

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
December 18, 2008
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
Mr. Hairston, Mr. Werner, Mr. Corrigan (arrived
12:30 p.m.)

Absent: None

Ms. Butts called the meeting to order at 12:06 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the 11/20/08 Regular Board Meeting and the 11/18/08 Joint Finance and Human Resources Committee Meeting; 12/04/08 Finance Committee Meeting; and 11/15/08, 12/09/08, 12/10/08 and 12/11/08 Special Board Meetings. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Ms. Carroll acknowledged the following letters from: Francisco Rietta, Christian Ecumenical Missionary, expressing appreciation for the good customer service provided by General Reference Manager Pamela Benjamin; Kathryn Cspelo thanking the security staff for their assistance during the incident on November 19, 2008; and the students of Deepwood Vocational Guidance Center thanking Michael Janero, Chief of Security, for kindness shown during their recent visit for the Cleveland Public Library Chorus program.

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report (See page 1075)

Mr. Corrigan moved approval of the Gift Report.

REG. BRD. MTG. OF
11/20/08; JOINT
FINANCE & HUMAN
RESOURCES COM.
MTG. OF 11/18/08;
FINANCE COM.
MTG. OF 12/04/08;
SPECIAL BRD.
MTGS. OF 11/15/08,
12/09/08, 12/10/08,
12/11/08
Approved

LTRS. FROM:
FRANCISCO
RIETTA, CHRISTIAN
ECUMENICAL
MISSIONARY;
KATHRYN CSPELO;
STUDENTS OF
DEEPWOOD
VOCATIONAL
GUIDANCE
CENTER
Acknowledged

GIFT REPORT
Approved

Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

**YEAR 2009
APPROPRIATION
MEASURE**
Approved

Year 2009 Appropriation Measure

(See pages 1076-1081)

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

WHEREAS, On December 11, 2008, the Cuyahoga County Budget Commission issued a Certificate of Estimated Resources for the Year 2009 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 11, 2008 Certificate; now therefore be it

RESOLVED, That the Year 2009 Appropriation Measure in the amount of \$75,136,243 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 the Finance Committee Meeting and stated that this is an important and customary measure and thanked all staff who worked on the 2009 budget. He also stated that additional amendments will be necessary.

**RESOLUTION
REGARDING
LIBRARY HUMAN
RESOURCES
MANAGEMENT
SYSTEM**
Approved

Resolution Regarding Library Human Resources Management System

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

WHEREAS, In December 15, 2005, the Board of Library Trustees authorized the Library's Financial Software Team to enter into a contractual agreement for the purchase of a Library financial management system from Tyler/Munis, and

WHEREAS, The option of selecting integrated HR/Payroll modules from Tyler/Munis at that time was included in the resolution as subject to further staff review, which was not affirmed at that time, and

WHEREAS, In the Fall of 2007, a new Human Resources Management System (HRMS) Team of staff members was formed with the renewed responsibility and goal of automating and integrating our Human Resource and Payroll processes with the Tyler/Munis financial system; and

WHEREAS, In February 2008, the Board approved contracting with the Government Finance Officers Association's (GFOA) consulting group to provide a professional and experienced approach to assess our needs and to facilitate a national market solicitation of vendors proposals in response to our Request for Proposal; and

WHEREAS, Five (5) responsive vendor proposals moved through the joint GFOA and Library vetting process which included reference checking and evaluation, elevating three (3) vendors to on-site demonstrations and further elevating two (2) semifinals to even more in-depth critical review for functionality and fit within our existing Library systems; and

WHEREAS, Tyler/Munis has been elevated as finalist and GFOA is facilitating contract negotiations contingent upon our legal review; now therefore be it

RESOLVED, That the Director and Fiscal Officer are authorized and instructed to negotiate and enter into an agreement with Tyler/Munis to implement a Human Resource Management System solution which is anticipated to include Applicant Tracking, HR Management, Munis Disaster Recovery Services, Payroll with web-based Employee Self-Service and a Timekeeping Interface; and be it further

RESOLVED, That in order to satisfy the Library's desire for electronic time stamping to interface with the

Tyler/Munis software solution, it will be necessary to contract with an additional vendor in the upcoming months to provide that functionality; and be it further

RESOLVED That the Building and Repair Fund encumbrance for this contract, including software, consulting, data conversion and implementation of a production-ready solution, does not exceed \$200,000 charged to Account: 40130105-55530 Computer Hardware/Software-CPL.

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting and thanked Holly Carroll, Sandy Kuban, and staff for the time spent working on this project. He also stated that this Human Resource Management System is a necessary upgrade in managing the finances for library personnel.

Resolution to Accept Electrical and Technology Bids for New Rice Branch Library

(See pages 1081-1083)

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

WHEREAS, Sealed bids were received for electrical and technology items for the new Rice Branch at 12:00 Noon (Local Time) on November 26, 2008; and

WHEREAS, Bostwick Design Partnership, Inc. has evaluated the bids as to technical compliance with the specifications as written, and has found references of the low bidders for the bid items to be favorable; and

WHEREAS, Based on this information, Bostwick Design Partnership, Inc. recommends that Cleveland Public Library award a contract to the lowest and responsible contractors for electrical and technology bid items; therefore be it

RESOLVED, That Cleveland Public Library award contracts for the electrical and technology bid items for the new Rice Branch to the following contractors:

RESOLUTION TO
ACCEPT
ELECTRICAL AND
TECHNOLOGY
BIDS FOR NEW
RICE BRANCH
LIBRARY
Approved

Contractor

Doan Pyramid \$403,650 Electrical
 East West Construction Co., Inc. \$ 91,883* Technology

*Includes recommended alternate T-2

with the aggregate expenditure of \$495,533 being charged to Building and Repair Fund Account #40177605-55300-10776.

Mr. Corrigan stated that this item was discussed at length in the Finance Committee Meeting and observed that the selected contractors are in the news for controversial issues and are presumed innocent until proven otherwise. He also stated that because of their quality of work and past experience with our architects, there is no reason to deny the contract to the lowest bidder.

Mr. Corrigan also thanked Ms. Rodriguez and library staff for keeping the Rice Branch construction project under budget.

In response to a query by Mr. Hairston, Ms. Carroll stated that this is the third time bidding this package and this time with a choice of either combining the bids or bidding separately on each item.

Mr. Corrigan submitted the following reports.

Clerk-Treasurer's Report

(See pages 1084-1091)

Special Report on Income and Expenditures

(See pages 1092-1096)

Report on Investments

(See page 1097)

Report on Conference and Travel Expenditures

(See page 1098-1100)

**CLERK-TREAS.
REPORT**
Submitted

**SPECIAL REPORT
ON INCOME &
EXPENDITURES**
Submitted

**REPORT ON
INVESTMENTS**
Submitted

**REPORT ON
CONFERENCE AND
TRAVEL
EXPENDITURES**
Submitted

HUMAN RESOURCES COMMITTEE REPORT

REGULAR
EMPLOYMENT
REPORT
Approved

Regular Employee Report (See pages 1101-1102)

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

Citations have been issued for the following staff members on the occasion of their retirement:

Rayfield Perkins (30 years of service),
Maintenance Mechanic, Grade G, Building Services
Department, retires 12/31/08

Kathleen D. Webster (35 years of service), Library
Assistant, Grade F, Library for the Blind &
Physically Handicapped, retires 12/31/08

Lindy S. Wheeler (32 years of service),
Administrative Assistant, Grade F, Branches &
Outreach Services, retires 12/31/08

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 citations be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

Ms. Webster stated that she enjoyed working with patrons and considered the staff as family. She also stated that her work with the library has been rewarding.

Barbara Mates, Head of Library for the Blind and Physically Handicapped, stated that Ms. Webster will be

remembered for her quality of customer service and thanked her on behalf of her coworkers and library patrons.

Resolution Rescinding Non-Bargaining Unit Staff Across the Board Increase for 2009

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

WHEREAS, The Cleveland Public Library is now experiencing unanticipated financial constraints both from the State of Ohio's Public Library Fund which has been reduced by 2% or \$578,641 in 2008 and is projected to be reduced again, by at least an additional 8% or approximately \$2.5 million in 2009, due to the overall "soft" economy in Ohio and in the nation; and

WHEREAS, The Library's replacement five (5) year levy passed in March 2008, was projected to bring in new funding totaling approximately \$35,070,000 beginning January of 2009, is now certified to be only \$31,400,248 for 2009, due to a major reduction in property valuation, (foreclosures, etc.) in the City and a declining collection rate which mirrors the ability of tax payers to actually pay their current tax bills; and

WHEREAS, The Library is making cuts in many line items of the budget, including professional services, overtime expenses, and library materials in 2008 and has made additional cuts in the 2009 projected budget; and

WHEREAS, Staff salaries and benefits are the most significant expense in the 2009 Library's budget at 62.6%, reductions in this major expense are needed at this time, therefore be it

RESOLVED, That non-bargaining unit staff will not be eligible to receive the January 2009 3% across the board increase that the Library Board of Trustees had previously approved in its resolution of January 18, 2007; and be it further

RESOLVED, That non-bargaining unit staff will remain eligible for step increments based on longevity per the Hay salary schedule as they are earned in 2009, and Page

**RESOLUTION
RESCINDING NON-
BARGAINING UNIT
STAFF ACROSS
THE BOARD
INCREASE FOR
2009**

Approved

staff at the Page entry rate will remain eligible for an increase after 500 hours worked; and be it further

RESOLVED, That such salary scale modifications will be effective with the last pay period of 2008 that includes January 1, 2009.

Mr. Seifullah stated that this item was discussed at length at the Human Resources Committee Meeting.

Ms. Carroll stated that she and Sandy Kuban gave informational presentations for all non-bargaining unit staff at Lake Shore Facility and Main Library explaining this difficult decision. She also stated that approximately 100 employees attended.

Mr. Seifullah stated that staff has been supportive of this decision.

Mr. Seifullah submitted the following reports.

REPORT ON PAID SICK TIME
Submitted

Report on Paid Sick Time Used by the Month

(See page 1103)

AFFIRMATIVE ACTION PLAN REPORT
Submitted

Affirmative Action Plan Report

(See page 1104)

INSURANCE SUMMARY REPORT
Submitted

Insurance Summary Report

(See page 1105)

COMMUNITY SERVICES

Ms. Rodriguez submitted the following reports.

MONTHLY ACTIVITY REPORT
Submitted

Monthly Activity Report

(See pages 1106-1112)

NEW BUSINESS**Election of Nominating Committee for 2009 Library Officers**

Ms. Butts appointed Ms. Rodriguez to chair the nominating committee and requested that Mr. Seifullah and Ms. McClung be members.

Mr. Corrigan moved approval of the nominating committee. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

Mr. Corrigan moved to suspend the rules for new business to consider the Resolution Indicating the Selection of the New Director of Cleveland Public Library. Mr. Werner second the motion, which passed unanimously by roll call vote.

Resolution Indicating the Selection of the New Director of Cleveland Public Library

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

WHEREAS, The Board of Cleveland Public Library has been engaged in a search for the successor to Director Andrew Venable, Jr., since his retirement in June, 2008;

WHEREAS, A comprehensive national search for candidates resulted in finalists who were of excellent caliber and who all valued the reputation and prowess of the staff of Cleveland Public Library;

WHEREAS, The Board engaged in intensive interview and review of the finalists and met to vigorously debate and consider who was best for Cleveland Public Library, for what was a difficult decision among candidates, who each presented different strengths and opportunities; and

WHEREAS, Based upon all the foregoing, the Board unanimously selected Felton Thomas as its choice for the

**ELECTION OF
NOMINATING
COMMITTEE FOR
2009**
Approved

**MOTION TO
SUSPEND RULES
FOR NEW
BUSINESS**
Approved

**RESOLUTION
INDICATING THE
SELECTION OF THE
NEW DIRECTOR OF
CLEVELAND
PUBLIC LIBRARY**
Approved

next Director of Cleveland Public Library, while commending the staff and Interim Director Holly Carroll for all they have done to make this transition work so far and for all that they will do to complete the transition; now therefore be it

RESOLVED, That Cleveland Public Library selects Felton Thomas to be the next Director of Cleveland Public Library; and be it further

RESOLVED, That the Board hereby authorizes its President to work with legal counsel to finalize a contract to employ Mr. Thomas as the next Director of Cleveland Public Library.

Mr. Corrigan stated that a press release with more detailed will be issued today and thanked the staff in advance for ensuring that the transition is successful.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting her report, Ms. Carroll announced that the George Gund Foundation has approved the planning grant request for the Museum Pass Program.

Facilities

Bids were received for a third time for the electrical and technology components of the new Rice Branch on November 26, 2008. Bostwick Design Partnership, Inc. reviewed the bids and researched the bidder information and are recommending that we award contracts to Doan Pyramid for electrical and East West Construction Company for technology. A letter of recommendation is attached to the resolution.

Jan Ridgeway, Kacie Armstrong and the Director are working with Bostwick Design Partnership, Inc to finalize the selection of furniture, equipment and finishings for the new Rice Branch.

The repairs to the Lorain and Rice Branches have been completed. Lorain reopened to the public on December 10th and Rice reopened on December 15th. The re-roofing of the Lorain Branch will be completed by the end of the month. Despite the closing of these two branches, circulation for the branches increased 9% over last

year's statistics.

As a follow-up to the incident in the Science and Technology Department on November 21, 2008 when four people including a staff member were assaulted by a patron, Michel Janero, Chief of Security, Mel Abrams, Assistant Chief of Security and the Director met with Jim Clark, a security consultant, to discuss a security audit of the Main Library complex, the branches, and the Lake Shore facility and personal safety training for all staff. The audit will include recommendations for "Escape in Place" procedures.

Budget Preparation

Sandy Kuban and the Director made a budget presentation to Branch Managers and Technical Services Managers on November 21, 2008 at the Lake Shore facility.

Sandy Kuban, Finance Administrator, the Director and the administrative team worked throughout November to finalize the 2009 budget within the context of cost centers. The budget that will be presented to the Board for adoption represents the December certification of funds from the Auditor's Office.

Committee Updates

The HRMS steering committee has been working closely with the GFOA contract specialist and Joyce Dodrill, County Prosecutor's office, to finalize a contract with Tyler Munis for the human resources management system. On the Board agenda is a resolution to authorize the Director and Fiscal Officer to complete negotiations of the contract. It is the committee's intent to begin implementation as soon as possible in January.

Programming and Community Outreach

As detailed in the following administrator reports, many library sponsored events have taken place throughout the system. Of particular note is the Children's Book Week exhibition of James Ransome's illustrations entitled *Visual Stories: the fine Art of James Ransome*. The exhibition is on display through January 31s, 2009 at the Martin Luther King Jr. Branch.

Over 170 staff members and their friends and family attended the 2008 Staff Holiday Party at the City Club on December 12, 2008. This get-together is made possible by the generous support of the Friends of the Library.

The Andrew Venable Celebration Holiday Chorus under the direction of Melinda English, former CPL Branch Team Manager, performed for the community on Friday, December 5, 2008 to an overflow crowd. The guest of honor was the chorus's namesake, Andrew Venable, who joined the CPL quintet for an encore performance of "Over My Head."

The Friends of the Library held its annual meeting on December 12th in the Treasures Room of the Main Library. The Director presented a recap of the year's activities and thanked the Friends group for its financial contributions to library programming and the replacement levy.

Meetings and Professional Activities
November 21 - December 18, 2008

November	21	Greater Cleveland partnership: Public Officials Reception
	24	Mtg. with Jeff Saxton, Cleveland Children's museum
December	1	Mtg with James Clark, Security Consultant
	2	Friends of the Library Board meeting
	3	OLC funding webcast Phone conference: Tim Cosgrove City Club Annual membership Meeting
	5	Mtg with Rob Huxable, Socius
	9	Bostwick Design : furniture and equip mtg Deputy State Librarian reception, State Library of Ohio
	10	Buckeye Area Development Corp: St. Luke's Grant for information kiosks Urban Libraries Council audio conference: Future Savvy
	11	Bostwick Design partnership Reception
	12	Friends annual Meeting CPL Staff Holiday party
	15	Mtg. Tim Cosgrove KSU/SLIS Marantz collection dedication, Kent, OH
	18	CSU School of Urban Affairs Reception

BRANCHES AND OUTREACH SERVICES

Branches continued to experience increased usage in November, supporting the premise that public Libraries are generally in demand during a depressed economy. In addition to increased circulation in many branches (Walz circulated 1,000 more DVD's this month), there was also an increase in the number of visitors, due in part to the Presidential Election; eleven branches were polling sites. Several branches, including Hough and Rockport are also serving as training sites for the 2010 Census surveys.

Rice and Lorain remained closed for major roof repairs. December openings are scheduled for both. The People's University on Wheels continued to provide neighborhood service in Lorain on Thursday evening and Saturdays. There was also greater demand for computer usage, training and one-on-one assistance with on-line employment applications.

Programs during the month included Fulton's 25th Anniversary of service to the community; a well-attended informational presentation on Native Americans at South Brooklyn; foreclosure crisis workshops throughout the system, facilitated by Main Library's Social Sciences Department's Sequoia Brown with NID Housing Counseling Agency; and, Mt Pleasant and East 131st's Annual Family Literary Day Event held at Charles Dickens Elementary School, Saturday November 8.

Sterling Branch is providing deposit collections at the YMCA's Teen Center and at Ginn Academy. Read, Baby, Read! Book Club; Youth Opportunities Unlimited's Prime Time; America Reads tutorials; story times; and Children's Book Week activities, including the visit by and opening reception for Children's author and illustrators James Ransome's exhibition: Visual Stories: The Fine Art of James Ransome all served to strengthen the Library's commitment to literacy and youth.

Union Branch reported 25 story times for a total of 311 children in attendance! Woodland Branch patrons are participating in a free eight week introductory yoga class, taught by Tri-C physical education instructor, Constance Jelen. Additionally, Woodland manager received a certificate of appreciation for her contribution to

the Central Family-to-Family collaborative. The manager also enjoyed the St. Vincent Charity Community Outreach Center for Vascular Health in a Healthy Start Screening Program. Memorial Nottingham Branch raised \$677.00 during its used book sale for the Friends of Cleveland Public Library.

LBPH's Cyber Dialogue Group discussed *Cross Bones* and the Children's book group from the Ohio School for the Blind discussed *Artemus Fowl*. Book displays at West Park and Rockport were popular among their visitors to the branches.

Mobile Services made 83 community stops in November, filling 1,688 holds and welcoming 724 patrons on board. The "On the Road to Reading" van visited 12 pediatric and W.I.C sites, making contacts with 107 people, and 85 daycare sites with an attendance of 870.

Planning continued for the new Rice Branch and the Managerial Training Program, to be launched in 2009. Additionally, staff attended JAVA Client training in anticipation of the January 2009 upgrade. The internal operations focused on budget reductions in both the current and proposed 2009 budgets, the results of revenue shortfalls due to property tax collections and property devaluations. Budget reductions have reduced the security levels in two critical branches, Hough and Collinwood, and have also resulted in vacancies in Computer Aide positions. Branch staff remained engaged in system-wide initiatives: Fit for Life, the African American History Month Committee, the Ohio Center for the Book, and the Web 2.0 Committee.

MAIN LIBRARY

Programs/Exhibits: In conjunction with BEL, Business Advisors of Cleveland offered a three-part program on exploring entrepreneurship.

Fine Arts hosted a recital by Nathan Carterette who performed J.S. Bach's *Goldberg Variations* for a crowd of over fifty people.

Foreign Literature exhibited a "Ukrainian Famine" display jointly sponsored by History and Foreign Literature and Cleveland's local Ukrainian community.

Victoria Kabo planned "St. Petersburg: 300 Years of History" as well as "Pushkin and Tchaikovsky: Two Geniuses."

Literature featured memorial exhibits for authors Michael Crichton, William Wharton and Tony Hillerman as well as a humor/comedy materials exhibit titled "Celebrating the Power of Laughter: What's Soooo Funny?"

Richard Fox led a book discussion of *The Brief Wondrous Life of Oscar Wao* by Junot Diaz at Cleveland State University hosted by the Friends of CSU. Fox also led the Main Library Book Discussion Group in a discussion of *Citizen Vince* by Jess Walter.

Sequoia Brown from Social Sciences hosted the film "The Devil Came on Horseback" program, which was attended by 70 patrons. John Skrtic continues to work with the Benjamin Rose Institute for monthly programs throughout 2009.

Outreach: Carlos Latimer attended a film screening and discussion at the Salvation Army, as well a meeting with staff of the now closed charter school, Greater Heights Academy. Greater Heights Academy students were regular visitors to the Main Library.

Lissa Waite from Fine Arts prepared and presented a brief talk on manuscripts to an art history class from CSU currently studying medieval art.

Ernest Edwards from Foreign Literature mailed new booklists to 931 individuals and businesses.

As part of General Reference's outreach initiative to schools and senior centers, staff provided a tour and research assistance for a class from the Martin L. King, Jr. High School for Law & Municipal Careers. Tonya Jenkins continued a conversation with the Cleveland Metropolitan School District about CPL participation in Professional Development day. Pam Benjamin contacted representatives from the Cuyahoga County Public Library and Cleveland State University Library about cooperatively writing a grant to acquire the soon-to-be digitized newspaper, *The Plain Dealer*, covering the years 1837- 1922.

Ron Burdick from History presented "Genealogical Resources at Cleveland Public Library" to the Greater Cleveland Genealogical Society. Middle school students from Charles W. Eliot Middle School, Cleveland Metropolitan School District, participated in a GIS Day program.

Literature produced bookmarks for the Playhouse Square productions of "Legally Blonde," "A Chorus Line," and "A Radio City Christmas Spectacular: The Rockettes."

The Northeast Pre-Release Center picked up over 300 paperbacks for their clientele. Homebound Services circulated 842 items in November and registered 19 new patrons.

John Skrtic and Mark Moore met with Amy Pawlowski to review the Social Sciences webpage and explore ideas for utilizing streaming media. Releases have been obtained from the participants of the 2008 Cleveland Public Library/SABR Baseball Authors Roundtable program for web-streaming purposes. Harriette Parks displayed and distributed the "New Education Titles" to all branches and area schools. Mr. Skrtic met with CSU and the City Club to continue treatment of City Club tapes. Currently fifty tapes have been chosen for a digital transfer.

Collections/Reference: Fine Arts staff brought out the holiday CD collection for circulation. The Cleveland Museum of Art acknowledged CPL for the research assistance provided for the Museum's exhibition catalog, *Artistic Luxury*. Amy Dawson successfully implemented OhioLINK EAD finding aids making CPL the first public library to contribute to the OhioLINK EAD database.

Foreign Literature serviced 16 homebound patrons and routed 90 requested items to their attention. Staff responded to 122 email reference requests.

Pam Benjamin from General Reference met with Cindy Lombardo to discuss an upcoming microfilm budget reduction project that will require all subject departments to examine titles received on microfilm. General Reference will coordinate the project, provide sorted title lists by subject area and format, format overlap analyses, as well as, provide recommended collection criteria.

Work continued on a comprehensive CPL and CLEVNET Database list that will include resources cancelled, and identify those databases meeting Counting Online Usage of Networked Electronic Resources Compliancy - Level 1.

Melanie McCarter began updating a quick reference directory to subjects at the Cleveland Public Library. The guide was created by a former General Reference staff member in 1995 to assist staff with reference inquiries. The 2008 collation of Database Rankings by Library Subject Departments was completed and distributed to managers.

The *Call & Post* Newspaper, 1934 -1991, was added to the CPL collection of electronic resources.

Automation has ordered new 3M re-sensitizer machines for the Lending Department.

Literature continued shifting and re-labeling Room Reference materials. Literature accepted donations of ten antiquarian literary titles dated 1815 to the 1850s from Mrs. Edith Weiss as well as a first edition and scarce copies of novels by Raymond and his brother Michael De Capite, renowned Cleveland authors.

The Science & Technology Department is developing a weeding plan so that space can be created on the shelves for new materials. The new car manuals are being inventoried and processed by Technical Services.

Angelica Torres, Shelf Department Page in Social Sciences, initiated a large shift in the Social Sciences' reference collection on the fifth floor. The baseball fiction collection acquired an 1865 edition of *Alfred Oldfellow's Uncle Nat; or, The good time which George and Frank had, trapping, fishing, camping out, etc.*, which includes one of the earliest descriptions of baseball in American literature. John Skrtic found nine rare baseball scrapbooks in the Social Sciences collection and turned all items over to Ann Olszewski for treatment. Mr. Skrtic also sent Preservation numerous rare baseball photos (Babe Ruth and Ty Cobb) to be preserved.

Staff/Professional Development: Daniel Oreskovic accepted the position of Lending Department Supervisor.

Maureen Mullin from Business attended a workshop on "Budgeting as a Management Tool" and also an online training session, "CUSIP 102: Beyond the Basics" sponsored by Standard & Poor's.

Bruce Biddle from Fine Arts was trained as docent for Martin Luther King Illustrator James Ransome exhibit.

Pam Benjamin from General Reference attended the November meeting of the CPL Management Training Committee, became a member of the 2009 OLC Expo Committee, and co-chaired the CLEVNET Training SIG (Special Interest Group) meeting in Twinsburg. Several General Reference staff members attended a *LearningExpress Library* webinar on November 13 and 14, offered as part of the CLEVNET Training SIG database training series.

Patrice Hamiter from History attended a two-day SAA workshop, "Understanding Photos: Introduction to Archival Principals and Practices."

Ellen Leavitt from Science and Technology attended the Ohio Library Council's "Innovative Environments" Conference. The conference provided librarians with an opportunity to reflect on and anticipate some of the new trends and the future of librarianship.

In Social Sciences Harriette Parks, Mark Moore, and John Skrtic attended a tutorial on Microsoft Access. Mr. Moore attended CPL's Access Training while he and David Furies attended a Muse training session presented by the General Reference staff.

TECHNICAL SERVICES

Patricia Lowrey chaired a meeting with several Technical Services managers and representatives of SEIU to evaluate the Flextime Pilot Project in High Demand and Shelf/Shipping. The group decided to extend the Pilot Project for another 4 months.

Sharon Tufts presented information about new and revised CPL policies to Technical Services managers. All Technical Services managers attended the presentation of Budget information by Holly Carroll and Sandy Kuban.

Ms. Lowrey enjoyed the Sarah Vowell "Writers & Readers" program. She met with Marianne Monger and Ann Olszewski to begin to plan a project to revise book repair procedures. There were 20 meetings at the Lake Shore facility during the month.

High Demand: Work continued to be steady through the department most of the month. The department ordered 509 titles and 11,733 items. A total of 1,132 titles and 23,077 items were added. This month the department processed the largest number of invoices ever, with a total value of over \$464,000. Carole Brachna attended the Flexitime Pilot Project meeting.

Shelf/Shipping: Staff of Science and Technology visited and conducted maintenance in their storage area. A total of 392 items were sent to Main for requests. Staff of Lorain Branch worked on processing their new material. Roseanne Phelan met with the Flexitime Pilot committee and she participated in the focus group for CPL hiring practices.

A total of 1,352 telescopes of new materials were sent out to Main and the Branches. Receiving/Distribution Technicians received, sorted, and labeled 35,462 items. We sent 98 new item trucks to High Demand and 64 new item trucks to Acquisitions Department for a total of 162.

Catalog: Andrea Johnson attended a focus group on the Bargaining Unit hiring process for supervisors. Elizabeth Hegstrom clarified departmental guidelines about when to search WorldCat, with the goal of reducing search charges. Staff completed a microfilm cataloging project and finished processing a large order of car manuals. A total of 14,751 items were added and 6,629 new titles were cataloged.

Collection Management: Laura Mommers and Bonnie Bolton continued weekly visits to branches meeting with both library assistants and librarians. Rollie Welch presented a program at the YALSA Young Adult Literature Symposium held in Nashville, TN. He spoke on the reading tastes of urban teens. Mr. Welch published 2 reviews in the Cleveland Plain Dealer this month.

Acquisitions: Department staff worked diligently with both receiving and placing end-of-year orders. Fund updates were also given to many individual agencies throughout the month. Serials staff worked with Main Library to encumber subscriptions for 2009 and replace lost materials with remaining funds.

Acquisitions staff ordered a total of 18,177 titles and 26,230 items, received 20,906 items, and processed a total of 2320 invoices. Serials staff added 412 items and processed 427 periodical and serial claims.

Book Preparation: The department processed 35,275 items during the month of November. The backlog is two weeks for the processing of non-books and one week for the processing of books. Statistics show a decrease of 7% in the processing of books and an increase of 11% in the processing of non-book materials and an increase of 7% in the processing of main library circulating magazines.

Preservation: A rare book of local significance, *Wings over Jordan, favorite spirituals of 1939*, was scanned and reproduced and the facsimile copies will circulate, making this work accessible to patrons once again. Two books from Special Collections were returned after treatment -- *Travels through the United States, 1818*, by John Melish, which includes early maps of Ohio and Kentucky, and *The Private Life of Benjamin Franklin, 1793*. Nineteen baseball photographs (including photographs of Babe Ruth from 1915) from the Murdock collection and recently discovered by Social Sciences Manager John Skrtic were inventoried and sent for treatment.

Ann Olszewski gave a collection maintenance workshop for the Social Sciences staff. Ms Olszewski attended two meetings at the Intermuseum Conservation Association as a member of its Strategic Planning advisory committee.

Several digital projects were completed including the book *The Forest City*, additional items for the Biehle Collection, and maps of Ohio and Kentucky from 1818.

PUBLIC RELATIONS

November was highlighted by a consultation with the Marketing and Communications Director of Queens Library in Queens, New York. James Keller spent several weeks analyzing the state of public relations at Cleveland Public Library, culminating in a day-long visit to Cleveland. The visit was followed by the presentation of a brief needs assessment to the Interim Library Director and Public Relations Administrator.

These programs were featured in November: Literacy Week Author Marc Tyler Nobleman at Main Library and Glenville Branch; Fulton Branch 25 Year Celebration (1983-2008); Exploring Entrepreneurship (3-Part Series by Business Advisors of Cleveland in the Business, Economics & Labor Department); Foreclosure Information Workshops (partnered with NID Housing Counseling Agency and Neighborhood Assistance Corporation of America) at various branches; Writers and Readers Author Sarah Vowell; the Friends of the Library VHS Sale; Cleveland Scholarship Program on College Cost and Financial Aid at Fleet, Fulton and Harvard-Lee Branches; Screening of the documentary film "The Devil Came on Horseback"; Downtown Cleveland Alliance's Winterfest 2008 with "The Singing Angels."

Press releases were sent during November for the following events: Writers and Readers Author Sarah Vowell; Library Board of Trustee meetings, notice of Executive Session and Finance Committee meetings; reopening of Lorain and Rice Branches (December 10 and 15, respectively); and the 51st Annual Meeting of the Friends of the Cleveland Public Library.

The Graphics Department designed and/or produced 83 printed pieces including signs, flyers, booklets, programs, handcards and business cards. Four staff newsletters were produced during the month of November.

In an effort to promote featured events, ads were produced and placed in *The Plain Dealer* and *Call & Post* newspapers, as well as *Cleveland Magazine*. Advertising spots were run on WDOK, WERE, WJMO, WZAK and WCPN.

In November, Tena Wilson attended and/or participated in the following meetings: weekly Administration meetings,

Finance Committee and Board meetings of the Board of Library Trustees, author Sarah Vowell program, Friends of the Library, AT&T Advertising, interviews for intern position for Public Relations, Ohio Library Council Innovative Environments Conference, Strategic Plan Audit, Spectrum planning with Cleveland Public Art, Web 2.0 committee, Main Managers, Ohio Desk, Budget justification with Interim Director and Financial Services Administrator, Call and Post (Kim Fleming), Plain Dealer (Garcia Glover), and a day-long Public Relations needs assessment with James Keller of Queens Library, New York.

Graphics Manager, Cathy Poilpré, attended the Main Managers meeting and a CLEVNET PR Special Interest Group meeting. She also attended the Board of Trustees meeting, as well as the focus group on hiring and interviewing.

Graphics Department Print Specialist, Tonya Thompson, represented the PR department by attending two Green Committee meetings in November.

Meeting Rooms in the Louis Stokes Wing of the Library continued to be in demand as a venue for non-profit groups, organizations and library departments. A total of 54 meetings were held during the month of November.

The Library was featured in the following media during the month of November 2008: *Cleveland Plain Dealer*, *Akron Beacon Journal*, *Canton Repository*, *Cleveland Daily Banner*, *Cleveland Free Times*, *Chattanooga Times Free Press*, *The Scoop*, Cleveland Poetics blog, Writing For the Ear blog, Corey Ackelmire blog, *Daily Record* (Wooster), C-SPAN, MUSE Magazine, CleveScene.com, *The Call and Post*, Cool Cleveland, Cleveland Scene Magazine, WCPN-FM 90.3 (NPR) *Ideastream* and *Around Noon with Dee Perry* and *Sound of Ideas*, and WJW-TV Channel 8 (FOX) *News in the Morning*, WEWS-TV.

A security incident at the Main Library was reported by Channel 19 and WEWS-TV Channel 5.

BUILDINGS SERVICES

Buildings Office: Made numerous branch inspections.

Monitoring utility usage.

Attended construction meeting for Rice Branch.

Attended Rice Branch's pre-bid and bid opening for electrical and technology.

Monitored emergency repairs for Rice Branch.

Interviewed and hired for open driver's position.

Maintenance Mechanics: Replaced all pre-filters in air handling units in the Main Building & Louis Stokes Wing.

Winterized air handling units #5 and 25 in the Main Building.

Upgraded boiler control on boiler #2 at the Lake Shore Facility.

Winterized cooling coils and shut-down chiller for the winter at the Lake Shore Facility.

Replaced pilot assembly and ignition controller for Addison's boiler.

Snaked roof drain at Collinwood Branch and installed new electric hand dryers in public restrooms.

Rebuilt/reinstalled hot water pump at Langston Hughes Branch.

Repaired radiator in staff room at Mt. Pleasant Branch.

Upgraded heating valve combustion and air damper actuators on handling unit at South Brooklyn Branch.

Installed return air control on air handling unit at Sterling Branch.

Replaced high limit on West Park's boiler.

Carpenters/Painters: Working on repairs at the Lorain Branch.

Garage: Installed four (4) new tires on car #3.

Replaced front brake pads, calipers, rotors, and wheel bearing on delivery truck #5.

Replaced right front tire on car #9.

Replaced left and right front tire on truck #12.

Serviced bookmobile's generator.

SECURITY OPERATIONS

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

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

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational. Burglar and no close alarms are documented in the Security Operations Alarm Log book and followed-up by a Security Supervisor on a daily basis. Reports are also produced by Security Operations tallying the alarms and types for each branch for follow-up and training purposes. Branch staff caused 3 alarms that Cuyahoga Valley Patrol responded to.

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

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

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

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

3M Book Detector Alarm Systems: 3M Book detector alarms are checked daily in the Main Library and Louis Stokes Wing. Branch Patrol Supervisors inspect the book detector systems at the branches each time they visit.
Lost and Found: 3 items were returned to their owners by Security Operations.

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

Branch Patrol: The three units of the Security Operations Branch Patrol made a total of 373 visits to branch libraries.

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

Branch Patrol supervisors are continuing to investigate Security Irregularity reports from the branches. Security Operations produces reports each month summarizing branch location, type of incident, and time of the incident to ensure coverage at the branches is adequate. Branch Patrol Supervisors conducted 29 branch investigations.

Training: During the month of November Security Officers Dycks attend a computer training class that was conducted by the Library Computer Learning Connection.

SUMMARY OF IRREGULARITY REPORTS RECEIVED

MONTH	2007	2008	CHANGE
January	71	102	+31
February	53	90	+37
March	64	119	+55
April	50	79	+29
May	55	59	+04
June	44	56	+12
July	52	61	+09
August	56	56	0
September	45	53	+08
October	37	61	+24
November	51	50	-01
Year to Date	577	786	+209

AUTOMATION SERVICES

Reindexing project: With the completion of the authority control project, it is necessary to reindex the bibliographic database with the new authority records. A test run of the reindexing process was conducted in November. Indexing policies were evaluated and refined. The complete reindexing will take place in December, before Christmas.

New CLEVNET Member: The Board of Directors of the Barberton Public Library in Summit County voted to join CLEVNET. Barberton Public Library is currently using Koha, an open-source library system.

CPL: The Hardware team, led by Bill Hood, has completed a long-term project to move all Cleveland Public Library computers into Microsoft's Active Directory system.

Java Workflows installations were completed and verified in Main Library complex (Branch installations were completed over the summer). Seven hands-on Java Client training sessions were held at Lake Shore for branch staff during the month; a total of 64 staff attended.

Beginning in January only the Java Workflows client will be supported.

On November 11th, the Web 2.0 Work Group met, chaired by Amy Pawlowski. The group includes representatives from Main Library, Branches and Outreach Services, Automation, Public Relations, and Planning and Research. The group reviewed their charge and the Library's current Web 2.0 projects; discussed a process for evaluating new Web 2.0 activities; and determined a deadline for delivering their recommendation to the Administration.

CLEVNET: Earlier this year we participated in a beta test cycle for version 1.0 of SirsiDynix's new search and discovery system, Enterprise. Enterprise includes faceted searching and offers a platform for including many Web 2.0 features, such as tagging, RSS feeds, user reviews, and ratings. The product was not ready to handle a system the size of CLEVNET. In November we began a new beta test cycle for Enterprise 2.0, which has been redeveloped to accommodate large systems.

Three Java Client training sessions were held on WebEx, attended by approximately 26 staff.

Social security numbers were purged from patron records for Medina County District Library.

A new circulation threshold matrix was created and posted to the CLEVNET Members' Site. Amy Pawlowski and David Reynolds have completed the design of the new CLEVNET public website and the revised CLEVNET member's site (formally known as the Extranet), and are currently working on populating the site with content.

Ms. Pawlowski also worked with OverDrive to produce business card size promotional pieces which will be sent to all CLEVNET libraries for distribution to patrons and staff.

November's total OverDrive/CLEVNET eMedia Collection circulation was 9,404 downloads, up from 9,225 in October.

Network upgrades: A DS3 circuit was installed at Medina County District Library, replacing 5 T1s. An additional

T1 was installed at Hudson Library & Historical Society. The Cleveland Heights-University Heights Public Library's fiber Ethernet connection was upgraded from 10mps to 20mps.

KnowItNow: A revised edition of the *KIN24x7 Provider Handbook* was distributed.

Brian Leszcz initiated a pilot project with Akron, Columbus, and AfterDark on sending transcripts to managers via email for quality control review. Mr. Leszcz is also working with NEO-RLS to establish a web site the AfterDark supervisor can use to review transcripts.

In October a feature was added that allows users to send an email message if a provider is not immediately available. Mr. Boozer trained five librarians to respond.

Mr. Boozer submitted a year-in-review article to the State Library of Ohio (SLO) to be included in their December newsletter. This is the third consecutive KIN24x7 article to appear in the SLO publication.

Reports needed by NEO-RLS were refined. A schedule for monthly conference calls between the KnowItNow team and NEO-RLS was established.

Working with OHIOlink staff, the KnowItNow Academic login page was updated.

Several conferences have accepted KnowItNow programs in 2009 including Etech (Columbus, Feb. 3) and four OLC Chapter Conferences (Kent, March 25; Athens, April 2; Toledo, April 24; Columbus, May 8).

Meetings, Visitors, and Professional Development: Staff from the Saskatoon Public Library called regarding the SirsiDynix Symphony ILS. They are involved in selecting a new system that will incorporate all of the public libraries in Saskatchewan, Canada.

Ms. Palomo and Mr. Carterette met with a representative from Velti regarding text-messaging services.

Amy Pawlowski attended the OLC Innovative Environments Conference in Columbus, Ohio on November 5-6, 2008. She attended sessions on the Google Scan Project, Innovative

Libraries Abroad, Nurturing Innovation, and participated in two "World Café's" where participants are encouraged to take what they've learned at the conference and analyze it within a group setting.

Ms. Palomo began her first sessions at the Cleveland State University Leadership Academy.

Statistics: November's total OverDrive/CLEVNET eMedia Collection circulation was 9,404 downloads, up from 9,225 in October. SecondLife is currently displaying 2,911 total visitors to-date, up from 2,610 as reported in October. We currently have 286 followers on Twitter, up from 265 in October.

Automation Services Statistics, 11/2008				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	77	66	58	201
CPL Branch	102	91	70	263
CPL Lake Shore	41	31	16	88
CLEVNET	14	10	22	46
PUBLIC				0
HARDWARE TOTAL	234	198	166	598
SOFTWARE				
CPL Main	18	17		35
CPL Branch	17	17		34
CPL Lake Shore	16	15		31
CLEVNET	69	68		137
PUBLIC	6	6		12
SOFTWARE TOTAL	108	106	0	249
WEBWARE				
CPL Main	19	18		37
CPL Branch	7	7		14
CPL Lake Shore	1	1		2
CLEVNET	10	10		20
PUBLIC	19	17		36
WEBWARE TOTAL	56	53	0	109
KIN				
CPL Main	7	5		12
CPL Branch	3	2		5
CLEVNET				0
PUBLIC				0
KIN Library	9	8		17
OHIOLink Library	3	2		5
After Dark	7	6		13
KIN TOTAL	29	23	0	52
GRAND TOTAL	427	380	166	1,008

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

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

Alice G. Butts
President

Maritza Rodriguez
Secretary

CLEVELAND PUBLIC LIBRARY

**Finance Committee
December 18, 2008**

GIFT REPORT FOR NOVEMBER 2008**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY
Books	579
Periodicals	0
Publishers Gifts	2
Non-Print Materials	66
Miscellaneous	<u>0</u>
TOTAL LIBRARY SERVICE MATERIALS	647

MONEY GIFTS

FUND	PURPOSE	AMOUNT
Library Fund	Unrestricted	\$ 25
Library Fund	Restricted	1,090
Schweinfurth Fund	Restricted	21,090
TOTAL MONEY GIFTS		\$ 22,205

SUMMARY

CATEGORY	DONORS	QUANTITY
Library Service Materials	11	647
Money Gifts	<u>25</u>	<u>25</u>
TOTAL GIFTS	36	672

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

CLEVELAND PUBLIC LIBRARY

GENERAL FUND		APPROPRIATION 2009
Salaries/Benefits		
62.6%		
TOTAL		\$ 45,135,224
Supplies		
2.2%		
TOTAL		1,567,055
Purchased/Contracted Services		
15.7%		
TOTAL		11,303,398
Library Materials/Information		
17.8%		
TOTAL		12,835,292
Capital Outlay		
1.7%		
TOTAL		1,211,994
Other		
0.1%		
TOTAL		83,280
SUBTOTAL GENERAL OPERATING EXPENDITURES		
		72,136,243
100.0%		
Transfers/Advances		
TOTAL		3,000,000
TOTAL GENERAL FUND		
		\$ 75,136,243

CLEVELAND PUBLIC LIBRARY

SPECIAL REVENUE FUNDS	FUND NO.		APPROPRIATION 2009
Anderson	201		\$ 139,500
Endowment for the Blind	202		1,232,800
Founders	203		1,291,000
Kaiser	204		25,900
Kraley	205		102,700
Library	206		111,800
Pepke	207		66,000
Wickwire	208		798,700
Wittke	209		46,400
Young	210		2,060,000
Friends	225		14,000
Judd	226		190,000
Lockwood Thompson	228		180,000
Ohio Center for the Book	229		1,900
Schweinfurth	230		50,000
NCA Kiosk	242		14,300
Harvard Kiosk	244		8,700

CLEVELAND PUBLIC LIBRARY

LSTA-Know It Now	252		331,651
MetLife - Fit for Life	253		23,800
TOTAL SPECIAL REVENUE FUNDS			\$ 6,689,151
CAPITAL FUNDS	FUND NO.		APPROPRIATION 2009
Building and Repair Fund	401		\$ 5,400,000
TOTAL CAPITAL FUNDS			\$ 5,400,000
PERMANENT FUNDS	FUND NO.		APPROPRIATION 2009
Abel	501		\$ 103,800
Ambler	502		1,000
Beard	503		77,500
Klein	504		2,000
Malon/Schroeder	505		79,200
McDonald	506		92,900

CLEVELAND PUBLIC LIBRARY

Ratner	507		40,000
Root	508		10,600
Sugarman	509		10,000
Thompson	510		17,500
Weidenthal	511		2,000
White	512		937,000
TOTAL PERMANENT FUNDS			\$ 1,373,500

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

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

Cleveland, Ohio

Office of the Budget Commission, Cuyahoga County, Ohio.

December 31, 2008

Temp. Revision Dec. 2008

To the Board of Library Trustees of the:

Cleveland Library

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

Fund	Unencumbered Balance Jan. 1, 2009	General Property Tax	PLF	Other Sources	Total
General Fund	23,600,000.00	31,400,248.16	27,491,756.86	10,582,923.00	93,074,928.02
Special Revenue	5,762,300.00			926,851.00	6,689,151.00
Capital	5,400,000.00			0.00	5,400,000.00
Permanent	1,320,000.00			53,500.00	1,373,500.00
Totals/Subtotals	36,082,300.00	31,400,248.16	27,491,756.86	11,563,274.00	106,537,579.02

<i>Frank Russo</i>	Budget	<i>Jim Rokakis</i>
<i>Bob Gibens</i>	Commission	<i>Budget Committee</i>

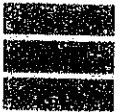
EXHIBIT 1
Distribution to Board
December 4, 2008

DRAFT CLEVELAND PUBLIC LIBRARY DRAFT

DRAFT

GENERAL OPERATING FUND CATEGORY	Main Library	Branches/ Outreach	Administrative Services	Building Services	Security Services	Technical Services	Automation Services	TOTAL 2009 APPROPRIATION	2008 Appropriation	2009 - 2008 +/-	Variation %
SALARIES/BENEFITS	11,179,681	17,081,774	4,472,919	3,900,441	1,504,548	4,843,100	2,159,211	45,135,224	43,871,627	1,263,597	3%
TOTAL	44,775	117,322	864,642	313,670	15,680	140,966	70,000	1,567,055	1,653,000	(85,945)	-5%
PURCHASED/CONTRACTED	(Includes an increase post-12/4/08 of \$1,000,000 Held At Admin Level)										
TOTAL	2,018,899	1,566,760	3,745,834	655,746	1,134,918	674,891	1,506,350	11,303,398	12,212,649	(909,251)	-7%
LIBRARY MATERIALS	(Includes an increase post-12/4/08 of \$1,000,000 Held At Admin Level)										
TOTAL	5,757,756	4,755,631	1,005,000	-	-	487,556	829,349	12,835,292	13,460,000	(624,708)	-5%
CAPITAL OUTLAY	(Includes an increase post-12/4/08 of \$1,000,000 Held At Admin Level)										
TOTAL	42,370	100,000	27,000	50,000	25,000	3,187	964,437	1,211,994	464,500	747,494	161%
OTHER											
TOTAL	2,400	21,422	59,078	680	-	700	5,000	83,280	103,000	(19,720)	-19%
SUBTOTAL W/O TRANSFER OUT	19,039,831	23,642,909	10,168,073	4,920,537	2,680,146	6,150,400	5,534,347	71,764,776	71,764,776	371,467	1%
% Subtotal	26%	33%	14%	7%	4%	9%	8%	100%			
TRANSFERS/ADVANCES											
TOTAL	-	3,000,000	-	-	-	-	-	3,000,000	3,000,000	(0)	0%
GRAND TOTAL	19,039,831	26,642,909	10,168,073	4,920,537	2,680,146	6,150,400	5,534,347	74,764,776	74,764,776	371,467	0%
% Grand Total	25%	35%	14%	7%	4%	8%	7%	100%			
REVENUE FOR 2009	Un-Certified December 4, 2008										
Un-Certified Public Library Fund (8% Less Than 2008 Certified Amount)	24,378,126										
Un-Certified General Property Tax Levies and Rollbacks	32,347,109										
Un-Certified Tax Revenue for Year 2009	56,725,235										
Un-Certified Other Miscellaneous Sources	10,582,923										
Un-Certified New Revenue for Year 2009	20,938,685										
Estimated Use of Unencumbered Cash Carried Forward January 1	5,661,315										
Total Un-Certified Resources for Year 2009	113,980,288										
REVENUE FOR 2009	Certified December 11, 2008										
Certified Public Library Fund (No Certified Reduction Yet of \$3,113,631)	27,491,757										
Certified Property Tax Levies and Rollbacks (Add'l Loss of \$946,861)	31,400,248										
Certified Tax Revenue for Year 2009 (Net Increase of \$2,166,770)	68,892,005										
Certified Other Miscellaneous Sources	10,582,923										
Certified New Revenue for Year 2009	20,938,685										
Estimated Use of Unencumbered Cash Carried Forward January 1	5,661,315										
Total Certified Resources for Year 2009	144,973,533										
Balance Without Transfer	20,938,685										
Year End Transfer	(3,000,000)										
Balance With Transfer	17,938,685										

Bostwick
Design
Partnership



12 December 2008

Ms. Holly Carroll
Library Director, Interim
Cleveland Public Library
325 Superior Ave.
Cleveland, OH 44114

RE: New Rice Branch Library Bid Recommendation (for electrical and technology)

Dear Holly,

We have reviewed the bids and researched bidders' information gathered after the opening on 26 November 2008. The bids from contractors listed below were all in order, and represent the lowest responsible bids meeting all contract document requirements. We recommend that Cleveland Public Library award contracts to the following Contractors and authorize them to move forward on the project:

- Electrical Doan Pyramid \$403,650
- Technology East West Construction Co., Inc. \$91,883*

* includes recommended Alternate T-2

Upon approval we will schedule the construction meeting with the apparent low bidders. If you have any questions regarding the bids, please contact me at 216-621-7900.

Sincerely,
BOSTWICK DESIGN PARTNERSHIP

Bryan Wahl, AIA
Associate

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF CLERK TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD NOVEMBER 1 - NOVEMBER 30, 2008

H. Sandra Kuban

CLERK TREASURER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending November 30, 2008

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	27,930,750.52	0.00	0.00	0.00	27,930,750.52
42 Intergovernmental	31,460,437.95	758,811.40	0.00	0.00	32,219,249.35
43 Fines & Fees	296,586.34	0.00	0.00	0.00	296,586.34
44 Investment Earnings	1,411,121.17	17,501.95	0.00	6,016.87	1,434,639.99
45 Charges for Services	2,905,088.54	0.00	0.00	0.00	2,905,088.54
46 Contributions & Donations	0.00	404,748.77	0.00	0.00	404,748.77
48 Miscellaneous Revenue	147,544.29	0.00	0.00	0.00	147,544.29
Total Revenues	\$ 64,151,528.81	\$ 1,181,062.12	\$ 0.00	\$ 6,016.87	\$ 65,338,607.80
51 Salaries/Benefits	39,279,461.18	375,963.23	0.00	0.00	39,655,424.41
52 Supplies	1,197,105.11	1,563.11	0.00	7,144.31	1,205,812.53
53 Purchased/Contracted Services	9,069,230.85	683,319.05	0.00	11,460.79	9,764,010.69
54 Library Materials	10,934,120.50	138,954.28	0.00	26,335.99	11,099,410.77
55 Capital Outlay	267,322.49	49,831.46	1,793,396.15	2,953.80	2,113,503.90
57 Miscellaneous Expenses	72,973.83	42,042.75	0.00	0.00	115,016.58
Total Expenditures	\$ 60,820,213.96	\$ 1,291,673.88	\$ 1,793,396.15	\$ 47,894.89	\$ 63,953,178.88
Revenue Over/(Under) Expenditures	\$ 3,331,314.85	\$(110,611.76)	\$(1,793,396.15)	\$(41,878.02)	\$ 1,385,428.92
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	10,500.00	(10,500.00)	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$ 10,500.00	\$(10,500.00)	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 3,341,814.85	\$(121,111.76)	\$(1,793,396.15)	\$(41,878.02)	\$ 1,385,428.92
Beginning Year Cash Balance	\$ 29,389,714.84	\$ 10,922,842.78	\$ 11,446,825.38	\$ 2,755,808.52	\$ 54,515,191.52
Current Cash Balance	\$ 32,731,529.69	\$ 10,801,731.02	\$ 9,653,429.23	\$ 2,713,930.50	\$ 55,900,620.44

Cleveland Public Library
Appropriation, Expenditure and Balances
General Fund

For the Period Ending November 30, 2008

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	12,699,276.50	12,699,276.50	11,398,010.46	0.00	1,301,266.04
51120 Clerical Salaries	12,675,450.50	12,675,450.50	11,793,623.13	0.00	881,827.37
51130 Non-Clerical Salaries	1,637,189.00	1,637,189.00	1,499,035.59	0.00	138,153.41
51140 Buildings Salaries	5,098,771.00	5,098,771.00	4,513,626.33	0.00	585,144.67
51150 Other Salaries	1,926,505.00	1,926,505.00	1,432,240.56	0.00	494,264.44
51400 OPERS	4,779,269.92	5,127,731.45	4,310,155.45	794,692.28	22,883.72
51610 Health Insurance	4,143,798.00	4,163,560.05	3,537,482.96	590,045.11	36,031.98
51620 Life Insurance	72,868.00	76,991.37	41,415.68	27,105.95	8,469.74
51630 Workers Compensation	460,235.00	460,235.00	388,058.93	0.00	72,176.07
51640 Unemployment Compensation	25,000.00	32,685.46	6,988.31	25,697.15	0.00
51900 Other Benefits	353,265.00	387,772.02	358,823.78	94,202.36	(65,254.12)
Salaries/Benefits	43,871,627.92	\$ 44,286,167.35	\$ 39,279,461.18	\$ 1,531,742.85	\$ 3,474,963.32
52110 Office Supplies	112,400.00	113,676.55	74,447.61	12,159.80	27,069.14
52120 Stationery	149,500.00	205,618.25	173,811.67	9,818.50	21,988.08
52130 Duplication Supplies	160,500.00	167,072.08	96,476.56	4,135.77	66,459.75
52140 Hand Tools	7,000.00	7,008.49	2,078.97	51.82	4,877.70
52150 Book Repair Supplies	133,200.00	141,133.65	119,227.41	8,386.59	13,519.65
52210 Janitorial Supplies	127,100.00	130,050.91	116,195.71	25,598.00	(11,742.80)
52220 Electrical Supplies	127,300.00	138,562.05	64,814.53	4,826.55	68,920.97
52230 Maintenance Supplies	347,100.00	382,871.33	155,552.84	5,421.58	221,896.91
52240 Uniforms	10,100.00	16,451.50	16,432.61	974.50	(955.61)
52300 Motor Vehicle Supplies	76,700.00	77,080.52	75,729.39	12,534.56	(11,183.43)
52900 Other Supplies	402,100.00	420,640.94	302,337.81	15,962.64	102,340.49
Supplies	1,653,000.00	\$ 1,800,166.27	\$ 1,197,105.11	\$ 99,870.31	\$ 503,190.85
53100 Travel/Meetings	118,000.00	134,318.76	99,529.92	21,887.21	12,901.63
53210 Telecommunications	441,262.50	470,416.88	546,567.31	226,163.98	(302,314.41)

Cleveland Public Library
 Appropriation, Expenditure and Balances
 General Fund
 For the Period Ending November 30, 2008

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53230 Postage/Freight	162,325.00	193,314.61	136,778.80	61,736.90	(5,201.09)
53240 PR/Other Communications	318,600.00	334,380.02	220,691.70	50,643.29	63,045.03
53310 Building Repairs	540,500.00	671,466.44	337,415.59	89,438.64	244,612.21
53320 Machine Repairs	116,000.00	136,963.34	52,645.71	394.00	83,923.63
53330 Computer Repairs	20,000.00	21,450.00	675.08	1,450.00	19,324.92
53340 Building Maintenance	195,000.00	208,857.42	139,694.04	29,747.54	39,415.84
53350 Machine Maintenance	412,000.00	453,846.94	137,205.10	65,018.88	251,622.96
53360 Computer Maintenance	665,910.00	712,634.16	649,253.79	26,699.60	36,680.77
53370 Motor Vehicle Repairs	27,563.00	27,563.00	43,340.10	200.00	(15,977.10)
53380 Contract Security	996,468.00	1,115,924.57	899,821.87	212,341.81	3,760.89
53390 Landscaping	51,818.00	60,918.25	26,677.25	35,051.00	(810.00)
53400 Insurance	417,300.00	417,300.00	428,442.25	470.00	(11,612.25)
53510 Rent/Leases	82,700.00	82,700.00	65,260.74	16,865.83	573.43
53520 Equipment Rental	379,300.00	490,794.00	336,107.85	96,523.74	58,162.41
53610 Electricity	2,493,855.00	3,011,743.22	1,730,840.48	853,074.26	427,828.48
53620 Gas	472,500.00	605,538.96	248,348.34	275,384.14	81,806.48
53630 Chilled Water	682,500.00	767,247.18	672,775.12	64,992.65	29,479.41
53640 Water/Sewer	108,675.00	143,404.19	67,343.87	56,437.81	19,622.51
53710 Professional Services	2,495,372.00	3,056,989.37	1,163,962.17	835,415.91	1,057,611.29
53720 Auditors Fees	600,000.00	604,322.33	617,002.88	1,085.33	(13,765.88)
53800 Library Material Control	400,000.00	563,300.71	435,829.24	59,530.01	67,941.46
53900 Other Purchased Services	15,000.00	17,859.50	13,021.65	3,224.25	1,613.60
Purchased/Contracted Services	12,212,648.50	\$ 14,303,253.85	\$ 9,069,230.85	\$ 3,083,776.78	\$ 2,150,246.22
54110 Books	4,806,313.00	6,012,339.76	3,685,743.29	1,334,299.14	992,297.33
54120 Continuations	834,000.00	840,918.60	856,055.68	297,338.72	(312,475.80)
54210 Periodicals	1,839,425.00	1,947,114.83	1,248,322.06	538,785.44	160,007.33
54220 Microforms	473,000.00	510,499.40	407,513.92	77,952.50	25,032.98

Cleveland Public Library
Appropriation, Expenditure, and Balances
General Fund
For the Period Ending November 30, 2008

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54310 Video Media	1,733,025.00	1,879,278.54	1,605,391.03	275,794.19	(1,906.68)
54320 Audio Media - Spoken	471,167.00	507,035.44	318,752.54	161,986.76	26,296.14
54325 Audio Media - Music	769,150.00	993,142.71	763,764.14	181,718.97	47,659.60
54350 Computer Media	402,520.00	458,158.59	314,182.04	80,411.58	63,564.97
54500 Database Services	1,844,400.00	1,958,782.45	1,461,775.27	124,292.11	372,715.07
54600 Interlibrary Loan	7,000.00	7,177.92	6,295.40	876.60	5.92
54710 Bookbinding	100,000.00	132,556.30	97,592.95	4,963.35	30,000.00
54720 Preservation Services	85,000.00	133,852.92	91,589.48	42,138.50	124.94
54730 Preservation Boxing	20,000.00	24,951.10	21,817.56	1,680.00	1,453.54
54790 Preservation Reformatting	75,000.00	87,675.50	55,325.14	29,102.72	3,247.64
Library Materials	13,460,000.00	\$ 15,493,484.06	\$ 10,934,120.50	\$ 3,151,340.58	\$ 1,408,022.98
55510 Furniture	130,500.00	132,349.00	94,380.25	15,850.12	22,118.63
55520 Equipment	254,000.00	264,300.78	127,882.60	8,526.69	127,891.49
55530 Computer Hardware/Software	0.00	0.00	6,060.24	0.00	(6,060.24)
55700 Motor Vehicles	80,000.00	110,599.40	38,999.40	0.00	71,600.00
Capital Outlay	464,500.00	\$ 507,249.18	\$ 267,322.49	\$ 24,376.81	\$ 215,549.88
57100 Memberships	77,000.00	85,745.94	57,467.94	8,564.00	19,714.00
57200 Taxes	3,000.00	3,511.84	659.16	652.68	2,200.00
57500 Refunds/Reimbursements	23,000.00	26,845.26	14,846.73	13,949.15	(1,950.62)
Miscellaneous Expenses	103,000.00	\$ 116,103.04	\$ 72,973.83	\$ 23,165.83	\$ 19,963.38
Advances	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
Transfers	3,000,000.00	\$ 3,000,000.00	\$ 0.00	\$ 0.00	\$ 3,000,000.00
TOTAL	74,764,776.42	\$ 79,506,423.75	\$ 60,820,213.96	\$ 7,914,273.16	\$ 10,771,936.63

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2008

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	29,389,714.84	64,162,028.81	60,820,213.96	7,914,273.16	24,817,256.53
Total General Fund	\$ 29,389,714.84	\$ 64,162,028.81	\$ 60,820,213.96	\$ 7,914,273.16	\$ 24,817,256.53
201 Anderson	204,897.02	856.44	4,216.44	1,617.32	199,919.70
202 Endowment for the Blind	1,501,617.50	11,650.65	2,779.43	0.00	1,510,488.72
203 Founders	4,398,948.96	10,453.56	88,361.89	20,485.66	4,300,554.97
204 Kaiser	43,259.77	0.00	0.00	0.00	43,259.77
205 Kralej	149,649.29	(70.50)	3,007.15	288.68	146,282.96
206 Library	113,289.30	26,085.23	832.75	0.00	138,541.78
207 Pepke	92,236.33	387.80	1,654.19	0.00	90,969.94
208 Wickwire	1,079,906.25	2,752.59	20,610.24	11,652.64	1,050,395.96
209 Wittke	64,355.18	231.86	1,727.89	0.00	62,859.15
210 Young	2,735,413.87	54,422.09	58,730.56	0.00	2,731,105.40
225 Friends	9,953.79	12,000.00	10,829.03	0.00	11,124.76
226 Judd	5,245.74	164,199.00	119,579.88	5,558.38	44,306.48
228 Lockwood Thompson Memorial	277,560.31	84,032.00	176,817.81	137,972.57	46,801.93
229 Ohio Center for the Book	0.00	1,900.00	900.00	0.00	1,000.00
230 Schweinfurth	30.07	40,850.00	51,790.00	6,049.54	(16,959.47)
242 Cleveland NCA Kiosk	16,965.30	0.00	1,761.00	834.64	14,369.66
243 Gates Foundation	43,004.17	0.00	43,004.17	0.00	0.00
244 Harvard CS Kiosk Project	9,686.49	0.00	735.76	194.50	8,756.23
251 LSTA-Library for the Blind	0.00	129,572.00	116,000.00	0.00	13,572.00
252 LSTA-Know It Now	176,823.44	629,239.40	597,635.69	180,986.27	27,440.88
253 MeLife-Fit for Life II	0.00	12,500.00	1,200.00	0.00	11,300.00
Total Special Revenue Funds	\$ 10,922,842.78	\$ 1,181,062.12	\$ 1,302,173.88	\$ 365,640.20	\$ 10,436,090.82
401 Building & Repair	11,446,825.38	0.00	1,793,396.15	3,810,108.24	5,843,320.99



Cleveland Public Library

Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2008

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 11,446,825.38	\$ 0.00	\$ 1,793,396.15	\$ 3,810,108.24	\$ 5,843,320.99
501 Abel	171,165.82	613.90	0.00	770.00	171,009.72
502 Ambler	1,586.52	0.00	0.00	0.00	1,586.52
503 Beard	116,771.45	304.66	2,405.00	0.00	114,671.11
504 Klein	3,759.95	0.00	0.00	0.00	3,759.95
505 Malon/Schroeder	221,485.72	65.05	4,739.31	510.00	216,301.46
506 McDonald	132,437.20	468.99	2,953.80	0.00	129,952.39
507 Ratner	67,312.67	410.51	4,082.05	0.00	63,641.13
508 Root	28,610.63	93.34	685.00	125.43	27,893.54
509 Sugarman	178,754.73	(302.45)	7,351.74	0.00	171,100.54
510 Thompson	123,280.91	273.98	0.00	2,570.00	120,984.89
511 Weidenthal	4,674.99	0.00	0.00	0.00	4,674.99
512 White	1,705,967.93	4,088.89	25,677.99	22,949.15	1,661,429.68
Total Permanent Funds	\$ 2,755,808.52	\$ 6,016.87	\$ 47,894.89	\$ 26,924.58	\$ 2,687,005.92
Total All Funds	\$ 54,515,191.52	\$ 65,349,107.80	\$ 63,963,678.88	\$ 12,116,946.18	\$ 43,783,674.26

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending November 30, 2008

Balance of All Funds	<u>\$ 55,900,620.44</u>
Chase-Checking	9,999.00
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(1,136,596.99)
KeyBank-MC/VISA	102,601.79
Fifth Third - Checking	338,849.22
Petty Cash	350.00
Change Fund	5,100.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u>\$(669,696.98)</u>
National City - Investments	31,386,320.53
NCB/Allegiant Money Market	631,725.73
KeyBank - Victory Fund	2,520,700.75
STAR OHIO Investment	9,228,524.57
Investments	<u>\$ 43,767,271.58</u>
NCB Endowment Acct	12,803,045.84
Endowment Account	<u>\$ 12,803,045.84</u>
Cash in Banks and On Hand	<u>\$ 55,900,620.44</u>

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES
AND ON STRATEGIC PLAN EXPENDITURES
THROUGH NOVEMBER 30, 2008

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
November 30, 2008**

General Fund - Receipts						
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year	
LLSGF-State Income Tax	27,076,604	24,819,059	2,257,545	92%	93%	
General Property Tax	25,810,282	27,930,751	(2,120,469)	108%	95%	
Rollback, Homestead, CAT	5,186,306	5,835,737	(649,431)	113%	88%	
Federal Grants	0	0	0	0%	100%	
State Aid	800,000	805,642	(5,642)	101%	102%	
Fines & Fees	350,000	296,586	53,414	85%	98%	
Investment Earnings	1,500,000	1,411,121	88,879	94%	139%	
Services to Others-Clevnet	2,600,000	2,905,089	(305,089)	112%	90%	
Miscellaneous	240,000	147,544	92,456	61%	709%	
Advances & Transfers	0	10,500	(10,500)	0%	0%	
TOTALS	63,563,192	64,162,029	(598,837)	101%	95%	

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

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
November 30, 2008**

General Fund - Expenditures						
	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
Salaries/Benefits	44,286,167	40,811,204	3,474,963	92%	91%	
Supplies	1,800,166	1,296,975	503,191	72%	92%	
Purchased Services	14,303,254	12,153,008	2,150,246	85%	87%	
Library Materials	15,493,484	14,085,461	1,408,023	91%	92%	
Capital Outlay	507,249	291,699	215,550	58%	48%	
Other	116,103	96,140	19,963	83%	90%	
SUBTOTAL	76,506,424	68,734,487	7,771,937	90%	90%	
Advances/Transfers	3,000,000	0	3,000,000	0%	0%	
TOTALS	79,506,424	68,734,487	10,771,937	86%	87%	

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

Note (3): Subtotal includes 76% expended and 10% encumbered.

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
November 30, 2008**

Strategic Plan Expenditures - In Millions												
	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006		Year 4 - 2007		Year 5 - 2008		5 Year Budget	Expended To Date
	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended		
Salaries/Benefits	0.797	0.797	2.199	1.868	3.097	2.546			3.622	3.163	13.064	11.479
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118			0.029	0.032	0.925	0.930
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845			3.000	1.049	15.000	2.565
TOTALS	4.182	1.182	5.572	2.477	6.215	3.509			6.651	4.245	28.990	14.973

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, 2008**

Strategic Plan Capital Projects - In Dollars						
	Budget	Expended Through 2007	Expended 2008	Encumbered	Balance	
Branch Security Cameras	464,000	427,406	0	35,771	824	
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)	
Collinwood Teen Center	20,000	3,588	0	0	16,412	
Jefferson	134,420	109,541	3,459	0	21,420	
Lorain	152,010	129,534	312,718	45,387	(335,629)	
Woodland - Land	21,000	21,016	176	0	(192)	
Woodland - Expansion/Parking	1,200,000	0	117,290	21,250	1,061,460	
Rice	5,300,000	12,281	316,404	3,540,437	1,430,879	
South Brooklyn	96,000	77,522	0	0	18,478	
Garden Valley	285,000	50,863	299,156	2,124	(67,143)	
Totals	8,234,430	1,515,855	1,049,203	3,644,968	2,024,404	

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – November 2008

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period November 1, 2008 through November 30, 2008.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
11/01/08 - 11/30/08	30	Various	Key Bank	Various	\$	673.03	Sweep Money Market
11/01/08 - 11/30/08	30	Various	STAR Ohio	Various		15,028.29	Investment Pool
11/01/08 - 11/30/08	30	Various	National City Bank	Various		646.25	Sweep Money Market
05/04/08 - 11/04/08	185	1,000,000	Federal Farm Credit Bank	2.750%		11,763.89	Federal Agency
05/04/08 - 11/04/08	185	2,000,000	Federal Farm Credit Bank	2.750%		21,847.22	Federal Agency
10/27/08 - 11/05/08	10	500,000	Fed Home Loan Mort Crp	3.500%		388.89	Federal Agency
05/20/08 - 11/20/08	185	500,000	Federal Home Loan Mort Corp	3.940%		19,860.00	Federal Agency
10/07/08 - 11/20/08	45	1,000,000	Federal Home Loan Bank	2.800%		5,844.45	Federal Agency
08/28/08 - 11/21/08	86	250,000	Federal Home Loan Bank	2.950%		1,741.32	Federal Agency

Earned Interest November 2008 \$ 77,793.34
 Earned Interest Year To Date \$ 1,411,121.17

CLEVELAND PUBLIC LIBRARY**Finance Committee
December 18, 2008****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 2008**

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Innovative Enviroments Seminar Columbus, Ohio	11/5/08 - 11/06/08	Kacie Armstrong	169.00
Ohio Library Council Leadership Conference Columbus, Ohio	10/23/08	Donald Boozer	241.46
Cleveland State University PHP Programming Classes Cleveland, Ohio	10/11/08 & 10/18/08 12/6/08 & 12/13/08	Amy Dankowski	778.00
Ohio Library Council Innovative Enviroments Seminar Columbus, Ohio	11/5/08 - 11/06/08	Amy Dankowski	320.31
Met Life Foundation Fit for Life Training New York, New York	9/24/08 - 9/26/08	Ali Boyd	627.44
Northeast Ohio Regional Library System Successfully Dealing with Harrassing Patrons North Ridgeville, Ohio	10/31/08	Diana Devore	16.26
Stark State College of Technology GIS Day 2008 North Canton, Ohio	11/21/08	Thomas Edwards	57.57
Economic and Social Research Institute Improving Your Entire GIS Workflow Columbus, Ohio	10/23/08	Thomas Edwards	144.50
Art Libraries Society of North America Ohio Valley Chapter Meeting Louisville, Kentucky	10/30/08 - 10/31/08	Pamela Eyerdam	95.33

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association 2008 Gaming Learning and Libraries Symposium Oak Brook, Illinois	11/2/08 - 11/4/08	Todd Fagan	452.63
Young Adult Library Services Association Young Adult Literature Symposium Nashville, Tennessee	11/8/08 - 11/9/08	Elizabeth Gaughan	466.43
Society of American Archivists Understanding Archival Practices for Photos Bellevue, Washington	11/12/08 - 11/14/08	Patrice Hamiter	1,242.50
Cuyahoga County Public Library Day of Dialog Event Warrensville Heights, Ohio	10/28/08	Pamela Jennings	34.52
Ohio Library Council Innovative Enviroments Seminar Columbus, Ohio	11/5/08 - 11/06/08	Ellen Leavitt	261.94
Ohio Library Council Innovative Enviroments Seminar Columbus, Ohio	11/5/08 - 11/06/08	Cindy Lombardo	308.89
Ohio Library Council Leadership Conferenece Columbus, Ohio	10/23/08	Cindy Lombardo	226.25
National Federation of the Blind Annual Conference Columbus, Ohio	11/1/08	Barbara Mates	148.59
Governments Documents Roundtable of Ohio Fall Meeting Athens, Ohio	11/14/08	Robert Murnan	173.38
Northeast Ohio Regional Library System Successfully Dealing with Harrassing Patrons North Ridgeville, Ohio	10/31/08	Marilyn Nichols	19.89
Cleveland State University PHP Programming Classes Cleveland, Ohio	10/11/08 & 10/18/08 12/6/08 & 12/13/08	David Reynolds	778.00
Northeast Ohio Regional Library System Successfully Dealing with Harrassing Patrons North Ridgeville, Ohio	10/31/08	Michelle Skrovan	18.42

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Association of Bookmobile and Outreach Services Annual Conference Columbus, Ohio	10/8/08 - 10/10/08	Norma Smith	170.00
Ohio Munis User Group User Group Meeting Ravenna, Ohio	11/6/08	David Swinerton	49.07
Young Adult Library Services Association Young Adult Literature Symposium Nashville, Tennessee	11/8/08 - 11/9/08	Rollie Welch	618.59
Ohio Library Council Innovative Enviroments Seminar Columbus, Ohio	11/5/08 - 11/06/08	Tena Wilson	309.50
Ohio Library Council Training Partnership Workshop Cleveland, Ohio	8/6/08	Various Staff	1,285.52
Cuyahoga County Public Library Day of Dialog Event Warrensville Heights, Ohio	10/28/08	Various Staff	720.00
TOTAL			\$9,733.99

SUMMARY

FUND	NOVEMBER	YEAR TO DATE
General	\$7,077.62	\$99,529.92
Lockwood Thompson	2,473.13	13,998.28
Metlife-Fit for Life	183.24	1,200.00
LSTA - Know it Know	0.00	1,043.54
TOTAL	\$9,733.99	\$115,771.74

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**

December 18, 2008

The following report covers the period from November 1, 2008 through November 30, 2008.

Resignations:

Davis, Cynthia (another position), Library Asst.-Youth (pt reg.), grade F, Mobile Services, 11/28/08
 Shelton, Joseph (personal reasons), Branch Clerk (pt reg.), grade B, South, 11/14/08

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

Name	Position	Salary and Rate	Effective	Assignment
Young, Michael	Adm. Asst. (tpt)	\$ 21.03 F	11/24/08	Public Relations

Promotions:

Name	Position	Salary and Rate	Effective	Assignment
Oreskovic, Daniel	Circulation Manager	\$ 55,221 I	11/09/08	Lending
	From Lib. Asst. Subj Dept	46,123 F		
Williams, Cornell	Driver	40,694 C	11/09/08	Building Services
	From Custodian II	39,533 B		

Leave of Absence:

Buford, Rose (FMLA), Library Assistant, ptr (computer emphasis), grade F, Garden Valley, 11/5/08
 Short, Wendy (FMLA), Painter, grade E, Building Services Painters, 11/12/08

ANNUAL INCREMENTS:

	<u>Salary – 11/08/08</u>			<u>Salary – 11/09/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Abrams, Melvin	\$ 59,727	I	3	\$ 62,116	I	4	Security Operations
Diamond, Cheryl	58,311	J	1	60,644	J	2	Woodland
Houston, Larry	31,733	A	4	33,003	A	5	Custodial-C
Leirer, Graham	54,858	G	5	57,052	G	6	Automation Services
Mason, Aaron	51,492	H	2	53,553	H	3	Business & Econ.
Pearson, Tia	21.87	F	2	22.74	F	3	Youth Services
Poilpre, Cathy	55,221	I	1	57,430	I	2	Graphics
Russo, Luigi	51,492	H	2	53,553	H	3	Rockport
White-Yates, Beverly	21.03	F	1	21.87	F	2	Collinwood

	<u>Salary – 11/22/08</u>			<u>Salary – 11/23/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Allen, Antoinette	\$ 15.39	B	1	\$ 16.01	B	2	Mt. Pleasant
Bennett, Carla	21.87	F	2	22.74	F	3	Broadway
Cruz, Raymond	31,220	B	2	32,468	B	3	Rockport
Dalby, Michael	55,695	H	4	57,923	H	5	Fine Arts
Dambiinyam, Enerel	55,695	H	4	57,923	H	5	Catalog

12/1

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

	<u>Salary – 11/22/08</u>			<u>Salary – 11/23/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
File, Felicia	30,019	B	1	31,220	B	2	Brooklyn
Hamiter, Patrice	51,492	H	2	53,553	H	3	History & Geography
Huang, Jintao	49,513	H	1	51,492	H	2	Catalog
Moore, Jimmie	36,032	D	2	37,474	D	3	Accounting
Diamond-Ortiz, Emilio	50,719	G	3	52,747	G	4	Automation Services
Russell, Maria	29,340	A	2	30,513	A	3	Book Preparation
Washington, Alonzo	22.74	F	3	23.65	F	4	Branch Substitutes
Willoughby, Ginaya	42,643	F	2	44,349	F	3	Acquisitions

Longevity:

	<u>Salary – 11/08/08</u>			<u>Salary – 11/09/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Brent, Latasha	\$ 38,758	B	9	\$ 39,533	B	10	Woodland

	<u>Salary – 11/22/08</u>			<u>Salary – 11/23/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Harris, Don	\$ 39,896	C	7	\$ 40,694	C	8	Building Services
Pryszlak, Lydia	79,831	K	6	81,428	K	7	South Brooklyn

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

Ali, Haneen Shaker	South Brooklyn	11/11/08
Balford, Anthony	Glenville	11/24/08
Cruz, Carolyn	Walz	11/03/08
Takemoto, Aki	Shelf Division (Main)	11/12/08
Torres, Angelica	Shelf Division (Main)	11/01/08

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

Lee, Junchol	Carnegie West	11/09/08
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12/2

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report
December 18, 2008

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

MONTH	2007	2008
January	3,132.06	4,663.53
February	4,356.90	4,578.13
March	4,441.99	4,671.99
April	4,520.61	4,429.51
May	4,042.01	6,528.18*
June	6,039.32*	3,956.25
July	3,312.20	4,632.69
August	3,884.06	4,306.01
September	3,535.13	4,136.02
October	3,884.29	5,809.41*
November	6,914.39*	4,329.96
December	4,768.46	

***Covers three pay periods**

Human Resources Committee Report

December 18, 2008

Payroll Period Ending November 22, 2008

	FULL-TIME				PART-TIME				Total	%Min.							
	FEMALE		MALE		FEMALE		MALE										
	White	Black	Other	White	Black	Other	White	Black									
Management/ Supervisory ¹	27	19	0	21	7	2	2	2	76	36.8	1	0	0	0	1	0	
Professional ²	47	17	5	22	1	1	1	1	93	25.8	5	2	0	2	0	9	22.2
Support Staff	48	130	15	32	45	4	4	4	274	70.8	24	48	8	14	2	136	72.1
Maintenance & Security	2	2	0	31	51	4	4	4	90	63.3	0	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	0	0	27	49	11	21	6	163	70.6
Total	124	168	20	106	104	11	11	11	*533	56.8	57	99	19	37	8	309	69.6

FULL TIME EQUIVALENT (FTE): 533

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 146.24

FULL TIME TURNOVER RATE: 5.4%

PART TIME TURNOVER RATE: 14.6%

*INCLUDES
4 LEAVES OF ABSENCE

¹ Includes 70 Librarians
² Includes 93 Librarians

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

Human Resources Committee Report
December 18, 2008

Staff Enrollments-Health Care/Dental

	109	94	203
	226	107	333
	260	199	459

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

REPORT H

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

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	155,365	147,898	5,863	5,478	1,770,139	1,590,171	11.3%
Branches & Mobile Units	324,035	325,267	13,501	13,011	3,750,363	3,441,677	9.0%
Library for the Blind	36,040	42,340	1,897	2,016	454,718	495,011	-8.1%
TOTAL CIRCULATION	515,440	515,505			5,975,220	5,526,859	8.1%

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	34,654	39,647	1,308	1,468	410,836	460,649	-10.8%
Branches & Mobile Unit	50,137	48,295	2,089	1,932	551,211	559,162	-1.4%
Library for the Blind	1,754	1,683	92	80	17,803	15,510	14.8%
TOTAL QUESTIONS	86,545	89,625			979,850	1,035,321	-5.4%

COMPUTER USAGE	Number of Computers	Number of Sessions	Total Hours In Use	Avg Session in Minutes	
				2008	2007
Main Library	66	13,685	10,799	47.35	
Branches	204	65,877	32,865	29.93	
TOTAL USAGE	270	79,562	43,664		

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
	2008	2007	2008	2007	2008	2007	
Main Library	56,650	56,188	2,138	2,081	662,253	651,134	1.7%
Branches	260,470	266,700	10,853	10,668	3,153,196	3,010,747	4.7%
Mobile Unit	724	760			8,934	9,012	-0.9%
TOTAL VISITS	317,844	323,648			3,824,383	3,670,893	4.2%

1) Lorain Branch closed 9/23/08 for roof repairs; Mobile Unit on site Thursdays 5:30-8:00PM and Saturdays 10:00-5:30PM until work is completed; scheduled to reopen 12/10/08. 2) Rice Branch closed 10/23/08 for repair of ceiling joists; scheduled to reopen 12/15/08.

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

BRANCH	a	b	c	d	e	f	g	h
	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 (+g)
Addison	11,267	953	646	1,052	0	13,918	1,159	15,077
Broadway	3,628	91	65	99	2	3,885	280	4,165
Brooklyn	6,680	538	367	483	0	8,068	780	8,848
Carnegie West	8,030	748	892	1,086	0	10,756	817	11,573
Collinwood	8,946	457	423	815	0	10,641	1,137	11,778
East 131st	4,169	192	133	233	0	4,727	471	5,198
Eastman	13,168	1,537	1,353	2,008	0	18,066	1,167	19,233
Fleet	9,452	688	693	986	0	11,819	777	12,596
Fulton	6,435	553	482	581	0	8,051	752	8,803
Garden Valley	4,435	211	98	116	0	4,860	506	5,366
Glenville	6,579	626	375	807	30	8,417	483	8,900
Harvard-Lee	7,663	568	575	861	0	9,667	637	10,304
Hough	4,782	400	255	534	0	5,971	489	6,460
Jefferson	9,757	805	578	977	200	12,317	665	12,982
Langston Hughes	5,039	371	203	394	50	6,057	510	6,567
Lorain	12	104	47	185	0	348	39	387
Martin Luther King, Jr.	6,078	367	698	776	164	8,083	776	8,859
Memorial-Nottingham	13,622	837	1,086	1,708	269	17,522	1,577	19,099
Mt. Pleasant	7,159	517	288	536	0	8,500	660	9,160
Rice	2	48	22	143	0	215	228	443
Rockport	16,611	1,284	857	1,654	0	20,406	1,755	22,161
South	8,298	503	248	402	0	9,451	1017	10,468
South Brooklyn	16,888	1,039	1,295	2,137	0	21,359	1,853	23,212
Sterling	4,805	407	321	449	0	5,982	493	6,475
Union	6,421	902	386	924	0	8,633	544	9,177
Walz	13,656	1,042	1,163	1,340	0	17,201	1,401	18,602
West Park	19,939	1,115	1,923	2,769	124	25,870	2,628	28,498
Woodland	10,659	589	313	652	0	12,213	958	13,171
BRANCH TOTAL	234,180	17,492	15,785	24,707	839	293,003	24,559	317,562
Mobile Units	4,309	243	307	381	1,133	6,373	100	6,473
TOTAL	238,489	17,735	16,092	25,088	1,972	299,376	24,659	324,035

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

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2008	2007	2008	2007			
Addison	15,077	15,754	172,770	154,259	18,511	12.0%	
Broadway	4,165	3,732	44,370	34,177	10,193	29.8%	
Brooklyn	8,848	9,357	101,071	98,426	2,645	2.7%	
Carnegie West	11,573	12,063	130,256	126,005	4,251	3.4%	
Collinwood	11,778	11,713	138,626	110,552	28,074	25.4%	
East 131st	5,198	4,343	56,818	49,492	7,326	14.8%	
Eastman	19,233	17,237	197,536	184,829	12,707	6.9%	
Fleet	12,596	9,765	132,541	131,711	830	0.6%	
Fulton	8,803	9,163	109,913	105,788	4,125	3.9%	
Garden Valley	5,366	627	54,457	11,419	43,038	376.9%	
Glenville	8,900	8,018	97,658	79,260	18,398	23.2%	
Harvard-Lee	10,304	9,864	114,108	100,390	13,718	13.7%	
Hough	6,460	6,884	77,016	69,695	7,321	10.5%	
Jefferson	12,982	10,457	132,129	105,525	26,604	25.2%	
Langston Hughes	6,567	7,806	83,249	86,847	-3,598	-4.1%	
Lorain	387	12,996	119,135	130,046	-10,911	-8.4%	
Martin Luther King, Jr.	8,859	8,778	103,143	99,854	3,289	3.3%	
Memorial-Nottingham	19,099	18,919	214,302	208,106	6,196	3.0%	
Mt. Pleasant	9,160	7,771	92,521	76,625	15,896	20.7%	
Rice	443	8,746	91,387	91,914	-527	-0.6%	
Rockport	22,161	23,565	250,557	248,498	2,061	0.8%	
South	10,468	9,038	108,510	97,117	11,393	11.7%	
South Brooklyn	23,212	24,631	272,550	261,109	11,441	4.4%	
Sterling	6,475	5,489	68,279	66,587	1,712	2.6%	
Union	9,177	8,446	90,686	82,726	7,960	9.6%	
Walz	18,602	15,648	179,755	159,161	20,594	12.9%	
West Park	28,498	28,603	324,872	311,425	13,447	4.3%	
Woodland	13,171	9,325	123,493	102,086	21,407	21.0%	
BRANCH TOTAL	317,562	318,738	3,681,708	3,383,607	298,101	8.8%	
Mobile Units	6,473	6,529	68,855	58,070	10,785	18.6%	
TOTAL	324,035	325,267	3,750,563	3,441,677	308,886	9.0%	

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

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2008	2007	2008	2007			
Addison	12,179	9,697	126,578	115,096	11,482	10.0%	
Broadway	2,071	1,634	21,964	13,661	8,303	60.8%	
Brooklyn	3,666	5,569	56,849	66,654	-9,805	-14.7%	
Carnegie West	20,597	14,161	186,219	155,748	30,471	19.6%	
Collinwood ¹	8,377	9,606	104,669	108,833	-4,164	-3.8%	
East 131st	7,125	7,103	81,531	77,142	4,389	5.7%	
Eastman	13,519	9,279	143,692	121,852	21,840	17.9%	
Fleet	11,203	9,828	128,716	131,531	-2,815	-2.1%	
Fulton	7,182	8,364	82,403	97,887	-15,484	-15.8%	
Garden Valley	7,528	257	76,496	8,927	67,569	756.9%	
Glenville	8,523	8,288	100,882	97,316	3,566	3.7%	
Harvard-Lee	12,262	14,075	146,367	141,529	4,838	3.4%	
Hough	18,675	17,607	202,449	171,815	30,634	17.8%	
Jefferson	8,832	10,653	105,204	108,504	-3,300	-3.0%	
Langston Hughes	6,360	8,741	83,092	98,800	-15,708	-15.9%	
Lorain ²	0	11,196	95,310	116,965	-21,655	-18.5%	
Martin Luther King, Jr.	6,451	7,302	85,103	96,664	-11,561	-12.0%	
Memorial-Nottingham	8,940	9,458	113,881	115,939	-2,058	-1.8%	
Mt. Pleasant	8,348	8,038	104,621	91,558	13,063	14.3%	
Rice ³	0	6,649	71,961	80,399	-8,438	-10.5%	
Rockport	12,230	12,985	137,445	135,702	1,743	1.3%	
South	8,029	8,771	107,733	105,940	1,793	1.7%	
South Brooklyn	14,865	15,961	183,011	185,571	-2,560	-1.4%	
Sterling	11,160	11,445	139,232	114,718	24,514	21.4%	
Union	9,873	10,221	115,861	112,106	3,755	3.3%	
Walz	11,680	8,912	115,054	106,499	8,555	8.0%	
West Park	12,212	11,018	134,447	122,913	11,534	9.4%	
Woodland	8,583	9,882	102,426	110,478	-8,052	-7.3%	
BRANCH TOTAL	260,470	266,700	3,153,196	3,010,747	142,449	4.7%	
Mobile Unit	724	760	8,934	9,012	-78	-0.9%	
TOTAL	261,194	267,460	3,162,130	3,019,759	142,371	4.7%	

¹ Collinwood Branch closed one day (11/05/08) due to sewer problem.

² Lorain Branch closed since 09/23/08 for emergency roof repair.

³ Rice Branch closed since 10/23/08 for repair of ceiling joists.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS NOVEMBER 2008**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	28,498	1 Carnegie West	20,597	1 Fleet	33,842
2 South Brooklyn	23,212	2 Hough	18,675	2 South Brooklyn	32,393
3 Rockport	22,161	3 South Brooklyn	14,865	3 West Park	27,835
4 Eastman	19,233	4 Eastman	13,519	4 Rice	26,130
5 Memorial-Nottingham	19,099	5 Harvard-Lee	12,262	5 Eastman	25,262
6 Walz	18,602	6 Rockport	12,230	6 Fulton	22,366
7 Addison	15,077	7 West Park	12,212	7 Memorial-Nottingham	21,670
8 Woodland	13,171	8 Addison	12,179	8 Langston Hughes	21,014
9 Jefferson	12,982	9 Walz	11,680	9 Rockport	20,531
10 Fleet	12,596	10 Fleet	11,203	10 Glenville	20,174
11 Collinwood	11,778	11 Sterling	11,160	11 Harvard-Lee	20,116
12 Carnegie West	11,573	12 Union	9,873	12 Collinwood	19,630
13 South	10,468	13 Memorial-Nottingham	8,940	13 Addison	19,282
14 Harvard-Lee	10,304	14 Jefferson	8,832	14 Walz	18,101
15 Union	9,177	15 Woodland	8,583	15 East 131st	17,848
16 Mt. Pleasant	9,160	16 Glenville	8,523	16 Mt. Pleasant	17,085
17 Glenville	8,900	17 Collinwood	8,377	17 Martin Luther King, Jr.	15,262
18 Martin Luther King, Jr.	8,859	18 Mt. Pleasant	8,348	18 Lorain	14,499
19 Brooklyn	8,848	19 South	8,029	19 Union	12,684
20 Fulton	8,803	20 Garden Valley	7,528	20 Carnegie West	11,552
21 Langston Hughes	6,567	21 Fulton	7,182	21 Sterling	9,255
22 Sterling	6,475	22 East 131st	7,125	22 Hough	7,747
23 Hough	6,460	23 Martin Luther King, Jr.	6,451	23 South	7,679
24 Garden Valley	5,366	24 Langston Hughes	6,360	24 Woodland	7,391
25 East 131st	5,198	25 Brooklyn	3,666	25 Brooklyn	6,345
26 Broadway	4,165	26 Broadway	2,071	26 Jefferson	3,957
27 Rice	443	27 Lorain	0	27 Garden Valley	3,490
28 Lorain	387	28 Rice	0	28 Broadway	1,922
	317,562		260,470		465,062

See footnotes page 4.

See footnotes page 4.

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

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD	
	2008	2007	2008	2007	Gain/Loss	YTD
CLEUNET	58,861	53,329	673,027	592,887		13.5%
MORE	1,268	1,409	14,453	13,679		5.7%
Other Libraries	497	650	7,425	7,583		-2.1%
TOTAL	60,626	55,388	694,905	614,149		13.1%

*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION Items copied	Monthly Total		Year-to-Date		YTD	
	2008	2007	2008	2007	Gain/Loss	YTD
Prints	184	213	2,201	2,426		-9.3%
	3,968	2,525	37,287	38,704		-3.7%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD	
	2008	2007	2008	2007	Gain/Loss	YTD
Projected (Mon - Sat)	24,786	27,412	291,939	348,228		-16.2%
KnowItNow Web Reference*	3,518	4,306	34,949	38,004		-8.0%
Research Correspondence**	1,160	1,069	14,855	4,887		204.0%
Interlibrary Loan Requests	3,772	5,830	60,103	59,324		1.3%
Sunday Count	1,418	1,030	8,990	10,206		-11.9%
TOTAL	34,654	39,647	410,836	460,649		-10.8%

*Questions taken by CPL staff.

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

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD	
	2008	2007	2008	2007	Gain/Loss	YTD
New Titles Added	8,057	6,587	95,581	78,088		22.4%
Total Items Added	37,140	21,343	380,467	370,114		2.8%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	
	2008	2007	2008	2007	Gain/Loss	YTD
	5,847	6,185	78,146	74,015		5.6%

DAYS OPEN	2008		2007	
	Main Library	Branches	Main Library	Branches
	26.5	24.0	27.0	25.0

**CLEVELAND PUBLIC LIBRARY
ANALYSIS OF OUTPUT MEASURES NOVEMBER 2008**

