

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
May 17, 2012
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: None

Mr. Corrigan called the meeting to order at 12:04 p.m.

Approval of the Minutes

Mr. Werner moved to amend the minutes of the meeting of April 19, 2012 Board of Trustees with the following corrections: Exhibit 4, the Resolution to Award Contract for Multimedia for the Main Library Consolidation Project Phase I: Tech Central, shall be corrected to reflect the name of the contractor as "Audio Visual Innovations, Inc." instead of "Audio Visual Communications, Inc."; and Exhibit 5, the Resolution to Amend Agreement for Material and Cash Recovery Services with Unique Management Services, Inc., shall be corrected to reflect that the total amount of the amendment shall be \$105,000, for a total contract amount of not-to-exceed \$140,000. Ms. Butts second the motion, which passed unanimously by roll call vote.

Ms. Butts moved approval of the minutes as amended for the 4/19/12 Regular Board Meeting and the 4/17/12 Finance Committee Meeting. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Safety & Protective Services Incident Statistics Presentation

Timothy J. Goergen, Safety & Protective Services Manager, gave a presentation on Safety & Protective Services Incident Statistics 2010-2012. This analysis included total monthly and yearly incident types and trends in the Main and branch libraries and facilities.

MOTION TO AMEND
MINUTES OF
REGULAR BOARD
MEETING OF
4/19/12
Approved

REGULAR BOARD
MEETING OF
4/19/12; and
FINANCE
COMMITTEE
MEETING OF
4/17/12
Approved

After lengthy discussion, Mr. Corrigan thanked Mr. Goergen for his presentation.

ARTICLE:
HORIZON ARTS &
ENTERTAINMENT
MAGAZINE (MAY
2012)
Acknowledged

COMMUNICATIONS

Director Thomas acknowledged an article in May 2012 edition of Horizon Arts & Entertainment Magazine reviewing the 2012 Distinguished Gentlemen of Positive Plus Women’s Support Group 26th Annual Gala where Director Thomas was an honoree.

Director Thomas introduced and welcomed Robin Wood as Neighborhood Team Manager-West.

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of April

(See page 534)

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

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

WHEREAS, Attached to this Resolution is a Gift Report itemizing the gifts received by the Library for the month of April 2012; now therefore be it

RESOLVED, That the gifts described in the Gift Report for April 2012 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Year 2013 Tax Budget

(See pages 535-543)

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

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF APRIL
Approved

YEAR 2012 TAX
BUDGET
Approved

WHEREAS, **Ohio Revised Code** Section 5705.28 requires the Board of Library Trustees to submit its Tax Budget for Fiscal Year 2013 to the Board of the Cleveland Metropolitan School District before June 1, 2012; and

WHEREAS, **Ohio Revised Code** Section 5705.30 requires the Board of the Cleveland Metropolitan School District to adopt and submit the Library's Year 2013 Tax Budget to the County Auditor on or before July 20, 2012; and

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

WHEREAS The Cuyahoga County Budget Commission has requested use of alternate tax information forms; and

WHEREAS, The financial needs of Cleveland Public Library from **Tax Sources** for Fiscal Year 2013 have been determined to be \$58,000,000; now therefore be it

RESOLVED, That the Year 2013 Tax Budget and Alternate Tax Information Forms for Cleveland Public Library be presented to the Board of the Cleveland Metropolitan School District and the Cuyahoga County Budget Commission as required by **Ohio Revised Code**.

Resolution to Accept George Gund Foundation Grant for Octavofest 2012

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

WHEREAS, Octavofest, is a month-long regional celebration of books and books arts, first held in 2009, devoted to advancing the appreciation of book and paper arts; and

WHEREAS, The collaborative organization presenting Octavofest has members that include librarians, book artists, binders, conservators, calligraphers, printers, and papermakers; and

WHEREAS, The event continues to draw new collaborators who, by combining their energies have leveraged their

RESOLUTION TO
ACCEPT GEORGE
FUND
FOUNDATION
GRANT FOR
OCTAVOFEST 2012
Approved

venues, audiences, expertise, staff and other resources to build the programming; and

WHEREAS, Octavofest demonstrates the potential to promote the Cleveland area's strengths, both in the book and paper arts and in the successful co-creation of community among institutions, organizations, artists, and entrepreneurs; now therefore be it

RESOLVED The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from The George Gund Foundation, in the amount of \$2,000 for the grant period from July 1, 2012 through December 30, 2012 specifically to be used to redesign the Octavofest website; now be it further

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

Resolution to Renew OCLC Cataloging, Worldcat Resource Sharing And Access Subscription Services

(See pages 544-546)

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

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

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

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

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

WHEREAS, OhioNet is subsidiary of OCLC; and

RESOLUTION TO
RENEW OCLC
CATALOGING,
WORLDCAT
RESOURCE
SHARING AND
ACCESS
SUBSCRIPTION
SERVICES

Approved

WHEREAS, The Cleveland Public Library entered into renewal agreements with OhioNet for services in 2011 and 2012; now therefore be it

RESOLVED, That the Board of Trustees approves the subscription renewal for the period of July 1, 2012 through June 30, 2013 for OCLC Cataloging, WorldCat Resource Sharing and Access Services at an amount not to exceed \$233,989.14 charged to the General Fund, Account 14140053-53800 Library Material Control; now be it further

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

Mr. Corrigan stated that this service and resources is available to all CLEVNET member libraries.

Resolution Authorizing Change Order #003 Tech Central:
Phase I (Sterling Professional Group)

(See pages 547-551)

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

WHEREAS, On November 17, 2011, the Board of the Library Trustees awarded the combined general, furniture, electrical, mechanical, plumbing contracts to Sterling Professional Group and technology to US Communications and Electrical, Inc.; and

WHEREAS, The Board of Library Trustees can in its discretion, approve written change orders and subsequently amend the contract sum; and

WHEREAS, Bostwick Design Partnership has reviewed the necessity of the following and recommends acceptance as detailed in the attached:

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
Sterling Professional Group	CO-003	\$4,985.00	Carpet work area 104, hallway to

RESOLUTION
AUTHORIZING
CHANGE ORDER
#003 TECH
CENTRAL: PHASE I
(STERLING
PROFESSIONAL
GROUP)
Approved

the north
and office
106. Also
includes
transition
strips.

now therefore be it

RESOLVED, That the change order above be approved with the \$4,985.00 increase being charged to the Building and Repair Fund: Account No. 40190105-55300-10901

Myron Scruggs, Director of Property Management, stated that the area to be carpeted totals 1,002.5 square feet. The carpet will be installed prior to the June 14, 2012 opening of Tech Central.

Resolution Authorizing Change Order #001 Tech Central:
Phase I (US Communications)

(See pages 552-557)

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

WHEREAS, On November 17, 2011, the Board of the Library Trustees awarded the combined general, furniture, electrical, mechanical, plumbing contracts to Sterling Professional Group and technology to US Communications and Electrical, Inc.; and

WHEREAS, The Board of Library Trustees can in its discretion, approve written change orders and subsequently amend the contract sum; and

WHEREAS, Bostwick Design Partnership has reviewed the necessity of the following and recommends acceptance as detailed in the attached:

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
US Communications	CO-001	\$745.00	Re-locate existing boxes, add one box on the north side for the printer and add power outlets in the north laptop counter.

now therefore be it

RESOLUTION
AUTHORIZING
CHANGE ORDER
#001 TECH
CENTRAL: PHASE I
(US
COMMUNICATIONS)
Approved

RESOLVED, That the change order above be approved with the \$745.00 increase being charged to the Building and Repair Fund: Account No. 40190105-55300-10901.

Resolution Authorizing Agreements with Twist Creative, Inc. and Its Designee for Product Development and Sales

(See pages 558-560)

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

WHEREAS, Twist Creative Inc. ("Twist") is an internationally recognized brand strategy and design firm located in the Ohio City Neighborhood of Cleveland, Ohio. The firm specializes in the creation of branding campaigns, print advertising campaigns, community engagement strategies, identity systems, collateral materials, packaging and interactive development for corporate, healthcare, retail and nonprofit clients.

WHEREAS, Twist has presented a proposal to the Cleveland Public Library ("Library") for the development of unique and quality consumer products consistent with the Library's mission and derived from the images contained in the archives and collections of the Cleveland Public Library; and

WHEREAS, Twist proposes, through a newly formed and separate corporate entity, to design, source, manufacture, market and sell products featuring whole or partial images, text or subject matter from the Library's archives and collections for a minimum period of five (5) years, and to provide the Library a minimum of 5% royalty on the net sales of these products during this period; and

WHEREAS, Twist, through a newly formed and separate corporate entity, further proposes to assume all costs and risks associated with the product development, manufacture, and sales, and to acknowledge the Cleveland Public Library on all products manufactured;

WHEREAS, The Library Administration believes that Twist's proposal provides an opportunity to increase revenues, boost the public's awareness of the Library's archives and collections, and create new avenues of

RESOLUTION
AUTHORIZING
AGREEMENTS
WITH TWIST
CREATIVE, INC.
AND ITS DESIGNEE
FOR PRODUCT
DEVELOPMENT
AND SALES
Approved

public access to the Library through a unique set of consumer products;

WHEREAS, Twist has requested that the Library enter into a Memorandum of Understanding to serve as an interim agreement for the purpose of exploring the development of such products while negotiating a more formal agreement; now therefore be it

RESOLVED, The Board of Library Trustees authorizes the Director to enter into the Memorandum of Understanding with Twist Creative Inc. attached to this Resolution and incorporated herein by reference, and to negotiate and enter into a five (5) year exclusive agreement between the Cleveland Public Library and the legal entity to be formed by Twist in accordance with the terms of this Resolution, subject to approval by the Chief Legal Officer.

Joyce Dodrill, Chief Legal Officer, stated that the Memorandum of Agreement expires in 90 days.

Mr. Werner recommends that the final Agreement have opportunity for the Library to renegotiate royalty provisions in the event similar other opportunities present themselves to the Library which provide more revenue to the Library.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 561-570)

Report on Investments

(See page 571)

Report on Conference and Travel Expenditures

(See page 572-573)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

FISCAL OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

Regular Employee Report

(See pages 574-577)

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

Resolution to Approve Health Care Consultant

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

WHEREAS, The Library is required by its labor contracts and Human Resources Manual to provide health insurance, and other benefits,

WHEREAS, The Library Management has benefited from the excellent service of Gallagher Benefits Services, and lower insurance rates due to the actuarial services and negotiation skills of Gallagher Benefit Services, Inc. and

WHEREAS, The Library Administration recommends that the option to renew services of Gallagher Benefit Services, Inc. be engaged for a sixth year, to provide consulting including the negotiation of current health plan renewals and to provide actuarial services for benchmarking purposes including evaluation of health plans at time of renewal and mid-year; and to provide customer service support and provide support for insurance issues in labor negotiations for the same fee as of last year of \$33,600 for a one year contract, now therefore be it

RESOLVED, That the Board of Trustees authorize the Executive Director, CEO or his designee to sign an agreement with Gallagher Benefit Services, Inc. in an amount not-to-exceed \$33,600, with the expenditures being charged to General Fund Account 53710: Professional Services, subject to approval of the Chief Legal Officer.

REGULAR
EMPLOYMENT
REPORT
Approved

RESOLUTION TO
APPROVE HEALTH
CARE
CONSULTANT
Approved

Mr. Seifullah submitted the following reports.

REPORT ON PAID
SICK TIME
Submitted

Report on Paid Sick Time Used by the Month

(See page 578)

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

Affirmative Action Plan Report

(See page 579)

INSURANCE
SUMMARY REPORT
Submitted

Insurance Summary Report

(See page 580)

COMMUNITY SERVICES REPORT

Mr. Werner presented the following report.

Resolution to Amend Library Circulation Policy

(See pages 581-583)

RESOLUTION TO
AMEND LIBRARY
CIRCULATION
POLICY
Approved

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

WHEREAS, The Cleveland Public Library Board of Trustees adopted a Circulation Policy on December 15, 2011, to better communicate the circulation policies of the Library to the public; and

WHEREAS, The Board authorized a change in the agreement with Unique Management Services, Inc. that resulted in an increase to the collection fee assessed to each referred account, on April 17, 2012, and

WHEREAS, The Library strives to provide the most current and accurate information to the public in the most efficient way possible, and fee information is traditionally listed on the Fines and Fees Schedule; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees amends the Circulation Policy to remove the reference to a specific cost for referral to material recovery services and recommends that collection fees

for referral to Unique Management Services, Inc. now be listed in the Fines and Fees Schedule.

Mr. Werner stated that since the fee is changing for the Unique Management, the reference to a specific fee will be removed from the Circulation Policy and placed in the Fines and Fees Schedule.

Policy on Internet and Computer Use

(See pages 584-587)

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

WHEREAS, The Board of Library Trustees adopted a policy on Internet Access on June 20, 1996, that was expanded on June 17, 2004, to include computer use, and was revised on September 14, 2010; and

WHEREAS, Board policies are revised and updated, as needed, in the interest of library service excellence; and

WHEREAS, The Library will provide the first virtual desktop experience created for public library patrons, MyCloud, and a user agreement defining services and responsibilities must be communicated to the public; therefore now be it

RESOLVED, That the Board of Library Trustees approves the revised Policy on Internet and Computer Use, as attached, to be effective May 17, 2012.

Mr. Werner stated that this items was discussed at length at the Community Services Committee meeting.

Mr. Corrigan stated that it was appropriate that the Policy on Internet and Computer Use reflects the MyCloud user agreement defining services and responsibilities.

Amendment to Fines and Fees Schedule

(See pages 588-589)

POLICY ON
INTERNET AND
COMPUTER USE
Approved

AMENDMENT TO
FINES AND FEES
SCHEDULE
Approved

Mr. Werner moved approval of the following resolution.
Mr. Seifullah 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 Library Administration recommends that the
collection fee assessed to accounts referred to Unique
Management, Inc. for materials and cash recovery be
listed in the Fines and Fees Schedule; and

WHEREAS, In anticipation of the opening of TechCentral,
overdue fines must be established to support the
Library's new and innovative services, including lending
of portable equipment to access MyCloud and the Tech
Toybox; therefore now be it

RESOLVED, That the Board of Library Trustees approves
the revised Fines and Fees Schedule, as attached, to be
effective May 17, 2012.

Mr. Werner stated that this item was discussed at length
at Community Services Committee Meeting.

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 590-596)

Building Status Update

Myron Scruggs, Director of Property Management, gave an
update on Tech Central that included the installation of
carpet, projector, vending machines and foliage. The
opening event is scheduled for June 14, 2012.

MONTHLY
ACTIVITY REPORT
Submitted

BUILDING STATUS
UPDATE
Presented

OLD BUSINESS

Ms. Rodriguez presented the following item of Old Business.

Resolution Authorizing Competitive Bidding for a Lighting Retrofit Project in the Main Library Building

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

WHEREAS, At the April 2012 Finance Committee meeting of the Library Board of Trustees, a resolution was presented to the Committee authorizing an agreement with Spectrum Energy Concepts Inc., (Spectrum) for construction representative services for a steam heat conversion and lighting retrofit construction project in the Main Building, and further authorizing competitive bidding for the project; and

WHEREAS, The Committee decided to table the resolution until such time as it could determine whether any asbestos abatement would be necessary in order to construct the steam heat conversion portion of the project; and

WHEREAS, The Library is still in the process of evaluating whether asbestos abatement will be necessary for construction of the steam heat conversion. In the meantime, the Library would like to go forward with the lighting retrofit portion of the project; and

WHEREAS, On January 19, 2012, the Library authorized the Director to engage the services of Spectrum to provide a lighting retrofit and rebate analysis for the Main Library Building, and to prepare bid specifications; and

WHEREAS, Spectrum has completed the lighting retrofit and rebate analysis and bid specifications. Spectrum has estimated that the cost of the lighting retrofit project will be approximately \$87,300. Spectrum has estimated that the cost savings to the Library to be realized by the lighting retrofit project will be approximately \$97,000 over 10 years; now therefore be it

RESOLUTION
AUTHORIZING
COMPETITIVE
BIDDING FOR A
LIGHTING
RETROFIT
PROJECT IN MAIN
LIBRARY BUILDING
Approved

RESOLVED, That the Director is authorized to proceed with the soliciting of competitive bids for the lighting retrofit construction project for the Main Library.

Mr. Corrigan stated that the Library will solicit the opinion of an engineer architect prior to moving forward with the competitive bidding for construction representative services for a steam heat conversion and lighting retrofit construction project in the Main Building. With this resolution, the lighting retrofit construction project will not be delayed.

NEW BUSINESS

Mr. Corrigan submitted the following item of New Business.

Resolution to Support Cleveland Metropolitan School District's Transformation Plan

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

WHEREAS, Cleveland Public Library shares in the vision of a sustainable Cleveland transformed by the collective impact of determined people and organizations working together to make Cleveland better educated, healthier, safer, and more prosperous; and

WHEREAS, The Library's role in this transformation is the work we do at the center of the city's culture of learning, inspiring Clevelanders from all walks of life to continually learn, share and seek out new knowledge in ways that are beneficial to themselves, their community and the world; and

WHEREAS, If every child in Cleveland were actively participating in our city's culture of learning, identifying themselves as global citizens with responsibilities to each other and to the Earth itself, we could realize the vision of a Cleveland transformed; and

WHEREAS, Until our community can ensure that every child in Cleveland attends a high-quality school, and every neighborhood has great schools from which families

RESOLUTION TO
SUPPORT
CLEVELAND
METROPOLITAN
SCHOOL
DISTRICT'S
TRANSFORMATION
PLAN

Approved

can choose, our city's transformation will remain a dream deferred; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library supports *Cleveland's Plan for Transforming Schools* as the way to reinvent public education in our city and serve as a model of innovation for the state of Ohio; and be it further

RESOLVED, That a copy of this resolution be sent to the Chief of Government Affairs for the City of Cleveland to be shared with the members of the Ohio General Assembly and other interested parties.

Mr. Corrigan stated that this resolution supports the efforts being made by Mayor Jackson with the Ohio Legislature for Cleveland schools.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas invited Trustees to Staff Development Day on June 1, 2012. Debbie Hajzak gave a brief highlight of a new initiative that will be revealed at Staff Development Day. Director Thomas also invited Trustees to the Tech Central Opening Ceremony on June 14, 2012.

Monthly Statistics

Circulation for the month of April was 556,265. This was a decrease of 1% from last year's April circulation of 558,679. This is an insignificant decrease from last year's circulation numbers, and circulation for the year is slightly up. The circulation activity for eMedia has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. eMedia circulation continues to be a bright spot despite the disappointing numbers for April.

The number of computer sessions for 2012 was down from 2011 levels. There were 74,285 sessions this year in comparison to last year's 76,285. Surprisingly, the number of hours in use for our computers decreased from 52,526 in 2011 to 49,940 in 2012. This was a decrease of 5%. In 2011, the job market was considerably worse than it is now, and we'll have to continually monitor any

**DIRECTOR'S
REPORT**
Presented

correlation between a better job market and decreases in computer use.

Attendance for the month of April was 281,357. This is a decrease of 6% from last year's attendance number of 301,353. The Main library reported a 12% decrease in attendance, and a smaller walk-in count per hour. These numbers were affected by two fire alarms and a suspicious package scare that closed the library for approximately 6 hours together.

Programming / Outreach

April was another great month for CPL programming. **Pam Eyerdam** and a long list of CPL volunteers must be commended for shepherding the largest ever group of young people to participate in CPL's *Progress with Chess* program. The 12th Annual *Progress with Chess* Tournament was held in the Fine Arts Dept on April 17-18th. Approximately 550 children from the Cleveland school district participated. Students from various schools in grades 3-8 competed. Although the top winners received trophies, every student who participated was considered a "winner" and was acknowledged with a chess medal and pocket chess set. The oversized chess set was so popular that it will remain in the 3rd floor lobby for the time being. Cleveland Public Library staff members from Main Library, Branches, and retirees volunteered to assist with activities, serve lunches, and monitor the children.

On April 19th, CPL hosted the ceremonies for the Sugarman awards. The Sugarman Award is given biennially by the Cleveland Public Library to honor excellence in the field of biography for children. Endowed by the Joan G. Sugarman family, the Norman A. Sugarman Children's Biography Award was established in 1998 to honor excellence in the field of biography for children. The Award is jury selected and given biennially by Cleveland Public Library to a writer/illustrator of a new biography for children in grades kindergarten-8, published in the previous two calendar years. **President Corrigan** provided a welcome and **Chrystal Carr Jeter** was given a recognition award for her years of service in support of the awards.

Shelf/Shipping Backlog

In last month's director's report, I hypothesized that a massive backlog in the Shelf department may have been a factor in declining circulation numbers. Ellen Burts-Cooper from Improve Consulting was brought in to help design a new process for the shipping team. The new work process in the Shipping Department was implemented on April 2, 2012. Since the implementation, the Shipping Department has increased worker productivity, eliminated materials backlog and boosted employee morale. The Cleveland Public Library backlog was eliminated on Day 14 after implementation without the use of overtime. The U.S. Cargo/Priority Dispatch backlog was reduced to 50% by the 15th day of the new process with 79 hours of overtime. On April 23, 2012, at 11:42 a.m., the final backlog of materials was eliminated. The continuous goal is to process all materials received the same day. I commend **Dan Oreskovic** and his team for all their hard work.

Now that Shipping is caught up, attention is being placed on catching up and keeping up with the holds being sent to Lending each day from Shipping (sent to Main from CPL and CLEVNET libraries), and with materials being returned to Main Library departments.

Strategic Plan

Our current plan will allow us to focus our efforts around five priorities. They are:

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

Meetings and Activities

- I attended the Rock and Roll Hall of Fame's opening for their new Library and Archives.
- CPL hosted a Town Hall on Education with Mayor Frank G. Jackson and CMSD CEO Eric Gordon.
- CPL sent a contingent of staff and Board President **Tom Corrigan** to OLC's Legislative Day in Columbus

- CPL hosted the State Library Board's annual two day retreat, and I welcomed the group to our Main Library.
- I attended CCPL's Warrensville Heights Branch Ribbon Cutting.

GRANTS & DEVELOPMENT

Branch Visits

Attended East and West Team Branch Managers Meeting to introduce myself and explain the procedure for requesting grant funds.

Visited seven branches this month - Sterling, Rice, MLK, Carnegie South, Fulton, Fleet and Broadway - will work on scheduling visits/meeting with managers of all branches over the summer.

Master 'Funding Plan'

Ongoing Development of chart detailing prospects for specific CPL projects

Database of Contacts

Began populating a database of contact info., starting with colleagues of Director Thomas.

Library Foundation

Began discussions to have a representative of Library Strategies' (part of the Friends of the St. Paul Public Library) come to Cleveland to in conversation to discuss hosting a representative to

Researched Other Ohio/Midwest Public Library Foundations to determine if it would be worthwhile to visit any this summer.

Foundations contacted this month who are *unwilling* to accept proposals from CPL due to our lack of 501c3 status: The S.K. Wellman Foundation, The Nord Family Foundation, The Murphy Family Foundation.

Foundations contacted this month who are *willing* to accept proposals from CPL, just not at this time: The Kelvin and Eleanor Smith Foundation and The Sears-Swetland Family Foundation.

Mandel Foundation

Met with the Director and Michael White at the Rice

branch to visit the learning center and continue discussing a possible partnership with the Mandel Foundation.

IMLS

The next cycle of IMLS Learning Labs grants are due June 16. Began discussion of possible projects in a meeting with Director Thomas, Cindy Lombardo, Aaron Mason and Carlos Latimer.

Octavofest 2012

Submitted request to the Abington Foundation for \$7,815 in support of Octavofest.

Gund Foundation - Awarded \$2,000 in support of website development of Octavofest 2012. The Director and I have a 6/13 meeting scheduled to discuss other ways CPL and Gund can work together.

Summer Reading Camp/Feed the Need to Read

Submitted letter of inquiry to the Sisters of Charity Foundation of Cleveland for a discretionary grant to support summer reading program at the Sterling Branch. Attended meeting at Sterling with Foundation representatives (Pam Scott, Adreinne Hatton and Teleange Thomas) and CPL staff (Director Thomas, Aaron Mason and Cal Zunt) to further develop the program.

PUBLIC SERVICES

Main Library staff made two huge strides under the heading of "Continuous Improvement of Customer Service" in the month of April.

Shelf/Shipping Backlog Eliminated

The new work process in the Shipping Department was implemented on April 2, 2012. Since the implementation, the Shipping Department has increased worker productivity, eliminated materials backlog and boosted employee morale. The Cleveland Public Library backlog was eliminated on Day 14 after implementation without the use of overtime. The U.S. Cargo/Priority Dispatch backlog was reduced to 50% by the 15th day of the new process with 79 hours of overtime. On April 23, 2012, at 11:42 am, the final backlog of materials was eliminated. The continuous goal is to process all materials received the same day.

Now that Shipping is caught up, attention is being placed on catching up and keeping up with the holds being sent to Lending each day from Shipping (sent to Main from CPL and CLEVNET libraries), and with materials being returned to Main Library departments.

Lending Telephones Reorganized

The telephones in Lending were reorganized with the aid of George McLemore, Telecommunications Manager. Six Lending phone numbers, active for decades but no longer publicized, were discontinued. Any calls placed to these numbers roll automatically into the main Lending number: 623-2872. All telephone instruments in the department now carry the 623-2872 number and all phones have an audible ring. Additional instruments were added in LSW Lending. These changes permit any Lending staff person in either building to answer any incoming phone call, with a goal of answering all calls by the third ring. Any person who is not assisting a customer can now answer an incoming call, which has dramatically improved telephone service.

Programs, Services & Exhibits

During the month of April the Library hosted 28 programs for adults, 18 for teens, and 29 for children. Total disbursements for programming related services during this month totaled \$25,312.37. The majority of April spending (76%) was drawn from funds other than 801 (e.g. Founders and Sugarman). Notable programs for the month were the *Progress with Chess*, the *Norman A. Sugarman Awards Ceremony* and extension programs, and the Ohio Center for the Book's *Letters About Literature* awards ceremony. Cleveland Public Library also hosted 19 tax clinics at various branch locations.

In April the Library received notification that that Mt. Sinai grant for the Beech Brook's STEPS program has been approved. In 2012-2013 CPL will host four five-week sessions that focus on early childhood brain development and parenting skills.

Meeting Rooms and Scheduling

A total of 46 requests for meeting rooms, and 45 requests for AV resources and support were processed by OPS staff in the month of March. Meeting rooms were used by governmental groups on 2 occasions. Wedding

photography at Main library was scheduled for 14 parties.

Progress with Chess Tournament

The 12th Annual *Progress with Chess* Tournament was held in the Fine Arts Dept on April 17-18th. Approximately 550 children from the Cleveland school district participated. Students from grades 3-8, competed with each from different schools. Although the top winners received trophies, every student who participated was considered a "winner" and was acknowledged with a chess medal and pocket chess set. The oversized chess set was so popular that it will remain in the 3rd floor lobby for the time being. Cleveland Public Library staff members from Main Library, Branches and retirees volunteered to assist with activities, serving lunches, and monitoring the children.

Norman A. Sugarman Children's Biography Award

Ed Young, the 2012 Norman A. Sugarman Children's Biography Award winner for his book *The House Baba Built*, visited two schools accompanied by Sandy Nosse. Young talked about his books and the art of illustration and writing to 45 first and second graders from the Valleyview Boys Leadership Academy. He also spoke with a group of 60 Chinese language and art students at Lincoln West High School.

The Sugarman Award is given biennially by the Cleveland Public Library to honor excellence in the field of biography for children. Endowed by the Joan G. Sugarman family, the Norman A. Sugarman Children's Biography Award was established in 1998 to honor excellence in the field of biography for children. The Award is jury selected and given biennially by Cleveland Public Library to a writer/illustrator of a new biography for children in grades Kindergarten-8, published in the previous two calendar years.

Mike Pruitt: From Gridiron to Entrepreneurship: A Conversation on Business Strategy

The Business, Economics and Labor Department held a program with businessman Mike Pruitt on Wednesday, April 25, in Room 218. A multigenerational audience of 52 people listened to the former Cleveland Browns' running back as he outlined his transformation from professional athlete to local entrepreneur. Pruitt spoke about his

youth, his various businesses, and his current operation in which he employs 72 employees.

Ohio Center for the Book Letters about Literature Awards Ceremony

The Ohio Center for the Book at the Cleveland Public Library held the 2012 Letters About Literature Awards ceremony in the 3rd Floor Meeting Room of the Main Building on Saturday, April 28. Nearly 1,500 letters were submitted by Ohio students in 2012. Director Felton Thomas offered a greeting to the students, their families, and teachers. Timothy Phillips served as the host of the event.

First Place Winners Natalie Keyes and Audrey Coble read their letters to the audience, and Sandy Nosse, Youth Services Manager, read the winning letter submitted by Erica Langan. Ms. Langan is also a 2012 National Honor winner for her letter to Emily Dickinson. The program concluded with lunch and cake.

Speakers Robert Thomas Noll and Tricia Springstubb offered the students encouraging words on writing and reading. Professor Noll is an educator, writer, and producer who has won nine Emmys and twenty-five other national and international writing awards.

Making and Faking Shakespeare

The *Making and Faking Shakespeare* lecture was given in Special Collections on April 28th by Professor James Marino from Cleveland State University. Dr. Marino led the group through the exhibit that is on view in the John G. White Exhibition Corridor. The exhibit features books on the history of various editions of Shakespeare and notable forgeries. There were 20 people in attendance, including professors from Cleveland State University, Kent State, and Baldwin Wallace.

Learn Chinese for Children

Four sessions were held this month in which a total of 25 children attended. This is a beginning course sponsored by The Great Wall Enrichment Center and The Chinese Entrepreneur's Association and is for children in grades 1-6 who have little or no knowledge of the Chinese (Mandarin) language. Children are learning the essential pronunciation system, simple dialogues, basic characters and Chinese culture and this opportunity helps children "cultivate a global perspective."

Music at Main: The CityMusic Chamber Concert

The Music at Main series presented the CityMusic Chamber Concert on April 14, 2012. They performed "The Persecuted", music composed by Alexander Arutiunian, Paul Cox, and Dmitri Shostakovich. Approximately 60 people attended. The program consisted of music by composers that in some form or another experience persecution during their lifetime. Oboist Rebecca Mayhew narrated the program. This program was the result of months of collaboration between CPL and CityMusic, and represented one several offerings in Cleveland leading up to CityMusic Cleveland's production of "Brundibar", a children's opera that was written in a concentration camp during WWII. This was a wonderful opportunity to collaborate with a professional group of musicians whose mission is very similar to that of Music at Main and of CPL and in line with "Cultivat(ing) a Global Perspective".

Russian Book Club & eBook Training

Victoria Kabo, Foreign Literature Department, hosted a bi-monthly meeting of Russian Book Club at Memorial-Nottingham Branch. Ms. Kabo led a discussion in Russian of three major works by Vladimir Nabakov with the nine participants. Following event, attendees charged 14 items displayed during program and placed reserves on five more titles. Ms. Kabo's efforts focused on enhancing a community of learning for native-Russian speakers who are active readers and users of Memorial-Nottingham Branch.

Tax Forms Distribution

Government Documents Department concluded its annual distribution of tax forms in the department and lobbies of both the Main and Louis Stokes Wing. Beyond the tax season staff continued to offer assistance in obtaining tax forms and information through the internet and resources in the department.

90 Years of Playhouse Square

On April 12, the Literature Department hosted an opening reception for the exhibit: "Celebrating 90 Years of Playhouse Square!" Seventy-five people attended. Twelve Baldwin Wallace musical theater seniors entertained the audience with Broadway tunes, and Joe Garry provided an inspiring talk about the history of the theater district and the magic it inspires. Jean Collins worked

tirelessly to make the exhibit and reception a success and feedback on both was positive and enthusiastic.

The exhibit was prepared and installed by Jean Collins and Christine Colnar (Graphics) with the assistance of Ruth Flannery, archivist at Playhouse Square, they selected, scanned, mounted and wrote captions for entries that explain the history of this vibrant Cleveland institution.

Cleveland Public Poetry Open Mic Poetry Reading
Literature Department and the Ohio Center for the Book hosted an Open Mic poetry reading titled, Cleveland Public Poetry on April 21. This first event, which we hope to continue as a quarterly series, was held to give a reading venue to residence of 2100 Lakeside who have just published a book of poetry with the assistance of mentor Annie Holden. The reading also honored Poem in Your Pocket Day, on Thursday, held April 26th. Steve Capuozzo created pocket poems for Poem in Your Pocket Day that was distributed at the event.

Main Library Non-Fiction Book Club
The Main Library Non-Fiction Book Club, organized by the Social Sciences Department, and discussed *The Whore of Akron*, by Scott Raab. Ten patrons attended the event, some who are regular supporters of the Sports Research Center.

Tour: Salvation Army Harbor Light
Darlene Ronney hosted a tour for 10 women from the Salvation Army Harbor Light program for women ex-offenders entitled "Free to Be the Real Me". This program helps ex-offender women with changing their lives and helping them transition back to the community.

Titanic Exhibit
An exhibit commemorating the sinking of the passenger ship RMS Titanic in 1912 was displayed in the Science & Technology Department. Articles from the Cleveland Plain Dealer and New York Times as the disaster was unfolding included "human interest" stories about the captain and passengers. A two-volume reference title, *Titanic the Ship Magnificent*, by Bruce Beveridge was also featured. The first volume focuses on design and construction; the second interior design and fitting out.

Care Alliance Electronic Medical Records

Olivia Hoge met with Tim Diamond and Gail Sands from Care Alliance on April 4 to discuss the how Library staff can help clients from Care Alliance access My Charts, an Electronic Medical Records portal. The Library will focus on providing this service in eight branches: Carnegie West, Walz, Addison, Sterling, Fleet, Woodland, South, and Jefferson.

Cash Registers Retired

Lending's cash registers were retired in April in favor of a new system in which money transactions are recorded directly into the Munis accounting system. Lending/AV staff adapted well to the change.

OUTREACH

Librarian visit from South Africa

Robin Speigner, department manager, hosted a visit by Rachel Bernadette Louis of South Africa; the culmination of a twelve-week visit to the U.S. Ms. Louis is a Government Documents librarian at the University of the Witwatersrand in Johannesburg. Ms. Louis and Ms Speigner discussed mutual problems and concerns in disseminating government information to the public. One of Ms. Louis's program objectives was to learn of networks linking libraries for resource sharing. Staff shared with her the success of the Government Listserv used by government document librarians across the U.S., and Ms. Louis expressed that she hoped to implement something similar in South Africa.

Seeds of Literacy

Amy Dawson cultivated a new relationship with Seeds of Literacy, an adult literacy program which provides basic education and GED preparation free of charge to people in the Cleveland, Ohio area. They offer a unique curriculum and one-on-one tutoring offer maximum learning by building relationships of trust between the students and the tutors. Ms. Dawson visited on April 3, 2012 and April 5, 2012 and spoke with two different classes on library resources and the promotion of literacy.

Rock & Roll Hall of Fame Library + Archives

Michael Dalby of Fine Arts attended the opening of the Rock & Roll Hall of Fame Library + Archives dedication on April 9 on the campus of Tri-C. The opening event

presented an important opportunity to continue to develop a relationship with the Rock Hall Library + Archives. Mr. Dalby discussed possible collaborative opportunities with Andy Leach, Director of the Rock Hall Library / Archives, a fellow member of the Music Library Association (MLA).

Ohio Author Day & Book Fair

Ohio Center for the Book staff members Jean Collins and Steve Capuozzo participated in outreach services by attending Hudson Library's Ohio Author Day & Book Fair, April 14, 2012. They promoted the OCFB by handing out brochures and speaking with attendees about the goals of the Ohio Center for the Book of promoting literacy, a love of reading, and libraries. Steve Capuozzo was interviewed for the Hudson Local Access station about the role of the OCFB in promoting these goals.

Foreign Literature Long Loans

During the month, Tatiana Shneyder managed the following Long Loan requests: Akron-Summit PL (90); CH-COV (243); CH-MAIN (805); CH-NOB (540); CH-UNHTS (200); CPL-MEMNOT (252); CPL-SOBRK (50); EC-MAIN (224); WE-E (195) and Westlake-Porter (20). These deposit loans help to encourage communities of learning at CLEVNET locations by providing easy access to foreign language reading materials. Staff selected and shipped 2,619 items to meet CLEVNET demand.

Drawn to Reading

The Ohio Center for the Book collaborated with the Graphic Arts Department at Ball State University in the Drawn to Reading program. Drawn to Reading is a cooperative active service learning program that connects elementary school students with students in the commercial printing and graphic arts management course at Ball State University

Playhouse Square and Playhouse Collaborations

Jean Collins completed web lists for *In the Next Room, or The Vibrator Play* which were forwarded to CPL Webware and she delivered the bookmarks for both of these shows to Julie Gilliland at Cleveland Play House. She proofread and received completed bookmarks/posters for *Come Fly Away*, the newest show upcoming at Playhouse Square in May. The Literature Department continues to collaborate with this vital Cleveland institution by promoting plays with posters and bookmarks.

Collection Development

Clark Bath House

Public Administration Library sent to Preservation the Clark Bath House technical drawings.

Special Collections Practicum Project

Kent State University graduate practicum student Yeshe Dugarova-Montgomery re-organized/re-housed the *Gries Tobacco Printed Works, Manuscripts and Artifacts Collection*. Robert Hayes Gries donated his tobacco collection to the library between 1942 and 1952. The collection includes more than 1,000 books about tobacco dating from 1600s-1900s and manuscripts, ephemera, objects and advertisements in seven languages. Ms. Dugarova-Montgomery created a finding aid for the collection and prepared a blog item for the Collection Highlights webpage.

eMEDIA Collection Development

The Fine Arts Department began contributing to CLEVNET's eMedia collection by submitting 2 orders (of \$1,000 each) in April for digital books. This initial process was a close collaboration between Michael Dalby and Tish Lowery. Fine Arts ordered titles covering art, music, architecture and antiques. Staff also began suggesting to Technical Services (which will be passed on to OverDrive) specific publishers that they believe would be nice additions to CPL's eMedia catalog (Continuum, Omnibus Press, etc

Sports Books in Dewey 700s Collection in Fine Arts

Fine Arts staff found an official football program, *Navy versus University of Notre Dame: Cleveland Stadium, October 21, 1939; Game Time* (March, 1943); an issue of a Wilmington, Delaware, sports magazine containing an article about boxer Lou Brooks and his match against Cleveland boxer Joey Maxim. These items were transferred to the Sports Research Center. Also transferred: *Who's who in the American league by the American League of Professional Baseball Clubs* (1935), a yearbook that was autographed by three members of the 1935 Cleveland Indians: Mel Harder, Joe Vosmick and baseball Hall of Famer, Earl Averill.

Weeding of USGS Geological Reports

In April Map Collection received approval and began the process of weeding historical USGS Geological reports.

The reports are rarely used, and reports for Ohio are being kept. This project is being assisted by the Government Documents Department and The State Library of Ohio. The latter will help the CPL find a new repository for the reports.

Institution of Civil Engineers (ICE) Publishing

Maureen Mullin and Jim Bettinger met with Mark Fuller and Leslie Maw from the Institution of Civil Engineers (ICE) Publishing. This meeting cleared up some questions about the periodicals and eBooks that are available from this important publisher, including the fact that the current titles containing the word "Proceedings" are not, in fact, proceedings as the term is used today. Rather they have retained this term in their titles to establish continuity with their historical titles. The Cleveland Public Library's holdings date from 1836. Many of their new titles are excellent candidates for the eBook format.

IHS Technical Standards

The Science & Technology Department will no longer host the IHS technical standards database, after the Library was unable to come to terms with requirements in the new contract. Specifically, the vendor prohibited the Library from allowing copies of any standards to be printed from the database for patrons, which is necessary for the standards to be of practical value. This will have an impact on our patrons in aerospace, architecture, medical, rubber, and other fields. The staff will do its best to help patrons locate the standards they need. Companies affected the first week after the cancellation included a dozen companies in Northern Ohio.

Research that's Possible Only at Main Library

Slavic Village Research

Middle school students from University School visited the Photograph Collection on April 24. The class is engaged in a week long study of Cleveland's Slavic Village Neighborhood. The students also met with and interviewed John Sabol, a Slavic Village historian. This is the third year that that the teacher has brought the middle school students to the Collection.

Family History Research on an Employee of the Cleveland Country Club

On Tuesday, April 17 a patron visited the History and Geography Department doing Research on her father, an African-American, who worked at the Cleveland Country Club. Information on her father was found in a history of the Club owned by the Library, in news articles from the Plain Dealer Historical and Call & Post databases, the city directories. In addition, maps in the map collection helped her with her research as well.

The Tourist in Spain: Granada

Chris Edmonson, Reference Librarian at the Cleveland Museum of Art's Ingalls Library and Museum and Archives, requested a scan of David Roberts' woodcut, "Descending into the Plains of Granada," from the book, *The Tourist in Spain: Granada*. The Museum is working on an exhibition of Robert's work in 2013. The exhibit curator wanted a scan of the woodcut in the book for comparison to the original.

Olivet Institutional Baptist Church's Rites of Passage Youth Program

On Saturday, April 7, twelve young people participating in a Rites of Passage program were given an introduction to genealogy by Dr. Deborah Abbott. The instruction also included the participants using Library resources to conduct family history research. This is the seventh time Dr. Abbott has brought this group to the Library.

Representatives from Cleveland's Ukrainian Museum visit Map Collection

On Friday, April 20, Miss Aniza Kraus, Curator for the Ukrainian Museum in Cleveland, visited Map Collection to scan several historical maps of the Ukraine owned by the museum. The maps will be posted on the Museum's web site. The library received copies of the scans for the Map Collection

Black Economic Union

Sandy Witmer worked on an email reference question about the impact of Jim Brown's organization, the Black Economic Union. The out-of-state patron needed primary sources, so Ms. Witmer checked the historical *Plain Dealer* and *Call and Post* databases for articles. Several articles were emailed to the patron from the *Call and Post* and the patron was referred to her college's databases for additional sources.

Cleveland Gesang-Verein-Marsch

A patron requested the score for *Cleveland Gesang-Verein-Marsch* (1883), which is the original handwritten 21-part orchestral march for the Cleveland Gesangverein (Singing Club) by the conductor of the Cleveland Philharmonic Orchestra, Adolph Müller-Neuhof. CPL is the only known owner of this work.

McKinley Campaign Songs

A patron requested the scores for the *McKinley Campaign Songs* (1896), and it was found in a bound volume of eight original pieces of sheet music written for the 1896 presidential campaign of Ohioan, William McKinley. One of the songs, "*McKinley Will Save Our Nation*", was composed by African-American Youngstown resident, James T. Cheney. Cleveland Public Library is the only recorded owner.

Research on Local Environmental Issues

A patron requested the microfiche set on local environmental subjects from Cleveland Press journalist Betty Klaric. This collection of clippings appeared in the Cleveland Press from [January 1964](#) through [December 1972](#), a period when air and water pollution were of great concern in Cleveland. Scrapbooks were presented by Ms. Klaric to the Environmental Resources Center of the Cleveland Public Library in 1973, and are now part of the Science & Technology Department.

Butterfly Wings

A young man was looking for anatomy of butterfly wings. He was looking to compare several different butterfly wings with at least ten different parts. Science & Technology has a reference book titled *The Development and Evolution of Butterfly Wing Patterns*, by H. Frederik Nijhout, part of the Smithsonian Series on Comparative Evolutionary Biology. The Cleveland Public Library is one of two public libraries in Ohio that own this title.

Tracking Devices in Medicine

A Cuyahoga Community College student was looking for materials on tracking devices, especially GPS and a "camera pill," a tiny endoscope that is ingested, takes pictures inside the body, and transmits the images. Articles were found on EbscoHost, JSTOR, and the National Library of Medicine's PubMed Central. The patron was very pleased to receive a reference loan on a book titled *Applied GPS for Engineers and Project*

Managers, by Clement A. Ogaja. When paging through the book, she said, "I practically need the whole book!"

The Story of Shoes and the Shoe Industry

"Loan a pencil to an author, and he, a story will relate. To a shoeman, thread that's sturdy, and he, fine footwear will create." An out-of-town patron and his wife, both wearing shoes, visited the Cleveland Public Library Science & Technology Department on a Saturday morning to study *Pacemakers of Progress: the Story of Shoes and the Shoe Industry*, by Harold R. Quimby. The book, published in 1946, covers the history of shoes and hosiery, lasts, heels, fitting and flattering, and the anatomy of a full assortment of feet. Facts and advice about the shoe industry, from the relationship between advertisements and sales, to how to hire and pay employees, are also covered. Everything to do with shoes is tied together as if it were a ghillie, which is a shoe "distinguished by a unique lacing arrangement" that was widely used in Scotland about 1890, but made famous in the twenties by Edward the VIII, the Prince of Wales.

Lietzke Collection

Researchers from Florida came to Special Collections to view the *Lietzke Collection Correspondence, Papers, and Memorabilia of Luke and Rolland Lietzke (Mogadore, Ohio), 1929-2001*. The Lietzke's were prominent in the ceramic arts community. The researchers were considering the preparation of an exhibit of ceramics by these artists.

Pictorial Photography in America (1920-29)

Lisa Kurznur, researcher for the Cleveland Museum of Art, consulted CPL's copy of *Pictorial Photography in America (1920-29)*. Ms. Kurznur was conducting research for an upcoming exhibition on 1920s-1930s surreal photography. CPL is the only recorded owner of this work in Ohio.

Scent, Color and Mood Research

Patron Mark Kohoot, CEO of Aeroscena, a company that specializes in the science of how scent impacts human behavior and performance, used two books in the Science & Technology Department. The *Munsell Book of Color: Neighboring Hues Edition*, published by the Munsell Color Company is a classic based on Albert Henry Munsell's

attempt to organize colors with a numbering system. This system is a standard in color science. *The Pantone Book of Color* is another guide to colors. The patron was determining the correct color for packaging for a new drug. Colors as well as scents have an impact on mood and he wanted to create the appropriate pairing.

Other Notable Research:

- Staff provided information on Cleveland artist from the early 20th century, Lillian Woolsey Hunter, from department clipping files.
- Graduate student from CWRU needed an article from the *Journal of Asian Studies* in Special Collections and information on the Hindu deity Kali.
- A Yale University researcher inquired about the Special Collections German edition of Benjamin Franklins *Kleine Schriften im Auszuge* to verify the publication date of 1817. CPL is the only recorded owner of this work.
- A researcher had copies of the *Howell & Thomas architectural plans* made for a lot located in Bexley, Ohio.
- A patron from Greece requested a copy of *Trattato del nobilissimo et militare essercitio de scacchi nel quale si contengono molti bellissimi tratti et la vera scienza di esso gioco*, a 17th c manuscript on chess. CPL is the only recorded owner of this work.
- Milos Markovic assisted a professor from Augusta State University in obtaining the text of a Bengali short story which is owned only by CPL, an out-of-state loan was approved.
- A local law firm used the Government Documents department to access "Merchant Vessels of the United States, 1979" for an ongoing case. The publication is not available online.
- A patron used requested and used *Ullmann's Encyclopedia of Industrial Chemistry*.
- Government Documents provided published hearings not available online "Organized Crime and Illicit Traffic in Narcotics" and "Witness Protection Program"
- A patron was looking for *RS Means Heavy Construction Cost Data*, which is used for costing all types of heavy construction, from highways, bridges, utilities, rails and marine projects, to sanitary and storm sewer projects, and the *Manual for Railway*

Engineering (Fixed Properties,) which addresses best practices in the design and construction of railroad fixed properties.

Staff Development

CPL FIT Committee

Kelly Brown of Special Collections is on the CPL FIT Committee

who helped to organize: Fundraiser for CPL FIT - salad sale - April 18th & 20th - Raised almost \$500; Organized Tai Chi @ CPL classes every Tuesday and Thursday from 8:45 - 9:45 with Jim Holtz and Jan Vandetti in Old CD Room; CPL Staff Development Day (SDD) is themed around CPL FIT. Preparing for presentation at SDD about CPL FIT.

Computer Learning Connection

Three new full time Library Assistants started in the CLC on April 23rd; Adam Jaenke from the Langston Hughes Branch, Alan Majors from the Rice Branch, and Suzi Perez from the Woodland Branch.

Page Hiring Process

Mr. Oreskovic took part in the new Page hiring process. On April 26, 2012, Mr. Oreskovic interviewed 23 potential new hires and hired 14 candidates to fill 23 positions in Main Library.

Ohio Legislative Day 2012

Sheba Marcus-Bey attended Ohio Legislative Day on April 18; she joined other Cleveland Public Library and CLEVNT library staff. The day entailed a bus ride from Cuyahoga Community College and prescheduled visits with legislators to highlight the successes of Cleveland Public Library.

Donor Relations

Kelly Brown attended a Kent workshop on *Donor Relations* on April 13-14th. This was taught by retired Oberlin archivist Roland Baumann and covered the procedures of attaining and accepting an archival donation, how to work with donors successfully and maintain control of the acquisition, dealing with access and restrictions, financial resources, purposeful collecting, maintaining relationships, and awareness of research trends. The workshop was very insightful and filled with personal

experiences shared by Dr. Baumann and other professionals in the class.

Society of Ohio Archivists Merit Awards Committee
Amy Dawson became a member of the Society of Ohio Archivist Merit Awards Committee and submitted recommendations for three awards.

BRANCHES

- Addison Branch hosted open mic program for teens in recognition of National Poetry Month
- East 131/Mt. Pleasant Manager, Joyce Bowers attended the Sugarman Awards Ceremony at Main Library on April 19
- Garden Valley/Woodland Kathryn Feeley Kathryn Feeley attended an OLC workshop presented in conjunction with Library Journal called "Lead the Change." The workshop was held in Columbus, Ohio
- Longtime Manager of the Eastman Branch, and most recently the Westpark Branch, Linda Jaeckel retired
- Harvard-Lee Acting Temporary Branch Manager, Sharon Jefferson completed her assignment on April 20 and will return to Rice Branch on April 23
- Memorial Nottingham Manager Paula Logan-Reid On April 18, attended the Ohio Library Council's Legislative Day in Columbus
- Martin Luther King Jr. Branch Manager Toni Parker initiated a musical program in collaboration with The Cleveland Institute of Music. Students performed classical music in the "stacks of the library" and was well received by patrons of all ages
- Union Branch Manager Gail Hanks attended Parade the Circle Meetings, the Sugarman Awards and the Poverty Simulation for managers
- Collinwood Library Assistant Youth Emphasis Ericka Marks assisted with the following programs "Bookin Beats" at Lorain Branch April 9
- Social Sciences Librarian Harriette Parks was named the incoming branch manager of Harvard-Lee
- Harvard Lee Library Assistant Youth Services Librarian Kelli Minter met with Andrea Young (Library Media Specialist) at Whitney Young
- Langston Hughes Youth Services Librarian, Christopher Busta-Peck visited Leo's Daycare, St. Thomas Aquinas,

and Cleveland School of the Arts, Mary Bethune Elementary, and Wilson Elementary

- Martin Luther King Jr. Youth Services Librarian Kevin Ray has continued his work with supporting the branches functional and community goals by providing story times, making displays which included those geared towards the Sugarman award, the rock and Roll hall of fame ceremony, the baseball season and a display of his personal recommendations and recently read titles
- Ginaya Willoughby Youth Services Librarian Mt. Pleasant reports: This month has been very instrumental for our planning for Summer Reading Club
- Buckeye Head Start visited Rice for story time. Branch Substitute Lois Graham provided stories, activities, and prizes for the group of 30 preschool students
- Union Branch Youth Services Librarian Donna Willingham attended the E-Media training and worked at Chess for Success. She also attended the OLC conference in Toledo
- Yvette Carter-Hamilton Youth Services Librarian East 131st resigned effective, April 7
- Monthly West Team meeting was held on April 26 at the Brooklyn Branch. Grants and Development Coordinator, Tracy Martin attended and shared information about plans for her new position
- Computer classes, Adult tutoring, GED, Tax assistance, seniors nutrition, City Fresh, a community supported agriculture at Carnegie West
- Lorain Branch Manager, Chrystal C Jeter chaired the biennial Norman A. Sugarman Children's Biography Awards Celebration. Cleveland Public Library

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In April, OLBPD circulated 61,859 items directly to patrons. OLBPD also circulated 13,977 copies of our spring OLBPD Dimension newsletter to patrons. BARD users downloaded 9,868 items among 535 active users for April. The number of registered BARD users (13.8% of total patrons) has gone over 1,800 users and is above the national average of 10-12%.

OLBPD Manager Will Reed attended the Keystone Library Automated Systems (KLAS) 2012 User Conference in Columbia, SC April 10-12. KLAS unveiled its next upgrade

to users, version 7.5 which will include functions to facilitate the RC withdrawal and count BARD circulations in patron Has Had records. Release of version 7.5 should occur in late summer or early fall of 2012.

OLBPD Librarian Michelle Makkos represented OLBPD and teamed up with CPL Trustee Tom Corrigan at Legislative Day on April 18.

OLBPD and CPL hosted the State Library of Ohio Board retreat April 19 - 20th. On April 20th, OLBPD Manager Will Reed led the Board on a tour of OLBPD, and presented an update on OLBPD services and answered questions from the Board.

OLBPD staff Ken Redd presented information about OLBPD services to the Michael Zone Health Fair on April 14th, the Independence Village of Avon Lake Low Vision Fair on April 27th, and Mt. Sinai Church Health Fair on April 28th.

The OLBPD Cyber-Dialogue Book Discussion was held on April 19th where the group discussed "Lake News" by Barbara Delinsky.

MOBILE SERVICES

On the Road to Reading staff (Sandi Cesarov and Rhonda Fulton, as well as PNC Grant Assistant Andrea Csia) staffed a table at the Cleveland Children's Museum's PNC day April 28. In addition, Andrea Csia provided financial education story times.

Weeding reports from Collection Management are up to date. Kelli Newsom weeded Black World and Urban Fiction. A substantial amount of the weeded items are being sent to Collection Management for the new Tri-C collection which will launch this fall.

The June-August schedules were printed and will be distributed to patrons beginning the second week of May. Confirmation letters, including information for the 8 new sites being added this summer, have been distributed to all sites.

Reba F. Clardy reports 9 new Homebound customers this month. Bob Render began working in Mobile Services 20

hours per week to assist Reba with Homebound and assist with Mobile Services behind the scenes tasks.

Linda is working on a mapping project to create a notebook of detailed directions to all bookmobile sites including the new ones. Julian Khan has assisted on this project and it is nearing completion.

TECHNICAL SERVICES

Patricia Lowrey, Director of Technical Services, worked with the Page Recruitment committee on the new process. Ms. Lowrey, Dan Oreskovic from the Main Library and Sharon Reed from Human Resources interviewed candidates for page positions for Technical Services and Main Shelf Division. Ms. Lowrey and Rollie Welch, Collection Management Manager participated in the Poverty Simulation on April 4. They were joined by Summer Salem from High Demand and Barbara Satow from Catalog who volunteered to assume roles of community members. Ms. Lowrey attended the Leadership Team meeting and tour of Providence House on April 10.

Ms. Lowrey gave the Main Library Subject Department Managers and introduction to ordering eBooks from OverDrive. Several managers have already begun to select titles and orders have been placed. Ms. Lowrey spoke to the East Team about ideas for proposal for Digital Projects from the branches and neighborhoods. Ms. Lowrey, Ann Olszewski, Preservation Manager, and Michael Ruffing, Assistant Public Services Administrator attended the Digital Projects Proposal Workshop.

Stephen Wohl began as the Shelf/Shipping Supervisor on April 11. Nancy Mocsiran started work as the Technical Services Assistant on April 16.

Collection Management: Nancy Mocsiran stepped into her role and quickly learned functions of six different vendor databases along with Sirsi Workflows. Ms. Mocsiran also re-located items to the book sale, college collections and other Branch collections from 31 telescopes that were delivered to Collection Management. Rollie Welch continued to work on the issue of Blu-ray combo packs. A test order was sent to a vendor and sample items arrived on April 30. It's hoped that separating the discs will increase circulation and

eliminate patron confusion thus providing better customer service.

Bonnie Bolton submitted her selections for the Ohioana Juvenile Book Award. Ms. Bolton served on the Ohioana Juvenile selection committee for the past three years. Ms. Bolton, Ms. Mocsiran, and Laura Mommers collaborated to re-locate floating items from 55 telescopes during April. Many gently used items less than six months old were re-located to circulating collections at Cleveland State University and Case Western Reserve University. All three staff members worked efficiently and Ms Mommers transported re-located items to the Lake Shore Shelf/Shipping department and placed them in appropriate Branch telescopes.

Mr. Welch was pleased to note that *Hunger Games*, one of his pre-March Book Madness choices, was voted as the winner of Cleveland Public Library's March Book Madness. Mr. Welch published a review in the Plain Dealer review and co-authored a column in VOYA, "Man Up! Dealing with Teenage Boys." Mr. Welch presented a session about the best multicultural teen titles of the past ten years at the Virginia Hamilton Conference April 13 with 82 conference participants attending the two sessions. Mr. Welch also presented a talk about recent young adult books to the Ohio Educational Library Media Association Northeast Chapter on April 26 with 42 school librarians attending.

High Demand: Staff ordered 1,768 titles and 18,507 items; they added 709 titles and 14,063 items; they paid 581 invoices totaling \$188,075.23.

Carole Brachna, High Demand Manager, provided an introduction to 9xx/EDI ordering to a group of staff from the new CLEVNET partners from Trumbull County. She also gave them a tour of the Technical Services area. Elizabeth Hegstrom, Materials Processing Manager, showed all High Demand staff how to transit new paperbacks for holds so they could go directly to the first patron with a hold. High Demand staff began to do this for all paperbacks.

Dale Dickerson and Summer Salem volunteered to help with sorting newly processed materials into delivery telescopes in order to get them to the branches. Summer Salem began to help deliver the mail in Technical

Services on a regular basis. Mrs. Brachna attended the photo shoot for *Stitchin' in the Stacks*, held in the Special Collections Department and was able to do a couple of small tasks to help the shoot go smoothly.

Materials Processing: The Associates cataloged 1,514 titles for CPL and 1,223 titles for CLEVNET. The Associates and Senior Clerks added 6,839 items. The Technicians processed 27,245 items.

Cathy Jo Graves, Paula Stout, Dennis Workman, Marsha Draeger, Shawn Wolford, and Marisol Adorno-Cruz volunteered to help sort new materials leaving Technical Services when one of the afternoon pages from Shelf/Shipping was unable to work her hours for three days. The Materials Processing Technicians began scanning all books leaving the department looking for holds. Elizabeth Hegstrom trained Angelina Bueno from Acquisitions and the High Demand staff on scanning mass-market paperbacks to identify the ones that have holds and send them to the pick-up location for the patrons.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, and Ann Olszewski, Preservation Manager, worked collaboratively to help train Stephen Wohl, the new Receiving and Distribution Supervisor for Lake Shore Shelf/Shipping.

Glennis Blair, Technical Services Associate, was cross-trained to deliver and pick up the daily mail from the Technical Services Departments. Ms. Blair will perform this task on a weekly rotating basis with staff from other Technical Services Departments. Ms. Jelar Elwell trained Lisa Kowalczyk, Technical Services Librarian, on the new procedures for placing and receiving Standards orders. Ms. Kowalczyk will be responsible for cross-training the other Librarians in the Department on these new procedures.

Alicia Naab, Acquisitions Coordinator, worked with Rollie Welch, Collection Manager, to create a test order for Blu-Ray combo packs requiring special processing. Ms. Naab also placed orders for PNC grant materials and created purchase orders to be used for placing orders of electronic media (eMedia) selected by Main Library Subject Departments. Leslie Pultorak, Acquisitions Librarian, and Tonya Jenkins, Technical Services Librarian, assisted Ms. Jelar Elwell with the placing of

orders for the Ohio Library for the Blind and Physically Disabled (OLBPD) using LSTA (Library Services and Technology Act) grant funds. Ms. Kowalczyk located a new vendor to purchase Foreign Literature materials in the Punjabi language. Ms. Pultorak continued to handle the processing of new Foreign Literature materials for the Shipping Department and assisted the Receiving/Distribution Technicians with sorting out and receiving new Foreign Literature materials that were complicated or confusing.

Ms. Jelar Elwell attended Library Journal's "Lead the Change" event at the Columbus Metropolitan Public Library and Ohio Library Council's 2012 North Chapter Conference. Ms. Naab continued to meet with the Staff Development Day committee to plan and prepare for the 2012 Staff Development Day.

Acquisitions staff ordered a total of 7,037 titles, ordered 12,240 items, received 14,575 items, and processed a total of 1,786 invoices. They received 2,139 periodicals and 703 serials. They added 730 periodical items, 369 serial items and 582 paperbacks. They processed 114 periodical and serial claims, and modified 110 serial controls.

Catalog: Staff cataloged 6,263 titles, including the gift books donated to the library by Senator George Voinovich. They added 3,454 items. Dawn Grattino began reviewing non-book items and labels after Regina Houseman provided instruction on the process. Amei Hu took over responsibility for the received orders with holds report and searched for books with holds placed after the items were received. Andrea Johnson finished individual meetings with all Catalog staff to discuss CPL's strategic plan and the operational plan. Barbara Satow completed her initial training.

Michael Monaco created a catalog record for the Gries tobacco collection (ocn785820648), a collection of publications and artifacts donated to Special Collections in 1953 and which the Library continued to add to until 1980. This collection-level record accounts for ephemera, advertising cards, and miscellaneous documents that have not been accessible in the past.

Ms. Houseman, Ms. Johnson, John Parsons, and Larisa Povitsky attended the Northern Ohio Technical Services Librarians Spring meeting, "RDA is coming. How ready are you?"

Mr. Parsons also listened to an online webinar titled Introduction to RDA. Ms. Satow participated in the Library's Poverty Simulation exercise. Jeninne Delfs, Catalog Librarian, resigned to take a position at Westlake Porter Public Library.

Preservation: A review of *Book Repair: A How-To-Do-It Manual* written collaboratively by Senior Preservation Technicians Elizabeth Bardossy and Renee Pride was published in the March/April 2012 issue of the journal, *Public Libraries*.

The last three yearbooks from South High School and all five Commerce High School yearbooks were added to the Digital Gallery; Commerce High School was the forerunner of the John Hay High School. There are now more than 20,000 yearbook pages available digitally. The yearbook collections continue to be very popular with online viewers as are other Cleveland-focused collections. Additional images were added to the Cleveland City Directories, historic photos of Cleveland streets, industrial scenes, and Ohio Architect and Builder collections.

Senior Preservation Technician Elizabeth Bardossy treated a run of the weekly Columbus newspaper *Everywoman*, for the years 1914-15. Technical Services Senior Clerk Gloria Massey created title files for South High and Commerce High Yearbooks, and cleaned up images for the 1911 Cleveland City Directory. Preservation Assistant Laura Wallencheck trained Glennis Blair, Summer Salem, and Jintao Huang to deliver interoffice mail. Ms. Wallencheck produced a large supply of pre-printed Branch and Main Library shipping labels for the Shelf Shipping Department and began to inventory cartons of microfilm master negatives for shipment to underground storage. Renee Pride and Elizabeth Bardossy helped prepare the 1917 Cleveland City Directory for scanning.

Preservation Manager Ann Olszewski provided orientation and training to new Receiving and Distribution Supervisor Stephen Wohl and helped transition the supervision of pull list retrieval and requests from

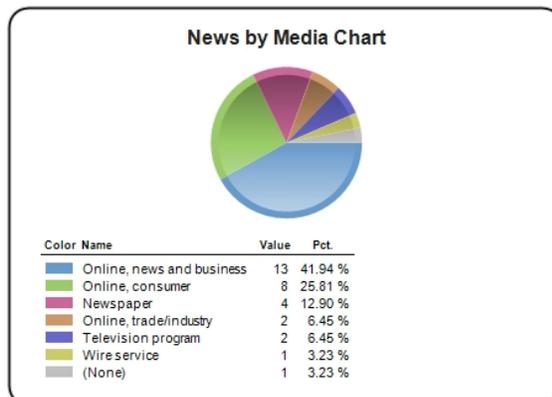
Preservation back to Shelf shipping. Ms Olszewski and Acquisitions Manager Sandy Jelar Elwell coordinated Technical Services volunteers to help sort new books into shipping crates during a week when page Imane Blaine was out of town for a school trip. Showing a strong community spirit, volunteers from High Demand, Preservation, Acquisitions, and Materials Processing graciously pitched in to keep the new materials flowing out, and preventing a shipping backlog.

Ms Olszewski presented a Digital Project workshop for public services staff at Main Library on April 25. Staff from Main Library and Branches who attended the program learned about the organization of the Digital Gallery, the proposal process, what types of materials are popular with patrons, and how to complete the newly revised proposal form.

Shelf/Shipping: Stephen Wohl began work as the new Receiving and Distribution Supervisor for Lake Shore Shelf/Shipping on April 11th. Ann Olszewski, Preservation Manager, and Sandy Jelar Elwell, Acquisitions Manager, have worked hard to make the transition as smooth as possible. Laura Wallencheck from Preservation printed over 1,700 custom pre-printed labels for telescopes for the branches and agencies. These greatly facilitate sorting and shipping.

The staff of the Lake Shore Shelf/Shipping Department sent 55 items to the Main Library for requests and 112 items to fill holds. Main Library and branches received a total of 1,564 telescopes of new materials. The Technicians sent 21,082 new items to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS



Media coverage for the month of April included 31 print and online publications as well as TV and radio. The full report, available in the Marketing department, shows ad values of \$21,946.32 with a news

circulation audience of 662,158 people. In April, the online media outlets that featured CPL events and programs received 3,431,600 unique visitors. Ads to promote MyTunes, appeared in the *Campus Observer*, ad promoting Brown Bag Book Clubs appeared on cleveland.com, Search Engine Marketing with cleveland.com resulted in CPL ad being viewed 140,199 times, clicks to website 1,169 times and 12 phone calls. Full report in Marketing Department. The director appeared on *Golden Opportunities* April 22. Filming for OLBPD PSA took place on April 19.

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

- Board meeting
- Regular Leadership Team meetings
- Regular meetings with director and marketing team consisting of public relations consultants David Fitz, Michael Graham and Erika McLaughlin; PSS assistant administrator; and Web Applications manager
- TechCentral planning meetings
- Quarterly Managers' meeting
- Poverty Simulation
- Legislative Day meeting

GRAPHICS

Graphics staff designed, printed and distributed 103 printed pieces in March, including graphics for the library website and 4 staff newsletters.

Promotional pieces included: Letters about Literature; Playhouse Square Bookmarks for *Come Fly Away*; Know it Now Annual Report; Friends notecards to be sold in giftshop; May/June Computer Class Schedule; Music at Main Chinese Music Ensemble, CityMusic Cleveland; 2012 User Guide; 2012 Borrowing Policy; OLBPD Newsletter; Norman A. Sugarman collateral; Homebound Service Booklist; Bookmobile Summer Schedule; *Upnext* May program guide; Exhibits included: PlayhouseSquare 90th Anniversary and History of Public Square.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 2,601 in 2011 to 3,734 currently. Facebook fans are up from 3,102 in 2011 to 3,914 currently. Downloads of books in an electronic format (eBooks) were up from 33,443 in 2011 to 60,773 currently.

Library News on the www.cpl.org homepage featured the following items for April: Cleveland Public Library Board of Trustees Meeting.

During the month of April, the following events, programs, and information were promoted on www.cpl.org: My Place 2 Dream, Create, Grow: Milena Streen; TEDxCLE independently organized TED event: Book hunt; eReference Library (Gale Virtual Reference Library); My Tunes: Featured Artist, 2012 Rock Hall Nominees; My Tunes: Featured Artist, Kelly Clarkson; Celebrating 90 Years at PlayhouseSquare; Music at Main: In Honor of Asian-Pacific Heritage Month CPL Presents The Cleveland Chinese Musical Ensemble; Downloadable eMedia; Sports Research Center: The Fighting Heart of Johnny Kilbane; Storytime; Celebrate with Books; When animal assignments attack: Grzimek's Animal Life; Muzzy Online: Language Courses for Children; TumbleBook Library: eBooks for eKids; Homework Help; Hungry for more Hunger Games?; For Students Online; Curl up with a good book; and Connecting to the community (Seniors site: Find Services).

18 Popular Topic pages were updated with new content in April.

The ninth "Off the Shelf" was sent out on April 18th to a distribution list of 2,270. The issue featured: 2012 Norman A. Sugarman Award Winner; Friends Book Sale; New Arrivals; Featured computer class: Gmail; and Featured Library News.

Information about the exhibit "Celebrating 90 Years of PlayhouseSquare!" was added to the Exhibits page.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are attending weekly construction meetings for Tech Central.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. A hand dryer was installed in the men's public rest room and the women's rest room will be installed next at Brooklyn. Scaffolding was set up at Carnegie West to make repairs to the high lighting. In preparation for the opening of the Eastman Garden the fountain and granite were cleaned and sealed, the gates were polished and landscaping was completed. The rooftop control board for the HVAC unit was replaced along with a new thermostat to match the board at East 131. The thermostat for the cool/heating was adjusted to the automatic mode at Garden Valley. Repairs were made on the high lighting at Jefferson. The evaporator and condenser end plates were removed from the chiller to do Eddy Current testing on the copper tubes and reinstalled to prep the chiller for summer operation at Lakeshore. Repairs were made to the Translogic system as needed and lighting ballast were replaced on the 5th floor in LSW. A broken sink was replaced in the 3rd floor men's restroom in Main. The HVAC units were serviced for summer operation at Rice, Rockport, South Brooklyn and Walz. A bad condenser fan was replaced at Sterling while preparing the HVAC unit for summer operation. Adjustments were made to the librarian's office while servicing the HVAC units for summer operations.

The Carpenters and Painters extended the office walls, painted and made carpet repairs in an office on the first floor of LSW. AED's (defibrillators) were installed at, Carnegie West, Eastman, LSW, Main, Rice and South Brooklyn.

The Garage delivered all lawn mowers and picked up all snow blowers. Two new seats were installed on the Bookmobile, and vehicles 1, 6 and 24 were serviced.

SAFETY & PROTECTIVE SERVICES

PROTECTIVE SERVICES

Security Systems

- Continuing to develop specifications for upgrading access control and CCTV systems in order to obtain two additional quotations as directed by Legal and Finance.

Branch Patrol

- Supervisors and Officers continue to investigate Security Irregularity reports generated system-wide. The staff investigated incidents during the month.
- Special attention was provided to one branch in the latter part of the month.

Communications Center

- Repairs continue to be made to the communications center.

Contract Security

- Safety & Protective Services met with G4S security to discuss service expectations.

INCIDENTS

- During the month, 11 alarms were received with no illegal entry being made nor any smoke or fire being detected.

SPECIAL EVENTS SUPPORT

- Safety & Protective Services provided support for the Cleveland School Chess Tournament, the Cleveland Municipal School District Town Hall meeting and the Sugarman Awards.

RECORDS AND EQUIPMENT MANAGEMENT

- Branch Patrol has received its laptops and has begun implementing use at the branches.
- Personal directories for officers to store records currently stored on external media have been completed.

ADMINISTRATION

- Supervisor and Officer applications closed in March. Interviews are interviews are scheduled for April and May.
- Supervisor started this month. Currently integrating into agency processes.

INFORMATION TECHNOLOGY & CLEVNET

CPL PROJECTS:

The Virtual Desktop Solution (MyCloud) server equipment was installed and configured, including: installation and configuration of network storage (iSCSI SAN); installation and configuration of 9 blade servers; and preliminary installation of Citrix server software.

The IT department, led by George Lenzer, worked closely with Boscop Inc, to implement a new print chargeback system called Papercut. This system will be used by new Xerox multifunction printers, allowing more convenient and enhanced printing features for the public. Some of the notable new features include, scan to e-mail, FAXing, and "follow me" printing. Follow me printing allows the public to submit their document for printing, then log into any printer in the Main Library complex or in the branches and retrieve their printout. We are the first library in the area to provide this service.

The Software team developed a script to generate supporting documentation for insurance claims by patrons (for instance, the Library's materials were destroyed in a house fire). Previously Lending staff manually listed what items were checked out to the patron and what their value was. This is now handled by a script, reducing staff time and effort.

A list of all books and periodicals with "Cleveland" in the title was produced for Michael Ruffing.

The ninth "Off the Shelf" was sent out on April 18th to a distribution list of 2,270. The issue featured: 2012 Norman A. Sugarman Award Winner; Friends Book Sale; New Arrivals; Featured computer class: Gmail; and Featured Library News.

Information about the exhibit "Celebrating 90 Years of PlayhouseSquare!" was added to the Exhibits page.

CLEVNET Projects:

On April 23 the Norwalk Public Library came online with CLEVNET, which now includes thirty-eight libraries. Data was extracted by Polaris from their current system on Friday, April 20. Beginning Friday night, about

32,000 patron records, 84,000 item records, 38,000 existing bills, and 10,000 checkout records were added to the CLEVNET system by the Software team. Following the data load, the keyword indexes were rebuilt to reflect the new holdings. Earlier in April approximately 150 lines were added to the policy files to accommodate Norwalk's circulation policies. The Network team also installed and configured equipment to connect Norwalk to the CLEVNET network. The Hardware team helped configure staff and public PCs for the new environment. The Software team also provided extensive training on technical services, circulation, and public access functions, and were on hand on the first day of circulation and the first day a pull list was handled to help Norwalk staff get used to the CLEVNET system. Software and the Webware team worked with Bibliocommons to create an instance of the public catalog for Norwalk and to add Norwalk to the CLEVNET members' site. Webware also coordinated Norwalk's access to the eMedia collection and CLEVNET databases.

A CLEVNET Director's meeting was held on April 30. Major topics included: Personal Information Policy; provision of virtual Active Directory servers by IT for CLEVNET libraries; statewide delivery; adding a Director's Panel representative for the East side libraries; and Bob Carterette's retirement announcement.

The Software team managed a mass withdrawal of materials in the storage area for Elyria Public Library at the request of its Director.

Representatives from some of the Trumbull county libraries interested in using the Acquisitions module visited the High Demand department. A representative from Software was also there to answer any technical questions.

Policy file updates were made for Cleveland Heights-University Heights; Clyde; Madison; and Twinsburg Public libraries. Weeding reports were created for Cleveland Heights-University Heights, Hudson, Lorain, Medina and Milan-Berlin.

A meeting of the CLEVNET PR Committee met on Wednesday, April 18 to plan for the CLEVNET anniversary celebration to take place in September 2012. The CLEVNET Online Resources Committee (CORC) also met and discussed

current use of resources, cost of resources, and discussed any potential resource additions or changes to be considered for the 2013 budget year.

Mr. Finnegan visited Milan Public Library to assist with IT configuration for their new addition.

The Voice over IP (VoIP) programming was corrected to allow call forwarding for Hudson and programming was started for adding Cleveland Heights-University Heights and Shaker Heights to the VoIP system.

The Group Policy for Catalog+ PCs was configured to prevent arbitrary Internet browsing, limiting the stations to the Catalog and databases.

KnowItNow:

The KnowItNow24x7 Coordinator provided training at Cuyahoga County Public Library on both basic and advanced virtual reference topics on April 4. Staff from Cuyahoga County as well as surrounding libraries took part.

Don Boozer worked intensively with NEO-RLS, the State Library of Ohio, and Oregon's virtual reference service to develop the grant request to continue KnowItNow in the next fiscal year (July 2012 - June 2013).

Meetings & Professional Development:

Ann Palomo facilitated a demonstration of the Flowan Helpdesk software for IT, Property Management, and Security. Patrick Stitts from Flowan Software led the demonstration and discussion.

On April 25th Amy Pawlowski and David Reynolds attended a meeting of the North East Ohio Usability Professionals' Association (NEOPA). The presentation was "Clinical Trial: Challenges Faced & Lessons Learned conducting Cleveland Clinic's first UX study."

Bob Carterette and Larry Finnegan met with Sandusky administration and managers to help develop a strategy for clarifying roles and adding additional tools for centralized management of the Sandusky Library's workstations and servers.

Don Boozer presented a program at the Ohio Library Council Northwest Chapter Conference on April 13 and North Chapter on April 26. The program provided advanced searching tips and other tactics with regard to Google's services and also presented information and promotional materials about KnowItNow24x7.

Statistics

	Apr-11	Apr-12
OverDrive Downloads	33,443	60,773
Twitter Followers	2,601	3,734
Facebook Fans	3,102	3,914

IT/CLEVNET Statistics, 04/2012				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	96	84	37	217
CPL Branch	88	84	31	203
CPL Lake Shore	25	18	5	48
CLEVNET	26	21	19	66
PUBLIC				0
HARDWARE TOTAL	235	207	92	534
SOFTWARE				
CPL Main	8	8		16
CPL Branch	14	14		28
CPL Lake Shore	8	8		16
CLEVNET	105	105		210
PUBLIC	102	102		204
SOFTWARE TOTAL	237	237	0	474
WEBWARE				
CPL Main	11	11	2	24
CPL Branch	7	7		14
CPL Lake Shore	2	2		4
CLEVNET	4	4		8
PUBLIC	163	163		326
WEBWARE TOTAL	187	187	2	376
KIN				
CPL Main	7	7		14
CPL Branch	0	0		0
CLEVNET	0	0		0
PUBLIC	0	0		0
KIN Library	37	37		74
OHIOLink Library	3	3		6
After Dark				0
KIN TOTAL	47	47	0	94
GRAND TOTAL	706	678	94	1,478

Mr. Corrigan adjourned the meeting at 1:20 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR APRIL 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	479	3,002
Periodicals	84	115
Publishers Gifts	0	0
Non-Print Materials	<u>17</u>	<u>248</u>
TOTAL LIBRARY SERVICE MATERIALS	580	3,365

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 518,013	\$ 518,183
Building & Repair Fund	Restricted	0	30,700
Library Fund	Unrestricted	600	4,972
Library Fund	Restricted	0	870
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	11,159
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	8,215	13,535
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	47,654
Lockwood Thompson Fund	Restricted	0	0
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Learning Centers	Restricted	0	162,000
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>0</u>
TOTAL MONEY GIFTS		\$ 526,828	\$ 789,973

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	17	84	580	3,365
Money Gifts	<u>8</u>	<u>35</u>	<u>8</u>	<u>35</u>
TOTAL GIFTS	25	119	588	3,400

ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cleveland Public Library

For the Fiscal Year Commencing: January 1, 2013

Fiscal Officer Signature: Carrie Krenicky Date: May 17, 2012

COUNTY OF CUYAHOGA

Background

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

Ohio Revised Code Section 5705.281

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

County Budget Commission Duties

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

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

County Budget Commission Action

On October 11, 2002, during the Cuyahoga County Budget Commission meeting, the commission with an affirmative vote of all members waived the requirement for taxing authorities of subdivisions or other taxing units (Including Schools) to adopt a tax budget as provided under ORC Section 5705.281,

Alternative Tax Budget Information Filing Deadline

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

GUIDELINES FOR COMPLETING THE ALTERNATIVE TAX BUDGET INFORMATION

SCHEDULE 1

The general purpose of schedule 1 is to meet the requirement of Ohio Revised Code (ORC) Section 5705.04 which requires the taxing authority of each subdivision to divide the taxes levied into separate levies. For help use the schedule B issued by the budget commission for the current year

In column 1 list only those individual funds which are requesting general property tax revenue. In column 2 purpose refers to the following terms, inside, current expenses, and special levy for example. In column 4 levy type refers to renewal, additional, and replacement for example. In column 9 identify the amount of general property tax you wish to request.

NOTE:

The general purpose of column 9 is to demonstrate the need to produce property tax revenues to cover the estimated expenditures for the budget year. ORC Section 5705.341 states in part;

"Nothing in this section or any section of the ORC shall permit or require the levying of any rate of taxation, whether within the 10 mill limitation or whether the levy has been approved by the electors, the political subdivision or the charter of a municipal corporation in excess of such 10 mill limitation, unless such rate of taxation for the ensuing fiscal year is clearly required by a budget properly and

Property tax revenue includes real estate taxes, personal property taxes, homestead and rollback,

SCHEDULE 2

The general purpose of schedule 2 is to produce an Official Certificate of Estimated Resources for all In column 3, total estimated receipts should include all revenues plus transfers in excluding property ta must submit a list of all tax transfers.

SCHEDULE 3

The general purpose of schedule 3 is to provide inside/charter millage for debt service. The basic security for payment of general obligation debt is the requirement of the levy of ad valorem property taxes within the 10 mill limitation imposed by Ohio law. Ohio law requires a levy and collection of ad

SCHEDULE 4

The general purpose of schedule 4 is to provide for the proper amount of millage to cover debt service requirements on voted bond issues. Major capital improvement projects are sometimes financed through the use of voted bonds. The taxing authority seeks voter approval of general obligation bonds and of the levy of property taxes outside the indirect debt limitation in whatever

SCHEDULE 5

for more details.



CLEVELAND PUBLIC LIBRARY

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

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

FROM: Carrie Krenicky, Chief Financial Officer

RE: Background and Assumptions for the 2013 Tax Budget

DATE: **May 17, 2012 Board Meeting**

Annually, the Cleveland Public Library submits the Alternate Tax Information Forms as requested by the Cuyahoga County Budget Commission. These forms must be approved by the Board of Trustees before May 31 each year to allow for sufficient time to have it placed on Cleveland Metropolitan School District's Board agenda prior to the July 20, 2012 deadline for submission to the Cuyahoga County Budget Commission. The Tax Budget (sometimes referred to as the "request" or "needs" budget) documents the Library's need to receive revenue from tax sources, i.e. the Public Library Fund and the Library's general property tax levies, to cover the estimated expenditures for the budget year.

The Library uses a simplified approach for development of its 2013 Tax Budget as reflected in the use of the Alternate Tax Information Forms. In lieu of having administrators develop a "wish list" budget that must be revisited and revised later in the year, we have applied **a minimal decrease of approximately 1% to 2013 expenses of \$64,131,295 which is \$722,705 under 2012 Tax Budget expenses of \$64,854,000**, with minimal program-by-program analysis. In the fall, when there is more information regarding State funding and better estimates for CPL's year-end fund balances, the entire administrative team will participate in the development of the 2013 Appropriation Measure.

Board of Library Trustees

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



CLEVELAND PUBLIC LIBRARY

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Revenue Assumptions (General Fund)

- Amount requested from property tax levies, \$38,000,000, exceeds anticipated actual collections. **Full** collection of the 1 mill perpetual and 5.8 mill term levies is estimated to yield approximately \$35,200,000. This includes State Rollbacks for residential real estate. Applying CY2012's certified collection rate of 78.95% brings the estimated amount down to \$27,790,400, a more realistic estimate, also being optimistic there are no further declines in the collection rate for 2013.
- Amount requested from PLF, \$20,000,000, exceeds anticipated actual collections. 2012 PLF was certified for \$19,837,771; 2013 estimating \$19,127,276, a small decline from 2012 due to the uncertain effect of percentage of revenue-based funding that resumes July 2013.

The total **estimated tax calculations** are **\$54,327,276**
(\$35,200,000 + \$19,127,276).

The total **2013 Tax Budget request** is **\$58,000,000**
(\$38,000,000 and \$20,000,000)

- Estimated **other revenues for 2013** from CLEVNET, earned interest, fines and fees, etc., are estimated to be **\$6,131,295**, including the Commercial Activity Tax (CAT Tax) which is estimated to generate only \$2,188,380 due to continued phase-out with complete elimination in 2016.
- The **overall estimated revenue calculations**, which include other miscellaneous sources, total **\$60,459,021** (\$54,327,276 + \$6,131,295); the **total General Fund 2013 Tax Budget Request** is **\$64,131,295**.
- **The estimated carry forward balance available for the purpose of use in the 2013 Tax Budget projection is calculated to be minimal and is set at zero.** This allows for the worst case planning scenario in having to use the entire available revenue balance to meet current 2012 obligations.

Cleveland Public Library's currently projected 2013 program of library service needs could greatly exceed anticipated revenues. It is consistent with past practice and expected to request funds in excess of probable collections. For the Year 2012, the Tax Budget presented by Cleveland Public Library totaled \$64,854,000 available for expenditure; this 2013 Tax Budget totals \$64,131,295, a 1% decrease.

The Resolution for the Year 2013 Tax Budget Request is being distributed with the packet of materials for the May 17, 2012 Board Meeting.

Board of Library Trustees

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Felton Thomas, Jr., Director

Proposed 2013 Tax Budget
With Historical Perspective

Prepared By:
Carrie Krenicky

	2011		2012		2013 Proposed
	Tax Budget 2011	Final Actual Budget 2011	Tax Budget 2012	Actual Budget (2) 2012	
General Fund					
Beginning Unencumbered Balance	\$ -	\$ 28,961,856	\$ -	\$ 28,852,255	\$ -
Property Taxes (includes Rollbacks)	38,000,000	29,214,496	38,000,000 (1)	28,450,570	38,000,000 (4)
Public Library Fund (formerly LLGSF)	24,000,000	20,869,358	20,000,000	19,837,771	20,000,000 (5)
Other Sources (includes CAT Tax)	7,900,000	7,298,575	6,854,000 (1)	5,881,577	6,131,295 (6)
Total Current Revenue	69,900,000	57,382,429	64,854,000	54,169,918	64,131,295
Total Revenue With Beg Balance	69,900,000	86,344,285	64,854,000	83,022,173	64,131,295
Expenses & Encumbrances	(69,900,000)	(86,344,285)	(64,854,000)	(83,022,173)	(64,131,295) (7)
Ending Unencumbered Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds					
Beginning Unencumbered Balance	\$ 9,000,000	\$ 10,056,314	\$ 9,000,000	\$ 10,966,113	\$ 9,000,000
Other Sources	750,000	2,572,102	750,000	2,583,541	2,000,000
Total Current Revenue	750,000	2,572,102	750,000	2,583,541	2,000,000
Total Revenue With Beg Balance	9,750,000	12,628,416	9,750,000	13,549,654	11,000,000
Expenses & Encumbrances	(750,000)	(10,136,358)	(750,000)	(11,057,597)	(2,000,000)
Ending Unencumbered Balance	\$ 9,000,000	\$ 2,492,058	\$ 9,000,000	\$ 2,492,057	\$ 9,000,000
Capital Projects Fund					
Beginning Unencumbered Balance	\$ 3,000,000	\$ 4,965,918	\$ 3,000,000	\$ 8,822,333	\$ -
Other Sources	0	5,000,000	0	0	3,000,000
Total Current Revenue	0	5,000,000	0	0	3,000,000
Total Revenue With Beg Balance	3,000,000	9,965,918	3,000,000	8,822,333	3,000,000
Expenses & Encumbrances	(3,000,000)	(9,965,918)	(3,000,000)	(8,822,333)	(3,000,000)
Ending Unencumbered Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Proposed 2013 Tax Budget
With Historical Perspective

Prepared By:
Carrie Krenicky

	2011		2012		2013	
	Tax Budget 2011	Final Actual Budget 2011	Tax Budget 2012	Actual Budget 2012 (2)	Tax Budget 2013	Proposed Tax Budget 2013
Permanent Funds						
Beginning Unencumbered Balance	\$ 1,700,000	\$ 2,538,278	\$ 1,700,000	\$ 2,667,779	\$ 1,700,000	\$ 1,700,000
Other Sources						
Total Current Revenue	50,000	25,800	50,000	41,402	150,000	150,000
	50,000	155,896	50,000	41,402	150,000	150,000
Total Revenue With Beg Balance	1,750,000	2,564,078	1,750,000	2,709,181	1,850,000	1,850,000
Expenses & Encumbrances	(50,000)	(1,847,043)	(50,000)	(1,992,146)	(150,000)	(150,000)
Ending Unencumbered Balance	\$ 1,700,000	\$ 717,035	\$ 1,700,000	\$ 717,035	\$ 1,700,000	\$ 1,700,000
ALL FUNDS						
Beginning Unencumbered Balance	\$ 13,700,000	\$ 46,522,366	\$ 13,700,000	\$ 51,308,480	\$ 10,700,000	\$ 10,700,000
Property Taxes						
Public Library Fund (formerly LLGSF)	38,000,000 (1)	29,214,496	38,000,000	28,450,570	38,000,000	38,000,000
Other Sources	24,000,000	20,869,358	20,000,000	19,837,771	20,000,000	20,000,000
Total Current Revenue	8,700,000 (1)	14,896,477	7,654,000	8,506,520	11,281,295	11,281,295
	70,700,000	64,980,331	65,654,000	56,794,861	69,281,295	69,281,295
Total Revenue With Beg Balance	84,400,000	111,502,697	79,354,000	108,103,341	79,981,295	79,981,295
Expenses & Encumbrances	(73,700,000)	(108,293,604)	(68,654,000)	(104,894,249)	(69,281,295)	(69,281,295)
Ending Unencumbered Balance	\$ 10,700,000	\$ 3,209,093	\$ 10,700,000	\$ 3,209,092	\$ 10,700,000	\$ 10,700,000

- 1) The 2012 Tax Budget estimate for Property Tax included Rollback/Homestead Tax of \$2,000,000, but excludes CAT Tax of \$3,001,370 which is included with Other Sources.
- 2) The 2012 Actual Budget is per the December 7, 2011 Certificate of Estimated Resources and December 15, 2011 Board-approved Appropriations.
- 3) As of April 30, 2012, the General Fund Unencumbered Balance is \$22.7 million, but under worst case scenario planning in these uncertain financial times, we could potentially appropriate and encumber that entire balance prior to 12/31/12 thus resulting in -0- carryover for 2012 Tax Budget beginning balance.
- 4) Based on 2011's effective rate & 100 % collection rate of the 3/4/08 voter-approved 5.8 mills and the 1985 continuing 1 mill and an estimate of the assessed values as of April 26, 2012 from Cuyahoga County Budget Commission, tax valuation is calculated at approximately \$36 million & plus \$2 million for estimated Rollbacks.
- 5) PLF has been estimated with no change from the Tax Budget 2012 due to the uncertain effect of percentage of revenue-based funding that resumes July 2013.
- 6) CAT Tax is considered as Other Sources revenue with the 2013 estimated amount being \$2,188,380 plus \$3,942,915 from other sources. This is a 27% reduction in CAT Tax from 2012 and continues phase-out with complete elimination in calendar year 2016.
- 7) The proposed 2013 Tax Budget Expenditures/Encumbrances represents a **general 1% decrease** in comparison to 2012 Tax Budget Expenditures/Encumbrances.

**Revenue Sources Detail
For The
Proposed 2013 Tax Budget
For Board Presentation May 17, 2012**

Prepared By:
Carrie Krenicky

	2011		2012		2013 Proposed			
	Ending Budget 2011	Actual Revenue 2011	Original Budget 2012	Tax Budget 2013				
41200 Property Tax	\$ 26,214,496	\$ 26,214,496	\$ 27,652,041	\$ 27,652,041	\$ 25,450,570	\$ 25,450,570	\$ 36,000,000	\$ 36,000,000
41100 PLF (formerly LLGSF)	\$ 20,869,358		\$ 21,002,335		\$ 19,837,771		\$ 20,000,000	
41900 Rollbacks	\$ 3,000,000	\$ 3,000,000	\$ 3,066,610	\$ 3,066,610	\$ 3,000,000	\$ 3,000,000	\$ 2,000,000	\$ 2,000,000
Total Property Tax & Rollbacks	\$ 29,214,496		\$ 30,718,651		\$ 28,450,570		\$ 38,000,000	

Total Tax Budget Request Per Board Resolution

\$ 58,000,000

Other Sources

41900 CAT	2,200,000	2,200,000	3,834,063	3,834,063	2,000,000	2,000,000	2,188,380	2,188,380
41900 Other Taxes			196,240	196,240				

Other

42100 Federal Aid	0		0		0			
42200 State Aid (Moving to Special Revenue Fund in 2012)	1,269,138		1,269,138		0		0	
43110 Fines	180,000		262,729		161,500		190,000	
43120 Fees	31,400		106,236		28,000		50,000	
43130 Lost Books	17,000		23,417		18,000		18,000	
43140 Book Deposits	0		78		0		0	
43150 Products	2,000		3,169		1,000		1,000	
43170 Sales Tax	100		282		500		200	
43180 Copiers	46,000		26,253		62,000		20,000	
43190 Research Services	1,500		801		3,000		800	
43195 Dup Services	22,000		20,020		26,000		20,000	
44100 Investment Income	700,000		435,898		425,000		425,000	
45100 Computer Services	2,400,000		2,547,375		2,450,000		2,617,915	
48100 Sales of Surplus Property	0		2,158		0		0	
48300 Meeting Rooms	0		1,050		0		1,500	
48710 Retiree Insurance	0		0		0		0	
48720 Refunds/Reimbursement:	429,437		801,372		681,577		587,500	
48730 COBRA Contributions	0		8,130		0		0	
48900 Miscellaneous	0		11,145		25,000		11,000	
49820 Return of Advances			0					
Subtotal Other	5,098,575		5,519,251		3,881,577		3,942,915	

Total Other Sources (CAT Tax & Other)	7,298,575		9,549,554		5,881,577		6,131,295	
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Total All Sources	\$ 57,382,429	\$ 61,270,540	\$ 54,169,918	\$ 64,131,295
Beginning Unencumbered	\$ 28,961,856	\$ 28,961,856	\$ 29,062,256	\$ -
Total Available Revenue	\$ 86,344,285	\$ 90,232,396	\$ 83,232,174	\$ 64,131,295

RECEIVED
FINANCIAL SERVICES

2012 APR 10 AM 11:02

March 30, 2012

OCLC Symbol: CLE

Andrea Johnson
 Cataloging Manager
 Cleveland Public Library
 325 Superior Ave
 Cleveland, OH 44114-1271



6565 Kilgour Place
 Dublin, OH 43017-3395 USA

T +1-614-764-6000
 1-800-848-5878
 F +1-614-764-6096
 E oclc@oclc.org

WWW.OCLC.ORG

Dear Member:

Enclosed please find your FY2013 OCLC Subscription Renewal Notice.

After three years without a price increase, OCLC will increase prices modestly in FY2013. For most services, the increase is approximately 2.75%. The FY2013 OCLC Price List is available on the Online Service Center (OSC) for your convenience. Please visit www.oclc.org/servicecenter/ and then log on to your OSC account to access the price list.

Please note a change to the Financial Credits Program for FY2013. The total Cataloging and ILL credits that can be applied to a library's OCLC billings will be capped so that the maximum credits earned annually are equal to your library's total annual billings (excluding credits and IFM charges) in the previous fiscal year. This change will impact a very limited number of libraries.

As a reminder, your billing and account management for OCLC services will transition from OHIONET to OCLC beginning with your July 2012 invoice that will arrive in early August. Transition details are on the enclosed insert and at <http://www.oclc.org/go/transition/Midwest.en.html>. If you have questions, please contact Becky Hurley, Director of OCLC Order Services, 1-800-848-5878, ext. 4316, hurleyb@oclc.org; or contact Jennifer Turner, Director of Administrative Services, OHIONET at 1-800-686-8975, ext. 22 or jennifert@ohionet.org.

Your Cooperative has been very active this year, delivering new services, advancing library research and working with many members and groups on advocacy and educational programs. Among the most exciting events was the launch of OCLC WorldShare. This new service provides members a cloud platform for collective innovation where they can share services, better integrate applications and streamline library workflows. Together with WorldCat, WorldShare will make it easier for members to connect in new ways, to innovate and collaborate.

Your participation in the OCLC Cooperative influences the development of many innovative library services, such as OCLC WorldShare, and the continued advancement of research and important services such as WorldCat. For example, your participation in pilots and focus groups helped advance the WorldCat Knowledge Base functionality, making it easier for your library users to connect to your library's growing set of electronic resources. This WorldCat Knowledge Base functionality is included as part of your OCLC Cataloging subscription at no additional charge. For information on how to get started, please visit www.oclc.org/us/en/knowledgebase/.

We hope that you will find this information helpful as you plan for the upcoming year. Please contact OCLC's team of consultative librarians at 1-877-747-4819 or via e-mail at oclc renewals@oclc.org with any questions regarding your renewal information. Thank you for your continued participation in the OCLC Cooperative.

Sincerely,

A handwritten signature in cursive script that reads "Bruce Crocco".

Bruce Crocco
 Vice President, Library Services for the Americas



FY2013 OCLC Subscription Renewal Notice

March 30, 2012

Cleveland Public Library
OCLC Symbol: CLE

Effective July 1, 2012, the following subscriptions will renew automatically for the period of July 1, 2012—June 30, 2013 at the same payment frequency you requested last year. The new amount will be reflected on your OCLC invoice beginning in August 2012.

FY2013 OCLC Cataloging Subscription Price:	\$188,827.53
FY2013 WorldCat Resource Sharing Subscription Price:	\$6,419.14
FY2013 Access Subscription Price:	\$38,742.47
 FY2013 Total	 <hr/> \$233,989.14

As a reminder, OCLC offers an array of billing services, including a prompt payment discount and an optional Subscription Deposit Program that earns interest on deposits (currently earning 4% APR). Please see the OCLC Price List (www.oclc.org/servicecenter/) for additional information.

Please note: Credits are not included in the amounts noted above. Credit activity will result in deductions from the FY2013 subscription prices and is awarded on a transaction basis.

The credits will be deducted on your invoice as the credit activity occurs or until the total credits earned exceed the prior year's total OCLC billings. Cataloging and ILL lending credits are capped at an amount equal to 100% of a library's charges from the prior year (excluding credits and IFM charges). Credits will be applied to your invoice on a FIFO (First In, First Out) basis and are valid for use in the fiscal year earned, as well as the following two fiscal years. All credits earned prior to July 1, 2012, will not expire and will be the credits first applied to invoice charges. These credits will continue to carry forward until all of the pre-July 1, 2012 credits have been applied against OCLC products and services.

Your credit activity for calendar year 2011 is noted below:

Cataloging Credits in 2011: (\$24,136.52)

Lending Credits in 2011: (\$2,265.08)

OCLC's team of consultative librarians will be happy to answer questions and offer further guidance about this renewal information. Please call 1-877-747-4819 or send an e-mail to oclc renewals@oclc.org.

For information only. No payment is due at this time.



Resources for OCLC billing

As your OCLC billing and account management services transfer to OCLC, we want to assure you of our commitment to make this transition as smooth as possible without any interruptions to your existing OCLC services.

Here are some resources available if you have any questions. At any time, feel free to contact us directly at 1-800-848-5878, ext 4316 or orders@oclc.org.

Billing and financial options

For general questions about billing transitions to OCLC or special billing needs, please contact Becky Hurley, Director, Order Services and Distribution at 1-800-848-5878, ext. 4316 or hurleyb@oclc.org. You may also contact OCLC's Order Services department at orders@oclc.org.

If your library needs to submit a purchase order, please send it to OCLC, Attn: Accounts Receivable, 6565 Kilgour Place, Dublin, OH 43017 or to acctstrec@oclc.org.

If your institution requires a W-9, please download a copy from www.oclc.org/go/transition/Midwest.en.html.

Optional subscription deposit program

Allows your library to earn 4% Annual Percentage Rate of interest (adjusted each January and July) that is applied to your subscription deposit balance. Learn more about the Subscription Deposit Program at: http://www.oclc.org/content/dam/campaign-landing-pages/en/billing-transitions/214358_usf_deposit_program.pdf. To set up an account, complete the form at: www.oclc.org/support/forms/pdf/preinv.pdf.

Manage your accounts online

The OCLC Online Service Center is a secure, Web-based tool that you can use to obtain OCLC products and services. See: www.oclc.org/servicecenter/guidetour.

The Online Service Center is also where you can manage your OCLC accounts and billing information. To create an OCLC Online Service Center account, please visit www.oclc.org/servicecenter.

If you need assistance setting up an account or accessing an existing account, please contact Customer Support at support@oclc.org or 1-800-858-5800.

**CLEVELAND PUBLIC LIBRARY
OFFICE OF PROPERTY MANAGEMENT**

To: Carrie Krenicky
From: Myron Scruggs
Subject: Change Order #003 (Sterling Professional Group)
Date: May 6, 2012

Change Order # 003

This change order is needed to install carpet in work area 104, office 106, the north hallway and any transition strips needed.


AIA[®] Document G701[™] – 2001
Change Order

PROJECT (Name and address): CPL Main Branch Consolidation	CHANGE ORDER NUMBER: 003 DATE: 24 April 2012	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Sterling Professional Group 5531 Turney Road Garfield Heights, Ohio 44125	ARCHITECT'S PROJECT NUMBER: 11001 CONTRACT DATE: 8 December 2011 CONTRACT FOR: General Construction, Furniture, Electrical, Mechanical, Plumbing	CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Provide carpet per Proposal Request 005 dated April 19, 2012, copy attached. Contractor proposal dated April 20, 2012 is attached.

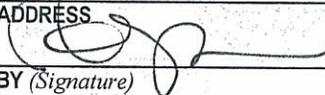
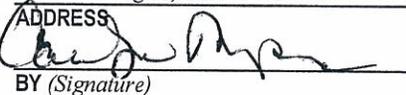
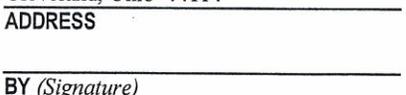
The original Contract Sum was	\$	679,000.00
The net change by previously authorized Change Orders	\$	208.00
The Contract Sum prior to this Change Order was	\$	679,208.00
The Contract Sum will be increased by this Change Order in the amount of	\$	4,985.00
The new Contract Sum including this Change Order will be	\$	684,193.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is 1 May 2012

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bostwick Design Partnership ARCHITECT (Firm name)	Sterling Professional Group CONTRACTOR (Firm name)	Cleveland Public Library OWNER (Firm name)
2729 Prospect Avenue Cleveland, Ohio 44115 ADDRESS	5531 Turney Road Garfield Heights, Ohio 44125 ADDRESS	325 Superior Avenue Cleveland, Ohio 44114 ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Richard L. Ortmeier (Typed name) 4/12/25 DATE	William J. Snodgrass (Typed name) 4/25/12 DATE	Myron Scruggs (Typed name) DATE

**PROPOSAL REQUEST 005**

DATE:	April 19, 2012	CLIENT NAME:	Cleveland Public Library
TO:	Sterling Professional Group	PROJECT NAME:	Main Library Consolidation Project; Phase 1 Tech Central
ISSUED BY:	Bryan Wahl	BDP PROJECT NUMBER:	11001
RETURN BY:	April 27, 2012	CLIENT'S NUMBER:	

Contractor shall submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Contractor shall submit this proposal within the time period indicated above or notify the Owner and Architect, in writing, of the date on which proposal submission shall be submitted. Contractor shall follow procedures for modifications as described in the Project Manual.

This Request for Proposal is not a Change Order, a Construction Change Directive, or a direction to proceed with the work described in the proposed modifications.

DESCRIPTION:

1. Provide Carpet in Work Area 104 including the hallway to the north and Office 106. Also include pricing for any transition strips etc.

ATTACHMENTS:

None

END OF PROPOSAL REQUEST

SPG – PROPOSAL REQUEST #005

PR # 005 – ADDITIONAL CARPET IN WORK AREA 104, OFFICE 106 AND HALLWAY

PROJECT: Cleveland Public Library –
Main Library Consolidation Project
Phase 1 Tech Central

SUBMIT TO: Bostwick Design Partnership
2729 Prospect Avenue
Cleveland, OH 44115
Telephone: (216) 621-7900

CONTRACTOR: Sterling Professional Group
5531 Turney Road
Garfield Heights, Ohio 44125
Telephone: (216) 475-7670 Fax: (216) 475-7675

**Please see the attached Proposal Request and cost break down to provide carpet in
work area 104, hallway and office 106.**

Contact us with any questions.

Thank you,

Carolyn Mysza

						04/20/2012
	BOSTWICK DESIGN PARTNERSHIP					
	CPL - MAIN LIBRARY CONSOLIDATION PROJECT; PHASE 1 TECH CENTRAL					
	PROPOSAL REQUEST 005					
	PROVIDE CARPET IN WORK AREA 104 INCLUDING HALLWAY TO THE NORTH AND OFFICE 106 INCLUDING TRANSITION STRIPS.					
96813	TILE CARPETING					
	FURNISH AND INSTALL INTERFACE ALLITERATION					
	CARPET TILE COLOR #9722 IN WORK ROOM 104					
	OFFICE 106 AND HALLWAY					
	LABOR & MATERIAL					
						\$4,400
					SBTTL	\$4,400
					10 % OH/P	\$440
					STTL	\$4,840
					BOND	\$145
					TOTAL	\$4,985
1500	GEN COND					
	SUPER/LAB	\$4,840				
	3 % BOND	\$145				
	SUB/TTL	\$4,985				

**CLEVELAND PUBLIC LIBRARY
OFFICE OF PROPERTY MANAGEMENT**

To: Carrie Krenicky
From: Myron Scruggs
Subject: Change Order #001 (US Communications and Electric Inc.)
Date: May 6, 2012

Change Order # 001

This change order is needed to re-locate existing boxes in the raised floor on the north side, to add an electrical box in the raised floor for the printer and additional power outlets in the north laptop counter. The cost of this will be \$745.00.



AIA Document G701™ – 2001

Change Order

PROJECT <i>(Name and address):</i> CPL Main Branch Consolidation	CHANGE ORDER NUMBER: 001 DATE: 24 April 2012	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> US Communications and Electric Inc. 4933 NEO Parkway Garfield Heights, Ohio 44128	ARCHITECT'S PROJECT NUMBER: 11001 CONTRACT DATE: 19 December 2011 CONTRACT FOR: Technology	CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Provide additional network drop per Proposal Request 004 dated April 10, 2012, copy attached. Contractor proposal dated April 12, 2012 is attached.

The original Contract Sum was	\$ 55,883.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 55,883.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 745.00
The new Contract Sum including this Change Order will be	\$ 56,628.00

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is 1 May 2012.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Bostwick Design Partnership</u> ARCHITECT <i>(Firm name)</i>	<u>US Communications and Electric Inc.</u> CONTRACTOR <i>(Firm name)</i>	<u>Cleveland Public Library</u> OWNER <i>(Firm name)</i>
<u>2729 Prospect Avenue</u> <u>Cleveland, Ohio 44115</u> ADDRESS	<u>4933 NEO Parkway</u> <u>Garfield Heights, Ohio 44128</u> ADDRESS	<u>325 Superior Avenue</u> <u>Cleveland, Ohio 44114</u> ADDRESS
 BY <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
<u>Richard L. Ortmeyer</u> <i>(Typed name)</i>	<u>Patricia Connoles</u> <i>(Typed name)</i>	<u>Myron Scruggs</u> <i>(Typed name)</i>
<u>4/25/12</u> DATE	DATE	DATE

Bostwick
Design
Partnership



PROPOSAL REQUEST 004

DATE:	April 10, 2012	CLIENT NAME:	Cleveland Public Library
TO:	Sterling Professional Group	PROJECT NAME:	Main Library Consolidation Project; Phase 1 Tech Central
ISSUED BY:	Bryan Wahl	BDP PROJECT NUMBER:	11001
RETURN BY:	April 16, 2012	CLIENT'S NUMBER:	

Contractor shall submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Contractor shall submit this proposal within the time period indicated above or notify the Owner and Architect, in writing, of the date on which proposal submission shall be submitted. Contractor shall follow procedures for modifications as described in the Project Manual.

This Request for Proposal is not a Change Order, a Construction Change Directive, or a direction to proceed with the work described in the proposed modifications.

DESCRIPTION:

1. Re-Locating existing boxes in the raised floor on the north side
2. Additional electrical box in the raised floor on the north side for the printer.
 - a. Power and Data need to be provided
3. Additional power outlets in the north laptop counter.

ATTACHMENTS:

A10.00

END OF PROPOSAL REQUEST

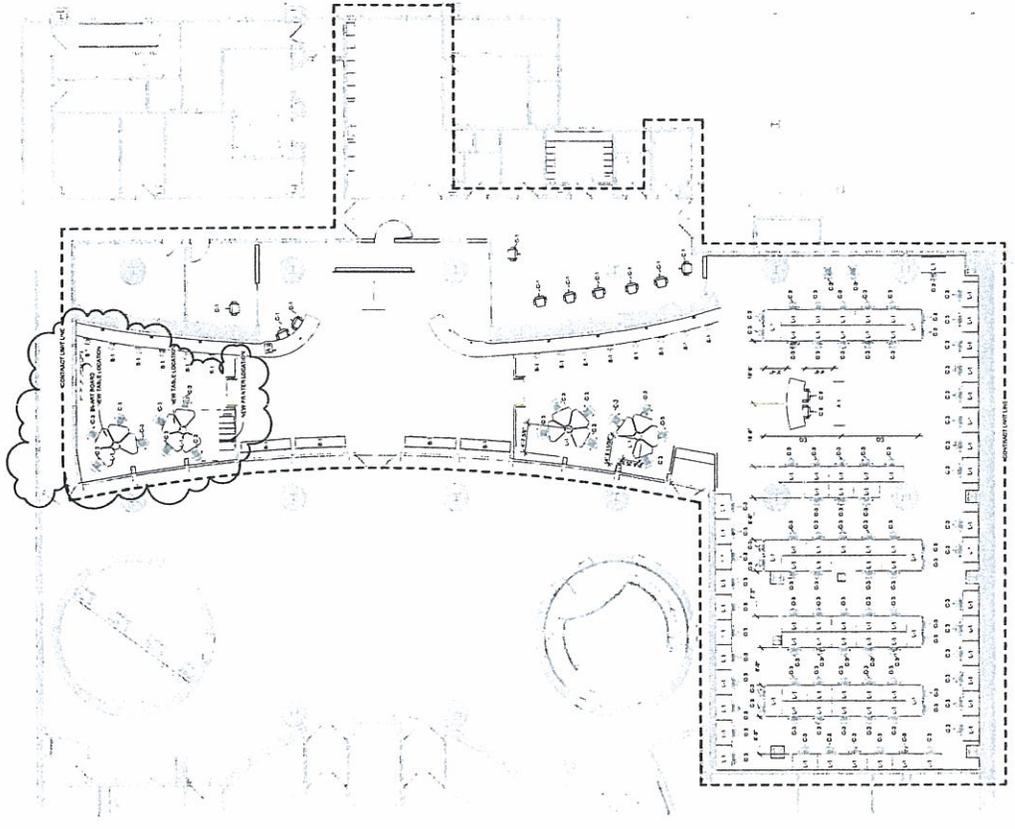


**Bostwick
Design
Partnership**
1777 Franklin Road, Suite 100
Cleveland, Ohio 44115
Tel: 216.464.1100
www.bostwickdesign.com

**CLEVELAND
PUBLIC LIBRARY
MAIN BRANCH
CONSOLIDATED
PROJECTS: PHAS
TECH-CENT**
DRAWN BY: J. P. [unreadable]
DATE: 08/14/14

**LOWER LEVEL
FURNITURE PLAN**

SHEET NO. **A10.1**



LOWER LEVEL FURNITURE PLAN



April 12, 2012

US Communications and Electric, Inc.

Cleveland Public Library
 326 Superior Ave.
 Cleveland, OH 44114
 Attention: Myron Scruggs

Subject: Additional Network Drop

Dear Mr. Scruggs

US Communications and Electric, Inc is pleased to provide you with the following quote for work being performed at Cleveland Public Library, Tech Central Phase 1

Scope of Work

1. Add 1 additional quad network drop for the new location of the printer. All work will be performed on 1st shift during normal business hours.

Total Cost: \$745.00

Regards;

Matt Musbach
 Project Manager
 US Communications and Electric, Inc.
 Garfield Heights, Ohio 44128
 e-mail mmusbach@uscande.com

This quote Expires in 45 Days. No retainage on quotes under \$10,000.00. Retainage on quotes over \$10,000.00 will not be more than the specified amount in the Original Bid Documents. US Communications can't accept a credit card as payment or partial payment for quotes over \$999.00 Invoices to be sent upon Completion with a Net of 45 Days. If a Project extends beyond a Calendar month, an Invoice will be sent monthly for the labor and material expended during that month with a Net 30 Days except for AIA Projects where the Net will be within seven days of being paid. All labor and material is warranted for a period of one year from date of completion unless a Manufacturer's Warranty is issued for a longer specified period of time. US Communications will not be able to accept a new Purchase Order if the existing account isn't current. If Tax exempt, please provide Tax Exempt Certificate or Contractor's Exemption Certificate with Purchase Order.

US COMMUNICATIONS
CPL
Additional Network Drop

4/12/2012

LABOR			MATERIAL		
Base Labor Hours	6	\$25.05	\$150.30	Cat 6 Plenum	\$382.50
Foreman Hours		\$26.62	\$0.00	Jacks	\$20.40
Project Management Hours		\$68.00	\$0.00	Mat.	\$0.00
Estimating Hours		\$58.00	\$0.00	Mat.	\$0.00
Drawing Hours		\$58.00	\$0.00	Mat.	\$0.00
Engineering Hours		\$70.00	\$0.00	Mat.	\$0.00
Sub Total	6		\$150.30	Mat.	\$0.00
PAYROLL TAXES				Mat.	\$0.00
F.I.C.A. Social Security		6.20%	\$9.32	Mat.	\$0.00
F.I.C.A. Medicare		1.45%	\$2.18	Mat.	\$0.00
State U/COMP		8.30%	\$12.47	Sub Total	\$402.90
Federal U/COMP		0.80%	\$1.20	Sales Tax	
				Total Material	\$402.90
INSURANCE				RENTAL EQUIPMENT	
Workers Compensation		5.30%	\$7.97	Eq	\$0.00
Pubic Liability		3.20%	\$4.81	Eq	\$0.00
WELFARE				Eq	\$0.00
Apprenticeship		3.20%	\$0.25	Eq	\$0.00
FRINGES				Eq	\$0.00
Health and Welfare		\$6.50	\$39.00	Eq	\$0.00
Pension		\$4.06	\$24.36	Total Equipment	\$0.00
Paid Vacation, Sick, & Holidays		\$2.50	\$15.00	Subcontractor	
Safety Training		\$0.60	\$3.60	Sub	\$0.00
Technical Training		\$0.35	\$2.10	Sub	\$0.00
JATC/LMC		\$0.60	\$0.00	Sub	\$0.00
TOTAL LABOR			\$272.57	Sub	\$0.00
SUMMARY				Total Subcontractors	\$0.00
Labor			\$272.57	DIRECT JOB EXPENSE	
Rental Equipment (As Listed)			\$0.00	Miscellaneous Material	\$7.00
Subcontractors (As Listed)			\$0.00	Truck Trips	\$0.00
Material (As Listed)			\$402.90	Test Equipment	\$0.00
Job Expenses (As Listed)			\$7.00	Cellular Telephones	\$0.00
Material (Total Cost)			\$409.90	Pgers	\$0.00
Sub Total			\$682.47	Total Job Expense	\$7.00
Overhead 10% (Labor)			\$27.26	Material Quantities	
Profit 5% (Material)			\$20.50		
Subcontractor 5%			\$0.00		
Premium for Labor Overtime					
Sub Total					
Total			\$730.22		
Bond 2%			\$744.82		
Total Bulliten Amount			\$745		

CLEVELAND PUBLIC LIBRARY
 HISTORIC COLLECTION PRODUCT DEVELOPMENT
 MEMORANDUM OF UNDERSTANDING
 06/17/2012

TWIST Creative Inc. presents this memorandum of understanding to the Cleveland Public Library for the purpose of entering into a limited engagement of 3 months while a long-term formal partnership that will bring new products to market based on the images, illustrations and items of interest in the CPL collection is formed. During the next 3 months, a separate LLC will be formed and a formal agreement between CPL and this new entity will be drafted.

Overview:

TWIST Creative is offering Cleveland Public Library an opportunity to increase revenue while boosting the public's awareness of the CPL collection and the value it represents in everyday life. All of this value will be created without any financial risk to CPL for designing, sourcing, manufacturing, marketing and selling of product. All of these financial risks will be taken on by the new legal entity formed through TWIST Creative. In exchange, we ask for a 5 year exclusive partnership with the Cleveland Public Library that will prevent the library from formally entering into or actively pursuing any similar product development relationship using the images from its collection. This exclusive relationship would in no way restrict the general public in any way from using the Library's collection.

During this 5 year term, we will provide the Library a royalty of at least 5% (with a schedule of royalties to be negotiated in the final agreement) on the net sales (revenue after accounting for damaged goods and returns) of any product featuring any whole or partial image, text or subject matter from the CPL collection.

As part of this relationship, we will develop a customer relationship with the Friends of the Cleveland Public Library and will allow items to be sold in their gift shop.

Integrity Statement:

OUR MISSION: To create new avenues of access to the library and its collection.

Through our unique set of consumer products, the public will have a new opportunity to discover, own and treasure the beloved images and stories originating from the CPL collection.

OUR GUIDING PRINCIPLE: To use the inherent value of the collection items to strengthen and perpetuate the Library's mandate to serve the community. Products featuring the Cleveland Public Library name will be respectful of the CPL brand and

will in no way conflict with the mission of the library.

OUR SOURCING: When possible, we will source products that are manufactured here in the United States or locally if possible. No matter where our products are made, we will seek manufacturing partners that meet both our high standards for quality and our ethical standards for manufacturing practices.

Indemnification:

TWIST Creative shall indemnify and hold harmless Cleveland Public Library and its officers, members, managers, employees, agents, contractors, sub-licensees, affiliates, subsidiaries, successors, and assigns from and against any and all damages, liabilities, costs, expenses, claims, and/or judgments, including, without limitation, reasonable attorneys' fees and disbursements (collectively, the "Claims") that any of them may suffer from or incur and that arise or result primarily from (i) any negligence or willful misconduct of TWIST Creative arising from or connected with TWIST's carrying out of its duties under this MOU, or (ii) TWIST's violation of copyright associated with any items or content from the CPL collection.

TWIST shall indemnify and hold harmless Cleveland Public Library from and against all Claims that it may suffer from or incur and that arise or result primarily from (i) TWIST's operation of its business, (ii) TWIST's breach or alleged breach of, or its failure or alleged failure to perform under, any agreement to which it is a party, or (iii) TWIST's breach of any of its obligations, agreements, or duties under this MOU; provided, however, none of the foregoing result from or arise out of Cleveland Public Library's breach of copyright or failure to perform its obligations under the MOU.

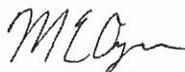
Next Steps:

Our next steps are: Form new LLC

1. Negotiate agreement between CPL and newly formed LLC
2. Complete collection sourcing "field trip" to identify images, text and subject matter for the first line of products
3. Develop first line of products
4. Generate sales projections
5. Develop sourcing partners
6. Create marketing plan
7. Begin investor pitches

THIS MOU SHALL EXPIRE 90 DAYS FROM THE DATE OF SIGNATURE

SUBMITTED BY



Michael Ozan
 President, TWIST Creative, Inc.

APPROVED BY

Cleveland Public Library

Date

Once signed please retain a copy for your records

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD APRIL 1 – APRIL 30, 2012

Carly Penick
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
 Revenues, Expenditures and Changes in Fund Balance
 For the Period Ending April 30, 2012

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	15,233,537.39	0.00	0.00	0.00	\$ 0.00	15,233,537.39
42 Intergovernmental	6,353,135.96	821,625.26	0.00	0.00	\$ 0.00	7,174,761.22
43 Fines & Fees	137,443.07	0.00	0.00	0.00	\$ 0.00	137,443.07
44 Investment Earnings	91,164.78	3,502.17	0.00	5,034.32	\$ 0.00	99,701.27
45 Charges for Services	821,013.73	0.00	0.00	0.00	\$ 0.00	821,013.73
46 Contributions & Donations	518,182.88	241,089.95	30,700.00	0.00	\$ 0.00	789,972.83
48 Miscellaneous Revenue	157,925.89	5,795.00	0.00	0.00	\$ 0.00	163,720.89
Total Revenues	\$ 23,312,403.70	\$ 1,072,012.38	\$ 30,700.00	\$ 5,034.32	\$ 0.00	\$ 24,420,150.40
51 Salaries/Benefits	11,863,313.12	436,361.50	0.00	0.00	\$ 0.00	12,299,674.62
52 Supplies	301,590.41	4,275.61	0.00	1,813.00	\$ 0.00	307,679.02
53 Purchased/Contracted Services	3,319,357.35	475,110.72	0.00	6,000.00	\$ 0.00	3,800,468.07
54 Library Materials	2,998,823.68	76,262.18	0.00	12,392.91	\$ 0.00	3,087,478.77
55 Capital Outlay	98,683.51	18,796.00	860,073.61	0.00	\$ 0.00	977,553.12
57 Miscellaneous Expenses	54,641.86	22,528.00	0.00	0.00	\$ 869.84	78,039.70
Total Expenditures	\$ 18,636,409.93	\$ 1,033,334.01	\$ 860,073.61	\$ 20,205.91	\$ 869.84	\$ 20,550,893.30
Revenue Over/(Under) Expenditures	\$ 4,675,993.77	\$ 38,678.37	\$(829,373.61)	\$(15,171.59)	\$(869.84)	\$ 3,869,257.10
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	35,000.00	(35,000.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	(10,000,000.00)	0.00	10,000,000.00	0.00	\$ 722.09	722.09
Total Other Sources / Uses	\$(9,965,000.00)	\$(35,000.00)	\$ 10,000,000.00	\$ 0.00	\$ 722.09	\$ 722.09
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(5,289,006.23)	\$ 3,678.37	\$ 9,170,626.39	\$(15,171.59)	\$(147.75)	\$ 3,869,979.19
Beginning Year Cash Balance	\$ 35,166,664.70	\$ 11,718,581.30	\$ 9,794,080.29	\$ 2,673,907.22	\$ 8,431.04	\$ 59,361,664.55
Current Cash Balance	\$ 29,877,658.47	\$ 11,722,259.67	\$ 18,964,706.68	\$ 2,658,735.63	\$ 8,283.29	\$ 63,231,643.74

Cleveland Public Library
 Certified Revenue, Appropriations and Balances
 General Fund
 For the period Ending April 30, 2012

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	19,837,771	6,353,136	13,484,635	32%	31%
General Property Tax	25,407,318	15,233,537	10,173,781	60%	56%
Rollback, Homestead, CAT	5,000,000	0	5,000,000	0%	4%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	62%
Fines & Fees	300,000	137,443	162,557	46%	49%
Investment Earnings	425,000	91,165	333,835	21%	23%
Services to Others-Clevnet	2,493,252	821,014	1,672,238	33%	34%
Contributions	0	518,183	(518,183)	100%	0%
Miscellaneous	706,577	157,926	548,651	22%	4%
Return of Advances Out	0	50,000	(50,000)	100%	0%
Total	\$ 54,169,919	\$ 23,362,404	\$ 30,807,515	43%	41%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	35,445,913	11,895,035	23,550,879	34%	22%
Supplies	1,093,672	536,800	556,873	49%	46%
Purchased Services	11,260,724	7,309,356	3,951,367	65%	71%
Library Materials	12,266,927	5,864,465	6,402,462	48%	39%
Capital Outlay	329,827	139,666	190,161	42%	41%
Other	87,264	75,825	11,440	87%	73%
Sub Total	\$ 60,484,328	\$ 25,821,146	\$ 34,663,182	43%	36%
Advances Out	0	15,000	(15,000)	100%	0%
Transfers Out	10,000,000	10,000,000	0	100%	0%
Sub Total	10,000,000	10,015,000	(15,000)	100%	0%
Total	\$ 70,484,328	\$ 35,836,146	\$ 34,663,182	51%	36%

Note (1): Certificate from Cuyahoga County Budget Commission dated April 3, 2012.
 Note (2): Amended Appropriation of \$64,169,919 plus carried forward encumbrance of \$6,314,409.
 Note (3): Subtotal includes 31% expended and 12% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	11,296,187.81	11,730,114.67	3,706,376.88	0.00	8,023,737.79
51120 Clerical Salaries	9,638,564.73	10,013,784.91	3,115,755.36	0.00	6,898,029.55
51130 Non-Clerical Salaries	354,550.82	403,880.99	437,946.92	0.00	(34,065.93)
51140 Buildings Salaries	3,708,667.56	3,858,989.63	1,164,404.80	0.00	2,694,584.83
51150 Other Salaries	1,130,370.78	1,177,772.47	330,241.10	0.00	847,531.37
51180 Severance Pay	0.00	366,811.61	391,255.09	0.00	(24,443.48)
51190 Non-Base Pay	0.00	4,478.72	73,807.82	0.00	(69,329.10)
51400 OPERS	3,692,829.90	3,841,959.70	1,242,375.69	0.00	2,599,584.01
51610 Health Insurance	3,302,962.48	3,449,403.47	1,085,442.39	0.00	2,363,961.08
51620 Life Insurance	11,842.56	12,834.24	3,819.48	0.00	9,014.76
51630 Workers Compensation	0.00	200,000.00	180,108.76	0.00	19,891.24
51640 Unemployment Compensation	31,836.51	49,026.85	21,823.75	27,203.10	0.00
51650 Medicare - ER	316,339.64	330,459.46	108,077.07	0.00	222,382.39
51900 Other Benefits	0.00	6,396.49	1,878.01	4,518.48	0.00
	\$33,484,152.79	\$ 35,445,913.21	\$ 11,863,313.12	\$ 31,721.58	\$ 23,550,878.51
Salaries/Benefits					
52110 Office Supplies	48,324.90	50,175.48	12,148.55	4,885.98	33,140.95
52120 Stationery	73,700.00	109,116.10	47,784.89	1,258.86	60,072.35
52130 Duplication Supplies	56,300.00	56,525.95	22,306.69	688.02	33,531.24
52140 Hand Tools	100.00	141.27	43.28	0.00	97.99
52150 Book Repair Supplies	82,800.00	86,377.39	11,714.82	10,502.45	64,160.12
52210 Janitorial Supplies	87,800.00	89,940.02	28,490.82	10,761.80	50,687.40
52220 Electrical Supplies	57,500.00	58,658.85	18,395.30	20,019.99	20,243.56
52230 Maintenance Supplies	147,400.00	160,245.21	29,499.93	81,016.26	49,729.02
52240 Uniforms	9,400.00	9,701.58	1,921.50	0.00	7,780.08

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52300 Motor Vehicle Supplies	81,600.00	94,327.79	27,773.36	59,047.92	7,506.51
52900 Other Supplies	371,949.32	378,462.69	101,511.27	47,027.89	229,923.53
Supplies	\$1,016,874.22	\$ 1,093,672.33	\$ 301,590.41	\$ 235,209.17	\$ 556,872.75
53100 Travel/Meetings	100,000.00	108,564.00	14,996.07	45,143.28	48,424.65
53210 Telecommunications	500,687.68	607,509.81	183,248.98	424,058.59	202.24
53230 Postage/Freight	123,800.00	147,706.35	35,336.13	78,265.67	34,104.55
53240 PR/Other Communications	193,500.00	218,450.50	36,800.40	71,897.88	109,752.22
53310 Building Repairs	190,000.00	195,603.50	22,433.99	9,168.38	164,001.13
53320 Machine Repairs	41,000.00	42,540.25	5,504.46	14,639.47	22,396.32
53340 Building Maintenance	174,600.00	194,453.25	48,808.39	51,094.16	94,550.70
53350 Machine Maintenance	219,272.06	297,654.31	46,746.06	43,467.32	207,440.93
53360 Computer Maintenance	947,126.00	948,643.36	592,427.58	84,986.34	271,229.44
53370 Motor Vehicle Repairs	42,000.00	44,049.10	7,377.04	8,155.23	28,516.83
53380 Contract Security	995,688.00	1,041,534.21	331,263.17	126,034.81	584,236.23
53390 Landscaping	27,000.00	29,931.50	18,112.50	7,819.00	4,000.00
53400 Insurance	440,900.00	440,900.00	2,598.00	0.00	438,302.00
53510 Rent/Leases	80,900.00	99,276.18	43,758.16	54,877.15	640.87
53520 Equipment Rental	93,017.14	136,262.11	59,993.66	39,890.44	36,378.01
53610 Electricity	2,008,900.02	2,226,167.54	605,079.82	1,460,628.26	160,459.46
53620 Gas	257,500.00	318,474.41	94,047.98	172,513.31	51,913.12
53630 Chilled Water	883,500.10	924,801.02	176,990.05	747,810.97	0.00
53640 Water/Sewer	87,295.03	141,122.82	53,537.70	85,806.43	1,778.69
53710 Professional Services	1,569,212.41	1,877,382.09	334,733.27	319,114.09	1,223,534.73
53720 Auditors Fees	732,000.00	793,092.97	549,542.68	48,605.48	194,944.81

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53800 Library Material Control	279,500.00	416,340.61	50,108.51	92,278.83	273,953.27
53900 Other Purchased Services	0.00	10,263.75	5,912.75	3,743.75	607.25
Purchased/Contracted Services	\$9,987,398.44	\$ 11,260,723.64	\$ 3,319,357.35	\$ 3,989,998.84	\$ 3,951,367.45
54110 Books	2,906,000.00	3,741,672.54	992,076.60	677,895.32	2,071,700.62
54120 Continuations	514,000.00	967,682.73	207,869.44	572,455.71	187,357.58
54210 Periodicals	1,105,000.00	1,834,712.58	565,038.41	263,600.30	1,006,073.87
54220 Microforms	205,000.00	225,950.65	1,354.32	21,955.29	202,641.04
54310 Video Media	1,459,999.99	1,522,637.31	396,665.55	339,063.41	786,908.35
54320 Audio Media - Spoken	208,000.00	240,157.63	60,851.19	48,004.36	131,302.08
54325 Audio Media - Music	566,000.01	663,685.36	186,074.68	118,388.64	359,222.04
54350 Computer Media	225,500.00	50,418.51	1,723.45	14,387.06	34,308.00
54500 Database Services	950,766.85	1,425,001.60	490,207.20	131,005.34	803,789.06
54530 eMedia	1,052,000.00	1,247,000.00	36,531.72	566,636.31	643,831.97
54600 Interlibrary Loan	0.00	6,859.33	1,051.15	5,408.85	399.33
54710 Bookbinding	29,000.00	56,490.76	4,692.15	22,798.61	29,000.00
54720 Preservation Services	60,000.00	134,962.23	34,036.63	50,647.76	50,277.84
54730 Preservation Boxing	8,000.00	9,940.85	7,070.40	2,701.36	169.09
54790 Preservation Reformatting	100,000.00	139,755.10	13,580.79	30,693.01	95,481.30
Library Materials	\$9,389,266.85	\$ 12,266,927.18	\$ 2,998,823.68	\$ 2,865,641.33	\$ 6,402,462.17
55510 Furniture	129,000.00	160,178.38	4,050.00	34,155.27	121,973.11
55520 Equipment	91,266.25	125,839.32	51,077.35	6,447.13	68,314.84
55530 Computer Hardware/Software	0.00	43,809.14	43,556.16	380.00	(127.02)
Capital Outlay	\$220,266.25	\$ 329,826.84	\$ 98,683.51	\$ 40,982.40	\$ 190,160.93

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	54,460.00	54,460.00	36,711.00	9,100.00	8,649.00
57200 Taxes	500.00	859.06	138.44	300.00	420.62
57500 Refunds/Reimbursements	17,000.00	31,945.31	17,792.42	11,782.67	2,370.22
Miscellaneous Expenses	\$71,960.00	\$ 87,264.37	\$ 54,641.86	\$ 21,182.67	\$ 11,439.84
59810 Advances Out	0.00	0.00	15,000.00	0.00	(15,000.00)
Advances	\$0.00	\$ 0.00	\$ 15,000.00	\$ 0.00	\$(15,000.00)
59900 Transfers Out	0.00	10,000,000.00	10,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 10,000,000.00	\$ 10,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,169,918.55	\$ 70,484,327.57	\$ 28,651,409.93	\$ 7,184,735.99	\$ 34,648,181.65

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending April 30, 2012

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	35,166,664.70	23,362,403.70	28,651,409.93	7,184,735.99	22,692,922.48
Total General Fund	\$ 35,166,664.70	\$ 23,362,403.70	\$ 28,651,409.93	\$ 7,184,735.99	\$ 22,692,922.48
201 Anderson	201,289.06	0.00	0.00	0.00	201,289.06
202 Endowment for the Blind	1,611,009.14	0.00	14,500.00	0.00	1,596,509.14
203 Founders	4,495,884.53	0.00	5,716.67	53,979.00	4,436,188.86
204 Kaiser	42,737.60	0.00	0.00	0.00	42,737.60
205 Kralej	147,618.65	0.00	0.00	0.00	147,618.65
206 Library	165,217.27	5,841.98	500.00	0.00	170,559.25
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wickwire	1,052,526.56	3,502.17	495.00	9,593.55	1,045,940.18
209 Wittke	63,041.28	0.00	0.00	0.00	63,041.28
210 Young	2,915,857.05	11,158.72	0.00	0.00	2,927,015.77
225 Friends	5,690.49	15,000.00	1,700.56	4,049.28	14,940.65
226 Judd	7,784.12	47,654.25	44,397.60	42,817.67	(31,776.90)
228 Lockwood Thompson Memorial	400,544.73	0.00	90,107.79	239,416.11	71,020.83
229 Ohio Center for the Book	58.00	900.00	925.00	33.00	0.00
230 Schweinfurth	45,609.07	13,535.00	8,215.00	0.00	50,929.07
242 Cleveland NCA Kiosk	9,673.78	0.00	0.00	0.00	9,673.78
243 Gates Foundation	57,867.98	0.00	0.00	0.00	57,867.98
244 Harvard CS Kiosk Project	7,333.38	0.00	0.00	0.00	7,333.38
251 OLBPD-Library for the Blind	10,108.00	502,732.00	463,916.13	21,551.09	27,372.78
252 LSTA-Know It Now	266,747.87	157,834.81	210,520.11	102,621.58	111,440.99
254 MyCom	72,377.13	166,853.45	239,230.58	0.00	0.00
255 PNC-Grow Up Great	46,784.75	0.00	3,109.57	2,945.66	40,729.52
256 Learning Centers	0.00	162,000.00	0.00	0.00	162,000.00
Total Special Revenue Funds	\$ 11,718,581.30	\$ 1,087,012.38	\$ 1,083,334.01	\$ 477,006.94	\$ 11,245,252.73
401 Building & Repair	9,794,080.29	10,030,700.00	860,073.61	1,896,139.00	17,068,567.68

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending April 30, 2012

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 9,794,080.29	\$ 10,030,700.00	\$ 860,073.61	\$ 1,896,139.00	\$ 17,068,567.68
501 Abel	170,820.28	0.00	0.00	0.00	170,820.28
502 Ambler	1,637.27	0.00	0.00	0.00	1,637.27
503 Beard	111,925.14	791.83	1,813.00	0.00	110,903.97
504 Klein	3,879.68	0.00	0.00	0.00	3,879.68
505 Malon/Schroeder	217,903.54	0.00	0.00	0.00	217,903.54
506 McDonald	133,815.54	0.00	0.00	0.00	133,815.54
507 Ratner	65,522.18	0.00	0.00	0.00	65,522.18
508 Root	28,221.12	0.00	0.00	0.00	28,221.12
509 Sugarman	173,406.28	(36.78)	6,000.00	0.00	167,369.50
510 Thompson	120,259.47	0.00	0.00	0.00	120,259.47
511 Weidenthal	4,822.62	0.00	0.00	0.00	4,822.62
512 White	1,641,694.10	4,279.27	12,392.91	2,247.37	1,631,333.09
Total Permanent Funds	\$ 2,673,907.22	\$ 5,034.32	\$ 20,205.91	\$ 2,247.37	\$ 2,656,488.26
901 Unclaimed Funds	8,431.04	722.09	869.84	0.00	8,283.29
Others	\$ 8,431.04	\$ 722.09	\$ 869.84	\$ 0.00	\$ 8,283.29
Total All Funds	\$ 59,361,664.55	\$ 34,485,872.49	\$ 30,615,893.30	\$ 9,560,129.30	\$ 53,671,514.44

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending April 30, 2012

Balance of All Funds	<u>\$ 63,231,643.74</u>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	2,144,344.69
KeyBank-MC/MISA	18,395.95
Fifth Third - Checking	996,137.01
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u>\$ 3,172,728.73</u>
PNC - Money Market	10,018.14
PNC - Investments	34,197,674.87
PNC/Allegiant Money Market	204,453.15
KeyBank - Victory Fund	0.00
STAR OHIO Investment	12,673,233.23
Investments	<u>\$ 47,085,379.39</u>
PNC Endowment Acct	12,973,535.62
Endowment Account	<u>\$ 12,973,535.62</u>
Cash in Banks and On Hand	<u>\$ 63,231,643.74</u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – April 2012

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period April 1, 2012 through April 30, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
04/01/12 - 04/30/12	30	Various	STAR Ohio	Various	722.07	Investment Pool
04/01/12 - 04/30/12	30	Various	PNC	Various	2.42	Sweep Money Market
04/01/12 - 04/30/12	30	Various	PNC	Various	0.85	Money Market
02/02/12 - 04/27/12	86	2,000,000	Federal Farm Credit Bank	0.640%	3,022.22	Federal Agency
10/25/11 - 04/25/12	184	500,000	Federal Home Loan Mortgage Corp.	1.125%	3,442.50	Federal Agency
10/25/11 - 04/25/12	184	2,000,000	Federal Home Loan Mortgage Corp.	1.125%	16,850.00	Federal Agency
				Earned Interest April 2012	\$ 24,040.06	
				Earned Interest Year To Date	\$ 91,164.78	

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee
May 15, 2012

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR APRIL 2012

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
Ohio Library Council Know it Know Meetings Various Locations	3/8,3/21, & 3/28/12	Don Boozer	390.62
Ohio Library Council Northwest Chapter Conference Toledo, Ohio	4/13/12	Don Boozer	145.96
Ohio Library Council Northeast Chapter Conference Independence, Ohio	3/21/2012	William Bradford	80.00
Kent State University Donor Relations for Archivists Workshop Kent, Ohio	4/13/12 - 4/14/12	Kelly Brown	454.00
Cleveland State University Leadership Academy Cleveland, Ohio	11/1/11 - 5/31/12	Anastasia Diamond-Ortiz	2,900.00
Art Libraries Society Annual Conference Toronto, Canada	3/29/12 - 3/30/12	Pamela Eyerdam	225.00
Bureau of Workers Compensation Safety Congress Workshop Columbus, Ohio	3/27/12	Dawntae Jackson	161.70
American Payroll Association Chapter Meeting Independence, Ohio	4/19/12	Ronelle Miller-Hood	30.00
Ohionet Library Leadership Ohio 2012 Columbus, Ohio	7/25/12 - 7/27/12	Michael Monaco	400.00
Keystone Systems Users Conference Columbia, South Carolina	4/10/12 - 4/12/12	William Reed	563.13

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohionet Library Leadership Ohio 2012 Columbus, Ohio	7/25/12 - 7/27/12	Kristen Schmidt	400.00
US Patent & Trademark Office Annual Training Seminar Alexandria, Virginia	3/26/12 - 3/29/12	Robin Speigner	342.30
TOTAL			\$6,092.71

SUMMARY

FUND	APRIL	YEAR TO DATE
General	\$4,539.00	\$14,996.07
Judd Fund	0.00	0.00
Lockwood Thompson	454.00	454.00
Metlife-Fit for Life	0.00	0.00
OLBPD-Library for the Blind	563.13	699.66
LSTA - Know it Know	536.58	774.68
TOTAL	\$6,092.71	\$16,924.41

CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
4/01/2012 THROUGH 04/30/2012

EXHIBIT 8

Human Resources Committee Report
Thursday, May 17, 2012

NAME	DEPARTMENT	JOB TITLE	DATE
RESIGNATIONS			
DELFS, JENINNE	CATALOG	LIBRARIAN	4/6/2012
HAMILTON, YVETTE	MEMNOT	YOUTH LIBRARIAN	4/7/2012
WILSON, TENA	PUB SVCS.	ACT TEAM MGR.	4/13/2012
GREEN, ROY	SHELF	PAGE	4/20/2012
SIMS, JABARI	PUB SVCS.	LA ADULT SUB	4/28/2012
RETIREMENTS			
JAECKEL, LINDA	WESTPARK	BRANCH MGR.	4/6/2012
NETTLES, ANNETTE	SOCIAL SCEINCES	SUB DEPT CLERK	4/27/2012
NAYLOR, LINDA	HISTORY & GEO	SUB DEPT CLERK	4/30/2012
OTHER TERMINATIONS			

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 04/01/2012 TO 04/30/2012**

EMPLOYEE: DAVENPORT, STEVEN
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFE DATE** 04/08/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		30,919.72	NEW HIRE

EMPLOYEE: WOHL, STEPHEN
JOB TITLE: REC & DIST SUPER.

CURRENT GRADE: E **EFFE DATE** 04/11/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		37,573.90	NEW HIRE

EMPLOYEE: MAJORS, ALAN
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFE DATE** 04/22/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	42,233.88	TRANSFER TO FULL TIME

EMPLOYEE: JAENKE, ADAM
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFE DATE** 04/22/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	42,233.88	TRANSFER TO FULL TIME

EMPLOYEE: PEREZ, SUZI
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFE DATE** 04/22/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	42,233.88	TRANSFER TO FULL TIME

EMPLOYEE: JEFFERSON, SHARON
JOB TITLE: CHILDRENS LIBRARIAN

CURRENT GRADE: H **EFFE DATE** 04/22/2012
CURRENT STEP: 4 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	60,644.22	57,365.88	RETURN TO FORMER POSTION

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 04/01/2012 TO 04/30/2012**

EMPLOYEE: JONES, DWAYNE L
JOB TITLE: SHIPPING CLERK

CURRENT GRADE: B **EFFE DATE** 04/22/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.60	30,919.72	PROMOTION

EMPLOYEE: KIDD, EARLEE
JOB TITLE: CUSTODIAN II (DAYS/BRANCHES)

CURRENT GRADE: B **EFFE DATE** 04/22/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.07	30,919.72	PROMOTION

EMPLOYEE: PETERSON, BRITINY E
JOB TITLE: CUSTODIAN II (DAYS/BRANCHES)

CURRENT GRADE: B **EFFE DATE** 04/22/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	14,596.40	30,919.72	TRANSFER TO FULL TIME

EMPLOYEE: RENDER, ROBERT
JOB TITLE: LIBRARY ASSISTANT-HOMEBOUND EM

CURRENT GRADE: F **EFFE DATE** 04/22/2012
CURRENT STEP: 3 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	24,854.08	24,363.04	RETURN TO FORMER POSITION

EMPLOYEE: SHNEYDER, TATIANA
JOB TITLE: LIBRARY ASSISTANT (SUBJ DEPT)

CURRENT GRADE: F **EFFE DATE** 04/08/2012
CURRENT STEP: 6 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	27,405.04	51,384.32	TRANSFER TO FULL TIME

CLEVELAND PUBLIC LIBRARY

REPORT D**Human Resources Committee Report**

Meeting Date: April 19, 2012

Report Period: February, 2012

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

MONTH	2011 SICK LEAVE HOURS USED	2012 SICK LEAVE HOURS USED	2012 TOTAL HOURS
January	3,285.32	2,536.49	86,103.94
February	4,911.47	3,527.82	83,958.50
March	4,022.34	*4,923.36	*127,031.90
April	*5,835.32	3,161.77	85,432.56
May	4,491.99		
June	3,359.51		
July	3,263.72		
August	3,441.30		
September	*5,464.39		
October	3,638.38		
November	3,931.66		
December	3,605.57		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
April 1, 2012- April 30, 2012 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

Human Resources Committee Report

May 17, 2012

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	77	20	9	1			30	16	1		
Professionals	82	17	2		1		42	16	2	2	
Technicians	20	10	2	1			6	1			
Protective Service	19	10	7	1				1			
Para-Professionals	132	24	34		1		31	33	7	2	
Administrative Support	284	31	56	3	3		46	128	15	2	
Skilled Craft	11	6	3		1			1			
Service Maintenance	49	8	36	1			2	2			
Grand Total	674	126	149	7	6	0	157	198	25	6	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

**INSURANCE REPORT
FOR THE MONTH OF
APRIL
2012**

REPORT F

Human Resources
Committee Report
May 17, 2012

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	87	83	170
Kaiser HMO	238	105	343
Delta Dental	210	153	363

Workers' Compensation Lost Time Report

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
No lost workdays for April			

CLEVELAND PUBLIC LIBRARY CIRCULATION POLICY

LIBRARY CARD ELIGIBILITY

Permanent residents of Ohio qualify for a free library card. Persons who go to school in Ohio or work on a permanent basis in Ohio also qualify for a free library card. Only one card is allowed per individual, with the exception of library cards issued to teachers in Cuyahoga County. Cleveland Public Library honors the library cards of other CLEVNET libraries for the circulation of materials. Special cards, such as those issued to businesses, educators, and temporary residents are governed by procedures set forth by Library administration.

APPLYING FOR A LIBRARY CARD

To apply for a library card, adults aged 18 or older must fill out an application and present valid photo identification and proof of address. Acceptable forms of identification are listed on the application.

The signature of a parent or guardian on the library card application is required for youth aged 17 and under. Library card applications for youth may be signed by a parent or guardian and returned to the Library, unless the parent or guardian wishes to authorize the checkout of audiovisual materials. A parent or guardian of the applicant must be present at the time of application to authorize the checkout of audiovisual materials. Photo identification is required for applicants aged 14 through 17 years old. A report card or a class schedule with the applicant's name on it is acceptable for applicants who do not have photo identification.

Library card privileges must be renewed every two years. Valid photo identification and current proof of address must be presented when renewing library privileges.

BORROWER RESPONSIBILITIES

Borrowers must present a valid library card when charging out materials. If the patron does not have the library card but still wishes to charge out materials, valid photo identification will be accepted. Borrowers are responsible for paying any fines or other charges imposed for the late return of materials, loss, or the mutilation of library materials. Parents or guardians are financially responsible for all materials borrowed on the cards of youth aged 17 and under. Borrowers are responsible for reporting any changes in the account information in a timely fashion.

It is the borrower's responsibility and choice as to who has access to the library card for the account. A patron may allow a family member or friend to use his or her library card to check out materials, pick up materials on hold, and pay fines that are outstanding on that card. However, the Library reserves the right to ask a borrower for photo identification to verify identity before charging out materials.

LOST OR STOLEN LIBRARY CARD

If the borrower's card is lost or stolen, it is the borrower's responsibility to report the loss or theft to Cleveland Public Library or to another CLEVNET-member library immediately. A police report is required when a patron claims materials were checked out without permission. A new library card must be issued for lost, damaged or stolen cards; the cost for a replacement card is \$1.00. All charges or loans attached to the lost card will be transferred to the new card.

BORROWING GUIDELINES

A total of fifty circulating items may be on a borrower's record at any given time; of these, a total of eight (8) CPL-owned DVDs may be on a borrower's record. Loan periods depend upon the type of material being loaned; borrowers should note the due dates on the receipt provided at checkout. The Library upholds the circulation policy and loan periods for items owned by CLEVNET member libraries although they may differ from the loan periods of Cleveland Public Library.

Most CPL materials are renewable, and, depending on the item, may be renewed up to five times, provided there are no reservation requests pending and the patron has not accumulated more than \$24.99 in fines and/or fees on the account.

FINES & FEES

Once library materials are overdue, the cardholder will be charged overdue fines according to the Fines & Fees Schedule, approved by the Cleveland Public Library Board of Trustees. The Library will accept payment for lost or damaged materials, overdue fines and fees associated with materials owned by other CLEVNET member libraries at any CPL location. The Library will not wave any fines or fees associated with materials owned by other CLEVNET member libraries. If an item owned by another CLEVNET member library is found at a later date, the patron must return the item to the owning library to request a refund. CPL will not issue refunds for materials owned by another library system.

The Library does not charge overdue fines for circulating materials borrowed by patrons aged 60 and over, or those who are totally and permanently disabled. To qualify for a disabled card, the patron must present a permanent Golden Buckeye card issued by the Ohio Department of Aging at the time of application. Patrons aged 60 and over or those who are totally and permanently disabled are still responsible for lost item charges.

Once an item is twenty-eight (28) or more days overdue, the Library will mail the borrower a bill for the cost of the item. When an item does not have a cost associated with it in the online catalog, the borrower is responsible for the replacement cost listed in the Fines & Fees Schedule. If the lost CPL item is found within 90 days of payment, the patron may contact the Library for a refund, less the maximum overdue fine for the item. In the event that a borrower believes that an item was returned on time, the borrower should contact the owning library to ask staff to check the shelf for the item. If the item is owned by CPL and not found after a shelf check, it is the sole discretion of the library manager to grant or deny CLAIMS RETURNED status for the item.

LOSS OF BORROWING PRIVILEGES

A patron is unable to borrow materials when fines and/or fees are in excess of \$24.99, 10 or more items are overdue, more than 50 items are already charged out, the patron's library card has expired, or the account has been referred for material recovery services.

MATERIALS RECOVERY

Accounts of borrowers aged 18 or older with fines and/or fees in excess of \$24.99 on their account are referred to material recovery services for processing and are subject to credit reporting. Youth aged 17 or younger with fines and/or fees in excess of \$24.99 are referred to material recovery services for processing; however, their name will not be reported to a credit bureau. A collection fee will be assessed to the patron when the account is referred for material recovery services. A patron's borrowing privileges will be restored once the balance on the user's account is zero.

CONFIDENTIALITY OF LIBRARY RECORDS

In keeping with the Library's Policy on Confidentiality and the Privacy of Library Records, family members or friends are not given information about the accounts of the borrowers whose cards they are using, except in situations specified by Section 149.432 of Ohio Revised Code, e.g., a parent can get the account information of a minor child.

A parent or guardian may request overdue information and information about current items charged out on a minor child's library card, if the parent or guardian has the minor child's card, or the parent or guardian has photo identification with same address as that listed in the minor child's registration and proof of parentage or guardianship satisfactory to the Library.

CLEVELAND PUBLIC LIBRARY

Policy on Internet and Computer Use

Computer Use

“Computer use” shall include using library computers for any purpose, including without limitation, word processing purposes, or for Internet and electronic mail use. Use of Library computers is subject to the Library’s Policy on Patron Guidelines.

1. A patron must have a library card in good standing to use the public computers managed by the Library’s reservation software.
2. Persons using the computers, and accompanied by children six and under, may not leave the children unattended.
3. The Library employs reservation software to maximize the number of patrons who are able to access the Library’s public computers. To that end, patrons are limited to two hours of use per day on the public computers managed by reservation software, regardless of the number of library cards used or Cleveland Public Library locations visited. The Library reserves the right to limit the amount of time an individual user can devote to a single computer session. The last computer session of the day ends 10 minutes before the Library closes. Patrons must not attempt to disable or circumvent the Library’s reservation software.
4. Headphones are permitted, but volume must be kept low to not disturb others.
5. Only two persons may share a single workstation. Staff, in their discretion, may approve or disapprove requests for study group accommodations.
6. Workstations equipped with adaptive software and hardware such as ZoomText, JAWS and Braille printers may be used only by patrons in need of adaptive technology.
7. Patrons may not use library computers for any activity that is patently offensive, intrusive, disruptive, harassing, or creates an intimidating or hostile environment to staff and/or to other patrons.
8. There is a charge for printing from the Library’s computers. Printing costs are listed in the Fines and Fees Schedule. Printing must be completed and collected before the Library closes.
9. Staff are unable to recover data once a computer session ends. To save a document, the patron must copy it to personal media or online data storage during the computer session. The Library is not responsible for time or data lost due to computer failure or failure to save data during a computer session. Patrons should also be aware that documents saved to a desktop will not be available after the session ends and may be accessible to the next person using the computer.
10. The Library is not responsible for any loss or liability that may occur as a result of the disclosure of financial or other personal information over the Library’s public computer services, including Internet and electronic mail use. Users should be aware that use of

public computers is not a private or secure medium, and that third parties may be able to obtain information regarding user's activities. Users should also be aware that Library staff may monitor use of the computers for the limited purpose of ensuring compliance with this Policy, and hereby consent to such monitoring.

11. Patrons may not utilize the Library's computers in violation of any local, state, or federal ordinances, regulations, or laws, including copyright laws. Users are prohibited from disclosing confidential information, harming CLEVNET networks or other networks on the internet or other user accounts, invasions of privacy, engaging in spamming, unsolicited advertising, network reconnaissance, or denial of service attacks. Users engaged in illegal activities involving library computers may be subject to prosecution.
12. Users may be liable for alterations or damage they cause to library hardware or software, including knowingly uploading or installing worms, viruses, or Trojan horses, or transmitting viruses that affect other users' accounts or the Library's systems. Patrons should report any computer problems to Library staff and must not attempt maintenance on Library computers, including unplugging, disconnecting, powering on, powering off, and/or detaching and PC hardware or components.
13. Users must not make any attempt to access or modify passwords or data belonging to others, or seek unauthorized access to the Library's or any other computer system. Users are prohibited from using remote administration tools or root kits, for purposes other than to access a user's own personal computer.
14. Patrons wishing to use the Library's MyCloud service must have a library card in good standing and attend an instructional session, sign the MyCloud User Agreement, and accept responsibility for hardware costs while equipment is charged out on their library card. Photo identification is required at the time of checkout and will be held by staff until equipment is returned and discharged without damages. Overdue fines for equipment associated with MyCloud are listed in the Fines and Fees Schedule.
15. Whether or not they are in use, the Library reserves the right to designate computers for the exclusive use of children aged 17 and under and their accompanying caregivers.
16. By using a library computer, the user agrees to conform to all regulations contained in this Policy. All users of library computers agree to indemnify and hold the Library harmless for any claims, losses, damages, obligations, or liabilities arising out of the use of the Library's computers. The Library reserves the right to terminate a computer session and/or suspend library privileges of anyone who violates the Library's computer use policies without notice.

Internet Use: Generally

1. In keeping with the Cleveland Public Library's objective to make accessible the broadest range of information in a variety of formats, the Library provides public access to the Internet. The Internet enables the Library to provide information beyond the confines of its own collection. However, the Library cannot control and is not responsible for the content of information obtained through the Internet, and does not warrant that information accessed through the Internet is accurate, reliable, legal or complete.

2. Parents, guardians and caregivers are encouraged to work with their children to develop acceptable rules of Internet use. It is their responsibility to set family standards and guidelines and to decide which library resources and Internet websites or resources are appropriate for their children. Library staff are available to assist parents and their children with using the Internet and to help identify appropriate Internet sites. However, Library staff are not responsible for monitoring information accessed by children from the Internet, and the Library will not act in loco parentis nor assume the functions of a parent's or legal guardian's authority with regard to the behavior of their children in the Library.
3. Patrons may not send, receive, print, disseminate, or display text or graphics which may be construed as obscene or "harmful to juveniles" under Chapter 2907 of the Ohio Revised Code.

MyCloud User Agreement

1. What can I do with MyCloud?

MyCloud is a new way of thinking about the public computers at Cleveland Public Library. Instead of losing your work and preferences when your timed computer session is over, Cleveland Public Library is giving you the keys to a persistent virtual desktop that is yours to customize and use. We listened to your needs and created an experience that allows you to treat a Cleveland Public Library public computer as your own, allowing for a limited amount of storage in our "Cloud" for your documents, photos, music, and video. For the first time, you now have the ability to download software to your virtual desktop just as you would with a personal computer. Nothing goes away when you logout of the computer unless you delete it.

2. What are my responsibilities when using MyCloud?

By using MyCloud you agree to abide by the Library's Internet and Computer Use Policy approved by the Library Board of Trustees. As a MyCloud power user, you have some additional responsibilities.

You must agree to respect copyright in all forms. Because you will now have the ability to download content onto your virtual desktop, you are expected to only download software that is either freely distributable (open source) or software for which you have obtained licensing. You must not download copyrighted materials, spamware, bot-master or bot-herder software, peer-to-peer file sharing software, port scanners, packet sniffers, worms, viruses, Trojan horses, and tools for cracking encrypted passwords or any other software that is prohibited by law.

You are solely responsible for cost of software, updates of software, and entering into license agreements for software.

You own your data and are responsible for saving it and maintaining it while using MyCloud. To that end, the Library does not back up files, data, etc. and is not responsible for the loss thereof.

You are solely responsible for maintaining confidentiality and security of your accounts and passwords. The Library cannot access your MyCloud password, except for the initial temporary set up password, which should be changed immediately upon your first login to MyCloud. If you forget your password, you will be able to reset it.

3. **Who can use MyCloud?**

You must have a valid Cleveland Public Library card in good standing and valid photo identification to be eligible for a MyCloud account. MyCloud users ages eighteen and over may checkout a portable thin client for three hours for use within the Library building to access MyCloud. Users ages 13-17 may sign up for a MyCloud account and access it from computers in TechCentral. You agree to provide the Library with accurate registration information when applying for a MyCloud account and to update your information regularly.

4. **What happens to my personal information and data?**

We respect your privacy, but the Library cannot guarantee privacy or the security of the data that you store. Library staff will have access to your username and your library card number but will not monitor, use, or disclose your data unless required by law enforcement to do so. If you decide to close your MyCloud account, you must notify TechCentral staff, who will delete the account information in a timely manner.

5. **What happens if I violate the MyCloud User Policy or stop using MyCloud?**

Cleveland Public Library reserves the right to terminate or modify MyCloud service if you violate Library policies, applicable laws, or if your MyCloud account is not used for period of six (6) months. If you are late returning the equipment checked out to you, you will be charged according to the Library Fines and Fees Schedule. If you lose and/or damage equipment that you checked out to access MyCloud, you will be charged for the repair or replacement according to the Library Fines and Fees Schedule.

Approved by the Board of Library Trustees May 17, 2012
Effective May 17, 2012

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART A

OVERDUE FINES

ADULT MATERIALS

Circulating Items.....	\$0.10 per day/item
<i>Except:</i>	
No Hold or New DVD.....	\$1.00 per day/item
No Hold or New Videocassette.....	\$1.00 per day/item
Reference Items.....	\$1.00 per day/item
MYCLOUD EQUIPMENT.....	\$1.00 per hour/item
TECH TOYBOX EQUIPMENT.....	\$3.00 per day/item
CHILDREN'S MATERIALS.....	No overdue fines
YOUNG ADULT MATERIALS.....	No overdue fines
MATERIALS @UNIVERSITY/COLLEGE LIBRARIES	No overdue fines

PATRONS WITH PROFILE CPL-GB (age 60 & over) . No overdue fines
 PATRONS WITH PROFILE CPL-DISABLDNo overdue fines
 PATRONS WITH PROFILE CPL-HOMBDNo overdue fines

OVERDUE FINE LIMITS

Circulating Items.....	\$3.00/item
MyCloud Equipment.....	\$10.00/item
Tech Toybox.....	\$15.00/item

BILL THRESHOLD.....\$25.00

REPLACEMENT PRICES

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

Hardcover Book.....	\$23.00
Adult Paperback Book.....	\$14.50
Children's Paperback Book.....	\$5.00
Audiobook.....	\$50.00
Comic Book.....	\$3.50
Compact Disc.....	\$17.00
DVD.....	\$25.00
DVD Set.....	\$60.00
Interlibrary Loan Material.....	\$100.00
LeapFrog Equipment.....	\$65.00
Magazine.....	\$6.00
Pamphlet.....	\$2.00
Reference Material.....	Value of item
Self-Playing Device.....	\$80.00
Software/CD-ROM.....	\$40.00
Misc. uncataloged material.....	\$1.00/item

LOST OR STOLEN LIBRARY CARD.....\$1.00

DAMAGE FINES

Major.....Replacement price

INTERLIBRARY LOAN FEES

FEES CHARGED TO LIBRARIES

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

FEES CHARGED TO INDIVIDUAL BORROWERS

Loans.....	No charge
Photocopies.....	\$5.00 per item

MATERIAL RECOVERY REFERRAL FEES

FEE FOR ACCOUNT REFERRAL.....\$15.00

PHOTODUPLICATION OFFICE FEES

See Fines & Fees Schedule: Part B

COPY AND PRINTING FEES

Copies from Computer Printers:

8½" x 11" and 8½" x 14" B&W.....	\$0.10 per page
11" x 17" B&W.....	\$0.20 per page
8½" x 11" and 8½" x 14" Color.....	\$0.25 per page
11" x 17" Color.....	\$0.50 per page

Copies from Microform Reader/Printer:

8½" x 11" and 11" x 17" B&W.....	\$0.10 per page
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Photocopies:

8½" x 11" and 8½" x 14" B&W.....	\$0.10 per page
11" x 17" B&W.....	\$0.20 per page
8½" x 11" and 8½" x 14" Color.....	\$0.25 per page
11" x 17" Color.....	\$0.50 per page

Use of one's own paperCharge based on paper size

FAXING FEES

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

SCANNING FEES

Self-service scanning sent to email address.....\$0.10 per page
 Self-service scanning to one's own device.....No charge

MEETING ROOM/AUDITORIUM/FACILITY FEES

ACTIVITIES CO-SPONSORED BY LIBRARY.....No charge

ACTIVITIES NOT CO-SPONSORED BY THE LIBRARY:

BRANCHES

Library open.....	No charge
Library closed.....	\$25.00 per hour

LAKE SHORE FACILITY

Auditorium (648 seats)..... \$500.00 per 4 hours

Other Fees:

For each hour over 4.....	20% surcharge
Rehearsal and/or set-up.....	\$50.00 per hour
Clean-up, if food served.....	\$50.00
Security/Custodial when closed.....	\$50.00 per hour

Meeting Rooms (for library-related activities only)

Rooms 1A, 1B, 4.....	\$50.00 per day per room
Rooms 1A + 1B.....	\$100.00 per day
Room 3 (Computer Training).....	\$250.00 per day

MAIN LIBRARY

Stokes Wing Auditorium (218 seats; Maximum Capacity 315)

Library open.....\$500.00 inclusive per four hours

Stokes Wing (Auditorium, LL Lobby & First Floor) and Garden

Library closed:

Nonprofit Groups.....\$2,000.00 inclusive per four hours

All others.....\$3,000.00 inclusive per four hours

Stokes Wing Meeting Room 218 (Cap. 116; can be sub-divided)

Only available when Library is open.....No charge

FEES FOR PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Security and/or Custodial Staff..... \$100.00 per hour

MISCELLANEOUS

Tote Bags (non-complimentary).....\$0.10 per bag

SALES TAX

Ohio sales tax added when required.

Knowledge Office

Approved by the Board of Library Trustees May 17, 2012

Effective May 17, 2012

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART B

PHOTODUPLICATION OFFICE FEES

PHOTOCOPIES

Service Fee (first 25 pages).....	\$5.00/item
Copy Service Fee (each additional 25 pages).....	\$5.00
Standard (8½" x 11" through 11" x 17" B&W).....	\$0.10/page
Oversize (18" x 24" B&W).....	\$1.00/page
Color (8½" x 11" through 11" x 17").....	\$1.00/page
Fax.....	\$0.25/page
Rush (24-hour turnaround).....	\$10.00/item
Special Handling (fragile, etc.).....	\$20.00/order

PLOTTER-PRINTER

B&W.....	\$0.10/linear inch
Color.....	\$0.20/linear inch

DIGITAL SCANS

Service Fee (first 25 pages).....	\$5.00/item
Copy Service Fee (each additional 25 pages or scans).....	\$5.00
Desktop Text Scanner (8½" x 11").....	\$0.25/scan
Photo-Quality Scanner.....	\$5.00 for first 25 scans
CD-ROM.....	\$2.50/disc
Digital Camera (8½" x 11").....	\$0.10/print
Special Handling (camera set-up, etc.).....	\$20.00/item
Email (8½" x 11").....	\$0.25/page

PHOTOGRAPHS

Service Fee.....	\$5.00/print
B&W (8" x 10" glossy or matte).....	\$22.00/print
B&W (11" x 14" glossy or matte).....	\$30.00/print
B&W (16" x 20" glossy or matte).....	\$42.00/print
Color.....	Current lab price
Posters.....	Current lab price
Slides.....	Current lab price
Delivery Fee.....	\$9.00/order
Rush (24-hour turnaround).....	Double price + \$10.00/print

USE FEES FOR PUBLICATION OR DISPLAY

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

MICROFILM

Service Fee.....	\$5.00/item
Positive/Original (35mm).....	\$275.00
Special Handling/Original/Preservation Fee.....	\$20.00
Duplicate (35mm).....	\$29.40

MICROFICHE

Service Fee.....	\$5.00/item
Light and Dark Exposures.....	\$5.00/fiche

SHIPPING FEES

STANDARD SIZE

1-10.....	\$1.25
11-15.....	\$1.50
16-20.....	\$1.75
21-99.....	\$0.10/page
100+.....	\$10.00

OVERSIZED

1-10.....	\$2.50
11-20.....	\$3.50

INTERNATIONAL..... Fees vary according to 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.

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2012**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	152,914	160,793	772	773	632,084	644,984	-2.0%
Branches	324,589	331,548	1,536	1,520	1,293,988	1,301,765	-0.6%
Mobile Units	6,018	6,107			23,628	23,961	-1.4%
Library for the Blind	61,859	51,820			247,077	229,914	7.5%
eMedia	10,885	8,411			44,608	32,722	36.3%
TOTAL CIRCULATION	556,265	558,679			2,241,365	2,233,346	0.4%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
eBook	8,225	5,203	32,729	19,709	66.1%
eAudioBook	2,566	3,031	11,423	12,335	-7.4%
eMusic	49	67	225	273	-17.6%
eVideo	45	110	231	405	-43.0%
TOTAL eCIRCULATION	10,885	8,411	44,608	32,722	36.3%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Downloads	9,868	10,087	37,887	32,943	15.0%
Users	1,808	1,442	2,170	2,064	5.1%

Not included in circulation activity.

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2012	2011	2012	2011	
Main Library	70	42 minutes	10,089	11,787	7,035	8,552	-17.7%
Branches	352	36 minutes	64,196	64,448	42,905	43,974	-2.4%
TOTAL USAGE	422		74,285	76,235	49,940	52,526	-4.9%

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	44,631	49,973	239	240	181,350	186,503	-2.8%
Branches	235,983	250,676	1,117	1,149	970,598	970,257	0.0%
Mobile Unit	743	704			2,830	2,840	-0.4%
TOTAL VISITS	281,357	301,353			1,154,778	1,159,600	-0.4%

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2012

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	8,052	880	680	1,166	10,778	904	11,682
Broadway	2,173	233	193	307	2,906	300	3,206
Brooklyn	6,082	778	589	764	8,213	723	8,936
Carnegie West	9,117	920	1,121	1,590	12,748	1,193	13,941
Collinwood	6,562	745	645	963	8,915	978	9,893
East 131st	3,609	405	305	465	4,784	449	5,233
Eastman	12,745	1,136	1,199	2,135	17,215	1,975	19,190
Fleet	10,792	807	982	1,410	13,991	1,157	15,148
Fulton	8,769	778	535	1,109	11,191	908	12,099
Garden Valley	4,182	255	147	194	4,778	310	5,088
Glenville	6,548	518	691	963	8,720	730	9,450
Harvard-Lee	6,697	608	577	992	8,874	785	9,659
Hough	4,164	479	325	409	5,377	406	5,783
Jefferson	6,197	713	883	1,232	9,025	960	9,985
Langston Hughes	5,154	533	418	647	6,752	525	7,277
Lorain	7,780	980	791	1,574	11,125	879	12,004
Martin Luther King, Jr.	4,898	396	755	999	7,048	836	7,884
Memorial-Nottingham	10,656	973	1,307	2,164	15,100	1,746	16,846
Mt. Pleasant	5,173	528	402	762	6,865	442	7,307
Rice	9,858	730	690	1,004	12,282	832	13,114
Rockport	15,211	1,620	1,555	2,502	20,888	2,093	22,981
South	6,369	448	423	658	7,898	734	8,632
South Brooklyn	14,154	1,387	1,633	2,479	19,653	2,212	21,865
Sterling	4,586	563	375	692	6,216	358	6,574
Union	5,648	670	315	577	7,210	594	7,804
Walz	11,441	1,105	1,432	1,948	15,926	1,526	17,452
West Park	13,945	1,741	2,562	3,812	22,060	2,749	24,809
Woodland	8,040	610	574	722	9,946	801	10,747
TOTAL	218,602	21,539	22,104	34,239	296,484	28,105	324,589

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2012**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	11,682	14,542	55,987	55,362	625	1.1%
Broadway	3,206	3,740	12,654	14,325	-1,671	-11.7%
Brooklyn	8,936	9,307	35,607	39,076	-3,469	-8.9%
Carnegie West	13,941	13,401	56,673	51,414	5,259	10.2%
Collinwood	9,893	9,970	40,633	39,957	676	1.7%
East 131st	5,233	5,688	23,208	21,128	2,080	9.8%
Eastman	19,190	19,200	75,710	77,290	-1,580	-2.0%
Fleet	15,148	13,596	56,392	53,040	3,352	6.3%
Fulton	12,099	12,006	46,643	47,464	-821	-1.7%
Garden Valley	5,088	3,755	20,380	15,665	4,715	30.1%
Glenville	9,450	9,298	37,120	35,412	1,708	4.8%
Harvard-Lee	9,659	9,515	38,881	39,306	-425	-1.1%
Hough	5,783	6,368	23,521	24,648	-1,127	-4.6%
Jefferson	9,985	10,069	40,099	40,504	-405	-1.0%
Langston Hughes	7,277	8,912	27,281	33,180	-5,899	-17.8%
Lorain	12,004	12,741	48,109	48,272	-163	-0.3%
Martin Luther King, Jr.	7,884	8,591	32,303	33,956	-1,653	-4.9%
Memorial-Nottingham	16,846	18,901	68,264	73,651	-5,387	-7.3%
Mt. Pleasant	7,307	6,686	28,438	25,418	3,020	11.9%
Rice	13,114	13,013	49,183	52,377	-3,194	-6.1%
Rockport	22,981	22,980	93,714	91,267	2,447	2.7%
South	8,632	9,664	37,659	36,549	1,110	3.0%
South Brooklyn	21,865	23,734	83,785	91,030	-7,245	-8.0%
Sterling	6,574	6,389	23,632	25,325	-1,693	-6.7%
Union	7,804	7,095	28,214	27,633	581	2.1%
Walz	17,452	18,315	69,612	69,574	38	0.1%
West Park	24,809	25,387	98,796	101,858	-3,062	-3.0%
Woodland	10,747	8,685	41,470	37,084	4,386	11.8%
TOTAL	324,589	331,548	1,293,968	1,301,765	-7,797	-0.6%

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2012**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2011	2012	2011		
Addison	6,958	5,825	22,124	30,023	22,124	7,899	35.7%
Broadway	1,691	1,474	5,534	6,958	5,534	1,424	25.7%
Brooklyn	4,411	4,462	16,661	17,184	16,661	523	3.1%
Carnegie West	16,912	19,341	76,867	75,628	76,867	-1,239	-1.6%
Collinwood	6,975	6,771	27,011	28,479	27,011	1,468	5.4%
East 131st	6,741	5,926	24,029	28,652	24,029	4,623	19.2%
Eastman	11,593	11,957	47,717	48,143	47,717	426	0.9%
Fleet	11,111	10,450	41,982	41,982	38,862	3,120	8.0%
Fulton	7,595	7,517	27,509	30,059	27,509	2,550	9.3%
Garden Valley	4,852	4,519	18,771	17,928	18,771	-843	-4.5%
Glenville	7,928	7,368	28,411	31,361	28,411	2,950	10.4%
Harvard-Lee	8,041	8,276	33,084	33,584	33,084	500	1.5%
Hough	12,060	14,038	51,049	47,201	51,049	-3,848	-7.5%
Jefferson	8,408	8,018	31,131	33,117	31,131	1,986	6.4%
Langston Hughes	6,425	6,171	23,721	24,347	23,721	626	2.6%
Lorain	7,528	7,579	27,297	31,170	27,297	3,873	14.2%
Martin Luther King, Jr.	5,423	5,917	24,135	22,451	24,135	-1,684	-7.0%
Memorial-Nottingham	7,814	8,317	31,716	30,944	31,716	-772	-2.4%
Mt. Pleasant	5,434	6,170	24,534	24,775	24,534	241	1.0%
Rice*	11,591	13,902	57,071	49,487	57,071	-7,584	-13.3%
Rockport	10,782	10,789	42,865	45,862	42,865	2,997	7.0%
South	7,797	10,255	34,229	34,725	34,229	496	1.4%
South Brooklyn	13,132	14,769	59,093	52,681	59,093	-6,412	-10.9%
Sterling	10,542	13,539	48,950	46,176	48,950	-2,774	-5.7%
Union	6,623	8,871	38,851	26,897	38,851	-11,954	-30.8%
Walz	8,778	9,930	38,162	38,357	38,162	195	0.5%
West Park	11,067	10,919	42,700	44,902	42,700	2,202	5.2%
Woodland	7,771	7,606	28,173	27,525	28,173	-648	-2.3%
TOTAL	235,983	250,676	970,257	970,598	970,257	341	0.0%

*Possible undercount: problem with electronic counter reported.

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	24,809	1 Carnegie West	16,912	1 South Brooklyn	32,043
2 Rockport	22,981	2 South Brooklyn	13,132	2 West Park	27,814
3 South Brooklyn	21,865	3 Hough	12,060	3 Fleet	25,478
4 Eastman	19,190	4 Eastman	11,593	4 Eastman	23,674
5 Walz	17,452	5 Rice*	11,591	5 Rockport	19,896
6 Memorial-Nottingham	16,846	6 Fleet	11,111	6 Fulton	19,647
7 Fleet	15,148	7 West Park	11,067	7 Rice	19,462
8 Carnegie West	13,941	8 Rockport	10,782	8 Memorial-Nottingham	19,271
9 Rice	13,114	9 Sterling	10,542	9 Harvard-Lee	17,655
10 Fulton	12,099	10 Walz	8,778	10 Walz	16,063
11 Lorain	12,004	11 Jefferson	8,408	11 Collinwood	14,769
12 Addison	11,682	12 Harvard-Lee	8,041	12 Langston Hughes	14,439
13 Woodland	10,747	13 Glenville	7,928	13 Glenville	14,006
14 Jefferson	9,985	14 Memorial-Nottingham	7,814	14 Addison	13,603
15 Collinwood	9,893	15 South	7,797	15 East 131st	13,025
16 Harvard-Lee	9,659	16 Woodland	7,771	16 Mt. Pleasant	12,792
17 Glenville	9,450	17 Fulton	7,595	17 Lorain	12,588
18 Brooklyn	8,936	18 Lorain	7,528	18 Martin Luther King, Jr.	15,483
19 South	8,632	19 Collinwood	6,975	19 Carnegie West	11,716
20 Martin Luther King, Jr.	7,884	20 Addison	6,958	20 Union	8,416
21 Union	7,804	21 East 131st	6,741	21 Sterling	8,267
22 Mt. Pleasant	7,307	22 Union	6,623	22 Woodland	7,946
23 Langston Hughes	7,277	23 Langston Hughes	6,425	23 South	6,325
24 Sterling	6,574	24 Mt. Pleasant	5,434	24 Hough	5,667
25 Hough	5,783	25 Martin Luther King, Jr.	5,423	25 Brooklyn	5,524
26 East 131st	5,233	26 Garden Valley	4,852	26 Jefferson	3,515
27 Garden Valley	5,088	27 Brooklyn	4,411	27 Garden Valley	2,310
28 Broadway	3,206	28 Broadway	1,691	28 Broadway	1,249
	324,589		235,983		388,323
					473,177

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

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2012**

OTHER TRANSACTIONS
Loans* to:

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
CLEVNET	79,721	75,153	314,967	298,031	5.7%
MORE	889	858	3,661	3,922	-6.7%
Other Libraries	362	501	1,651	2,300	-28.2%
TOTAL	80,972	76,512	320,279	304,253	5.3%

*Totals included in Main Library and Branch circulation counts.

**ANALYSIS OF MAIN LIBRARY
REFERENCE QUESTION LOAD**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Projected	21,397	27,368	101,179	98,160	3.1%
KnowItNow Web Reference*	942	1,095	3,300	4,830	-31.7%
Interlibrary Loan Requests	3,246	3,670	14,240	15,949	-10.7%
TOTAL	25,585	32,133	118,719	118,939	-0.2%

*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

**CHANGES IN PERMANENT
COLLECTION**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
New Titles Added	8,207	8,036	29,783	30,208	-1.4%
Total Items Added	25,272	31,601	99,465	123,413	-19.4%

HOURS OPEN

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Main Library	198	208	798	792	0.8%
Branches	5,918	6,108	23,584	23,356	1.0%

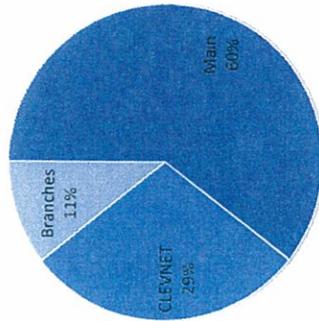
MYTUNES

	Apr 2012	Mar 2012	Feb 2012	Jan 2012	Dec 2011
	Songs Downloaded	7010	6,908	6,978	6,897
Users	1087	1,097	1,080	1,043	1,007
New Registrations	14	21	24	27	26

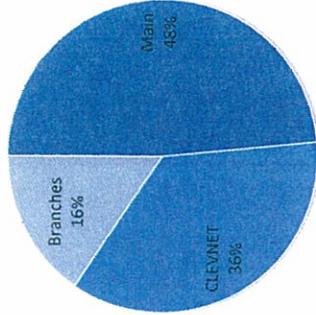
CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2012

Where do the materials that belong to Main Library circulate? Where are the CPL branch collections circulating? An analysis in November 2005 answered these questions by showing the circulation percentages for Main Library and Branch collections. For April 2012, an updated analysis shows that the percentages have shifted for Main and remain relatively similar for Branches. In 2012, greater than half (52%) of Main Library's collection that circulated went out on delivery trucks to Branches or CLEVNET libraries. The percentage increase in CLEVNET library usage of Main Library's collections from 2005 to 2012 continues to show that Main serves as a regional resource.

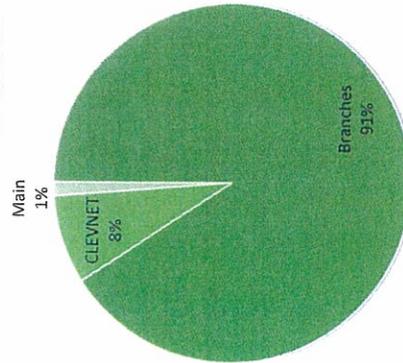
**WHERE MAIN LIBRARY COLLECTION
CIRCULATED NOVEMBER 2005**



**WHERE MAIN LIBRARY COLLECTION
CIRCULATED APRIL 2012**



**WHERE BRANCH LIBRARY COLLECTIONS
CIRCULATED NOVEMBER 2005**



**WHERE BRANCH LIBRARY COLLECTIONS
CIRCULATED APRIL 2012**

