

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
December 17, 2009
Auditorium Louis Stokes Wing
12:00 Noon

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

Absent: Ms. Butts

Mr. Corrigan called the meeting to order at 12:07 p.m.

Approval of the Minutes

Mr. Hairston moved approval of the minutes for the 11/19/09 Regular Board Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged the following email from Christine Hadlow expressing gratitude for the remembrance of the passing of her aunt, Cleveland Public Library retiree, Ruth Hadlow, which was posted on the Library's website.

Director Thomas recognized and thanked all employees who participated on the contract negotiation team.

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report

(See page 1142)

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

REG. BRD. MTG. OF
11/19/09
Approved

EMAIL FROM:
CHRISTINE HADLOW
Acknowledged

GIFT REPORT
Approved

CHANGE ORDER
 #12: NEW RICE
 BRANCH LIBRARY
 PROJECT
 Approved

Change Order #12: New Rice Branch Library Project

(See pages 1143-1151)

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., Plumbing to Harner Plumbing, HVAC to T. H. Martin, Inc. and Fire Suppression to R&M Heating and Air Conditioning; and

WHEREAS, On December 16, 2008, the Board of Library Trustees awarded the Technology contract to East-West Construction Co., Inc. and Electrical contract to Doan/Pyramid LLC; and

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

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

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
East-West Construction Co. (General Trades)	CO-14	\$ < 979.71>	Credit for roller shades reduction length.
Doan/Pyramid	CO - 4	1,720.00	Supply electricity at plumbing fixtures.
Total		<u>\$ + 740.29</u>	

BE IT RESOLVED, That the Change Order above be approved with the \$740.29 increase being charged to the Building and Repair Fund: 40177605-55300-10776.

Mr. Corrigan stated this item was discussed at Finance Committee Meeting and stated that the purpose of this change order is primarily to provide electrical power to the sensors in the hands-free plumbing fixtures at the new Rice Branch Library which will result in notable savings. This increase was offset to some extent by a credit for decreased length of roller shades.

Year 2010 Annual Appropriation Measure

(See pages 1152-1156)

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

WHEREAS, On December 11, 2009, the Cuyahoga County Budget Commission issued a Certificate of Estimated Resources for the year 2010 for Cleveland Public Library; and

WHEREAS, Ohio Revised Code Sections 5705.38-5705.39 provide for passage of an appropriation measure not to exceed certified estimated resources; and

WHEREAS, The appropriation totals on the attached schedules do not exceed the estimated resources on the December 31, 2009 dated Certificate; now therefore be it

RESOLVED, That the Year 2010 Appropriation Measure in the amount of \$62,243,433 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

Mr. Corrigan stated that this item was discussed at length at Finance Committee Meeting and stated that there was an increase in certified resources, property tax receipts and in PLF.

Resolution on Agreement with Youth Opportunities Unlimited

Mr. Corrigan moved approval of the following resolution. Ms. Rodriguez seconded the motion, which passed with five in favor and one abstention by Mr. Werner who explained that he serves as the Deputy County Administrator for Health and Human Services, of which

YEAR 2010
ANNUAL
APPROPRIATION
MEASURE
Approved

RESOLUTION ON
AGREEMENT WITH
YOUTH
OPPORTUNITIES
UNLIMITED
Approved

Family and Children First Council is a part.

WHEREAS, Cleveland Public Library, has entered into an agreement with the Cuyahoga County Board of Commissioners, on behalf of the Family and Children First Council (FCFC) to act as a Lead Agency for Transitions for MyCom, the component of FCFC for school-age and adolescent youth; and

WHEREAS, The Library will develop services for youth in targeted areas who are in transition from one stage of education or development to the next using local service providers; and

WHEREAS, The Library will enter into a one-year agreement with Youth Opportunities Unlimited to provide services for mentoring youth in 8th grade transitioning into 9th grade; and

WHEREAS, Cuyahoga County's FCFC will reimburse the Library in the amount of \$29,492.00 for expenses incurred by Youth Opportunities Unlimited; therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director to complete negotiations of an agreement between Cleveland Public Library and Youth Opportunities Unlimited necessary or appropriate to effectuate the Agreement in accordance with this Resolution.

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting and this resolution helps strengthen partnerships with some agencies that support education for youth.

Resolution on Agreement with Greater Cleveland Family Support Consortium

Mr. Corrigan moved approval of the following resolution. Ms. Rodriguez seconded the motion, which passed with five in favor and one abstention by Mr. Werner who explained that he serves as the Deputy County Administrator for Health and Human Services, of which Family and Children First Council is a part.

WHEREAS, Cleveland Public Library, entered into an agreement with the Cuyahoga County Board of Commissioners, on behalf of the Family and Children

RESOLUTION ON
AGREEMENT WITH
GREATER
CLEVELAND
FAMILY SUPPORT
CONSORTIUM
Approved

First Council (FCFC) to act as a Lead Agency for Transitions for MyCom, the component of FCFC for school-age and adolescent youth; and

WHEREAS, The Library will develop services for youth in targeted areas who are in transition from one stage of education or development to the next using local service providers; and

WHEREAS, The Library will enter into a one-year agreement with Greater Cleveland Family Support Consortium to provide services for children and their families entering Kindergarten; and

WHEREAS, Cuyahoga County's FCFC will reimburse the Library in the amount of \$33,603.00 for expenses incurred by Greater Cleveland Family Support Consortium; therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director to complete negotiations of an agreement between Cleveland Public Library and the Greater Cleveland Family Support Consortium necessary or appropriate to effectuate the Agreement in accordance with this Resolution.

Mr. Corrigan stated that this item was discussed at length at Finance Committee Meeting and that this will be our first working relationship with the Greater Cleveland Family Support Consortium on this important project supporting youth during critical transition stages.

Mr. Corrigan submitted the following reports.

Fiscal Officer's Report

(See pages 1157-1164)

Special Report on Income and Expenditures

(See pages 1165-1169)

Report on Investments

(See page 1170)

FISCAL OFFICER'S
REPORT

Submitted

SPECIAL REPORT
ON INCOME &
EXPENDITURES

Submitted

REPORT ON
INVESTMENTS

Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

Report on Conference and Travel Expenditures

(See page 1171)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

REGULAR
EMPLOYMENT
REPORT
Annroved

Regular Employment Report

(See pages 1172-1182)

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

RETIREMENT
RECOGNITION
CITATION
Approved

Retirement Recognition Citation

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

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

John R. Bailie (after 31 years of service), Library Assistant (Subj. Dept.), Grade F, Literature, retires 12/19/09

Vanida T. Boonkhanphol (after 22 years of service), Branch Clerk, Grade B, Brooklyn Branch, retires 12/31/09

Venechor C. Boyd (after 34 years of service), Subject Dept. Clerk, Grade B, History & Geography, retires 12/31/09

Helaine J. Callier (after 41 years of service), Administrative Assistant, Grade F, Building Services, retires 12/18/09

Marilynne D. Cobbins (after 35 years of service), Purchasing Specialist, Grade E, Purchasing Office, retires 12/18/09

Michael L. Dominak (after 35 years of service),
Purchasing Agent, Grade K, Purchasing Department,
retires 12/18/09

William B. Earl (after 15 years of service), Custodian I
Grade B, Addison Branch, retires 12/31/09

Cheryl A. Fedorcio (after 32 years of service),
Collection Management Assistant, Grade F, Technical
Services, retires 12/18/09

Zelda O. File (after 35 years of service), Payroll
Specialist, Grade F, Financial Services, retires
12/19/09

Cathy Grays (after 34 years of service), Technical
Services Associate, Grade D, Acquisitions, retires
12/18/09

Gloria J. Harris (after 30 years of service), Library
Assistant Youth, Grade F, Collinwood Branch, retires
12/18/09

Richard A. Homzy (after 40 years of service), Branch
Manager (medium), Grade J, Lorain Branch, retires
12/5/09

Gloria C. Hunter (after 31 years of service),
Administrative Assistant, Grade F, Human Resources,
retires 12/18/09

Janet R. Hutch (after 34 years of service), Branch
Manager (medium), Grade J, Broadway Branch, retires
12/18/09

Marlene Iverson (after 33 years of service), OLBPD Clerk
Grade B, Ohio Library for the Blind & Physically
Disabled, retires 12/18/09

Kwang J. Kim (after 21 years of service), Catalog
Librarian, Grade H, Catalog, retires 12/18/09

Cynthia Lorber-Fienga (after 35 years of service),
Administrative Assistant, Grade F, Director's Office,
retires 12/18/09

Karen E. Martines (after 36 years of service), Subject Department Manager (medium), Grade K, Public Administration Library, retires 12/18/09

Marianne L. Monger (after 36 years of service), Materials Processing Supervisor, Grade H, Book Preparation, retires 12/18/09

Roseann Phelan (after 25 years of service), Receiving & Distribution Supervisor, Grade H, Shelf/Shipping (Lakeshore), retires 12/18/09

Carolyn E. Price (after 35 years of service), Subject Department Clerk, Grade B, Science & Technology, retires 12/31/09

Pamela J. Riley (after 36 years of service), Technical Services Clerk, Grade C, Catalog, retires 12/31/09

Alice J. Scott (after 28 years of service), Human Resources Information Clerk, Grade D, Human Resources, retires 12/19/09

Maryann R. Weber (after 35 years of service), Subject Department Clerk, Grade B, Fine Arts & Special Collections, retires 12/18/09

Patricia A. Weeden (after 30 years of service), Acquisitions Assistant, Grade E, Acquisitions, retires 12/19/09

Carolyn B. Williams (after 35 years of service), Branch Manager (medium), Grade J, Glenville Branch, retires 12/18/09

Jeffrey S. Wright (after 33 years of service), Shipping Clerk, Grade B, Ohio Library for the Blind & Physically Disabled, retires 12/18/09

BE IT RESOLVED, That the citations 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.

Director Thomas and various trustees offered congratulations and well-wishes to the retirees and expressed gratitude for their years of hard work and dedication.

Resolution to Suspend Sunday Openings at Three Library Locations, January-December, 2010

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

WHEREAS, On September 11, 1987, the Board of Trustees of Cleveland Public Library ratified an interim agreement with District 1199, Service Employees International Union, to implement Sunday hours in the Main Library as of September 13, 1987; and

WHEREAS, At the same meeting, the Trustees approved paying employees who work on Sundays at the rate of time and one half; and

WHEREAS, With a dedicated source of revenue from the State of Ohio and with the generous support of local property owners, the Library was able to maintain Sunday service hours during the school year at the Main Library and selected branches since September 1987; and

WHEREAS, The economics in both the State of Ohio and the city of Cleveland have experienced a downturn, so the Cleveland Public Library has already lost approximately 22% of its state revenue and approximately 19% of its local property tax revenue so far this year and future library funding from both local and state revenue remains very uncertain at this time, and therefore, be it

RESOLVED, That the three Library locations, Main Library, Rockport Branch and Glenville Branch that have had Sunday schedules of 1:00-5:00 p.m., during the school year; will be closed on Sundays from January through December 2010. While the proposed Sunday closings are certainly unwelcome, the savings in salaries will be approximately \$335,000 (including OPERS and Workers Compensation) for the period of January-December, 2010, and therefore, be it further

RESOLUTION TO
SUSPEND SUNDAY
OPENINGS AT
THREE LIBRARY
LOCATIONS,
JANUARY -
DECEMBER, 2010
Approved

RESOLVED, That the Library will continue its highly successful Sunday Writers and Readers programs that are a strong draw for readers throughout the region.

Mr. Seifullah stated that this item was discussed at length at the Human Resources Committee Meeting that where we may be reluctant to suspend Sunday openings, we have to look at every area of financial savings during this difficult and challenging economic time.

Ratification of Agreement with District 1199 SEIU

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

WHEREAS, Current economic conditions have reduced funding to the Library from both the Public Library Fund (state funding) and Property Tax revenues (local funding); and

WHEREAS, The Library and District 1199 negotiated through the use of a modified version of Interest Based Bargaining to reach an agreement; and

WHEREAS, Cleveland Public Library and District 1199 Service Employees International Union have arrived at a tentative agreement; and

WHEREAS, The tentative agreement was ratified by the District 1199 SEIU membership on December 16, 2009; and

WHEREAS, This agreement provides for no general increases, no step increments and Presidents' Day, Columbus Day, Veterans' Day and June 1, 2010 as unpaid furlough days on which the Library is closed; and on April 3, 2010 retirement separation payments begin to be reduced, and a reopener for economic issues only may be requested by either the Union or the Library within 60 days before December 31, 2010; and

WHEREAS, Cleveland Public Library Board of Trustees expresses its gratitude for the hard work performed by parties on both sides of the table to reach this agreement; therefore be it

RATIFICATION OF
AGREEMENT WITH
DISTRICT 1199
SEIU
Approved

RESOLVED, That the Cleveland Public Library Board of Trustees ratifies this agreement reached by the parties; and be it further

RESOLVED, That such collective bargaining agreement be in effect beginning January 1, 2010.

Director Thomas thanked the negotiating team for working towards the betterment of the Library's future and this resolution reflects that commitment.

Mr. Corrigan stated that the Board is aware of the challenges of contract negotiation and appreciated the spirit of cooperation during this time.

Resolution For Staff Not Covered By The Collective Bargaining Agreement

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

WHEREAS, Current economic conditions have reduced funding to the Library from both the Public Library Fund (state funding) and Property Tax revenues (local funding); and

WHEREAS, In an effort to reduce the financial shortfall caused by the reduction in funding without layoffs; and

WHEREAS, Pursuant to collective bargaining agreements union staff received a 3% general increase in 2009. The non union staff did not receive a general increase in 2009 and no general increase will be given in 2010. Further there will be no step increments given in 2010; and

WHEREAS, Presidents' Day, Columbus Day, Veterans' Day and June 1, 2010 are to be designated as unpaid furlough days on which the Library is to be closed in 2010; and the pay rate for substitute and Page employees will be adjusted to reflect the equivalent of four furlough days; and

WHEREAS, Section 385 of the Human Resources Manual is to be amended to delete all floating Holidays and add Presidents' Day, Columbus Day and Veterans' Day to

RESOLUTION FOR
STAFF NOT
COVERED BY THE
COLLECTIVE
BARGAINING
AGREEMENT
Approved

closed holidays. Founders Day is no longer to be a holiday; and

WHEREAS, Section 241.3 of the Human Resources Manual is to be amended to reduce retirement separation payments effective April 3, 2010, and

WHEREAS, The Library management will continue to propose additional salary and benefit cost saving measures to mitigate projected revenue losses; and therefore be it

RESOLVED, That such changes to salaries and benefits be in effect beginning January 1, 2010.

Director Thomas stated that this process was difficult and thanked Administrators and management for their patience and support and believes that we can move forward with our commitment to provide quality service to our communities.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

REPORT ON PAID
SICK TIME
Submitted

(See page 1183)

Affirmative Action Plan Report

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

(See page 1184)

Insurance Summary Report

INSURANCE
SUMMARY REPORT
Submitted

(See page 1185)

COMMUNITY SERVICES REPORT

Ms. Rodriguez submitted the following report.

Monthly Activity Report

MONTHLY
ACTIVITY REPORT
Submitted

(See pages 1186-1192)

Buildings Status Update

Mr. Scruggs provided a building status update that included a slide show presentation highlighting construction progress on the new Rice Library project, Woodland Branch and Mobile Service Unit.

**BUILDING STATUS
UPDATE**
Presented

NEW BUSINESSElection of Nominating Committee for 2010 Library Officer

Mr. Seifullah stated that Ms. Butts requested him to chair the nominating committee and Mr. Werner and Mr. Parker agreed to serve as members.

**ELECTION OF
NOMINATING
COMMITTEE FOR
2010 LIBRARY
OFFICERS**
Approved

Mr. Corrigan moved approval of the nominating committee. Ms. Rodriguez second the motion, which passed unanimously by roll call vote.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas invited Debbie Hajzak to give brief remarks.

Debbie Hajzak stated that this was a historic time considering the obstacles that were faced. She also thanked the all who participated on the negotiation team and expressed appreciation for the honesty and cohesive teamwork.

Director Thomas continued his report by displaying the new program guide and introducing Summer Salem as WOW Awardee for November 2009.

Mr. Werner acknowledge and congratulated Public Administration Library Manager, Karen Martines, for being selected as a national Carnegie Corporation of New York/New York Times 2009 I Love My Librarian Awardee.

**DIRECTOR'S
REPORT**
Presented

Monthly Statistics

Circulation for the month of November was 582,042. This is an increase of 13% from last year's November circulation of 515,440. These are again impressive numbers, considering the fact that we were open to the

public on four Sundays in November last year. All three units - the Main library, Branches and Ohio Library for the Blind and Physically Disabled (OLBPD) - showed significant circulation increases.

Reference transactions for the month of November were 85,942. This is a minimal decrease from last year's November reference transactions of 86,622. Attendance for the month of November was 326,645. This is a decrease of 2% from last year's November attendance of 372,953. While we will continue to monitor our attendance numbers, visits per hour to the Main Library and the Branches were up significantly in November from last year.

Program and Outreach Highlights

After an unbelievably busy program schedule for October, programming and outreach activities were challenged by two significant events: the closure of the Woodland offices, and the retirement of OLBPD Manager Barbara Mates. Despite renovation problems that forced the Mobile Services staff in mid-November to relocate to the Community Outreach and Public Affairs office at the Main Library, the resilient group under the leadership of Mobile Services Manager **Linda Sperry** regrouped and managed to visit 70 daycares.

Despite losing their leader of over twenty years to retirement, the OLBPD staff was able to rebound. Newly-named OLBPD Manager **Will Reed**, former Assistant Manager, led this very busy department to a circulation of materials nearly twice the amount of November 2008. Tasked with providing services to all 88 counties of Ohio, OLBPD also prepared for the challenge of losing two long-time employees to December retirements.

Marketing and Communications

The Marketing and Communications Department promoted a special art exhibit and group tours of "Our Children Can Soar" at the Martin L. King, Jr. Branch. Kudos should also be extended to the department for their fine work on this year's annual fundraiser for the Friends, "A Night at the Library: Characters Alive," and for their marketing of many library programs, including the well-attended Writers and Readers program with local author Loung Ung.

Buildings Update

The building project for the new Rice Branch is proceeding on time and on budget. The renovation project at the Woodland Branch continues to face considerable challenges.

Renovation at the Woodland Branch was temporarily suspended due to a discovery of asbestos in the ceiling and flooring. Surface and air sampling of all areas of Woodland Branch and Mobile Services was done, as well as eight child care facilities where book bags had been delivered from Mobile Services. Test reports indicated safe levels in all areas, with the exception of one area in the Woodland Branch where the flooring and ceiling tiles had been disturbed. Construction will resume and the staff will be allowed to revisit the site once the affected area is abated and the entire construction site is cleaned. The reopening date for Woodland has tentatively been set for late January.

Meetings and Activities

- I attended Leadership Cleveland's Economic Development Day which featured Greater Cleveland Partnership President Joe Roman.
- I attended the Mayor's Reception and Dinner, which was presented by the U.S. Conference of Mayors and Partner America program.
- I attended the Metro Directors meeting in Columbus.
- I presented brief remarks at Downtown Cleveland Alliance Winterfest program held at the Main Library.

Public Services

The Main Library Business, Economics and Labor Department and the Harvard Lee Branch partnered to present "Exploring Entrepreneurship," a program on planning and financing a small business with emphasis on beauty salons. The program was the first of a number of future programs that will feature Public Services partnerships between Main Library and Branches. Additionally, a significant collection discovery was made by the Special Collections Department when a letter of provenance was found in a first edition of the Rubaiyat of Omar Khayyam.

Staff Highlights

The Work of Wonder (WOW) award winner for November was **Summer Salem**, Main Library Lending Clerk.

COMMUNITY OUTREACH & PUBLIC AFFAIRS

Community Outreach and Public Affairs (COPA) continued to establish procedures and define responsibilities during its third full month of operations as a new administrative unit.

A major part of the month focused on construction related issues in Mobile Services (MOB) that forced the closure of their Woodland offices and the relocation of staff and operations, to COPA's office at Main. By the end of the month, MOB staff and operations were functional again. Limited by the inability to remove records and materials from their offices and workspaces, the bus missed 16 site stops during the relocation. Thirty-six stops were completed and 737 holds filled. The "On the Road to Reading" van visited ten pediatric and W.I.C. sites and Laura's House, contacting 101 people during these visits. 70 daycare visits (751 in attendance and 1012 items circulated) were completed. MOB staff is to be commended for their resiliency and the ability to pull together as a team during this time. Appreciation is extended to Automations and Facilities for their quick response in getting temporary work spaces set up and providing access to electronic files and records.

The new Manager for the Ohio Library for the Blind and Physically Disabled (OLBPD) began this month. Will Reed, previous Assistant to Manager Barbara Mates who retired in October, moved rather effortlessly into his new position. We began to meet regularly to discuss the ongoing transition to statewide service and to provide new manager assistance. The department also received two new retirement notifications, Marlene Iverson and Jeffery the State Library of Ohio contractual obligations.

Mr. Reed worked with Graphics Department to design a new brochure to promote statewide services. OLBPD staff also actively marketed services at Akron Public Library on November 11, 2009 for their Staff Development Day and

at the Euclid Senior Center on November 23. On November 17, staff facilitated an online book discussion with the Ohio State School for the Blind; they discussed Trenton Lee Stewart's *Mysterious Benedict Society*.

The Department also went through a KLAS operating software upgrade during the month. The upgrade went smoothly and staff have quickly adjusted to the new version. Bill Hood and Automation provided assistance for unforeseen problems and their help was invaluable.

COPA helped to support the Friends of Cleveland Public Library's Annual Event. Many who attended felt that it was one of the best of the annual events. More than 19 book characters came alive(!) and entertained guests throughout the evening.

Programming was active this month. Behind the scenes, COPA completed the approval process and submitted events for the Library's first Programming Calendar, January/February 2010.

Children's Book Week opened with *Our Children Can Soar* Art Exhibition at Martin Luther King, Jr. Branch on November 12. Illustrator Shadra Strickland was the featured speaker and was joined on program by local poetry performance artist Q-Nice and students from Cleveland Metropolitan School District School of the Arts Lower Campus. Ms. Strickland visited several local schools the next day. The exhibition will run through the middle of February.

Celebrate With Books, the Library's annual publication of best books published during the year for youth, was completed and sent to Graphics for publication. This year's edition was dedicated to long-time (56 years!) Cleveland Public Library Children's Librarian Ruth Hadlow who died this month.

We continued to finalize a program contract with Girl Scouts of Northeast Ohio; finalized a 3rd grade reading initiative, "Let the Children Read", with Cleveland Metropolitan School District; renewed 2010 commitments with Radio Disney and Metroparks Zoo; and continued Sugarman Children's Biography Award deliberations.

COPA also supported local artist and photographer Donald Black's closing reception for his exhibition "For

Closure" at Convivium 33. Mr. Black helped the Library to create the teen initiative "Subject 2 Change", that provided and up-close look the at foreclosure of houses in the Mount Pleasant area. Additionally, we sponsored a Winterfest event in the Louis Stokes Wing Auditorium as part of Downtown Cleveland Alliance's annual winter celebration. About 250 people enjoyed the Urban Dance Collective (Cleveland School of the Arts - upper Campus), under the direction of Terence Greene.

The Literacy Office continued to work to finalize MyCom grant contracts for 2010; encumber grant funds for the Senior Health Literacy Book Clubs at J. Glenn Smith Clinic; and, coordinate the Learning/Homework Help Center at the new Rice Branch. Literacy Coordinator, Merce Robinson attended a Starting Point Workshop on Out of School Programming; a Help Me Grow Workshop at the Visiting Nurse Association; and the Invest in Children Annual meeting Breakfast.

In November, COPA Administrator, Jan Ridgeway interviewed and hired the new OLBDP Manager; met with staff and Cleveland Public Art on the art installation project for the Eastman Reading Garden Project; Chaired a committee meeting on the American Library Association's Picturing America Grant; participated in both a MyCom conference call assessment and a MyCom meeting where the Library was introduced as the new Lead Agency for Transitions; met with Human Resources regarding School Age Coordinators, Q-Nice and Art Finley on a Black History Program, the Friends' staff; and, supported the Children's Book Week Program, Winterfest and the closing reception for the art exhibition "For Closure".

PUBLIC SERVICES

Programs/Exhibits:

Audio Video technicians provided production, sound and technical support for the *Winterfest, Writers & Readers' Series, Children's Book Week, Prison Reform*, and many other events.

On [November 30](#), Business partnered with the Harvard-Lee Branch to present a small business program about owning your own beauty salon. More than twenty attendees filled

the meeting room, and a lively, informative discussion took place.

Fine Arts partnered with Social Science and sponsored *Music at Main: Passport Project* in the LSW Auditorium on

November 21 for over 80 people. Bruce Biddle was a guest speaker at the opening of the exhibit, "Our Children Can Soar," at Martin Luther King Branch. Winning artists of the See Also garden competition came in from Toronto to present their concept to Library Administration and analyze the physical attributes of the garden.

On November 3, Foreign Literature Manager Milos Markovic provided a tour of the department and explained outreach efforts to five CCPL librarians. He also conducted a tour for 31 French students from Mayfield High School. Mary Torres provided a tour of the Department's Spanish language resources for three members of the UVA Partnership (Spanish Women's Support Group.)

In General Reference, Kelly Ross created a small Employment Resource display (including online job searching sources, resume handouts, example interview questions) located in the Periodical Center near the classified sections of the *Plain Dealer*.

On November 18 Map Collection held their annual GIS Day event with a Mapping Workshop for professionals and students. The workshop offered instruction on how to use free mapping software for GIS projects.

History Librarian Michael Ruffing is working with Public Administration Manager Karen Martines on an exhibit commemorating the 200th anniversary of the creation of Cuyahoga County. The exhibit, "Women's Work: Inspiring Stories of Women Who Made History in Cuyahoga County," commemorates the bicentennial of Cuyahoga County by highlighting the contributions of women to the 200-year history of the county. The exhibit opens on March 1, 2010, the beginning of Women's History Month, and runs through [August 2010](#).

Popular Manager Richard Fox led a book discussion for the Friends of the CSU Library on November 18 for 21 participants who discussed *Beyond the River* by Ann Hagedorn. On November 4 he led the Main Library Book

Discussion Group in a discussion of *The Photograph* by Penelope Lively.

Popular displays prepared by April Lancaster and Sarah Moore for the month included promotion of author Luong Ung leading up to her November 15 appearance. Other displays focused on Thanksgiving, authors Jodi Picoult and Dean Koontz, and recent and upcoming movies based on books.

On Friday, November 13 Science's Green Team members met with Director Felton Thomas, Public Service Administrator Cindy Lombardo, and Tim Diamond. Director Thomas requested short-term, mid-term, and long-term plans for the new Center by Tuesday, December 15, 2009.

Social Sciences Librarian Mark Moore assembled a Captivate presentation featuring the Merriwell Dime novels from the Social Sciences baseball fiction collection. Harriette Parks and Helena Travka presented the Department's Book Club on November 12, to discuss *Sex, Lies and Headlocks: The Real Story of Vince McMahon and the World Wrestling Federation*. Sequoia Brown conducted a Prison Reform program in LSW on November 7. One hundred nine (109) patrons attended this informative event that featured Dan Moulthrop, Mansfield Frazier, Alan Elsner, and Frank Shewalter.

Outreach:

Twenty-five students from Shaw High School visited Business Department on November 5 to research a variety of topics focusing on entrepreneurs. The Computer Learning Connection taught classes in MS Excel for the Cuyahoga County Prosecutor's Office and MS Access for the Department of Justice Affairs. Map Collection hosted a GIS Day in CLC on the 18th. Government Documents presented a class on accessing government information online.

Michael Dalby from Fine Arts posted a podcast of the *Oberlin Bassoon Quartet* recording & sent them a CD of the performance. Mr. Dalby also created a video for the *Music at Main: Passport Project* on CPL YouTube that you can watch by entering the following link:

http://www.youtube.com/watch?v=T52_-tViUYI.

Pam Eyerdam met with the Cleveland Municipal School

District Fine Arts Coordinator, Karen Clark Keys to discuss future partnerships.

On November 12, Map Collection entertained three guests from the Cleveland Museum of Natural History who visited the Collection in preparation for the cooperative scanning of a complete set of 1928 Sanborn Fire Insurance Maps of Cleveland owned by the Museum. The map set will be scanned by CPL and added to the Library's Digital Image Collection in 2010. On November 20, thirty students from East Technical High School toured the Library and spent time researching their History Day projects.

An email blast was sent from Public Administration Library to all City Hall employees about the availability of the *Hannah Report* in PAL.

Harriette Parks, Social Sciences, completed the Annual Guide to Administration Resources Brochure and sent the guide to numerous branches.

Collections/Reference:

Business Department requested a group of titles on American wealth and corporate wealth from storage for research. Titles include multiple volumes of "Survey of American Listed Corporations," from the 1930s and 40s.

Fine Arts staff continues to weed on the 5th floor. Many books have been changed from status of REF to CIRC to boost circulation statistics.

Special Collections found a letter of provenance in a first edition of the Rubaiyat of Omar Khayyam. The book was entered on a record for a facsimile, so this was a double discovery. Its current value is \$35,000.

Foreign Literature weeding continued with staff withdrawing 589 items from the collection.

On November 20, General Reference staff members Pam Benjamin and Kelly Ross met with Science and Technology staff members. Carmen Harris and Marilyn Nichols to discuss the feasibility of transferring the Photoduplication and ILL services to the General Reference Department.

In cooperation with Fine Arts and Special Collections Department, Heather Fisher, a student in Ursuline College's Graduate Program in Historic Preservation, was interviewed as a potential intern for a joint project between History and Fine Arts. The 2010 project involves improving the arrangement, and creating a finding aid to facilitate easier access to the construction records and architectural blue prints from Rockefeller's Forest Hills subdivision owned by Special Collections and stored in Map Collection. Current owners of homes in the subdivision frequently visit the Collection for information on the construction and architecture of their houses.

History and Geography is working with Social Sciences and General Reference on a collaborative grant project to purchase from Readex the Cleveland *Plain Dealer*, from 1842 to the present, in a fully searchable electronic format. Collaborative partners in the venture include Cuyahoga County Public Library and the Michael Schwartz Library at Cleveland State University. CPL is represented by Manager Ron Burdick.

Popular end-of-year ordering focused on areas of the collection that needed to be refreshed or replaced. Orders were placed for Graphic and Urban fiction, cookbooks, decorating, and Young Adult books.

One of the Councilmen called upon PAL with a list of questions to be answered for information to be used in support of getting the Gay Olympics Games in Cleveland. We were happy to provide the requested information. The September 30, 2009 issue of the *Plain Dealer* reported that the City has been awarded the games.

"Green" resource materials have been moved to shelves designated GRC materials and new materials are coming in daily.

Mark Moore completed the final orders for the 2009 Social Sciences book budget. Special attention was paid to the sports materials collection, to books frequently stolen, and to books with a history of high circulation. Sequoia Brown processed 359 Interlibrary Loan requests in November. John Skrtic met with Rollie Welch on November 5 to learn about branch ordering procedures.

Staff/Professional Development:

Public Services Administrative Assistant Cynthia Lorber-Fienga announced her retirement effective December 19. During her long tenure at CPL Cindy provided assistance and support for staff members throughout the library system. Her professionalism and optimistic and encouraging personality will be missed! Yarimilka Beavers, formerly with COPA, has been hired for this position and will be training with Cindy for the next several weeks.

Michael Janero, Security Administrator, spent a half-day working and learning about the Audio-Video Department.

In the Business Department, the Learning 2.0 @ CPL program finished with a finale at the Lake Shore Facility. Nine employees graduated from the program.

Two Branch Managers spent the day in BEL. Cheryl Diamond from Woodland Branch visited on [November 2](#) and Rekiat Olayiwola from Fleet visited here on [November 20](#).

Fine Arts staff members Bruce Biddle and Pam Eyerdam attended ARLIS/OV Meeting/Toledo. Ms. Eyerdam was a Panelist for the conference. Oksana Kraus and Pam Eyerdam attended a CLEVNET workshop, "Know Your Gadgets" at the Medina County Library.

Amy Dawson and Bruce Biddle volunteered to be readers for the Maltz Museum, "Stop the Hate" contest. Lissa Waite attended four all-day Union negotiation meetings.

General Reference staff received a gracious acknowledgement for their assistance from Allan May in his recently published book *Gangland Gotham: New York's Notorious Mob Bosses*.

Pam Benjamin met with Cindy Lombardo, Ellen Leavitt, and Melissa Lattanzi from Northeast Ohio Regional Library System (NEO-RLS) on October 5 to discuss the future of the Library's Management Training Committee.

Due to staffing shortages, General Reference has ceased picking up their KnowItNow 24x7 queue from 1:00 p.m. - 2:00 p.m. Monday through Saturday. With Senior Subject Librarian Michelle Makkos on maternity leave and the retirement of Michael Sparrow in October, a number of duties have been temporarily or permanently transferred

to other staff members (e.g. binding maintenance, direction of pages, daily schedule, and department statistics).

General Reference Manager Pam Benjamin visited Branch Manager Susan Martin and the West Park Branch on November 12.

Venechor Boyd, History Department, has announced her retirement. Ms. Boyd has worked for the Library for over thirty years and has worked in the Photograph Collection for twenty-five years. Her last day will be December 31, and a reception for her has been scheduled for December 22 in the History and Geography workroom.

Lending Supervisor Daniel Oreskovic met with Susan Martin from the Cost Savings Team to discuss library applications. On November 5, Mr. Oreskovic spent the day at the Addison Branch for the branch exchange program.

Lending Clerk Summer Salem has been chosen as the recipient of the November 2009 WOW program award winner.

Social Sciences Manager John Skrtic worked with David Furies and the Cleveland City Club to correct holdings for City Club tapes and DVDs. John Skrtic attended the NEO-RLS Board of Trustees meeting in Leetonia, Ohio on November 17. Long-time staff member Sonia Young announced her retirement. February 12, 2010 will be her last day.

EAST TEAM SUMMARY

Mount Pleasant Branch hosted a community forum presented by the Cleveland Rape Crisis Center in response to the alleged serial rapist and killer residing in the community. Community members and activists attended the meeting in hopes of supporting residents impacted by the issue. Director Felton Thomas and Board Member Maritza Rodriguez attended the meeting to provide further support from the Cleveland Public Library.

Glenville's Children's librarian, Ms. Schmidt-Harris conducted five sessions of toddler story time (total attendance 33) and one children's evening story and craft hour ("Kids Rule"). In addition, her monthly children's program was Cloudy with a Chance of Meatballs, complete with a telling of the story, word

scramble, bean bag toss activity, and spaghetti hat craft (attendance 15).

The Mount Pleasant Branch Library hosted a literacy based Thanksgiving Program for children. Mrs. Carter read *Arthur's Thanksgiving Day* by Marc Brown and the neighborhood children made a turkey craft from a child's handprints and footprints -- cut out of construction paper.

East 131 Street Branch's "One voice Per Month" young adult book club focused on *Skin I'm In* by Sharon Flake was read by Debra Ghosten's 8th grade class from Hope Academy School. Students engaged in lively discussions and a question and answer session with program facilitator, Yvette Hamilton.

CENTRAL TEAM SUMMARY

The renovation project at the Woodland Branch has not gone as smoothly as anticipated. Delays have been incurred and the project will take longer to complete. In the meantime, all of the Woodland Branch staff has been reassigned to work in other branches. Cheryl Diamond, Woodland Branch Manager, will serve as Interim Branch Manager of the Lorain Branch, once Richard Homzy retires in early December. Woodland Branch staff is temporarily filling vacant positions in other branch libraries.

The construction of the new Rice Branch Library is progressing on schedule. The Library is anticipating a January, 2010 grand opening. A major public celebration of the opening of the branch is currently being planned. In addition, most of the Strategic Plan money that was appropriated for new materials for the new branch has been encumbered. The new materials are being stored in the Lake Shore facility until they can be delivered to the new branch library.

Central Team Branch Highlights include:

- Janet Hutch, Manager of the Broadway Branch, has been vigorously weeding both the Juvenile and the Adult sections of the Broadway Branch Library. Ms. Hutch announced her mid-December retirement.

- Sixty-five children from the Anton Grdina School visited the Garden Valley Branch for Story Time and computer instruction.
- A major weeding project in the adult non-fiction section of the Jefferson Branch Library is underway. Cheryl Diamond, Manager of the Woodland Branch is assisting Jefferson Branch Manager Cal Zunt in the project.
- Most of the new materials for the Rice Branch Library have been ordered and many of those materials have already been received. They are being held in library storage awaiting completion of the new facility.
- An Ofrenda or El Dia de los Muertos alter was on display at the South Branch Library from October 15, 2009 until November 15, 2009. Fourteen visitors from Malone College came to see the Day of the Dead Altar on November 2, 2009.
- The Sterling Branch Library has become a testing site for the very popular U.S. Census Bureau.
- Union Branch Computer Aides, Rayshawn Hayes and Ricardo Jackson have been busy conducting computer classes for the public at the Union Branch. They are assisting with resume writing, college applications, job applications, and FASFA registration. Fifty-eight members of the community participated in the classes during the month of November.
- Cheryl Diamond, Manager of the Woodland Branch, attended the Coordinating Council for Youth Development /MyCom at the Friendly Inn, the Career Night Program at the Friendly Inn, and a Central Neighborhood Collaborative Meeting at the Friendly Inn.

WEST TEAM SUMMARY

Reduced staff levels continued to impact branch coverage and operations as demand for library materials and services continues to increase. Branches on the team report patrons are checking out more DVDs and are pleased with the greater variety that the floating collection has afforded. Although CDs haven't met with the same increase in circulation, a suggestion by Lorain to shelve CDs in closer proximity to DVDs seems to have the potential to attract more interest in CDs.

Many economically disadvantaged patrons have been assisted by our staff in obtaining the Safelink free cell phones. High numbers of patrons of all ages continue to maximize use of branch computers and attend one-on-one or group computer instruction.

South Brooklyn noted an increase in interlibrary loan requests since Cuyahoga County Public Library suspended that service. West Park and Lorain have served as sites for a series of testing dates by the U.S. Census Bureau for prospective census takers.

Rockport's Children's Librarian Diana DeVore partnered with Mary Torres from Foreign Literature to promote the branch's bilingual story times on YouTube. Authors such as Skip Zilla appeared at Rockport as part of The Write Stuff Literacy Campaign's National Day of Reading event, hosted by Lisa Milliron. A speaking and discussion event on autism was held at West Park as part of collaboration between the Library and The Discovery and Wellness Center for Children.

Buildings projects included painting the exterior trim at Walz; carpet cleaning and HVAC work at Lorain, and regular repair and maintenance work throughout the team. Brooklyn Branch is in need of increased lighting in the public area. The days of less sunlight make lighting inadequate for proper visibility. Patrons and staff are having difficulty with the reduced light that is available.

TECHNICAL SERVICES

Patricia Lowrey was pleased to host a visit from representatives from the District of Columbia Public Library who came to observe a number of Technical Services operations. She met with the Cost Savings Team and submitted a list of recommendations to the Administrators. She attended the Friends of the Library Event and the Board Retreat. Ms. Lowrey spent many days in contract negotiations.

Technical Services managers attended the budget update presentations.

Collection Management: Laura Mommers continued to visit Branches on Tuesdays. Ms. Mommers has gathered feedback

from Branch personnel about the popularity of the Blu-ray collection and other non-print Branch needs from Collection Management.

Rollie Welch met with two Washington District of Columbia librarians on November 12 as part of their fact finding mission to Cleveland Public Library. Mr. Welch shared examples of holds reports, weeding reports and other statistical reports generated by the Automation Department. They were especially interested in the floating collection. Mr. Welch published two reviews in the Cleveland Plain Dealer and his Street Lit column was published online by Library Journal on November 16.

High Demand: The department ordered 1,782 titles and 32,117 items. A total of 702 new titles and 18,148 items were added.

Shelf/Shipping: A total of 234 items to Main for requests. Receiving/Distribution Technicians received, sorted, and labeled 37,328 items.

Catalog: Staff cataloged 4,596 titles and added 12,651 items. Jeremy White-Zeager cataloged more video recordings than usual and helped clear up a small backlog. Ms. Delfts has been trained by Dawn Grattino on how to catalog sound recordings. Ms. Grattino cataloged a 19th century manuscript of the Baghavad Gita and a 19th century scroll of the Book of Esther for John G. White. Mike Monaco made his first correction to an established name authority record as a participant in the Name Authority Cooperative Program (NACO).

Regina Houseman attended the Northeast Ohio Technical Services Librarians (NOTSL) Fall Meeting. Jeni Delfs is participating on the United Way/Community Shares Committee, and she helped organize a bake sale to benefit United Way. Theresa Mallette attended the Know Your Gadgets workshop. Elizabeth Hegstrom has replaced Patricia Lowrey on the Management Training Planning Committee.

Acquisitions: Alicia Naab met with two administrators from the DC Public Library and conducted demonstrations of the Sirsi Acquisitions module for them and showed them how to create and load Baker & Taylor 9XX orders. Gloria Guzi, Acquisitions Librarian - Serials, met with Michelle Makkos, General Reference Senior Subject

Department Librarian, to review and compare JSTOR and Project Muse electronic journal titles with current print and microfilm titles in order to consider possible cancellations for 2011. Ms. Guzi attended another meeting of the Plain Dealer Digitization Project along with other CPL staff members and representatives from Cleveland State University and Cuyahoga County Public Library in order to review the grant proposal.

Ms. Naab attended a meeting of the Cost Savings Committee and an OLC Membership Committee Meeting in Columbus. Ginaya Willoughby, Acquisitions Assistant - Serials attended a meeting of the United Way/Community Shares Committee.

Patricia Weeden, Acquisitions Assistant, attended the Clevnet Know Your Gadgets workshop at the Lake Shore facility. Ms. Naab, Ms. Willoughby, and, Glennis Blair, Technical Services Associate, attended the CPL Learning 2.0 program closing event at the Lake Shore facility. Ms. Willoughby and Ms. Blair were participants were both participants of the program and Ms. Naab was a tech mentor for the program. Ms. Weeden and Ms. Willoughby attended several of the staff chorus rehearsals.

Acquisitions staff ordered a total of 15,807 titles and 24,265 items, received 13,930 items, and processed a total of 2,180 invoices. Serials staff added 237 items and processed 478 periodical and serial claims.

Preservation: Staff inspected runs of the historic Cleveland Central High School and East Technical High School yearbooks in preparation for scanning. Scans of the first reel of the Town Topics Microfilm were received, and Preservation staff began processing the files for History Department's digital project. Ann Olszewski attended the November 16 meeting of the Digital Projects committee, and reported on progress with new projects. A 1914 scrapbook on Children's services and correspondence with children's author/illustrator Lois Lenski were added to the Archives digital collections. Two Archives patrons requested high resolution files for publication.

Artist Jodi Kanter repaired two damaged panels from the Memorial-Nottingham children's room. The full set of four panels was reinstalled in a different window where it will be less vulnerable to handling by the children.

Photos of the Children's room mobile and "Read" panels were published in the Cleveland Textile Alliance newsletter.

Heritage Preservation requested a poster representing CPL to hang permanently in its Washington DC offices, along with posters from other award winners.

MARKETING & COMMUNICATIONS

November was highlighted by a visit from author Loung Ung, who presented an inspiring story of survival and triumph to a full auditorium.

Public Relations:

Several campaigns were underway during the month of November. Marketing, Graphics and Webware staff wrote and distributed press releases, featured events on the Library website, arranged and prepared interviews, and designed and distributed print materials to promote the following major events:

- Promoted the Friends annual fundraiser, "A Night at the Library: Characters Alive," on WKYC TV Channel 3.
- Promoted Writers and Readers author Loung Ung via WCPN 90.3, *The Plain Dealer Newspaper*, *Call and Post Newspaper*, and online community calendar postings.
- Promoted the December Andrew Venable Celebration Library Chorus in *Call and Post Newspaper*.
- Promoted Winterfest program, Cleveland School of the Arts Urban Dance Collective, in the *Cleveland Magazine* and through Downtown Cleveland Alliance.
- Featured November and December events on online community calendars, the Library website, the CPL Facebook page, Twitter and Flickr accounts.
- Distributed and followed-up on press releases for: Writers and Readers author Loung Ung, "A Christmas Carol" performance, "Our Children Can Soar" Art Exhibition and Library Board Meeting.

The activities of the month are reflected in the meetings that were held or attended by the Marketing & Communications Department Administrator:

- Met with Webware and COPA staff to coordinate procedures for use of the website to promote programming.

- Met with Carlos Latimer, Audio Video Manager, as well as various sound design companies, to initiate requests for proposals for improving the sound equipment at the Library.
- Photographed the staff chorus rehearsal for the staff newsletter.
- Met with Hyatt representatives regarding holding the 2011 Association of Bookmobile and Outreach Services annual conference in Cleveland, hosted by the Library.
- Conferenced with Constant Contact and Webware staff before purchasing software for eblasting the *Speaking Volumes* newsletter.
- Held weekly meeting with Falls Communications to determine schedule of promotions and activities.
- Met with Thomas Mulready of Cool Cleveland to recap the successful campaigns in 2009 and project a schedule for 2010.
- Attended Spectrum meeting with artistic winners of the *See Also* installation contest in the Eastman Garden.
- Attended weekly Executive Council and Administrators meetings, as well as monthly Board of Trustees and Programming meetings.
- Held several staff meetings with Marketing and Communications staff.
- Held crisis team meeting to manage the discovery of asbestos at the Woodland Branch, which included the retrieval of book bags from daycare facilities.
- Attended and photographed the Works of Wonder (WOW!) award presentation for custodian Glen Harris.
- Attended meeting Director Thomas, Janice Ridgeway, COPA Administrator, and Julius C. Dorsey, Jr., President, Dorsey & Company, Strategic Consultant.
- Participated in monthly diversity training workshop as part of the YWCA Changemakers program.
- Met with Branch Manager William Bradford of the Carnegie West Branch to tour facility and discuss the promotion of future programs.
- Attended the "Our Children Can Soar" art exhibit opening at Martin L. King, Jr. Branch.
- Conducted initial planning meetings for eighteen (18) posters to be installed at the Cleveland Hopkins Airport in December to offer a preliminary glimpse into the "Dare" campaign.

- Met with the selection team for the new website redesign, Bob Carterette, Automation Administrator, and Amy Pawlowski, Web Applications Manager.
- Attended the Friends of the Library annual fundraiser.
- Attended the Writers and Readers author series with special guest Loung Ung.
- Attended a MYCOM planning meeting with staff from A Cultural Exchange, COPA and the Director's office.
- Coordinated presentations and attended a Library Board of Trustees retreat.
- Answered questions at a Question and Answer session for the Request for Proposal for the website redesign.
- Met with Karen Martines, Public Administration Library Manager, and Cindy Lombardo, Public Services Administrator, to plan for the I Love My Librarian 2009 Award promotion.
- Met with Pamela Eyerdam, Fine Arts Manager, to begin the planning process for Exhibits.
- Attended, photographed, and posted for Facebook the Business program for "Beauty Shops" at the Harvard Lee Branch.

Graphics:

- Cathy Poilpré and staff designed, printed and/or produced 121 printed pieces, including slides for the lobby message display, banners, signs, cards, fliers, forms, WOW winner poster, programs, Map Collection department brochure, new brochure for OLBPD, annual report postcard, and reading lists.
- Four (4) staff newsletters were produced; retirees were photographed at Board meeting.
- Cathy Poilpré hung art show and promotional collateral for "Our Children Can Soar" exhibit at the Martin L. King, Jr. Branch.
- Cathy Poilpré attended the quarterly Public Services Managers meetings, as well as a USPS workshop; and Cathy Poilpré and Tonya Thompson completed Web 2.0 training.

Web:

- Amy Pawkowski and David Reynolds performed routine updates and maintenance, featured events on the Library website, posted events on the Board website, and posted press releases upon request.

- Posted new header for the CPL website, as well as all other web resources.
- Amy Pawlowski and Anastasia Diamond-Ortiz, Computer Learning Connection Librarian, completed the first Learning 2.0 Program, graduating nine staff members with training on Facebook, YouTube, Twitter, and Flickr. Graphics staff Cathy Poilpré and Tonya Thompson successfully completed the program.
- Distributed a Request for Proposal for the redesign of www.cpl.org to Cleveland-based web design firms and facilitated a Question and Answer session for all companies.

Other:

- The Library received coverage or references on 56 occasions in November. A complete listing and printout of all publications is available in the Marketing and Communications office.

BUILDINGS SERVICES

The Buildings Office completed numerous branch inspections and continues to monitor utility bills. We have attended weekly construction meetings for Rice and Woodland to insure that the construction is proceeding according to plans and moving in a timely manner.

Maintenance mechanics continue to maintain our buildings for the safety and comfort of our patrons and staff. Work to upgrade boiler controls at Fleet Branch was completed. The batteries were serviced for the emergency lights at Fulton Branch. One of the boiler's hot water circulating pump was replaced at Harvard-Lee Branch. The pre-filters in the handling units in the Louis Stokes Wing and the Main Building have begun to be replaced. Installed power outlet for public computers at Sterling Branch. Installed outside covers on HVAC louvers for the winter at Union.

The carpenters made two (2) suggestion boxes with stands for the entrance of the Louis Stokes Wing and the Main Building. They also removed the McVey art work at the old Rice Branch and repaired the wall.

The painters are doing touch-up work at Louis Stokes Wing, the Main Building, and Glenville Branch. Also,

repairing the walls in the basement at Brooklyn now that the waterproofing is completed.

The steering problem and preventative service was completed on vehicle #3. The transmission fluid, filter, and four (4) new tires were replaced on #11.

The front and rear brakes rotors and drums were replaced on #17.

SECURITY OPERATIONS

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

Security Systems: The access system in the Main Library complex, Lake Shore, Memorial-Nottingham and Garden Valley is fully 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 Logbook and followed-up on by Security Operations Supervisors 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.

During the month of November, the Cuyahoga Valley Patrol responded to three alarms; two of those alarms were caused by staff members.

All duress buttons are tested on a monthly basis at all stations in the Main Library Building, The Louis Stokes Wing, Lake Shore, and at all branches.

Closed Circuit Television: Closed circuit television systems are monitored in the Security Operations Command Center office, and at the Louis Stokes Wing security desk, Rear Dock security office, Main Library building security desk, and the Lake Shore Facility security desk.

Identification Cards: Security Operations continues to issue photo identification cards to new staff members and to replace lost cards.

Monthly Equipment Inspections: On a monthly basis, Security Operations conducts complete equipment inspections in all branches, the Main Library, The Louis Stokes Wing, and Lake Shore. Besides safety and medical equipment, complete inspections are conducted on fire extinguishers, fire suppression systems, and fire valve systems.

3M Book Detector Alarm Systems: On a daily basis, the 3M Book detector alarms are checked in the Main and Louis Stokes Wing. The Branch Patrol Supervisors inspect the book detector systems at the branches each time they visit. All are operational at the time of this report with the exception of one faulty detector at the Union Branch and one faulty detector at the Fleet Branch. The Branch Managers were made aware of the problems at both branches.

Lost and Found: An inventory of all lost and found items is conducted on a monthly basis at the Louis Stokes Wing Security Operations Desk. During the month of November, ten items were returned to their owners.

Branch Security: To temporarily provide a higher level of security, two Tenable guards are assigned to each of the following branches: Addison, Carnegie West, and Hough. Additionally, at the request of the Public Services Administrator, an additional Tenable guard was added to Carnegie West for a two-week period. Security Operations meets with Tenable management on a regular basis to discuss issues at the branches. Security Operations has also provided special attention at various times during November to the Addison Branch, Union Branch, Sterling Branch and the Hough Branch.

Branch Patrol: Security Operations currently operate three Branch Patrol Units. Each Branch Patrol Unit is assigned a Security Operations Supervisor and a Security Officer. Branch Patrol Units respond to all branches when called upon by staff members and regularly patrol and visit all branches several times a week.

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

The Branch Patrol Security Operations Supervisors investigate all Security Irregularity Reports submitted

by staff members from the branches. During the month of November, the Supervisors investigated thirty-seven Security Irregularity Reports. Security Operations produces internal reports each month summarizing the branch locations of each report, the type of incident, and the time and day of the incident to ensure coverage at the branches is adequate.

Training

Continuous training is conducted by the Assistant Chief of Security Operations or a Security Operations Supervisor at Roll Call with all officers.

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	- 9
June	56	63	+ 7
July	61	60	- 1
August	56	59	+ 3
September	53	53	0
October	61	70	+ 9
November	50	51	+ 1
Total	786	652	-134

AUTOMATION SERVICESCPL Projects

Policy file and other changes were made to support the extended temporary closing of Woodland.

Special reports were run for South Brooklyn, Jefferson and West Park (3).

South and West Park branches began an informal test of the new procedures for adding uncataloged items.

KnowItNow client was upgraded on approximately 70 staff workstations.

Deep Freeze version 6.5 console software, has been installed on a newer server (ntmgmt5), and public workstations are being upgraded.

Internet Explorer version 8 has been re-packaged and placed on the Altiris server for distribution for new and re-imaged workstation installations.

A site visit for to the new Rice branch was made to identify the demarc location.

Billing information for the Broadway DS1 circuit has not been provided by at&t after several requests. A PUCO complaint has been initiated.

After repeated attempts, at&t corrected an over billing for long distance in the amount of \$4,000.00.

The new CPL logo was integrated in all of the existing web services, including www.cpl.org, the Web catalog, the events calendar, the Staff Center, and the Board site.

The Learning 2.0 Program finished on Friday, November 6, 2009 with a luncheon event for Beverly Austin, Glennis Blair, Carol Dixon, Rhonda Fulton, Susan Mullee, Magnolia Peters, Cathy Poilpre, Tonya Thompson, and Ginaya Willoughby. The program was outlined and managed by Amy Pawlowski and Anastasia Diamond-Ortiz.

An RFP was distributed for a redesign of www.cpl.org. A Q&A session was held on Monday, November 23, 2009. Bob

Carterette, Tena Wilson, and Amy Pawlowski answered questions. The deadline for bidder submissions is Thursday, December 10, 2009.

A section for the United Way Campaign was added to Staff Center.

CLEVNET

The Software team started work with Medina and Flowan to implement Medina's Flowan HelpDesk license.

Policy file changes were made for Perry, Clyde, Sandusky and Shaker Heights.

We assisted Shaker Heights with Directors Station stats by creating a template for them to use.

We adjusted date due slip messages for Medina and Orrville libraries as requested.

We ceased creating printed overdue notices for Lorain library as requested.

Special reports were run upon request for Lorain (4) and Huron (2).

2010 calendar information for all libraries was entered.

New SIP ports were added for Twinsburg's new self check and Cassie systems.

Leviton Training in data cabling was attended by 26 technical and buildings staff from: Cleveland, Cleveland Heights-University Heights, Barberton, Ritter, Twinsburg, Willoughby-Eastlake, Wayne County, East Cleveland, Medina County, Shaker Heights, and Euclid.

Mr. Finnegan and Mr. Novak met with East Cleveland Public Library and East Cleveland Cable to discuss running video over IP; at&t at Barberton Public Library to discuss their fiber installation; and with Cleveland Heights-University Heights Library to prepare the network for moving computers across the street to the old YMCA building.

An access point and a switch were installed at Ritter Public Library in preparation for their new addition.

A video of the CLEVNET "Know Your Gadgets" workshop was posted on the Member's site. The workshop was a joint effort between the Training and Technology SIGs. Sessions were held at four different libraries: Medina, Twinsburg, Lorain, and Cleveland.

The CLEVNET Directors Panel met on November 13. Major topics discussed included shipping and delivery, debt collection, lost and paid, texting hold messages, and marketing CLEVNET.

KnowItNow

On November 3 we were informed that AskColorado has decided not to join the Ohio/Oregon collaboration at this time.

A "KIN24x7 Year in Review" article for the State Library of Ohio's December newsletter was submitted.

Dr. Miriam Matteson of Kent State University's School of Library & Information Science (KSU SLIS) is interested in using questions and/or transcripts in her reference services class. We are investigating ways to facilitate this.

Marketing materials were supplied to Bob Murnan, CPL Government Documents, to distribute at a class on "Accessing Government Information". The marketing materials highlight KIN24x7 in general, and the Government Information queue specifically.

Three candidates from KSU SLIS for the KIN24x7 practicum for the Spring 2010 semester were interviewed and Layla Arnold was selected.

Cleveland Heights-University Heights Public Library is considering staffing a local queue. Euclid Public Library has decided to staff a local queue.

Two finalists (Euclid PL and CPL) were chosen for the new KnowItNow logo. A final decision will be made by Dec. 8.

Meetings

Bob Carterette and Ann Palomo met with the Cost Saving

Committee regarding shipping improvements throughout CLEVNET.

Don Boozer, Larry Finnegan, Bill Hood, George Lenzer, Ann Palomo and Amy Pawlowski attended management training on November 19.

Jim Benson and Hilary Prisbylla attended a meeting on the 2010 budget on November 20.

On November 9, Mr. Boozer participated in the second monthly online meeting of the collaborative virtual reference listserv members. Coordinators and staff from nine states and two Canadian provinces shared information.

Visitors

Bob and Ann met with visiting librarians Chris Tonjes and Elissa Miller of the Washington D.C. Public Library to discuss configuration of Sirsi, particularly the acquisitions module.

Statistics

	November 2008	November 2009
OverDrive Downloads	9,404	13,140
Twitter Followers	286	1,491
Facebook Fans	N/A	1,875

Automation Services Statistics, 11/2009				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	53	48	36	137
CPL Branch	93	75	50	218
CPL Lake Shore	29	22	13	64
CLEVNET	23	19	14	56
PUBLIC				0
TOTAL	198	164	113	475
SOFTWARE				
CPL Main	18	17		35
CPL Branch	22	20		42
CPL Lake Shore	12	12		24
CLEVNET	50	50		100
PUBLIC	5	4		9
TOTAL	107	103	0	210
WEBWARE				
CPL Main	11	11	3	25
CPL Branch	5	4		9
CPL Lake Shore	2	2		4
CLEVNET	7	7		14
PUBLIC	36	36		72
TOTAL	61	60	3	124
KIN				
CPL Main	17	13		30
CPL Branch	7	2		9
CLEVNET	22	12		34
PUBLIC				0
KIN Library	40	40		80
OHIOLink Library				0
After Dark	2	2		4
KIN TOTAL	71	56	0	127
GRAND TOTAL	437	383	116	936

Mr. Corrigan adjourned the Regular Board Meeting at
1:16 p.m.

Thomas D. Corrigan
Vice President

Maritza Rodriguez
Secretary

CLEVELAND PUBLIC LIBRARY

**Finance Committee
December 17, 2009**

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

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,768	9,804
Periodicals	189	1,462
Publishers Gifts	0	779
Non-Print Materials	<u>52</u>	<u>1,231</u>
TOTAL LIBRARY SERVICE MATERIALS	2,009	13,276

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$293	\$4,247
Library Fund	Restricted	100	5,089
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	0	35,335
Friends Fund	Restricted	0	6,000
Schweinfurth Fund	Restricted	0	30,815
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	174,331
Lockwood Thompson Fund	Restricted	0	88,829
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>18,600</u>
TOTAL MONEY GIFTS		\$393	\$370,494

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	17	328	2,009	13,276
Money Gifts	<u>5</u>	<u>64</u>	<u>5</u>	<u>64</u>
TOTAL GIFTS	22	392	2,014	13,340

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

Cleveland Public Library Rice Branch Project Tracked Change Orders

Prepared By:
Sandy Kuban

Board Meeting Date				1/22/2009	2/19/2009	2/19/2009	5/21/2009	5/21/2009	6/18/2009	
Board Change Order #				Change Order #1	Change Order #2	Change Order #3	Change Order #4	Change Order #5	Change Order #6	
Contractor Name	Type of Contract	Architect's Estimate	Original Award	Change Order #1 Electricity To Trailer	Change Order #2 Adhesive for Anchors	Change Order #3 Electricity To Site	Change Order #4 Foundation To Sandstone	Change Order #5 New Entrance, Fence, Gates, Drive	Change Order #6 Relocate Trailer, Fence, Gates	Change Order #7 Bldg Permits For Others
East West Construction Co	General Trades	3,152,926	2,560,600	4,046.43	(2,000.00)	2,961.73	7,890.00	6,281.42	2,913.48	14,650.83
Harner Plumbing	Plumbing	88,292	114,300					Change Order #1 Toilets Hands-Free 2,141.92		
TH Martin	HVAC	539,009	794,228							
R & M Heating and Air	Fire Suppression	42,225	54,000							
Doan/Pyramid	Electrical	315,121	403,650							
East West Construction Co	Technology	157,223	91,883							
Total		4,294,796	4,018,661	4,046.43	(2,000.00)	2,961.73	7,890.00	6,281.42	2,141.92	2,913.48 14,650.83

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Cleveland Public Library

Rice Branch Project Tracked Change Orders

Prepared By:
Sandy Kuban

Board Meeting Date			7/16/2009	8/4/2009	9/17/2009	10/15/2009	11/19/2009				
Board Change Order #			Change Order #7	Change Order #8	Change Order #9	Change Order #10	Change Order #11				
Contractor Name	Type of Contract	Architect's Estimate	Original Award	Change Order #8 Use Existing Key System	Change Order #9 Excavation & Concrete For Foundation & Step Footing	Change Order #10 Add'l Site Grade & Concrete Work	Change Order #11 Add'l Cost For Fence Moving, Stonework, & Phone line	Change Order #12 Slat/Cork Wall	Change Order #13 Stone Drive & Sidewalk		
East West Construction Co	General Trades	3,152,926	2,560,600	5,538.57	12,995.50	2,976.80	2,501.64	4,533.54	2,020.98		
Harner Plumbing	Plumbing	88,292	114,300	1,097.79							
TH Martin	HVAC	539,009	794,228		6,522.50						
R & M Heating and Air	Fire Suppression	42,225	54,000								
Doan/Pyramid	Electrical	315,121	403,650		4,105.00	1,273.00	3,460.00				
East West Construction Co	Technology	157,223	91,883	21,527.15							
Total		4,294,796	4,018,661	28,163.51	12,995.50	10,627.50	1,273.00	2,976.80	5,961.64	4,533.54	2,020.98

1144

Cleveland Public Library Rice Branch Project Tracked Change Orders

Prepared By:
Sandy Kuban

Board Meeting Date				12/17/2009			
Board Change Order #				Change Order #12			
Contractor Name	Type of Contract	Architect's Estimate	Original Award	Change Order #14 Credit on Shades	Total Change Orders	Change Orders As % of Original	Original Plus Change Orders To Date
East West Construction Co	General Trades	3,152,926	2,560,600	(979.71)	66,331.21	2.6%	2,626,931.21
Harner Plumbing	Plumbing	88,292	114,300		3,239.71	2.8%	117,539.71
TH Martin	HVAC	539,009	794,228		6,522.50	0.8%	800,750.50
R & M Heating and Air	Fire Suppression	42,225	54,000				54,000.00
Doan/Pyramid	Electrical	315,121	403,650	Change Order #4 Supply Elec at Plumbing Fixtures 1,720.00	10,558.00	2.6%	414,208.00
East West Construction Co	Technology	157,223	91,883		21,527.15	23.4%	113,410.15
Total		4,294,796	4,018,661	740.29	108,178.57	2.7%	4,126,839.57

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Change Order

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

CHANGE ORDER NUMBER: 004
DATE: 21 October 2009

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
Doan/Pyramid Electric
5069 Corbin Drive
Bedford Heights, Ohio 44128

ARCHITECT'S PROJECT NUMBER: 07049
CONTRACT DATE: September 30, 2008
CONTRACT FOR: Electrical Contract

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 \$5,378.00 because Change Order 003 is still in process.

The original Contract Sum was	\$	403,650.00
The net change by previously authorized Change Orders	\$	5,378.00
The Contract Sum prior to this Change Order was	\$	409,028.00
The Contract Sum will be increased by this Change Order in the amount of	\$	+1,720.00
The new Contract Sum including this Change Order will be	\$	410,748.00

The Contract Time will be unchanged 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

BY (Signature)

Glenn A. Pizzuti, AIA, Vice President

(Typed name)

DATE

22 Oct 09

Doan/Pyramid Electric

CONTRACTOR (Firm name)

5069 Corbin Drive
Bedford Heights, Ohio 44128

ADDRESS

BY (Signature)

Mike Payne, Project Manager

(Typed name)

DATE

02 Nov 09

Cleveland Public Library

OWNER (Firm name)

325 Superior Avenue, Cleveland, OH
44114-1271

ADDRESS

BY (Signature)

MYRON SWEETS FAC. ADMIN

(Typed name)

DATE

17 Nov 09

DOAN/PYRAMID ELECTRIC
5069 Corbin Drive Bedford Hts., Ohio 44128
(216) 587-9510 Fax (216) 587-9511

JOB NAME RICE LIBRARY JOB NUMBER _____ DATE 3-2-09

DESCRIPTION OF WORK PR-#004

MATERIAL.....	\$	<u>151</u>
TAX.....	\$	_____
LABOR <u>18</u> @ HOURS @ <u>65²⁰</u>	\$	<u>1174</u>
SUPERVISION.....	\$	<u>59</u>
EFFICIENCY AND/OR PREMIUM.....	\$	_____
PARKING @ \$1. ⁰⁰ PER HOUR.....	\$	_____
CO-ORDINATION CHARGE, 8% OF LABOR.....	\$	<u>59</u>
HOIST-LIFT TOOLS.....	\$	_____
CLEAN-UP @ \$1.50 PER OUR.....	\$	<u>27</u>
MANUALS AND AS-BUILTS.....	\$	_____
TEMPORARY WIRING.....	\$	_____
_____	\$	_____
SAFETY 1.25%.....	\$	<u>15</u>
TOTAL COST.....	\$	<u>1485</u>
FEE.....	\$	<u>223</u>
_____	\$	_____
_____	\$	_____
TOTAL WITH FEES.....	\$	<u>1708</u>
IMPACT.....	\$	_____
BOND.....	\$	<u>12</u>
TOTAL.....	\$	<u>1720</u>

() IN THE EVENT THAT VALUE OF ALL CHANGES EXCEEDS 30% OF ORIGINAL CONTRACT AMOUNT, DOAN/PYAMID RESERVES THE RIGHT TO RE-EVALUATE THIS ITEM.



DOAN/PYRAMID LLC

Contractors • Engineers • Designers • Data/Voice • Temperature Control
 5069 Corbin Drive • Bedford Heights, Ohio 44128
 Phone (216) 587-9510 • Fax (216) 587-9511

DATE _____

SHEET NO. _____

DR-#004

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST	UNIT LABOR	TOTAL LABOR
50	MC 12/2 1/4 GWT		18		7
24	" GWT'S		8		1
1	LOT SUPPORTS		5		1
			-		-
12	120V GWT'S		120		12
	EXTTRA COORDINATION 1/4 PLUMBER		-		4
			151		18

Mike Payne

From: Mike Payne
Sent: Monday, March 02, 2009 8:34 AM
To: 'wahlb@boswickdesign.com'; 'chandrakant1521@yahoo.com'
Subject: Rice Library
Attachments: mp.pdf

Gentlemen,
See attached our quotation for PR #4.

Thanks
Mike



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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: 014

DATE: 17 November 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)

Note, The net change by previously approved Change Orders is \$57,399.74 because Change Order 013 is still in process.

The original Contract Sum was	\$ 2,560,600.00
The net change by previously authorized Change Orders	\$ 57,399.74
The Contract Sum prior to this Change Order was	\$ 2,617,999.74
The Contract Sum will be decreased by this Change Order in the amount of	\$ -979.71
The new Contract Sum including this Change Order will be	\$ 2,618,979.45

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

BY (Signature)

Glenn A. Pizzuti, AIA, Vice President

(Typed name)

DATE

East West Construction Co., Inc.

CONTRACTOR (Firm name)

7120 Harvard Avenue, Cleveland, OH
44105-7307

ADDRESS

BY (Signature)

Chad Patel

(Typed name)

DATE

Cleveland Public Library

OWNER (Firm name)

325 Superior Avenue, Cleveland, OH
44114-1271

ADDRESS

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

www.eastwestconstruction.com

CERTIFIED MINORITY BUSINESS ENTERPRISE

November 10, 2009

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

Re: Roller Shades – Credit Memo
New Rice Branch Library
BDP Project No. 07049

Dear Mr. Wahl:

East-West Construction Co., Inc. is pleased to provide the credit for the roller shades for the reduction in length of the shades per the field per the Architects direction. The total credit for this reduction of work is \$979.71.

Trusting this meets with your approval. Please issue contract modification for this reduction 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.

A handwritten signature in black ink, appearing to read "Chad Patel".

Chad Patel PE
Project Manager

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 84.10% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio December 31, 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, 2010, 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, 2010	General Property Tax	PLF	Other Sources	Total
General Fund	24,700,000.00	29,738,384.02	19,726,367.80	8,627,349.00	82,792,100.82
Special Revenue	6,167,128.00			719,992.00	6,887,120.00
Capital	2,900,000.00			3,000,000.00	5,900,000.00
Permanent	1,520,000.00			35,580.00	1,555,580.00
Totals/Subtotals	35,287,128.00	29,738,384.02	19,726,367.80	12,382,921.00	97,134,800.82

Budget

Commission

CLEVELAND PUBLIC LIBRARY

GENERAL FUND	APPROPRIATION 2010
Salaries/Benefits	
62.6%	
TOTAL	\$ 37,100,000
Supplies	
1.9%	
TOTAL	1,144,379
Purchased/Contracted Services	
15.9%	
TOTAL	9,424,458
Library Materials/Information	
18.0%	
TOTAL	10,674,635
Capital Outlay	
1.4%	
TOTAL	819,961
Other	
0.1%	
TOTAL	80,000
SUBTOTAL GENERAL OPERATING EXPENDITURES	59,243,433
100.0%	
Transfers/Advances	
TOTAL	3,000,000
TOTAL GENERAL FUND	\$ 62,243,433

CLEVELAND PUBLIC LIBRARY

SPECIAL REVENUE FUNDS	FUND NO.	APPROPRIATION 2010
Anderson	201	\$ 147,600
Endowment for the Blind	202	1,100,000
Founders	203	1,253,000
Kaiser	204	30,560
Kraley	205	121,600
Library	206	146,080
Pepke	207	71,830
Wickwire	208	813,850
Wittke	209	45,800
Young	210	2,369,200
Friends	225	13,000
Judd	226	168,000
Lockwood Thompson	228	160,000
Ohio Center for the Book	229	900
Schweinfurth	230	50,000
NCA Kiosk	242	12,200
Gates Foundation	243	119,600
Harvard Kiosk	244	7,900

CLEVELAND PUBLIC LIBRARY

LSTA-Know It Now	252	250,000
MetLife - Fit for Life	253	6,000
TOTAL SPECIAL REVENUE FUNDS		\$ 6,887,120

CAPITAL FUNDS	FUND NO.	APPROPRIATION 2010
<u>Building and Repair Fund</u>	401	\$ 5,900,000
TOTAL CAPITAL FUNDS		\$ 5,900,000

PERMANENT FUNDS	FUND NO.	APPROPRIATION 2010
Abel	501	\$ 132,240
Ambler	502	1,000
Beard	503	86,500
Klein	504	2,000
Malon/Schroeder	505	77,480
McDonald	506	101,700

CLEVELAND PUBLIC LIBRARY

Ratner	507	46,860
Root	508	15,360
<u>Sugarman</u>	509	7,040
Thompson	510	61,500
Weidenthal	511	2,000
White	512	1,021,900
TOTAL PERMANENT FUNDS	\$	1,555,580

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF CLERK TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD NOVEMBER 1 – NOVEMBER 30, 2009

H. Sandra Kubser

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending November 30, 2009

	General Fund	Special Revenue	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	31,835,190.21	0.00	0.00	0.00	31,835,190.21
42 Intergovernmental	29,144,848.83	885,539.53	0.00	0.00	30,030,388.36
43 Fines & Fees	300,636.95	0.00	0.00	0.00	300,636.95
44 Investment Earnings	852,467.37	(12,899.84)	0.00	(4,386.12)	835,181.41
45 Charges for Services	2,548,889.78	0.00	0.00	0.00	2,548,889.78
46 Contributions & Donations	0.00	370,787.41	0.00	100.00	370,887.41
48 Miscellaneous Revenue	77,303.48	4,354.00	0.00	215.53	81,873.01
Total Revenues	\$ 64,759,336.62	\$ 1,247,781.10	\$ 0.00	\$(4,070.59)	\$ 66,003,047.13
51 Salaries/Benefits	38,501,932.02	528,863.70	0.00	0.00	39,030,795.72
52 Supplies	951,993.83	29,156.34	0.00	5,975.32	987,125.49
53 Purchased/Contracted Services	8,707,132.27	541,255.18	0.00	28.00	9,248,415.45
54 Library Materials	8,467,045.82	100,065.83	0.00	39,937.03	8,607,048.68
55 Capital Outlay	692,882.77	13,877.39	3,631,861.00	0.00	4,338,621.16
57 Miscellaneous Expenses	71,876.11	16,063.50	0.00	0.00	87,939.61
Total Expenditures	\$ 57,392,862.82	\$ 1,229,281.94	\$ 3,631,861.00	\$ 45,940.35	\$ 62,299,946.11
Revenue Over/(Under) Expenditures	\$ 7,366,473.80	\$ 18,499.16	\$(3,631,861.00)	\$(50,010.94)	\$ 3,703,101.02
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	\$ 7,366,473.80	\$ 18,499.16	\$(3,631,861.00)	\$(50,010.94)	\$ 3,703,101.02
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	\$ 36,440,583.86	\$ 10,239,523.71	\$ 5,867,309.43	\$ 2,500,233.14	\$ 55,047,650.14

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2009

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	13,164,132.00	13,064,132.00	11,929,805.19	0.00	1,134,326.81
51120	Clerical Salaries	13,348,097.00	12,923,097.00	11,154,657.60	0.00	1,768,439.40
51130	Non-Clerical Salaries	1,729,671.00	1,729,671.00	1,481,673.60	0.00	247,997.40
51140	Buildings Salaries	5,153,746.00	4,953,746.00	4,087,602.78	0.00	866,143.22
51150	Other Salaries	1,883,438.00	1,758,438.00	1,450,685.12	0.00	307,752.88
51180	Severance Pay	0.00	0.00	73,487.37	0.00	(73,487.37)
51190	Non-Base Pay	0.00	0.00	48,327.70	0.00	(48,327.70)
51400	OPERS	4,855,191.00	4,876,879.08	4,269,381.50	491,814.31	115,683.27
51610	Health Insurance	3,931,593.00	4,246,038.86	3,379,636.04	1,273,241.77	(406,838.95)
51620	Life Insurance	87,192.00	110,477.99	86,203.51	6,416.70	17,857.78
51630	Workers Compensation	373,594.00	373,594.00	216,262.18	0.00	157,331.82
51640	Unemployment Compensation	38,641.00	63,873.19	7,526.61	18,164.05	38,182.53
51650	Medicare - ER	0.00	0.00	67,533.05	0.00	(67,533.05)
51900	Other Benefits	569,929.00	664,647.36	249,149.77	150,403.71	265,093.88
	Salaries/Benefits	45,135,224.00	\$ 44,764,594.48	\$ 38,501,932.02	\$ 1,940,040.54	\$ 4,322,621.92
52110	Office Supplies	105,867.00	108,190.99	59,366.47	2,796.79	46,027.73
52120	Stationery	177,827.00	218,529.55	158,371.27	49,762.75	10,395.53
52130	Duplication Supplies	121,095.00	127,455.08	93,031.24	1,482.57	32,941.27
52140	Hand Tools	8,379.00	8,643.38	3,585.50	426.61	4,631.27
52150	Book Repair Supplies	106,572.00	123,520.69	97,762.72	14,959.48	10,798.49
52210	Janitorial Supplies	132,160.00	135,876.87	94,870.35	38,501.44	2,505.08
52220	Electrical Supplies	115,814.00	72,040.19	45,524.98	2,013.18	24,502.03
52230	Maintenance Supplies	170,072.00	175,396.34	92,391.72	17,052.23	65,952.39
52240	Uniforms	16,150.00	17,124.50	1,114.34	8,975.00	7,035.16
52300	Motor Vehicle Supplies	62,647.00	54,960.10	58,524.74	12,921.10	(16,485.74)
52900	Other Supplies	383,702.00	404,692.13	247,450.50	61,156.87	96,084.76
	Supplies	1,400,285.00	\$ 1,446,429.82	\$ 951,993.83	\$ 210,048.02	\$ 284,387.97

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 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>
53100	Travel/Meetings	98,914.00	64,964.66	52,910.10	11,428.45	626.11
53210	Telecommunications	434,659.00	489,043.35	518,673.53	117,327.20	(146,957.38)
53230	Postage/Freight	128,896.00	141,374.63	124,921.46	12,361.19	4,091.98
53240	PR/Other Communications	280,000.00	322,564.76	125,516.68	24,214.96	172,833.12
53310	Building Repairs	201,122.00	290,296.17	272,074.73	42,709.66	(24,488.22)
53320	Machine Repairs	67,506.00	60,763.35	33,771.54	4,273.00	22,718.81
53330	Computer Repairs	15,000.00	16,450.00	3,538.00	0.00	12,912.00
53340	Building Maintenance	214,993.00	229,164.77	125,819.95	23,717.61	79,627.21
53350	Machine Maintenance	269,826.00	312,940.75	180,397.27	153,962.63	(21,419.15)
53360	Computer Maintenance	857,891.00	783,520.52	731,561.09	16,833.41	35,126.02
53370	Motor Vehicle Repairs	27,729.00	30,468.75	43,534.06	2,453.40	(15,518.71)
53380	Contract Security	974,879.00	1,009,679.53	817,818.59	173,078.73	18,782.21
53390	Landscaping	36,000.00	39,000.00	20,209.52	18,920.00	(129.52)
53400	Insurance	382,136.00	382,606.00	442,253.25	0.00	(59,647.25)
53510	Rent/Leases	84,959.00	104,007.33	102,826.88	33,695.76	(32,515.31)
53520	Equipment Rental	314,268.00	386,639.08	283,093.64	68,756.14	34,789.30
53610	Electricity	1,949,602.00	2,131,874.42	1,824,922.24	221,800.63	85,151.55
53620	Gas	391,513.00	407,122.63	250,298.28	142,757.63	14,066.72
53630	Chilled Water	721,610.00	687,967.44	658,328.06	6,496.80	23,142.58
53640	Water/Sewer	90,720.00	131,779.57	59,779.60	68,183.30	3,816.67
53710	Professional Services	1,914,515.00	1,986,931.93	1,087,626.93	465,488.09	433,816.91
53720	Auditors Fees	526,500.00	531,200.00	710,607.45	3,649.96	(183,057.41)
53800	Library Material Control	305,000.00	336,248.96	226,125.67	105,099.94	5,023.35
53900	Other Purchased Services	15,160.00	18,169.25	10,523.75	299.25	7,346.25
	Purchased/Contracted Services	10,303,398.00	\$ 10,894,777.85	\$ 8,707,132.27	\$ 1,717,507.74	\$ 470,137.84
54110	Books	3,901,786.00	4,720,252.10	3,099,830.37	956,733.67	663,688.06
54120	Continuations	838,612.00	794,922.10	599,939.19	171,173.20	23,809.71

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2009

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54210 Periodicals	1,854,238.00	1,680,089.41	863,043.27	496,960.17	320,085.97
54220 Microforms	309,865.00	374,934.50	256,290.47	116,948.50	1,695.53
54310 Video Media	1,651,581.00	1,571,541.17	1,229,157.27	387,456.13	(45,072.23)
54320 Audio Media - Spoken	426,023.00	471,845.06	294,514.02	123,425.83	53,905.21
54325 Audio Media - Music	690,775.00	733,051.53	531,112.20	184,909.80	17,029.53
54350 Computer Media	319,800.00	427,190.71	348,715.47	69,711.39	8,763.85
54500 Database Services	1,589,121.78	1,500,004.38	1,032,978.33	448,685.12	18,340.93
54600 Interlibrary Loan	6,500.00	6,886.08	4,326.56	2,953.28	(393.76)
54710 Bookbinding	69,971.00	85,873.95	37,695.95	58,207.00	(10,029.00)
54720 Preservation Services	98,727.00	110,850.19	80,459.01	17,491.13	12,900.05
54730 Preservation Boxing	12,674.00	13,406.50	9,367.10	3,075.95	963.45
54790 Preservation Reformatting	65,618.00	117,228.04	79,616.61	24,863.95	12,747.48
Library Materials	11,835,291.78	\$ 12,608,075.72	\$ 8,467,045.82	\$ 3,062,595.12	\$ 1,078,434.78
55510 Furniture	141,409.00	165,370.02	46,525.74	7,097.62	111,746.66
55520 Equipment	68,629.00	84,389.95	34,286.97	9,555.00	40,547.98
55530 Computer Hardware/Software	964,437.00	689,471.00	588,514.51	12,930.77	88,025.72
55700 Motor Vehicles	37,519.00	37,519.00	23,555.55	0.00	13,963.45
Capital Outlay	1,211,994.00	\$ 976,749.97	\$ 692,882.77	\$ 29,583.39	\$ 254,283.81
57100 Memberships	68,278.00	71,782.00	58,465.00	160.00	13,157.00
57200 Taxes	1,000.00	1,652.68	415.25	575.77	661.66
57500 Refunds/Reimbursements	14,002.00	26,122.34	12,995.86	3,855.94	9,270.54
Miscellaneous Expenses	83,280.00	\$ 99,557.02	\$ 71,876.11	\$ 4,591.71	\$ 23,089.20
Advances	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
59900 Transfers Out	3,000,000.00	3,029,900.00	0.00	0.00	3,029,900.00
Transfers	3,000,000.00	\$ 3,029,900.00	\$ 0.00	\$ 0.00	\$ 3,029,900.00
TOTAL	72,969,472.78	\$ 73,820,084.86	\$ 57,392,862.82	\$ 6,964,366.52	\$ 9,462,855.52

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 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	64,759,336.62	57,392,862.82	6,964,366.52	29,476,217.34
Total General Fund	\$ 29,074,110.06	\$ 64,759,336.62	\$ 57,392,862.82	\$ 6,964,366.52	\$ 29,476,217.34
201 Anderson	189,796.30	(344.39)	6,072.04	0.00	183,379.87
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	11,193.35	90,020.64	41,118.18	4,102,128.12
204 Kaiser	39,244.59	0.00	449.00	0.00	38,795.59
205 Kralej	139,498.67	(794.81)	0.00	288.68	138,415.18
206 Library	148,268.50	9,728.47	2,440.00	762.80	154,794.17
207 Pepke	85,789.54	0.00	0.00	0.00	85,789.54
208 Wickwire	994,220.04	(2,423.93)	15,995.09	2,751.09	973,049.93
209 Wittke	59,160.11	(115.71)	1,643.94	0.00	57,400.46
210 Young	2,571,940.87	34,889.29	59,230.67	0.00	2,547,599.49
225 Friends	9,540.13	6,000.00	13,538.90	770.96	1,230.27
226 Judd	1,683.13	174,330.75	125,651.17	3,007.67	47,355.04
228 Lockwood Thompson Memorial	260,422.16	88,828.50	93,507.51	192,784.86	62,958.29
229 Ohio Center for the Book	1,000.00	900.00	1,300.00	492.00	108.00
230 Schweinfurth	3,895.07	30,815.00	37,750.00	4,714.54	(7,754.47)
242 Cleveland NCA Kiosk	14,617.02	0.00	1,927.87	472.13	12,217.02
244 Harvard CS Kiosk Project	8,828.87	0.00	531.33	329.13	7,968.41
251 LSTA-Library for the Blind	0.00	455,952.00	282,081.16	0.00	173,870.84
252 LSTA-Know It Now	134,785.74	433,796.53	486,270.07	192,143.66	(109,831.46)
253 MetLife-Fit for Life II	11,300.00	6,250.00	10,872.55	0.00	6,677.45
Total Special Revenue Funds	\$ 10,221,024.55	\$ 1,247,781.10	\$ 1,229,281.94	\$ 439,635.70	\$ 9,799,888.01
401 Building & Repair	9,499,170.43	0.00	3,631,861.00	2,942,156.44	2,925,152.99
Total Capital Project Funds	\$ 9,499,170.43	\$ 0.00	\$ 3,631,861.00	\$ 2,942,156.44	\$ 2,925,152.99

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2009

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501 Abel	161,156.88	(19.94)	213.75	3,586.25	157,336.94
502 Ambler	1,496.65	0.00	0.00	0.00	1,496.65
503 Beard	108,071.85	0.00	2,405.00	0.00	105,666.85
504 Klein	3,547.98	0.00	0.00	0.00	3,547.98
505 Malon/Schroeder	205,747.62	(1,123.80)	3,570.32	0.00	201,053.50
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	600.00	25,747.16
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)	37,181.28	11,262.56	1,529,565.82
Total Permanent Funds	\$ 2,550,244.08	\$(4,070.59)	\$ 45,940.35	\$ 15,448.81	\$ 2,484,784.33
Total All Funds	<u>\$ 51,344,549.12</u>	<u>\$ 66,003,047.13</u>	<u>\$ 62,299,946.11</u>	<u>\$ 10,361,607.47</u>	<u>\$ 44,686,042.67</u>

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending November 30, 2009**

Balance of All Funds	<u><u>\$ 55,047,650.14</u></u>
Chase-Checking	9,767.72
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(1,550,198.42)
KeyBank-MC/MISA	17,819.33
Fifth Third - Checking	278,984.29
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	\$(1,228,177.08)
National City - Investments	32,907,030.06
NCB/Allegiant Money Market	89,411.86
KeyBank - Victory Fund	4,833,193.33
STAR OHIO Investment	6,559,411.72
Investments	\$ 44,389,046.97
NCB Endowment Acct	11,886,780.25
Endowment Account	\$ 11,886,780.25
Cash in Banks and On Hand	<u><u>\$ 55,047,650.14</u></u>

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES
AND ON STRATEGIC PLAN EXPENDITURES
THROUGH NOVEMBER 30, 2009

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REPORT B

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
November 30, 2009**

General Fund - Receipts					
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF - Public Library Fund	21,692,840	20,301,233	1,391,607	94%	92%
General Property Tax	29,400,248	31,835,190	(2,434,942)	108%	108%
Rollback, Homestead, CAT	6,489,423	7,850,857	(1,361,434)	121%	113%
Federal Grants	0	0	0	0%	0%
State Aid	1,274,194	992,759	281,435	78%	101%
Fines & Fees	323,500	300,637	22,863	93%	85%
Investment Earnings	885,806	852,467	33,339	96%	94%
Services to Others-Clevnet	2,800,000	2,548,890	251,110	91%	112%
Miscellaneous	414,300	77,303	336,997	19%	61%
Advances & Transfers	0	0	0	0%	0%
TOTALS	63,280,311	64,759,337	(1,479,026)	102%	101%

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

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
November 30, 2009**

General Fund - Expenditures

	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	44,764,594	40,441,973	4,322,622	90%	92%
Supplies	1,446,430	1,162,042	284,388	80%	72%
Purchased Services	10,894,778	10,424,640	470,138	96%	85%
Library Materials	12,608,076	11,529,641	1,078,435	91%	91%
Capital Outlay	976,750	722,466	254,284	74%	58%
Other	99,557	76,468	23,089	77%	83%
SUBTOTAL	70,790,185	64,357,229	6,432,956	91%	83%
Advances/Transfers	3,029,900	0	3,029,900	0%	0%
TOTALS	73,820,085	64,357,229	9,462,856	87%	86%

Note (2): Appropriation of \$72,969,473 plus carried forward encumbrance of \$850,612

Note (3): Subtotal includes 78% expended and 9% encumbered.

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
November 30, 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	13.064	13.180
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118	0.925	0.931
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845	15.000	6.010
TOTALS	4.182	1.182	5.572	2.477	6.215	3.509	28.990	20.120
	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
Capital Projects (4)	3.000	0.435	3.000	1.163	0.000	3.331	15.000	6.010
TOTALS	6.370	3.539	6.651	4.622	0.000	4.792	28.990	20.120

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
November 30, 2009

Strategic Plan Capital Projects - In Dollars					
	Budget	Expended Through 2008	Expended 2009	Encumbered	Balance
Branch Security Cameras	464,000	427,406	11,520	24,251	824
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)
Collinwood Teen Center	20,000	3,588	0	0	16,412
Jefferson	134,420	113,000	0	0	21,420
Lorain	152,010	447,170	36,363	4,105	(335,629)
Woodland - Land	21,000	21,192	100	0	(292)
Woodland - Expansion/Parking	1,200,000	117,290	404,859	1,186,781	(508,930)
Rice	5,300,000	438,010	2,878,252	1,647,083	336,655
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	3,331,095	2,864,343	(640,309)

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS - November 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 November 1, 2009 through November 30, 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>
11/01/09 - 11/30/09	30	Various	Key Bank	Various	\$ 37.61	Sweep Money Market
11/01/09 - 11/30/09	30	Various	STAR Ohio	Various	652.88	Investment Pool
11/01/09 - 11/30/09	30	Various	National City Bank	Various	5.90	Sweep Money Market
05/04/09 - 11/04/09	185	500,000	Federal Farm Credit Bank	2.750%	27,500.00	Federal Agency
05/04/09 - 11/04/09	185	1,000,000	Federal Farm Credit Bank	2.750%	13,750.00	Federal Agency
05/23/09 - 11/23/09	185	250,000	Federal Home Loan Bank	2.950%	3,687.50	Federal Agency
05/05/09 - 11/05/09	185	500,000	Federal Home Loan Mort Crp	3.500%	8,750.00	Federal Agency
04/17/09 - 11/16/09	214	500,000	Federal Home Loan Bank	1.375%	3,991.32	Federal Agency
11/05/09 - 11/23/09	19	750,000	Fed Natl Mort Assn	1.000%	375.00	Federal Agency

Earned Interest November 2009 \$ 58,750.21
 Earned Interest Year To Date \$ 852,467.37

CLEVELAND PUBLIC LIBRARY

Finance Committee December 17, 2009

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 2009

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Art Libraries Society of North America Fall Conference Toledo, Ohio	11/13/09	Bruce Biddle	20.00
Art Libraries Society of North America Fall Conference Toledo, Ohio	11/13/09	Pamela Eyerdam	136.40
Online Computer Library Center WorldCat Resource Sharing Webinar Cleveland, Ohio	10/29/09	Kelly Ross	35.00
National Federation of the Blind Annual Conference Columbus, Ohio	10/31/09	William Reed	134.20
TOTAL			\$325.60

SUMMARY

FUND	NOVEMBER	YEAR TO DATE
General	\$325.60	\$52,910.10
Judd Fund	0.00	0.00
Founders Fund	0.00	563.22
Lockwood Thompson	0.00	7,446.13
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	0.00	5,291.19
TOTAL	\$325.60	\$66,210.64

CLEVELAND PUBLIC LIBRARY

EXHIBIT 6

Human Resources Committee Report
December 17, 2009

**SALARY CHANGES REPORT
FROM 11/01/2009 to 11/30/2009**

EMPLOYEE: ABRAMS, MELVIN H **CURRENT GRADE:** I **EFFECTIVE DATE**
JOB TITLE: ASST CHIEF OF SECURITY **CURRENT STEP:** 5 **FOR GRADE/STEP** 11/08/2009

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	62116.86	64601.42	STEP INCREASE
Hourly Rate	31.8548	33.1289	
Step/Level	4	5	

EMPLOYEE: BEAVERS, YARIMILKA **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: ADMINISTRATIVE ASSISTANT **CURRENT STEP:** 1 **FOR GRADE/STEP** 11/29/2009

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	-	41003.79	PROMOTION
Hourly Rate	16.01	21.03	
Step/Level	E2	F1	

EMPLOYEE: BOSCO, JESSICA L **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 3 **FOR GRADE/STEP** 11/08/2009

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	23279.36	24210.68	STEP INCREASE
Hourly Rate	22.5248	23.4259	
Step/Level	2	3	

EMPLOYEE: BROWAREK, ANDREW **CURRENT GRADE:** Z **EFFECTIVE DATE**
JOB TITLE: PAGE **CURRENT STEP:** 2 **FOR GRADE/STEP** 11/22/2009

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Hourly Rate	9.1500	9.6000	STEP INCREASE
Step/Level	1	2	

EMPLOYEE: CRUZ, RAYMOND A
 JOB TITLE: BRANCH CLERK

CURRENT GRADE: B EFFECTIVE DATE 11/22/2009
 CURRENT STEP: 4 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	33443.02	34780.46	STEP INCREASE
Hourly Rate	17.1503	17.8361	
Step/Level	3	4	

EMPLOYEE: DALBY, MICHAEL E
 JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT)

CURRENT GRADE: H EFFECTIVE DATE 11/22/2009
 CURRENT STEP: 6 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	59660.64	62047.18	STEP INCREASE
Hourly Rate	30.5952	31.8191	
Step/Level	5	6	

EMPLOYEE: DAMBIINYAM, ENEREL
 JOB TITLE: CATALOG LIBRARIAN

CURRENT GRADE: H EFFECTIVE DATE 11/22/2009
 CURRENT STEP: 6 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	59660.64	62047.18	STEP INCREASE
Hourly Rate	30.5952	31.8191	
Step/Level	5	6	

EMPLOYEE: DANIELS, JUDY P
 JOB TITLE: ADULT LIBRARIAN

CURRENT GRADE: H EFFECTIVE DATE 11/08/2009
 CURRENT STEP: 8 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	63287.38	64553.84	STEP INCREASE
Hourly Rate	32.4551	33.1045	
Step/Level	7	8	

EMPLOYEE: DIAMOND, CHERYL A CURRENT GRADE: J EFFECTIVE DATE 11/08/2009
 JOB TITLE: BRANCH MANAGER (MEDIUM) CURRENT STEP: 3 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	60644.22	63069.50	STEP INCREASE
Hourly Rate	31.0996	32.3433	
Step/Level	2	3	

EMPLOYEE: FILE, FELICIA N CURRENT GRADE: B EFFECTIVE DATE 11/22/2009
 JOB TITLE: BRANCH CLERK CURRENT STEP: 3 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	32156.80	33443.02	STEP INCREASE
Hourly Rate	16.4907	17.1503	
Step/Level	2	3	

EMPLOYEE: FORTSON, CARMINE CURRENT GRADE: Z EFFECTIVE DATE 11/22/2009
 JOB TITLE: PAGE CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Hourly Rate	9.1500	9.6000	STEP INCREASE
Step/Level	1	2	

EMPLOYEE: HAMITER, PATRICE Y CURRENT GRADE: H EFFECTIVE DATE 11/22/2009
 JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT) CURRENT STEP: 4 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	55159.78	57365.88	STEP INCREASE
Hourly Rate	28.2871	29.4184	
Step/Level	3	4	

EMPLOYEE: HOUSTON, LARRY D CURRENT GRADE: A EFFECTIVE DATE 11/08/2009
 JOB TITLE: CUSTODIAN I (NIGHTS) CURRENT STEP: 6 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	33993.70	35352.98	STEP INCREASE
Hourly Rate	17.4327	18.1297	
Step/Level	5	6	

EMPLOYEE: HUANG, JINTAO CURRENT GRADE: H EFFECTIVE DATE 11/22/2009
 JOB TITLE: CATALOG LIBRARIAN CURRENT STEP: 3 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	53037.66	55159.78	STEP INCREASE
Hourly Rate	27.1988	28.2871	
Step/Level	2	3	

EMPLOYEE: JENNINGS, CATHY L CURRENT GRADE: B EFFECTIVE DATE 11/08/2009
 JOB TITLE: BRANCH CLERK CURRENT STEP: 12 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	41534.48	42364.92	STEP INCREASE
Hourly Rate	21.2997	21.7256	
Step/Level	11	12	

EMPLOYEE: MASON, AARON CURRENT GRADE: H EFFECTIVE DATE 11/08/2009
 JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT) CURRENT STEP: 4 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	55159.78	57365.88	STEP INCREASE
Hourly Rate	28.2871	29.4184	
Step/Level	3	4	

EMPLOYEE: MCCORMICK, JULIE A CURRENT GRADE: F EFFECTIVE DATE 11/08/2009
 JOB TITLE: LIBRARY ASSISTANT (SUBJ DEPT) CURRENT STEP: 5 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	47507.46	49407.54	RETURN FROM LEAVE
Annual Pay	47507.46	49407.54	STEP INCREASE
Hourly Rate	24.3628	25.3372	RETURN FROM LEAVE
Hourly Rate	24.3628	25.3372	STEP INCREASE
Step/Level	4	5	RETURN FROM LEAVE
Step/Level	4	5	STEP INCREASE

EMPLOYEE: MCINTOSH, SHAWN CURRENT GRADE: A EFFECTIVE DATE 11/08/2009
 JOB TITLE: CUSTODIAN I (NIGHTS) CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	29057.86	30220.58	STEP INCREASE
Hourly Rate	14.9015	15.4977	
Step/Level	1	2	

EMPLOYEE: MOORE, JIMMIE L CURRENT GRADE: D EFFECTIVE DATE 11/22/2009
 JOB TITLE: ACCOUNT CLERK CURRENT STEP: 4 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	38598.30	40142.44	STEP INCREASE
Hourly Rate	19.7940	20.5859	
Step/Level	3	4	

EMPLOYEE: MUDGETT-PRICE, SHEILA CURRENT GRADE: F EFFECTIVE DATE 11/08/2009
 JOB TITLE: LIBRARY ASST-COMP EMPH CURRENT STEP: 4 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	24210.68	25178.92	STEP INCREASE
Hourly Rate	23.4259	24.3628	
Step/Level	3	4	

EMPLOYEE: ORESKOVIC, DANIEL C CURRENT GRADE: I EFFECTIVE DATE 11/22/2009
 JOB TITLE: LENDING DEPARTMENT SUPERVISOR CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	55221.92	57430.88	STEP INCREASE
Hourly Rate	28.3189	29.4517	
Step/Level	1	2	

EMPLOYEE: ORTIZ DIAMOND, EMILIO J CURRENT GRADE: G EFFECTIVE DATE 11/22/2009
 JOB TITLE: COMP. NET TECH (INCUMBENT) CURRENT STEP: 5 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	54330.38	56503.72	STEP INCREASE
Hourly Rate	27.8617	28.9763	
Step/Level	4	5	

EMPLOYEE: PATTERSON, DEVON M CURRENT GRADE: C EFFECTIVE DATE 11/22/2009
 JOB TITLE: DRIVER CURRENT STEP: 8 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	41093.00	41914.86	STEP INCREASE
Hourly Rate	21.0733	21.4948	
Step/Level	7	8	

EMPLOYEE: POILPRE, CATHY A **CURRENT GRADE:** I **EFFECTIVE DATE** 11/08/2009
JOB TITLE: GRAPHICS SUPERVISOR **CURRENT STEP:** 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	57430.88	59727.72	STEP INCREASE
Hourly Rate	29.4517	30.6296	
Step/Level	2	3	

EMPLOYEE: REED, WILLIAM R **CURRENT GRADE:** L **EFFECTIVE DATE** 11/15/2009
JOB TITLE: LBPH MANAGER **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Job Class	545	569	PROMOTION
Annual Pay	70586.00	74284.00	
Hourly Rate	36.20	38.09	
Step/Level	I-7	L-1	

EMPLOYEE: RUCKER, VERONICA **CURRENT GRADE:** F **EFFECTIVE DATE** 11/22/2009
JOB TITLE: LIBRARY ASSISTANT-YOUTH **CURRENT STEP:** 9 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	53459.38	54529.28	STEP INCREASE
Hourly Rate	27.4151	27.9637	
Step/Level	8	9	

EMPLOYEE: RUSSELL, MARIA **CURRENT GRADE:** A **EFFECTIVE DATE** 11/22/2009
JOB TITLE: MATERIALS PROCESSING TECH **CURRENT STEP:** 4 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	31429.06	32685.64	STEP INCREASE
Hourly Rate	16.1175	16.7619	
Step/Level	3	4	

EMPLOYEE: SHORTS, WENDY E
 JOB TITLE: PAINTER

CURRENT GRADE: E EFFECTIVE DATE 11/08/2009
 CURRENT STEP: 3 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40249.56	41859.22	STEP INCREASE
Hourly Rate	20.6408	21.4663	
Step/Level	2	3	

EMPLOYEE: WILLINGHAM, DONNA V
 JOB TITLE: LIBRARY ASSISTANT-YOUTH

CURRENT GRADE: F EFFECTIVE DATE 11/22/2009
 CURRENT STEP: 10 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	54529.28	55619.72	STEP INCREASE
Hourly Rate	27.9637	28.5229	
Step/Level	9	10	

EMPLOYEE: WILLOUGHBY, GINAYA D
 JOB TITLE: ACQUISITIONS ASSISTANT (SERIAL

CURRENT GRADE: F EFFECTIVE DATE 11/22/2009
 CURRENT STEP: 4 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	45680.44	47507.46	STEP INCREASE
Hourly Rate	23.4259	24.3628	
Step/Level	3	4	

EMPLOYEE: WORKMAN, DENNIS
 JOB TITLE: MATERIALS PROCESSING TECH

CURRENT GRADE: A EFFECTIVE DATE 11/22/2009
 CURRENT STEP: 10 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	37517.74	38267.32	STEP INCREASE
Hourly Rate	19.2399	19.6243	
Step/Level	9	10	

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 11/01/2009 TO 11/30/2009**

EMPLOYEE:	JONES-IRIZARRY, ARIES	CURRENT GRADE:	Z	HIRE DATE:	11/17/2009
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	BROOKLYN	SALARY:	0.00	HOURLY RATE:	9.15

CLEVELAND PUBLIC LIBRARY
HUMAN RESOURCES DEPARTMENT
LIBRARY BOARD OF TRUSTEES
TERMINATION REPORT
11/01/2009 TO 11/30/2009

<u>EMPLOYEE NAME</u>	DEPARTMENT	JOB TITLE	TERMINATE DATE	REASON
RESIGNATIONS				
JAENKE, ADAM	SHELF PAGES	PAGE	11/06/2009	EMPLOYEE HAS QUIT
OTHER TERMINATIONS				
ENG, WINSTON	SHELF PAGES	PAGE	11/07/2009	DISCHARGED RETURNED TO SCHOOL
MAJIED, OMAR	WALZ	PAGE	11/06/2009	DISCHARGED

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**
December 17, 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	1,653.70
July	4,632.69	3,396.99
August	4,306.01	3,743.54
September	4,136.02	3,845.37
October	*5,809.41	*7,752.20
November	4,329.96	5,093.24
December	3,990.42	

***Covers three pay periods**

CLEVELAND PUBLIC LIBRARY
November 1, 2009 – November 30, 2009
EEO-4 Report
Full/Part-Time Employees

Human Resources Committee Report
December 17, 2009

JOB CATEGORY	TOTAL-----MALE-----FEMALE-----											
	A	B	C	D	E	F	G	H	I	J	K	
OFFICIALS/ADMIN.	81	23	8	2			27	21				
PROFESSIONALS	96	21	1		1		53	14	2	4		
TECHNICIANS	21	10	3	1			6	1				
PROTECTIVE SRVS.	21	10	9	1				1				
PARA-PROF'S.	155	19	46		1		32	48	6	3		
ADMIN. SUPPORT	396	35	100	3	6		65	160	22	5		
SKILLED CRAFT	12	8	2		1			1				
MAINTENANCE	52	10	36	1			2	3				
GRAND TOTAL	834	136	205	8	9		185	249	30	12		
A= Total Column	B= White	C= Black	D=Hispanic	E=Asian/Pacific	F= American Indian/Alaskan Native							
	G= White	H= Black	I= Hispanic	J= Asian/Pacific	K=American Indian/Alaskan Native							

**INSURANCE REPORT
FOR THE MONTH OF
NOVEMBER
2009**

Human Resources Committee Report
Dec 17, 2009

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	103	87	190
Kaiser HMO	224	104	328
Delta Dental	259	201	460

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>
Custodian	LSW	11/24/2009	6

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

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	159,313	155,365	6,638	5,863	1,826,118	1,769,656	3.2%
Branches & Mobile Units	360,596	324,035	15,025	13,501	3,963,471	3,750,563	5.7%
Library for the Blind	62,133	36,040	3,107	1,897	503,979	454,718	10.8%
TOTAL CIRCULATION	582,042	515,440			6,293,568	5,974,937	5.3%

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	34,582	34,654	1,441	1,308	392,766	411,319	-4.5%
Branches & Mobile Unit	50,063	50,214	2,086	2,092	586,953	551,288	6.5%
Library for the Blind	1,297	1,754	65	92	16,718	17,803	-6.1%
TOTAL QUESTIONS	85,942	86,622			996,437	980,410	1.6%

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use	
			2009	2008	2009	2008
Main Library	73	46 minutes	14,613	13,685	11,144	10,799
Branches	239	30 minutes	71,479	69,438	36,199	34,354
TOTAL USAGE	312		86,092	83,123	47,343	45,153

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	58,751	56,650	2,448	2,138	655,032	662,253	-1.1%
Branches	267,507	274,221	11,146	11,426	3,203,665	3,161,028	1.3%
Mobile Unit	387	762			8,149	8,972	-9.2%
TOTAL VISITS	326,645	331,633			3,866,846	3,832,253	0.9%

Note: Main Library, Glenville Branch, and Rockport Branch were open five Sundays in November 2008; these three facilities would have been open five Sundays in November 2009 had cuts in State funding not caused their closure.

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR NOVEMBER 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	12,488	962	665	877	0	14,992	1,538	16,530
Broadway	3,254	180	78	169	5	3,686	319	4,005
Brooklyn	6,564	655	242	476	9	7,946	917	8,863
Carnegie West	9,127	1,183	1,125	1,360	0	12,795	1,111	13,906
Collinwood	9,304	701	473	745	0	11,223	1,281	12,504
East 131st	4,118	504	221	396	0	5,239	512	5,751
Eastman	14,437	1,746	1,305	1,906	0	19,394	1,738	21,132
Fleet	12,441	957	767	1,104	0	15,269	1,401	16,670
Fulton	8,377	792	545	916	0	10,630	1,241	11,871
Garden Valley	4,005	176	102	157	0	4,440	403	4,843
Glenville	6,288	652	392	949	84	8,365	625	8,990
Harvard-Lee	8,262	758	455	868	0	10,343	998	11,341
Hough	5,921	650	372	460	0	7,403	603	8,006
Jefferson	8,789	734	749	975	255	11,502	982	12,484
Langston Hughes	5,081	602	320	522	55	6,580	734	7,314
Lorain	10,053	963	508	854	345	12,723	1,097	13,820
Martin Luther King, Jr.	6,517	574	659	1,221	157	9,128	996	10,124
Memorial-Nottingham	14,021	838	1,084	1,968	572	18,483	2,031	20,514
Mt. Pleasant	5,972	647	262	621	0	7,502	712	8,214
Rice	7,547	555	313	634	0	9,049	933	9,982
Rockport	17,843	1,535	1,106	1,836	0	22,320	2,405	24,725
South	9,687	603	274	462	0	11,026	1232	12,258
South Brooklyn	19,212	1,211	1,295	2,079	12	23,809	2,919	26,728
Sterling	6,493	708	432	638	28	8,299	601	8,900
Union	6,072	617	320	662	0	7,671	646	8,317
Walz	13,515	1,163	1,124	1,424	0	17,226	1,608	18,834
West Park	19,147	1,615	2,111	3,044	20	25,937	3,554	29,491
Woodland*	27	235	46	109	0	417	719	1,136
BRANCH TOTAL	254,562	22,516	17,345	27,432	1,542	323,397	33,856	357,253
Mobile Units*	2,566	212	238	244	0	3,260	83	3,343
TOTAL	257,128	22,728	17,583	27,676	1,542	326,657	33,939	360,596

* Woodland Branch closed 10/28-11/30/09 for ADA accessibility renovation; work to continue in December. Mobile Services cancelled stops during asbestos testing at Woodland.

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	16,530	15,077	176,358	172,770	3,588	2.1%
Broadway	4,005	4,165	42,909	44,370	-1,461	-3.3%
Brooklyn	8,863	8,848	106,567	101,071	5,496	5.4%
Carnegie West	13,906	11,573	144,815	130,256	14,559	11.2%
Collinwood	12,504	11,778	140,728	138,626	2,102	1.5%
East 131st	5,751	5,198	62,184	56,818	5,366	9.4%
Eastman	21,132	19,233	213,402	197,536	15,866	8.0%
Fleet	16,670	12,596	162,993	132,541	30,452	23.0%
Fulton	11,871	8,803	111,184	109,913	1,271	1.2%
Garden Valley	4,843	5,366	50,219	54,457	-4,238	-7.8%
Glenville	8,990	8,900	102,576	97,658	4,918	5.0%
Harvard-Lee	11,341	10,304	116,855	114,108	2,747	2.4%
Hough	8,006	6,460	83,020	77,016	6,004	7.8%
Jefferson	12,484	12,982	138,391	132,129	6,262	4.7%
Langston Hughes	7,314	6,567	79,850	83,249	-3,399	-4.1%
Lorain	13,820	387	149,822	119,135	30,687	25.8%
Martin Luther King, Jr.	10,124	8,859	106,411	103,143	3,268	3.2%
Memorial-Nottingham	20,514	19,099	223,159	214,302	8,857	4.1%
Mt. Pleasant	8,214	9,160	93,986	92,521	1,465	1.6%
Rice	9,982	443	101,932	91,387	10,545	11.5%
Rockport	24,725	22,161	262,566	250,557	12,009	4.8%
South	12,258	10,468	125,945	108,510	17,435	16.1%
South Brooklyn	26,728	23,212	283,952	272,550	11,402	4.2%
Sterling	8,900	6,475	81,794	68,279	13,515	19.8%
Union	8,317	9,177	92,978	90,686	2,292	2.5%
Walz	18,834	18,602	194,582	179,755	14,827	8.2%
West Park	29,491	28,498	332,822	324,872	7,950	2.4%
Woodland*	1,136	13,171	123,726	123,493	233	0.2%
BRANCH TOTAL	357,253	317,562	3,905,726	3,681,708	224,018	6.1%
Mobile Units*	3,343	6,473	57,745	68,855	-11,110	-16.1%
TOTAL	360,596	324,035	3,963,471	3,750,563	212,908	5.7%

*See footnote p. 2

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	8,316	9,112	96,803	119,264	-22,461	-18.8%
Broadway	1,983	2,277	24,928	26,866	-1,938	-7.2%
Brooklyn	4,075	4,701	52,828	52,980	-152	-0.3%
Carnegie West	18,288	21,852	242,549	233,254	9,295	4.0%
Collinwood	8,730	9,978	104,723	106,542	-1,819	-1.7%
East 131st	6,267	7,552	74,873	82,163	-7,290	-8.9%
Eastman	12,989	13,872	152,706	153,517	-811	-0.5%
Fleet	10,529	10,413	127,642	127,681	-39	0.0%
Fulton	6,918	6,921	80,559	83,522	-2,963	-3.5%
Garden Valley	7,785	726	78,521	72,635	5,886	8.1%
Glenville	8,203	8,974	104,184	103,188	996	1.0%
Harvard-Lee	11,551	11,768	135,611	140,194	-4,583	-3.3%
Hough	13,616	16,772	187,022	194,225	-7,203	-3.7%
Jefferson	10,273	9,543	105,415	105,204	211	0.2%
Langston Hughes	6,553	7,944	77,966	81,096	-3,130	-3.9%
Lorain*	7,751	8,641	100,176	82,836	17,340	20.9%
Martin Luther King, Jr.	6,635	7,822	80,427	79,232	1,195	1.5%
Memorial-Nottingham	9,786	10,002	109,129	110,893	-1,764	-1.6%
Mt. Pleasant	9,640	8,953	105,880	105,142	738	0.7%
Rice	8,291	6,055	76,160	68,016	8,144	12.0%
Rockport	11,447	12,153	137,276	133,471	3,805	2.9%
South	9,343	9,469	109,267	103,919	5,348	5.1%
South Brooklyn	17,329	16,696	191,134	185,969	5,165	2.8%
Sterling	12,887	11,909	142,444	130,568	11,876	9.1%
Union	14,046	9,590	140,497	119,914	20,583	17.2%
Walz	11,888	10,513	129,149	122,078	7,071	5.8%
West Park	12,388	12,518	143,229	139,932	3,297	2.4%
Woodland**	0	7,495	92,567	96,727	-4,160	-4.3%
BRANCH TOTAL	267,507	274,221	3,203,665	3,161,028	42,637	1.3%
Mobile Unit**	387	762	8,149	8,972	-823	-9.2%
TOTAL	267,894	274,983	3,211,814	3,170,000	41,814	1.3%

* Lorain Branch closed 9/23/08-12/09/08 for roof repairs.

** See footnote p. 2

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS NOVEMBER 2009**

				Population*	
Branch	Total Circulation	Branch	Attendance	2009	2000
1 West Park	29,491	1 Carnegie West	18,288	1 South Brooklyn	31,511
2 South Brooklyn	26,728	2 South Brooklyn	17,329	2 Fleet	27,822
3 Rockport	24,725	3 Union	14,046	3 West Park	27,291
4 Eastman	21,132	4 Hough	13,616	4 Eastman	23,686
5 Memorial-Nottingham	20,514	5 Eastman	12,989	5 Rice	22,240
6 Walz	18,834	6 Sterling	12,887	6 Fulton	20,026
7 Fleet	16,670	7 West Park	12,388	7 Memorial-Nottingham	19,553
8 Addison	16,530	8 Walz	11,888	8 Rockport	19,404
9 Carnegie West	13,906	9 Harvard-Lee	11,551	9 Harvard-Lee	18,834
10 Lorain	13,820	10 Rockport	11,447	10 Langston Hughes	17,982
11 Collinwood	12,504	11 Fleet	10,529	11 Glenville	17,317
12 Jefferson	12,484	12 Jefferson	10,273	12 Walz	16,558
13 South	12,258	13 Memorial-Nottingham	9,786	13 Collinwood	16,270
14 Fulton	11,871	14 Mt. Pleasant	9,640	14 Addison	16,169
15 Harvard-Lee	11,341	15 South	9,343	15 East 131st	15,658
16 Martin Luther King, Jr.	10,124	16 Collinwood	8,730	16 Martin Luther King, Jr.	15,212
17 Rice	9,982	17 Addison	8,316	17 Mt. Pleasant	14,724
18 Glenville	8,990	18 Rice	8,291	18 Lorain	13,233
19 Sterling	8,900	19 Glenville	8,203	19 Carnegie West	10,549
20 Brooklyn	8,863	20 Garden Valley	7,785	20 Union	10,316
21 Union	8,317	21 Lorain	7,751	21 Sterling	8,046
22 Mt. Pleasant	8,214	22 Fulton	6,918	22 Woodland	7,492
23 Hough	8,006	23 Martin Luther King, Jr.	6,635	23 South	7,009
24 Langston Hughes	7,314	24 Langston Hughes	6,553	24 Hough	6,197
25 East 131st	5,751	25 East 131st	6,267	25 Brooklyn	5,419
26 Garden Valley	4,843	26 Brooklyn	4,075	26 Jefferson	3,587
27 Broadway	4,005	27 Broadway	1,983	27 Garden Valley	2,857
28 Woodland*	1,136	28 Woodland*	0	28 Broadway	1,687
	357,253		267,507		416,649
					473,177

* See footnote p. 2

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

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
CLEVNET	71,777	58,861	787,988	673,027	17.1%
MORE	1,550	1,268	17,211	14,453	19.1%
Other Libraries	625	497	7,129	7,425	-4.0%
TOTAL	73,952	60,626	812,328	694,905	16.9%

*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION Items copied Prints	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
Items copied	152	184	1,981	2,201	-10.0%
Prints	2,917	3,968	34,493	37,287	-7.5%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
Projected (Mon - Sat)	25,650	24,786	281,951	291,939	-3.4%
KnowItNow Web Reference*	1,612	3,518	22,258	34,949	-36.3%
Research Correspondence	1,076	1,160	14,953	15,338	-2.5%
Interlibrary Loan Requests	6,244	3,772	68,083	60,103	13.3%
Sunday Count**	0	1,418	5,521	8,990	-38.6%
TOTAL	34,582	34,654	392,766	411,319	-4.5%

*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.

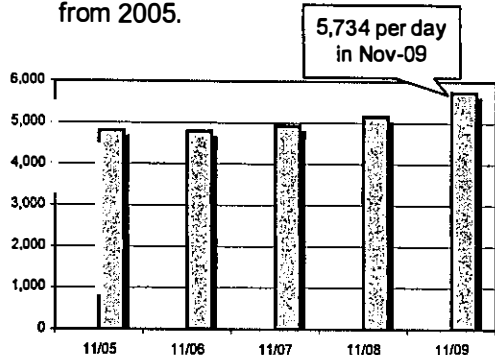
**Main Library closed on Sundays Nov-09 due to cuts in State funding.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
New Titles Added	6,144	8,405	74,666	96,522	-22.6%
Total Items Added	30,753	37,843	310,932	382,022	-18.6%

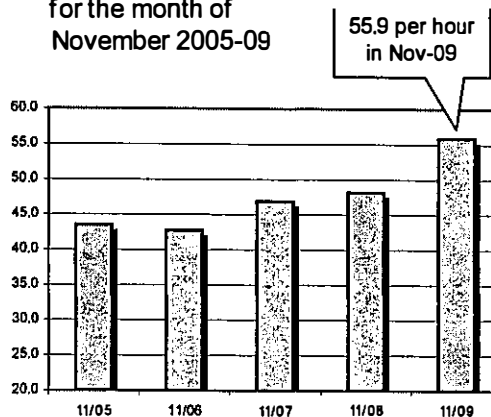
PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	DAYS OPEN Main Library Branches	2009	2008
	2009	2008	2009	2008	Gain/Loss			
	4,181	5,847	62,300	78,146	-20.3%		24.0	26.5
							24.0	24.0

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

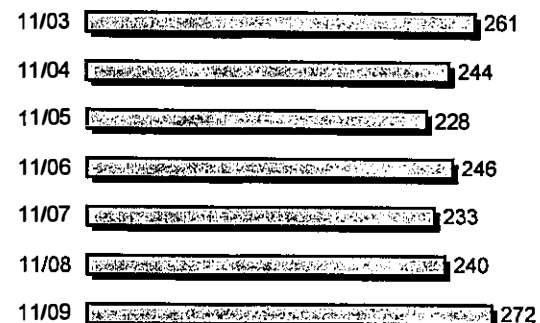
Average daily automated circulation of Main Library materials for month of November from 2005.



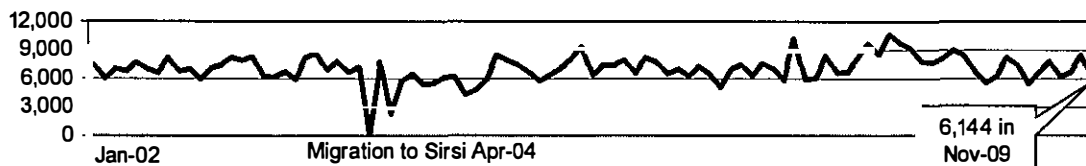
Branch direct circulation per hour for the month of November 2005-09



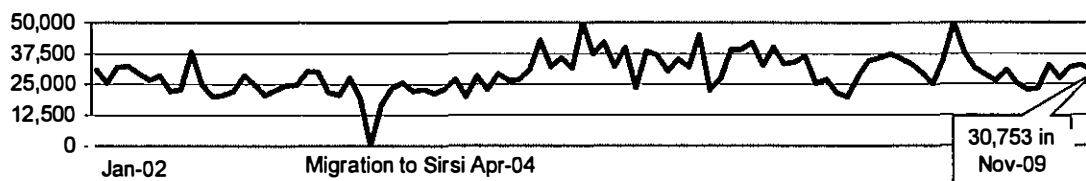
Visits to Main Library per hour for the month of November from 2003 to present



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 November from 2003 to present

