

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 November 20, 2008
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
 Mr. Hairston, Mr. Werner, Mr. Corrigan (arrived
 12:07 p.m.)

Absent: Ms. McClung

Ms. Butts called the meeting to order at 12:05 p.m.

Approval of the Minutes

Mr. Corrigan moved approval of the minutes for the 10/16/08 Regular Board Meeting and the 10/14/08 Joint Finance and Human Resources Committee Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

REG. BRD. MTG. OF
 10/16/08; JOINT
 FINANCE & HUMAN
 RESOURCES COM.
 MTG. OF 10/14/08
 Approved

COMMUNICATIONS

Ms. Carroll acknowledged the following letters from: Jane Tucker, Director, Astoria Public Library expressing thanks for the tour and reception during her visit to Cleveland; Jason A. Fields, Chief Operating Officer, Hancock County Library expressing gratitude for the hospitality during his visit to Cleveland; Councilman Joe Cimperman requesting that additional security cameras be installed in the Carnegie West Library and Novak Park area; and a letter from Ms. Carroll to Councilman Cimperman in response stating that the possibility of additional security cameras was being researched.

LTRS. FROM: JANE
 TUCKER, ASTORIA
 PUBLIC LIBRARY;
 JASON A. FIELDS,
 HANCOCK COUNTY
 LIBRARY;
 COUNCILMAN JOE
 CIMPERMAN; LTR.
 TO COUNCILMAN
 JOE CIMPERMAN
 Acknowledged

Ms. Butts recognized Memorial Nottingham Branch library patrons Elissa Zadrovny, Emmogene Maxey, and Tanya Casey who shared their concerns about not filling the temporary computer aid position vacancy at Memorial Nottingham Branch as well as the vacancy with the Seniors Connect Program.

Holly Carroll stated that the vacant position with the Seniors Connect Program is in the process of being filled on a full-time basis that will continue to provide computer assistance to seniors.

Ms. Maxey read a poem that she authored about entitled "The Library" that expressed her value about the library and the many services provided. She also stated that continued computer assistance will help her accomplish her goals as an author.

Ms. Casey stated that computer technology and support assistance provided at Memorial Nottingham Branch is an important resource for seniors as it helps them stay connected with their families and to be applicable in today's society.

Ms. Carroll stated that the vacant computer aid position is classified as a temporary position as the person who currently holds the position has been assigned to another temporary position until February.

Ms. Butts thanked the patrons and stated that their concerns are important and will be considered.

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report (See page 1002)

Mr. Corrigan moved approval of the Gift Report.
Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

Resolution Rescinding Bids for the Woodland Branch
Improvements and Construction of Mobile Services Office

(See pages 1003-1004)

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

GIFT REPORT
Approved

**RESOLUTION
RESCINDING BIDS
FOR THE
WOODLAND
BRANCH
IMPROVEMENTS
AND
CONSTRUCTION
OF MOBILE
SERVICES OFFICE**
Approved

WHEREAS, On October 14, 2008, Cleveland Public Library approved awarding a contract for the general trades for the improvements to Woodland Branch and the construction of the Mobile Services Office to:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate #3</u>	<u>Alternate #4</u>
Lakeland Management Systems	\$ 657,000	\$ 25,000	\$ 17,500

and subject to the issuance of a Notice to Proceed; and

WHEREAS, Sealed bids were received on October 22, 2008 for the construction of the Woodland Branch improvements and Mobile Services Office by 12:00 Noon (Local Time) as follows:

- (1) Mechanical and Plumbing
- (1) Electrical and technology
- (3) Site/Civil Engineering
- (1) Combined Mechanical, Electrical, Plumbing, Technology and Site/Civil Engineering

WHEREAS, Moody-Nolan, Inc. has evaluated the bids as to technical compliance with the specifications as written and the Architect's Project Estimate in the total amount of \$1,634,854.00 ("Project Estimate") pursuant to *Ohio Revised Code* Chapter 153; and

WHEREAS, Based on this information, Moody-Nolan recommends that Cleveland Public Library reject all bids in accordance with the *Ohio Revised Code* Chapter 153 requirement that bids exceeding ten percent (10%) over the Project Estimate, in the aggregate, shall be rejected; now therefore be it

RESOLVED, That Cleveland Public Library rescinds its October 14, 2008 award of a contract for the general trades for the improvements to Woodland Branch and the construction of the Mobile Services Office to Lakeland Management Systems based on the October 22, 2008 re-bid for the mechanical and plumbing, electrical and technology and site/civil engineering bid packages; and be it further

RESOLVED, That the Cleveland Public Library re-bid the combined mechanical and plumbing, general trades, electrical and technology and site/civil engineering bid

packages for the construction of the Woodland Branch Improvements and Construction of Mobile Services Office as soon as practicable.

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting and statutes require the Library not accept bids that exceed project estimates by more than ten percent.

Ms. Rodriguez stated that initially, the bid package was broken into separate bid items in order to provide greater opportunity for small and minority contractors to participate in the bid process. As a result of the response received, all bids must be rejected and re-bid in January with all items in one complete package as opposed to broken into separate bid items.

Resolution Regarding Emergency Wood Joist Repairs at Rice Branch

(See pages 1005-1006)

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

WHEREAS, The Board of Library Trustees desires to provide an appropriate, safe environment for the delivery of library services; and

WHEREAS, The ceiling system, light fixture and duct work, in front of circulation desk of the Rice Branch, had deflected by 3 inches in a downward direction; and

WHEREAS, After the Building Services Department was notified and removed the ceiling tiles, it was determined that the deflection was caused by the wooden joints that support the ceiling system; and

WHEREAS, HWH Architects Engineers Planners, Inc. evaluated the damage and determined the ceiling's support system had failed, and that it was necessary to install a new system for the safety of the public and staff; and

**RESOLUTION
REGARDING
EMERGENCY
WOOD JOIST
REPAIRS AT RICE
BRANCH**

Approved

WHEREAS, The Rice Branch has been closed since October 23, 2008 for the safety and welfare of staff and patrons; and

WHEREAS, *Ohio Revised Code* Section 3375.41 requires public bidding for construction contracts over \$25,000 except in cases of urgent necessity or for security and protection of library property; now therefore be it

RESOLVED, That the Director and Fiscal Officer be authorized and instructed to enter into an agreement with Schirmer Construction Co. to make the emergency repairs to the Rice Branch roof for an amount not to exceed \$39,000 with the expenditures being charged to the Building and Repair Fund Account: 12100053-53310.

Myron Scruggs, Facilities Administrator, responding to Ms. Butts query, stated that repairs should take approximately two weeks and it is anticipated the branch will reopen to the public on December 15, 2008.

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting commended Ms. Carroll, Myron Scruggs and other staff for searching for service alternatives while Rice Branch was under repair. It was determined that by the time it was retro-fitted a new site would not have been cost effective.

Change Order #1: Lorain Branch Re-Roofing Project

(See page 1007)

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

WHEREAS, On May 15, 2008, the Board of Library Trustees awarded the contract for the Lorain Branch Re-Roofing Project to T&F Systems, Inc.; and

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

**CHANGE ORDER
#1: LORAIN
BRANCH RE-
ROOFING PROJECT**
Approved

WHEREAS, HWH Architects Engineers Planners, Inc. has reviewed the necessity of the following and recommends acceptance as detailed in the attached:

Contractor	<u>Change</u>	<u>Amount</u>	Description
T&F Systems, Inc.	CO-1	\$+ 10,181.22	Labor and Material to install temporary dam and to work with contractor to insure roof is watertight during emergency repairs.

TOTAL \$ + 10,181.22

BE IT RESOLVED, That Change Order #1: Lorain Branch Re-Roofing Project with T&F Systems, Inc. be approved with the \$10,181.22 increase for CO-1 being charged to the Building and Repair Fund: 401-55300-7190-000-10000.

Mr. Corrigan stated that this item was discussed at length in the Finance Committee Meeting and it was important to coordinate with the roofing contracting in making the facility watertight.

Myron Scruggs said that the project is progressing and is expected to be complete with the branch scheduled to be open to the public by December 10, 2008.

Resolution Requesting Tax Advance

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

WHEREAS, *Ohio Revised Code* Section 321.34 authorizes the Board of Library Trustees to request that the County Auditor advance tax funds to the Cleveland Public

RESOLUTION
REQUESTING TAX
ADVANCE

Approved

Library prior to regular settlement dates in order for the Library to meet current expenses; now therefore be it

RESOLVED, That the Board of Library Trustees requests that the County Auditor advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2009.

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting and is customary procedure that allows an advance to ensure that current expenses are met.

Mr. Corrigan submitted the following reports.

Clerk-Treasurer's Report

(See pages 1008-1016)

Special Report on Income and Expenditures

(See pages 1017-21)

Report on Investments

(See page 1022)

Mr. Corrigan stated that representatives from Allegiant Asset Management Company attended the Finance Committee Meeting and gave a detailed presentation and semi-annual review of the Cleveland Public Library Portfolio for the period ending September 30, 2008.

Report on Conference and Travel Expenditures

(See page 1023-1026)

HUMAN RESOURCES COMMITTEE REPORT

Regular Employee Report (See pages 1027-1029)

Mr. Seifullah moved approval of the Regular Employee Report. Mr. Corrigan seconded the motion, which passed

**CLERK-TREAS.
REPORT**
Submitted

**SPECIAL REPORT
ON INCOME &
EXPENDITURES**
Submitted

**REPORT ON
INVESTMENTS**
Submitted

**REPORT ON
CONFER. &
TRAVEL
EXPENDITURES**
Submitted

**REGULAR
EMPLOYMENT
REPORT**
Approved

unanimously by roll call vote.

Responding to a query by Mr. Hairston, Sharon Tufts, Human Resources Administrator stated that she would provide a listing of library employees who are currently serving in "acting" positions.

Proposed Revision to the Human Resources Manual

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

BE IT RESOLVED, That the proposed revisions to the *Human Resource Manual* be approved by the Library Board of Trustees, to become effective immediately.

(See pages 1030-1032 for full report)

Mr. Seifullah stated that this item was discussed at length at the Human Resources Committee Meeting and the proposed revisions that included the proposed new policy to the Human Resources Manual: Policy Against Workplace Violence and Bullying.

Ms. Tufts stated that this policy promotes a work environment that is free from intimidation, hostility, threats and violence. Federal, state, and local law does not prohibit workplace bullying if it is not covered by anti-discrimination, harassment or other employment or labor laws covering certain protected classes. Cleveland Public Library, in seeking to promote business-like conduct among Library staff, prohibits bullying of its employees. She acknowledged the collaboration, support and contributions of District 1199 on this new policy.

Debbie Hajak, District 1199, concurred with this policy and stated that the library and all workplaces should be free of violence and bullying.

Ms. Mary Cal-Zunt, Jefferson Branch Manager, stated that this policy was important and referenced her difficult experiences with a patron that resulted in obtaining a restraining order against that patron. She recommended that in such cases as when staff and public safety are

**PROPOSED
REVISION TO THE
HUMAN
RESOURCES
MANUAL**
Approved

compromised, library work hindered and when legally supported; policies permanently banning patrons be seriously considered.

Responding to a query from Ms. Butts, Ms. Carroll stated that she would contact Joyce Dodrill for recommendations on due-process guidelines to address such issues.

Mr. Werner thank Ms. Cal-Zunt for her perspective on this matter.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 1033)

**REPORT ON PAID
SICK TIME**
Submitted

Affirmative Action Plan Report

(See page 1034)

**AFFIRMATIVE
ACTION PLAN
REPORT**
Submitted

Insurance Summary Report

(See page 1035)

**INSURANCE
SUMMARY REPORT**
Submitted

COMMUNITY SERVICES

Ms. Rodriguez submitted the following reports.

Monthly Activity Report

(See pages 1036-1042)

**MONTHLY
ACTIVITY REPORT**
Submitted

DIRECTOR'S REPORT

Before presenting her report, Ms. Carroll stated that she, Sandy Kuban and other administrators have been working on the 2009 budget preparation with a preliminary budget to be reviewed at the Finance Committee Meeting in early December; read her statement to staff regarding the recent incident in the Science and Technology Department; and announced that the Cleveland Foundation has approved the planning grant request for the Museum Pass Program and we are currently awaiting confirmation from the Gund Foundation. Ms.

**DIRECTOR'S
REPORT**
Presented

Carroll presented a listing of job vacancies currently on delay hiring status.

Facilities Update

The Groundbreaking for the new Rice Branch Library took place October 29. Over 60 people huddled inside the 20x20 foot tent to escape the wind, rain and cold and to hear our community partners comment on the significance of the day. Myron Scruggs and Dennis Niedermyer attend the construction meetings each week that take place on site Thursday mornings. To date general trades contractor, East-West Construction, is coordinating with CMSD to organize the site in preparation of construction. All building permits have been granted. Due to a lack of bidders and the disparity of cost between the bids received and the estimate, the electrical/technology bid is being advertised for re-bidding. Bostwick Design Partnership is making arrangements for temporary power and telephone service at the construction site.

The current Rice Branch remains closed to the public while preparations for the repair of ceiling supports take place. Alternative sites were investigated for temporary relocation of the branch but it remains more cost effective to stay put in the current building. Repairs are scheduled to begin November 17 and will take about three weeks to complete.

Repairs to the Lorain Branch will not be completed until December 8, at which time the staff will be able to return to the building to re-shelve new items and items that were returned to other branches. Because it will take several days for the staff to reorganize, the opening should occur sometime that week. Representatives from Shelf Division Branches and Outreach Services, Buildings and Public Relations will meet soon to determine how best to orchestrate the re-opening and communicate it to the public.

On the Board agenda is a resolution to rescind the Board acceptance of the general trades bid for the Woodland Branch/Mobile Services Office project. The aggregate of the bids received for the project exceeded the architect's estimate by 20%.

Committee Updates

The Green Committee submitted its sustainability report to the Director on November 11. The committee's charge was to review current Library procedures and services in light of energy efficiency and environmentally sound practices; recommend changes and modifications appropriate to procedures and practices; and recommend ways to educate staff and the public about conservation efforts at the Library. The administrators are reviewing the report now and I will submit it the Board after the review.

The administrative staff has met three times under the leadership of Sharon Tufts, Human Resources Administrator and Patricia Lowrey, Technical Services Administrator, to draft a model policy for succession planning and to recommend activities for 2009 and beyond. This report will be submitted to the Board Succession Planning Committee for review. A meeting of the Board committee members and administrators will be scheduled shortly thereafter.

The HRMS Steering committee met with representatives from Tyler Munis and Kronos on November 4 and 5 for final discovery and to begin discussion on contractual issues. After lengthy discussion and a thorough evaluation process, the steering committee is recommending Tyler Munis as the vendor of choice. Contract negotiations will begin shortly with the help of GFOA. It is my intent that a contract will be presented to the Board of Trustees for approval at the December meeting.

A committee of administrators that have received training or have had experience with the Public Library Association's Planning for Results methodology met on November 10 to review the current strategic plan. The committee reviewed the plan's objectives to assess progress on each and will send its assessment to the administrative table for review.

Budget Preparation

Financial Services and administrators have been busy reviewing agency budgets and reducing expenditures in each cost center for 2009. Sandy Kuban, Finance

Administrator, and the Director have met with all administrators to review budgets by line item and to consider funding options for non-essential services. The 2009 budget will be presented to the Board for review at the November meeting. This budget will reflect an estimated 2% increase in spending.

Furthermore, I am discussing vacancies as they occur with the administrators. I have asked them to have identified positions that are non-essential or for which delayed posting or appointment of candidate will not be detrimental to library services. Once revenues for 2009 are certified in mid-December, we will have a better idea of how the Library should proceed with future vacancies.

Programming and Community Outreach

As detailed in the following administrator reports, October and November have been filled with library sponsored events and opportunities to partner with other organizations in the community. Juno Diaz spoke for the Writers and Readers series on October 19 to an audience of over 200. Sarah Vowell whose most recent book is the *Wordy Shipmates* will speak on Sunday, November 16. The Urban Experience Summit drew to a close with two successful programs and YA author Ellen Schreiber spoke in honor of Teen Read Week.

The Library partnered with Cuyahoga County Public Library and Library Journal to bring the national program, A Day of Dialogue, to the Cleveland area. Over 120 librarians attended the day-long event at Tri-C's Corporate College to hear publishers, authors and fellow librarians discuss ways to promote reading and to present author programs. CPL attendees numbered 17.

The Lake Shore facility served as the site for the annual *First Things First Health Summit* sponsored by radio station Z107.9. Activities included workshops health screenings and informational displays and exhibits. As a partner, the Library received extensive radio airtime in advertising the event.

Records Retention

A meeting of the Records Commission which is comprised of the Board of Trustees and the Fiscal Officer will

meet briefly after the adjournment of the Board Meeting to review the records retention schedule as compiled by the Planning and Research Department. The schedule will then be sent to the Ohio Historical Society for approval. The review schedule will be posted on the Board website on Friday, November 14.

Meetings and Professional Activities October 17- November 20, 2008

October	20-24	Public Library Assoc Results Bootcamp, Cleveland
	22	CPL tour and reception for Bootcamp attendees
	23	Moody-Nolan Reception
	28	Day of Dialogue
		Buckeye Area Development Corp. Meeting
		English Speaking Union Shakespeare Competition judges training
	29	Groundbreaking New Rice Branch Meeting with Nancy Nolan Jones, Venable Oral History Project
	30	Succession Planning meeting
November	5	HRMS discovery
	6	HRMS discovery
		Fulton 25 th Anniversary
	7	Green Committee Meeting
		State Library of Ohio conference Call
	8	Mt Pleasant Family Literacy Day
	10	HRMS evaluation
		Strategic Plan audit meeting
	11	Friends of the Library planning meeting
		Spectrum meeting with CPA
	12	St. Luke's campus partners meeting
	13	Children's Book Week Reception for Ransome exhibit
	14	City Club
	18	University Circle Inc annual meeting

BRANCHES AND OUTREACH SERVICES

Increased activity at branches throughout the system contributed to an overall circulation increase of 11% over the same time last year. In addition to producing higher circulation statistics, Branches and Outreach Services was the driving force for a number of programming initiatives and community partnerships.

The Urban Experience Summit successfully concluded a year of programs with two noteworthy events. The Urban Male Panel Discussion took place at Carnegie West with approximately 80 people in attendance and featured community activists, government officials, students and local personalities. The following day, author Carl Weber appeared at Martin Luther King, Jr. (MLK) Branch and spoke to a group of about 75 on issues related to urban literature, publishing and writing as a profession.

Local author and Plain Dealer columnist Marcia Pledger discussed her new book, *My Biggest Mistake* at Memorial Nottingham Branch.

Fit for Life cosponsored its first event at the Memorial Nottingham and Lake Shore facilities. In partnership with radio station Z107.9, the First Things First Family Health Summit provided a day of activities, workshops, health screenings and fun for the 269 children and adults who participated.

Mobile Services' "On the Road to Reading" van visited numerous pediatric and WIC sites in addition to 84 daycare classes. The project continues to garner participants and requests for presentations to Cleveland Metropolitan School District staff. The van was featured at the Association of Bookmobile and Outreach Services Conference in Columbus where it received kudos for its innovation, its graphics and overall appearance.

Lorain Branch remained closed while roof construction and associated repairs continued. The bookmobile, stationed on West 83rd St., provides service on Thursday evenings and all day Saturdays. Lorain staff were scheduled at Eastman, Walz, the bookmobile and at Woodland to assist with returns and other duties.

Five days before the groundbreaking ceremony for its new facility, Rice Branch was closed for emergency repairs. The structural condition of the ceiling and ductwork need to be assessed before determining whether the building is safe for staff and the public. Staff from Rice were reassigned to Mt. Pleasant, Garden Valley, Langston Hughes, Fleet, Addison, Hough and Union, helping to provide coverage due to vacant positions.

The staff of The Library for the Blind and Physically Handicapped were involved in a variety of professional development, on-line and departmental meetings. Community and outreach efforts included disseminating information to Vision Support Services and preparing for the consolidation of services to take place in November when Cincinnati's LBPH is eliminated. Cleveland Public Library (CPL) will be the only State Library of Ohio mandated service of its kind in the state of Ohio.

Teen Read Week offered an array of special events, including a visit by Ellen Schreiber to West Park Branch where she discussed her craft with a group of 40 children and adults. The finale of the Cleveland Real Star program took place at Lake Shore with approximately 80 in the audience. *100 Sizzling Titles* was published and distributed in conjunction with Teen Read Week, and 2008's *Celebrate with Books* project was submitted to Graphics for publication and holiday distribution.

The circulation of YRead? titles increased significantly, with 514 titles checked out at the beginning of the new school year.

Preschool storytime began at branches throughout CPL, as well as Read, Baby Read! Book Club and school visits. In partnership with Cleveland State University and Cuyahoga Community College, the America Reads tutoring program began at Brooklyn, East 131st, Eastman, Harvard-Lee, Rockport, South and Woodland branches. The final showings of the film, *The Long Walk Home* were presented. At Woodland Branch, CPL Board President Alice Butts participated; 42 students from Cleveland School of the Arts and Hathaway Brown viewed and discussed the film at MLK. Six new youth services staff attended a week of orientation to prepare them for their positions.

The 2008 United Way/Community Shares Campaign began with select staff from branches enlisted to provide

literature to their coworkers and encourage them to participate. The annual fixed asset audit was conducted by WIS International. The new Cisco phone system is being progressively installed in branches.

Cognizant of the crucial need for effective resource management, the initial 2009 budget was entered for BOS and departments under its umbrella. Expenditures for the remainder of 2008 is under closer scrutiny in order to meet year-end budget reductions.

MAIN LIBRARY

Programs/Exhibits:

Audio Video technicians provided support for the Lockwood-Thompson Dialogue, Cuyahoga County public forums, Writers and Readers series, groundbreaking ceremony for Rice Branch, Urban Experience, and other smaller programs scheduled throughout the Main Library and Branches.

Fine Arts opened two major exhibits: *Celebrate Democracy* (14 cases) and *Luxurious Art of Faberge, Tiffany, and Lalique* (16 cases). Pam Eyerdam prepared an exhibit of Schweinfurth architecture material and a display of the Mastodon Jaw bone (on loan until January 2009 from the Natural History Museum). Jay Krasnow gave a recital of rarely heard Hungarian piano works. Ms. Eyerdam booked the 2010 exhibit, *World War I Posters* with NEA and updated the 2009-2010 Exhibit schedule.

Victoria Kabo (Foreign Literature) conducted a Russian language Book Club program at Memorial-Nottingham Branch and was a guest speaker at a Russian language meeting at Council Garden's Senior complex.

General Reference hosted workshops for Branch staff to learn the process of placing an ILL request and how to search WorldCat. Kelly Ross and Julie Kent presented a staff workshop to a full house on the databases JSTOR and Project Muse.

There is an exhibit on the Ukrainian famine on display in Foreign Literature, 4th Floor Main, from November 1 to

December 1, 2008. It includes photographs, news stories, and personal recollections of the disastrous famine that took the lives of over six million Ukrainians.

The "History of Northeast Ohio Mapping," is on display on the Second Floor Main through March 2009.

Richard Fox (Popular) led a book discussion for the Friends of Cleveland State University Library. Fox also led the CPL Main Library book discussion group on *Atlas Shrugged* by Ayn Rand. Sarah Moore and April Lancaster prepared two displays: the first consisted of political and election material fairly representing all views, the second celebrated Halloween.

Public Administration prepared and posted an Italian American Heritage Month Celebration exhibit in the Great Hall of City Hall.

The three displays of Science & Technology materials are a wonderful addition to the presidential exhibit that is located on the 3rd floor of the Main Library. Displays feature "First Ladies of Fashion," "Presidential Pets," and "Cooking in the White House."

Social Sciences staff set up a "sizzlers" book display at the elevator exit on the fifth floor featuring books in multiples of three or more. A matching new book display table has been set up on the other side of the exit. Sequoia Brown mounted a month-long display to promote the department's UN collection. Ms. Brooks from the Benjamin Rose Institute presented a workshop in Room 218 on Medicare Part D on behalf of Seniors Connect.

Outreach:

The Cleveland Public Library and the Audio-Video Department were recognized by the local magazine, *Cleveland Scene's*, "Best of Cleveland 2008." The department was listed as the best place to get a Bollywood, foreign or classic movie.

Fine Arts staff worked with the Schweinfurth Committee to host the Annual Meeting of the Cleveland Chapter of the AIA in the Treasure Room Oct. 16. Pam Eyerdam made

arrangements to have Cleveland Museum of Art curator, Stephen Harrison, speak at the Friends' of the Library Annual meeting in December. She also arranged for photographer Bruce Zack to take photo portraits of Frank Sullivan (RPM CEO) in Special Collections. Ms. Eyerdam interviewed possible Kent Interns and assisted with a Library Tour for PLA.

Caroline Han (Foreign Literature) attended a meeting at Evergreen Senior Tower where she distributed 60 new booklists in Chinese and Korean and reminded residents and staff that CPL Bookmobile's next visit will offer new materials for circulation. Milos Markovic and Victoria Kabo attended the Ukrainian Children's Autumn Festival to showcase Foreign Literature's collection to the 150 attendees.

Pam Benjamin (General Reference) contacted Gerald Schwab, Organizational Development & Learning Manager for the Columbus Metropolitan Library, regarding CML's possible contribution to a CPL management workshop on customer service.

Mark Moore (Social Sciences) attended the "Fiscal Wakeup Tour" presentation at CSU. Harriette Parks produced the fall 2008 Education Booklist while Mr. Moore prepared a *2008 Election Night Viewing Guide* to help people gauge the significance of the early returns. Sequoia Brown scheduled foreclosure sessions at nine CPL branches for NACA. Skrtic is working with Cleveland State University and the City Club to create a master list of what City Club audio materials each organization holds.

Collections/Reference:

Fine Arts continued shifting art books on 5th floor and weeding architectural books. Bill Chase, CD Room, began adding un-cataloged foreign language CDs to the collection.

Preservation Librarian Ann Olszewski made an assessment of Howell & Thomas architectural materials and made recommendations to have five drawings per month sent to Preservation during 2009.

Foreign Literature serviced 21 homebound patrons and routed 160 requested items to their attention.

General Reference Staff, in particular Michael Sparrow and Steve Eng, completed shifting bound periodical titles to Lake Shore from the Periodical Center. Tonya Jenkins organized an audit team to evaluate subscription databases for accessibility and performance.

History coordinated the purchase of ProQuest Electronic Resources, Call & Post newspaper, 1934-1991.

Cuyahoga County Auditor's Tax Duplicates, 1819-1869, microfilm collection, is now available in Microform Center.

Literature established an Urban Fiction section with high-demand authors in the department for easy browsing and quick retrieval.

The new car manuals that were ordered by Science & Technology have been received in Technical Services. Staff members in SCI/TECH and in Technical Services have worked cooperatively in an effort to expedite the processing of these materials.

Staff/Professional Development:

Lisa Malone from Lending Department was promoted to Subject Department Clerk in Audio-Video Department.

Fine Arts staff received KnowItNow training. Library Assistant Bill Chase attended a J-STOR workshop. Pam Eyerdam presented at the ARLIS Ohio Valley Chapter meeting at the University of Louisville about the National Artists Files database. Bruce Biddle and Lissa Waite attended a workshop at Stan Hywet presented by the Ohio Preservation Council and the Intermuseum Conservation Association.

General Reference staff welcomed new Library Assistant Melanie McCarter. Several department staff were trained on Winway Resume and MS Word software. Julie McCormick attended OLC Library Leadership. Pam Benjamin attended the OLC workshop "Accountability and Empowerment."

Robin Speigner (Government Documents) attended the 2008 Federal Depository Library Conference Oct 20-22, Arlington, VA.

Karen Martines (Public Administration Library) attended the NEO-RLS seminar "Marketing Your Library."

Marilyn Nichols (Science & Technology) attended the NEO-RLS program "Successfully Dealing with Harassing Patrons."

Diane Mathews participated in the Green Committee meeting. Jim Bettinger held a Photoduplication Task Force meeting to discuss revising the Cleveland Public Library's fee structure for out-of-state services.

Helena Travka (Social Sciences) became OLC's Library Recruitment Officer for 2009. John Skrtic attended a *Symposium on Accountability and Performance Measurement: the Evolving Role of Nonprofits in Public Service* at the Maxine Goodman Levin College of Urban Affairs at Cleveland State University. Skrtic also attended a one day Managers Training workshop held at Lake Shore.

TECHNICAL SERVICES

Patricia Lowrey, Technical Services Administrator, greatly enjoyed the Junot Diaz Writers & Readers program and the Library Journal "Day of Dialog" held at Corporate College East. She and Alicia Naab, Acting Acquisitions Manager, attended the Groundbreaking Ceremony for the new Rice Branch.

Ms Lowrey attended the Children's selection advisory meeting, the Technical Services -Automation joint meeting, and the Management Training meeting. She developed draft documents and participated in the Succession Planning meeting. She attended the Retirement Celebration for Linda Glover. There were 41 meetings at the Lake Shore facility.

Preservation: Materials from the Clarence Mack collection including photographs, clippings files, and miscellaneous documents were organized, cataloged, and hinged boxes were ordered. A group of photographs including an album of Cuyahoga river bridges pictures, photos of Cleveland's Chinese community, and historic baseball photographs from the Mears collection were processed.

Ann Olszewski attended the October Main Library managers meeting, and two meetings of the Green Committee.

Collection Management: Bonnie Bolton processed the order of *Celebrate with Books 2008* titles. Special thanks to Cathy Poilpre, Graphics Supervisor, who alerted Collection Management of changes. Rollie Welch, Collection Manager, presented a breakout session on readers' advisory service to 77 attendees at the annual American Bookmobile and Outreach Services convention held in Columbus. Mr. Welch published 3 reviews in *Kirkus* and the *Cleveland Plain Dealer*.

Shelf/Shipping: Staff of Science and Technology and Social Sciences Departments visited and conducted maintenance in their storage area. A total of 632 items were sent to Main to fill requests. A total of 1,839 telescopes of new materials were sent Main and the branches. Receiving/Distribution Technicians received, sorted, and labeled 45,757 items.

Diane Mathews and Debbie Hajzak of Science and Technology department came to Lake Shore to begin preliminary processing the newly ordered car manuals. Both Lake Shore staff and Science and Technology staff felt was a success. Staff of Main Shipping came to Lake Shore Shelf/Shipping and trained together on mailing center processing. Mrs. Turner gave a tour of the Lake Shore facility to new staff. Currently this agency is storing telescopes of new material for the Lorain Branch and Rice Branch.

High Demand: Staff ordered 1,565 new titles and 35,195 items. They received and added 1,938 titles and 34,715 items. These represent exceptional increases in volume-- the number of items added is up 87% and the number of titles cataloged is up 93% over the monthly averages for 2008.

Carole Brachna, High Demand Manager, helped Lorain Public Library troubleshoot problems with their Midwest 9xx setup. In addition, she presented a few moments of 9xx and EDI information at a WebEx meeting hosted by Automation. Dale Dickerson, High Demand Librarian, spent significant time training the temporary part-time cataloger, Monica Rudzinski.

Catalog: Staff cataloged 6,448 new titles and added 16,186 items. Elizabeth Hegstrom, Andrea Johnson and Ann Palomo (Automation) met with a vendor representative to discuss ordering label stock, resin ribbons and printers to replace the pin-feed printers currently used for making labels. Michael Monaco provided clarification to the department staff about assigning local non-book call numbers. This should increase consistency.

Acquisitions: Alicia Naab, Acting Acquisitions Manager, attended the annual Leadership conference sponsored by the Ohio Library Council in Columbus. Gloria Guzi, Acquisitions Librarian, attended the "Copyright and the Library" workshop sponsored by OHIONET. Ms. Guzi and Ms. Naab met with a representative of Blackwell Publishing to discuss upcoming changes to their website.

Acquisitions staff ordered a total of 23,001 titles and 32,014 items, received 20,824 items, and processed a total of 2,955 invoices. Serials staff added 324 items and processed 449 periodical and serial claims.

Book Preparation: Book Preparation processed 40,361 library materials during the month of October including 10,166 music CDs. Linda Glover retired after working 36 years for the library. Marianne Monger attended the monthly Public Library Employee Credit Union Board Meeting.

PUBLIC RELATIONS

October marked the fifth month of transition between the retired David Williams and the new PR Administrator. Tena Wilson continues to act as Interim Public Relations Administrator.

Several systemwide programs were featured in October: Writers and Readers Author Series with Junot Diaz; special author appearances by John Leland, Carl Weber, Ellen Schreiber, and local author and *Plain Dealer* journalist Marcia Pledger; and Z107.9 "First Things First" Family Health Summit. The most featured event of the month was the Spectrum Lockwood Thompson Dialogues, *Politics and Propaganda: Designing the President*. Over

400 people gathered to hear Donna Brazile, Political Strategist and Chair of the Voting Rights Institute and Frank Rich, *New York Times* Op-ed Columnist and author.

Press releases were sent during October for the following events: Writers and Readers author Junot Diaz, author John Leland, Lorain Branch closing, Rice Branch closing, author and journalist Marcia Pledger, Teen Read Week's author Ellen Schreiber, new Rice Branch groundbreaking, Special Collections' "Luxurious Art: The Design Achievements of Fabergé, Tiffany and Lalique" Exhibit, Fulton Branch Library's 25th Anniversary, and the screening of the documentary film, "The Devil Came on Horseback."

The Graphics Department designed and/or produced 150 printed pieces including signs, flyers, booklets, programs and handcards. In addition, the Democracy and Luxurious Art exhibits were completed. Four staff newsletters were produced during the month of October.

In an effort to promote the Writers and Readers event, two ads were produced and placed in *The Plain Dealer* newspaper. A full-page *Plain Dealer* ad was produced internally and featured on the "World Class Organizations" page. A similar half-page ad was also produced for future use.

In October, Tena Wilson attended and/or participated in the following meetings: weekly Administration meetings, Finance Committee meeting of the Board of Library Trustees, author John Leland, the Gund Foundation, VOCUS (PR Management Software), Spectrum: The Lockwood Thompson Dialogues, interviews for Lending Manager for Main Library, Association of Bookmobile and Outreach Services Conference (ABOS), American Library Association Subcommittee on Bookmobiles, A Cultural Exchange, Friends of the Library, AT&T Advertising, Public Relations Society of America Cleveland Chapter "Speed Pitching" workshop, PLA Bootcamp reception, Rice Branch groundbreaking ceremony, and Succession Planning.

Graphics Manager, Cathy Poilpré, attended both Branch and Main Managers meetings. She also attended the Finance Committee and Board of Trustees meetings, as well as New Managers Orientation.

Graphics Department Print Specialists, Ryan Jaenke and Tonya Thompson, along with Graphics Manager Cathy Poilpré, attended a new copier products trade show sponsored by Konica-Minolta. Tonya Thompson attended a Green Committee meeting.

Meeting Rooms in the Louis Stokes Wing of the Library continued to be in demand as a venue for non-profit groups, organizations and library departments. A total of 61 meetings were held during the month of October.

The Library was featured in the following media during the month of October 2008: *The Cleveland Plain Dealer*, Sun News, School Library Journal, MUSE Magazine, Library Journal, La Prensa Newspaper, The CSU Cauldron, CleveScene.com, BestCollegesOnline.com, PRLog.org, PLABlog.com, UniversityCircle.org, Cleveland.com, *The Call and Post*, Cool Cleveland, Cleveland Scene Magazine, WCPN-FM 90.3 (NPR), and WJW-TV Channel 8 (FOX).

BUILDINGS SERVICES

Buildings Office: Made numerous branch inspections.

Monitoring utility usage.

Interviewed and hired for open driver and custodial positions.

Attended Woodland Branch's pre-bid meeting and bid opening.

Attended Rice Branch's pre-bid meeting and bid opening.

Attended pre-construction meetings for Rice Branch.

Attended Custodial Recognition Program.

Attended Rice Branch's groundbreaking.

Carpenters/Painters: Removed blue floor and assisted contractor in removing epoxy adhesive at the Lake Shore Facility.

Repaired restroom door at Jefferson Branch.

Painted Lorain's staff room also helped contractor with roof.

Painted restroom stalls and ceiling at Martin L. King, Jr. Branch.

Repaired door locks at Union Branch.

Replaced damaged plastic on damaged window at Sterling Branch.

Maintenance Mechanics: Replaced domestic hot water tank on the 10th floor mezzanine of the Louis Stokes Wing.

Replaced pre filters in air handling units #1 and #2 in the Louis Stokes Wing.

Cleaned and shutdown fountain for the season in the Eastman Reading Garden.

Installed new motor starter for pump also working on boiler controls at the Lake Shore Facility.

Relocated data and power cables for new desk in Brett Hall.

Working on wall sconce lighting at Addison Branch.

At Collinwood and East 131 Street branches added auto tank drain to control air compressor.

Replaced bearing assembly and pump coupler on boiler pump at Harvard-Lee Branch.

Repaired boiler at Martin L. King, Jr. Branch.

Garage: Serviced vehicles #3, #6, #7, #8, #15, #16, #17, #18, and #23.

Repaired brakes on Security car #16.

Installed spreader on truck #17 and truck #8 also repaired brakes on #17.

Straightened panels and braces on bookmobile.

Replaced front motor, brakes, tires and rims on truck #15.

Serviced branch snow blowers and plows.

SECURITY OPERATIONS

Director's Irregularity Report Summary: Security Operations submits a monthly report to the Director summarizing all Main Library, Louis Stokes Wing, and Branch Library Security Irregularity Reports.

Security Systems: The closed circuit television cameras in the Main Library complex and Branches are fully operational. The access system in the Main Library complex, Lakeshore, Memorial-Nottingham and Garden Valley are installed and operational.

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational. Burglar and no close alarms are documented in the Security Operations Alarm Log book and followed-up by a Security Supervisor on a daily basis. Reports are also produced by Security Operations tallying the alarms and types for each branch for follow-up and training purposes. Branch staff caused 4 alarms that Cuyahoga Valley Patrol responded to.

Duress buttons are tested monthly at all stations in the Main Library Building, Louis Stokes Wing, Lake Shore Facility, and at branches.

Closed Circuit Television: Closed circuit television systems are monitored at the Security Operations offices, Louis Stokes Wing Security Desk, Rear Dock Security Office, Main Library Building Security Desk and Lake Shore Facility Security Desk.

Identification Cards: Security Operations issues photo identification cards to new staff members and replaces lost ID cards and issues access cards and replaces lost card for the security access system.

Monthly Equipment Inspections: Security Operations conducts complete equipment inspections monthly in all branches, Main Library, Louis Stokes Wing, and Lake Shore Facility. Besides safety and medical equipment, complete inspections are conducted on fire extinguishers

and fire valve systems.

3M Book Detector Alarm Systems: 3M Book detector alarms are checked daily in the Main Library and Louis Stokes Wing. Branch Patrol Supervisors inspect the book detector systems at the branches each time they visit.

Lost and Found: 13 items were returned to their owners by Security Operations.

Branch Security: To temporarily provide a higher level of security, two tenable guards are assigned to each of the following branches: Carnegie West, Collinwood and Hough. Security Operations meets with Tenable management on a regular basis to discuss issues at the branches.

Branch Patrol: The three units of the Security Operations Branch Patrol made a total of 423 visits to branch libraries.

In addition to their regular duties, Branch Patrol supervisors continuously conduct safety and security training with branch staff at the branches.

Branch Patrol supervisors are continuing to investigate Security Irregularity reports from the branches. Security Operations produces reports each month summarizing branch location, type of incident, and time of the incident to ensure coverage at the branches is adequate. Branch Patrol Supervisors conducted 40branch investigations.

Training:

On 10/16 and 10/17, the Following Security Operations Officers Frank Nunez, Norman Fadil, Michael Tobin, David Williamson and Blasé Marn completed The Ohio Peace Officer Training Commission Firearm Recertification Course and Threat Awareness training that was conducted at the Tenable Training Institute.

On 10/23 and 10/24, the Following Security Operations Officers Pete Brennan, Erik Halaska, Anthony Roberts, Lacy Dowdin and Louis Slesinger completed The Ohio Peace Officer Training Commission Firearm Recertification Course and Threat Awareness training that was conducted at the Tenable Training Institute.

On 10/22/08, The following Security Operations Security Officers Floyd Garrett, David Washington Marcel Tidorescu, James Jarrett, David Williamson, Blasé Marn, Louis Slesinger and Erik Halaska received training regarding Sexual Harassment and reviewed the library policies on Sexual Harassment that was conducted at Tenable Training Institute.

During the month of October all Security Officers except Security Officer Dycks, who was out on FMLA received training during roll regarding section #1 Radio, Telephone Procedures and Protocol. Section #2 Radio Operations

SUMMARY OF IRREGULARITY REPORTS RECEIVED

Month	2007	2008	Change
January	71	102	+31
February	53	90	+37
March	64	119	+55
April	50	79	+29
May	55	59	+04
June	44	56	+12
July	52	61	+09
August	56	56	0
September	45	53	+08
October	37	61	+24
Year to Date	526	736	+209

AUTOMATION SERVICES

CPL PROJECTS

New Board Website: Amy Palowski and David Reynolds created a new website for Cleveland Public Library board members and administrators for disseminating board materials electronically.

Emergency branch closings: Software staff assisted Branch and Outreach services with the temporary closings at Lorain and Rice Branches. Adjustments were made to circulation policies and the public catalog, and scripts were put into place to assure that holds are directed to the proper agencies so that there is as little disruption in public service as possible.

Java client migration: Two hand-on circulation classes were held for Main Library staff attended by four people. Ms. Prisbylla, Mr. Benson and Mr. Danicic took turns visiting every CPL branch during the month of October to check the Java client configuration on all workstations. The Hardware team worked with Software to ensure the software was installed properly, and the equipment is up-to-date and correctly configured.

New phone system: CPL Branches moved to the new VOIP phone system includes Addison, Broadway, Brooklyn, Glenville, Memorial-Nottingham, Rice, South, Sterling, Union, and Walz.

Staff Intranet the CPL staff home page: The Staff Intranet is now the default home page on all staff computers. This fulfills one of the recommendations of an internal survey led by Tena Wilson on staff communications.

HRMS/Payroll: Mr. Carterette continued participating in the selection process for the CPL HRMS/Payroll system, attending software demonstrations by two vendors (Kronos and Ceridian).

CLEVNET PROJECTS

2009 Pricing: Mr. Carterette worked with Financial Services to prepare the 2009 Price Waterhouse report for 2009. The details of the 2009 pricing were shared with the Directors at the October CLEVNET Directors' meeting. Most libraries saw a decline in costs, largely due to reductions in the budget for subscription databases.

CLEVNET Directors' Meeting: The CLEVNET Directors' met on October 31. The director of the Barberton Public Library attended as a guest; Barberton is seriously considering joining the CLEVNET consortium. Major topics covered included: 2009 pricing and projects

planned; how system wide performance issues are being addressed; the Return on Investment study; the roll-out of the Java Workflows client; and the implementation of new CLEVNET public and member sites, scheduled for January of 2009. A CLEVNET Directors' Panel meeting was held earlier in the month and was largely devoted to preparing for the Directors' meeting.

System Performance: Automation Services worked closely with SirsiDynix, Hewlett Packard, Oracle, and an outside Oracle consultant to tune system performance. New CPU modules were installed in the production SirsiDynix server, and further hardware upgrades are planned.

Acquisitions module: Mr. Danicic hosted an online demonstration of the current features of the SirsiDynix acquisitions software. The purpose of the demonstration was to help libraries not currently using the software determine if they would like to start at the beginning of 2009.

Java Client training: Software staff hosted two WebEx training classes attended by approximately 20 people.

Network developments: The Medina County District Library network was configured for wireless phones. An additional T1 was installed and configured at Huron Public Library. Mr. Novak and Mr. Finnegan visited Birchard Public Library to plan network upgrades. Additional access was opened on the firewall to facilitate Friday night gaming LAN parties on the Steam platform, hosted by the Twinsburg Public Library. Wayne County migrated to Microsoft Exchange server.

KnowItNow

New provider: Warren-Trumbull County Public Library was trained to monitor the ReadThisNow queue.

Oregon: Exit pages so that calls from the various services are routed to specific surveys. KIN24x7 now has its own survey back as opposed to sharing a survey with Oregon's L-net. Oregon users leaving the queue (or not getting a librarian) are routed to Oregon's offline form and KIN24x7 users are routed to the Openfire leave-a-message form. This has resulted in being able to catch more patrons who may otherwise have been lost. Oregon was also given access to the Flowan help desk system, to

improve communications.

Email response enabled: For patrons that cannot wait for a librarian a new email component of KIN24x7 is being put into place. Patron's messages in Openfire are routed to answers@knowitnow.org. Over 100 email messages were logged in October. Mr. Boozer is developing a system for coverage of the email messages.

MEETINGS AND PROFESSIONAL DEVELOPMENT

Ann Palomo was selected by the Library to attend the Cleveland State University Leadership Academy. Ms. Palomo currently leads the Software Team and has provided valuable service to the Library and to the CLEVNET Consortium throughout her tenure.

Ms. Pawlowski and Mr. Reynolds attended a meeting of the Oral History Committee on Friday, October 17.

Ms. Prisbylla and Mr. Benson attended the CLEVNET Circulation SIG meeting at the Avon branch of the Lorain Public Library System.

Ms. Palomo and Mr. Benson attended the monthly meeting with CPL Technical Services supervisors.

Mr. Boozer attended the Ohio Library Council Leadership Conference as the incoming Assistant Coordinator of the Reference & Information Services Division for 2009. Chapter Conference and OLC Convention program ideas for 2009 were discussed. The OLC Convention next year will be held in Cleveland.

STATS

October's total OverDrive/CLEVNET eMedia Collection circulation was 9,225 downloads, down from 9,342 in September. SecondLife is currently displaying 2,610 total visitors to-date, up from 2,316 as reported in September. We currently have 265 followers on Twitter, up from 236 in September.

Automation Services Statistics, 10/2008

	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	96	86	49	231
CPL Branch	163	143	118	424
CPL Lake				
Shore	59	45	28	132
CLEVNET	50	31	20	101
PUBLIC				0
HARDWARE				
TOTAL	368	305	215	888
SOFTWARE				
CPL Main	16	15	6	37
CPL Branch	24	22	19	65
CPL Lake				
Shore	10	10		20
CLEVNET	77	77		154
PUBLIC	7	7		14
SOFTWARE				
TOTAL	134	131	25	290
WEBWARE				
CPL Main	11	10	2	23
CPL Branch	9	8		17
CPL Lake				
Shore			2	2
CLEVNET	9	9		18
PUBLIC	31	31		62
WEBWARE				
TOTAL	60	58	4	122
KIN				
CPL Main	10	9		19
CPL Branch	2	2		4
CLEVNET	4	3		7
PUBLIC				0
KIN Library	17	12		29
OHIOLink				
Library	5	3		8
After Dark	4	4		8
KIN TOTAL	42	33	0	75
GRAND TOTAL	604	527	244	1,375

Mr. Corrigan moved to conclude the Regular Board Meeting, which was seconded by Mr. Hairston and passed unanimously by roll call vote.

The meeting was adjourned at 1:04 p.m.

Alice G. Butts
President

Maritza Rodriguez
Secretary

CLEVELAND PUBLIC LIBRARY

**Finance Committee
November 20, 2008**

GIFT REPORT FOR OCTOBER 2008

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY
Books	822
Periodicals	119
Publishers Gifts	122
Non-Print Materials	16
Miscellaneous	<u>0</u>
TOTAL LIBRARY SERVICE MATERIALS	1,079

MONEY GIFTS

FUND	PURPOSE	AMOUNT
Library Fund	Restricted	\$ 160
Library Fund	Unrestricted	1,015
Schweinfurth Fund	Restricted	<u>8,580</u>
TOTAL MONEY GIFTS		\$ 9,755

SUMMARY

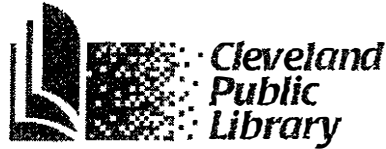
CATEGORY	DONORS	QUANTITY
Library Service Materials	68	1,079
Money Gifts	<u>15</u>	<u>15</u>
TOTAL GIFTS	83	1,094

RESOLVED, That the Gift Report for October 2008 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40 (J) of the Ohio Revised Code.

**Cleveland Public Library
Bookmobile Garage Addition and Renovation
Woodland Branch Library
BID TABULATIONS**

Bid Opening: October 22, 2008 @ 12:00 p.m.

Bidder	Location	Addendum #1	Addendum #2	Addendum #3	Bid Bond	Mechanical and Plumbing - Book Mobile Base Bid	Alternate No. 1	Alternate No. 3	General Trades - Book Mobile Base Bid	Alternate No. 3	Alternate No. 4	Electrical and Technology - Book Mobile Base Bid	Alternate No. 2	Alternate No. 4	Site / Civil Engineering - Book Mobile Base Bid	Notes	
							New HVAC System for the Existing Woodland Branch Library Building.	New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.		New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	New ADA accessible Front Entrance Doors for the Existing Woodland Branch Library Building.		New ADA accessible Front Entrance Doors for the Existing Woodland Branch Library Building.				
Design Development Project Estimate						\$159,887.50	\$150,000.00	\$45,400.00	\$834,430.00	\$51,400.00	\$25,000.00	\$117,075.00	\$88,000.00	\$12,000.00	\$228,661.39	Project Total	\$1,634,854.00
LOWEST RESPONSIBLE BIDDER <i>FROM PREVIOUS BID ON OCT. 1, 2008</i> Lakeland Management Systems, Inc.	Painesville Twp, Ohio 44077	X	X	X	X	No Bid	No Bid	No Bid	\$657,000.00	\$25,000.00	\$17,500.00	No Bid	No Bid	No Bid	Bid Not Accepted \$25,000.00	Gen. Trades Base Bid & Alternates Total \$699,500.00	
Lakeland Management Systems, Inc.	Painesville Twp, Ohio 44077				X	\$195,000.00	\$158,000.00	\$21,000.00	No Bid	No Bid	No Bid		\$110,000.00	\$7,000.00	\$239,000.00		
APPARENT LOWEST BIDDER <i>(If Combined Base Bid is Accepted)</i> Lakeland Management Systems, Inc.	Painesville Twp, Ohio 44077				X	Base Bid Part of Combined Bid	\$150,000.00	\$21,000.00	No Bid	No Bid	No Bid	Base Bid Part of Combined Bid	\$105,000.00	\$7,000.00	Base Bid Part of Combined Bid	Combined Bid for Base Bids \$985,000.00	
Platform Cement, Inc.	Revenna, Ohio 44266				X	No Bid	\$150,000.00	\$21,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	Lowest Individual Base Bid \$223,500.00		
Precision Engineering & Contracting, Inc.	Solon, Ohio 44139				X	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$279,457.00		



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November 7, 2008

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Mr. Fahim F. Gemayel, President
Lakeland Management Systems, Inc.
915 Callendar Boulevard
Painesville Township, OH 44077

Re: Bids for the Woodland Branch Improvements and Construction of Mobile Services Office

Dear Mr. Gemayel:

On October 1, 2008 and October 22, 2008, the Cleveland Public Library received and opened bids for the above public improvement Project ("Project"). Lakeland Management Systems, Inc. submitted a bid for the general trades base bid package and subsequently submitted a bid for the mechanical and plumbing, electrical and technology and site/civil engineering base bid packages as well as a combined base bid for mechanical and plumbing, electrical and technology and site/civil engineering base bid packages.

Cleveland Public Library has evaluated the bids for the Project in accordance with the Ohio Revised Code Chapter 153 requirement that bids exceeding 10% over the Architect's Project Estimate, in the aggregate, shall be rejected. Cleveland Public Library will rebid all bid packages for the Project as soon as practicable and will provide all trade contractors submitting bids on October 1, 2008 and October 22, 2008 Legal Notice of its rebid.

Thank you for your cooperation in this matter. If you have any questions, please contact me.

Very truly yours,

Holly Carroll
Interim Director

cc: Lester Cumberlander, Moody-Nolan, Inc.
Sandy Kuban, Fiscal Officer
Board of Trustees



BOARD OF LIBRARY TRUSTEES
•ALICE G. BUTTS, PRESIDENT •THOMAS D. CORRIGAN, VICE PRESIDENT •MARITZA RODRIGUEZ, SECRETARY
•JOHN M. HAIRSTON, JR. •LORI MCCLUNG •ALAN SEIFULLAH •RICK WERNER
•HOLLY CARROLL, INTERIM DIRECTOR

SCHIRMER CONSTRUCTION CO.

GENERAL CONTRACTORS • COMMERCIAL • INDUSTRIAL • CONSTRUCTION MANAGEMENT • HEAVY HIGHWAY

October 28, 2008

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114 - 1271

Attention: Myron Scruggs
Facility Manager

Reference: Cleveland Public Library – E. 116th Rice Library Branch
Emergency Wood Joist Repairs – Cost Proposal

Mr. Scruggs,

Pursuant to your request, our subsequent site visit with HWH Architect's representative, Mr. Tom Knapp, on Monday, October 27, 2008, and drawing A-1 dated October 28, 2008, Schirmer Construction Co. proposes to provide the necessary labor, material, equipment, and supervision required to complete the following scope of work for the above referenced project.

- Mobilization
- Provide temporary protection of existing floor
- Remove and reinstall existing acoustical grid ceiling tiles, as necessary
- Inspect existing 2 x 6 joists for structural damages
- Provide and attach additional 2 x 6 joists to damaged joists with 3/8" diameter bolts, approximated at 400 lineal feet, as directed on drawing
- Replace joists damaged beyond repair, as necessary
- Furnish and install three support angles under observed sagging metal lathe ceiling
- Furnish and install additional wood framing at observed undersized framed areas
- Furnish, install, and weld steel support brackets under 2 x 6 ledger boards at 8' centers

Notes: Library to remain closed during repairs
Excludes testing or removal of any asbestos items

The total cost for the above is estimated at Thirty-Nine Thousand Dollars (\$39,000).
Work duration is estimated at approximately two weeks. If you have any questions or require additional information, please do not hesitate to contact the undersigned.

Respectfully Submitted,
Schirmer Construction Co.

Brett J. lafigliola

Brett J. lafigliola, E.I.
Project Engineer

Cc: Mr. Tom Knapp, HWH Architects
Project File

FIRM QUOTE

BSI

11-11-08

MYRON SCRUGGS

11/11/08

HWH ARCHITECTS
ENGINEERS
PLANNERS

1001 LANSING AVENUE • SUITE 400
CLEVELAND, OHIO 44115
216 / 875-0000 • FAX 216 / 833-0118

FOR PITCHING 11/27/2016
PROJECT NO.

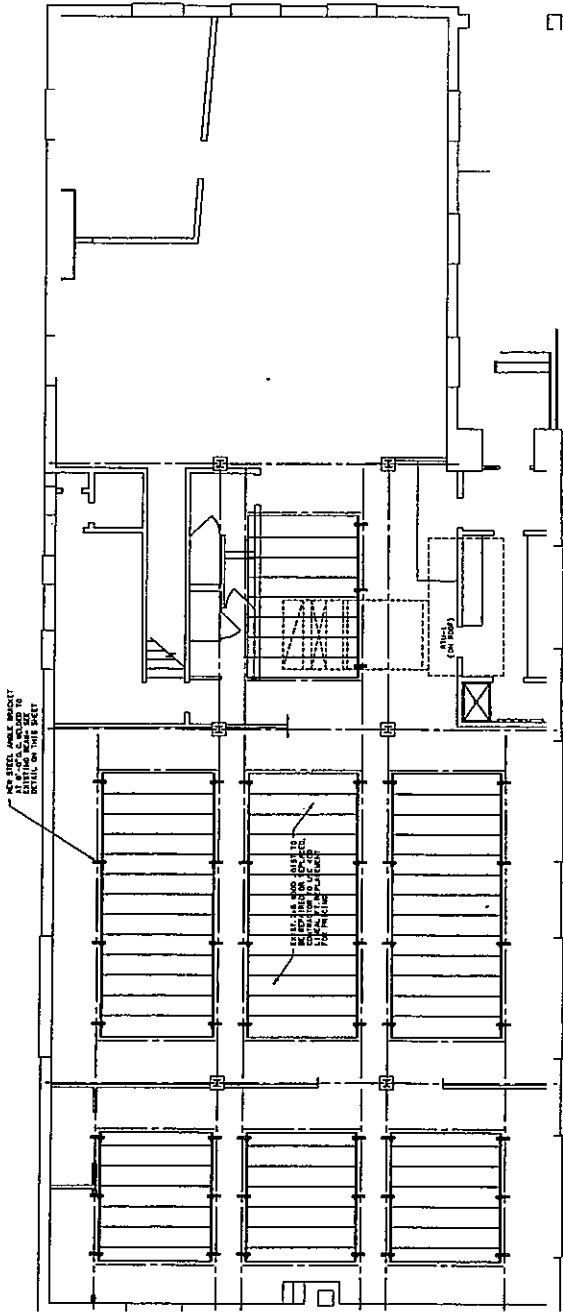
Cleveland Public Library
FOUNDED IN 1867

CLEVELAND PUBLIC LIBRARY
RICE BRANCH
CLEVELAND, OHIO

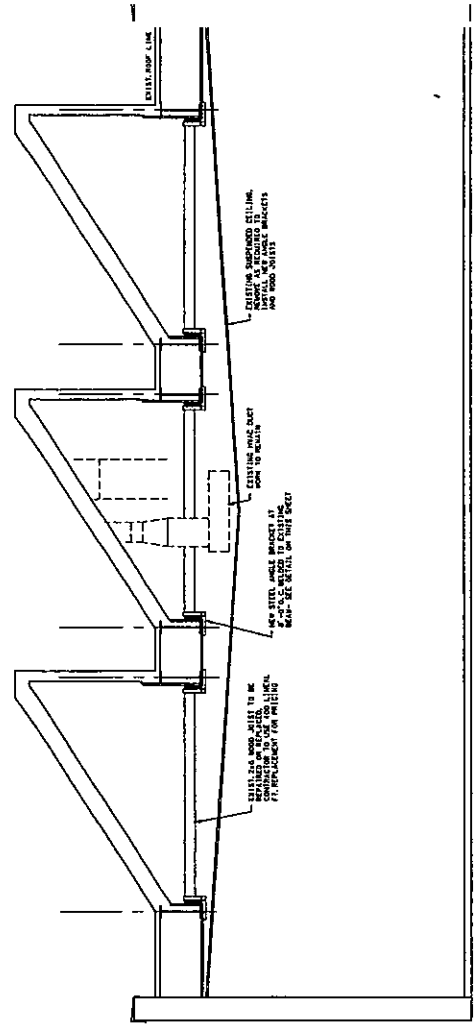
ARCHITECTURAL
PLAN

DATE: 11/27/16
DRAWN BY: ATR/BA
CHECKED BY: TC
SCALE: 1/8" = 1'-0"

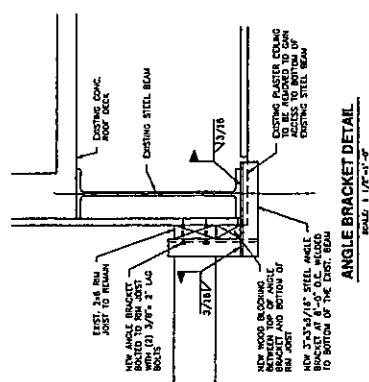
A1



SELECTED CEILING PLAN
SCALE: 1/8" = 1'-0"



SECTION A
SCALE: 1/8" = 1'-0"



ANGLE BRACKET DETAIL
SCALE: 1/4" = 1'-0"



1599 EAST 40th STREET
 CLEVELAND, OHIO 44103
 PHONE 216/881-3525
 FAX 216/881-6763
 1-800-362-1726

LORAIN LIBRARY

Installation of "waterdam" at Lorain Library for the protection of the are that is being torn off.

Listed below is the labor and materials for the installation of the waterdam, as well as the labor and materials for come back time and materials for the new metal deck area.

WATERDAM

MATERIALS:

2"X6" & 2"X8" Wood materials for the barricade. \$237.14
 Peel n Stick membrane. \$409.50
 Primer. \$208.15
 Fasteners. \$26.25
 Crane. \$495.00

Labor:

4 guys 8 hours. \$1,895.68
 1 guy 3 hours for crane. \$117.72

Material total: \$1,376.04

Labor total: \$2,013.40

Mark up: \$508.41

Combined total: \$3,897.85

m.s. 11/11/03

COME BACK TIME

- A.) Re-mobilization: \$2,636.00
- B.) Engineering: \$1,348.00
- C.) Shoot rental: \$626.00
- D.) Insulation to fill the void between decks: \$1,340.00
- E.) Installation of insulation: \$117.72

Total(A,B,C) \$4,610.00

Total(D,E) \$1,457.72

Mark up(D,E) \$218.65

Combined total: \$6,283.37

Grand total: \$10,181.22

If you have any questions regarding the information listed above, please call.

Regards,

Adam Koelliker.

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AN EQUAL OPPORTUNITY EMPLOYER

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF CLERK TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD OCTOBER 1 – OCTOBER 31, 2008

H. Sandra Kibson
CLERK TREASURER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending October 31, 2008

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	27,897,255.14	0.00	0.00	0.00	27,897,255.14
42 Intergovernmental	26,425,876.00	745,239.40	0.00	0.00	27,171,115.40
43 Fines & Fees	273,739.25	0.00	0.00	0.00	273,739.25
44 Investment Earnings	1,333,327.83	17,501.95	0.00	6,016.87	1,356,846.65
45 Charges for Services	2,622,503.31	0.00	0.00	0.00	2,622,503.31
46 Contributions & Donations	0.00	391,713.77	0.00	0.00	391,713.77
48 Miscellaneous Revenue	138,027.52	0.00	0.00	0.00	138,027.52
Total Revenues	\$ 58,690,729.05	\$ 1,154,455.12	\$ 0.00	\$ 6,016.87	\$ 59,851,201.04
51 Salaries/Benefits	36,013,600.17	355,306.88	0.00	0.00	36,368,907.05
52 Supplies	1,097,556.86	1,563.11	0.00	7,144.31	1,106,264.28
53 Purchased/Contracted Services	8,547,108.94	658,678.29	0.00	11,460.79	9,217,248.02
54 Library Materials	9,817,675.46	125,980.96	0.00	24,689.55	9,968,345.97
55 Capital Outlay	246,921.51	49,831.46	1,490,910.06	2,953.80	1,790,616.83
57 Miscellaneous Expenses	71,583.24	42,042.75	0.00	0.00	113,625.99
Total Expenditures	\$ 55,794,446.18	\$ 1,233,403.45	\$ 1,490,910.06	\$ 46,248.45	\$ 58,565,008.14
Revenue Over/(Under) Expenditures	\$ 2,896,282.87	\$(78,948.33)	\$(1,490,910.06)	\$(40,231.58)	\$ 1,286,192.90
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	10,500.00	(10,500.00)	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$ 10,500.00	\$(10,500.00)	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 2,906,782.87	\$(89,448.33)	\$(1,490,910.06)	\$(40,231.58)	\$ 1,286,192.90
Beginning Year Cash Balance	\$ 29,389,714.84	\$ 10,922,842.78	\$ 11,446,825.38	\$ 2,755,808.52	\$ 54,515,191.52
Current Cash Balance	\$ 32,296,497.71	\$ 10,833,394.45	\$ 9,955,915.32	\$ 2,715,576.94	\$ 55,801,384.42

Cleveland Public Library
Appropriation, Expenditure and Balances
General Fund
For the Period Ending October 31, 2008

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	12,699,276.50	12,699,276.50	10,435,606.37	0.00	2,263,670.13
51120	Clerical Salaries	12,675,450.50	12,675,450.50	10,831,440.26	0.00	1,844,010.24
51130	Non-Clerical Salaries	1,637,189.00	1,637,189.00	1,369,220.34	0.00	267,968.66
51140	Buildings Salaries	5,098,771.00	5,098,771.00	4,145,746.78	0.00	953,024.22
51150	Other Salaries	1,926,505.00	1,926,505.00	1,312,863.54	0.00	613,641.46
51400	OPERS	4,779,269.92	5,127,731.45	3,950,938.10	1,154,658.57	22,134.78
51610	Health Insurance	4,143,798.00	4,163,560.05	3,186,671.35	914,688.18	62,200.52
51620	Life Insurance	72,868.00	76,991.37	33,681.61	34,860.75	8,449.01
51630	Workers Compensation	460,235.00	460,235.00	388,173.44	0.00	72,061.56
51640	Unemployment Compensation	25,000.00	32,685.46	6,988.31	25,697.15	0.00
51900	Other Benefits	353,265.00	387,772.02	352,270.07	100,830.11	(65,328.16)
	Salaries/Benefits	43,871,627.92	\$ 44,286,167.35	\$ 36,013,600.17	\$ 2,230,734.76	\$ 6,041,832.42
52110	Office Supplies	112,400.00	113,676.55	73,384.67	6,763.32	33,528.56
52120	Stationery	149,500.00	205,618.25	165,341.68	12,566.37	27,710.20
52130	Duplication Supplies	160,500.00	167,072.08	89,360.02	6,966.45	70,745.61
52140	Hand Tools	7,000.00	7,008.49	1,973.62	32.94	5,001.93
52150	Book Repair Supplies	133,200.00	141,133.65	110,014.99	5,153.97	25,964.69
52210	Janitorial Supplies	127,100.00	130,050.91	96,181.78	16,672.86	17,196.27
52220	Electrical Supplies	127,300.00	138,562.05	58,821.52	2,585.04	77,155.49
52230	Maintenance Supplies	347,100.00	382,871.33	137,804.56	13,063.74	232,003.03
52240	Uniforms	10,100.00	16,451.50	16,360.62	1,046.49	(955.61)
52300	Motor Vehicle Supplies	76,700.00	77,080.52	73,300.51	11,974.00	(8,193.99)
52900	Other Supplies	402,100.00	420,640.94	275,012.89	21,610.33	124,017.72
	Supplies	1,653,000.00	\$ 1,800,166.27	\$ 1,097,556.86	\$ 98,435.51	\$ 604,173.90
53100	Travel/Meetings	118,000.00	134,318.76	92,452.30	28,435.11	13,431.35
53210	Telecommunications	441,262.50	470,416.88	537,540.87	300,952.67	(368,076.66)

Cleveland Public Library
 Appropriation, Expenditure, and Balances
 General Fund
 For the Period Ending October 31, 2008

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53230	Postage/Freight	162,325.00	193,314.61	125,353.75	73,161.95	(5,201.09)
53240	PR/Other Communications	318,600.00	334,380.02	205,951.46	53,992.13	74,436.43
53310	Building Repairs	540,500.00	671,466.44	309,478.60	80,538.08	281,449.76
53320	Machine Repairs	116,000.00	136,963.34	52,344.71	4,789.00	79,829.63
53330	Computer Repairs	20,000.00	21,450.00	675.08	1,450.00	19,324.92
53340	Building Maintenance	195,000.00	208,857.42	131,006.04	37,385.54	40,465.84
53350	Machine Maintenance	412,000.00	453,846.94	126,595.50	68,105.25	259,146.19
53360	Computer Maintenance	665,910.00	712,634.16	647,849.20	19,873.35	44,911.61
53370	Motor Vehicle Repairs	27,563.00	27,563.00	35,471.34	6,020.00	(13,928.34)
53380	Contract Security	996,468.00	1,115,924.57	783,637.28	323,526.40	8,760.89
53390	Landscaping	51,818.00	60,918.25	25,341.25	36,337.00	(760.00)
53400	Insurance	417,300.00	417,300.00	415,559.00	13,353.25	(11,612.25)
53510	Rent/Leases	82,700.00	82,700.00	64,760.74	17,365.83	573.43
53520	Equipment Rental	379,300.00	490,794.00	300,805.05	111,907.56	78,081.39
53610	Electricity	2,493,855.00	3,011,743.22	1,694,648.31	889,266.43	427,828.48
53620	Gas	472,500.00	605,538.96	241,424.19	282,308.29	81,806.48
53630	Chilled Water	682,500.00	767,247.18	616,137.41	121,630.36	29,479.41
53640	Water/Sewer	108,675.00	143,404.19	64,488.70	60,927.49	17,988.00
53710	Professional Services	2,495,372.00	3,056,989.37	1,094,246.31	639,537.72	1,323,205.34
53720	Auditors Fees	600,000.00	604,322.33	584,794.61	2,025.36	17,502.36
53800	Library Material Control	400,000.00	563,300.71	383,955.59	129,345.12	50,000.00
53900	Other Purchased Services	15,000.00	17,859.50	12,591.65	3,654.25	1,613.60
	Purchased/Contracted Services	12,212,648.50	\$ 14,303,253.85	\$ 8,547,108.94	\$ 3,305,888.14	\$ 2,450,256.77
54110	Books	4,806,313.00	6,035,054.76	3,265,692.94	1,576,636.03	1,192,725.79
54120	Continuations	834,000.00	840,918.60	792,279.66	316,594.93	(267,955.99)
54210	Periodicals	1,839,425.00	1,947,114.83	1,232,504.95	540,322.04	174,287.84
54220	Microforms	473,000.00	510,499.40	394,546.35	87,829.00	28,124.05

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending October 31, 2008

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54310 Video Media	1,733,025.00	1,879,278.54	1,343,698.41	488,246.66	47,333.47
54320 Audio Media - Spoken	471,167.00	507,035.44	271,531.30	155,552.31	79,951.83
54325 Audio Media - Music	769,150.00	993,142.71	689,257.42	150,531.53	153,353.76
54350 Computer Media	402,520.00	458,158.59	306,080.83	74,279.75	77,798.01
54500 Database Services	1,844,400.00	1,936,067.45	1,288,133.47	276,060.65	371,873.33
54600 Interlibrary Loan	7,000.00	7,177.92	5,796.40	1,375.60	5.92
54710 Bookbinding	100,000.00	132,556.30	88,121.70	14,434.60	30,000.00
54720 Preservation Services	85,000.00	133,852.92	70,678.43	60,476.12	2,698.37
54730 Preservation Boxing	20,000.00	24,951.10	19,642.59	3,991.50	1,317.01
54790 Preservation Reformatting	75,000.00	87,675.50	49,711.01	17,064.09	20,900.40
Library Materials	13,460,000.00	\$ 15,493,484.06	\$ 9,817,675.46	\$ 3,763,394.81	\$ 1,912,413.79
55510 Furniture	130,500.00	132,349.00	86,021.29	15,691.67	30,636.04
55520 Equipment	254,000.00	264,300.78	115,840.58	18,084.27	130,375.93
55530 Computer Hardware/Software	0.00	0.00	6,060.24	0.00	(6,060.24)
55700 Motor Vehicles	80,000.00	110,599.40	38,999.40	0.00	71,600.00
Capital Outlay	464,500.00	\$ 507,249.18	\$ 246,921.51	\$ 33,775.94	\$ 226,551.73
57100 Memberships	77,000.00	85,745.94	57,103.94	4,993.00	23,649.00
57200 Taxes	3,000.00	3,511.84	659.16	652.68	2,200.00
57500 Refunds/Reimbursements	23,000.00	26,845.26	13,820.14	13,886.97	(861.85)
Miscellaneous Expenses	103,000.00	\$ 116,103.04	\$ 71,583.24	\$ 19,532.65	\$ 24,987.15
Advances	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
Transfers	3,000,000.00	\$ 3,000,000.00	\$ 0.00	\$ 0.00	\$ 3,000,000.00
TOTAL	74,764,776.42	\$ 79,506,423.75	\$ 55,794,446.18	\$ 9,451,761.81	\$ 14,260,215.76

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2008

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	29,389,714.84	58,701,229.05	55,794,446.18	9,451,761.81	22,844,735.90
Total General Fund	\$ 29,389,714.84	\$ 58,701,229.05	\$ 55,794,446.18	\$ 9,451,761.81	\$ 22,844,735.90
201 Anderson	204,897.02	856.44	4,216.44	1,762.27	199,774.75
202 Endowment for the Blind	1,501,617.50	11,650.65	2,779.43	0.00	1,510,488.72
203 Founders	4,398,948.96	10,453.56	87,503.85	21,148.66	4,300,750.01
204 Kaiser	43,259.77	0.00	0.00	0.00	43,259.77
205 Kralej	149,649.29	(70.50)	3,007.15	288.68	146,282.96
206 Library	113,289.30	34,140.23	832.75	0.00	146,596.78
207 Pepke	92,236.33	387.80	1,654.19	0.00	90,969.94
208 Wickwire	1,079,906.25	2,752.59	19,496.14	4,225.90	1,058,936.80
209 Wittke	64,355.18	231.86	1,727.89	0.00	62,859.15
210 Young	2,735,413.87	54,422.09	54,863.67	0.00	2,734,972.29
225 Friends	9,953.79	12,000.00	10,829.03	0.00	11,124.76
226 Judd	5,245.74	164,199.00	109,355.00	11,467.71	48,622.03
228 Lockwood Thompson Memorial	277,560.31	84,032.00	159,039.69	147,875.42	54,677.20
229 Ohio Center for the Book	0.00	1,900.00	900.00	0.00	1,000.00
230 Schweinfurth	30.07	19,760.00	40,170.00	10,560.00	(30,939.93)
242 Cleveland NCA Kiosk	16,965.30	0.00	1,761.00	834.64	14,369.66
243 Gates Foundation	43,004.17	0.00	43,004.17	0.00	0.00
244 Harvard CS Kiosk Project	9,686.49	0.00	735.76	194.50	8,756.23
250 MetLife-Fit for Life	0.00	12,500.00	1,016.76	183.24	11,300.00
251 LSTA-Library for the Blind	0.00	116,000.00	116,000.00	0.00	0.00
252 LSTA-Know It Now	176,823.44	629,239.40	585,010.53	181,052.67	39,999.64
Total Special Revenue Funds	\$ 10,922,842.78	\$ 1,154,455.12	\$ 1,243,903.45	\$ 379,593.69	\$ 10,453,800.76
401 Building & Repair	11,446,825.38	0.00	1,490,910.06	602,553.55	9,353,361.77

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2008

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
Total Capital Project Funds	\$ 11,446,825.38	\$ 0.00	\$ 1,490,910.06	\$ 602,553.55	\$ 9,353,361.77
501 Abel	171,165.82	613.90	0.00	770.00	171,009.72
502 Ambler	1,586.52	0.00	0.00	0.00	1,586.52
503 Beard	116,771.45	304.66	2,405.00	0.00	114,671.11
504 Klein	3,759.95	0.00	0.00	0.00	3,759.95
505 Malon/Schroeder	221,485.72	65.05	4,739.31	510.00	216,301.46
506 McDonald	132,437.20	468.99	2,953.80	0.00	129,952.39
507 Ratner	67,312.67	410.51	4,082.05	0.00	63,641.13
508 Root	28,610.63	93.34	685.00	125.43	27,893.54
509 Sugarman	178,754.73	(302.45)	7,351.74	0.00	171,100.54
510 Thompson	123,280.91	273.98	0.00	0.00	123,554.89
511 Weidenthal	4,674.99	0.00	0.00	0.00	4,674.99
512 White	1,705,967.93	4,088.89	24,031.55	12,901.36	1,673,123.91
Total Permanent Funds	\$ 2,755,808.52	\$ 6,016.87	\$ 46,248.45	\$ 14,306.79	\$ 2,701,270.15
Total All Funds	\$ 54,515,191.52	\$ 59,861,701.04	\$ 58,575,508.14	\$ 10,448,215.84	\$ 45,353,168.58

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending October 31, 2008**

Balance of All Funds	<u>\$ 55,801,384.42</u>
Chase-Checking	9,999.00
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(1,380,688.30)
KeyBank-MC/VISA	101,106.41
Fifth Third - Checking	318,685.47
Petty Cash	350.00
Change Fund	5,100.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u>\$(935,447.42)</u>
National City - Investments	31,396,199.77
NCB/Allegiant Money Market	559,754.47
KeyBank - Victory Fund	2,764,335.48
STAR OHIO Investment	9,213,496.28
Investments	<u>\$ 43,933,786.00</u>
NCB Endowment Acct	12,803,045.84
Endowment Account	<u>\$ 12,803,045.84</u>
Cash in Banks and On Hand	<u>\$ 55,801,384.42</u>

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES
AND ON STRATEGIC PLAN EXPENDITURES
THROUGH OCTOBER 31, 2008

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
October 31, 2008

General Fund - Receipts					
	Certified	Income	Balance	Percent	Percent
	Revenue (1)	To Date		To Date	Prior
					Year
LLSGF-State Income Tax	27,076,604	22,728,529	4,348,074	84%	85%
General Property Tax	25,810,282	27,897,255	(2,086,973)	108%	93%
Rollback, Homestead, CAT	5,186,306	3,111,936	2,074,370	60%	60%
Federal Grants	0	0	0	0%	100%
State Aid	800,000	585,411	214,589	73%	73%
Fines & Fees	350,000	273,739	76,261	78%	89%
Investment Earnings	1,500,000	1,333,328	166,672	89%	113%
Services to Others-Clevnet	2,600,000	2,622,503	(22,503)	101%	84%
Miscellaneous	240,000	138,028	101,972	58%	379%
Advances & Transfers	0	10,500	(10,500)	0%	0%
TOTALS	63,563,192	58,701,229	4,861,963	92%	88%

Note (1): Certificate from Cuyahoga County Budget Commission dated August 19, 2008.

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
October 31, 2008

General Fund - Expenditures

	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	44,286,167	38,244,335	6,041,832	86%	82%
Supplies	1,800,166	1,195,992	604,174	66%	85%
Purchased Services	14,303,254	11,852,997	2,450,257	83%	83%
Library Materials	15,493,484	13,581,070	1,912,414	88%	86%
Capital Outlay	507,249	280,697	226,552	55%	47%
Other	116,103	91,116	24,987	78%	85%
SUBTOTAL	76,506,424	65,246,208	11,260,216	85%	83%
Advances/Transfers	3,000,000	0	3,000,000	0%	0%
TOTALS	79,506,424	65,246,208	14,260,216	82%	80%

Note (2): Appropriation of \$74,764,776 plus carried forward encumbrance of \$4,741,647.

Note (3): Subtotal includes 70% expended and 12% encumbered.

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
October 31, 2008**

Strategic Plan Expenditures - In Millions								
	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006			
	Budget	Expended	Budget	Expended	Budget	Expended		
Salaries/Benefits	0.797	0.797	2.199	1.868	3.097	2.546		
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118		
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845		
TOTALS	4.182	1.182	5.572	2.477	6.215	3.509		
	Year 4 - 2007		Year 5 - 2008				5 Year	Expended
	Budget	Expended	Budget	Expended			Budget	To Date
Salaries/Benefits	3.349	3.104	3.622	2.874			13.064	11.189
Library Materials	0.021	0.021	0.029	0.032			0.925	0.929
Capital Projects (4)	3.000	0.435	3.000	0.831			15.000	2.347
TOTALS	6.370	3.560	6.651	3.737			28.990	14.465
<p>Strategic Plan commitment to Cleveland's neighborhoods is to expend 1 mill of levy revenue for service improvements. One mill is estimated to generate \$5.643 million per year times 5 years for a total commitment of approximately \$28.213 million.</p>								
<p>Note (4): \$3,000,000 was transferred to Building and Repair Fund on each December 31 - 2004, 2005, 2006 and 2007.</p>								

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
October 31, 2008**

Strategic Plan Capital Projects - In Dollars

	Budget	Expended Through 2007	Expended 2008	Encumbered	Balance
Branch Security Cameras	464,000	427,406	0	35,771	824
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)
Collinwood Teen Center	20,000	3,588	0	0	16,412
Jefferson	134,420	109,541	0	3,459	21,420
Lorain	152,010	129,534	120,236	219,188	(316,948)
Woodland - Land	21,000	21,016	176	0	(192)
Woodland - Expansion/Parking	1,200,000	0	111,679	24,550	1,063,771
Rice	5,300,000	12,281	300,004	178,768	4,808,947
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	50,863	299,156	2,124	(67,143)
Totals	8,234,430	1,515,855	831,251	463,860	5,423,464

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – October 2008

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. Collected active fund balances are invested in a federal money market fund at the Library's lead bank. 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 October 1, 2008 through October 31, 2008.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
10/01/08 - 10/31/08	31	Various	Key Bank	Various	\$ 1,428.56	Sweep Money Market
10/02/08 - 11/01/08	31	Various	STAR Ohio	Various	21,741.35	Investment Pool
10/03/08 - 11/02/08	31	Various	National City Bank	Various	1,256.40	Sweep Money Market
04/01/08 - 10/01/08	184	500,000	Federal Home Loan Bank	5.000%	12,500.00	Federal Agency
04/22/08 - 10/22/08	184	2,000,000	Federal Farm Credit Bank	2.375%	21,770.83	Federal Agency
09/12/08 - 10/14/08	33	1,000,000	Fed Home Loan Mort Crp	3.250%	2,888.89	Federal Agency
04/15/08 10/15/08	184	1,000,000	Federal Farm Credit Bank	4.950%	26,950.00	Federal Agency
04/15/08 10/15/08	184	2,000,000	Federal Home Loan Bank	2.000%	22,244.44	Federal Agency
04/21/08 10/21/08	184	500,000	Federal Farm Credit Bank	2.625%	3,500.00	Federal Agency
04/21/08 10/21/08	184	500,000	Federal Farm Credit Bank	2.625%	3,390.62	Federal Agency
10/16/08 10/28/08	13	500,000	Federal Nat'l Mortgage Assn	3.500%	583.33	Federal Agency
04/29/08 10/29/08	184	700,000	Federal Nat'l Mortgage Assn	4.000%	14,000.00	Federal Agency

Earned Interest October 2008	\$ 132,254.42
Earned Interest Year To Date	\$ 1,333,327.83

CLEVELAND PUBLIC LIBRARY

Finance Committee November 20, 2008

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR OCTOBER 2008

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Accountability and Empowerment Workshop Columbus, Ohio	10/6/08	Pamela Benjamin	215.16
Sirsi/Dynix User Group Consortia Sig Annual Meeting Secaucus, New Jersey	9/10/08 - 9/13/08	Robert Carterette	987.42
Northern Ohio Technical Services Librarians Annual Conference Cleveland, Ohio	9/26/08 - 9/27/08	Jenine Delfs	241.28
Cuyahoga County Public Library Literacy: What's Play Have to do With It Seminar Parma, Ohio	10/10/08	Diana DeVore	48.48
Association of Bookmobile and Outreach Services Annual Conference Columbus, Ohio	10/8/08 - 10/10/08	Rhonda Fulton	262.40
Online Audiovisual Catalogers Rocking the Metaverse Conference Cleveland, Ohio	9/26/08 - 9/28/08	Dawn Grattino	199.00
Ohionet Library Copyright Workshop Columbus, Ohio	10/16/08	Gloria Guzi	236.78
Cuyahoga County Public Library Literacy: What's Play Have to do With It Seminar Parma, Ohio	10/10/08	Catherine Hankins	40.00
Cuyahoga Community College HTML Workshop Warrensville Heights, Ohio	9/15,17,22,24/08	Olivia Hoge	245.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Online Audiovisual Catalogers Map Cataloging Workshop Cleveland, Ohio	9/25/08	Regina Houseman	100.00
Online Audiovisual Catalogers Rocking the Metaverse Conference Cleveland, Ohio	9/26/08 - 9/28/08	Regina Houseman	199.00
Met Life Foundation Fit for Life Training New York, New York	9/24/08 - 9/26/08	Sharon Jefferson	1,016.76
Northeast Ohio Regional Library System Developing the Art of Supervising People Cleveland, Ohio	9/10/08	Kenneth Knape	13.53
Munis/Tyler Technologies Tyler Connect 2008 Grapevine, Texas	10/22/08 - 10/25/08	Carrie Krenicky	1,113.54
National Media Market 30th Annual Conference Lexington, Kentucky	9/23/08 - 9/25/08	Carlos Latimer	196.65
Ohio Library Council Support Staff Conference Columbus, Ohio	9/24/08 - 9/25/08	Eugene McCormick	285.88
Ohio Library Council Support Staff Conference Columbus, Ohio	9/24/08 - 9/25/08	Julie McCormick	22.60
Ohio Library Council Leadership Conference Columbus, Ohio	10/23/08	Alicia Naab	239.12
Cuyahoga County Public Library Literacy: What's Play Have to do With It Seminar Parma, Ohio	10/10/08	Caroline Peak	39.54
Ohio Library Council Support Staff Conference Columbus, Ohio	9/24/08 - 9/25/08	Ardella Primm	513.81
State Library of Ohio Consumer Advisory Meeting Columbus, Ohio	10/23/08	William Reed IV	145.08

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Children's Book Council Meeting New York, New York	10/27/08	Mercier Robinson	302.80
Association of Bookmobile and Outreach Services Annual Conference Columbus, Ohio	10/8/08 - 10/10/08	Darlene Ronney	315.99
American Society for Public Administration Accountability and Performance Seminar Cleveland, Ohio	10/23/08 - 10/24/08	John Skirtic	100.00
Association of Bookmobile and Outreach Services Annual Conference Columbus, Ohio	10/8/08 - 10/10/08	Linda Sperry	368.23
Federal Depository Library Program Fall Conference Arlington, Virginia	10/20/08 - 10/22/08	Robin Speigner	1,166.64
Munis/Tyler Technologies Tyler Connect 2008 Grapevine, Texas	10/22/08 - 10/25/08	David Swinerton	1,128.48
Ohio Library Council Leadership Conference Columbus, Ohio	10/23/08	Deva Walker	254.25
Cleveland State University Microsoft Access Seminar Cleveland, Ohio	9/23/08 & 10/24/08	Andrea Wallace	338.00
Association of Bookmobile and Outreach Services Annual Conference Columbus, Ohio	10/8/08 - 10/10/08	Tena Wilson	162.04
Association of Bookmobile and Outreach Services Annual Conference Columbus, Ohio	10/8/08 - 10/10/08	Rollie Welch	174.44
Library of Congress National Book Festival Washington, D.C.	9/26/08 - 9/28/08	Mary Callaghan Zunt	710.67
TOTAL			\$11,382.57

SUMMARY

FUND	OCTOBER	YEAR TO DATE
General	\$9,782.81	\$92,452.30
Lockwood Thompson	583.00	11,525.15
Metlife-Fit for Life	1,016.76	1,016.76
LSTA - Know it Know	0.00	1,043.54
TOTAL	\$11,382.57	\$106,037.75

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**

November 20, 2008

The following report covers the period from October 1, 2008 through October 31, 2008..

Resignations:

Buchanan, Adenlike (relocation), Library Asst. - Adult (pt), grade F, Branch Substitutes, 10/10/08

Dayem, Jad (school), Security Officer, grade C, Security Operations, 10/8/08

Pearson, Sandra (relocation), Library Asst. – Youth, grade F, Glenville, 10/24/08

RETIREMENTS:

Glover, Linda (36 years of service), Materials Processing Asst., grade C, Book Preparation, 10/31/08

Pages:

Name	Reason for Leaving	Department	Date effective
Akram, Sameerah	(relocating)	Shelf Division (Main)	10/07/08
Deng, Cathy	(school)	Shelf Division (Main)	10/04/08
Eng, Winnston	(school)	Youth Services	10/04/08
Kimery, Dominic	(personal reasons)	Fleet	10/11/08
Ponzie, Devan	(personal reasons)	Mt. Pleasant	10/10/08
Smith, David	(military)	Mt. Pleasant	10/10/08

APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:**Staff Hires:**

Name	Position	Salary and Rate	Effective	Assignment
McIntosh, Shawn	Custodian I	\$ 28,211 A	10/27/08	Custodial-C
Serrano, Maianela	Lib. Asst.-comp Emp. (ptr)	21.03 F	10/27/08	Carnegie West

Change of Status:

Name	Position	Salary and Rate	Effective	Assignment
Logan-Reid, Paula	Children's Librarian	\$ 53,553 H	10/26/08	Mt. Pleasant
	From Branch Manager (tft)	58,311 J		
McCarter, Melanie	Lib. Asst. Comp Emp. (ptr)	21.03 F	10/12/08	General Reference
	From Lib. Asst. Sub (f/t)	41,003 F		

Promotions:

Name	Position	Salary and Rate	Effective	Assignment
Barber, Benjamin	Painter	\$ 45,714 E	10/12/08	Painters
	From Driver	43,185 C		
Estrella, Maria	Children's Librarian	49,513 H	10/26/08	Memorial/Nottingham
	From Lib. Asst. Comp Emp. (ptr)	22.74 F		
Malone, Lisa	Sub Dept. Clerk	40,324 B	10/26/08	Audio-Video
	From Lending Clerk	39,344 A		
Tolbert, Lakitha	Branch Clerk (ptr)	15.39 B	10/12/08	Brooklyn
	From Page (part-time)	9.60 Y		

APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE: continued**Leave of Absence:**

Kmiec, Eugene (FMLA), Maintenance Mechanic, grade G, Building Maint. Mech. 10/8/08

Return from Leave:

Allen, Tracey (FMLA), Children's Librarian, grade H, Garden Valley, 10/6/08

Baughman, Margaret (FMLA), Photograph Librarian, grade I, History & Geography, 10/15/08

King, Karen (FMLA), Youth Services Clerk, grade B, Youth Services, 10/27/08

ANNUAL INCREMENTS:

	Salary – 10/11/08			Salary – 10/12/08			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Jackson, Antonio	\$ 28,211	A	1	\$ 29,340	A	2	Custodial-C
Lesure, Paula	31,220	B	2	32,468	B	3	Langston Hughes
Monaco, Michael	55,221	I	1	57,430	I	2	Catalog
Moore, Sarah	51,492	H	2	53,553	H	3	Popular Library
Prince, Gregory	21.03	F	1	21.87	F	2	Garden Valley
Spivey, Manisha	21.03	F	1	21.87	F	2	Mt. Pleasant
Zaluckyj, Helen	57,923	H	5	60,240	H	6	Carnegie West

	Salary – 10/25/08			Salary – 10/26/08			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Anderson, Michael	\$ 15.39	B	1	\$ 16.01	B	2	Shelf/Ship. Lakeshore
Bailey, Charles	21.03	F	1	21.87	F	2	Harvard-Lee
Fadil, Norman	34,772	C	3	36,162	C	4	Security Operations
Hegstrom, Elizabeth	55,221	I	1	57,430	I	2	Catalog
Heizer, Kenneth	22.75	F	3	23.65	F	4	Branch Substitutes
Johnson, Marcie	30,019	B	1	31,220	B	2	Addison
Lemon, Brandon	15.39	B	1	16.01	B	2	Garden Valley
Overbey, Edward	41,003	F	1	42,643	F	2	Automation Services
Sperry, Linda	68,240	K	2	70,969	K	3	Mobile Services
Woods, Jerry	33,767	B	4	35,117	B	5	Lorain

Longevity:

	Salary – 10/11/08			Salary – 10/12/08			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Kim, Kwang	\$ 63,926	H	9	\$ 65,205	H	10	Catalog

	Salary – 10/25/08			Salary – 10/26/08			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
McLemore, George	\$ 59,357	G	8	\$ 60,544	G	9	Automation Services

APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE: continued**Page Appointments & Date Effective****\$9.15 per hour**

Aiken, Ashley	Langston Hughes	10/27/08
Arias, Esperanza	Jefferson	10/27/08
Arnold, Kimberly	Fulton	10/09/08
Brazzell, Sharnisiha	Sterling	10/13/08
Cherkes, Kimberly	Shelf Division (Main)	10/29/08
Cherry, Bryan	Shelf Division (Main)	10/14/08
Edmondson, Lamar	Shelf Division (Main)	10/14/08
Green, Roy	Shelf Division (Main)	10/13/08
Jones, Marianne	Rockport	10/13/08
King, LaWanna	West Park	10/27/08
Luong, Jason	Shelf Division (Main)	10/18/08
Merritt, Kaleah	East 131 st	10/13/08
Perozeni, Samantha	Rockport	10/13/08
Randall, Nashyia	Mt. Pleasant	10/25/08
Ronney, Drulawni	Shelf Division (Main)	10/13/08
Toledo, Jayline	Fulton	10/01/08
Wootan, Angela	Brooklyn	10/27/08

Increase in Page Rate in accordance with pay plan in effect:**\$9.60 hour**

Hunt, Elizabeth	West Park	10/26/08
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CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**

November 20, 2008

PROPOSED REVISION TO THE HUMAN RESOURCES MANUAL

In accordance with Section 121.2 of the Human Resources Manual which reads, "No changes may be made in the provisions of this Manual without the approval of the Board of Trustees," the following recommendations are submitted for approval:

Section 400: Staff Welfare and Economic Benefits**Add New 480: Policy Against Workplace Violence and Bullying**

Cleveland Public Library is committed to protecting the safety and well being of its employees, patrons, visitors and vendors. It is the Library's intent to promote a work environment that is free from intimidation, hostility, threats and violence. We have provided examples of the types of behaviors that are prohibited below.

In addition, the Library intends to provide a workplace that is civil and respectful and free from bullying and intimidation. And although federal, state or local law does not prohibit workplace bullying if it is not covered by anti-discrimination, harassment or other employment or labor laws covering certain protected classes, CPL prohibits bullying of its employees. Because there is sometimes a lack of understanding of what constitutes bullying or intimidation, an explanation is set forth below.

Prohibited Conduct: Workplace Violence and Threats

CPL will not tolerate violence or threats against employees, patrons, visitors or vendors. Prohibited actions under this policy include, but are not limited to:

1. Threatening physical harm or violence against employees, patrons, visitors or vendors.
2. Threatening to damage property or equipment belonging to CPL or its employees, patrons, visitors or vendors.
3. Committing intentional physical harm or violence against employees, patrons, visitors or vendors.
4. Intentionally or recklessly damaging property or equipment belonging to CPL or its employees, patrons, visitors or vendors.
5. Using CPL facilities, property or equipment to convey or carry out a threat of violence, physical harm or damage to property or equipment belonging to CPL or its employees, patrons, visitors or vendors.

Prohibited Conduct: Workplace Bullying or Intimidation

1. Physical bullying can include hitting, slapping, punching, biting or physical harm to employees, patrons, visitors or vendors or their property.
2. Verbal bullying can include repeated teasing, name calling, derogatory remarks, rumors, jokes, slurs, innuendos, demeaning comments, insults or epithets of employees, patrons, visitors or vendors.

3. **Emotional bullying** includes intimidation through gestures, drawing of cartoons, pranks, gestures, social exclusion or sabotaging or undermining of a person's work performance.

Bullying includes behaviors in addition to those prohibited by the Library's Policy Against Discrimination Including Sexual and Racial Harassment (Policy 460) that an employee may consider threatening, intimidating or humiliating.

A single act typically does not constitute workplace bullying or intimidation, unless it is especially severe and egregious.

Scope of Policy

All employees are responsible for respecting the rights of their co-workers and others and for complying with this policy. Further, each manager or supervisor is responsible for maintaining an atmosphere free of violence and bullying, as defined above.

This policy is intended to prevent situations from arising that may lead to allegations of unlawful or inappropriate behavior in the workplace. Therefore, the prohibitions of this policy are broader in scope than the legal prohibitions of state, federal or other laws prohibiting discrimination, harassment or retaliation. It is possible for an individual to violate this policy without violating the law. A determination that this policy has been violated is not equivalent to a violation of law. Everyone is expected to avoid behavior that could reasonably be interpreted as prohibited violence, threats, bullying or intimidation.

Under normal workplace circumstances, however, personality conflicts, routine differences of opinion or differences in work styles do not rise to the level of conduct that violates this policy. In addition, appropriate supervisory conduct including, but not limited to, discipline, follow-up or monitoring of performance, is not a violation of this policy.

Reporting Workplace Violence or Threats of Violence

If you are a victim of or become aware of any violence or threats against employees, patrons, visitors or vendors including, but not limited to, the prohibited actions listed above, you must immediately contact your supervisor, Security, or Human Resources.

Reporting Bullying and Intimidation Complaints

An employee who believes that he or she has been bullied or intimidated as defined in this policy must immediately report the complaint as follows. Employees are encouraged to follow the steps below, but an employee may make a report directly to the Human Resources Department, the Deputy Director or the Director at any time.

1. Whenever possible, CPL encourages the employee to convey directly to the person engaging in the inappropriate conduct that the behavior is unwelcome and unacceptable.
2. If the employee feels uncomfortable approaching the other employee directly or if the matter has not been resolved to the employee's satisfaction, then the employee should promptly report the incident to his or her supervisor and/or follow the procedure below.
3. An employee who believes that he or she has been bullied or intimidated in violation of this policy should promptly report the incident in writing to the Human Resources Administrator or the Assistant Human Resources Administrator. Under ordinary circumstances, "promptly report" will mean a report within seven days of the alleged discriminatory act; however,

employees are encouraged to report violations of this policy at any time. If the employee feels uncomfortable making a written report, he or she should contact the Human Resources Department for assistance in preparing a written report.

4. If the employee feels uncomfortable reporting the incident to a Human Resources representative, he or she may report the issue, in writing, to the Deputy Director or Director. If the employee feels uncomfortable making a written report, he or she should contact the Deputy Director or Director for assistance in preparing a written report.
5. A Human Resources representative, the Deputy Director, the Director or their designee will promptly investigate the allegations and notify the complainant of the results of the investigation. A Human Resources representative will notify the complainant in writing if the investigation will take more than fifteen days to complete.

Confidentiality and Employee Cooperation

Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.

Employees are expected to cooperate in the investigation of any complaint made pursuant to this policy and must comply with the Library's or its investigator's request for confidentiality.

Consequences of Violations

Any employee violating this Policy will be subject to corrective action, up to and including discharge.

False Accusations

Knowingly making a false report is also a violation of this policy. This is not meant to discourage individuals from making good faith reports. Employees should not be reluctant to report information because they are uncertain of who will be believed and whether the allegation can be proved. The Library recognizes that possible outcomes of investigations include: (1) that a violation occurred; (2) that no violation occurred; or (3) that the Library cannot conclude whether a violation occurred. If a complaint is made in good faith, but no violation is found to have occurred, this does not mean that a complaint or report is a false accusation. However, if the Library determines that an employee knowingly made a false report, the employee may be subject to discipline, up to and including discharge.

Be it resolved that the proposed revision to the Human Resources Manual be approved by the Library Board of Trustees, to become effective immediately.

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report
November 20, 2008**Report on Paid Sick Time Used by the Month**
Hours Used Per Each Two Pay Periods

MONTH	2007	2008
January	3,132.06	4,663.53
February	4,356.90	4,578.13
March	4,441.99	4,671.99
April	4,520.61	4,429.51
May	4,042.01	6,528.18*
June	6,039.32*	3,956.25
July	3,312.20	4,632.69
August	3,884.06	4,306.01
September	3,535.13	4,136.02
October	3,884.29	5,809.41*
November	6,914.39*	
December	4,768.46	

***Covers three pay periods**

Human Resources Committee Report

November 20, 2008

Payroll Period Ending October 25, 2008

	FULL-TIME								PART-TIME							
	FEMALE			MALE			Total	%Min.	FEMALE			MALE			Total	%Min.
	White	Black	Other	White	Black	Other			White	Black	Other	White	Black	Other		
Management/Supervisory ¹	27	19	0	21	7	2	76	36.8	1	0	0	0	0	0	1	0
Professional ²	47	17	5	22	1	1	93	25.8	5	2	0	2	0	0	9	22.2
Support Staff	48	130	15	32	45	4	274	70.8	24	45	8	14	41	2	134	71.6
Maintenance & Security	2	2	0	31	51	4	90	63.3	0	0	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	29	51	10	20	53	5	168	70.8
Total	124	168	20	106	104	11	533	56.8	59	98	18	36	94	7	312	69.6

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FULL TIME EQUIVALENT (FTE): 533

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 158.06

FULL TIME TURNOVER RATE: 5.4%

PART TIME TURNOVER RATE: 13.8%

***INCLUDES
3 LEAVES OF ABSENCE**

¹ Includes 70 Librarians

² Includes 93 Librarians

REPORT F

**INSURANCE REPORT
FOR THE MONTH OF
OCTOBER
2008**

Human Resources Committee Report
November 20, 2008

Staff Enrollments-Health Care/Dental

	Single	Famil	Total
United Healthcare	109	93	202
Kaiser	228	107	335
Dent, Dental	256	197	453

Workers' Compensation Lost Time Report

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed this month</i>
Painter	Main	08/01/08	30
Maint Mechanic	Main	02/20/08	30

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR OCTOBER 2008**

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD
	2008	2007	2008	2007	2008	2007	Gain/Loss
Main Library	167,414	158,822	5,773	5,477	1,614,774	1,442,273	12.0%
Branches & Mobile Units	357,470	350,278	13,240	12,973	3,426,528	3,116,410	10.0%
Library for the Blind	39,070	48,090	1,699	2,091	418,678	452,671	-7.5%
TOTAL CIRCULATION	563,954	557,190			5,459,980	5,011,354	9.0%

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD
	2008	2007	2008	2007	2008	2007	Gain/Loss
Main Library	42,190	45,869	1,455	1,582	376,182	421,002	-10.6%
Branches & Mobile Unit	53,334	53,305	1,975	1,974	501,074	510,867	-1.9%
Library for the Blind	1,432	1,868	62	81	16,049	13,827	16.1%
TOTAL QUESTIONS	96,956	101,042			893,305	945,696	-5.5%

COMPUTER USAGE	Number of Computers	Number of Sessions	Total Hours In Use	Avg Session in Minutes
Main Library	67	15,368	12,123	47.33
Branches	211	74,767	37,118	29.79
TOTAL USAGE	278	90,135	49,241	

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 Daily		Year-to-Date		YTD
	2008	2007	2008	2007	2008	2007	Gain/Loss
Main Library	65,751	63,865	2,267	2,202	605,603	594,946	1.8%
Branches	307,218	304,892	11,378	11,292	2,892,726	2,744,047	5.4%
Mobile Unit	1,064	811			8,210	8,252	-0.5%
TOTAL VISITS	374,033	369,568			3,506,539	3,347,245	4.8%

1) Lorain Branch closed 9/23/08 for roof repairs expected to take 6-8 weeks; Mobile Unit on site Thursdays 5:30-8:00PM and Saturdays 10:00-5:30PM until work is completed. 2) Rice Branch closed 10/23/08 until further notice due to ceiling problems.

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR OCTOBER 2008**

	a	b	c	d	e	f	g	h
BRANCH	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Manual Circulation	Total Direct Circulation (a+b+c+d+e)	Sent to Other CLEVNET Systems	Total Circulation (f+g)
Addison	13,064	1,039	718	1,214	0	16,035	1,230	17,265
Broadway	3,768	114	73	95	7	4,057	259	4,316
Brooklyn	6,841	424	291	514	0	8,070	749	8,819
Carnegie West	8,719	900	968	1,102	0	11,689	890	12,579
Collinwood	10,283	609	369	827		12,088	1,167	13,255
East 131st	4,661	247	159	326	0	5,393	486	5,879
Eastman	14,319	1,511	1,226	1,885	0	18,941	962	19,903
Fleet	9,925	719	698	962	0	12,304	772	13,076
Fulton	7,723	638	537	762	0	9,660	798	10,458
Garden Valley	4,634	182	118	155	0	5,089	506	5,595
Glenville	7,002	700	403	959	72	9,136	433	9,569
Harvard-Lee	8,005	656	490	926	0	10,077	755	10,832
Hough	5,663	567	425	784	0	7,439	393	7,832
Jefferson	10,336	823	739	1,062	200	13,160	780	13,940
Langston Hughes	5,580	457	210	505	20	6,772	566	7,338
Lorain	13	91	95	159	0	358	127	485
Martin Luther King, Jr.	6,344	410	785	972	174	8,685	831	9,516
Memorial-Nottingham	14,000	817	1,209	1,793	449	18,268	1,725	19,993
Mt. Pleasant	7,280	525	273	547	0	8,625	618	9,243
Rice	5,619	418	238	452	0	6,727	941	7,668
Rockport	17,469	1,281	1,087	1,963	0	21,800	1,949	23,749
South	8,905	434	228	398	0	9,965	955	10,920
South Brooklyn	18,422	1,101	1,415	2,383	0	23,321	2,076	25,397
Sterling	6,068	558	298	554	0	7,478	491	7,969
Union	7,266	891	365	849	12	9,383	586	9,969
Walz	14,489	1,057	1,196	1,338	0	18,080	1,356	19,436
West Park	21,941	1,502	2,231	2,997	132	28,803	2,889	31,692
Woodland	10,578	742	349	793	0	12,462	877	13,339
BRANCH TOTAL	258,917	19,413	17,193	27,276	1,066	323,865	26,167	350,032
Mobile Units	5,251	244	421	447	948	7,311	127	7,438
TOTAL	264,168	19,657	17,614	27,723	2,014	331,176	26,294	357,470

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**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT TOTAL CIRCULATION COMPARATIVE FOR OCTOBER 2008**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2008	2007	2008	2007		
Addison	17,265	16,304	157,693	138,505	19,188	13.9%
Broadway	4,316	3,844	40,205	30,445	9,760	32.1%
Brooklyn	8,819	9,426	92,223	89,069	3,154	3.5%
Carnegie West	12,579	13,158	118,683	113,942	4,741	4.2%
Collinwood	13,255	12,611	126,848	98,839	28,009	28.3%
East 131st	5,879	5,059	51,620	45,149	6,471	14.3%
Eastman	19,903	18,126	178,303	167,592	10,711	6.4%
Fleet	13,076	12,682	119,945	121,946	-2,001	-1.6%
Fulton	10,458	10,042	101,110	96,625	4,485	4.6%
Garden Valley	5,595	1,268	49,091	10,792	38,299	354.9%
Glenville	9,569	8,554	88,758	71,242	17,516	24.6%
Harvard-Lee	10,832	10,928	103,804	90,526	13,278	14.7%
Hough	7,832	7,195	70,556	62,811	7,745	12.3%
Jefferson	13,940	10,871	119,147	95,068	24,079	25.3%
Langston Hughes	7,338	9,616	76,682	79,041	-2,359	-3.0%
Lorain	485	12,669	118,748	117,050	1,698	1.5%
Martin Luther King, Jr.	9,516	9,582	94,284	91,076	3,208	3.5%
Memorial-Nottingham	19,993	19,854	195,203	189,187	6,016	3.2%
Mt. Pleasant	9,243	8,694	83,361	68,854	14,507	21.1%
Rice	7,668	9,529	90,944	83,168	7,776	9.3%
Rockport	23,749	25,669	228,396	224,931	3,465	1.5%
South	10,920	10,154	98,042	88,079	9,963	11.3%
South Brooklyn	25,397	25,385	249,338	236,478	12,860	5.4%
Sterling	7,969	6,397	61,804	61,078	726	1.2%
Union	9,969	8,706	81,509	74,280	7,229	9.7%
Walz	19,436	16,936	161,153	143,513	17,640	12.3%
West Park	31,692	30,356	296,374	282,822	13,552	4.8%
Woodland	13,339	10,038	110,322	92,761	17,561	18.9%
BRANCH TOTAL	350,032	343,653	3,364,146	3,064,869	299,277	9.8%
Mobile Units	7,438	6,625	62,382	51,541	10,841	21.0%
TOTAL	357,470	350,278	3,426,528	3,116,410	310,118	10.0%

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**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT ATTENDANCE OCTOBER 2008**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2008	2007	2008	2007	Gain/Loss	%G/L
Addison	11,888	10,609	114,399	105,399	9,000	8.5%
Broadway	2,552	911	19,893	12,027	7,866	65.4%
Brooklyn	4,695	6,556	53,183	61,085	-7,902	-12.9%
Carnegie West	22,537	15,451	165,622	141,587	24,035	17.0%
Collinwood	9,815	11,965	96,292	99,227	-2,935	-3.0%
East 131st	7,752	7,813	74,406	70,039	4,367	6.2%
Eastman	15,755	9,752	130,173	112,573	17,600	15.6%
Fleet	13,044	14,251	117,513	121,703	-4,190	-3.4%
Fulton	7,902	7,852	75,221	89,523	-14,302	-16.0%
Garden Valley	8,519	881	68,968	8,670	60,298	695.5%
Glenville	10,883	9,606	92,359	89,028	3,331	3.7%
Harvard-Lee	15,051	14,625	134,105	127,454	6,651	5.2%
Hough ¹	18,629	18,044	183,774	154,208	29,566	19.2%
Jefferson	10,270	11,239	96,372	97,851	-1,479	-1.5%
Langston Hughes	7,601	10,441	76,732	90,059	-13,327	-14.8%
Lorain ²	0	12,566	95,310	105,769	-10,459	-9.9%
Martin Luther King, Jr.	7,981	9,805	78,652	89,362	-10,710	-12.0%
Memorial-Nottingham	10,688	11,057	104,941	106,481	-1,540	-1.4%
Mt. Pleasant	9,270	9,183	96,273	83,520	12,753	15.3%
Rice ³	6,069	8,586	71,961	73,750	-1,789	-2.4%
Rockport	14,023	14,067	125,215	122,717	2,498	2.0%
South	11,529	11,541	99,704	97,169	2,535	2.6%
South Brooklyn	18,497	18,579	168,146	169,610	-1,464	-0.9%
Sterling	11,780	12,068	128,072	103,273	24,799	24.0%
Union	15,019	13,238	105,988	101,885	4,103	4.0%
Walz	12,937	10,536	103,374	97,587	5,787	5.9%
West Park	13,159	12,886	122,235	111,895	10,340	9.2%
Woodland	9,373	10,784	93,843	100,596	-6,753	-6.7%
BRANCH TOTAL	307,218	304,892	2,892,726	2,744,047	148,679	5.4%
Mobile Unit	1,064	811	8,210	8,252	-42	-0.5%
TOTAL	308,282	305,703	2,900,936	2,752,299	148,637	5.4%

¹ Hough Branch closed 3.5 hours 10/17/08 due to oil on electrical transformer.

² Lorain Branch closed for 6-8 weeks beginning 9/23/08 for emergency roof repair.

³ Rice Branch closed 10/23/08 until further notice due to ceiling problem.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS OCTOBER 2008**

Branch	Total Circulation
1 West Park	31,692
2 South Brooklyn	25,397
3 Rockport	23,749
4 Memorial-Nottingham	19,993
5 Eastman	19,903
6 Walz	19,436
7 Addison	17,265
8 Jefferson	13,940
9 Woodland	13,339
10 Collinwood	13,255
11 Fleet	13,076
12 Carnegie West	12,579
13 South	10,920
14 Harvard-Lee	10,832
15 Fulton	10,458
16 Union	9,969
17 Glenville	9,569
18 Martin Luther King, Jr.	9,516
19 Mt. Pleasant	9,243
20 Brooklyn	8,819
21 Sterling	7,969
22 Hough	7,832
23 Rice*	7,668
24 Langston Hughes	7,338
25 East 131st	5,879
26 Garden Valley	5,595
27 Broadway	4,316
28 Lorain*	485
<hr/>	
	350,032

Branch	Attendance
1 Carnegie West	22,537
2 Hough	18,629
3 South Brooklyn	18,497
4 Eastman	15,755
5 Harvard-Lee	15,051
6 Union	15,019
7 Rockport	14,023
8 West Park	13,159
9 Fleet	13,044
10 Walz	12,937
11 Addison	11,888
12 Sterling	11,780
13 South	11,529
14 Glenville	10,883
15 Memorial-Nottingham	10,688
16 Jefferson	10,270
17 Collinwood	9,815
18 Woodland	9,373
19 Mt. Pleasant	9,270
20 Garden Valley	8,519
21 Martin Luther King, Jr.	7,981
22 Fulton	7,902
23 East 131st	7,752
24 Langston Hughes	7,601
25 Rice*	6,069
26 Brooklyn	4,695
27 Broadway	2,552
28 Lorain*	0
<hr/>	
	307,218

Branch	Population*
1 Fleet	33,842
2 South Brooklyn	32,393
3 West Park	27,835
4 Rice	26,130
5 Eastman	25,262
6 Fulton	22,366
7 Memorial-Nottingham	21,670
8 Langston Hughes	21,014
9 Rockport	20,531
10 Glenville	20,174
11 Harvard-Lee	20,116
12 Collinwood	19,630
13 Addison	19,282
14 Walz	18,101
15 East 131st	17,848
16 Mt. Pleasant	17,085
17 Martin Luther King, Jr.	15,262
18 Lorain	14,499
19 Union	12,684
20 Carnegie West	11,552
21 Sterling	9,255
22 Hough	7,747
23 South	7,679
24 Woodland	7,391
25 Brooklyn	6,345
26 Jefferson	3,957
27 Garden Valley	3,490
28 Broadway	1,922
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	465,062

*See footnotes page 4.

*See footnotes page 4.

*Prepared By: Northern Ohio Data and Information Service – NODIS, Maxine Goodman Levin College of Urban Affairs, Cleveland State University. Source: 2006 Estimates Standard Edition , GeoLytics, Inc.

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR OCTOBER 2008**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD	*Totals included in Main Library and Branch circulation counts.
	2008	2007	2008	2007	Gain/Loss	
CLEVNET	63,003	58,802	614,166	539,558	13.8%	
MORE	1,560	1,378	13,185	12,270	7.5%	
Other Libraries	554	718	6,928	6,933	-0.1%	
TOTAL	65,117	60,898	634,279	558,761	13.5%	

PHOTODUPLICATION Items copied Prints	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
Items copied	214	268	2,017	2,213	-8.9%
Prints	4,429	5,126	33,319	36,179	-7.9%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
Projected (Mon - Sat)	28,957	33,534	267,153	320,816	-16.7%
KnowItNow Web Reference*	5,084	4,574	31,431	33,698	-6.7%
Research Correspondence**	1,182	369	13,695	3,818	258.7%
Interlibrary Loan Requests	5,717	6,256	56,331	53,494	5.3%
Sunday Count	1,250	1,136	7,572	9,176	-17.5%
TOTAL	42,190	45,869	376,182	421,002	-10.6%

*Questions taken by CPL staff.

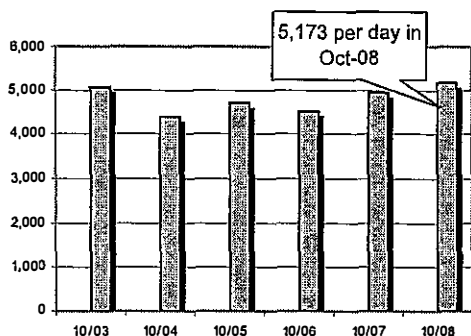
**Research correspondence underreported prior to Nov-07 when reporting procedures were revised.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
New Titles Added	8,714	8,363	87,524	71,501	22.4%
Total Items Added	49,992	26,835	343,327	348,771	-1.6%

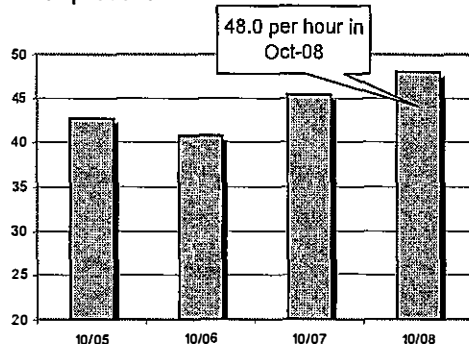
PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	DAYS OPEN Main Library Branches	2008	2007
	2008	2007	2008	2007	Gain/Loss			
	8,229	8,751	72,299	67,830	6.6%		29.0	29.0
							27.0	27.0

CLEVELAND PUBLIC LIBRARY ANALYSIS OF OUTPUT MEASURES OCTOBER 2008

Average daily circulation of Main Library materials for the month of October from 2003 to present

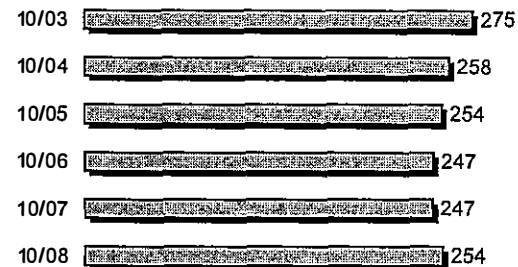


Branch Direct Circulation per hour for the month of October from 2005 to present

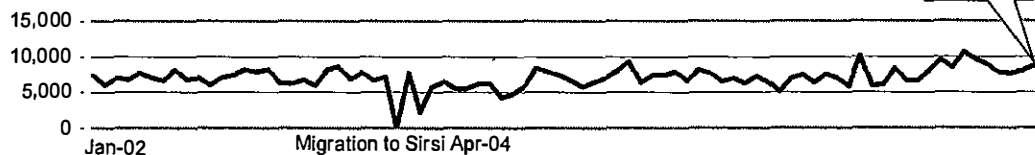


Visits to Main Library per hour for the month of October from 2003 to present

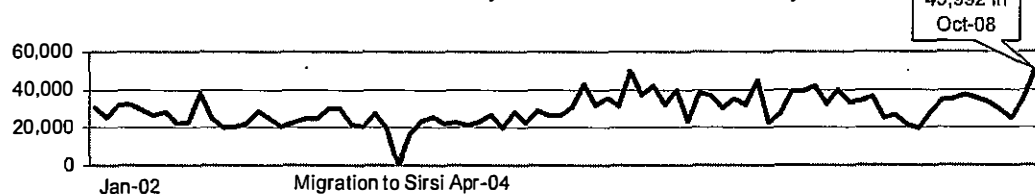
Visits per hour



New titles added each month by Technical Services since January 2002



New items added each month by Technical Services since January 2002



Visits to the 28 Branches per hour for the month of October from 2003 to present

Visits per hour

