

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

February 19, 2019

**RESOLUTION AUTHORIZING AGREEMENT WITH CLEVELAND STATE  
UNIVERSITY FOR AMERICA READS TUTORING SERVICES**

WHEREAS, The Cleveland Public Library has contracted with Cleveland State University to provide student tutors for America Reads tutoring services at various branches every year since 2012; and

WHEREAS, America Reads tutors help children in grades kindergarten through eighth grade by providing tutoring and homework help in math, science, history, and language arts; and

WHEREAS, In 2018, America Reads tutors provided tutoring services at eleven branches for three hours each day from Monday through Thursday; and

WHEREAS, Cleveland State University has proposed to provide tutoring services for the Library at the same level as 2018 for the period beginning February 1, 2019 and ending December 31, 2019 for a total cost of \$75,000; and

WHEREAS, Tutoring services are an essential service that the Library provides to the community, and therefore, the Library desires to enter into an agreement with Cleveland State University to provide tutoring services for the period beginning retroactively on February 1, 2019 and ending on December 31, 2019; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee to enter into an agreement with Cleveland State University for America Reads tutoring services from February 1, 2019 through December 31, 2019 in an amount not to exceed \$75,000, with such expenditures to be charged to the Founders Fund account 20380103-53710 (Professional Services), and which agreement shall be subject to the approval of the Chief Legal Officer.

**Exhibit A**  
**Cleveland State University**  
**America Reads Program**  
**Proposal to**  
**Cleveland Public Library for Tutoring Services**

**February 4, 2019 – December 31, 2019**

This proposal includes figures for the **America Reads literacy program** for the 2019 calendar year beginning February 4, 2019 and ending on December 31 2019.

Support received will fund the salary and fringe benefits of the America Reads Program Coordinator position at CSU, administrative and program supplies, tutor recruitment, hiring, training, supervision, and on-going payroll costs, background checks of student tutors, and student tutor wages.

**Budget Request for Literacy/ Homework Assistance Program** – February 2019 and ending in December 2019.

Tutoring will take place **at 13 CPL branches**, Monday – Thursday, from 3:00pm – 6:00pm, beginning the week of February 4th and continuing until May 10th, and resuming at the end of September through December 31<sup>st</sup>. Depending on the needs at the 13 branches, approximately 40 or more tutors will be employed each semester.

Tutors are to be paid between \$10.00 and \$12.00 an hour based on their level of seniority, willingness to travel to more distant sites, and length of service (student wages are determined by CSU). *There continues to be a need pay tutors above minimum wage to facilitate recruitment and make the position more attractive and competitive to CSU students.*

One to two Student Lead Tutor positions will be included under Student Wages amount listed below. The Lead Tutors will be employed to mentor and support the America Reads Tutors in the performance of their duties, and to assist the Program Coordinator with duties, data collection, and record-keeping.

*\*\* It should be noted that the Student Wages expenditures at the end of the grant year could be much lower depending on the use of Federal Work Study monies which CSU Program Coordinator has continued to increase each year for eligible students. The amount estimated for student salaries are without the use of work study monies.*

**Administrative Costs**

Coordinator’s Salary.....	\$13,065.00
Fringe Benefits (20.75% of salary).....	\$2,711.00
Total Salary, Wages, Fringe Benefits.....	\$15,776.00

Coordinator's Travel (Site Visits).....	\$200.00
Supplies.....	\$2,024.00
Trainings/Other/Misc (shift where needed for program operation).....	\$2,000.00
Background Checks.....	\$2,500.00
<b>Tutor Services.....</b>	<b>\$52,500.00</b>

**Breakdown**

Student Wages.....	\$50,000
Fringe Benefits (5.0% of salary).....	\$2,500.00
<b>Total Program Proposal.....</b>	<b>\$75,000.00</b>