

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
June 18, 2009
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Ms. McClung

Ms. Butts called the meeting to order at 12:02 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the 5/21/09 Regular Board Meeting and the 5/19/09 Joint Finance and Human Resources Committee Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

REG. BRD. MTG.
OF 5/21/09; JOINT
FINANCE & HUMAN
RESOURCES COM.
MTG. OF 5/19/09
Approved

COMMUNICATIONS

Director Thomas acknowledged the following letter from Charlene A. Reed-Mundell, Librarian, Sunbeam School, expressing her appreciation of the library's mobile unit and complimenting Linda Sperry and her staff for their exemplary service to staff and students at Sunbeam School.

LTR. FROM:
CHARLENE A.
REED-MUNDELL,
SUNBEAM SCHOOL
Acknowledged

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report (See page 567)

GIFT REPORT
Approved

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

**RESOLUTION TO
ACCEPT LSTA
GRANT TO
ADMINISTER
KNOWITNOW**
Approved

Resolution to Accept LSTA Grant to Administer KnowItNow

(See pages 568-572)

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

WHEREAS, The KnowItNow Suite of virtual services was initiated by Cleveland Public Library and the CLEVNET Consortium in 2001; and

WHEREAS, In July 2004, KnowItNow evolved into a statewide program provided by three (3) equal library partners: Cleveland Public Library, Northeast Ohio-Regional Library System (NEO-RLS) and Cuyahoga County Public Library and was funded for a period of three (3) years with LSTA federal monies awarded by the State Library of Ohio; and

WHEREAS, Pursuant to an evaluation conducted in 2006 by Kent State University School of Library and Information Science, the State Library of Ohio asked that the KnowItNow statewide virtual service be consolidated under one organization, Cleveland Public Library, rather than operating as a partnership; and

WHEREAS, In June 2007, the Board of Trustees accepted the State Library Board's award of a LSTA grant in the amount of \$641,504.36 to Cleveland Public Library for the administration of KnowItNow for the period 7/01/07 - 6/30/08 and in June 2008 accepted the award of \$548,631.56 for the period 7/01/08 - 6/30/09; and

WHEREAS, In May 2009, the State Library Board awarded a LSTA grant in the amount of \$554,366 to Cleveland Public Library for the continued administration of KnowItNow for the period July 1, 2009 through June 30, 2010; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees accept this most recent LSTA grant in the amount of \$554,366 from the State Library of Ohio; and be it further

RESOLVED, That the Cleveland Public Library Board of Trustees expresses its appreciation to the State Library of Ohio for the continued funding of KnowItNow.

Mr. Corrigan stated that this item was discussed at Finance Committee Meeting as this is one example of regional cooperation and library leadership. Mr. Corrigan thanked all staff who helped to make KnowItNow an exemplary program.

Resolution for an Interlibrary Software Collaboration Agreement

(See pages 573-594)

WHEREAS, The State Library of Ohio and the Oregon State Library have entrusted Cleveland Public Library and Multnomah County Public Library respectively with the administration of statewide virtual reference services; and

WHEREAS, The State Libraries provide funding for the statewide virtual reference services by allocating federal LSTA monies; and

WHEREAS, The State Libraries collaborated on the development of a new platform for virtual reference services that was better suited to current communications protocols and to better meet the needs and requirements of access for all users; and

WHEREAS, Cleveland Public Library (CPL) and Multnomah County(MC) entered into an Interlibrary Software Collaboration Agreement effective June 1, 2008 to maintain and develop the new platform with CPL hosting the hardware and software of the collaborative system; and

WHEREAS, Annual costs for the continued maintenance and enhancements to the software are funded with LSTA monies contributed by the state libraries of Ohio and Oregon, and

**RESOLUTION FOR
AN INTERLIBRARY
SOFTWARE
COLLABORATION
AGREEMENT**

Approved

WHEREAS, CPL and MC desire to amend the agreement effective June 1, 2009 as follows:

Cleveland Public Library and Multnomah County will divide costs for software enhancement on an equal basis with each party responsible for a contribution of \$21,375.00 of the total cost

The number of questions that MC librarians answer from CPL patrons during normal business hours will approximately equal the number of questions CPL librarians answer for MC patrons 9:00 a.m. - 12:00 p.m. (EST), Monday through Friday.; therefore be it

RESOLVED, That the Board of Library Trustees approve the amendment to the Interlibrary Software Collaboration Agreement between Cleveland Public Library and the Multnomah County Public Library defining the collaborative project and the funding contributions amounting to \$42,750.00 for software enhancement costs with the expenditure being charged as follows: the Cleveland Public Library, Ohio using KnowItNow24X7 Fund Account 25230103-53710: Professional Services for 50% or \$21,375.00 and General Fund Account 13010053-53710: Professional Services for 50% or \$21,375.00 which is to be invoiced to Multnomah County Public Library, Oregon.

Mr. Corrigan stated that this resolution was discussed at length at Finance Committee Meeting and is a product of the continued cooperation between Cleveland Public Library and Multnomah County Public Library for the KnowItKnow program.

Third Amendment to the Year 2009 Appropriation

(See pages 595-598)

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 5705.40 provides for the amendment of an appropriation measure when necessary; and

THIRD
AMENDMENT TO
THE YEAR 2009
APPROPRIATION
Approved

WHEREAS, It is now deemed necessary to amend the Year 2009 Appropriation Measure to comply with the attached June 11, 2009 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Third Amendment to the Year 2009 Appropriation Schedule be approved.

Mr. Corrigan stated that the only substantial change in this resolution notes the fund balance change in the KnowItNow-LSTA revenue from \$295,349.43 with an increase of \$554,366 amending the fund balance to \$849,715.43.

Change Order #6: New Rice Branch Library Project

(See pages 599-602)

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

WHEREAS, On September 18, 2008, the Board of Library Trustees awarded the General Trades contract for the New Rice Branch Project to East-West Construction Co. Inc.; and

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

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

**CHANGE ORDER
#6: NEW RICE
BRANCH LIBRARY
PROJECT
Approved**

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
East-West Construction Co. Inc.	CO-6	\$ + 2,913.48	Relocation of trailer and fencing and adding additional gates.
East-West Construction Co. Inc.	CO-7	\$ +14,650.83	Reimburse- ment owed to East-West for payment of building permit fees for other prime contractors.
	Total	\$ + 17,564.31	

BE IT RESOLVED, That Change Orders #6 and #7: New Rice Branch Library Project with East-West Construction Co., Inc. be approved with the \$17,564.31 increase for CO-6 being charged to the Building and Repair Fund: 40177605-55300-10776.

Mr. Corrigan stated this item was discussed at length at Finance Committee Meeting and allows for relocation of the trailer and fencing and adding additional gates and the reimbursement owed to East-West Construction Co., Inc. for payment of building permit fees for other prime contractors.

Mr. Corrigan submitted the following reports.

Fiscal Officer's Report

(See pages 603-610)

**FISCAL OFFICER'S
REPORT**

Submitted

Special Report on Income and Expenditures

(See pages 611-615)

**SPECIAL REPORT
ON INCOME &
EXPENDITURES**

Submitted

Report on Investments

(See page 616)

REPORT ON INVESTMENTS
Submitted

Report on Conference and Travel Expenditures

(See pages 617-620)

REPORT ON CONFER. & TRAVEL EXPENDITURES
Submitted

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report (See pages 621-623)

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

REGULAR EMPLOYMENT REPORT
Approved

Retirement Recognition Citation

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

RETIREMENT RECOGNITION CITATION
Approved

A citation has been issued for the following staff members on the occasion of their retirements:

Kathyrn E. Cseplo (43 years of service), Subject Department Librarian, Grade H, Science & Technology, retires 6/30/09

Gerald A. Minissale (25 years of service), Custodian II Clerk, Grade B, Building Services Office, retires 5/30/09

BE IT RESOLVED, That the citation for the above staff members be presented by the Board of Trustees in appreciation of the loyal, faithful and dedicated service given to the Library by them, be recorded in the minutes of this meeting, and

BE IT FURTHER RESOLVED, That the citation be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

**RESOLUTION
RELATING TO THE
CLEVELAND
PUBLIC LIBRARY
SECTION 403(b)
TAX-SHELTERED
ANNUITY PLANS**
Approved

Resolution Relating to the Cleveland Public Library
Section 403(b) Tax-Sheltered Annuity Plans

(See pages 624-627)

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

WHEREAS, The Library currently maintains two plans for employees under Internal Revenue Code Section 403(b) (the "403(b) Plans"); and

WHEREAS, Due to the implementation of more stringent Treasury regulations, and, on advice of outside employee benefits counsel, based upon the discovery that the Library is no longer eligible to continue contributions to any 403(b) Plans, it is necessary for the Library to close the 403(b) Plans to new contributions; and

WHEREAS, In order to preserve the tax deferrals under the 403(b) Plans while providing appropriate advanced notice to employees of these changes, the Library will close the 403(b) Plans as of August 31, 2009 and take steps to conform the 403(b) Plans to meet the Treasury regulation requirements and other applicable tax requirements; and

WHEREAS, In order to reduce the administrative burdens and exposures associated with the 403(b) Plans, the Library hereby amends the 403(b) Plans to prohibit new loans after August 31, 2009 and terminates the 403(b) Plans effective in 2011; and therefore be it

RESOLVED by the Board of Trustees of the Cleveland Public Library as follows:

RESOLVED, The current 403(b) Plans will be frozen to new contributions as of August 31, 2009;

RESOLVED, Loans under the 403(b) Plans shall be prohibited after August 31, 2009;

RESOLVED, The 403(B) Plans will be terminated during 2011, with an effective date no later than December 31, 2011;

RESOLVED, The Library Director is hereby authorized to work with outside employee benefits counsel to take all steps necessary to preserve the tax deferrals under the 403(b) Plans and therefore be it further;

RESOLVED, That the appropriate officers of the Library be, and each of them hereby is, authorized and empowered in the name and on behalf of the Library to take or cause to be taken any and all such further actions, to execute and deliver or cause to be executed and delivered all documents, instruments and agreements, and to make such filings, in the name and on behalf of the Library, to incur and pay all such fees and expenses and to engage such advisors as they shall in their judgment determine to be necessary, desirable or advisable to carry out fully the intent and purposes of the foregoing resolutions and the execution by such officers of any such document, instrument or agreement or the payment of any such expenses or the doing by them of any act in connection with the foregoing matters shall conclusively establish their authority therefore and the approval of the documents, instruments or agreements so executed, the expenses so paid, the filings so made and the actions so taken.

Mr. Seifullah stated that this item was discussed at length at Human Resources Committee Meeting and deferred to Sharon Tufts for additional clarification.

Sharon Tufts, Human Resources Administrator, gave a very detailed overview of this resolution that included background on 403(b) Tax-Sheltered Annuity Plans, its vendors, IRS regulation requirements as well as action steps recommended by legal counsel from Ogeltree-Deakins resulting in the termination of these plans by 2011.

Proposed Revisions 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.

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

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

(See attachment pages 628-629 for full report)

Mr. Seifullah submitted the following reports.

**REPORT ON PAID
SICK TIME**

Submitted

Report on Paid Sick Time Used by the Month

(See page 630)

**AFFIRMATIVE
ACTION PLAN
REPORT**

Submitted

Affirmative Action Plan Report

(See page 631)

**INSURANCE
SUMMARY REPORT**

Submitted

Insurance Summary Report

(See page 632)

COMMUNITY SERVICES

Ms. Rodriguez submitted the following report.

**MONTHLY
ACTIVITY REPORT**

Submitted

Monthly Activity Report

(See pages 633-639)

Ms. Rodriguez gave a brief account of a meeting she attended with the Friends of Novak Park and was encouraged by the partnership that included the City of Cleveland. It is anticipated that the project will be completed by the end of August. Novak Park surrounds the Carnegie West Branch of Cleveland Public Library.

**BUILDING STATUS
UPDATE**

Presented

Building Status Update

Myron Scruggs, Facilities Administrator, gave an update on the new Rice Branch Library Project and Woodland Branch Library parking lot and Mobile Unit garage project. Mr. Scruggs stated that both projects are on schedule with no anticipated delays.

DIRECTOR'S REPORT**DIRECTOR'S
REPORT**
Presented

Before presenting his report, Director Thomas thanked Jan Ridgeway and the Branches and Outreach Services staff for their participation during Senior Month in many activities in Cleveland. Director Thomas discussed the recent incidents at the Hough Branch Library resulting in the increase of security efforts and the development of community programming. Director Thomas introduced the recent Works of Wonder awardees Veda Reid-Caliman (May 2009) and Officer Anthony Roberts (June 2009).

Monthly Statistics

Circulation for the month of May was 532,562. This is a decrease of 1% from last year's May circulation of 536,374. Year to date, circulation has increased by 3% over 2008 numbers.

Reference transactions for the month of May were 87,221. This is an increase of almost 1% from last year's May reference transactions of 86,775. Reference transactions are up for the year by 1%.

Attendance for the month of May was 340,366. This is a decrease of 2% from last year's May attendance of 348,638. Attendance is up by less than 1% over last year's attendance.

Program and Outreach Highlights

Activities for Cleveland's seniors were the highlights of May's programming month. On May 12, 2009, I was pleased to speak before Metro Health's Senior Forum that was held at the Glenville Branch. Over 100 of our community's seniors were presented with important health information and library material at the forum and my deep appreciation goes out to our staff coordinators, **Carolyn Neal** (Sterling Branch Manager) and **Carolyn Williams** (Glenville Branch Manager). Both were also instrumental in our outreach participation in Cleveland's 20th Annual Senior Citizen Day. Over three thousand seniors filled the Convention Center's auditorium and our outreach team did an outstanding job of presenting the Library's message to the senior community.

I was also pleased to welcome approximately 150 library supporters to the opening of the Eastman Reading Garden on May 28, 2009. The opening this year featured our annual Spectrum Dialogues Lockwood Thompson program with Cleveland Public Art, as well as the launch of *See Also*, a new annual art project that invites artists, designers, and other creative professionals to create temporary public works of art to display in the Eastman Reading Garden. In attendance were Board President **Alice Butts** and Councilman Joe Cimperman who gave remarks.

On May 28, 2009, I spoke before an enthusiastic group of 500 second graders at the 12th Annual *Read, Baby, Read!* Year End Celebration. The program was held at our Lake Shore Facility auditorium and entertainment was provided by the All-City Drum Line and by storyteller Bobby Norfolk.

Buildings Update

I met with Deputy Director Holly Carroll, John Hopkins of Buckeye Development Corporation, and Buildings Administrator Myron Scruggs, on May 27, 2009, to discuss concerns about the progress and minority participation at the Rice Branch. Held at the Rice construction site, the aforementioned participants and representatives from East-West Construction toured the site and determined that great progress was being made and that increased minority employment was evident on the job site. The building remains on schedule and weekly meetings are being held to evaluate its progress.

Holly Carroll is leading the Woodland Branch renovation process and is working with Myron Scruggs and representatives from Moody Nolan Architects to initiate the paperwork to start the construction.

Meetings and Activities

On May 13, 2009, I attended, along with Marketing and Communications Administrator **Tena Wilson**, Positively Cleveland's Annual Meeting. The keynote speaker was Peter Yesavich. Mr. Yesavich spoke on the new trends in destination development and much of his speech was relevant to our future plans.

The 1st Annual Family and Community Empowerment Dropout Prevention Conference was held on May 23, 2009. I, as well as Trustee John Hairston, was in attendance at the keynote speech by author and comedian Bill Cosby. Dr. Cosby offered great insight into the difficulties facing the young people of the Cleveland community. He also challenged the attendees to work harder for the children of our community. Branches and Outreach Services Administrator **Jan Ridgeway** led a great staff contingent that worked a table at the two-day summit.

Strategic Plan Update

Work continues in preparation for the creation and implementation of a Strategic Plan. The Strategic Direction Team, headed by Planning and Research Administrator **Tim Diamond**, met with Dr. Paul Salipante at Case Western Reserve University to discuss the first draft of the Library's strategic initiatives. The innovation staff blogs were then re-opened to allow staff to comment on the draft of the initiatives.

Security

Members of the administrative team and the security staff met with the staff of Hough branch to discuss an escalation of violent events in the neighborhood and branch. The Glenville and Addison branches were burglarized during the month of May, and the branches were also vandalized. Three computer monitors were stolen from the branches.

Staff Highlights

The second "Works of Wonder" award for May was presented to **Mr. Anthony Roberts**, Security Operations at the Main Library. Security Officer Roberts was nominated for the award by his supervisor due to his willingness to diligently work with a teen who had been stranded in the downtown area.

BRANCHES AND OUTREACH SERVICES

Staff throughout Branches and Outreach Services participated in outreach events and presented programs throughout the month of May.

Youth Services staff participated in the MC² Stem School Open House at the Science Center on May 2nd. Ali Boyd, Rice Manager, continued to facilitate the 9th grade boys' chapter book club twice a week at Glenville High School. Carnegie West presented a well-attended Dia de los Niños, Dia de los Libros program. Memorial-Nottingham and Carnegie West hosted Cleveland Metropolitan School District's (CMSD) Annual Visual Arts Exhibition. Branches offered storytimes; Play and Learn sessions; Mother's Day crafts and activities; Cinco de Mayo programs; Gaming @ Your Library; and computer training. Garden Valley attracted 36 to a "What is BBQ?" program. All sites distributed summer employment application to youth in partnership with Youth Opportunities Unlimited. Artemus Ward School received a trophy and new books for reading the most books during the Winter Reading Club. Radio Disney provided an hour of entertainment during the school's awards assembly.

Fit for Life continued programming as part of a year-long grant-funded initiative. Woodland is hosting a 3-week DTV 2009 community outreach project - preparing residents for the transition to digital television. Over 100 residents have sought information to date. Computer assistance continues to be in demand; West Park reported 20 classes conducted in May. Senior Adult Month was a huge success due to the Older Adult Committee and the exceptional leadership of Sterling Manager Carolyn Neal. Collinwood continued to offer Ohio Benefits Bank Service and is now including job search help for seniors. BOS administrator Jan Ridgeway and School Age Coordinator Annisha Jeffries joined CPL's Ohio Center for the Book staff for the Ohioana Book Festival in Columbus this month. Vickie Begianni hosted a CPL table at Fair on the Square @ Playhouse Square. Carnegie West was again included in the Ohio City Walking Tour on May 17th.

The Library's partnership with Cleveland State University to help prepare future school administrators to work effectively with strategic community groups ended this month, although several students will continue their projects over the summer. A dinner meeting was held with participating staff, other community groups, CSU professors, and former Library Board Member Venerine Branham to review the first time process and to make changes for future collaborations.

The Library staffed a table at the two day CMSD's Family and Community Empowerment Conference at the Cleveland Convention Center. The People's University on Wheels was

part of the event on the second day. The Library also provided support for the annual three-day Sankofa Fine Arts Plus Festival. BOS administrator and Board Member, Jan Ridgeway, emceed Friday night's 10th Anniversary gala at the Cleveland Natural History Museum. Collinwood and Union, with community help, planted summer gardens. Lorain's book sale raised over \$870.00 for the Friends of the Library. Read, Baby, Read! Book Club had its end-of-school year event at the Lake Shore Auditorium. About 600 attended and enjoyed the All-City Drumline and storyteller Bobby Norfolk. A Cultural Exchange sponsored a professional development workshop with author-in-residence, poet Dr. Tony Medina. Youth Services staff throughout the system attended.

Planning continued for summer activities: Youth and Adult Summer Reading Clubs; Health and Wellness Fair; the Free Summer Lunch Program; Robotics Camp; Ingenuity Festival and the Big Bang Drum and Rhythm Project; and, Parade the Circle. Construction of the new Rice Branch is on schedule and related activities are being completed. Manager Ali Boyd spoke to the Larchmere Neighborhood Association about the new branch. The Board approved the construction contractor for the new Mobile Services facility, the Woodland parking lot and branch improvements. Work will begin this summer.

Ohio Library for the Blind and Physically Disabled (OLBPD), formerly LBPH, continued the CyberDialogue book discussions, reengaging a patron who relocated to Florida. In preparation for the July 1st merger, Cincinnati will begin to circulate their books with CPL's return label on June 8th. Staff member Michael Pride represented the Library at Cleveland Sight Center's White Cane Walk, one of 300-400 participants.

Mobile Services made 53 stops and filled 1224 holds. The "On the Road to Reading" van visited 12 pediatric and WIC sites; 79 daycare classes were visited for a total of 1,012 in attendance. Librarian Rhonda Fulton's article "Taking It to the Streets: Every Child Ready to Read on the Go" was published in the Spring issue of *Children and Librarians*.

The Youth Services Innovation Team submitted its final report in preparation for the new strategic plan. Main and BOS managers began a planned exchange program. Fulton Manager and Foreign Literature Department exchanged visits; Lorain's Manager hosted the Manager of

the History Department; and, the Fine Arts Manager hosted the Manager of Mobile Services. Branch Managers also continued tours of the Public Administration Library.

Staff participated in the SRC Evance software training that allows club participants to monitor their reading progress; managers participated in Union Contract training; and staff trained for the Free Summer Lunch Program that will be offered in our 28 branches and Youth Services Department, June 15th - August 14th. Youth Services staff also began to relocate a work area to free up space for the return of the Credit Union in July. Members of the Administrative Team met with Hough staff in response to an escalation of violence in the branch and the immediate neighborhood. Additionally, Glenville and Addison were burglarized (computer monitors) and vandalized this month.

MAIN LIBRARY

Programs/Exhibits: On May 2, Business Advisors of Cleveland presented "Exploring Entrepreneurship." Business Department employees Evelyn Lichtenberg and Andrea Wallace staffed an information table on Mall B as part of the "Your Money Bus Tour," sponsored locally by the City of Cleveland, on May 6.

Lissa Waite from Fine Arts began coordinating a program with Mark Dimunation (Chief of the Rare Book and Special Collections Division, Library of Congress) scheduled for May, 2010. Oksana Kraus prepared an exhibit of Ukrainian folk culture books for a group visiting the Foreign Literature collection on May 30. Michael Dalby secured the band Mifuné to perform for the Eastman Reading Garden Opening on May 28, hosted the Music at Main series with the Cavani String Quartet (attendance of 100 people), and arranged the performance of the Cleveland Clinic Band on July 3, 2009.

Mary Torres from Foreign Literature hosted and planned the annual Cinco de Mayo display and CPL Main tour.

Literature Manager Ron Antonucci and Senior Subject Department Librarian Jean Collins met with Julie Gilliland, new Public Relations/Community Relations Director for the Cleveland Play House to discuss partnership during the upcoming season. Popular Department Manager Richard Fox led two book discussions—one at CPL and one at CSU.

Mark Moore from Social Sciences attended the Pride and Passion Traveling Exhibition Workshop on May 7 at the National Baseball Hall of Fame and Museum in Cooperstown, NY, and began planning programming and partnership possibilities for the exhibit.

Outreach: At the May 11 Annual Meeting of the Woman's Forum of Greater Cleveland, President Dorothy Everett honored Cynthia Lorber-Fienga and the Cleveland Public Library for exemplary dedication and faithfulness for over 30 years. Once or twice a month, newly naturalized American citizens are sworn-in and saluted by the Immigration Office and various organizations of The Women's Forum. The Cleveland Public Library provides a listing of volunteer organizations and descriptive information about this Library, welcoming the new citizens, their family and friends to the United States, Cleveland, and the Cleveland Public Library.

Business staff hosted two librarians from the Huron Public Library on May 20. On May 19, Aaron Mason spoke to the John Carroll MPA program class, "Organizational Assessment Evaluation and Design," about library sources.

Two groups of Chagrin Falls Junior High School students toured Foreign Literature and CPL in May. Caroline Han arranged for them to view language learning materials in the department and other points of interest in Main Library.

General Reference Manager Pam Benjamin met with Melanie McCarter and Ted McCafferty to review their progress on the overview presentation of General Reference to be given at the July Branch Managers' Meeting.

Map Collection Librarian Tom Edwards met with Dr. Judith Cetina, Manager and Archivist, Cuyahoga County Archives at the Archives on Franklin Boulevard, to discuss expanding cooperation between the two agencies, including ideas on sharing of resources and map preservation issues.

Public Administration Manager Karen Martines attended the Cuyahoga County Bicentennial Commission meeting on Tuesday, May 9. Ms. Martines addressed several classes of fourth and fifth graders on PAL's resources during their visit to Cleveland City Hall. PAL is often a stop on their tour. Eight Branch Managers visited PAL on May 27 and one visited on May 28, thus continuing the Branch Manager visits to PAL.

The "7th Annual Minority Men's Health Fair," that was to be held at the Cleveland Clinic on Thursday, May 7^{was} postponed until September 24, 2009. The series of small brochures that were produced for the Health Fair on various health topics are being utilized for other library programs such as the "Nigerian Doctors and Nurses Health Fair Day" taking place at the East End Neighborhood House on June 6, and the "Health and Wellness Fair" for CPL Employees on June 17.

Collections/Reference: The computer software collection in Audio Video was weeded and relocated to another location in the department. The remaining shelf space will be used as overflow shelving area for low-demand entertainment DVDs. Carlos Latimer is working with Technical Services and Automation to monitor the rate of uncased DVD theft to provide information about the feasibility of moving to all uncased DVDs.

Michael Dalby from Fine Arts attended a meeting with Cindy Lombardo and Friends to discuss extending music programming to the Eastman Reading Garden this summer. Mr. Dalby is supervising a new practicum student Shannon Simpson who has decided on sheet music processing as her project.

Amy Dawson from Special Collections divided a list of stolen books received from Ron Lopresti of Western Washington University Library (DC) among the Special Collections staff. Lissa Waite verified that all maps and illustrations for the titles owned by CPL were still intact and that records were properly annotated for

shelving. While checking the list of items stolen from another library, staff discovered a title that we owned [Catlin's North American Indians - 1841] worth \$6000-\$9000].

General Reference Staff and Manager met with staff from the Interlibrary Loan (lending side) and Photoduplication departments to compare and update policies as they exist between these departments and the Microform Center and borrowing side of Interlibrary Loan.

Technical Services Department requested additional shelving space at the Lake Shore Facility to accommodate material from the Library's acquisition of the Library for the Blind & Physically Handicapped from the Public Library of Cincinnati and Hamilton County. The 2008 format duplication analysis, created by General Reference of periodical titles shelved at Lake Shore, was sent to Technical Services for review.

Pam Benjamin convened the May ERC Meeting (Electronic Resources Committee) on May 7. Issues discussed included: the digitized version of the *Plain Dealer* (1831-1922), 3rd quarter subscription renewals, the purchase of Conference Board Reports, and of Mango, an online language-learning system.

On May 5 History Manager Ron Burdick met with Richard P. Morgan, Morgan Library of Ohio Imprints. Mr. Morgan donated a paper copy (print-out) of the street data for Cleveland from his database, *The Morgan Index of Ohio People, Businesses and Institutions, 1796-1850*. The 491 pages list Cleveland streets in alphabetical order with addresses, name of occupant(s), and the name of the person (and occupation), building, business, or institution at the address.

Science & Technology received a \$1,500.00 donation from the Western Reserve Kennel Club, Inc. for the purchase of breed books.

Social Sciences Librarian Sequoia Brown gave a United Nations resources tour to five high school students. Ms. Brown completed a practicum project for CSU and turned in her student reviews. Manager John Skrtic met with Villa Angela-Saint Joseph, John Hay, and Benedictine schools to accept yearbook donations.

Staff/Professional Development: Audio-Video Manager Carlos Latimer attended the Management Training Series workshop covering the CPL Union contract. He also attended the Book Expo/USA in New York City.

Business Manager Maureen Mullin and Librarian Aaron Mason attended Efficiency Innovation and Adult Services Innovation team meetings and helped prepare documents for presentation to Library administration. Aaron Mason presented the Adult Services Innovation Team's report to administrators on the morning of May 19.

Government Documents Manager Robin Speigner and Librarian Robert Murnan attended the Government Documents Round Table of Ohio (GODORT) Spring Meeting on May 15 at the State Library of Ohio, Columbus, Ohio.

On May 11 Photograph Collection Librarian Margaret Baughman attended an "Archivists' Guide to Balancing Legal Issues in Photograph Collections," held at Penn State, State College, PA.

Sarah Moore from Popular Department attended a NEO-RLS workshop focusing on the Readers Advisory Learning Group on May 21.

Main Managers attended a training session on the union contract. Several Managers also attended "Ten Behaviors of Managers Who Excel during Tough Times," an NEO-RLS workshop held at Cleveland Heights-University.

TECHNICAL SERVICES

Collection Management: Rollie Welch presented Mango Languages database to be considered by the Electronic Resources Committee. Mr. Welch developed a proposal for replacing regular meetings of the Music Selection Committee with a blog for the members. The proposal was enthusiastically received by Efficiency Team and progress is underway in the Automation department to construct the blog.

Bonnie Bolton attended a workshop sponsored by Cuyahoga County Public Library which included a talk by children's author Mo Willems. Mr. Welch's reviews of teen titles and street lit continue to be published this month in the *Cleveland Plain Dealer* and *Library Journal's* online webpage, "BookSmack."

Shelf/Shipping: Page staff retrieved 514 items for the Main Library. Receiving/Distribution Technicians processed a total of 22,425 new items and a total of 1,243 telescopes of finished items were shipped to Branches and the Main Library. Mrs. Phelan and Mrs.

Turner received training from Pat Weeden, in the Acquisitions Department.

High Demand: A total of 743 titles and 8,984 items were ordered; 471 titles and 9,370 items were received and added. High Demand Librarian, Dale Dickerson, took over the quality control process of double-checking orders done the previous day. In addition, he began to record the statistics of items received and added each day. Carole Brachna attended the Security training at Lake Shore and the Management training on the bargaining unit contract.

Preservation: Elizabeth Bardossy attended a workshop on integrated pest managed sponsored by the Ohio Preservation Council and the Intermuseum Conservation Association at Cleveland State University. Ann Olszewski and Patricia Lowrey attended the Digital projects committee meeting and Ms Olszewski worked with Planning and Research on revisions to the new Digital Projects proposal form.

Preservation staff processed runs of yearbooks from five Cleveland High schools: John Hay, Max Hayes, St. Joseph, Villa Angela, and Villa Angela/St. Joseph, All titles were donations received by Social Sciences head John Skrtic as part of an outreach campaign to strengthen the collection of Cleveland high school yearbooks. The Cleveland Browns media guide was boxed for the new Sports Center in the Social Sciences Department. Boxing of the John G. White Rubaiyat collection was completed.

Elizabeth Bardossy completed the conservation treatment of "a Howell & Thomas collection plan for Shaker Heights Village, galley proof sheets for Charles Chesnutt's The Conjure Woman, a census tract map of Cleveland and Cuyahoga County from 1967, and a set of the Building Zone maps and ordinance of Cleveland from 1929. Renee Pride rebound the Cleveland criss-cross directories for the years 1960 through 1969.

Book Preparation: A total of 24,327 items were processed during the month of May. Marianne Monger attended the Union Contract training for library managers. The purchase order for the last year of the 4 year renewable commercial binding contract was approved.

Catalog: A project to add the branch holdings to the periodical records in Sirsi was begun. This enables the public using the catalog to see which branches receive specific magazines. Catalog staff also began to work with the newest member of the CLEVNET consortium, Barberton Public Library, and completed some rare items of interest. Michael Monaco cataloged a patent of nobility from the Holy Roman Empire, presented as a velvet-bound book in Gothic calligraphy with a wax impression of the Emperor's seal. Dawn Grattino cataloged three eighteenth century libretti with music by A.D. Philidor. Staff cataloged 5,040 titles and added 11,503 items for CPL.

The Catalog Librarians are always willing to share their knowledge of cataloging practices and procedures with librarians from other systems. This was evidenced on May 6, 2009, when Mr. Monaco was shadowed by substitute librarian, Catherine Kovanda, from Cuyahoga County Public Library (CCPL). Andrea Johnson attended a NEO-RLS workshop, Ten Behaviors of Managers Who Excel (During Tough Times). Ending the month of May, the Catalog staff honored the thirty-five years of dedicated service of Esther Whitt, Technical Services Associate, who retired effective May 29, 2009.

Acquisitions: Sandy Jelar Elwell attended a Security Training session for management and the CPL Management Training workshop on the SEIU Union Contract. Ms. Elwell along with the Director and the other members of the Strategic Direction Team met with Dr. Paul Salipante from Case Western Reserve University to discuss the Strategic Initiatives process.

Pat Weeden, Acquisitions Assistant, provided Roseanne Phelan and Juanita Turner from Lake Shore Shelf/Shipping with an overview of the process and procedures for receiving library materials in Sirsi. Leslie Pultorak, Acquisitions Librarian, trained Ginaya Willoughby, Acquisitions Assistant - Serials, on adding and modifying serials order information and creating invoices in Sirsi.

Acquisitions staff ordered a total of 12,803 titles and 17,650 items, received 18,005 items, and processed a total of 2,133 invoices. Serials staff added 351 items and processed 446 periodical and serial claims.

MARKETING & COMMUNICATIONS

Below is a listing of the Library's marketing activities for the month of May 2009.

Public Relations:

- Wrote and distributed press releases for the following:
 - Student Artwork on Display at CPL
 - Ohio Students Win Writing Awards from Ohio Center for the Book at CPL
 - CPL June Events
- Hosted the Eastman Reading Garden Party, partnering with Cleveland Public Art. CPL welcomed 150 guests to the event that launched the *See Also Art* Project. Inclement weather brought the party inside, but the spirits were not dampened as the crowd enjoyed the tunes of Mifune Band and the treats of Gathering Kitchen, complements of the Friends of the Cleveland Public Library and the Lockwood Thompson Endowment.
- Finalized team recommendation for the Adult Services Innovation Team as part of the strategic planning process and presented to Administrators and innovation teams.
- Directed Administrative Assistant Michael Young on various projects including proofreading, requisition requests, master calendar maintenance, posting of community events on online calendars and newsletters, copywriting, maintenance of department production timelines and correspondence, and managing VOCUS PR Management software by maintaining contact information, monitoring news clippings, drafting and releasing library news.
- Wrote copy and posted information for four (4) staff newsletters, one of which was a video/audio newsletter.
- Proofread various publications and collateral material.

Graphics:

- Cathy Poilpré and staff designed, printed and/or produced 70 printed pieces, including signs, flyers, booklets, programs and a newsletter for A Cultural Exchange.
- Summer reading club promotional material was completed for initial kick-off.
- Three staff newsletters were produced.
- Art was begun for new business card and letterhead/envelope.
- Cathy Poilpré attended a paper seminar regarding sustainability in the paper and printing industry and a CPL Security Training meeting on May 13 and a Management Training seminar on May 21.

Web:

- Amy Dankowski and David Reynolds performed routine updates and maintenance, featured events on the website, and posted press releases upon request.
- Posted additional progress photos on the website of the construction of the new Rice Branch.

Blog Committee:

- Maureen Mullin, Aaron Mason, Anastasia-Diamond-Ortiz, John Skrtic, Michael Dalby, Ali Boyd: the committee wrote six new blogs on the Virtual Branch.
- The Blog Committee worked closely with Amy Pawlowski and David Reynolds for postings, maintenance and support.

Other:

- Attended the following meetings and events: Photography at new Rice Branch construction; Call and Post newspaper, Rhonda Crowder, Constance Harper; Spectrum planning meetings (3) with Cleveland Public Art, Greg Peckham, Deanna Palermo; CLEVNET marketing meeting; Genealogy program planning meeting, Ron Burdick; Adult Services Innovation Team meeting; taping of audio staff newsletter; Administrators meetings (3); WOW! photography session, Jesse Kramer; Annual report (2008) meeting, Pam Cerio, Lyz Bly; Positively Cleveland lunch, Robert Sulzman, Kim McCarty; Corporate Challenge, Mike Herman; Case Western Reserve University strategic thinking meeting;

Landau Public Relations firm meeting, Howard Landau and staff; WOW! Award recipient presentation; Robert Falls Public Relations firm meetings (2), Robert Falls and staff; Ingenuity Festival committee meeting; Innovation Team presentations; Friends of the Library planning meeting; Cool Cleveland advertising meeting, Thomas Mulready; Library for the Blind and Physically Handicapped staff interviews, Judy Pauza and Tallie Pauza; Artemus Ward School Assembly with Radio Disney (photography); Read, Baby, Read! Finale; Eastman Garden Party and See Also Art Project Launch; and Strategic Direction planning meetings (2).

- Arranged for CPL representation at the American Library Association Annual Conference in Chicago, July, 2009.
- Implemented plan for acquiring and maintaining library promotional materials in the Marketing and Communications office.
- Advertising equivalency for the month of March was \$24,450.00 to an audience of 3,094,737. We received coverage in numerous publications. A complete listing is available in the Marketing and Communications office.

BUILDINGS SERVICES

Buildings Office: Completed numerous branch inspections.

Attended construction meetings for Rice Branch.

Monitoring utility bills.

Met with contractor to go over punch list for Lorain's roof.

Met with consultant to look at our shipping operation.

Maintenance Mechanics: Replaced water pump on syncroflo pump system in the Louis Stokes Wing.

Replaced domestic hot water tank in the Main building.

Installed new air curtain at double doors to rear dock of the Main library building to prevent seasonal air

from entering the building.

Cleaned fountain and filters also drained and flushed system for the opening of the Eastman Reading Garden.

Repaired Collinwood's air conditioning unit.

Installed new water fountain at Glenville Branch.

Install new condensing unit for Harvard-Lee Branch and replaced supply fan motor on air conditioning unit for the computer room.

Repaired air conditioning unit in multi-purpose room at Hough Branch.

Repaired air conditioning unit at Martin L. King, Jr. Branch.

Installed power exhaust fan on rooftop unit at Jefferson Branch.

Repaired hot water pump at Union Branch.

Carpenters/Painters: Installed cove base and shelves at the Lake Shore Facility.

Constructed new walls at Main library's rear dock for air curtain.

Installed new front entrance door at Broadway Branch.

Painting at the Lake Shore Facility, Main Library and Lorain Branch.

Garage: Serviced vehicles #7 and #10.

Replaced left rear taillight on delivery truck #15.

Replaced front brake pads on eastside delivery truck #5.

Replaced missing gas cap on car #23.

Replaced driver's side mirror on truck #12.

Repaired Lake Shore's tractor also removed deck and serviced small John Deer tractor.

Delivered lawn mowers to branches.

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 with the exception of a few cameras not working in the branches. 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 7 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. Two Duress buttons in the General Reference Department are not working and ADS Alarm Services was notified to service the equipment.

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. We also issue access cards and replace lost cards 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: 5 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 the Carnegie West and Hough Branch; 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 394 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 39 branch investigations the remaining investigations and security reports were completed by security officers working in the Main Library Complex.

SUMMARY OF IRREGULARITY REPORTS RECEIVED			
MONTH	2008	2009	CHANGE
January	102	63	-39
February	90	52	-38
March	119	76	-43
April	79	55	-24
May	59	50	-09
Year to Date	449	296	-153

AUTOMATION SERVICES

CPL Projects: AT&T completed configuration of their interface to the Library's Voice Over IP system and four-digit dialing to all Library agencies is now possible.

New phone numbers were assigned to the Public Library Employees Credit Union which will be moving into the Main Library in July.

A shortcut has been added to the profiles of public PC desktops to clear browser history, cookies and cache, improving patron privacy and online security.

Two staff PCs were replaced at Glenville due to a break-in.

Munis Web server has been installed -- waiting on Munis to configure.

Amy Pawlowski has trained the Summer Reading Committee on the new Summer Reading web-based software, presented the software at the Youth Services meeting, and held two presentations of the software for Main Library staff. Children's Librarians as well as Computer Aides will be trained in the usage of the software the first week of June, in preparation of the software's launch on June 8, 2009.

The Web 2.0 Task Force completed their recommendation and submitted the document for the Administration on May 4, 2009.

CLEVNET Projects: Barberton Public Library began using the CLEVNET system on Monday, May 11. All sections of Automation Services were involved in completing this project. The Network team moved Barberton to the CLEVNET network; the Hardware team helped install the SirsiDynix client software and assisted the Barberton technology consultant in configuring workstations and printers; and the Webware team added Barberton to all pertinent web sites, worked with vendors to establish access to electronic resources, and helped establish the Barberton web catalog presence. The greatest activity fell on the Software team: assisting in mapping data in the original Koha system to the CLEVNET system; defining and inputting policies; training staff; migrating the

data; and providing opening day on-site support. The process of extracting data; translating it to fit the CLEVNET system; and loading it began on Friday, May 8, at 5:00 am, and was completed on Sunday, May 10, at 6:30 pm. Special recognition goes to Jim Benson and Hilary Prysbylla for their work in making this a successful transition.

A planned upgrade to the core SirsiDynix and Oracle servers was completed on Sunday, May 10. George Lenzer played a crucial role in preparing the new storage area network; creating necessary partitions and mount points; regularizing the operating system version on both servers; adding additional GNU tools for efficient administration; and planning out the process of migrating the SirsiDynix system software and the Oracle databases. The plan for the migration was excellent; unfortunately, on the morning of Monday, May 11, the kill switch on the uninterruptible power supply malfunctioned, turning off all power to the computer room. All servers and network equipment was turned off suddenly. It took several hours to restore basic service, and several days to identify and repair all of the exceptions following the sudden loss of power. Use of the CLEVNET system was rationed for a couple of days while a memory issue resulting from the incident was resolved.

Amy Pawlowski facilitated a meeting with the CLEVNET Online Resources Committee to discuss the current use of CLEVNET databases and replacing an open position on the committee.

The Technology team from Medina County District Library visited Automation Services for a tour and to introduce a new technician to Hardware and Network staff.

Larry Finnegan arranged for Cisco to present a Networking Best Practices seminar for the CLEVNET technical staff.

Bill Hood and Mr. Finnegan attended the combined meeting of the CLEVNET Technology and Training SIGs at the North Ridgeville branch of Lorain Public Library.

Darren Novak and Mr. Finnegan visited the new Wayne County Public Library Doylestown branch construction site. David Tenney demonstrated the use of a WiFi

router with a cellular modem to support multiple computers on their bookmobile.

Networking equipment at Medina County Public Library, Perry Public Library, and the CPL Glenville branch were upgraded.

KnowItNow: On May 28, the State Library Board unanimously approved the 2009-2010 KIN24x7 LSTA grant proposal. The proposal was presented by Don Boozer who also answered several questions from the Board. Noah Himes and Bill Martino of NEO-RLS were also in attendance at the meeting, and Mr. Himes provided comments on the importance of 24x7 service and in support of continuing support for KnowItNow.

Mr. Boozer and Brian Leszcz spoke with Susie Whiteford and Kris Johnson, representing AskColorado, the Colorado state-wide virtual reference system. AskColorado is investigating the feasibility of becoming part of the Ohio-Oregon virtual reference partnership.

Washington County Public Library (WCPL) in Marietta was the first library to implement a custom queue for their library. The new link allows patrons initiating a KIN session from the WCPL web site to be automatically routed to a WCPL librarian during regular hours. After hours, the patron will be seamlessly connected to another KIN librarian.

During the final week of May, Megan Mitchell (KIN24x7-OhioLINK liaison) recruited three new OhioLINK institutions to join the KIN Academic providers: Bowling Green State University, Owens Community College, and Southern State Community College.

Mr. Boozer hosted a QuACK (Quality Assurance Committee for KIN24x7) meeting via Webex on May 19. The committee is developing evaluation criteria and setting up June as a "test" month for evaluating KIN24x7 transcripts.

MEETINGS & PROFESSIONAL DEVELOPMENT: Ann Palomo completed the CSU Leadership Academy, attending the final two sessions: Strategic Management & Planning, and the Capstone Session.

Ms. Palomo worked with the Strategic Direction team, meeting with Dr. Paul Saliponte at the Weatherhead School of Management at CWRU, attending the Innovation Team presentations, and helping to draft the final

Strategic Initiatives report.

Mr. Boozer and Mr. Leszcz presented two programs on May 8, one for the SEO Users' Group Meeting at Mohican State Park Resort in the morning, and one for the OLC Central Chapter Conference in Columbus in the afternoon.

Mr. Boozer attended a meeting of the OLC Reference & Information Services Division in Columbus on May 13.

Bob Carterette represented the Cleveland Public Library at a meeting organized by Connect OHIO, a State level organization supporting planning for the adoption of broadband services throughout Ohio.

David Reynolds attended two COUNTER/SUSHI database statistics webinars presented by NISO.

Statistics: May's total OverDrive/CLEVNET eMedia Collection circulation was 11,735 downloads, up from 11,302 reported in April. We currently have 940 total followers on Twitter, up from 769 in April. SecondLife is currently displaying 4,114 total visitors to-date, up from 3,948 as reported in April.

Automation Services Statistics, 05/2009

	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	72	56	32	160
CPL Branch	81	67	25	173
CPL Lake Shore	25	19	8	52
CLEVNET	39	30	21	90
PUBLIC				0
HARDWARE TOTAL	217	172	86	475
SOFTWARE				
CPL Main	18	18		36
CPL Branch	15	15		30
CPL Lake Shore	9	9		18
CLEVNET	67	67	3	137
PUBLIC				0
SOFTWARE TOTAL	91	91	3	218
WEBWARE				
CPL Main	19	19	2	40
CPL Branch	15	15		30
CPL Lake Shore			3	3
CLEVNET	10	10		20
PUBLIC	47	42		89
WEBWARE TOTAL	91	86	5	182
KIN				
CPL Main	9	5		14
CPL Branch	2	1		3
CPL Lake Shore	0	9		
CLEVNET	30	18		48
PUBLIC				0
KIN Library	3	3		6
OHIOLink Library	6	6		12
After Dark				0
KIN TOTAL	50	42	0	83
GRAND TOTAL	449	391	94	964

Ms. Butts adjourned the meeting at 12:50 pm.

Alice G. Butts
President

Maritza Rodriguez
Secretary

CLEVELAND PUBLIC LIBRARY

**Finance Committee
June 18, 2009**

GIFT REPORT FOR MAY 2009**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	821	2,240
Periodicals	91	134
Publishers Gifts	80	309
Non-Print Materials	593	<u>659</u>
TOTAL LIBRARY SERVICE MATERIALS	764	3,342

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$1,087	\$2,092
Library Fund	Restricted	1,500	3,715
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	0	11,778
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	16,815
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	58,110
Lockwood Thompson Fund	Restricted	0	0
MetLife - Fit for Life	Restricted	0	6,250
Sugarman Fund	Restricted	0	100
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>15,700</u>
TOTAL MONEY GIFTS		\$2,587	\$115,461

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	31	140	764	4,106
Money Gifts	<u>2</u>	<u>43</u>	<u>2</u>	<u>43</u>
TOTAL GIFTS	33	183	766	4,149

RESOLVED, That the Gift Report for May 2009 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40 (J) of the Ohio Revised Code.

THE STATE LIBRARY OF OHIO
COLUMBUS, OHIO
43201

OHIO FFY 2009
LSTA
CFDA 45.310
PROJECT # II-7-09
CLEVELAND PUBLIC LIBRARY
24-7 VIRTUAL REFERENCE
RESOURCE SHARING
PROJECT
FUNDED WITH FFY08
CARRYOVER FUNDS/FFY09
FUNDS
IMLS

This agreement between the Board of Trustees of

CLEVELAND PUBLIC LIBRARY

hereinafter known as the ADMINISTERING AGENCY,

and the State Library Board, hereinafter known as the STATE LIBRARY,

WITNESSETH THAT:

The ADMINISTERING AGENCY proposes to act as administrative agent for the RESOURCE SHARING project as described in the project application which shall become part of this AGREEMENT.

This project will BEGIN July 1, 2009 and TERMINATE June 30, 2010.

The STATE LIBRARY agrees to grant to the ADMINISTERING AGENCY the sum of \$100,000 from FFY 2008 carryover LSTA funds and \$454,366 from FFY 2009 LSTA funds to fund this project, said sums to be paid in monthly installments to the ADMINISTERING AGENCY.

\$50,000 from FFY 2008 carryover funds shall be paid as soon as possible upon the signing of this agreement by both parties;

the balance of \$50,000 from FFY 2008 carryover LSTA funds and the \$454,366 from FFY 2009 LSTA funds to be paid in monthly installments to the ADMINISTERING AGENCY based on estimated disbursements supplied to the STATE LIBRARY by the ADMINISTERING AGENCY.

24-7 AGREEMENT

Page 3

The Single Audit Act of 1984 requires that the STATE LIBRARY ensure that subrecipients meet the provisions of the Single Audit Act, and that, in instances of non-compliance with Federal laws and regulations, the STATE LIBRARY take appropriate corrective action. The State Library may request back-up documentation to verify expenditures for audit purposes.

The ADMINISTERING AGENCY agrees to submit to the STATE LIBRARY within 30 days from the date the report is issued, one copy of its audit report for each fiscal year which includes any part of this project period.

Two copies of the promotional materials, book lists prepared for this project and newspaper publicity and articles shall be submitted with the narrative report.

The ADMINISTERING AGENCY agrees that all Federal funds received under this agreement will be expended solely for the purpose stated in the grant application. Any such funds not so expended, including funds lost or diverted to other purposes, shall be repaid to the STATE LIBRARY. In the event that such funds are lost or diverted, the terms of this contract shall cease. In the event that federal moneys included in this contract become unavailable to the State of Ohio, the STATE LIBRARY shall modify or cease the terms of this contract based upon the financial restrictions imposed by the Institute of Museum and Library Services.

The ADMINISTERING AGENCY shall maintain inventory records of equipment purchased for the project using forms and procedures established by the STATE LIBRARY per Section 1183.130 and, 1184.140 Code of Federal Regulations.

At such time that equipment purchased for this project, in whole or in part with Federal funds, is no longer needed or being utilized for the purposes identified in the project application, it shall revert back to the federal government through the STATE LIBRARY, per Section 1183.139 Code of Federal Regulations.

The ADMINISTERING AGENCY agrees that if it fails to meet any term of this contract, the STATE LIBRARY may, upon reasonable notice to the ADMINISTERING AGENCY, suspend the payment of funds and/or the project in whole or in part. The notice of suspension shall state the reasons

24-7 AGREEMENT

Page 5

The ADMINISTERING AGENCY also agrees that it will comply with the Drug-Free Workplace Act of 1988. 34 CRF part 85, subpart F, all requirements imposed by the applicable regulation and all guidelines and interpretations issued pursuant thereto.

The ADMINISTERING AGENCY agrees that it will comply with Section 131.17 of the Ohio Revised Code.

"No contract, agreement, or obligation involving the expenditure of money entered into by any department, office, board, commission, or other agency of the state, nor any resolution or other for the expenditure of money passed by any such entity, shall be valid and enforceable, unless the director of budget and management first certifies that there is a balance in the appropriation not already obligated to pay existing obligations. Any written contract or agreement entered into by the state shall contain a clause stating that the obligations of the state are subject to the provisions of this section."

This agreement becomes effective at the time of signing by both parties.

Date

President of the Board

Date

Treasurer

5/26/09

Jannet Budler

Date

State Librarian

This grant was approved by the State Library Board on May 28, 2009.



**CERTIFICATIONS REGARDING DEBARMENT AND SUSPENSION;
DRUG-FREE WORKPLACE REQUIREMENTS; LOBBYING;
FEDERAL DEBT STATUS; AND NONDISCRIMINATION**

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

1. DEBARMENT AND SUSPENSION

The applicant shall comply with 2 CFR Part 3185. The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

2. DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and

- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

5. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685- 86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature of Authorized Certifying Official

Print Name and Title of Authorized Certifying Official

Date

**FIRST AMENDMENT TO INTERLIBRARY SOFTWARE COLLABORATION
AGREEMENT**

THIS FIRST AMENDMENT TO INTERLIBRARY SOFTWARE COLLABORATION AGREEMENT (this "Amendment") is entered into as of June 1, 2009 by and between by and between the Board of Trustees of the Cleveland Public Library ("CPL") and Multnomah County ("MC"). CPL and MC are also referred to in this Agreement individually as a "Party" or collectively as the "Parties."

RECITALS

A. CPL and MC entered into that certain Interlibrary Software Collaboration Agreement with an effective date of June 1, 2008 (Multnomah County Contract No. 4600007771) (the "Agreement").

B. CPL and MC desire to amend the Agreement as more particularly set forth in this Amendment.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound hereby, CPL and MC hereby enter into this Amendment and agree as follows:

1. **Incorporation of Recitals; Certain Definitions.** The above recitals are hereby incorporated into this Amendment as if fully set forth herein. Except as otherwise defined or provided herein, the capitalized terms used as defined terms in this Amendment will have the definitions for those terms that are set forth in the Agreement. The Agreement, as amended by this Amendment, is hereinafter referred to as the "Amended Agreement."

2. **Phase 2 Development Expenses.** CPL and MC will divide costs equally respecting development expenses related to "Cleveland Public Library Phase 2 Statement of Work" from Source-N dated May 28, 2009, a copy of which is attached to and made a part of this Amended Agreement as Schedule 1. The total expected cost (the "Total Cost") related to Phase 2 will be forty-two thousand and seven hundred fifty dollars (\$42,750.00). Accordingly, CPL and MC will each contribute twenty-one thousand and three hundred seventy-five dollars (\$21,375.00) of the Total Cost. CPL will administer payment of the Total Cost and, on or before July 30, 2009, MC will deliver a check to CPL made payable to CPL in the amount of twenty-one thousand and three hundred seventy-five dollars (\$21,375.00).

3. **Hours for Support Services.** Section 7(d) of the Agreement is hereby amended and restated as follows:

During the Term, CPL and MC will regularly communicate to share best practices and procedures related to the New Library Virtual Reference Service. To augment support services for each Party's respective patrons, during the Term: (i) CPL will ensure that there will be at least one librarian who will be available to answer questions from MC patrons on Monday through Friday (excluding legal holidays) from 9:00 a.m. until

12:00 p.m. (Eastern Standard Time); and (ii) MC will ensure that its librarians regularly offer such number of hours to answer questions from CPL patrons (generally Monday through Friday (excluding legal holidays) during normal business hours (Pacific Standard Time)) so that the number of questions answered for CPL patrons by MC's librarians, in the aggregate, approximately equals the number of questions answered for MC patrons by CPL's librarians.

4. Miscellaneous.

(a) This Amendment will be incorporated into and made a part of the Agreement, and all provisions of the Agreement not expressly modified or amended hereby will remain unmodified and unamended and in full force and effect and are hereby ratified and confirmed.

(b) Notwithstanding any provision of the Amended Agreement to the contrary, in the event of any inconsistency or conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment will control.

5. Execution in Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which together will constitute one and the same agreement. Faxed signatures or signatures in PDF copies transmitted via e-mail will be deemed original signatures for all purposes.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed the day and year first above written.

“CPL”

“MC”

The Cleveland Public Library

Multnomah County, on behalf of itself and the Multnomah County Library

By: _____

By: _____

Its: _____

Its: _____

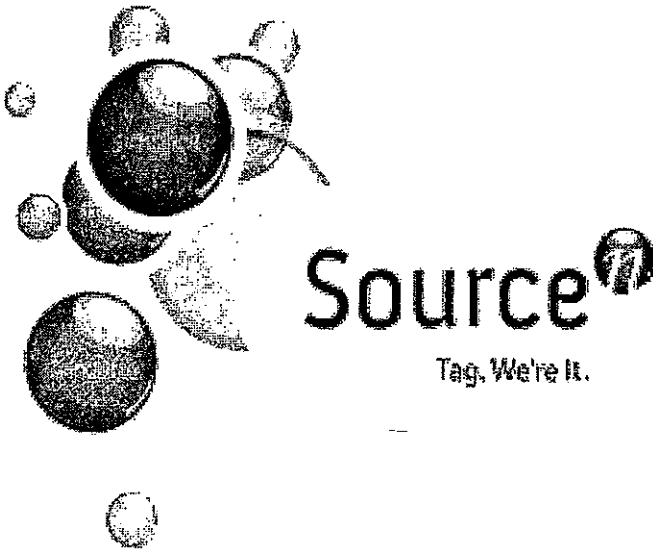
and

By: _____

Its: _____

Schedule 1

Phase 2 "Statement of Work" May 28, 2009



Cleveland Public Library Phase 2

Statement of Work

28-May-2009

I. SourceN's Project Role

SourceN is to function as a Software Services Development and Technology Contractor for Cleveland Public Library ("Client"). As such, this Statement of Work ("Cleveland Public Library") will define all work on this project to be conducted by SourceN, deliverables and deadlines for both SourceN and Client, and defines standards for the work to be performed.

II. Project Overview:

SourceN will customize and upgrade Openfire and Spark client to enhance the features of the existing solution. As a part of the enhancement project, SourceN will deliver features mentioned under the project scope. SourceN estimates that the work can be completed as specified below. SourceN will work with client to prioritize key features & customizations with respect to Client's Time and Cost constraints.

Any additional time required to complete the project beyond the estimate herein will be pre-approved by Client before SourceN engages in any such work.

SourceN will deliver the solution on the following version of Openfire and Spark

- Openfire 3.6.4
- Spark 2.5.8

III. Project Scope

The elements listed in this section are considered the scope of this fixed-bid project estimate. Additional items or a change in the items below will necessitate a change order with a related estimate for time and services of the SourceN staff. SourceN will work with Client to define REASONABLE requirements that can be delivered within the budgetary constraints and time estimate of the project. Scope of the project will be mutually determined by SourceN and Client based on the Client's budgetary constraints and time estimate.

Requirements that fall outside the Client's budgetary constraints and time estimate will not be included in the deliverable and can be included in a subsequent Statement of Work or Change Order. Assumptions and dependencies are noted where applicable and known, based on our current limited understanding of this project as follows:

Proposed List of features:

1. Spark Installer-(without pop-up advertisements) and a bundled JRE
 - a. Mac Installer
 - b. Source files
2. Customized spark client should have a versioning system
3. Transfer noise
 - 3a. When a call is transferred to a queue there should be an alert noise broadcast to librarians monitoring that queue
5. FastPath Webchat - JavaScript Issues The JavaScript that runs the FastPath webchat makes certain assumptions about the chat window that are not necessarily true, specifically that the chat is happening in a pop-up window.

Calls to window.parent fail when the chat is running in an iframe as part of a larger screen.

5a. Sometimes, if a customer/patron is typing and a new message arrives, the window focus is changed and the patron's typing is interrupted.

5b. In IE6, The window re-focuses itself at the top over and over.

5c. Backspace in user chat erases chat from the window.

6. FastPath – Transcripts

6b. Presently, the patron's question does not show in the FastPath webchat on their side or in the chat transcript on the librarian's side. It does show for the librarian in the 'info' window.

6c. Treating the patron's 'question' as also their initial message could address this on both sides without making changes to the FastPath webchat or Spark.

9. Spark – Prevent librarians from accidentally closing a chat with a patron by x-ing out the window. Treat the 'x' the same as the 'End call' button – provide a warning and allow resolution codes.

13. FastPath Webchat - Audible alert of incoming messages for patrons

13a. Patrons should have the option of hearing a 'beep' or 'ding' when a new message arrives from the librarian. There is even an existing reference to a sound-related JavaScript function in webchat/chatmain.jsp, starting on line 364:

15. Fastpath Webchat- Include an emoticon menu on FastPath webchat for patrons to use

17a. Provide an admin interface to block only certain users for file transfer.

18. Open Fire / FastPath – Create an administrative interface for setting the

options for resolution codes by workgroup.

25. Carrying out existing customization on new Open fire version

Final Scope and Features will be mutually agreed upon after kick-off given project time & resource constraints.

- **Constraints**

SourceN will manage all work within this Statement of Work, an estimate for which is included herein. Additional item or items incremental to the scope or any change related to an evolved understanding of the scope defined within this document will adhere to SourceN's change request process and may impact cost and schedule.

- **Known Scope Exclusions**

SourceN can add additional scope exclusions before and during the project as and when SourceN's understandings of the project & requirements evolve". Many scope exclusions can be considered as additional projects or future phases of work that the Client may wish to engage SourceN to develop under a separate Statement of Work.

Based on SourceN's current and limited understanding of this project and associated requirements, SourceN has identified the following Scope Exclusions:

1. Multiple patrons are told they are #1 in the queue

2. FastPath - Accessibility
 - i. Webchat should work consistently on web-enabled mobile devices and with adaptive technology such as the JAWS and Window Eyes screen readers.
3. IM Gateway Plug-in for Open Fire - Fix XMPP protocol to work with libraryh3lp. According to Eric and Pam Sesames of libraryh3lp, "It would be great if someone wanted to contribute a plug-in for Spark ... that sent inactivity notifications in compliance with XEP-0085."
4. FastPath for SparkWeb
5. The transfer noise should be customizable and The controls for the transfer noise should be in a standard location
6. Additionally, updates to the Webchat JavaScript would allow us to let the patron decide when to close their chat window (right now, a JavaScript call redirects them when the librarian disconnects).
7. Webchat as a popup window
 - i. Webchat as a Separate page (if we are retaining the existing one)
 - ii. Webchat as a separate page
 - iii. Webchat as an iframe inside of another page
8. The initial patron question should display at top of transcript for both librarian and patron. We have had feedback from both patrons and librarians about this issue.
9. Spark - Transfer a FastPath webchat to specific agent without losing queue information
 - i. Presently, questions transferred directly to a specific agent do not come attached to the original queue information. Questions transferred to a

queue do come attached with queue information and provide the opportunity to assign resolution codes.

10. Spark or FastPath or Open Fire Broadcast plug-in – Broadcast macros or automatic broadcast to quickly send messages to logged-in members of a particular group of users
11. We're using the broadcast plug-in to alert online librarians of a class visit.
Librarians would like to automatically receive a broadcast when the number of waiting patrons (or length of time spent waiting) reaches certain criteria. This feature should be optional and the criteria should be set by workgroup or IM group (the idea is that not everyone logged in is monitoring a workgroup).
12. Alternatively, create a one-click macro in Spark that calls for help from a specific IM group.
13. Spark – Prevent librarians from accidentally closing a chat with a patron by x-ing out the window. Treat the 'x' the same as the 'End call' button – provide a warning and allow resolution codes.
14. Alternatively, don't allow a window to be closed until all FastPath chats are completed.
15. FastPath – Allow multiple users to join a conference room in Webchat mode.
 - i. We would like the capability to route people with similar questions into conference rooms.
16. Spark – See whole question and highlight the scrollbar.
17. Spark - Adjust font colors so that there is always a clear distinction between what the librarian says and what the patron says.

18. Colors for librarian / patron prompts in the Spark side of FastPath appear to be randomly chosen, which means that sometimes the two colors are very similar. Change the function so that the colors for the first two people in the chat always contrast.
19. Spark - Allow alerts in FastPath sessions to be customized
20. Presently, Spark settings for alerts for new messages sometimes do and sometimes do not apply to FastPath messages. This may be a Java issue addressed by bundling a JRE.
21. Spark – Optionally, block file sharing completely.
 - i. Some libraries won't install Spark on municipal networks because Spark allows file sharing between librarians. A plug-in could turn off file sharing, and a separate installer created for this libraries. We'll remove the File Sharing icon for the users who are blocked by admin.
22. Presently, the options for resolution codes are hard coded into FastPath and not customizable by workgroup.
23. Spark – Librarians should have the option to see them listed in their buddy lists.
24. Spark - Change the word macros to a word that will be more easily understood by librarians.
25. We suggest 'scripts' for messages and 'bookmarks' for URLs, or 'scripts and bookmarks' for both.
26. Spark – Identical statuses "Free to chat" and "Online" are confusing. Eliminate "Free to Chat".
27. Spark - In the contacts menu, lookup profile asks for a Jabber ID. Change to 'username'.
28. Cross browser compatibility for webchat

29. Carrying out existing customization on new Spark version

30. SourceN will not carry out any UI/IA/UX Customization. This can be handled in a separate SOW

IV. Client Deliverables:

1. Client will provide SourceN with feature workflow where ever requested

V. Assumptions & Dependencies

A. Project Management

1. SourceN requires that Client will staff a primary project contact to manage the project that will ensure timely communication and coordination between Client, the Client's End-Customer and SourceN throughout the project. Client's Project Manager will be actively involved in managing the project and End-Customer.
2. SourceN will generate a change request detailing the cost and timing for complex or additional deliverables related to this Statement of Work when such complexity or change is requested by Client or identified to be part of the project scope.
3. SourceN assumes that Client will provide development, staging systems and production systems including correctly installed versions of operating systems, software (web server, app server, databases, compilers, run-times, frameworks, etc.), VPN access, and source code management.

4. SourceN assumes that Client will procure any necessary hardware, software, hosting, and network access to enable this project.
5. SourceN assumes that Client will establish a Base Camp HQ or similar project workspace to manage collaboration, tasks, documents, communication, etc. on this Project. Optionally, SourceN can provide a Project workspace to manage collaboration on this project.

B. Known Risk Factors & Potential Impact (TBD)

Based on SourceN's current and limited understanding of this project and associated requirements, SourceN has identified the following Risk Factors:

1. SourceN time and cost estimate are based on feature workflow as proposed by SourceN. SourceN estimate can vary if client provides with a different workflow.
2. SourceN time and cost estimates are depending upon the limited understanding of requirements. The Time and Cost estimate could increase or scope may need to be reduced depending upon our evolving understanding of the project.
3. Project delivery date depends upon timely feedback requested from client. Any delay in providing feedback can risk the project end date.

4. SourceN estimates for time depend upon timely access to networks, servers and VPN and it could increase if there are any delays in providing.
5. Integration with third party APIs, if any, and any upgrade/modifications made to these third-party APIs by their respective companies may make integration dysfunctional before or after go-live leading to increase time & costs.

SourceN and Client will work together to reduce these risk factors, but it is unlikely that these risk factors can be eliminated. Therefore, Client understands the possible cost & schedule variance for this project and acknowledges that Client may have to pay SourceN additional fees and accept delays in the project delivery arising from the above stated Risk Factors.

SourceN can add additional Risk Factors before and during the project as and when SourceN's understandings of the project & requirements evolve. Resolution too many Risk Factors can be considered as additional projects or future phases of work that the Client may wish to engage SourceN to develop under a separate Statement of Work

C. Schedule, Costs and Billing

SourceN's estimated schedule, costs and billing are based on our current, limited understanding of the project scope, requirements and deliverables. Where possible, this Statement of Work attempts to identify the scope and deliverables accurately as well as open items ("TBD"), possible change requests, and other potential scope/schedule/cost impacts. Having said the foregoing, Client understands that these estimates may need to be revised as our understanding of the scope, requirements and deliverables evolves and

may necessitate change requests that could delay the project schedule and increase costs.

D. Communications

1. SourceN assumes that feedback will be received in a consolidated format from Client stakeholders from the assigned Client contact. Multiple instances of feedback per each review will not be accepted. This process will help keep the project on schedule and budget.
2. Feedback must be received within the timeframe specified for each deliverable review, allocated at one to two (1-2) days per deliverable (check project plan for details). If feedback is provided after the dates outlined in the project schedule, SourceN will look at pushing back the schedule accordingly.

E. Assets & Information Gathering

- SourceN will not be held responsible for a delay in the delivery of assets by Client or by other third parties contracted by Client or any schedule changes caused by delay in delivery of those assets.

F. Technology

- Client will provide Business & Technical Support on all of Client's existing Application/Website technology if the need be during the course of the project including, but not limited to,

- Dev, Test, and Production Servers
 - Networks / VPNs / Encryption / etc.
 - TBD
- Client's technical team will be available to SourceN to provide expert guidance, technical & development support to SourceN on any issues and questions related to the execution of this project.

G. Background Technology

- All work on this project is considered to be a work for hire and shall be owned by Client except as denoted below.
- SourceN owns and reserves the right to reuse proprietary Background Technology developed or used on this project for other Clients. Background technology consists of methods and techniques developed to execute the Project.

H. Legal

- Legal approval by Client has not been incorporated into the project schedule. If legal approval is deemed necessary, the schedule will be adjusted and the final asset delivery date pushed back accordingly.
- If legal approval is required, legal approval guidelines must be communicated prior to the design phase. Communication of legal or other guidelines after design will necessitate a change request and will delay final asset delivery and may increase cost.

- Client represents, warrants and has secured licenses and usage rights for all content delivered to SourceN for use in the Project and will hold SourceN harmless for any actions arising from its use.

VI. Project Administrative Notes

- Change Request Process
 - Any deviation from the scope outlined in the Statement of Work or adjustment in the Project Schedule including but not limited to delayed approvals or delayed asset delivery from Client, or other third parties, will necessitate a change request. A change request will require an estimate of new work to be performed by SourceN.
 - Estimates include resource allocation, management, and/or production and are billed on a time-of-staff model at SourceN's current list rates. Change request production will not commence until signed approval of an estimate for such work is received.
- Acceptance Criteria
 - SourceN will work with Client to thoroughly test the module developed or modified by SourceN. Upon issue identification, SourceN will make all necessary corrections to the developed and/or modified components prior to providing final files to Client for implementation.

SourceN will work with Client to identify issues and address. Items will be addressed in priority ranking.

- Level 1: Error will break the application or severely disrupts the user experience.
- Level 2: Error is severe.
- Level 3: Error is noticeable; however it does not disrupt the user experience or functionality in a significant way.
- Level 4: A minor loss of function or other small problem that has an easy workaround. A fix is not required for launch.
- Level 5: A very minor issue. A fix is not required for launch.

Client can only reject Deliverables that do not meet the mutually agreed upon standards defined by Client in the Statement of Work and any necessary Change Requests. Client Acceptance occurs either by Client signing a formal Acceptance Document stating that all Deliverables meet agreed upon standards or by SourceN delivering final assets to Client. Any use of the Project deliverables or assets constitutes final acceptance by Client.

- Warranty

- SourceN provides no warranty. SourceN will not correct errors found after project acceptance and not detailed within the acceptance document. Creation of a warranty plan, including devotion of necessary SourceN resources on a twenty-Four hour, 7 day per week, 365 day per year basis to resolve the error, may be developed under a separate Statement of Work, if requested by Client.

- Hosting

- It is assumed that Client will set up and manage a secure development and staging environment to review the project during deployment within the QA phase of the project including all necessary hardware and software and network access.

- Partnership Considerations

- SourceN and Client along with input from the end-customer may work together to identify existing partnerships that can be leveraged as well as opportunities to create new partnerships. SourceN along with input from Client will determine appropriate partnerships and will seek and develop any such relationships. Although SourceN may make suggestions regarding potential partnerships, SourceN will not approach or communicate with any such potential partners on Client's behalf without Client's prior written consent.

- Training

- Client shall have the option to hire SourceN at a reasonable and agreed upon price, which will include travel expenses, to train the personnel designated by both parties to use and maintain the project as applicable and any upgrades thereto. Such training shall be provided by SourceN over a reasonable number of consecutive business days that will be agreed upon in advance by Client and Client and provided at a location designated by Client

- Self-Promotion

- SourceN shall not itself use, nor shall it authorize any third party to use Client's or end-customer's content, name or marks in any manner inconsistent with this Statement of Work without written consent.

- **Out of Pocket Expenses**

- This Statement of Work does not include out of pocket expenses. SourceN will provide Client with an itemized estimate for all out of pocket expenses for approval prior to incurring expenses.

- **Travel**

- This Statement of Work does not include travel fees. If travel is needed, SourceN will provide Client with an itemized estimate for all travel expenses for approval prior to incurring travel fees.

- **Transfer Restrictions**

- Except to the extent necessary to effectuate the specific uses for which Client has contracted with SourceN, Client shall not assign, rent, lease, sell, sublicense, or otherwise transfer SourceN's code or materials produced for the Project to another party, other than Client without prior written consent of SourceN. Any party authorized by SourceN to receive the Works for the Project must agree to be bound by the terms and conditions of this agreement.

VII. Project Schedule, Time, Costs and Billing

A. Project Schedule

SourceN will need **6 Calendar weeks** to complete the project from the start of the project.

B. Project Costs & Billing

SourceN's fee for this project is estimated at **\$42,750.00**

C. Payment Schedule

Client will pay SourceN, according to the following schedule:

- Payment 1: \$ 14,250.00 on **Monday of Week 1**
- Payment 2: \$ 14,250.00 on **Monday of Week 3**
- Payment 3: \$ 14,250.00 on **Monday of Week 6**

VIII. Sign-Off

By signing below, Client agrees to engage SourceN for this Statement of Work and all of the terms and conditions herewith.

Sign: _____

Sign: _____

Date: _____

Date: _____

Name: _____

Name: Jim Weldon _____

Title: _____

Title: Managing Partner _____

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 84.57% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

June 11, 2009

To the Board of Library Trustees of the: Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2009, as revised by the Budget Commission of said County, which shall govern the total of appropriations appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2009	General Property Tax	PLF	Other Sources	Total
General Fund	24,895,209.98	31,400,248.16	24,625,427.62	10,582,923.00	91,503,808.76
Special Revenue	9,852,471.02			1,703,375.00	11,555,846.02
Capital	4,966,159.71			0.00	4,966,159.71
Permanent	1,815,212.46			53,500.00	1,868,712.46
Totals/Subtotals	41,529,053.17	31,400,248.16	24,625,427.62	12,339,798.00	109,894,526.95

<u>Frank Russo</u>	Budget	<u>Jim Padala</u>
<u>Elizabeth</u>	Commission	<u>Phay</u>

**CLEVELAND PUBLIC LIBRARY
2009 APPROPRIATION: THIRD AMENDMENT
JUNE 18, 2009**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	24,895,209.98	0.00	24,895,209.98 (3)
Taxes - General Property	29,400,248.16	0.00	29,400,248.16
LLGSF	24,625,427.62	0.00	24,625,427.62
State Rollbacks	6,489,423.00	0.00	6,489,423.00
Federal Aid	0.00	0.00	0.00
State Aid	960,000.00	0.00	960,000.00
Fines and Fees	323,500.00	0.00	323,500.00
Earned Interest	1,600,000.00	0.00	1,600,000.00
Services	2,800,000.00	0.00	2,800,000.00
Miscellaneous	410,000.00	0.00	410,000.00
Return of Advances	0.00	0.00	0.00
[TOTAL RESOURCES	91,503,808.76]	0.00]	91,503,808.76]

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	45,135,224.00	0.00	45,135,224.00
Supplies	1,400,285.00	0.00	1,400,285.00
Purchased/Contracted Services	10,303,398.00	0.00	10,303,398.00
Library Materials/ Information	11,835,292.00	0.00	11,835,292.00
Capital Outlay	1,211,994.00	0.00	1,211,994.00
Other Objects	83,280.00	0.00	83,280.00
[SUBTOTAL OPERATING	69,969,473.00]	0.00]	69,969,473.00]
Transfers/Advances	3,000,000.00	0.00	3,000,000.00
[TOTAL APPROPRIATION	72,969,473.00]	0.00]	72,969,473.00]

(1) Certificate dated May 21, 2009

(2) Certificate dated June 11, 2009

(3) \$24,895,210 unencumbered cash carried forward (plus \$4,178,900 encumbered cash.)

**CLEVELAND PUBLIC LIBRARY
2009 APPROPRIATION: THIRD AMENDMENT
JUNE 18, 2009**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	172,536.47	0.00	172,536.47
Endowment for the Blind	1,357,760.22	0.00	1,357,760.22
Founders	1,828,551.19	0.00	1,828,551.19
Kaiser	40,144.59	0.00	40,144.59
Kraley	141,909.99	0.00	141,909.99
Library	170,068.50	0.00	170,068.50
Pepke	86,789.54	0.00	86,789.54
Wickwire	1,006,763.80	0.00	1,006,763.80
Wittke	60,560.11	0.00	60,560.11
Young	2,631,940.87	0.00	2,631,940.87
Friends	21,540.13	0.00	21,540.13
Judd	232,441.00	0.00	232,441.00
Lockwood Thompson	229,140.26	0.00	229,140.26
Ohio Center for the Book	1,900.00	0.00	1,900.00
Schweinfurth	53,040.53	0.00	53,040.53
Cleveland NCA Kiosks	14,369.66	0.00	14,369.66
Bill & Melinda Gates	0.00	0.00	0.00
Harvard Kiosk	8,756.23	0.00	8,756.23
LSTA-Service to Youth	0.00	0.00	0.00
MetLife-Fit for Life	23,800.00	0.00	23,800.00
LBPH - LSTA	132,060.00	0.00	132,060.00
KnowItNow-LSTA	295,349.43	554,366.00	849,715.43
[TOTAL SPECIAL REVENUE [8,509,422.52]	554,366.00]	9,063,788.52] (4)

CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
[BUILDING & REPAIR	4,966,159.71]	0.00]	4,966,159.71] (5)

(4) \$9,852,471 unencumbered cash carried forward (plus \$368,554 encumbered cash.) \$1,703,375 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.
(\$9,852,471 + \$1,703,375 = \$11,555,846 less \$2,492,057 = \$9,063,789)

(5) \$4,966,160 unencumbered cash carried forward (plus \$4,533,011 encumbered cash.) \$0- additional revenue, although \$3,000,000 Strategic year end transfer is budgeted.

**CLEVELAND PUBLIC LIBRARY
2009 APPROPRIATION: THIRD AMENDMENT
JUNE 18, 2009**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	154,956.88	0.00	154,956.88
Ambler	1,296.65	0.00	1,296.65
Beard	99,280.92	0.00	99,280.92
Klein	3,047.98	0.00	3,047.98
Malon/Schroeder	99,947.62	0.00	99,947.62
McDonald	116,281.43	0.00	116,281.43
Ratner	54,798.47	0.00	54,798.47
Root	21,001.27	0.00	21,001.27
Sugarman	14,292.88	0.00	14,292.88
Thompson	72,981.93	0.00	72,981.93
Weidental	3,913.61	0.00	3,913.61
White	1,226,912.82	0.00	1,226,912.82
[TOTAL PERMANENT	1,868,712.46]	0.00]	1,868,712.46] (6)

(6) \$2,532,248 unencumbered cash carried forward (plus \$17,996 encumbered cash.) \$53,500 additional revenue. Non-expendable principal amounts are not included in either the certified fund balances or the appropriated amounts of \$717,036.
 (\$2,532,248 + \$53,500 = \$2,585,748 less \$717,036 = \$1,868,712)

Cleveland Public Library

To Sandra Kuban
From Myron Scruggs
Date May 28, 2009
Subject Change Order #6, and Allowance Expenditure G2 and G3 (East-West)

Change Order #6

This change order is needed due to East-West having to relocate their trailer and fencing and to add additional gates. The total amount for this work is \$2,913.48.

Allowance Expenditure G2

This change order is needed to remove existing old footers from the site. The total amount for this work is \$3,386.50

Allowance Expenditure G3

This change order is needed to install additional beam and lintel at hall 143. The total amount for this work is \$1,037.80.

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):

Rice Branch
Cleveland Public Library
Corner of Shaker Boulevard and E.
116th Street
Cleveland, OH 44104

CHANGE ORDER NUMBER: 006

DATE: 14 May 2009

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:
TO CONTRACTOR (Name and address):

East West Construction Co., Inc.
7120 Harvard Avenue
Cleveland, OH 44105-7307

ARCHITECT'S PROJECT NUMBER: 07049

CONTRACT DATE: September 30, 2008

CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Refer to attached Exhibit "A" and related backup materials for this Change Order.

Note, the net change by previously approved Change Orders is \$5,008.16 because Change Order 004 and 005 are still in process.

The original Contract Sum was	\$	<u>2,560,600.00</u>
The net change by previously authorized Change Orders	\$	<u>5,008.16</u>
The Contract Sum prior to this Change Order was	\$	<u>2,565,608.16</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>2,913.48</u>
The new Contract Sum including this Change Order will be	\$	<u>2,568,521.64</u>

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

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

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

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

Bostwick Design Partnership
ARCHITECT (Firm name)

2729 Prospect Avenue, Cleveland,
OH 44115

ADDRESS

Glenn A. Pizzuti
BY (Signature)

Glenn A. Pizzuti, AIA, Vice President
(Typed name)

14 May 2009
DATE

East West Construction Co., Inc.
CONTRACTOR (Firm name)

7120 Harvard Avenue, Cleveland, OH
44105-7307

ADDRESS

Chad Patel
BY (Signature)

Chad Patel
(Typed name)

14 May 2009
DATE

Cleveland Public Library
OWNER (Firm name)

325 Superior Avenue, Cleveland, OH
44114-1271

ADDRESS

Myron Scruggs
BY (Signature)

Myron Scruggs
(Typed name)

DATE



AIA[®] Document G701[™] – 2001

Change Order

PROJECT (Name and address):
Ricc Branch
Cleveland Public Library
Corner of Shaker Boulevard and E.
116th Street
Cleveland, OH 44104

CHANGE ORDER NUMBER: 007
DATE: 15 May 2009

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
East West Construction Co., Inc.
7120 Harvard Avenue
Cleveland, OH 44105-7307

ARCHITECT'S PROJECT NUMBER: 07049
CONTRACT DATE: September 30, 2008
CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Refer to attached Exhibit "A" and related backup materials for this Change Order.

Note, the net change by previously approved Change Orders is \$5,008.16 because Change Order 004, 005 and 006 are still in process.

The original Contract Sum was	\$	2,560,600.00
The net change by previously authorized Change Orders	\$	5,008.16
The Contract Sum prior to this Change Order was	\$	2,565,608.16
The Contract Sum will be increased by this Change Order in the amount of	\$	14,650.63
The new Contract Sum including this Change Order will be	\$	2,580,258.79

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

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

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

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

Bostwick Design Partnership
ARCHITECT (Firm name)

2729 Prospect Avenue, Cleveland,
OH 44115

ADDRESS

(Glenn A. Pizzuti)
BY (Signature)

Glenn A. Pizzuti, AIA, Vice President
(Typed name)

19 May 2009
DATE

East West Construction Co., Inc.
CONTRACTOR (Firm name)

7120 Harvard Avenue, Cleveland, OH
44105-7307

ADDRESS

(Chad Patel)
BY (Signature)

Chad Patel
(Typed name)

DATE

Cleveland Public Library
OWNER (Firm name)

325 Superior Avenue, Cleveland, OH
44114-1271

ADDRESS

(Myron Scruggs)
BY (Signature)

Myron Scruggs
(Typed name)

DATE



GENERAL CONTRACTORS • CONSTRUCTION MANAGERS
 7120 Harvard Avenue
 Cleveland, Ohio 44105-7307
 Phone (216) 883-0445 • Fax (216) 883-0473
 CERTIFIED MINORITY BUSINESS ENTERPRISE

May 14, 2009

Mr. Bryan Wahl
 Associate
 Bostwick Design Partnership
 2729 Prospect Avenue
 Cleveland, Ohio 44115

Re: Additional Permit Fees (for Other Primes)
 New Rice Branch Library
 BDP Project No. 07049

Dear Mr. Wahl:

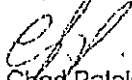
East-West Construction Co., Inc. has made the payment to City of Cleveland for building permit. The portion of this fee is responsibility of General Trade(EWC) and balance to be reimbursed(by other primes or Owner). This fee is above and beyond what was owed to the owner per contract documents. Our total cost for this additional fee is \$14,650.63 as shown below.

Total Building permit Cost	\$36,750.00
General Trade Responsibility(EWC)	\$22,099.37
Balance to be Reimbursed	\$14,650.63

This request for change order quotation is based on all other construction being completed on schedule without East-West incurring other costs. Because changes that affect either the time or the sequence of construction done prior to or concurrent with our work also affect the time and cost of completion of our work, we hereby reserve the right to request an equitable adjustment for rescheduling, delays, disruptions, acceleration, and/or impact in the event this modification changes the construction sequence and/or time of completion.

Trusting this meets with your approval. Please issue contract modification for this additional scope of work at the earliest. If you should have any question/concerns or need additional information on this proposal, please do not hesitate to contact me.

Sincerely,
 East West Construction Co., Inc.


 Chad Patel PE
 Project Manager

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF TREASURER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD MAY 1 – MAY 31, 2009

H. Sandra Kuban
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending May 31, 2009**

	General Fund	Special Revenue	Capital Projects	<u>Permanent</u>	<u>Total</u>
41 Taxes	16,463,405.39	0.00	0.00	0.00	16,463,405.39
42 Intergovernmental	12,269,116.78	195,862.80	0.00	0.00	12,464,979.58
43 Fines & Fees	135,965.86	0.00	0.00	0.00	135,965.86
44 Investment Earnings	401,120.88	(12,899.84)	0.00	(4,386.12)	383,834.92
45 Charges for Services	1,196,318.77	0.00	0.00	0.00	1,196,318.77
46 Contributions & Donations	0.00	115,360.95	0.00	100.00	115,460.95
48 Miscellaneous Revenue	18,669.96	0.00	0.00	215.53	18,885.49
Total Revenues	\$ 30,484,597.64	\$ 298,323.91	\$ 0.00	\$(4,070.59)	\$ 30,778,850.96
51 Salaries/Benefits	17,911,195.62	125,463.54	0.00	0.00	18,036,659.16
52 Supplies	477,284.23	5,349.21	0.00	1,774.01	484,407.45
53 Purchased/Contracted Services	4,076,373.78	188,488.72	0.00	0.00	4,264,862.50
54 Library Materials	3,460,675.26	43,125.50	0.00	20,298.21	3,524,098.97
55 Capital Outlay	445,897.34	1,649.94	713,682.42	0.00	1,161,229.70
57 Miscellaneous Expenses	43,923.75	7,990.00	0.00	0.00	51,913.75
Total Expenditures	\$ 26,415,349.98	\$ 372,066.91	\$ 713,682.42	\$ 22,072.22	\$ 27,523,171.53
Revenue Over/(Under) Expenditures	\$ 4,069,247.66	\$(73,743.00)	\$(713,682.42)	\$(26,142.81)	\$ 3,255,679.43
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 4,069,247.66	\$(73,743.00)	\$(713,682.42)	\$(26,142.81)	\$ 3,255,679.43
Beginning Year Cash Balance	\$ 29,074,110.06	\$ 10,221,024.55	\$ 9,499,170.43	\$ 2,550,244.08	\$ 51,344,549.12
Current Cash Balance	\$ 33,143,357.72	\$ 10,147,281.55	\$ 8,785,488.01	\$ 2,524,101.27	\$ 54,600,228.55

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2009

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	13,164,132.00	13,164,132.00	5,410,179.36	0.00	7,753,952.64
51120	Clerical Salaries	13,348,097.00	13,348,097.00	5,383,006.20	0.00	7,965,090.80
51130	Non-Clerical Salaries	1,729,671.00	1,729,671.00	690,671.53	0.00	1,038,999.47
51140	Buildings Salaries	5,153,746.00	5,153,746.00	2,010,589.82	0.00	3,143,156.18
51150	Other Salaries	1,883,438.00	1,883,438.00	650,103.86	0.00	1,233,334.14
51400	OPERS	4,855,191.00	4,995,879.08	1,632,831.09	3,275,766.18	87,281.81
51610	Health Insurance	3,931,593.00	4,246,038.86	1,729,910.28	2,245,178.14	270,950.44
51620	Life Insurance	87,192.00	110,477.99	48,642.33	46,774.07	15,061.59
51630	Workers Compensation	373,594.00	373,594.00	221,346.32	0.00	152,247.68
51640	Unemployment Compensation	38,641.00	63,873.19	4,080.08	46,152.11	13,641.00
51900	Other Benefits	569,929.00	664,647.36	129,834.75	306,996.30	227,816.31
	Salaries/Benefits	45,135,224.00	\$ 45,733,594.48	\$ 17,911,195.62	\$ 5,920,866.80	\$ 21,901,532.06
52110	Office Supplies	105,867.00	110,984.10	25,684.27	10,408.45	74,891.38
52120	Stationery	177,827.00	219,374.55	89,178.61	32,985.82	97,210.12
52130	Duplication Supplies	121,095.00	132,583.69	46,313.33	5,641.10	80,629.26
52140	Hand Tools	8,379.00	8,922.38	2,568.71	91.67	6,262.00
52150	Book Repair Supplies	106,572.00	118,096.69	46,622.27	8,059.11	63,415.31
52210	Janitorial Supplies	132,160.00	135,876.87	44,934.44	11,514.07	79,428.36
52220	Electrical Supplies	115,814.00	117,040.19	15,229.23	2,244.25	99,566.71
52230	Maintenance Supplies	170,072.00	180,396.34	56,432.83	14,010.81	109,952.70
52240	Uniforms	16,150.00	17,124.50	925.96	9,290.04	6,908.50
52300	Motor Vehicle Supplies	62,647.00	66,960.10	24,956.26	33,020.07	8,983.77
52900	Other Supplies	383,702.00	429,070.41	124,438.32	48,321.09	256,311.00
	Supplies	1,400,285.00	\$ 1,536,429.82	\$ 477,284.23	\$ 175,586.48	\$ 883,559.11
53100	Travel/Meetings	98,914.00	110,795.66	20,001.24	90,137.31	657.11
53210	Telecommunications	434,659.00	489,043.35	238,601.57	397,718.62	(147,276.84)

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2009

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53230	Postage/Freight	128,896.00	141,374.63	60,553.04	71,869.61	8,951.98
53240	PR/Other Communications	280,000.00	322,564.76	59,196.49	54,025.87	209,342.40
53310	Building Repairs	201,122.00	320,296.17	129,563.18	104,648.15	86,084.84
53320	Machine Repairs	67,506.00	70,763.35	11,363.46	2,914.09	56,485.80
53330	Computer Repairs	15,000.00	16,450.00	2,688.00	3,125.00	10,637.00
53340	Building Maintenance	214,993.00	239,164.77	57,581.71	97,854.29	83,728.77
53350	Machine Maintenance	269,826.00	312,940.75	53,757.84	115,837.39	143,345.52
53360	Computer Maintenance	857,891.00	883,520.52	595,622.59	50,295.84	237,602.09
53370	Motor Vehicle Repairs	27,729.00	30,468.75	16,176.38	1,467.16	12,825.21
53380	Contract Security	974,879.00	1,009,679.53	342,313.23	640,513.69	26,852.61
53390	Landscaping	36,000.00	39,000.00	14,256.00	27,514.00	(2,770.00)
53400	Insurance	382,136.00	382,606.00	6,466.00	3,719.00	372,421.00
53510	Rent/Leases	84,959.00	104,007.33	52,117.33	51,129.31	760.69
53520	Equipment Rental	314,268.00	386,639.08	131,554.32	226,499.21	28,585.55
53610	Electricity	1,949,602.00	2,237,874.42	758,931.07	1,340,469.65	138,473.70
53620	Gas	391,513.00	407,122.63	215,073.27	166,548.13	25,501.23
53630	Chilled Water	721,610.00	761,967.44	163,750.45	551,074.41	47,142.58
53640	Water/Sewer	90,720.00	131,779.57	19,612.53	136,490.07	(24,323.03)
53710	Professional Services	1,914,515.00	2,476,100.93	652,226.37	633,598.45	1,190,276.11
53720	Auditors Fees	526,500.00	531,200.00	360,265.48	4,606.00	166,328.52
53800	Library Material Control	305,000.00	336,248.96	106,726.23	225,372.73	4,150.00
53900	Other Purchased Services	15,160.00	18,169.25	7,976.00	3,921.25	6,272.00
	Purchased/Contracted Services	10,303,398.00	\$ 11,759,777.85	\$ 4,076,373.78	\$ 5,001,349.23	\$ 2,682,054.84
54110	Books	3,901,786.00	5,008,780.00	1,451,019.89	934,222.01	2,623,538.10
54120	Continuations	838,612.00	878,139.50	242,176.33	308,437.63	327,525.54
54210	Periodicals	1,854,238.00	1,988,307.91	100,684.16	63,287.66	1,824,336.09
54220	Microforms	309,865.00	403,623.50	35,084.51	78,444.19	290,094.80

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2009**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54310 Video Media	1,651,581.00	1,761,564.37	550,238.40	206,232.93	1,005,093.04
54320 Audio Media - Spoken	426,023.00	517,839.26	156,810.72	154,568.26	206,460.28
54325 Audio Media - Music	690,775.00	833,055.93	223,665.11	72,069.12	537,321.70
54350 Computer Media	319,800.00	434,784.71	253,293.73	69,267.53	112,223.45
54500 Database Services	1,589,121.78	1,606,957.78	345,734.56	192,273.30	1,068,949.92
54600 Interlibrary Loan	6,500.00	6,886.08	2,205.34	4,680.74	0.00
54710 Bookbinding	69,971.00	85,873.95	22,995.00	72,907.95	(10,029.00)
54720 Preservation Services	98,727.00	134,850.19	34,292.22	42,494.91	58,063.06
54730 Preservation Boxing	12,674.00	13,406.50	6,085.29	2,255.09	5,066.12
54790 Preservation Reformatting	65,618.00	93,228.04	36,390.00	9,637.94	47,200.10
Library Materials	11,835,291.78	\$ 13,767,297.72	\$ 3,460,675.26	\$ 2,210,779.26	\$ 8,095,843.20
55510 Furniture	141,409.00	165,646.97	33,545.57	8,044.33	124,057.07
55520 Equipment	68,629.00	84,113.00	14,335.33	14,358.37	55,419.30
55530 Computer Hardware/Software	964,437.00	964,437.00	374,460.89	60,031.77	529,944.34
55700 Motor Vehicles	37,519.00	37,519.00	23,555.55	0.00	13,963.45
Capital Outlay	1,211,994.00	\$ 1,251,715.97	\$ 445,897.34	\$ 82,434.47	\$ 723,384.16
57100 Memberships	68,278.00	71,782.00	38,360.00	12,804.00	20,618.00
57200 Taxes	1,000.00	1,652.68	191.02	1,261.66	200.00
57500 Refunds/Reimbursements	14,002.00	26,122.34	5,372.73	11,339.07	9,410.54
Miscellaneous Expenses	83,280.00	\$ 99,557.02	\$ 43,923.75	\$ 25,404.73	\$ 30,228.54
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	72,969,472.78	\$ 77,148,372.86	\$ 26,415,349.98	\$ 13,416,420.97	\$ 37,316,601.91

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2009

	<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>
101 General Fund	29,074,110.06	30,484,597.64	26,415,349.98	13,416,420.97	19,726,936.75
Total General Fund	\$ 29,074,110.06	\$ 30,484,597.64	\$ 26,415,349.98	\$ 13,416,420.97	\$ 19,726,936.75
201 Anderson	189,796.30	(344.39)	5,504.71	455.00	183,492.20
202 Endowment for the Blind	1,324,960.22	(1,223.95)	0.00	0.00	1,323,736.27
203 Founders	4,222,073.59	8,293.35	39,012.92	72,079.61	4,119,274.41
204 Kaiser	39,244.59	0.00	0.00	0.00	39,244.59
205 Kralej	139,498.67	(794.81)	0.00	288.68	138,415.18
206 Library	148,268.50	5,807.47	2,440.00	0.00	151,635.97
207 Pepke	85,789.54	0.00	0.00	0.00	85,789.54
208 Wickwire	994,220.04	(2,568.93)	1,635.50	9,888.11	980,127.50
209 Wittke	59,160.11	(115.71)	1,288.34	355.60	57,400.46
210 Young	2,571,940.87	11,332.83	26,045.52	0.00	2,557,228.18
225 Friends	9,540.13	0.00	725.58	1,250.00	7,564.55
226 Judd	1,683.13	58,110.25	55,442.25	29,509.25	(25,158.12)
228 Lockwood Thompson Memorial	260,422.16	0.00	25,936.92	226,077.66	8,407.58
229 Ohio Center for the Book	1,000.00	900.00	1,300.00	492.00	108.00
230 Schweinfurth	3,895.07	16,815.00	15,480.00	16,159.54	(10,929.47)
242 Cleveland NCA Kiosk	14,617.02	0.00	971.03	1,428.97	12,217.02
244 Harvard CS Kiosk Project	8,828.87	0.00	295.11	565.35	7,968.41
251 LSTA-Library for the Blind	0.00	0.00	0.00	8,065.41	(8,065.41)
252 LSTA-Know It Now	134,785.74	195,862.80	186,262.46	34,810.48	109,575.60
253 MetLife-Fit for Life II	11,300.00	6,250.00	9,726.57	0.00	7,823.43
Total Special Revenue Funds	\$ 10,221,024.55	\$ 298,323.91	\$ 372,066.91	\$ 401,425.66	\$ 9,745,855.89
401 Building & Repair	9,499,170.43	0.00	713,682.42	3,837,812.73	4,947,675.28
Total Capital Project Funds	\$ 9,499,170.43	\$ 0.00	\$ 713,682.42	\$ 3,837,812.73	\$ 4,947,675.28

**Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2009**

	<u>Beginning Year Balance</u>	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501 Abel	161,156.88	(19.94)	213.75	0.00	160,923.19
502 Ambler	1,496.65	0.00	0.00	0.00	1,496.65
503 Beard	108,071.85	0.00	1,774.01	2,405.00	103,892.84
504 Klein	3,547.98	0.00	0.00	0.00	3,547.98
505 Malon/Schroeder	205,747.62	(1,123.80)	0.00	3,814.62	200,809.20
506 McDonald	122,313.03	(184.11)	0.00	0.00	122,128.92
507 Ratner	59,798.47	(24.08)	0.00	0.00	59,774.39
508 Root	26,401.27	(54.11)	0.00	0.00	26,347.16
509 Sugarman	162,670.32	(65.13)	0.00	0.00	162,605.19
510 Thompson	114,305.68	(288.36)	2,570.00	0.00	111,447.32
511 Weidenthal	4,413.61	0.00	0.00	0.00	4,413.61
512 White	1,580,320.72	(2,311.06)	17,514.46	8,419.45	1,552,075.75
Total Permanent Funds	\$ 2,550,244.08	\$(4,070.59)	\$ 22,072.22	\$ 14,639.07	\$ 2,509,462.20
Total All Funds	\$ 51,344,549.12	\$ 30,778,850.96	\$ 27,523,171.53	\$ 17,670,298.43	\$ 36,929,930.12

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending May 31, 2009**

Balance of All Funds	<u>\$ 54,600,228.55</u>
Chase-Checking	9,767.72
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(957,714.23)
KeyBank-MC/VISA	18,901.01
Fifth Third - Checking	410,925.01
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>\$(502,670.49)</u>
National City - Investments	31,615,119.86
NCB/Allegiant Money Market	937,764.58
KeyBank - Victory Fund	2,911,449.65
STAR OHIO Investment	7,751,784.70
Investments	<u>\$ 43,216,118.79</u>
NCB Endowment Acct	11,886,780.25
Endowment Account	<u>\$ 11,886,780.25</u>
 Cash in Banks and On Hand	 <u>\$ 54,600,228.55</u>

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES
AND ON STRATEGIC PLAN EXPENDITURES
THROUGH MAY 31, 2009

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
May 31, 2009**

General Fund - Receipts

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF - Public Library Fund	24,625,428	10,136,692	14,488,736	41%	45%
General Property Tax	29,400,248	16,463,405	12,936,843	56%	54%
Rollback, Homestead, CAT	6,489,423	1,664,818	4,824,605	26%	34%
Federal Grants	0	0	0	0%	0%
State Aid	960,000	467,607	492,393	49%	58%
Fines & Fees	323,500	135,966	187,534	42%	41%
Investment Earnings	1,600,000	401,121	1,198,879	25%	69%
Services to Others-Clevnet	2,800,000	1,196,319	1,603,681	43%	53%
Miscellaneous	410,000	18,670	391,330	5%	28%
Advances & Transfers	0	0	0	0%	0%
TOTALS	66,608,599	30,484,598	36,124,001	46%	48%

Note (1): Certificate from Cuyahoga County Budget Commission dated January 15, 2009.

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
May 31, 2009

General Fund - Expenditures

	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	45,733,594	23,832,062	21,901,532	52%	46%
Supplies	1,536,430	652,871	883,559	42%	32%
Purchased Services	11,759,778	9,077,723	2,682,055	77%	68%
Library Materials	13,767,298	5,671,455	8,095,843	41%	38%
Capital Outlay	1,251,716	528,332	723,384	42%	39%
Other	99,557	69,328	30,229	70%	71%
SUBTOTAL	74,148,373	39,831,771	34,316,602	54%	48%
Advances/Transfers	3,000,000	0	3,000,000	0%	0%
TOTALS	77,148,373	39,831,771	37,316,602	52%	46%

Note (2): Appropriation of \$72,969,473 plus carried forward encumbrance of \$4,178,900.

Note (3): Subtotal includes 34% expended and 18% encumbered.

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
May 31, 2009**

Strategic Plan Expenditures - In Millions

	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006		5 Year Budget	Expended To Date
	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		
<u>Capital Projects (4)</u>	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		Year 6 - 2009		5 Year Budget	Expended To Date
	Budget	Expended	Budget	Expended	Budget	Expended		
Salaries/Benefits	3.349	3.083	3.622	3.425	0.000	1.461	13.064	13.180
Library Materials	0.021	0.021	0.029	0.033	0.000	0.000	0.925	0.931
<u>Capital Projects (4)</u>	3.000	0.435	3.000	1.163	0.000	0.522	15.000	3.201
TOTALS	6.370	3.539	6.651	4.622	0.000	1.983	28.990	17.312

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.

Note (4): \$3,000,000 was transferred to Building and Repair Fund on each December 31 - 2004, 2005, 2006 and 2007.

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
May 31, 2009**

Strategic Plan Capital Projects - In Dollars

	Budget	Expended Through 2008	Expended 2009	Encumbered	Balance
Branch Security Cameras	464,000	427,406	0	35,771	823
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	113,000	0	0	21,420
Lorain	152,010	447,170	7,877	32,592	(335,629)
Woodland - Land	21,000	21,192	0	0	(192)
Woodland - Expansion/Parking	1,200,000	117,290	3,914	17,426	1,061,370
Rice	5,300,000	438,010	510,605	3,561,499	789,886
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	350,019	0	2,124	(67,143)
Totals	8,234,430	2,679,301	522,395	3,649,412	1,383,322

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – May 2009

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 May 1, 2009 through May 31, 2009.

<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>
05/01/09 - 05/31/09	31	Various	Key Bank	Various	\$ 32.14	Sweep Money Market
05/01/09 - 05/31/09	31	Various	STAR Ohio	Various	1,948.47	Investment Pool
05/01/09 - 05/31/09	31	Various	National City Bank	Various	5.37	Sweep Money Market
11/04/08 - 05/04/09	182	2,000,000	Federal Farm Credit Bank	2.750%	27,500.00	Federal Agency
11/04/08 - 05/04/09	182	1,000,000	Federal Farm Credit Bank	2.750%	13,750.00	Federal Agency
11/05/08 - 05/05/09	182	500,000	Federal Home Loan Mort Crp	3.500%	8,750.00	Federal Agency
11/23/08 - 05/23/09	182	250,000	Federal Home Loan Bank	2.950%	3,687.50	Federal Agency

Earned Interest May 2009	\$	55,673.48
Earned Interest Year To Date	\$	401,120.88

CLEVELAND PUBLIC LIBRARY

Finance Committee

June 18, 2009

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 2009

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Intermuseum Conservation Association Integrated Preventive Pest Management Cleveland, Ohio	5/6/09	Elizabeth Bardossy	75.00
Society of American Archivists Archivists Guide to Balancing Legal Issues State College, Pennsylvania	5/10/09 - 5/12/09	Margaret Baughman	541.98
The City Club Green Jobs Forum Cleveland, Ohio	4/29/09	Jim Bettinger	25.00
Art Library Society of North America National Conference Indianapolis, Indiana	4/17/09 - 4/20/09	Bruce Biddle	249.97
Ohio Library Council Northwest Chapter Conference Toledo, Ohio	4/24/09	Donald Boozer	144.65
Serving Everyone in Ohio User Group Meeting Perrysville, Ohio	5/8/09	Donald Boozer	49.50
Ohio Library Council Central Chater Conference Columbus, Ohio	5/8/09	Donald Boozer	113.85
Ohio Library Council Reference and Information Services Workshop Columbus, Ohio	5/13/09	Donald Boozer	144.65

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Society of Ohio Archivists Annual Conference Columbus, Ohio	5/21/09 - 5/22/09	Amy Dawson	153.80
Art Library Society of North America National Conference Indianapolis, Indiana	4/17/09 - 4/20/09	Pamela Eyerdam	400.00
The City Club Green Jobs Forum Cleveland, Ohio	4/29/09	Deborah Hajzak	25.00
Ohio Library Council North Chapter Conference Independence, Ohio	4/16/09	Pamela Jennings	75.00
National Information Standards Organization Counter and Usage Data Seminar Cleveland, Ohio	5/6/09 & 5/13/09	Michelle Makkos	119.00
Library of Congress Center of the Book Annual Conference Washington, D.C.	5/10/09 - 5/12/09	Mercier Robinson	659.60
Positively Cleveland Annual Meeting Cleveland, Ohio	5/13/09	Felton Thomas	30.00
Northeast Ohio Reginal Library System Youth Symposium Huron, Ohio	5/14/09 - 5/15/09	Jennifer Wihebrink	117.08
Ohio Library Council North Chapter Conference Independence, Ohio	4/16/09	Jennifer Wihebrink	89.30
Ohio Library Council North Chapter Conference Independence, Ohio	4/16/09	Ginaya Willoughby	35.00
Positively Cleveland Annual Meeting Cleveland, Ohio	5/13/09	Tena Wilson	30.00
TOTAL			\$3,078.38

SUMMARY

FUND	MAY	YEAR TO DATE
General	\$2,083.75	\$20,001.24
Judd Fund	0.00	0.00
Lockwood Thompson	541.98	5,084.47
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	452.65	3,215.82
TOTAL	\$3,078.38	\$28,301.53

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report

June 18, 2009

The following report covers the period May 1, 2009 through May 31, 2009.

Resignations:

Murray, Sharon (discharged), Library Assistant (ptr), grade 8, Collinwood Branch, 1/2/08

Pages:

Name	Reason for Leaving	Department	Date effective
Cherkes, Kimberly	(relocating)	Shelf Division (Main)	05/27/09
Cory, Abigail	(relocating)	Shelf Division (Main)	05/08/09

Retirements:

Minissale, Gerald (after 25 years of service), Custodian II Clerk, grade B, Building Serv, Office, 5/30/09

Whitt, Esther (after 35 years of service), Tech. Services Associate, grade D, Catalog, 5/29/09

APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:

Promotions:

Name	Position	Salary and Rate	Effective	Assignment
Logan-Reid, Paula	Branch Mgr (med)	\$ 60,644 J	5/10/09	Mt. Pleasant
	From Children's Librarian	57,365 H		
McCarter, Mark	Sr. Clerk LBPH	43,607 C	5/10/09	LBPH
	From Shipping Clerk	42,365 B		
Peak, Caroline	Child/Teen Librarian	50,998 H	5/10/09	So. Brooklyn
	From Lib. Asst. – Youth	45,680 F		

Leave of Absence:

Straka, Paula (FMLA), Children's Librarian, grade H, Lorain, 5/23/09

Return from Leave:

Kmiec, Eugene (FMLA), Maint. Mech., grade G, Building Maintenance Mechanics, 3/30/09

Lawler, Yolanda (FMLA), Tech. Serv. Associate, grade D, Catalog, 5/11/09

ANNUAL INCREMENTS:

	Salary – 5/09/09			Salary – 5/10/09			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Armstrong, Michael	\$ 15.86	B	1	\$ 16.49	B	2	Mobile Services
Halaska, Erik	37,247	C	4	38,737	C	5	Security Operations
Jackson, Dawntae	50,719	G	3	52,747	G	4	Human Resources
Myhand, Terrence	14.90	A	1	15.50	A	2	Shelf Division (Main)
Pawlowski, Amy	65,615	K	1	68,240	K	2	Automation Services
Salem, Summer	33,993	A	5	35,353	A	6	Lending

APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE: continued**ANNUAL INCREMENTS:**

	<u>Salary – 5/23/09</u>			<u>Salary – 5/24/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Arednt, Otto	\$ 34,437	C	2	\$ 35,815	C	3	Security Operations
Capuozzo, Steven	50,998	H	1	53,037	H	2	Literature
Hamman, Timothy	21.87	F	2	22.74	F	3	Branch Substitutes
Johnson, Carol	63,069	J	3	65,592	J	4	Langston Hughes
Makkos, Michelle	61,519	I	3	63,980	I	4	General Reference
Roberts, Anthony	34,437	C	2	35,815	C	3	Security Operations
Walker, Deva	58,311	J	1	60,644	J	2	Collinwood
Wihebrink, Jennifer	50,998	H	1	53,037	H	2	Sterling
Wilson, Tena	90,764	M	1	94,394	M	2	Marketing & Comm.

Longevity:

	<u>Salary – 5/09/09</u>			<u>Salary – 5/10/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Chambers, Neletha	\$ 37,618	B	6	\$ 38,371	B	7	Sterling
Hutson, Douglas	38,267	A	10	39,033	A	11	Bk Preparation
Kabo, Victoria	63,287	H	7	64,553	H	8	Foreign Literature
Riley, Pamela	44,480	C	11	45,370	C	12	Catalog

	<u>Salary – 5/23/09</u>			<u>Salary – 5/24/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Draeger, Marsha	\$ 37,618	B	6	\$ 38,371	B	7	Shelf/Ship Lakeshore
Eubanks, Eric	52,411	F	7	53,459	F	8	Union
Lowrey, Patricia	135,911	O	6	138,629	O	7	Tech. Services
Novak, Darren	63,287	H	7	64,553	H	8	Automation Services
Reilly, David	63,607	G	10	64,879	G	11	Maint. Mechanics
Rosario, Angelina	52,411	F	7	53,459	F	8	Carnegie West
Smith, Jimmie	51,384	F	6	52,411	F	7	Foreign Literature

Page Appointments & Date Effective**\$9.15 per hour**

Forte, Demetrius	Fulton	5/11/09
Goines, Craig	Sterling	5/04/09
Komos, Alex	Shelf Division (Main)	5/14/09
Miller, Kathleen	West Park	5/04/09

Page Rehires & Date Effective**\$9.60 per hour**

Becherer, Samuel	Shelf Division (Main)	5/11/09
Bindernagle, Maxwell	Shelf Division (Main)	5/12/09
Crespo, Eduardo	Shelf Division (Main)	5/12/09
Cobbins, Moses	Shelf Division (Main)	5/12/09
Gass, Jason	Shelf Division (Main)	5/20/09
Musser, Samatha	Shelf Division (Main)	5/18/09

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

Edmondson, Lamar	Shelf Division (Main)	5/24/08
Green, Roy	Shelf Division (Main)	5/24/09
Merritt, Kaleah	East 131 st	5/10/09

APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE: continued**Increase in Page Rate in accordance with pay plan in effect:****\$9.60 hour**

Pastard, Ocie	Shelf Division (Main)	5/24/09
Petrucz, William	Eastman	5/10/09
Randall, Nashyia	Mt. Pleasant	5/24/09
Scott, Sherrie	Memorial/Nottingham	5/10/09
Turner, Robert	Shelf Division (Main)	5/10/09

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**
June 18, 2009***Background and Strategies Regarding 403(b) Plan*****• Background.**

- CPL currently offers three 403(b) retirement savings arrangements (salary deferral and accumulated leave) through two vendors: ING and Isquick Annuities. IRS Regulations becoming effective in 2009 impose new requirements on, and require a complete overhaul of, all 403(b) arrangements. As a result, Isquick Annuities has permanently frozen its arrangements to new contributions.
- In the course of reviewing the CPL 403(b) arrangements, it was determined that, at some point in the past, CPL ceased being eligible to sponsor any on-going 403(b) arrangements. The IRS offers a program to fix this problem through its Voluntary Correction Program (requiring a filing with the IRS, the freezing of the arrangements to new contributions and the payment of an \$8,000 compliance fee).
- The frozen 403(b) arrangements must be updated to comply with the new IRS Regulations, even if they are terminated at some point in the future.
- The complexity of the new regulations imposes new burdens on CPL for regulatory compliance (requiring more administrative effort and creating opportunities for greater liability exposure).
- CPL also offers tax-deferred voluntary retirement savings through a 457 plan maintained under the Ohio Public Employees Deferred Compensation Plan. A 457 plan can be used as a substitute retirement saving vehicle, but the maximum amounts that may be contributed are somewhat lower than under the combination of 403(b) and 457 arrangements.

• Required Steps.

- The 403(b) arrangements must be frozen and submitted to the IRS under its correction program.
- The 403(b) arrangement must be updated to reflect the new Regulations.

• Strategies and Other Considerations.

- Due to the expanded regulatory obligations and exposure to potential liability, it appears to be in the best interest of CPL to terminate the 403(b) arrangements at some point in time.
- However, immediate termination could cause some disruption to certain employees and retirees because:

- Participant loans (apparently by ten individuals) are outstanding under the ING annuities which would need to be repaid to avoid tax consequences;
 - Certain investments under the existing arrangements contain early surrender charges which, through further investigation and structuring, could be avoidable;
 - An additional tax on distributions prior to age 59-1/2 can likely be avoided through further structuring; and
 - A delay in the termination would afford individuals eligible (or nearly eligible) for early retirement the opportunity to retire and take advantage of the higher limits that exist under the combined 403(b) and 457 arrangements.
- In part, minimizing or reducing these disruptive effects would likely involve the use of a "fully supported" ING 457 plan (to supplement the existing plan) which will not be available until later in 2009 or early in 2010.

- **Current Recommendations.**

- It is recommended that the Board freezes the existing 403(b) arrangements to new contributions and authorizes the necessary updating of these arrangements as well as the taking of corrective steps under the IRS VCP filing (see the attached proposed Resolutions). The freeze date of August 31, 2009 is proposed to allow the employees eligible for, or soon to be eligible for, early retirement to make use of the higher deferral limits if they choose to retire within this timeframe. The Resolutions also prohibit new loans after the freeze date. Employees, retirees and the unions would be informed of these steps in the manner set forth in the attached Notices.
- At some point in the near future (preferably not later than December 31, 2011), management recommends 403(b) arrangements be terminated altogether. The proposed Resolutions call for the termination, effective not later than December 31, 2011. Between now and this future date, CPL will work with its vendors to reduce the disruptions mentioned above.

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**

June 18, 2009

Notice to All Active Employees Regarding Change in Retirement Arrangements

For many years, CPL employees have been permitted to make tax-deferred retirement contributions under tax-sheltered annuities created under Section 403(b) of the Internal Revenue Code ("IRC"). Also, since 2005, CPL has made accumulated vacation and sick leave contributions (for employees retiring) under its Accumulated Leave Plan, also a tax-sheltered annuity arrangement governed by IRC Section 403(b).

In 2007, the IRS issued a comprehensive set of new regulations on Section 403(b) plans, dramatically changing the level of the employer involvement required under these plans. Among other things, these new regulations, which became effective this year, require employers to become deeply involved in the personal affairs of the employees as they relate distributions, loans and hardship withdrawals under the employee 403(b) accounts. In addition, an employer sponsoring a 403(b) plan is now required to take additional steps to operationally comply with and document the tax requirements associated with the 403(b) accounts. In the process of updating CPL 403(b) plans to bring them into compliance with the new rules, it was also discovered that, while CPL may have been in the past eligible to sponsor a 403(b) plan, it is no longer eligible to be a 403(b) sponsor. Under the IRS rules, this means that the library must take steps to close the CPL 403(b) plans to new contributions.

Accordingly, this means that no new contributions (both voluntary deferrals and accumulated leave contributions) will be permitted under these plans after August 31, 2009. Also, no loans will be permitted under the CPL 403(b) plans after August 31, 2009. One or more 457 deferred compensation plans will be the going forward vehicle for contributions, commencing September 1, 2009. Finally, the CPL 403(b) plans will be terminated at a future date (currently expected to be in 2011).

For the time being, however, the amounts you may have accumulated under the existing 403(b) arrangements will continue to be held, invested (subject to your direction) and distributed in the same manner as is currently the case. When CPL terminates the 403(b) arrangements, you will be advised of the distribution options and option for rolling the amount over into an individual retirement account or other tax-deferred vehicle.

Notice to 403(b) Participants who have Separated from Service

[Same notice as above]

Notice to Union Regarding 403(b) Changes and New 457 Plan

As indicated in the attached Notices, CPL has been advised that it must suspend contributions to its existing 403(b) tax-sheltered annuity arrangements. CPL intends to implement this suspension at the end of August. Also, no new loans may be made from the 403(b) arrangements after August. Finally, the 403(b) arrangements will be terminated at some point in the future (currently expected to be during 2011).

In place of these arrangements, deferral opportunities will be available under one or more CPL sponsored tax-deferred compensation plans governed by Internal Revenue Code section 457.

In the near future, CPL will provide the Union with further details on the 457 deferral opportunities and the steps it plans to take to transition from the existing 403(b) arrangements to the 457 approach.

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**
June 18, 2009**PROPOSED REVISIONS 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 300 – Compensation Practices**341 – Regular Overtime****Subsection 341.5 – Reads:**

The overtime rate will be paid for overtime worked by employees in the positions classified through grade 11.

Change to: The overtime rate will be paid for overtime worked by employees in the positions classified through grade G. Full-time employees grade H and higher are expected to work beyond the standard 37.5 hour work week with no additional payment except for Sundays (see 341.51). As permitted by the needs of the Library, their supervisors may allow scheduling flexibility to reduce the hours worked in the pay period to compensate for a portion of the extra hours.

352 – Increases and Promotions

Reads: Annual increments (salary step increases), as provided in the salary schedule for full time and part time regular employees, will be payable on the first payroll each January for all persons in the employ of the Library on July 1, 1975, until they reach the top of their grade. All persons hired or promoted after that date will receive annual increments at the beginning of the payroll following the anniversary of their employment or promotion until they reach the top of their grades.

Change to: Annual increments (salary step increases), as provided in the salary schedule for full time and part time regular employees, will be payable at the beginning of the payroll following the anniversary of their employment or promotion until they reach the top of their grades.

Subsection 352.1 – Reads:

Hourly paid employees will be granted an increment whenever the number of hours they have worked in a given step totals 1875.

Change to: Hourly paid employees will be granted an increment whenever the number of hours they have worked in a given step totals 1950.

Section 500 – Staff Development
522 – Encouragement of Further Education

Subsection 522.2 – Reads:

An employee in a Library Assistant I classification upon completing half of the required credit hours for a Masters of Library Science degree shall be granted the status and pay of a Library Assistant II classification.

Change to: An employee in any classification upon completing half of the required credit hours for a Masters of Library Science degree and providing to Human Resources written proof of credits earned, shall be advanced to the next step on his/her pay grade, if available, and shall receive the rate of pay commensurate with that step. This will not affect the employee's anniversary date for the purposes of any future step increases.

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

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**
June 18, 2009**Report on Paid Sick Time Used by the Month
Hours Used Per Each Two Pay Periods**

MONTH	2008	2009
January	4,663.53	3,990.42
February	4,578.13	3,984.28
March	4,671.99	4,362.18
April	4,429.51	3,948.74
May	6,528.18*	*4,903.71
June	3,956.25	
July	4,632.69	
August	4,306.01	
September	4,136.02	
October	*5,809.41	
November	4,329.96	
December	3,990.42	

***Covers three pay periods**

Human Resources Committee Report

June 18, 2009

Payroll Period Ending May 23, 2009

	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	31	23	0	23	9	2	88	38.6	1	0	0	0	0	0	1	0
Professional ²	44	15	6	20	1	1	87	26.4	5	2	0	2	0	0	9	22.2
Support Staff	47	120	15	32	45	4	263	69.9	22	41	8	12	39	2	124	72.6
Maintenance & Security	2	3	0	30	48	4	87	63.2	0	0	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	35	48	13	22	56	6	180	68.3
Total	124	161	21	105	103	11	525	56.4	63	91	21	36	95	8	314	68.5

610

FULL TIME EQUIVALENT (FTE): 525

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 145.9

FULL TIME TURNOVER RATE: 1.3%

PART TIME TURNOVER RATE: 4.5%

***INCLUDES
1 LEAVES OF ABSENCE**

¹ Includes 60 Librarians

² Includes 87 Librarians

**INSURANCE REPORT
FOR THE MONTH OF**

**MAY
2009**

Human Resources Committee Report
June 18, 2009

Staff Enrollments-Health Care/Dental

	Single	Family	Total
United Healthcare	108	93	201
Kaiser	229	104	333
Delta Dental	260	204	464

Workers' Compensation Lost Time Report

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
Librarian	Lorain Branch	04/28/09	30

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2009**

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	163,807	158,176	6,181	5,752	824,778	792,245	4.1%
Branches & Mobile Units	333,775	334,129	13,351	12,851	1,754,798	1,684,157	4.2%
Library for the Blind	34,980	44,069	1,749	2,099	180,835	215,236	-16.0%
TOTAL CIRCULATION	532,562	536,374			2,760,411	2,691,638	2.6%

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	35,145	35,830	1,326	1,303	186,154	193,736	-3.9%
Branches & Mobile Unit	50,604	49,504	2,024	1,904	258,793	247,881	4.4%
Library for the Blind	1,472	1,441	74	69	8,083	7,605	6.3%
TOTAL QUESTIONS	87,221	86,775			453,030	449,222	0.8%

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use	
			2009	2008	2009	2008
Main Library	67	48 minutes	14,001	15,317	11,225	12,130
Branches	222	31 minutes	67,494	75,370	34,578	37,237
TOTAL USAGE	289		81,495	90,687	45,803	49,367

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 Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	58,252	58,854	2,198	2,140	293,968	293,825	0.0%
Branches	281,379	289,085	11,255	11,119	1,429,011	1,427,052	0.1%
Mobile Unit	735	699			3,567	3,860	-7.6%
TOTAL VISITS	340,366	348,638			1,726,546	1,724,737	0.1%

612

REPORT H

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR MAY 2009**

	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	10,914	880	694	754	400	13,642	1,413	15,055
Broadway	3,163	173	94	101	2	3,533	377	3,910
Brooklyn	6,803	533	367	589	100	8,392	906	9,298
Carnegie West	8,580	720	858	883	10	11,051	941	11,992
Collinwood	8,569	550	413	702	0	10,234	1,459	11,693
East 131st	3,887	430	239	396	0	4,952	511	5,463
Eastman	13,170	1,172	1,032	1,579	0	16,953	1,294	18,247
Fleet	10,012	726	658	939	0	12,335	1,168	13,503
Fulton	6,988	481	449	613	0	8,531	856	9,387
Garden Valley	2,619	150	121	114	0	3,004	482	3,486
Glenville	5,994	716	342	922	61	8,035	657	8,692
Harvard-Lee	6,886	555	452	865	0	8,758	870	9,628
Hough	4,602	469	252	418	0	5,741	606	6,347
Jefferson	8,446	622	648	721	350	10,787	854	11,641
Langston Hughes	4,786	408	242	407	80	5,923	694	6,617
Lorain	9,249	493	310	596	385	11,033	989	12,022
Martin Luther King, Jr.	5,823	457	767	897	304	8,248	1,182	9,430
Memorial-Nottingham	12,986	862	1,122	2,004	513	17,487	1,983	19,470
Mt. Pleasant	5,815	519	212	451	0	6,997	779	7,776
Rice	6,097	275	189	461	0	7,022	965	7,987
Rockport	15,389	1,362	1,154	2,125	0	20,030	2,304	22,334
South	7,628	475	195	370	0	8,668	1,328	9,996
South Brooklyn	17,004	994	1,328	2,190	0	21,516	2,594	24,110
Sterling	5,175	431	299	550	15	6,470	535	7,005
Union	5,522	600	367	678	0	7,167	615	7,782
Walz	12,183	949	1,027	1,415	0	15,574	1,626	17,200
West Park	17,008	1,433	2,326	2,803	186	23,756	3,435	27,191
Woodland	7,925	625	318	508	0	9,376	1,375	10,751
BRANCH TOTAL	233,223	18,060	16,475	25,051	2,406	295,215	32,798	328,013
Mobile Units	3,626	149	467	381	1,018	5,641	121	5,762
TOTAL	236,849	18,209	16,942	25,432	3,424	300,856	32,919	333,775

613

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT TOTAL CIRCULATION COMPARATIVE FOR MAY 2009**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2009	2008	2009	2008	Gain/Loss	%G/L
Addison	15,055	15,161	74,550	76,718	-2,168	-2.8%
Broadway	3,910	4,046	20,258	18,992	1,266	6.7%
Brooklyn	9,298	9,380	49,283	44,207	5,076	11.5%
Carnegie West	11,992	11,074	65,046	58,393	6,653	11.4%
Collinwood	11,693	12,645	62,107	61,653	454	0.7%
East 131st	5,463	4,849	27,177	23,960	3,217	13.4%
Eastman	18,247	17,388	90,864	87,649	3,215	3.7%
Fleet	13,503	11,685	65,947	57,590	8,357	14.5%
Fulton	9,387	9,310	47,331	48,759	-1,428	-2.9%
Garden Valley	3,486	5,814	22,708	21,532	1,176	5.5%
Glenville	8,692	8,378	48,168	42,776	5,392	12.6%
Harvard-Lee	9,628	9,694	50,362	50,790	-428	-0.8%
Hough	6,347	6,788	35,441	34,188	1,253	3.7%
Jefferson	11,641	12,183	65,011	58,808	6,203	10.5%
Langston Hughes	6,617	8,398	34,729	39,840	-5,111	-12.8%
Lorain	12,022	12,736	67,288	69,226	-1,938	-2.8%
Martin Luther King, Jr.	9,430	9,552	45,662	47,763	-2,101	-4.4%
Memorial-Nottingham	19,470	18,109	96,704	96,156	548	0.6%
Mt. Pleasant	7,776	8,452	41,967	38,904	3,063	7.9%
Rice	7,987	9,315	43,298	43,793	-495	-1.1%
Rockport	22,334	21,556	119,636	114,207	5,429	4.8%
South	9,996	9,713	55,480	46,855	8,625	18.4%
South Brooklyn	24,110	23,847	125,337	125,393	-56	0.0%
Sterling	7,005	5,214	36,378	27,336	9,042	33.1%
Union	7,782	8,015	40,180	39,827	353	0.9%
Walz	17,200	15,425	84,576	77,839	6,737	8.7%
West Park	27,191	28,585	147,759	146,938	821	0.6%
Woodland	10,751	10,585	61,946	50,516	11,430	22.6%
BRANCH TOTAL	328,013	327,897	1,725,193	1,650,608	74,585	4.5%
Mobile Units	5,762	6,232	29,605	33,549	-3,944	-11.8%
TOTAL	333,775	334,129	1,754,798	1,684,157	70,641	4.2%

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT ATTENDANCE MAY 2009**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2009	2008	2009	2008	Gain/Loss	%G/L
Addison	7,975	10,941	42,650	52,581	-9,931	-18.9%
Broadway	2,106	2,500	10,797	11,404	-607	-5.3%
Brooklyn	4,677	4,699	22,444	23,353	-909	-3.9%
Carnegie West	22,287	20,287	116,372	106,614	9,758	9.2%
Collinwood	9,441	9,814	45,565	49,178	-3,613	-7.3%
East 131st	6,320	7,161	33,275	36,163	-2,888	-8.0%
Eastman	13,339	13,520	67,208	71,041	-3,833	-5.4%
Fleet	11,630	12,207	56,790	57,139	-349	-0.6%
Fulton	6,991	7,048	33,702	34,688	-986	-2.8%
Garden Valley ¹	6,588	8,011	34,243	24,395	9,848	40.4%
Glenville	9,097	9,396	45,867	45,297	570	1.3%
Harvard-Lee	12,402	12,676	66,761	61,946	4,815	7.8%
Hough	16,157	17,836	78,536	90,513	-11,977	-13.2%
Jefferson	9,643	9,970	44,989	47,516	-2,527	-5.3%
Langston Hughes	6,896	7,599	33,860	38,518	-4,658	-12.1%
Lorain	7,502	8,627	48,187	43,321	4,866	11.2%
Martin Luther King, Jr.	7,933	8,328	37,285	37,546	-261	-0.7%
Memorial-Nottingham	9,719	9,663	45,804	49,709	-3,905	-7.9%
Mt. Pleasant	9,099	9,728	47,884	48,118	-234	-0.5%
Rice	6,130	6,792	29,368	32,095	-2,727	-8.5%
Rockport	11,859	11,564	64,206	60,776	3,430	5.6%
South	9,885	10,116	50,455	49,319	1,136	2.3%
South Brooklyn	16,693	16,315	87,209	86,091	1,118	1.3%
Sterling	13,237	11,001	58,599	59,003	-404	-0.7%
Union	12,794	10,907	61,060	52,916	8,144	15.4%
Walz	10,502	11,047	57,901	53,734	4,167	7.8%
West Park	11,818	13,055	63,523	64,918	-1,395	-2.1%
Woodland	8,659	8,277	44,471	39,160	5,311	13.6%
BRANCH TOTAL	281,379	289,085	1,429,011	1,427,052	1,959	0.1%
Mobile Unit	735	699	3,567	3,860	-293	-7.6%
TOTAL	282,114	289,784	1,432,578	1,430,912	1,666	0.1%

¹ Garden Valley Branch provided service at 7100 Kinsman Road through February 15, 2008; the Branch reopened in its current location in Bridgeport Place Plaza on February 18, 2008.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS MAY 2009**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	27,191	1 Carnegie West	22,287	1 Fleet	33,842
2 South Brooklyn	24,110	2 South Brooklyn	16,693	2 South Brooklyn	32,393
3 Rockport	22,334	3 Hough	16,157	3 West Park	27,835
4 Memorial-Nottingham	19,470	4 Eastman	13,339	4 Rice	26,130
5 Eastman	18,247	5 Sterling	13,237	5 Eastman	25,262
6 Walz	17,200	6 Union	12,794	6 Fulton	22,366
7 Addison	15,055	7 Harvard-Lee	12,402	7 Memorial-Nottingham	21,670
8 Fleet	13,503	8 Rockport	11,859	8 Langston Hughes	21,014
9 Lorain	12,022	9 West Park	11,818	9 Rockport	20,531
10 Carnegie West	11,992	10 Fleet	11,630	10 Glenville	20,174
11 Collinwood	11,693	11 Walz	10,502	11 Harvard-Lee	20,116
12 Jefferson	11,641	12 South	9,885	12 Collinwood	19,630
13 Woodland	10,751	13 Memorial-Nottingham	9,719	13 Addison	19,282
14 South	9,996	14 Jefferson	9,643	14 Walz	18,101
15 Harvard-Lee	9,628	15 Collinwood	9,441	15 East 131st	17,848
16 Martin Luther King, Jr.	9,430	16 Mt. Pleasant	9,099	16 Mt. Pleasant	17,085
17 Fulton	9,387	17 Glenville	9,097	17 Martin Luther King, Jr.	15,262
18 Brooklyn	9,298	18 Woodland	8,659	18 Lorain	14,499
19 Glenville	8,692	19 Addison	7,975	19 Union	12,684
20 Rice	7,987	20 Martin Luther King, Jr.	7,933	20 Carnegie West	11,552
21 Union	7,782	21 Lorain	7,502	21 Sterling	9,255
22 Mt. Pleasant	7,776	22 Fulton	6,991	22 Hough	7,747
23 Sterling	7,005	23 Langston Hughes	6,896	23 South	7,679
24 Langston Hughes	6,617	24 Garden Valley	6,588	24 Woodland	7,391
25 Hough	6,347	25 East 131st	6,320	25 Brooklyn	6,345
26 East 131st	5,463	26 Rice	6,130	26 Jefferson	3,957
27 Broadway	3,910	27 Brooklyn	4,677	27 Garden Valley	3,490
28 Garden Valley	3,486	28 Broadway	2,106	28 Broadway	1,922
	328,013		281,379		465,062

*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 MAY 2009**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
CLEVNET	75,746	59,226	354,507	300,903	17.8%
MORE	1,304	1,338	7,697	6,311	22.0%
Other Libraries	537	562	3,115	3,590	-13.2%
TOTAL	77,587	61,126	365,319	310,804	17.5%

*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
Items copied	145	181	921	1,058	-12.9%
Prints	2,070	2,638	14,693	16,178	-9.2%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
Projected (Mon - Sat)	24,843	24,257	127,707	131,289	-2.7%
KnowItNow Web Reference*	3,256	4,240	14,971	21,979	-31.9%
Research Correspondence	1,198	1,385	7,160	6,518	9.8%
Interlibrary Loan Requests	5,078	5,163	30,795	28,681	7.4%
Sunday Count	770	785	5,521	5,269	4.8%
TOTAL	35,145	35,830	186,154	193,736	-3.9%

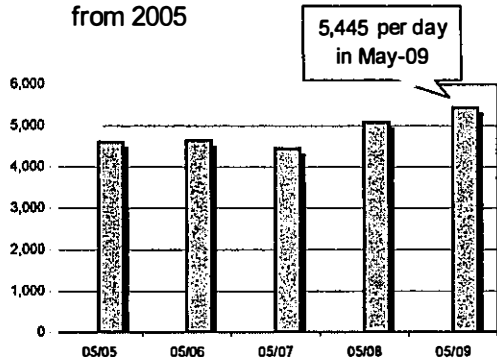
*Questions taken by CPL staff only. From the time the service went statewide, CPL staff handled a disproportionate share of the question load. Since then some OhioLINK libraries have come on board to monitor some of the subject queues; hence, the decline in CPL transactions.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
New Titles Added	5,424	9,675	32,777	46,626	-29.7%
Total Items Added	22,585	35,441	132,609	171,617	-22.7%

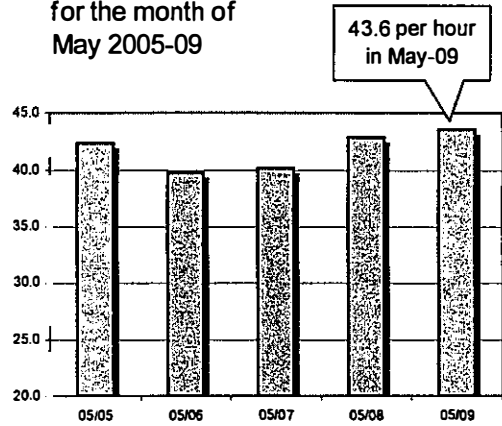
PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	DAYS OPEN Main Library Branches	2009	2008
	2009	2008	2009	2008	Gain/Loss			
	4,663	6,082	26,113	33,430	-21.9%		26.5	27.5
							25.0	26.0

**CLEVELAND PUBLIC LIBRARY
ANALYSIS OF OUTPUT MEASURES MAY 2009**

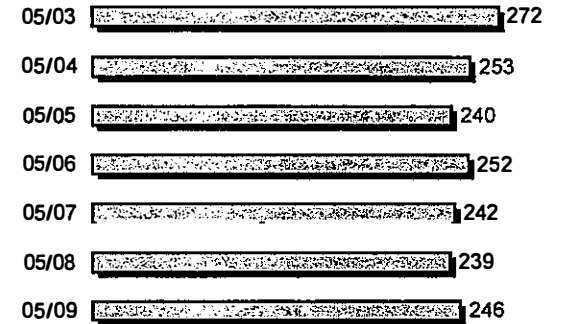
Average daily automated circulation of Main Library materials for the month of May from 2005



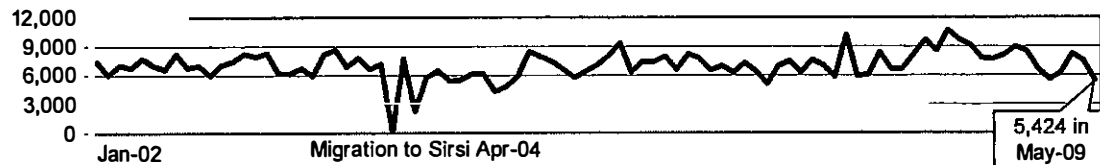
Branch direct circulation per hour for the month of May 2005-09



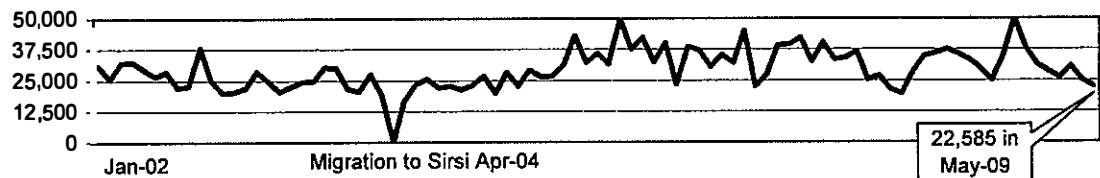
Visits to Main Library per hour for the month of May from 2003 to present



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 May from 2003 to present

