia Diamond-Ortiz on February 1 regarding the Library's new website.

Mr. Lynce attended the Executive Leadership Team meeting on February 2 to provide an update on the project to upgrade the SAM PC Management throughout the system.

Library Assistant, Computer Emphasis, Suzi Perez participated on the Forming Communities of Learning Strategic Plan Subcommittee, and presented to the Leadership Team on January 2.

Community Engagement: Visits and Outreach

Library Assistant, Computer Emphasis, Matt Sucre and TechCentral Manager, CJ Lynce, presented a 3D Printing Basics program at the Lorain Branch Library on February 12 during the visit from State Representative Antonio.

TechCentral Coordinator, Forrest Lykins, led a tour of TechCentral and the MakerSpace for 30 visitors from a local Garden Club on February 18.

Mr. Lykins offered a 3D printing demonstration to 40 8th-10th grade students on February 20.

Computer Classes, MakerLabs, and One-on-One Sessions

The following are the statistics for Computer Class and MakerLab programs for February 2016:

| | Branches | Main | Total |
|--|----------|------|------------|
| Number of Computer Classes | 44 | 19 | 63 |
| Attendance in Computer Classes | 196 | 58 | 254 |
| Cancelled Computer Classes (in-advance, no registrations) | 1 | 0 | 1 |
| No-Show Computer Classes | 1 | 2 | 3 |
| Cancelled Computer Classes Due to Weather | 0 | 0 | 0 |

| | Branches | Main | Total |
|--|----------|------|----------|
| Number of MakerLabs | 1 | 0 | 1 |
| Attendance at MakerLabs | 3 | 0 | 3 |
| Cancelled MakerLabs (in- advance, no registrations) | 0 | 0 | 0 |
| No-Show MakerLabs | 0 | 0 | 0 |
| Cancelled MakerLabs Due to Weather | 0 | 0 | 0 |

In addition to computer classes and MakerLabs, TechCentral staff held 26 scheduled one-on-one sessions on various topics including:

3D Printing basics

- CorelDRAW
- Creating portraits for display
- eBook readers
- eMail basics
- Emailing video files
- Facebook
- File transfers
- Freegal Music
- Google apps
- Logan into a computer

Cleveland Digital Public Library

Cleveland Digital Public Library currently regularly hosts Tech Central's computer classes, International Services (ESL) classes, CPL Fit Yoga, and hosted 3 Government Documents database workshops February 2, 9, and 27, Cleveland Cavaliers brainstorming meeting, Man UP! Cleveland February 19, and part of the Cleveland Coders tour February 20.

Ric Sheffield came and spoke on his project "The Community Within: Discovering African American History in Rural Ohio" Saturday February 27 at 1:00 pm. 13 people attended.

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in the Digital Library. The case contains both physical and digital materials relating to Louis Stokes and the library.

Videography and Photography

Library Assistant Catherine Young filmed Music at Main February 6, and the English Speaking Union's Shakespeare competition February 20. Ms. Young also photographed Main Library's Black History Month displays, and Poetry Out Loud February 20.

Scanning Assistance

Cleveland Digital Public Library staff assisted over 9 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Between February 1 and February 26 the Cleveland Digital Public Library had 415 visitors and 106 KIC Scanner sessions resulting in 3,304 images/3921.3 MB. The Digital Gallery had 6,018 sessions by 4,587 users resulting in 31,208 page views.

Outreach

English Speaking Union

Chatham Ewing, Digital Library Strategist, spoke about the First Folio tour at the English Speaking Union Shakespeare Competition on February 20.

OhioDIG

Ms. Senese attended the postponed OhioDIG meeting February 9 at Ohio History Connection.

ClevNET Libraries

Hudson Library and Historical Society and Medina County Public Library staff came to tour the space and discuss possible future digitization projects.

Ohio History Connection

Ms. Senese met with Jillian Carney and Phil Sager of Ohio History Connection to discuss how the Cleveland Digital Public Library can function as a digitization center for uploading content into Ohio Memory for 3rd participating libraries.

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned items, post processed items, and uploaded 118 items containing 242 files into the Digital Gallery. Notable items include: *Diverses Cartes et Tables Pour la Geographie Ancienne*; *Atlas of Lake and Geauga counties, Ohio*; *Atlas of Lake County, Ohio*; *Plat book of Cuyahoga County, Ohio v. 3*; *John Hay Ledger*; *The Benedictine*; Cleveland Parks Department Photograph Scrapbooks v.1-4; photographs from the Old Erie Bookstore collection; and photographs from the Chess Portraits Collection.

Equipment

Cleveland Digital Public Library received and had installed a motorized book cradle for the I2S scanner. Preservation received a Colibri book cover welder.

Preservation

The preservation staff has received 76 books for preservation work, and has sent back 54 books to the owning department. Preservation staff has completed 48 (44 complex, 4 simple) book treatments, 27 simple map/flat paper treatments, 19 enclosures, and printed 56 labels. Staff has also reviewed 114 proposed books for the Shakespeare exhibitions and gave suggestions for treatment for exhibition. 72 books have been received for further review.

DPLA Ohio

The Cleveland Digital Public Library is part of an LSTA Planning grant to develop a plan for Ohio Cultural heritage institutions to participate in the Digital Public Library of America through an Ohio service hub. Dr. Ewing serves on the steering committee and as the co-chair of the Legal Agreements working group. Ms. Senese serves on the Advocacy working group and Metadata Archivist Raymond Rozman serves on the Tactical Strategy for Technical Infrastructure working group.

Ohio Library for the Blind and Physically Disabled

For February 2016, OLBDP circulated 48,387 books and magazines directly to patrons. OLBDP registered 141 new readers to the service. Approximately 629 BARD patrons among 2,498 active users downloaded 11,294 items.

On January 4, 2016, Unified English Braille (UEB) became the official literary code for the United States. The National Library Service (NLS) books assigned on or after that date, beginning with BR21266, will be transcribed in UEB. Approximately fifty books already on BARD are available in UEB, and all future books uploaded to BARD will be designated as "Unified English Braille" under the subject listing category. The Braille Authority of North America (BANA) offers "The UEB Reader," a resource designed to introduce braille readers to Unified English Braille (UEB). Requests for the UEB Reader including your name, address, and phone number can be left on the UEB Information Line at 617-972-7248. Additionally, patrons can also download "The ABC's of UEB" (BRE 00095) by Constance Risjord in electronic braille from BARD. This guide shows users who already know English Braille American Edition (EBAE) how to quickly build on their knowledge of braille to understand UEB. Patrons can visit "The ABCs of UEB" web page at <http://www.brailleauthority.org/ueb/abcs/abcs-ueb.html>.

NLS announced that patrons experiencing issues with their issued currency reader are advised to contact the Bureau of Engraving and Printing (BEP) Call Center at 1-844-815-9388 (toll-free). BEP staff members are available at the call center to help patrons who suspect currency readers are malfunctioning. If necessary, patrons can request a replacement device. The BEP staff

is also equipped to handle questions about more routine operations such as changing a battery or adjusting the settings.

On February 18th, OLBPD Manager Will Reed attended the Ohio Braille and Talking Book Program Consumer Advisory Committee conference meeting at the State Library of Ohio. Consumers were provided updates about the service, including the release of UEB by NLS, Family Fun and Learning Day 2016, and updates regarding new additions to NLS magazine offerings. Due to inclement weather and flu season, the meeting was rescheduled as a teleconference meeting.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Cleveland Sight Center Book Discussion on February 3rd; Tri-C Metro on February 11th.

The OLBPD adult book club met on February 12th to discuss "Ever By My Side" by Nick Trout.

TECHNICAL SERVICES

Patricia Lowrey, Director of Technical Services participated in the final implementation and kickoff for CareWorks the Library's new FMLA management program. Ms. Lowrey served on the taskforce that worked on the project. On February 6, Ms. Lowrey attended the Anthony Browder program as part of the Library's celebration of African American History Month.

On February 22, Ms. Lowrey, Catalog Manager Andrea Johnson, and Materials Processing Manager Elizabeth Hegstrom attended a grievance mediation over cataloging titles of materials added to the Local Authors collection at Rice Branch. On February 26, Ms. Lowrey and High Demand Manager Carole Brachna met with Senior Catalog Librarian and SEIU delegate Dawn Grattino to discuss issues regarding the Flextime Pilot Project implementation. Nothing was resolved at either meeting.

High Demand: The High Demand staff ordered 1,946 titles and 13,792 items. They added 914 titles and 11,469 items. In addition, they processed 27 items for other departments.

The High Demand staff met briefly February 10 to discuss the new flextime pilot project. High Demand Manager Carole Brachna then met with Patricia Lowrey, Technical Services Director, and Dawn Grattino, SEIU District 1199 representative, to discuss implementation in High Demand. Mrs. Brachna met with Pam Matthews, Collection Manager, Sandy Jelar-Elwell, Acquisitions Manager, and a Baker & Taylor representative on February 17 to discuss expanding the selection records program, as well as some service issues.

Materials Processing: The Associates cataloged 828 new titles for the Cleveland Public Library and added 1,965 records for the CLEVNET libraries. The Associates and Sr. Clerks added 3,701 items. The Technicians worked on 17,694 items.

Michael Reynolds and YoLanda Lawler attended an interview workshop. Elizabeth Hegstrom met with the Materials Processing staff to discuss flex-time and how it will be implemented.

Collection Management: Ms. Matthews arranged for a representative from Ingram, one of the Library's major book vendors, to address the Branch Managers' meeting to share tips and techniques for using iPage, their vendor database. Ms. Matthews also took part in a Safety Audit of the Human Resources, and met with a representative from Baker & Taylor, another major book vendor, to streamline and augment a patron-driven acquisitions project.

Collection Management selected 1,831 titles, 13,816 copies, and spent \$262,725 in February. Fifty-two telescopes of materials were relocated.

Laura Mommers visited three Branches: Memorial-Nottingham, Addison, and Sterling. Bonnie Bolton was welcomed back after being out on FMLA for several months. Ms. Bolton also attended Case Western Reserve's Schubert Center for Child Studies Lecture "Brown Gold: African-American Children's Literature as a Genre of Resistance." Cleveland Public Library was highlighted in this talk as having all mentioned titles in its collections

Staff virtually "attended" several webinars this month. Eric Hanshaw participated in one hosted by the Library's

main e-media vendor, OverDrive, on "Creating Reading Happiness." Ms. Bolton participated in *School Library Journal's* "New Spring Nonfiction for the Library, Classroom and Home." And Ms. Matthews participated in InfoPeople's "Emerging Tech Trends in Libraries - Part 2."

Shelf/Shipping: On February 18, Lake Shore Shelf Shipping Supervisor Stephen Wohl attended a meeting between the Cleveland Public Library and representatives from Pitney Bowes. At the conclusion of the meeting it was decided that due to a decline in usage over the past few years, CPL would not renew its lease on the Pitney Bowes equipment at the Lake Shore facility. All outgoing mail and packages will now be sent to the Shipping Department at the Main Library for processing.

Stephen Wohl continued to meet with the CPL-150 strategic plan subcommittee on February 10th, 17th and 24th. On February 26, Stephen Wohl met with Acquisitions Coordinator Alicia Naab and Catalog Manager Andrea Johnson to transfer the responsibility of packing the Special Collections material from the Lake Shore Shelf/Shipping department over to Ms. Naab.

The staff of the Lake Shore Shelf/Shipping Department sent 128 items to the Main Library for requests and 128 items to fill holds. Main Library received 280 telescopes, the Branches received 805 telescopes, CLEVNET received 110 telescopes, CASE received 5 telescopes CSU received 5 telescopes and Tri-C received 5 telescopes. A total of 1,210 telescopes were shipped out. The Technicians sent out 300 items of Foreign language material and in total 19,596 new items were sent to the Acquisitions and High Demand Departments.

Catalog: Librarians Yeshen Dugarova-Montgomery, Celia Halkovich, and Senior Librarian Dawn Grattino started reviewing holds and finished book trucks. Ms. Dugarova-Montgomery also started cataloging videos and sound recordings once a week. Catalogers added 3,962 titles and 3,034 items for Cleveland Public Library, including 367 titles in 15 foreign languages.

Ms. Grattino created original records for local material, including an extra-long postcard with the title Panorama view Public Square, Cleveland, Ohio, and a set of 26 custom-designed Christmas cards from the

Julia and Walter Flory family. The Florys were heavily involved in the founding of the Cleveland Play House and Mrs. Flory illustrated several books. Senior Librarian Michael Monaco cataloged several unique Arabic manuscripts for Special Collections.

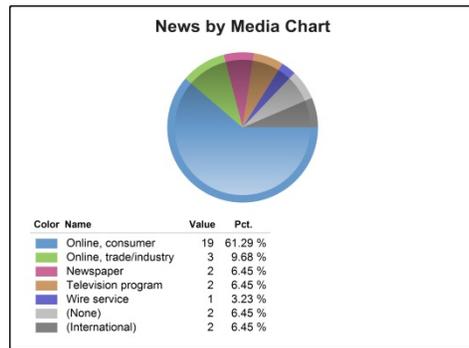
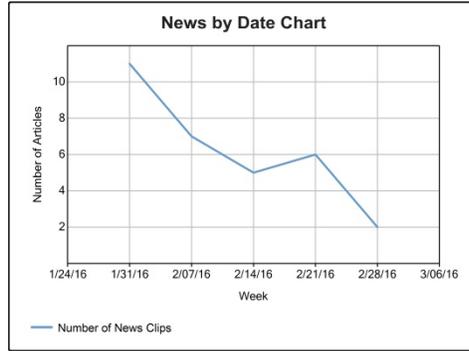
Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, met with the Acquisitions Department staff to discuss the Joint Proposal for Flex Time. The IT Department installed Zebra Thermal Transfer printers at the Librarians' workstations so they will have the capability to print spine labels when doing bibliographic work. Ms. Naab met with Andrea Johnson, Catalog Manager, and Stephen Wohl, Receiving and Distribution Supervisor, to review the procedures for handling Special Collections materials. Ms. Naab will now be responsible for sending these materials to the appropriate departments after they have been cataloged.

Ms. Jelar Elwell, Carole Brachna, High Demand Manager, and Pam Matthews, Collections Manager, met with the sales representative for Baker & Taylor to modify the profile of bibliographic records that CPL receives from them and to plan for the upcoming upgrade of their website.

Ms. Jelar Elwell attended the last meeting of the Innovate for Efficient and Sustainable Operations Strategic Plan Subcommittee. The Subcommittee presented their Action Plans to the Leadership Team on February 9th. Ms. Naab attended an OverDrive webcast entitled Create Reading Happiness which outlined updates to their Marketplace website and highlighted specific areas to enhance collection development of eMedia. Mr. Infante and Anarie Lanton, Technical Services Associate, attended the Interview Workshop presented by Sherrill Marino, Organizational Performance & Development Program Manager.

The Acquisitions Department ordered a total of 8,626 titles and 12,802 items (including periodical subscriptions and serial standing orders); received 13,573 items, 1,750 periodicals, and 265 serials; added 200 periodical items, 117 serial items, 369 paperbacks, and 1,347 comics; and processed a total of 1,579 invoices.

MARKETING & COMMUNICATIONS



Media coverage for the month of February included 32 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$7,888.48. In February, the online media outlets that featured CPL events and programs received 8,133,044 unique visitors. Most activity centered on African American History Month programs. Online Consumer accounted for most of the media articles.

Ads to promote African American History Month were placed in *La Prensa*, *Profile News Ohio*, *Campus Observer*, *Call & Post*, *Lotus*, *Ohio Life* and *Real Deal*

Press. In addition radio spots ran on Radio One 93.1 FM and Ideastream WCPN 90.3.

An ad was placed in *Scene Magazine's* "City Guide" to promote the Amy Casey library card; and an ad promoting art at the Library was placed in the *Spring Visitor Guide* produced by Positively Cleveland.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 6,387 times on average per week, with an average of 802 clicks to the website per week resulting in a 13% click-through rate for the month. *Public library + Cleveland* was the most clicked-through phrase.

February-SOCIAL MEDIA

Twitter followers are up from 10,100 in 2015 to 11,800 currently. Facebook fans are up from 7,252 in 2015 to 7,887 currently. There are 881 followers on Pinterest.

The top 5 most clicked on links from BOTH Facebook & Twitter:

1. Feb 24th: Register today for our Intermediate Business Chinese class that offers intermediate Chinese

communication skills. <http://ow.ly/YIAzv> (Link to registration)

2. Feb 21st: Apply for a library ecard online and get access to our digital materials. #books

#music <http://ow.ly/Yyv19> (Link to ecard information)

3. Feb 25th: FREE tax preparation assistance is offered by volunteers at select library locations. Find the one closest to you: <http://ow.ly/YKpm8> (Link to tax information)

4. Feb 20th: Did you know you can use #MyTunes to get 5 free downloads every week without ever leaving the house? Learn more: <http://ow.ly/YyuXC> (Link to MyTunes)

5. Feb 2nd: Anthony T. Browder discusses African Origins in a special African American History Month program on 2/6. Learn more: <http://ow.ly/XRqNd> (link to African American History Month brochure)

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

1. February 1st: Celebrate African American History Month

2. February 2nd: Anthony T. Browder

3. February 8th: Caribbean Musical Performance & Panel Discussion.

4. February 3rd: Celebrate African-American History Month

5. February 22nd: African American History Month

continues

GRAPHICS

Graphics staff designed, printed, and distributed 143 items in February in addition to graphics for ads; the library website; social media; 4 staff newsletters; CPL Fit newsletter; Lunar New Year collateral; Re-design for the CMNH exhibit promotion, *The Power of Poison*; March/April Computer Class Schedule; bookmarks for the Cleveland Playhouse production of *Metamorphoses*; UpNext monthly program guide and MyBranch branch activity fliers. The Graphics Department has begun to post graphics to the website and create pages and links to those pages. The Department went through training from the IT Department.

PROPERTY MANAGEMENT

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

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Toilets and sinks were repaired at East 131, Eastman, Fleet, Lorain, LSW and Main. Repairs were made to the heating circulating pumps at Langston Hughes. Repairs were made to the leaking hot water pump at Lakeshore. New LED lighting installation was completed for the display case located in the basement of Main by OPS's office. A new 55" TV, data line and power were installed in the multipurpose room of Memorial Nottingham. The coupler for the heating water pump was replaced at South Brooklyn. Work continues on the installation of wiring and security cameras throughout the system.

The Carpenters and Painters worked to clean out the basement and installed shelving units, installed carpeting, painted walls and installed a door in the basement of Carnegie West. Repairs were made to some walls on the third floor of Main. Shelving and work stations were removed from the first floor of LSW to get ready for the new construction. A new computer table was put together and installed at Collinwood. Painting continues at Fulton and Union.

Garage continues to service snow removal equipment and delivering salt.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS supervisor Lt. Romance met with the mother of a juvenile patron expelled numerous times for disorderly conduct and fighting. The juvenile and her mother were told the behavior is unacceptable and she will be expelled for 30 days.
- SPS is still staffing Mount Pleasant and E. 131 branches with off duty officers during their busy hours. Mt. Pleasant 10am until 3pm; E. 131 3:30pm until close.
- SPS management participated in an Area Law Enforcement Breakfast at Fairhill Partners with CPD, Cleveland Clinic Police, RTA PD, CMHA PD, and others to discuss security issues in the Shaker Blvd area.

- SPS management was invited to and visited CMHA PD's Commander and communication office. CMHAPD has offered to assist SPS and visit branches within 300 feet of their buildings.

Protective Services

Activity

| Month | Total Dispatch Activities | Ave per day | Total Alarms | Branch Emergencies | Branch Visits | Downtown Campus Incidents | Incident Reports Gen. | CPL access activities |
|------------|---------------------------|-------------|--------------|--------------------|---------------|---------------------------|-----------------------|-----------------------|
| Feb 2016 | 4856 | 202 | 89 | 101 | 776 | 184 | 116 | 115 |
| Jan 2016 | 4613 | 177 | 133 | 54 | 637 | 152 | 126 | 63 |
| Dec 2015 | 4351 | 189 | 113 | 39 | 627 | 154 | 60 | 37 |
| Nov 2015 | 4252 | 185 | 136 | 127 | 754 | 129 | 78 | 58 |
| Oct 2015 | 5810 | 215 | 167 | 51 | 682 | 167 | 67 | 47 |
| Sept 2015 | 5520 | 221 | 101 | 40 | 675 | 157 | 56 | 56 |
| Aug 2015 | 6132 | 236 | 112 | 46 | 850 | 146 | 76 | 68 |
| July 2015 | 7336 | 282 | 122 | 55 | 1006 | 144 | 87 | 73 |
| June 2015 | 6992 | 280 | 140 | 42 | 592 | 170 | 55 | 58 |
| May 2015 | 6010 | 240 | 140 | 37 | 390 | 250 | 52 | 55 |
| April 2015 | 5818 | 223 | 154 | 39 | 219 | 294 | 50 | 64 |
| Mar 2015 | 5363 | 206 | 169 | 32 | 195 | 278 | 65 | 73 |
| Feb 2015 | 4538 | 206 | 183 | 18 | 209 | 178 | 43 | 45 |

Special Attention, Special Events, and Significant Incidents

- 2/1, a female patron was observed leaning over the railing on LSW 1 by an SPS officer. When asked if she was okay she said she was having a seizure. EMS was called and they transported her to Metro Health.
- 2/1, a patron approached a staff member at Woodland branch and said she needs to watch the way she (staff) speaks to her daughter. She also said she would wait for her outside after work, SPS sent branch patrol out to assist with closing.
- 2/2, a patron under expulsion from South Brooklyn returned to the branch was asked to leave by staff. The juvenile refused and became argumentative so a female patron intervened and tried to forcibly remove the juvenile. Branch staff separated the parties but the juvenile became combative and attempted to fight staff and the patron. Branch

patrol was dispatched but the juvenile was gone on arrival of branch patrol. The patron returned and was expelled for 30 days.

- 2/4, a patron at Lorain branch became angry about fines on his card and yelled at the staff while leaning over the desk. The patron calmed down and departed after a portion of the fines was removed.
- 2/4, a male attempted to sell drugs to a staff member in the Eastman parking lot. SPS and CPD responded but the male was gone on arrival.
- 2/4, the custodian at Collinwood put out a fire started by juveniles in the building next door. CFD was not called.
- 2/1, SPS officer at E. 131 noticed a large fight start in the parking lot next door. The branch was locked down when the fight moved in front of the library. CPD arrived and dispersed the crowd.
- 2/5, a grandmother contacted SPS to advise her grandson had a warrant for his arrest and she contacted CPD. Branch patrol responded to South Brooklyn. CPD arrived a short time later and took the male into custody.
- 2/6, a parent contacted staff at South about a runaway child and asked for information about the teen. Staff advised they weren't at liberty to give information about patrons and she should call CPD. CPD arrived and spoke with a male juvenile and left with the juvenile.
- 2/8, an intoxicated patron was expelled from Woodland for being disruptive to patrons and staff.
- 2/8, a patron at Jefferson complained about a male using profane language while singing and also touching children. The children then told staff that the male said he would assist them with making false online identities. SPS was contacted but the male was gone on arrival.
- 2/9, SPS officers heard gunshots behind mobile services and a patron reported officers were chasing a male on E.61st. The branch was locked down until CPD gave the all clear 20 minutes later.
- 2/10, the men's rest room on Main 3 was vandalized. The toilet was removed from its foundation and swastika was drawn on the wall. The camera on the floor is pointed in the lobby direction, so no camera footage is available.

- 2/11, staff noticed two juveniles fighting outside of Fleet branch and the father of one of the boys was encouraging his son. CPL staff broke up the fight and allowed the parties into the branch but they got loud and were asked to leave.
- 2/13, SPS was dispatched to Fulton for an uncooperative male watching porn near children and making inappropriate comments to staff. SPS arrived and the male threatened to kill both officers so he was expelled for 30 days. Staff from Jefferson called a short time later and said the same male was there and being disruptive so branch patrol was dispatched and made contact with him again. The male was uncooperative and threatening again so he was given another 30 days and CPD was called. CPD advised him not to come back to the branch.
- 2/19, two males exited the restroom at the same time in the LSW lower level and confronted each other in defensive stances. SPS officers commanded the males to cease and separate; a male told SPS officers the other male pulled a knife out. While trying to talk to the aggressor he became combative and had to be restrained by SPS and CPD was called. The aggressor was expelled for 30 days by SPS and CPD told him not to come back to the library.
- 2/19, while changing a light bulb at Carnegie West the custodian found drug paraphernalia associated with heroin use. SPS disposed of the paraphernalia.
- 2/20, property management staff went into the restroom at Fleet branch followed by a male. The male collapsed in the stall with a spoon in his hand. EMS was contacted but the male woke up and left the branch before they arrived.
- 2/23, 7-10 gunshots were heard just outside of Hough branch. The branch was locked down and SPS responded at the same time as CPD.
- 2/23, a male patron at Sterling branch put the female G4S guard in a choke hold inside of the lobby. The branch manager told the patrons to apologize to the guard and expelled them for the rest of the day. SPS and CPD were contacted.
- 2/23, the patron mentioned in earlier reports from Fulton and Jefferson branch (porn near juveniles and threatening SPS) came into LSW and was escorted to the interview room where he was given an additional 30 days and CPD again advised him not to come back.

Protective and Fire Systems

- Cameras are operational at 24 branches and facilities.
- March 9th IPS will be onsite to start the move of SPS monitors to the new communications office.

Contract Security

- A change order to the current contract was submitted to G4S for a second guard at Mt. Pleasant.

Administration

- All but one SPS officer completed their AED/First Aid training.
- The male responsible for leaving Mrs. Lombardo long, rambling, and incoherent messages was told to stop calling her and to direct all calls to SPS. He was also given a copy of the Ohio Revised Code 2915.01 regarding telecommunications harassment.

INFORMATION TECHNOLOGY & CLEVNET

New Reporting Tool

IT/CLEVNET staff provided the first of four initial training sessions on BLUEcloud Analytics, a new product from SirsiDynix, on February 24, at Medina County District Library's Main Library in Medina. Fifteen staff members from libraries throughout CLEVNET were trained by Marlene Pelyhes and John Pas, both Library Systems & Applications Specialists in IT/CLEVNET, who developed the training module. In March, the training will be offered in Vermilion, Eastlake, and Andover. As with all CLEVNET in-person training, every effort is made to spread the learning opportunities across the 12-county region served by the CLEVNET-member libraries.

BLUEcloud Analytics is an enterprise-class tool that each CLEVNET library can use independently to create flexible reports and visualizations, enabling better decision making. With further training and practice, designated staff will be able to create reports from any combination of the data tracked by CLEVNET—from catalog items and MARC data to bills, users, and more. For the novice user, BLUEcloud Analytics comes with pre-made reports that one can use out-of-the-box, or as a base

for customization. The product extracts even the largest library datasets in minutes, not hours. And these extractions happen automatically, with no manual uploading. The new reporting tool is a major advance for SirsiDynix. It replaces a tool that was frustrating to use, sluggish, undependable, and never fully actualized. The CLEVNET-member libraries are thrilled to have the old one go and thrilled to have a new tool that not only works but works splendidly well. Ms. Pelyhes and Mr. Pas have distinguished themselves in their roles as trainers and developers of the training module for the new product.

New Public Catalog

Members of the Software and Webware teams attended training for eResource Central (eRC), another new product from SirsiDynix. This add-on for the Enterprise public catalog (coming this summer) will unite all of the library's digital content in one place: the online catalog. Patrons will be able to directly search and download CLEVNET eMedia (OverDrive and Hoopla) in a central interface, interfiled with print materials. This is another major advance for SirsiDynix. Currently, one has to search for eMedia separately from print materials, making the library experience disjointed and not at all user friendly. CLEVNET patrons will be delighted with this new product.

Bandwidth

As part of an ongoing strategic initiative to increase bandwidth throughout CLEVNET, Andover Public Library in Ashtabula County was happy to get a jump from 10mb to 50mb in February, thanks to the work of the Hardware team.

Ms. Rodriguez adjourned the Regular Board meeting at 12:54 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR FEBRUARY 2016

LIBRARY SERVICE MATERIALS

| DESCRIPTION | QUANTITY | |
|--|----------|--------------|
| | Month | Year to date |
| Books | 1,144 | 2,138 |
| Periodicals | 0 | 20 |
| Publishers Gifts | 0 | 0 |
| Non-Print Materials | <u>9</u> | <u>99</u> |
| TOTAL LIBRARY SERVICE MATERIALS | 1,153 | 2,257 |

MONEY GIFTS

| FUND | PURPOSE | AMOUNT | |
|--------------------------|--------------|----------|--------------|
| | | Month | Year to date |
| General Fund | Unrestricted | \$ - | \$ 1,250 |
| Building & Repair Fund | Restricted | 0 | 0 |
| Library Fund | Restricted | 690 | 2,340 |
| Young Fund | Restricted | 0 | 0 |
| Friends Fund | Restricted | 0 | 0 |
| Schweinfurth Fund | Restricted | 0 | 0 |
| Friends Fund | Restricted | 0 | 0 |
| Founders Fund | Restricted | 5,000 | 246,238 |
| Ohio Center fo the Book | Restricted | 900 | 900 |
| Judd Fund | Restricted | 0 | 0 |
| Lockwood Thompson Fund | Restricted | 0 | 0 |
| Learning Centers | Restricted | <u>0</u> | <u>0</u> |
| TOTAL MONEY GIFTS | | \$ 6,590 | \$ 250,728 |

SUMMARY

| CATEGORY | DONORS | | QUANTITY | |
|---------------------------|-----------|--------------|-----------|--------------|
| | Month | Year to date | Month | Year to date |
| Library Service Materials | 1,161 | 1,188 | 1,153 | 2,257 |
| Money Gifts | <u>19</u> | <u>19</u> | <u>19</u> | <u>19</u> |
| TOTAL GIFTS | 1,180 | 1,207 | 1,172 | 2,276 |

Form Prescribed by the Bureau of Inspection and Supervision of Public Offices.
County Auditor's Form No. 139

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

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

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

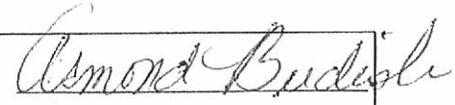
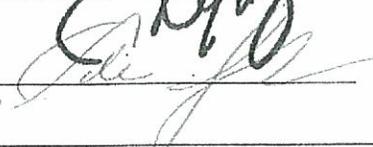
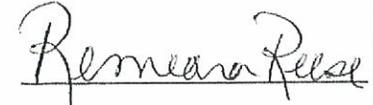
March 7, 2016

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, 2016, as revised by the Budget Commission of said County, which shall govern the total of appropriate appropriations made at any time during such fiscal year:

| Fund | Unencumbered Balance Jan. 1, 2016 | General Property Tax | PLF L.L.G.S.F. | Other Sources | Total |
|-------------------------|-----------------------------------|----------------------|----------------------|----------------------|-----------------------|
| General Fund | 24,554,989.34 | 23,766,763.55 | 22,003,404.59 | 2,619,805.62 | 72,944,963.10 |
| Special Revenue | 14,513,201.23 | | | 8,003,113.58 | 22,516,314.81 |
| Capital | 9,083,634.76 | | | 1,503,500.16 | 10,587,134.92 |
| Permanent | 2,683,120.10 | | | 137,536.00 | 2,820,656.10 |
| Agency | 18,241.33 | | | 0.00 | 18,241.33 |
| Totals/Subtotals | 50,853,186.76 | 23,766,763.55 | 22,003,404.59 | 12,263,955.36 | 108,887,310.26 |

| | | |
|---|------------|--|
|  | Budget |  |
|  | Commission |  |

443
Cleveland Public Library
2016

March 4, 2016

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

Dear Bryan,

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

| Fund Number | Fund Description | Actual Unencumbered Balance as of 1-Jan-16 | "Taxes/PLF" from: | Requested "Taxes/PLF" to | "Other Sources" from: | Requested "Other Sources" to | Overall Increase/ (Decrease) |
|-------------------------------|--------------------------|--|-------------------|--------------------------|-----------------------|------------------------------|------------------------------|
| General Fund | | | | | | | |
| 101 | General Fund | \$ 24,554,989.34 | \$ 23,766,763.55 | \$ 23,766,763.55 | \$ 2,619,805.62 | \$ 2,619,805.62 | \$ - |
| | | | \$ 22,003,404.59 | \$ 22,003,404.59 | | | |
| Special Revenue Funds | | | | | | | |
| 201 | Anderson | \$ 276,296.99 | | | \$ 11,000.00 | \$ 11,000.00 | \$ - |
| 202 | Endowment for the Blind | \$ 2,170,265.69 | | | \$ 84,400.00 | \$ 84,400.00 | \$ - |
| 203 | Founders | \$ 5,885,671.83 | | | \$ 449,438.00 | \$ 454,438.00 | \$ 5,000.00 |
| 204 | Kaiser | \$ 58,614.88 | | | \$ 2,300.00 | \$ 2,300.00 | \$ - |
| 205 | Kraley | \$ 179,009.06 | | | \$ 6,400.00 | \$ 6,400.00 | \$ - |
| 206 | Library | \$ 177,111.07 | | | \$ 10,700.00 | \$ 10,700.00 | \$ - |
| 207 | Pepke | \$ 127,745.59 | | | \$ 4,800.00 | \$ 4,800.00 | \$ - |
| 208 | Wickwire | \$ 1,349,668.46 | | | \$ 54,600.00 | \$ 54,600.00 | \$ - |
| 209 | Wittke | \$ 86,265.93 | | | \$ 3,400.00 | \$ 3,400.00 | \$ - |
| 210 | Young | \$ 4,000,361.89 | | | \$ 200,400.00 | \$ 200,400.00 | \$ - |
| 225 | Friends | \$ - | | | \$ 59,000.00 | \$ 59,000.00 | \$ - |
| 226 | Judd | \$ - | | | \$ 200,000.00 | \$ 230,207.00 | \$ 30,207.00 |
| 228 | Lockwood Thompson | \$ 54,674.88 | | | \$ 165,000.00 | \$ 180,399.00 | \$ 15,399.00 |
| 229 | Ohio Center for the Book | \$ - | | | \$ 900.00 | \$ 900.00 | \$ - |
| 230 | Schweinfurth | \$ 80,722.29 | | | \$ 50,000.00 | \$ 50,000.00 | \$ - |
| 231 | CLEVNET | \$ 158,419.24 | | | \$ 5,037,729.97 | \$ 5,037,729.97 | \$ - |
| 251 | OLBPD | \$ (14,144.26) | | | \$ 1,508,194.00 | \$ 1,508,194.00 | \$ - |
| 252 | LSTA-Know It Now | \$ 27,058.22 | | | \$ - | \$ - | \$ - |
| 254 | MyCom | \$ (104,540.53) | | | \$ 104,245.61 | \$ 104,245.61 | \$ - |
| 256 | Learning Centers | \$ - | | | \$ - | \$ - | \$ - |
| | | \$ 14,513,201.23 | | | \$ 7,952,507.58 | \$ 8,003,113.58 | \$ 50,606.00 |
| Capital Projects Funds | | | | | | | |
| 401 | Building and Repair | \$ 9,083,634.76 | | | \$ 1,503,500.16 | \$ 1,503,500.16 | \$ - |
| Permanent Funds | | | | | | | |
| 501 | Abel | \$ 208,076.10 | | | \$ 9,000.00 | \$ 9,000.00 | \$ - |
| 502 | Ambler | \$ 2,018.69 | | | \$ 86.00 | \$ 86.00 | \$ - |
| 503 | Beard | \$ 123,622.21 | | | \$ 5,100.00 | \$ 5,100.00 | \$ - |
| 504 | Klein | \$ 4,751.17 | | | \$ 200.00 | \$ 200.00 | \$ - |
| 505 | Malon/Schroeder | \$ 170,913.05 | | | \$ 10,200.00 | \$ 10,200.00 | \$ - |
| 506 | McDonald | \$ 173,940.36 | | | \$ 7,100.00 | \$ 7,100.00 | \$ - |
| 507 | Ratner | \$ 85,938.24 | | | \$ 3,400.00 | \$ 3,400.00 | \$ - |
| 508 | Root | \$ 32,361.65 | | | \$ 1,500.00 | \$ 1,500.00 | \$ - |
| 509 | Sugarman | \$ 49,674.54 | | | \$ 7,000.00 | \$ 7,000.00 | \$ - |
| 510 | Thompson | \$ 111,293.32 | | | \$ 6,000.00 | \$ 6,000.00 | \$ - |
| 511 | Weidenthal | \$ 6,013.72 | | | \$ 250.00 | \$ 250.00 | \$ - |
| 512 | White | \$ 1,697,362.18 | | | \$ 85,000.00 | \$ 85,000.00 | \$ - |
| 513 | Beard Anna Young | \$ 17,154.87 | | | \$ 2,700.00 | \$ 2,700.00 | \$ - |
| | | \$ 2,683,420.10 | | | \$ 187,536.00 | \$ 187,536.00 | \$ - |
| Agency Funds | | | | | | | |
| 901 | Unclaimed Funds | \$ 10,735.01 | | | \$ - | \$ - | \$ - |
| 905 | CLEVNET Fines & Fees | \$ 7,506.32 | | | \$ - | \$ - | \$ - |
| | | \$ 18,241.33 | | | \$ - | \$ - | \$ - |

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$50,606 relating to the Founders fund (Friends/St. Luke's -Rice Branch) -\$5,000; the Judd fund - \$30,207; and the Lockwood Thompson fund - \$15,399.

Thank You,
Cavie Krenicky
Treasurer/CFO
Cleveland Public Library

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: THIRD AMENDMENT
MARCH 15, 2016**

GENERAL FUND

| CERTIFIED REVENUE | Prior Certificate (1) | Increase/ Decrease | Amended Certificate (2) |
|---------------------------|----------------------------------|-------------------------------|------------------------------------|
| Cash January 1 | 24,554,989.34 | 0.00 | 24,554,989.34 (3) |
| Taxes - General Property | 21,766,763.55 | 0.00 | 21,766,763.55 |
| Public Library Fund (PLF) | 22,003,404.59 | 0.00 | 22,003,404.59 |
| State Rollbacks/CAT | 2,565,829.28 | 0.00 | 2,565,829.28 |
| Fines and Fees | 399,000.00 | 0.00 | 399,000.00 |
| Earned Interest | 320,862.50 | 0.00 | 320,862.50 |
| Services | 0.00 | 0.00 | 0.00 |
| Unrestricted Gifts | 0.00 | 0.00 | 0.00 |
| Miscellaneous | 1,363,613.84 | 0.00 | 1,363,613.84 |
| Return of Advances | (29,500.00) | 0.00 | (29,500.00) |
| TOTAL RESOURCES | 72,944,963.10 | 0.00 | 72,944,963.10 |

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

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: THIRD AMENDMENT
MARCH 15, 2016**

SPECIAL REVENUE FUNDS

| CERTIFIED REVENUE | Prior Certificate (1) | Increase/ Decrease | Amended Certificate (2) |
|----------------------------|---|-----------------------|---|
| | 22,465,708.81 | 50,606.00 | 22,516,314.81 |
| APPROPRIATION | Prior Fund Balance/ Appropriation | Increase/ Decrease | Amended Fund Balance/ Appropriation |
| Anderson | 267,154.48 | 0.00 | 267,154.48 |
| Endowment for the Blind | 2,254,665.69 | 0.00 | 2,254,665.69 |
| Founders | 3,870,447.47 | 5,000.00 | 3,875,447.47 |
| Kaiser | 60,914.88 | 0.00 | 60,914.88 |
| Kraley | 185,409.06 | 0.00 | 185,409.06 |
| Library | 187,811.07 | 0.00 | 187,811.07 |
| Pepke | 132,545.59 | 0.00 | 132,545.59 |
| Wickwire | 1,397,015.83 | 0.00 | 1,397,015.83 |
| Wittke | 89,665.93 | 0.00 | 89,665.93 |
| Young | 4,200,761.89 | 0.00 | 4,200,761.89 |
| Friends | 29,500.00 | 0.00 | 29,500.00 |
| Judd | 200,000.00 | 30,207.00 | 230,207.00 |
| Lockwood Thompson | 219,674.88 | 15,399.00 | 235,073.88 |
| Ohio Center for the Book | 900.00 | 0.00 | 900.00 |
| Schweinfurth | 130,722.29 | 0.00 | 130,722.29 |
| CLEVNET | 5,196,149.21 | 0.00 | 5,196,149.21 |
| LSTA-OLBPD | 1,494,049.74 | 0.00 | 1,494,049.74 |
| LSTA-Know It Now | 27,058.22 | 0.00 | 27,058.22 |
| MyCom | -294.92 | 0.00 | (294.92) |
| Learning Centers | 0.00 | 0.00 | 0.00 |
| TOTAL APPROPRIATION | 19,944,151.31 | 50,606.00 | 19,994,757.31 (4) |

CAPITAL PROJECTS FUND

| CERTIFIED REVENUE | Prior Certificate (1) | Increase/ Decrease | Amended Certificate (2) |
|-------------------|---|-----------------------|---|
| | 10,587,134.92 | 0.00 | 10,587,134.92 |
| APPROPRIATION | Prior Fund Balance/ Appropriation | Increase/ Decrease | Amended Fund Balance/ Appropriation |
| BUILDING & REPAIR | 10,587,134.92 | 0.00 | 10,587,134.92 (5) |

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: THIRD AMENDMENT
MARCH 15, 2016**

PERMANENT FUNDS

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

AGENCY FUND

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

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD FEBRUARY 1 – FEBRUARY 29, 2016

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending February 29, 2016

| | General Fund | Special Revenue | Capital Projects | Permanent | Agency | Total |
|---|-------------------------|-------------------------|-------------------------|------------------------|---------------------|-------------------------|
| 41 Taxes | 11,716,000.00 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 11,716,000.00 |
| 42 Intergovernmental | 3,939,922.53 | 271,079.36 | 0.00 | 0.00 | \$ 0.00 | 4,211,001.89 |
| 43 Fines & Fees | 62,325.57 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 62,325.57 |
| 44 Investment Earnings | 40,426.69 | 20,333.05 | 0.00 | 13,084.02 | \$ 0.00 | 73,843.76 |
| 45 Charges for Services | 0.00 | 2,300,587.47 | 0.00 | 0.00 | \$ 0.00 | 2,300,587.47 |
| 46 Contributions & Donations | 1,250.00 | 249,478.00 | 0.00 | 0.00 | \$ 0.00 | 250,728.00 |
| 48 Miscellaneous Revenue | 20,690.15 | 0.00 | 3,500.16 | 0.00 | \$ 21,324.38 | 45,514.69 |
| Total Revenues | \$ 15,780,614.94 | \$ 2,841,477.88 | \$ 3,500.16 | \$ 13,084.02 | \$ 21,324.38 | \$ 18,660,001.38 |
| 51 Salaries/Benefits | 5,685,986.97 | 475,105.74 | 0.00 | 0.00 | \$ 0.00 | 6,161,092.71 |
| 52 Supplies | 106,754.09 | 571.22 | 0.00 | 0.00 | \$ 0.00 | 107,325.31 |
| 53 Purchased/Contracted Services | 2,831,723.46 | 679,227.55 | 0.00 | 388.00 | \$ 0.00 | 3,511,339.01 |
| 54 Library Materials | 855,789.02 | 118,933.75 | 0.00 | 18,729.19 | \$ 0.00 | 993,451.96 |
| 55 Capital Outlay | 168,599.46 | 82,397.54 | 157,277.89 | 0.00 | \$ 0.00 | 408,274.89 |
| 57 Miscellaneous Expenses | 23,638.72 | 405.81 | 0.00 | 0.00 | \$ 17,652.39 | 41,696.92 |
| Total Expenditures | \$ 9,672,491.72 | \$ 1,356,641.61 | \$ 157,277.89 | \$ 19,117.19 | \$ 17,652.39 | \$ 11,223,180.80 |
| Revenue Over/(Under) Expenditures | \$ 6,108,123.22 | \$ 1,484,836.27 | \$(153,777.73) | \$(6,033.17) | \$ 3,671.99 | \$ 7,436,820.58 |
| 91 Sale of Capital Assets | 0.00 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| 98 Advances | (29,500.00) | 29,500.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| 99 Transfers | (1,500,000.00) | 0.00 | 1,500,000.00 | 0.00 | \$ 0.00 | 0.00 |
| Total Other Sources / Uses | \$(1,529,500.00) | \$ 29,500.00 | \$ 1,500,000.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Revenue & Other Sources Over/(Under) Expenditures & Other Uses | \$ 4,578,623.22 | \$ 1,514,336.27 | \$ 1,346,222.27 | \$(6,033.17) | \$ 3,671.99 | \$ 7,436,820.58 |
| Beginning Year Cash Balance | \$ 30,293,887.52 | \$ 15,311,265.03 | \$ 13,248,624.25 | \$ 3,477,276.35 | \$ 18,241.33 | \$ 62,349,294.48 |
| Current Cash Balance | \$ 34,872,510.74 | \$ 16,825,601.30 | \$ 14,594,846.52 | \$ 3,471,243.18 | \$ 21,913.32 | \$ 69,786,115.06 |

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending February 29, 2016

| | <u>Certified Revenue (1)</u> | <u>Income To Date</u> | <u>Balance</u> | <u>Percent To Date</u> | <u>Percent Prior Year</u> |
|----------------------------|------------------------------|-----------------------|----------------------|------------------------|---------------------------|
| PLF State Income Tax | 22,003,405 | 3,939,923 | 18,063,482 | 18% | 18% |
| General Property Tax | 21,766,764 | 11,716,000 | 10,050,764 | 54% | 53% |
| Rollback, Homestead, CAT | 2,565,829 | 0 | 2,565,829 | 0% | 0% |
| Fines & Fees | 399,000 | 62,326 | 336,674 | 16% | 17% |
| Investment Earnings | 320,863 | 40,427 | 280,436 | 13% | 11% |
| Services to Others-Clevnet | 0 | 0 | - | 0% | 171% |
| Contributions | 0 | 1,250 | (1,250) | 100% | 0% |
| Miscellaneous | 1,363,614 | 20,690 | 1,342,924 | 2% | 2% |
| Return of Advances Out | 0 | 0 | 0 | 0% | 0% |
| Total | \$ 48,419,474 | \$ 15,780,615 | \$ 32,638,859 | 33% | 33% |

| | <u>Appropriation(2)</u> | <u>Expended/ Encumbered</u> | <u>Balance</u> | <u>Percent To Date (3)</u> | <u>Percent Prior Year</u> |
|--------------------|-------------------------|-----------------------------|----------------------|----------------------------|---------------------------|
| Salaries/Benefits | 35,067,672 | 5,738,802 | 29,328,870 | 16% | 19% |
| Supplies | 1,132,081 | 407,860 | 724,220 | 36% | 44% |
| Purchased Services | 12,087,367 | 8,063,976 | 4,023,391 | 67% | 65% |
| Library Materials | 10,671,638 | 4,183,725 | 6,487,913 | 39% | 42% |
| Capital Outlay | 1,669,663 | 517,884 | 1,151,779 | 31% | 19% |
| Other | 138,391 | 67,232 | 71,158 | 49% | 59% |
| Sub Total | \$ 60,766,811 | \$ 18,979,479 | \$ 41,787,332 | 31% | 33% |
| Advances Out | 0 | 29,500 | (29,500) | 100% | 0% |
| Transfers Out | 1,500,000 | 1,500,000 | 0 | 100% | 0% |
| Total | \$ 62,266,811 | \$ 20,508,979 | \$ 41,757,832 | 33% | 33% |

Note (1): Certificate from Cuyahoga County Budget Commission dated February 16, 2016.
 Note (2): Subtotal Amended Appropriation of \$54,918,752 plus carried forward encumbrance of \$5,948,058.
 Note (3): Subtotal includes 16% expended and 15% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending February 29, 2016

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|--------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 51110 | 10,357,232.30 | 10,357,232.30 | 1,562,360.51 | 0.00 | 8,794,871.79 |
| 51120 | 9,763,561.38 | 9,774,149.54 | 1,579,261.93 | 0.00 | 8,194,887.61 |
| 51130 | 1,352,494.21 | 1,352,494.21 | 191,245.98 | 0.00 | 1,161,248.23 |
| 51140 | 4,231,071.52 | 4,231,071.52 | 616,790.81 | 0.00 | 3,614,280.71 |
| 51150 | 504,715.64 | 504,715.64 | 76,501.48 | 0.00 | 428,214.16 |
| 51180 | 0.00 | 160,032.62 | 170,955.38 | 0.00 | (10,922.76) |
| 51190 | 268,614.73 | 268,614.73 | 71,037.02 | 0.00 | 197,577.71 |
| 51400 | 3,747,870.46 | 3,749,352.84 | 576,315.51 | 0.00 | 3,173,037.33 |
| 51610 | 3,666,090.97 | 3,666,090.97 | 633,220.41 | 0.00 | 3,032,870.56 |
| 51611 | 202,195.26 | 202,195.26 | 33,998.97 | 0.00 | 168,196.29 |
| 51612 | 14,758.07 | 14,758.07 | 2,505.40 | 0.00 | 12,252.67 |
| 51620 | 12,528.25 | 12,528.25 | 2,097.60 | 0.00 | 10,430.65 |
| 51625 | 29,467.05 | 29,467.05 | 4,913.70 | 0.00 | 24,553.35 |
| 51630 | 216,511.75 | 347,043.22 | 107,051.95 | 19,792.88 | 220,198.39 |
| 51640 | 20,000.00 | 25,299.12 | 0.00 | 25,299.12 | 0.00 |
| 51650 | 348,684.34 | 351,148.29 | 55,317.88 | 293.54 | 295,536.87 |
| 51900 | 21,478.28 | 21,478.28 | 2,412.44 | 7,429.38 | 11,636.46 |
| | \$34,757,274.21 | \$ 35,067,671.91 | \$ 5,685,986.97 | \$ 52,814.92 | \$ 29,328,870.02 |
| Salaries/Benefits | | | | | |
| 52110 | 45,600.00 | 46,024.94 | 7,996.24 | 3,472.76 | 34,555.94 |
| 52120 | 54,200.00 | 55,320.80 | 5,210.38 | 459.71 | 49,650.71 |
| 52130 | 39,850.00 | 39,900.97 | 5,072.02 | 2,538.72 | 32,290.23 |
| 52140 | 600.00 | 600.00 | 338.48 | 58.02 | 203.50 |
| 52150 | 102,500.00 | 102,500.00 | 11,891.08 | 2,296.89 | 88,312.03 |
| 52210 | 118,900.00 | 119,776.24 | 18,596.18 | 13,038.04 | 88,142.02 |

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending February 29, 2016

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|-----------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 52220 | 63,600.00 | 66,645.01 | 8,274.08 | 32,314.05 | 26,056.88 |
| 52230 | 263,050.00 | 287,212.31 | 21,671.88 | 150,090.41 | 115,450.02 |
| 52240 | 23,000.00 | 23,000.00 | 0.00 | 3,531.30 | 19,468.70 |
| 52300 | 78,000.00 | 114,693.14 | 5,412.17 | 60,921.56 | 48,359.41 |
| 52900 | 263,238.00 | 276,407.44 | 22,291.58 | 32,384.82 | 221,731.04 |
| Supplies | \$1,052,538.00 | \$ 1,132,080.85 | \$ 106,754.09 | \$ 301,106.28 | \$ 724,220.48 |
| 53100 | 200,000.00 | 209,764.37 | 11,671.08 | 73,115.29 | 124,978.00 |
| 53210 | 300,316.00 | 374,527.62 | 64,945.64 | 271,139.68 | 38,442.30 |
| 53230 | 91,500.00 | 100,893.23 | 16,927.56 | 46,015.67 | 37,950.00 |
| 53240 | 166,000.00 | 208,547.52 | 15,903.97 | 51,151.20 | 141,492.35 |
| 53310 | 407,000.00 | 519,098.03 | 71,638.47 | 47,367.82 | 400,091.74 |
| 53320 | 17,550.00 | 20,315.19 | 513.24 | 7,265.19 | 12,536.76 |
| 53340 | 171,279.00 | 204,759.05 | 18,965.41 | 79,995.64 | 105,798.00 |
| 53350 | 240,641.00 | 363,810.02 | 52,464.34 | 135,176.20 | 176,169.48 |
| 53360 | 347,189.95 | 352,342.97 | 5,138.00 | 80,282.93 | 266,922.04 |
| 53370 | 25,000.00 | 35,668.55 | 2,277.56 | 18,122.95 | 15,268.04 |
| 53380 | 800,000.00 | 824,091.35 | 115,474.31 | 308,617.04 | 400,000.00 |
| 53390 | 25,440.00 | 28,277.75 | 0.00 | 2,837.75 | 25,440.00 |
| 53400 | 429,039.00 | 487,812.33 | 69,126.44 | 0.00 | 418,685.89 |
| 53510 | 178,749.24 | 189,545.42 | 37,552.55 | 146,810.46 | 5,182.41 |
| 53520 | 57,403.00 | 62,591.86 | 6,014.06 | 7,890.81 | 48,686.99 |
| 53610 | 1,936,774.33 | 2,046,756.83 | 259,690.08 | 1,775,938.79 | 11,127.96 |
| 53620 | 195,527.22 | 249,079.54 | 39,214.45 | 209,865.09 | 0.00 |
| 53630 | 946,859.92 | 999,966.95 | 29,157.56 | 906,120.47 | 64,688.92 |

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending February 29, 2016

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|--------------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 53640 Water/Sewer | 87,230.72 | 95,446.07 | 8,800.40 | 86,645.67 | 0.00 |
| 53710 Professional Services | 963,562.58 | 1,694,584.95 | 190,009.77 | 825,968.57 | 678,606.61 |
| 53720 Auditors Fees | 780,030.07 | 814,530.07 | 0.00 | 34,500.00 | 780,030.07 |
| 53730 Bank Service Charges | 20,060.00 | 20,060.00 | 1,669.31 | 0.00 | 18,390.69 |
| 53800 Library Material Control | 250,000.00 | 384,097.96 | 17,469.24 | 114,943.72 | 251,685.00 |
| 53900 Other Purchased Services | 1,800,648.52 | 1,800,799.52 | 1,797,100.02 | 2,482.00 | 1,217.50 |
| Purchased/Contracted Services | \$10,437,800.55 | \$ 12,087,367.15 | \$ 2,831,723.46 | \$ 5,232,252.94 | \$ 4,023,390.75 |
| 54110 Books | 2,360,000.00 | 2,871,015.38 | 293,091.59 | 530,892.08 | 2,047,031.71 |
| 54120 Continuations | 372,000.00 | 819,280.36 | 111,661.58 | 374,111.37 | 333,507.41 |
| 54210 Periodicals | 825,000.00 | 1,191,144.17 | 53,110.46 | 324,122.22 | 813,911.49 |
| 54220 Microforms | 77,000.00 | 261,216.13 | 15,227.66 | 172,881.13 | 73,107.34 |
| 54310 Video Media | 1,928,180.00 | 2,241,568.68 | 154,506.17 | 467,487.42 | 1,619,575.09 |
| 54320 Audio Media - Spoken | 151,000.00 | 171,561.13 | 12,940.40 | 21,169.01 | 137,451.72 |
| 54325 Audio Media - Music | 363,000.00 | 555,698.03 | 56,743.55 | 185,683.74 | 313,270.74 |
| 54500 Database Services | 570,000.00 | 1,010,333.08 | 101,079.53 | 420,582.86 | 488,670.69 |
| 54530 eMedia | 602,000.00 | 1,366,171.51 | 47,391.69 | 756,792.01 | 561,987.81 |
| 54600 Interlibrary Loan | 3,000.00 | 3,978.00 | 214.50 | 763.50 | 3,000.00 |
| 54710 Bookbinding | 25,000.00 | 53,641.14 | 4,012.12 | 24,629.02 | 25,000.00 |
| 54720 Preservation Services | 45,000.00 | 95,762.59 | 5,694.11 | 45,068.48 | 45,000.00 |
| 54730 Preservation Boxing | 5,000.00 | 5,994.15 | 115.66 | 878.49 | 5,000.00 |
| 54790 Preservation Reformatting | 22,000.00 | 24,273.33 | 0.00 | 2,874.48 | 21,398.85 |
| Library Materials | \$7,348,180.00 | \$ 10,671,637.68 | \$ 855,789.02 | \$ 3,327,935.81 | \$ 6,487,912.85 |
| 55510 Furniture | 152,200.00 | 231,039.69 | 21,835.19 | 58,853.91 | 150,350.59 |
| 55520 Equipment | 188,500.00 | 262,936.00 | 80,002.93 | 5,101.00 | 177,832.07 |

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending February 29, 2016

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|-------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 55530 Computer Hardware | 536,000.00 | 628,765.47 | 29,261.74 | 88,507.55 | 510,996.18 |
| 55540 Software | 314,500.00 | 546,921.59 | 37,499.60 | 196,821.59 | 312,600.40 |
| Capital Outlay | \$1,191,200.00 | \$ 1,669,662.75 | \$ 168,599.46 | \$ 349,284.05 | \$ 1,151,779.24 |
| 57100 Memberships | 70,555.78 | 73,551.16 | 21,041.14 | 23,093.80 | 29,416.22 |
| 57200 Taxes | 12,000.00 | 13,352.97 | 1,805.61 | 11,072.67 | 474.69 |
| 57500 Refunds/Reimbursements | 49,204.22 | 51,486.47 | 791.97 | 9,427.17 | 41,267.33 |
| Miscellaneous Expenses | \$131,760.00 | \$ 138,390.60 | \$ 23,638.72 | \$ 43,593.64 | \$ 71,158.24 |
| 59810 Advances Out | 0.00 | 0.00 | 29,500.00 | 0.00 | (29,500.00) |
| Advances | \$0.00 | \$ 0.00 | \$ 29,500.00 | \$ 0.00 | \$(29,500.00) |
| 59900 Transfers Out | 0.00 | 1,500,000.00 | 1,500,000.00 | 0.00 | 0.00 |
| Transfers | \$0.00 | \$ 1,500,000.00 | \$ 1,500,000.00 | \$ 0.00 | \$ 0.00 |
| TOTAL | \$54,918,752.76 | \$ 62,266,810.94 | \$ 11,201,991.72 | \$ 9,306,987.64 | \$ 41,757,831.58 |

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending February 29, 2016

| | Beginning Year Balance | Year to Date Receipts | Year to Date Expenditures | Year to Date Encumbrances | Unencumbered Balance |
|------------------------------------|---------------------------|--------------------------|------------------------------|------------------------------|-------------------------|
| 101 General Fund | 30,293,887.52 | 15,780,614.94 | 11,201,991.72 | 9,306,987.64 | 25,565,523.10 |
| Total General Fund | \$ 30,293,887.52 | \$ 15,780,614.94 | \$ 11,201,991.72 | \$ 9,306,987.64 | \$ 25,565,523.10 |
| 201 Anderson | 276,296.99 | 0.00 | 0.00 | 0.00 | 276,296.99 |
| 202 Endowment for the Blind | 2,170,265.69 | 0.00 | 0.00 | 24,653.51 | 2,145,612.18 |
| 203 Founders | 6,094,545.65 | 280,806.61 | 69,883.64 | 181,978.43 | 6,123,490.19 |
| 204 Kaiser | 58,614.88 | 0.00 | 0.00 | 0.00 | 58,614.88 |
| 205 Kralej | 179,670.47 | 599.53 | 111.55 | 439.34 | 179,719.11 |
| 206 Library | 178,122.12 | 4,545.53 | 3,079.54 | 2,515.47 | 177,072.64 |
| 207 Pepke | 127,745.59 | (1,485.96) | 0.00 | 0.00 | 126,259.63 |
| 208 Wickwire | 1,350,020.58 | 6,090.87 | 0.00 | 352.12 | 1,355,759.33 |
| 209 Wittke | 86,265.93 | 0.00 | 0.00 | 0.00 | 86,265.93 |
| 210 Young | 4,000,361.89 | (21,645.53) | 3,835.90 | 12,948.50 | 3,961,931.96 |
| 225 Friends | 0.00 | 29,500.00 | 0.00 | 359.64 | 29,140.36 |
| 226 Judd | 5,972.23 | 0.00 | 26,111.53 | 52,724.73 | (72,864.03) |
| 228 Lockwood Thompson Memorial | 136,626.00 | 0.00 | 19,991.55 | 88,244.30 | 28,390.15 |
| 229 Ohio Center for the Book | 0.00 | 900.00 | 0.00 | 0.00 | 900.00 |
| 230 Schweinfurth | 89,172.29 | 0.00 | 0.00 | 12,890.00 | 76,282.29 |
| 231 CLEVNET | 490,999.25 | 2,300,587.47 | 1,018,605.38 | 933,932.19 | 839,049.15 |
| 251 OLBPD-Library for the Blind | 0.00 | 251,366.00 | 204,472.16 | 17,348.14 | 29,545.70 |
| 252 LSTA-Know It Now | 27,058.22 | 0.00 | 0.00 | 0.00 | 27,058.22 |
| 254 MyCom | 39,527.25 | 19,713.36 | 10,550.36 | 24,062.50 | 24,627.75 |
| Total Special Revenue Funds | \$ 15,311,265.03 | \$ 2,870,977.88 | \$ 1,356,641.61 | \$ 1,352,448.87 | \$ 15,473,152.43 |
| 401 Building & Repair | 13,248,624.25 | 1,503,500.16 | 157,277.89 | 4,038,108.23 | 10,556,738.29 |
| Total Capital Project Funds | \$ 13,248,624.25 | \$ 1,503,500.16 | \$ 157,277.89 | \$ 4,038,108.23 | \$ 10,556,738.29 |
| 501 Abel | 218,076.10 | 1,902.62 | 0.00 | 0.00 | 219,978.72 |

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending February 29, 2016

| | Beginning Year Balance | Year to Date Receipts | Year to Date Expenditures | Year to Date Encumbrances | Unencumbered Balance |
|------------------------------|---------------------------|--------------------------|------------------------------|------------------------------|-------------------------|
| 502 Ambler | 2,218.69 | 0.00 | 0.00 | 0.00 | 2,218.69 |
| 503 Beard | 132,508.14 | (614.51) | 388.00 | 1,940.00 | 129,565.63 |
| 504 Klein | 5,251.17 | 0.00 | 0.00 | 0.00 | 5,251.17 |
| 505 Maloni/Schroeder | 280,913.05 | 622.26 | 0.00 | 126.15 | 281,409.16 |
| 506 McDonald | 182,871.96 | 0.00 | 0.00 | 0.00 | 182,871.96 |
| 507 Ratner | 90,938.24 | (1,138.21) | 0.00 | 0.00 | 89,800.03 |
| 508 Root | 38,361.65 | 0.00 | 0.00 | 0.00 | 38,361.65 |
| 509 Sugarman | 198,051.98 | 1,627.54 | 0.00 | 0.00 | 199,679.52 |
| 510 Thompson | 155,047.07 | 360.20 | 2,850.00 | 0.00 | 152,557.27 |
| 511 Weidenthal | 6,513.72 | 0.00 | 0.00 | 0.00 | 6,513.72 |
| 512 White | 2,082,088.70 | 10,379.15 | 15,879.19 | 728.65 | 2,075,860.01 |
| 513 Beard Anna Young | 84,435.88 | (55.03) | 0.00 | 0.00 | 84,380.85 |
| Total Permanent Funds | \$ 3,477,276.35 | \$ 13,084.02 | \$ 19,117.19 | \$ 2,794.80 | \$ 3,468,448.38 |
| 901 Unclaimed Funds | 10,735.01 | 351.00 | 0.00 | 0.00 | 11,086.01 |
| 905 CLEVNET Fines & Fees | 7,506.32 | 20,973.38 | 17,652.39 | 0.00 | 10,827.31 |
| Others | \$ 18,241.33 | \$ 21,324.38 | \$ 17,652.39 | \$ 0.00 | \$ 21,913.32 |
| Total All Funds | \$ 62,349,294.48 | \$ 20,189,501.38 | \$ 12,752,680.80 | \$ 14,700,339.54 | \$ 55,085,775.52 |

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending February 29, 2016

| | |
|----------------------------------|---------------------------------------|
| Balance of All Funds | <u><u>\$ 69,786,115.06</u></u> |
| KeyBank - Concentration Acct | 0.00 |
| KeyBank - Checking (ZBA) | 2,325,402.69 |
| KeyBank - Merchant Acct | 17,946.68 |
| KeyBank - FSA Account | 5,207.19 |
| Petty Cash | 330.00 |
| Change Fund | 4,640.00 |
| KeyBank-Payroll Account (ZBA) | 255.52 |
| Cash in Library Treasury | <u><u>\$ 2,353,782.08</u></u> |
| PNC - Money Market | 10,043.12 |
| PNC - Investments | 40,282,580.44 |
| PNC - Investments Money Market | 72,318.38 |
| STAR Ohio Investment | 7,030,898.72 |
| STAR Plus Program | 3,323,971.21 |
| Investments | <u><u>\$ 50,719,811.87</u></u> |
| PNC- Endowment Account | 16,712,521.11 |
| Endowment Account | <u><u>\$ 16,712,521.11</u></u> |
| Cash in Banks and On Hand | <u><u>\$ 69,786,115.06</u></u> |

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

March 15, 2015

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 2016

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

| ITEM | DATE | TRUSTEE/STAFF MEMBER | AMOUNT |
|---|-------------------|-------------------------|-------------------|
| American Library Association Mid-Winter Conference Boston, Masschuesetts | 1/8/16 - 1/12/16 | Amiya Hutson | 1,200.00 |
| Greater Cleveland Safety Council A Nutrition Guide Seminar Cleveland, Ohio | 1/14/2016 | Dawntae Jackson | 22.00 |
| Make Magazine Maker faire Global Producers Summit San Francisco, California | 1/22/15 - 1/25/15 | Aaron Mason | 1,033.49 |
| American Payroll Association Chapter Meeting Independence, Ohio | 2/11/16 | Ronelle Miller-Hood | 30.00 |
| American Library Association Mid-Winter Conference Boston, Masschuesetts | 1/9/16 - 1/12/16 | Rhonda Pai | 1,171.61 |
| American Library Association E-Workshop - 20 Subjects in 90 Minutes Cleveland, Ohio | 2/10/16 | Timothy Phillips | 55.00 |
| Northeast Ohio Regional Library System Express to Impress Seminar Hudson, Ohio | 1/26/16 | Kendra Proctor | 17.82 |
| Ohio Digital Public Library Association Monthly Meeting Columbus, Ohio | 2/6/15 | Rachel Senese | 149.04 |
| American Library Association Mid-Winter Conference Boston, Masschuesetts | 1/7/16 - 1/11/16 | Cal Zunt | 1,130.83 |
| TOTAL | | | \$4,809.79 |

SUMMARY

| FUND | FEBRUARY | YEAR TO DATE |
|----------------------|-------------------|---------------------|
| General | \$4,809.79 | \$11,671.08 |
| Judd Fund | 0.00 | 0.00 |
| Lockwood Thompson | 0.00 | 0.00 |
| Metlife-Fit for Life | 0.00 | 0.00 |
| LSTA - Know it Know | 0.00 | 0.00 |
| TOTAL | \$4,809.79 | \$11,671.08 |

**CLEVELAND PUBLIC LIBRARY
 TERMINATIONS AND LEAVES OF ABSENCE REPORT
 2/01/2016 TO 2/29/2016
 Board Meeting March 15, 2016**

Exhibit 6

| <u>EMPLOYEE NAME</u> | <u>DEPARTMENT</u> | <u>JOB TITLE</u> | <u>TERM/INACT DATE</u> |
|---------------------------|---------------------|------------------------------|----------------------------|
| RESIGNATIONS | | | |
| ALLEN, TRACEY | Social Sciences | LIBRARIAN (SUBJECT DEPARTMEN | 02/10/2016 |
| BYANSI, ETAN R | | LIBRARY ASST SUBSTITUTE | 02/13/2016 |
| JOHNSON, DELQUINN | Memorial Nottinghar | PAGE | 02/24/2016 |
| WILLOWLEAF, AJA | Literature | PAGE | 02/06/2016 |
| RETIREMENTS | | | |
| TAFT, DAVID L | Walz | CUSTODIAN II (DAYS/BRANCHES) | 02/19/2016 |
| OTHER TERMINATIONS | | | |
| RICHARD, RILEY R | Custodial Lakeshore | CUSTODIAN II (DAYS/BRANCHES) | 02/03/2016 |

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 02/01/2016 TO 02/29/2016
Board Meeting March 15, 2016**

EMPLOYEE: BROOKS, CRYSTAL K **CURRENT GRADE:** H **EFFECTIVE DATE** 02/21/2016
JOB TITLE: EMP RELATIONS SPEC **CURRENT STEP:** 3 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 57,109.71 | VACANCY |

EMPLOYEE: CHANCELLOR, MONITA S **CURRENT GRADE:** B **EFFECTIVE DATE** 02/21/2016
JOB TITLE: BRANCH CLERK SUBSTITU' **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE | 0.00 | 9.76 | PROMOTION |

EMPLOYEE: COHADZIC, NEJRA **CURRENT GRADE:** F **EFFECTIVE DATE** 02/21/2016
JOB TITLE: LIBRARY ASST SUBSTITUTE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE | 0.00 | 22.42 | PROMOTION |

EMPLOYEE: COOPER, CHAVAR **CURRENT GRADE:** Z **EFFECTIVE DATE** 02/21/2016
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 9.76 | VACANCY |

EMPLOYEE: DAMON, TIMOTHY H **CURRENT GRADE:** Z **EFFECTIVE DATE** 02/21/2016
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 9.76 | VACANCY |

EMPLOYEE: DELANEY, DARIN M **CURRENT GRADE:** Z **EFFECTIVE DATE** 02/21/2016
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 9.76 | VACANCY |

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**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 02/01/2016 TO 02/29/2016
 Board Meeting March 15, 2016**

EMPLOYEE: DURDA, NICHOLAS S **CURRENT GRADE:** F **EFFECTIVE DATE** 02/07/2016
JOB TITLE: LIBRARY ASSISTANT (SUBJ **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE | 0.00 | 44,163.08 | PROMOTION |

EMPLOYEE: ESTRELLA, MARIA F **CURRENT GRADE:** I **EFFECTIVE DATE** 02/22/2016
JOB TITLE: ASSISTANT BRANCH MANA **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE | 0.00 | 58,889.21 | PROMOTION |

EMPLOYEE: FARANDA, CAMMIE M **CURRENT GRADE:** Z **EFFECTIVE DATE** 02/21/2016
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 9.76 | VACANCY |

EMPLOYEE: FIELD, ANDREW **CURRENT GRADE:** Z **EFFECTIVE DATE** 02/21/2016
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 9.76 | VACANCY |

EMPLOYEE: FRENCH, GRACE K **CURRENT GRADE:** F **EFFECTIVE DATE** 02/23/2016
JOB TITLE: LIBRARY ASST SUBSTITUTE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE | 0.00 | 9.76 | PROMOTION |

EMPLOYEE: GRAVES, MELINDA M **CURRENT GRADE:** H **EFFECTIVE DATE** 02/07/2016
JOB TITLE: ENGAGMENT SPECIALIST **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE | 0.00 | 52,801.54 | PROMOTION |

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CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 02/01/2016 TO 02/29/2016
Board Meeting March 15, 2016

EMPLOYEE: GREEN, ANTHONY L **CURRENT GRADE:** C **EFFECTIVE DATE** 02/07/2016
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 26366.08 | 37665.94 | TRANSFER |
| Annual Pay | 26366.08 | 37665.94 | VACANCY |

EMPLOYEE: GREENE, DAWNEAST **CURRENT GRADE:** F **EFFECTIVE DATE** 02/21/2016
JOB TITLE: LIBRARY ASST-COMP EMPF **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 22.65 | VACANCY |

EMPLOYEE: HAYES, ARIKA L **CURRENT GRADE:** Z **EFFECTIVE DATE** 02/21/2016
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 9.76 | VACANCY |

EMPLOYEE: LOPEZ, MARIA **CURRENT GRADE:** F **EFFECTIVE DATE** 02/07/2016
JOB TITLE: LIBRARY ASST-COMP EMPF **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE | 0.00 | 22.65 | PROMOTION |

EMPLOYEE: MEGGITT, BRIAN **CURRENT GRADE:** H **EFFECTIVE DATE** 02/07/2016
JOB TITLE: LIBRARIAN (SUBJECT DEPA **CURRENT STEP:** 1 **FOR GRADE/STEP**

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

EMPLOYEE: MONCRIEF, PASHA D **CURRENT GRADE:** K **EFFECTIVE DATE** 02/21/2016
JOB TITLE: BRANCH MANAGER (LARGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

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

465
**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 02/01/2016 TO 02/29/2016
 Board Meeting March 15, 2016**

EMPLOYEE: NELSON, JAMEKIA **CURRENT GRADE:** Z **EFFECTIVE DATE** 02/23/2016
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 9.76 | VACANCY |

EMPLOYEE: SAMUELS, KENNETH R **CURRENT GRADE:** C **EFFECTIVE DATE** 02/21/2016
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 18.11 | VACANCY |

EMPLOYEE: THOMPSON, TREVOR M **CURRENT GRADE:** C **EFFECTIVE DATE** 02/07/2016
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 26366.08 | 37665.94 | TRANSFER |
| Annual Pay | 26366.08 | 37665.94 | VACANCY |

EMPLOYEE: VAUGHN, CHEMIKA N **CURRENT GRADE:** Z **EFFECTIVE DATE** 02/21/2016
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 9.76 | VACANCY |

EMPLOYEE: WYNN, CONSTANCE L **CURRENT GRADE:** Z **EFFECTIVE DATE** 02/21/2016
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 9.76 | VACANCY |

EMPLOYEE: ZARBAKSH, CHLOE **CURRENT GRADE:** F **EFFECTIVE DATE** 02/21/2016
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 1 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| NEW HIRE | 0.00 | 22.65 | VACANCY |

CLEVELAND PUBLIC LIBRARY

REPORT E

Human Resources Committee Report
 Meeting Date: March 15, 2016
 Report Period: February, 2016

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

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

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
February 1, 2016- February 29, 2016
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT F**Human Resources Committee Report**

March 15, 2016

| Totals Job Category | Male | | | | | | Female | | | | |
|--------------------------|------------|------------|------------|-----------|----------|----------|------------|------------|-----------|----------|----------|
| | A | B | C | D | E | F | G | H | I | J | K |
| Officials/Administrators | 80 | 22 | 10 | 1 | | | 28 | 16 | 1 | | |
| Professionals | 76 | 15 | 1 | | | 1 | 38 | 14 | 4 | 3 | |
| Technicians | 19 | 9 | 2 | 1 | | | 4 | 1 | 1 | | |
| Protective Service | 16 | 7 | 8 | | | | | 1 | | | |
| Para-Professionals | 129 | 23 | 31 | 2 | 2 | | 35 | 27 | 7 | 2 | |
| Administrative Support | 300 | 45 | 64 | 5 | 3 | 1 | 52 | 137 | 17 | 2 | 1 |
| Skilled Craft | 11 | 7 | 3 | 1 | 1 | | | 1 | | | |
| Service Maintenance | 50 | 7 | 31 | 1 | | | 2 | 4 | 1 | | |
| Grand Total | 703 | 135 | 150 | 11 | 7 | 1 | 159 | 201 | 31 | 7 | 1 |

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

Insurance Report for the Month of February 2016

Human Resources Committee Report

March 15, 2016

Staff Enrollments-Health Care/Dental

| | Single | Family | Total |
|---|----------------------|-----------------------|--|
| Basic | 4 | 0 | 4 |
| Essential | 17 | 5 | 22 |
| Standard | 266 | 148 | 414 |
| Standard with OAD | 0 | 1 | 1 |
| Total MMO | 287 | 154 | 441 |
| | | | |
| Dental Insurance | 292 | 182 | 474 |
| | | | |
| Vision Employee | | | 258 |
| Vision Children | | | 38 |
| Vision Spouse | | | 45 |
| Vision Family | | | 80 |
| Total Vision | | | 421 |
| Workers' Compensation Lost Time Report | | | |
| | | | <i>Total days missed during report month</i> |
| <i>Classification</i> | <i>Dept/Location</i> | <i>Date of Injury</i> | |

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART B

PHOTODUPLICATION OFFICE AND MAKERSPACE FEES

PHOTODUPLICATION OFFICE FEES

PHOTOCOPIES

| | |
|---|------------------------------|
| Service Fee | \$10.00/item |
| Standard (8½" x 11" through 11" x 17" B&W)..... | \$0.25/page |
| Oversize (18" x 24" B&W) | \$2.00/page |
| Color (8½" x 11" through 11" x 17") | \$1.00/page |
| Fax..... | \$0.50/page |
| Email (8½" x 11")..... | \$0.50/page |
| Rush (24-hour turnaround) | \$10.00/item |
| Special Handling (fragile, etc.)..... | Minimum charge \$20.00/order |
| Map (up to 18" x 24" B&W)-Standard Weight Paper..... | \$2.00/item |
| Map (up to 18" x 24" B&W)-Heavyweight Paper | \$4.00/item |
| Map (up to 18" x 24" Color)-Standard Weight Paper | \$4.00/item |
| Map (up to 18" x 24" Color)-Heavyweight Paper | \$8.00/item |
| Other sizes..... | Price quoted upon request |

CLEVELAND DIGITAL PUBLIC LIBRARY FEES

SELF-SERVICE SCANNING

| | |
|-----------------------------|----------------------------------|
| Self-service scanning | No charge |
| Self-service printing..... | See Photoduplication Office fees |

DIGITAL SCANS DONE BY STAFF

| | |
|---|----------------------------------|
| Service Fee | \$10.00/job |
| Scan of individual, flat items at 300ppi up to A1 item size ... | \$0.50/image |
| Books (up to 300 pages 300ppi up to A3 page size) | \$150.00/book |
| Book scanning in excess of 300 pages | additional \$0.50/page |
| Special Handling (fragile, etc.)..... | Minimum charge \$20.00/order |
| Other sizes..... | Price quoted upon request |
| Large projects | Price quoted upon request |
| Printing..... | See Photoduplication Office fees |
| CD-ROM..... | \$2.50/disc |
| Flash Drive | \$7.00/item |

PHOTOGRAPHS

| | |
|---|------------------------------|
| All prints, posters, or slides are charged at current lab pricing, plus | |
| Service Fee | \$10.00/print |
| Lab Delivery Fee | \$9.00/order |
| Rush (24-hour turnaround) | Double price + \$10.00/print |

MICROFILM

All microfilm/microfiche are charged at current lab pricing.

USE FEES FOR PUBLICATION OR DISPLAY

| | |
|----------------------|---------------------------------|
| For Profit..... | \$5.00/image; \$250 max/project |
| Not for Profit | \$5.00/image; \$50 max/project |

SHIPPING FEES

Shipping fees are charged at current USPS rates.

SALES TAX

Ohio sales tax added when required.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17 United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

MAKERSPACE FEES

3D PRINTER FEES

| | |
|------------------------|-----------------|
| PLA Plastic..... | \$0.05 per gram |
| Water Soluble PVA..... | \$0.15 per gram |

LASER ENGRAVER

| | |
|---|--------------|
| Aluminum Anodized Business Card (2" x 3.5")..... | \$2.50/item |
| Acrylic sheet (12" x 12" x 1/8") | \$10.00/item |
| Acrylic sheet (12" x 12" x 1/4") | \$12.50/item |
| Acrylic sheet (12" x 24" x 1/8") | \$20.00/item |
| Acrylic sheet (12" x 24" x 1/4") | \$25.00/item |
| Econo Wood Sheet (12" x 12" x 1/8" or 1/4") | \$3.50/item |
| Econo Wood Sheet (12" x 24" x 1/8" or 1/4") | \$7.00/item |
| Laminate Wood Sheet (12" x 12" x 1/4") | \$6.00/item |
| Laminate Wood Sheet (12" x 24" x 1/4") | \$12.00/item |
| Plywood sheet (12" x 24" x 1/4") | \$3.00/item |
| LaserMax sheet (12" x 12" x 1/16") | \$12.50/item |
| LaserMax sheet (12" x 24" x 1/16") | \$25.00/item |
| Speciality Item (Small)* | \$2.00/item |
| Speciality Item (Medium)* | \$5.00/item |
| Speciality Item (Large)* | \$10.00/item |

All sizes are approximate

*Speciality items may include engravable parts offered for limited times or special events

VINYL CUTTER

Prices include use of appropriate masking tape and ink (while applicable).

| | |
|------------------------|--------------------|
| Tier 1 Materials | \$0.10/linear inch |
| Tier 2 Materials | \$0.15/linear inch |
| Tier 3 Materials | \$0.25/linear inch |
| Tier 4 Materials | \$0.35/linear inch |

Vinyl Material tiers are determined based on type, color, finish, and size, and include applicable transfer material and ink (for printable vinyl).

| | |
|----------------|--------------|
| T-shirts | \$5.00/shirt |
|----------------|--------------|

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR FEBRUARY 2016**

| CIRCULATION ACTIVITY | Monthly Total | | Average Hourly | | Year-to-Date | | YTD Gain/Loss |
|--------------------------|----------------|----------------|----------------|-------|----------------|----------------|------------------|
| | 2016 | 2015 | 2016 | 2015 | 2016 | 2015 | |
| Main Library Branches | 116,619 | 114,339 | 607 | 627 | 236,114 | 244,168 | -3.3% |
| Mobile Units* | 250,106 | 239,491 | 1,226 | 1,135 | 520,552 | 531,041 | -2.0% |
| Library for the Blind | 2,029 | 6,311 | | | 3,175 | 12,104 | -73.8% |
| OLBPD BARD | 48,387 | 44,812 | | | 94,234 | 95,280 | -1.1% |
| eMedia | 11,294 | 11,749 | | | 22,859 | 23,579 | -3.1% |
| | 30,709 | 20,764 | | | 61,296 | 41,297 | 48.4% |
| TOTAL CIRCULATION | 459,144 | 437,466 | | | 938,230 | 947,469 | -1.0% |

| ELECTRONIC MEDIA CIRCULATION | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|---------------------------------|---------------|---------------|---------------|---------------|------------------|
| | 2016 | 2015 | 2016 | 2015 | |
| eBook | 17,180 | 13,781 | 35,814 | 29,216 | 22.6% |
| eAudiobook | 8,059 | 5,028 | 16,130 | 10,411 | 54.9% |
| eMusic | 163 | 16 | 279 | 36 | 675.0% |
| eVideo | 560 | 187 | 1,161 | 379 | 206.3% |
| eMagazines | 4,747 | 1,752 | 7,912 | 1,255 | 530.4% |
| TOTAL eCIRCULATION | 30,709 | 20,764 | 61,296 | 41,297 | 48.4% |

Included in circulation activity.

| COMPUTER USAGE | Number of Computers | Average Session | Number of Sessions | | Hours in Use | | YTD Gain/Loss |
|-----------------------|------------------------|--------------------|--------------------|---------------|----------------|----------------|------------------|
| | | | 2016 | 2015 | 2016 | 2015 | |
| Main Library Branches | 100 | 45 minutes | 10,298 | 10,298 | 17,207 | 16,672 | 3.2% |
| | 547 | 40 minutes | 68,620 | 62,919 | 93,629 | 93,720 | -0.1% |
| TOTAL USAGE | 647 | | 68,620 | 73,217 | 110,836 | 110,392 | 0.4% |

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

| WIRELESS SESSIONS | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|-----------------------|---------------|-----------|---------------|-----------|------------------|
| | 2016 | 2015 | 2016 | 2015 | |
| TOTAL SESSIONS | 69,645 | NA | 69,645 | NA | NA |

Each session represents a unique user of public wireless internet. January number does not include Brooklyn and Lorain branches

| WALK-IN COUNT | Monthly Total | | Average Hourly | | Year-to-Date | | YTD Gain/Loss |
|-----------------------|----------------|----------------|----------------|------|----------------|----------------|------------------|
| | 2016 | 2015 | 2016 | 2015 | 2016 | 2015 | |
| Main Library Branches | 29,169 | 32,759 | 152 | 180 | 64,504 | 67,235 | -4.1% |
| Mobile Unit* | 208,002 | 172,306 | 1,020 | 817 | 419,483 | 391,034 | 7.3% |
| | 0 | 480 | | | 0 | 1,034 | -100.0% |
| TOTAL VISITS | 237,171 | 205,545 | | | 483,987 | 459,303 | 5.4% |

REPORT H

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

| BRANCH | a Branch Circulation | b Sent from Other Branches | c Sent from Main | d Sent from Other CLEVNET Systems | e Total Direct Circulation (a+b+c+d) | f Sent to Other CLEVNET Systems | g Total Circulation (e+f) |
|-------------------------|----------------------------|-------------------------------------|------------------------|---|---|---|------------------------------------|
| Addison | 4,450 | 665 | 713 | 1,075 | 6,903 | 531 | 7,434 |
| Brooklyn | 3,449 | 400 | 508 | 830 | 5,187 | 497 | 5,684 |
| Carnegie West | 7,379 | 871 | 1,315 | 1,494 | 11,059 | 1,019 | 12,078 |
| Collinwood | 4,680 | 400 | 527 | 831 | 6,438 | 541 | 6,979 |
| East 131st | 2,510 | 288 | 293 | 491 | 3,582 | 281 | 3,863 |
| Eastman | 11,194 | 1,132 | 2,063 | 2,589 | 16,978 | 1,855 | 18,833 |
| Fleet* | 7,255 | 819 | 997 | 1,746 | 10,817 | 739 | 11,556 |
| Fulton | 10,120 | 647 | 1,057 | 1,452 | 13,276 | 833 | 14,109 |
| Garden Valley | 2,341 | 223 | 153 | 375 | 3,092 | 249 | 3,341 |
| Glenville | 4,076 | 403 | 309 | 642 | 5,430 | 424 | 5,854 |
| Harvard-Lee | 4,639 | 586 | 826 | 1,455 | 7,506 | 757 | 8,263 |
| Hough | 3,226 | 366 | 415 | 663 | 4,670 | 290 | 4,960 |
| Jefferson | 3,550 | 540 | 797 | 1,077 | 5,964 | 605 | 6,569 |
| Langston Hughes | 3,376 | 460 | 410 | 708 | 4,954 | 445 | 5,399 |
| Lorain | 4,847 | 687 | 818 | 1,182 | 7,534 | 678 | 8,212 |
| Martin Luther King, Jr. | 3,492 | 545 | 751 | 1,144 | 5,932 | 703 | 6,635 |
| Memorial-Nottingham | 6,545 | 895 | 1,145 | 2,076 | 10,661 | 1,046 | 11,707 |
| Mt. Pleasant | 2,136 | 287 | 266 | 376 | 3,065 | 293 | 3,358 |
| Rice | 6,825 | 453 | 700 | 1,216 | 9,194 | 833 | 10,027 |
| Rockport | 10,893 | 890 | 1,467 | 2,042 | 15,292 | 1,543 | 16,835 |
| South | 5,821 | 648 | 679 | 999 | 8,147 | 541 | 8,688 |
| South Brooklyn | 10,198 | 1,177 | 2,331 | 2,855 | 16,561 | 1,651 | 18,212 |
| Sterling | 2,845 | 272 | 301 | 630 | 4,048 | 457 | 4,505 |
| Union | 4,217 | 534 | 452 | 592 | 5,795 | 462 | 6,257 |
| Walz | 7,981 | 862 | 1,162 | 1,690 | 11,695 | 1,119 | 12,814 |
| West Park | 9,719 | 1,391 | 2,824 | 3,898 | 17,832 | 1,921 | 19,753 |
| Woodland | 5,879 | 480 | 417 | 884 | 7,660 | 521 | 8,181 |
| TOTAL | 153,643 | 16,921 | 23,696 | 35,012 | 229,272 | 20,834 | 250,106 |

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

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

| BRANCH | Monthly Total | | Year-to-Date | | YTD Gain/Loss | YTD %G/L |
|-------------------------|----------------|----------------|----------------|----------------|------------------|--------------|
| | 2016 | 2015 | 2016 | 2015 | | |
| Addison | 7,434 | 8,826 | 16,328 | 18,816 | -2,488 | -13.2% |
| Brooklyn | 5,684 | 5,754 | 11,766 | 12,858 | -1,092 | -8.5% |
| Carnegie West | 12,078 | 11,189 | 25,158 | 23,839 | 1,319 | 5.5% |
| Collinwood | 6,979 | 6,685 | 14,496 | 15,195 | -699 | -4.6% |
| East 131st | 3,863 | 3,506 | 8,211 | 8,412 | -201 | -2.4% |
| Eastman | 18,833 | 16,806 | 39,195 | 37,436 | 1,759 | 4.7% |
| Fleet* | 11,556 | 10,193 | 24,158 | 22,911 | 1,247 | 5.4% |
| Fulton | 14,109 | 8,825 | 27,508 | 19,477 | 8,031 | 41.2% |
| Garden Valley | 3,341 | 2,652 | 6,742 | 6,157 | 585 | 9.5% |
| Glenville | 5,854 | 5,846 | 13,019 | 12,839 | 180 | 1.4% |
| Harvard-Lee | 8,263 | 6,802 | 16,846 | 15,307 | 1,539 | 10.1% |
| Hough | 4,960 | 4,210 | 10,598 | 9,241 | 1,357 | 14.7% |
| Jefferson | 6,569 | 7,055 | 13,724 | 15,227 | -1,503 | -9.9% |
| Langston Hughes | 5,399 | 6,587 | 11,780 | 14,376 | -2,596 | -18.1% |
| Lorain | 8,212 | 8,234 | 18,525 | 18,928 | -403 | -2.1% |
| Martin Luther King, Jr. | 6,635 | 9,153 | 13,929 | 21,167 | -7,238 | -34.2% |
| Memorial-Nottingham | 11,707 | 10,964 | 24,643 | 24,200 | 443 | 1.8% |
| Mt. Pleasant | 3,358 | 3,661 | 7,205 | 8,885 | -1,680 | -18.9% |
| Rice | 10,027 | 9,437 | 21,978 | 21,736 | 242 | 1.1% |
| Rockport | 16,835 | 16,713 | 34,149 | 36,528 | -2,379 | -6.5% |
| South | 8,688 | 8,150 | 17,001 | 18,153 | -1,152 | -6.3% |
| South Brooklyn | 18,212 | 16,609 | 37,051 | 36,927 | 124 | 0.3% |
| Sterling | 4,505 | 4,765 | 9,204 | 10,560 | -1,356 | -12.8% |
| Union | 6,257 | 5,853 | 12,566 | 13,273 | -707 | -5.3% |
| Walz | 12,814 | 12,818 | 26,623 | 27,951 | -1,328 | -4.8% |
| West Park | 19,753 | 19,810 | 40,993 | 41,419 | -426 | -1.0% |
| Woodland | 8,181 | 8,388 | 17,156 | 19,223 | -2,067 | -10.8% |
| TOTAL | 250,106 | 239,491 | 520,552 | 531,041 | -10,489 | -2.0% |

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

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE FEBRUARY 2016**

| BRANCH | Monthly Total | | | Year-to-Date | | YTD Gain/Loss | YTD %G/L |
|-------------------------|----------------|----------------|----------------|----------------|---------------|------------------|-------------|
| | 2016 | 2015 | 2016 | 2015 | | | |
| Addison | 4,550 | 4,324 | 9,852 | 9,456 | 396 | 4.2% | |
| Brooklyn | 3,700 | 3,031 | 7,437 | 6,598 | 839 | 12.7% | |
| Carnegie West | 10,467 | 13,514 | 21,308 | 29,585 | -8,277 | -28.0% | |
| Collinwood | 8,043 | 4,952 | 15,734 | 10,678 | 5,056 | 47.3% | |
| East 131st | 8,615 | 4,961 | 17,748 | 11,605 | 6,143 | 52.9% | |
| Eastman | 10,084 | 9,346 | 20,194 | 20,561 | -367 | -1.8% | |
| Fleet | 9,896 | 8,293 | 19,951 | 18,143 | 1,808 | 10.0% | |
| Fulton | 6,831 | 5,460 | 13,361 | 12,084 | 1,277 | 10.6% | |
| Garden Valley | 3,921 | 3,351 | 7,954 | 7,796 | 158 | 2.0% | |
| Glenville* | 8,500 | 5,015 | 17,739 | 11,023 | 6,716 | 60.9% | |
| Harvard-Lee | 8,217 | 6,319 | 16,424 | 14,230 | 2,194 | 15.4% | |
| Hough | 7,446 | 8,032 | 15,721 | 17,210 | -1,489 | -8.7% | |
| Jefferson | 7,530 | 6,297 | 15,138 | 13,679 | 1,459 | 10.7% | |
| Langston Hughes | 5,569 | 5,080 | 11,609 | 11,993 | -384 | -3.2% | |
| Lorain | 6,906 | 5,531 | 13,807 | 12,124 | 1,683 | 13.9% | |
| Martin Luther King, Jr. | 8,342 | 5,838 | 17,428 | 13,930 | 3,498 | 25.1% | |
| Memorial-Nottingham | 4,979 | 4,103 | 9,623 | 8,821 | 802 | 9.1% | |
| Mt. Pleasant | 5,090 | 4,874 | 10,730 | 11,009 | -279 | -2.5% | |
| Rice | 10,195 | 12,523 | 20,919 | 25,580 | -4,661 | -18.2% | |
| Rockport | 9,411 | 7,750 | 18,139 | 16,787 | 1,352 | 8.1% | |
| South | 5,408 | 5,747 | 11,336 | 12,376 | -1,040 | -8.4% | |
| South Brooklyn | 15,518 | 11,201 | 30,166 | 23,581 | 6,585 | 27.9% | |
| Sterling | 9,839 | 7,683 | 19,641 | 17,074 | 2,567 | 15.0% | |
| Union | 5,498 | 5,226 | 11,000 | 11,171 | -171 | -1.5% | |
| Walz | 7,721 | 6,428 | 15,604 | 14,295 | 1,309 | 9.2% | |
| West Park | 9,869 | 7,902 | 19,224 | 17,206 | 2,018 | 11.7% | |
| Woodland | 5,857 | 5,430 | 11,696 | 12,439 | -743 | -6.0% | |
| TOTAL | 208,002 | 178,211 | 419,483 | 391,034 | 28,449 | 7.3% | |

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS FEBRUARY 2016**

| Branch | Total Circulation | Branch | Attendance | Branch | Population |
|----------------------------|-------------------|----------------------------|------------|----------------------------|------------|
| 1 West Park | 19,753 | 1 South Brooklyn | 15,518 | 1 South Brooklyn | 32,043 |
| 2 Eastman | 18,833 | 2 Carnegie West | 10,467 | 2 West Park | 27,814 |
| 3 South Brooklyn | 18,212 | 3 Rice | 10,195 | 3 Fleet** | 26,727 |
| 4 Rockport | 16,835 | 4 Eastman | 10,084 | 4 Eastman | 23,674 |
| 5 Fulton | 14,109 | 5 Fleet | 9,896 | 5 Rockport | 19,896 |
| 6 Walz | 12,814 | 6 West Park | 9,869 | 6 Fulton | 19,647 |
| 7 Carnegie West | 12,078 | 7 Sterling | 9,839 | 7 Rice | 19,462 |
| 8 Memorial-Nottingham | 11,707 | 8 Rockport | 9,411 | 8 Memorial-Nottingham | 19,271 |
| 9 Fleet* | 11,556 | 9 East 131st | 8,615 | 9 Harvard-Lee | 17,655 |
| 10 Rice | 10,027 | 10 Glenville* | 8,500 | 10 Walz | 16,063 |
| 11 South | 8,688 | 11 Martin Luther King, Jr. | 8,342 | 11 Collinwood | 14,769 |
| 12 Harvard-Lee | 8,263 | 12 Harvard-Lee | 8,217 | 12 Langston Hughes | 14,439 |
| 13 Lorain | 8,212 | 13 Collinwood | 8,043 | 13 Glenville | 14,006 |
| 14 Woodland | 8,181 | 14 Walz | 7,721 | 14 Addison | 13,603 |
| 15 Addison | 7,434 | 15 Jefferson | 7,530 | 15 East 131st | 13,025 |
| 16 Collinwood | 6,979 | 16 Hough | 7,446 | 16 Mt. Pleasant | 12,792 |
| 17 Martin Luther King, Jr. | 6,635 | 17 Lorain | 6,906 | 17 Lorain | 12,588 |
| 18 Jefferson | 6,569 | 18 Fulton | 6,831 | 18 Martin Luther King, Jr. | 12,392 |
| 19 Union | 6,257 | 19 Woodland | 5,857 | 19 Carnegie West | 10,487 |
| 20 Glenville | 5,854 | 20 Langston Hughes | 5,569 | 20 Union | 8,416 |
| 21 Brooklyn | 5,684 | 21 Union | 5,498 | 21 Sterling | 8,267 |
| 22 Langston Hughes | 5,399 | 22 South | 5,408 | 22 Woodland | 7,946 |
| 23 Hough | 4,960 | 23 Mt. Pleasant | 5,090 | 23 South | 6,325 |
| 24 Sterling | 4,505 | 24 Memorial-Nottingham | 4,979 | 24 Hough | 5,667 |
| 25 East 131st | 3,863 | 25 Addison | 4,550 | 25 Brooklyn | 5,524 |
| 26 Mt. Pleasant | 3,358 | 26 Garden Valley | 3,921 | 26 Jefferson | 3,515 |
| 27 Garden Valley | 3,341 | 27 Brooklyn | 3,700 | 27 Garden Valley | 2,310 |
| | 250,106 | | 208,002 | 28 Broadway** | 1,966 |
| | | | | | 388,323 |

**Broadway and Fleet services areas merged

*Equipment malfunction. Substitute value used.

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CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR FEBRUARY 2016

| OTHER TRANSACTIONS Loans* to: | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|----------------------------------|---------------|---------------|----------------|----------------|------------------|
| | 2016 | 2015 | 2016 | 2015 | |
| CLEVNET | 74,086 | 70,939 | 150,446 | 150,637 | -0.1% |
| MORE | 449 | 369 | 865 | 822 | 5.2% |
| Other Libraries | 502 | 383 | 1,046 | 867 | 20.6% |
| TOTAL | 75,037 | 71,691 | 152,357 | 152,326 | 0.0% |

*Totals included in Main Library and Branch circulation counts.

| ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|---|---------------|---------------|---------------|---------------|------------------|
| | 2016 | 2015 | 2016 | 2015 | |
| Projected | 21,258 | 13,769 | 42,954 | 29,871 | 43.8% |
| KnowItNow Web Reference* | 0 | 135 | 0 | 293 | -100.0% |
| Mail and Email Reference | 229 | 104 | 279 | 176 | -83.5% |
| Interlibrary Loan Requests | 951 | 752 | 1,911 | 1,689 | -94.0% |
| TOTAL | 22,438 | 14,760 | 45,144 | 32,029 | 40.9% |

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

| CHANGES IN PERMANENT COLLECTION | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|------------------------------------|---------------|--------|--------------|--------|------------------|
| | 2016 | 2015 | 2016 | 2015 | |
| New Titles Added | 5,704 | 5,506 | 10,291 | 10,696 | -3.8% |
| Total Items Added | 18,625 | 16,031 | 32,108 | 33,342 | -3.7% |

| HOURS OPEN | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|--------------|---------------|-------|--------------|--------|------------------|
| | 2016 | 2015 | 2016 | 2015 | |
| Main Library | 192 | 183 | 384 | 383 | 0.4% |
| Branches | 5,508 | 5,225 | 10,989 | 10,922 | 0.6% |

| OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD) | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|---|---------------|--------|--------------|--------|------------------|
| | 2016 | 2015 | 2016 | 2015 | |
| Downloads | 11,294 | 11,749 | 22,859 | 23,579 | -3.1% |
| Users | 629 | 622 | 1,306 | 1,255 | 4.1% |

Included in circulation activity

