

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 February 19, 2009
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Ms. Rodriguez, Mr. Hairston,
 Mr. Werner, Mr. Corrigan (arrived 12:10 p.m.)

Absent: Mr. Seifullah, Ms. McClung

Ms. Butts called the meeting to order at 12:08 p.m.

Approval of the Minutes

Mr. Werner moved approval of the minutes for the 1/22/09 Regular Board Meeting and the 1/29/09 Special Board Meeting and Community Services Committee Meeting. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

REG. BRD. MTG. OF
 1/22/09; SPECIAL
 BRD. MTG. &
 COMMUNITY
 SERVICES COM.
 MTG. OF 1/29/09
 Approved

COMMUNICATIONS

Mr. Thomas acknowledged the following letter from William T. White, White & Walker Co. LPA expressing appreciation for the competent and pleasant service provided by Michelle Skrovan, General Reference Librarian and Pam Benjamin, General Reference Department Manager.

LTR. FROM:
 WILLIAM T. WHITE,
 WHITE & WALKER
 CO. LPA
 Acknowledged

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report (See page 167)

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

GIFT REPORT
 Approved

**CHANGE ORDER
#2: NEW RICE
BRANCH LIBRARY
PROJECT**

Approved

Change Order #2: New Rice Branch Library Project

(See pages 168-170)

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

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

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

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

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>
East-West Construction Co. Inc.	CO-2	\$ - 2,000.00

Description

Reduction in labor and material to change to adhesive in Post-Installed Anchors.

BE IT RESOLVED, That Change Order #2: New Rice Branch Library Project with East-West Construction Co. Inc. be approved with the \$2,000.00 decrease be approved being charged to the Building and Repair Fund: 40177605-55300-10776.

Mr. Corrigan stated that this resolution for a change to adhesive was recommended by floor manufacturer, Tate Access Floor System, approved by our architect, Bostwick Design Partnership, and results in a reduction in project cost of \$2,000.

Change Order #3: New Rice Branch Library Project

(See pages 171-174)

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

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

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

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

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>
East-West Construction Co., Inc.	CO-3	\$ + 2,961.73

Description

Labor and material to provide electricity to site by utility company

BE IT RESOLVED, That Change Order #3: New Rice Branch Library Project with East-West Construction Co. Inc. be approved with the \$2,961.73 increase be approved being charged to the Building and Repair Fund: 40177605-55300-10776.

Mr. Corrigan stated that Change Order #3 represents a project cost that was not previously covered by the East-West Construction Company's contract but the cost is necessary and essential to the project.

Mr. Corrigan submitted the following reports.

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

**CLERK-TREAS.
REPORT**
Submitted

Clerk-Treasurer's Report

(See pages 175-182)

**SPECIAL REPORT
ON INCOME &
EXPENDITURES**
Submitted

Special Report on Income and Expenditures

(See pages 183-187)

**REPORT ON
INVESTMENTS**
Submitted

Report on Investments

(See page 188)

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

Report on Conference and Travel Expenditures

(See page 189)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Werner presented the following report.

**REGULAR
EMPLOYMENT
REPORT**
Approved

Regular Employee Report (See pages 190-191)

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

**RETIREMENT
RECOGNITION
CITATION**
Approved

Retirement Recognition Citation

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

A citation has been issued for the following staff member on the occasion of his retirement:

Lawrence J. Danicic (after 18 years of service), Library Systems & Application Specialist, Grade H, Automation Services, retires 2/28/09

Be it resolved that the citation for the above staff member be presented by the Board of Trustees in appreciation of the loyal, faithful and dedicated service given to the Library by him be recorded in the minutes of this meeting, and

Be it further resolved that the citation be sent to him forthwith if he is not present at this meeting of the Board of Trustees.

Various attendees including staff and Trustees extended their congratulations and well-wishes to Mr. Danicic.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 192)

Affirmative Action Plan Report

(See page 193)

Insurance Summary Report

(See page 194)

COMMUNITY SERVICES REPORT

Ms. Rodriguez submitted the following report.

Monthly Activity Report

(See pages 195-201)

**REPORT ON PAID
SICK TIME**
Submitted

**AFFIRMATIVE
ACTION PLAN
REPORT**
Submitted

**INSURANCE
SUMMARY REPORT**
Submitted

**MONTHLY
ACTIVITY REPORT**
Submitted

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

With the first month of my tenure as the new Director of the Cleveland Public Library coming to a close, I thought it would be important to mention my efforts to introduce myself to the community, staff, and stakeholders. My initial introduction to the staff and community began with my keynote address at the Dr. Martin Luther King Jr. commemorative program on January 19. Since that date, I have familiarized myself with the city through branch visits, community meetings, and networking events.

With a goal to visit each Branch and Department of the Main Library by the end of February and to personally meet the staff in each agency, I am on track to meet this goal. Branch visits have been completed in 25 of the 28 neighborhood libraries. Departmental tours at Main Library are almost complete. Thanks to Branches and Outreach Services Administrator **Janice Ridgeway**; Main Library Administrator **Cindy Lombardo**; and the Neighborhood Team Managers, **Ali Boyd**, **Pam Jennings**, and **Sheba Marcus-Bey** for their coordination of the tours.

MEETINGS & ACTIVITIES

With the assistance of **Trustee Seifullah**, and flanked by **Trustees Butts** and **Corrigan**, I met the Mayor on January 26. The Mayor offered his strong support of our goals on educational issues and advised us to work closely with the Cleveland Metropolitan School District. **Trustee Hairston** then introduced me to a number of leaders within CMSD at the State of the Schools address on February 2. Most impressive were the Strategic Initiatives offered by CEO Dr. Eugene Sanders, and there are a number of ways that our organizations can partner. I will be meeting with Dr. Sanders in April.

On January 30, I met with the CLEVNET directors and received a warm welcome. Broad support for the consortium was evident. Barberton Public Library was introduced as the newest member library to the CLEVNET family.

On February 6, my first introduction to the directors from the larger library systems in the state occurred at the Metro Library Directors meeting. The topic of most

concern was the State's budget and its ramifications for the Public Library Fund (PLF). A great deal of the discussion also centered around two funding programs: the Ohio Public Library Information Network (OPLIN) and the Library for the Blind and Physically Handicapped being moved from the State Library's budget to the PLF. Deputy Director **Holly Carroll** will work with CPL lobbyist Tim Cosgrove to evaluate the consequences of this move. We will continue to update the board as the legislature examines the Governor's budget.

On February 9, I spoke to the City Council Caucus about my vision for the Library. The Council was responsive to my vision and offered their assistance in the promotion of our materials and programs.

CPL VISION

The month of January has been an investigative period. During this time, I interviewed key staff members, administrators, board members, community members and key stakeholders. One thing was crystal clear: the people of Cleveland love their libraries. But it also became obvious that there is a perceived need for CPL to become more relevant. I believe that libraries are more "relevant" to their communities when they listen intently to their residents and then provide them with innovative services that meet their needs.

We are going to ask our communities what services, traditional and non-traditional, are needed. Then we are going to use our years of experience, our training and our know-how to create some of the most innovative library programs and services in the country. I will present to the Board the results of the variety of survey tools that we will be using over the next month.

BRANCHES AND OUTREACH SERVICES

A record 40 inch snowfall in January did not present too many problems for the Library; we lost only a half day all month due to an early closure. Otherwise, we remained opened and ready to serve.

The 23rd Annual Martin Luther King, Jr. Commemorative Program, held on January 19, was special for several reasons this year. The program not only celebrated the

Legacy of Dr. King's dream the election of Barack Obama as the country's first African American President - but also marked the first official day on the job for new Library Director Felton Thomas. Mr. Thomas was the guest speaker for this year's program. Almost 400 residents braved the cold temperatures to share this significant period in American History, marked by the new Director's vision for the Library system. The Andrew A. Venable Celebration Staff Choir and the inspiring words of local radio personality Basheer Jones further highlighted the event. The program was once again hosted by the Alpha Phi Alpha Fraternity, Inc., Delta Alpha Lambda Chapter, who also helped to underwrite hospitality for the program.

Branches and Outreach Services celebrated Dr. King's life and legacy throughout the system in January. Both Addison and Eastman branches had special community programs that shared the talent of local neighborhood groups. Eastman's program attracted an audience of 82 and included a community dialogue with Asma Hussein, a representation from Cleveland's Islamic Community, and the Westlake Chinese Culture Association among other community organizations.

January also marked the beginning of the Annual Winter Reading Club - A+ for Reading - a partnership with local schools. Youth Services staff, despite the weather, found ways to promote the program in local schools.

Walz Branch began service to the Dementia Unit at St. Augustine, a local care center, continuing its outreach to the senior community and reaching an audience unable to visit the branch. Collinwood Branch began offering Ohio Benefits Bank Services to help meet the increased needs of residents requiring food stamps, low-income home energy assistance, Medicaid and tax assistance. Additionally, the Branch is offering free Notary service to residents, many without the ability to take advantage of services offered by local banks because they do not have bank accounts.

Woodland Branch participated in the Central Neighborhood collaborative at Friendly Inn, and also hosted a Community Safety Program with the Cleveland Police Department.

Tutors are active in branches. America Reads tutor Nathan Tokar is developing strong connections with students at Garden Valley Branch, completing 50 sessions in January.

Book discussion groups continued throughout the system. Collinwood's Page Turners Book Club's 29 members discussed James Patterson's *Cross Country*; Eastman's Halloran Park Senior Book Club is discussing a series of books by Amish author Beverly Lewis; and Library for the Blind and Physically Handicapped's (LBPH) enjoyed another lively online discussion. Jan Ridgeway joined LBPH staff for an online discussion of *The Polar Express* with children from the Ohio School for the Blind in Columbus. LBPH continued to be challenged by dwindling staff and services at the Cincinnati site as our staff here struggle to effectively plan for the transition of statewide services that will officially transfer during the summer.

Mobile Services filled an extraordinary number of holds in January - 1407! The "On the Road to Reading" van visited 75 daycare centers with a total of 829 in attendance. 958 items were circulated. Staff also began a partnership with the Cleveland Children's Museum, presenting monthly lap sit programs. Despite missing several stops due to mechanical problems with the bus and on the afternoon of the snow closure, the bus made 44 stops in January and welcomed 635 visitors on board. Staff made a smooth transition to the new Java Workflows, thanks to advanced planning and training. Lorain continued to have minor leaks as they await the completion of roof repairs that began last fall.

Long time employee Clara Parker (E. 131st's Children Librarian) retired on January 28th. Walz's Tenable Guard Alberto Burgos was nominated to receive a community service award in February for outstanding work at Walz and in the community. Several Branches and Outreach staff members joined librarians across the country at the American Library Association mid-winter conference in Denver, Colorado. One of several staff receptions with new Library Director Felton Thomas was held at the Harvard Lee Branch.

Despite being inundated with a high volume of library materials in branches as Shipping processed a huge

backlog of deliveries, some branches were able to facilitate the volume by reassigning staff.

MAIN LIBRARY

Programs/Exhibits: Library patrons had the opportunity to view the live CNN broadcast of the Presidential Inauguration on the big screen in the Louis Stokes Wing Auditorium. A table of library materials from various subject departments related to the subject was on display for library patrons to browse and check-out.

A group of 60 students from the Brecksville/Broadview Heights School visited the Audio-Visual Department for a short presentation about the collection and to view a short film clip about Chinese culture.

Fine Arts staff hosted a *Jerome Saunders Trio* music program for 50 people. Oksana Kraus prepared an exhibit of the *Rubaiyat of Omar Khayyam* as part of world-wide celebration of the 150th anniversary of its translation by Edward FitzGerald. Being listed on the www.omarkhayyamrubaiyat.com/2009 site (England), has created interest in our collection.

On January 31, Michael Jacobs hosted French-speaking author, Ms. Marie-Jeanne Urech from Switzerland, who conducted a reading of her latest writings for 35 guests.

Library Assistant Amy Pease in History has created a display celebrating the 200th anniversary of Abraham Lincoln's birth. The Photograph Collection staff mounted a display of photographs from the Photograph Collection of Nevada in honor of CPL's new Director, Felton Thomas Jr.

Literature Department made arrangements with Cleveland Public Theatre to host a staged reading from their upcoming production of "The Aperture," on Saturday March 7.

Karen Martines from Public Administration met with Michael Ruffing from History to prepare for the CPL exhibit commemorating the Cuyahoga County's Bicentennial. The exhibit will be devoted to women in the history of the development of the County.

Outreach: A list of DVDs from the Audio-Visual collection related to the African-American experience was requested, prepared, and sent to the Grafton Correctional Institution for use by their population.

Fine Arts Librarian Michael Dalby solidified dates for music programs through June 2009 (March - Javier Gonzalez, classical piano and vocals; April - Daniel Goldmark, cartoon music presentation; May - Cavani String Quartet; June - James and Syliva Kalal, lute and guitar).

Mr. Dalby corresponded with Alison Kendall of Encyclopaedia Britannica Inc. about their desire to use a Special Collections image of Charles Chesnutt in the *Encyclopaedia Britannica* entry on Chesnutt.

Fine Arts Manager Pam Eyerdam hosted bibliographic instruction for a CSU American Architecture class of six students. Ms. Eyerdam is coordinating Kent State University Career Night with Branches and Main Library staff.

On January 9 Milos Markovic and Caroline Han hosted Brecksville-Broadview Heights High School's Chinese language learning class of 45 students and six adults. Mr. Markovic attended the Annual Vietnamese Tet Lunar New Year celebration, providing a display and literature.

The Microfilm Department staff, along with other subject departments, assisted a large class from East Technical High School with research papers on January 27.

Thirty ninth-grade students from East Tech High School spent the school day in the History Department on January 27. Student projects involved research in the Microform Center, Government Documents, Photograph and Map Collections, Fine Arts, Literature, Social Sciences, Science and Technology, and the History and Geography Departments.

Helena Travka from Social Sciences met with Dr. Shingler from *Fashion Week Cleveland* to discuss CPL's involvement with the program.

Collections/Reference: Fine Arts staff met with Marianne Monger in Technical Services to consider ways to cut the bindery budget and made a proposal to the Main Library Administrator.

An article about Frank Sullivan of RPM Corp. and his involvement with the "Progress with Chess" program at CPL appeared in the January 2009 issue of *Continental Magazine*.

General Reference Manager Pam Benjamin continued to work with Sandy Jelar Elwell in Acquisitions and Jim Benson in Automation on the upcoming microfilm budget reduction project which will require all subject departments to examine titles received on microfilm. For the first time, a report was generated listing current microfilm subscriptions by subject department. Several members of the General Reference Department attended the KnowItNow24x7 provider meeting on January 21 and expressed the need for additional provider assistance on the General Reference queue.

The Periodical Center began applying new principles to the binding schedule. Titles are analyzed as they are pulled to determine what may be bound less frequently to help decrease the binding budget.

History Librarian Michael Ruffing developed a comprehensive guide to the large microform collection of materials on African-American history owned by the Library. The guide will be available in print and online at the CPL website.

The Lending Department started to keep statistics on January 13 to track the number of customer complaints, the number of "holds" processed, the amount of returned mail, and library card applications.

The Public Administration's collection of Mall material was used heavily in January in conjunction with the Medical Merchandise Mart placement on the Mall. Inquiries were fielded from the County, from the City and the Chicago developer.

Science and Technology Interim Manager, Senior Subject Librarian, and Cindy Lombardo, Main Library Administrator, met with Chuck Campana, the Account Manager from HIS, to begin negotiating the contract

renewal for the standards and specifications that the Library receives from IHS.

Staff/Professional Development: Fine Arts Librarian Lissa Waite completed an online archives workshop sponsored by the American Association for State and Local History. Ms. Waite is registered for an evening CSU course on American Architecture taught by CPL archivist Ann Marie Wieland.

Pam Benjamin attended the January meeting of the CPL Management Training Committee and the CLEVNET Director's meeting. Ms. Benjamin also co-chaired the CLEVNET Training Special Interest Group meeting on January 13 and produced their basic training schedule for the next six months.

History Manager Ron Burdick attended the ALA Midwinter Conference in Denver. He is a member of RUSA, History Section, Local History Committee, and Chair of the Genealogy and Local History Discussion Group. The Discussion Group presented a forum on digitization of historical materials, and on building collaborative approaches to digitization. Mr. Burdick also participated in the History Section's History Librarians Discussion Group where discussion focused on how to make historical collections in print relevant in this electronic age.

Lending Manager Daniel Oreskovic attended the Branch Managers meeting January 7 at the Lake Shore Facility to introduce himself and to discuss Lending procedures.

The Management Training Task Force met on Thursday January 15 to focus on finalizing the details of the training program that is scheduled to begin in February.

TECHNICAL SERVICES

Patricia Lowrey, Technical Services Administrator, attended the Martin Luther King, Jr. program along with Carole Brachna, High Demand Manager, Marianne Monger, Materials Processing Supervisor, Juanita Turner, Receiving/Distribution Associate, and Rollie Welch, Collection Management Manager.

Ms. Lowrey met with all the Technical Services managers to identify departmental goals and staff training needs for 2009. She attended the Management Training Committee meeting. Ms. Lowrey was pleased to host Mr. Felton Thomas for a meeting with Technical Services managers and reception to meet staff at Lake Shore. There were 30 meetings at the facility during the month.

Collection Management: Rollie Welch met with the Music Committee on January 14 and outlined the new procedure for Branches to order replacement copies of missing CDs. Bonnie Bolton, Cheryl Fedorcio and Laura Mommers began processing Branch monthly paperback and replacements/extra copies selections. Mrs. Mommers and Ms. Bolton continue to visit Branches each week.

Mr. Welch attended the American Library Association's Midwinter meeting held in Denver where he chaired the Young Adult Library Services Association's Best Books for Young Adults committee. The 15 librarians on the committee spent 26 hours discussing and selecting 86 titles plus a top ten out of 224 official title nominations. Mr. Welch published 2 reviews in the *Cleveland Plain Dealer*.

High Demand: Ordering, receiving, and paying invoices began on January 13th. The Technical Services Associates staff paid over 900 invoices, including some old ones they had spent time researching the previous month, helping to clean up the vendor accounts. Staff added 800 new titles and 16,899 items to the collection. Early in the month, staff helped out in the Book Preparation Department and processed 297 items.

Dale Dickerson, High Demand Librarian, placed two orders with BWI, as part of the Department's cross-training project. Carole Brachna, High Demand Manager, worked with several vendors to improve online ordering. She attended the joint Technical Services-Automation meeting.

Shelf/Shipping: Staff Diane from the Science and Technology Department and Sequoia Brown from the Social Science Department were out to conduct general maintenance of their collections. A total of 841 requested items were sent to the Main Library. There were 1,440 telescopes of new materials sent to the Main Library and the Branches Receiving/Distribution

Technicians received, sorted, and labeled a total of 22,735 items.

Catalog: Regina Houseman and Elizabeth Hegstrom created records that public service staff can use to add uncataloged items in 2009. Michael Monaco is serving on an Ohio Library Council (OLC) Technical Services Division committee. He authored an article "Eight Blogs Catalogers Should Know About" published in the December issue of OLC's TechKnow.

Paula Stout volunteered to work on bindery materials in Book Preparation. Buildings finished Ms. Hegstrom's office and she was able to move into it. Thanks to Dave Scroggs of Automation Services for installing new thermal printers for Shirley Jones, Pamela Riley, and Ms. Stout! Ms. Hegstrom is working with Hilary Prisbylla in Software to create Sirsi templates for printing spine and book labels.

Staff cataloged 4,797 titles and added 13,319 items.

Book Preparation: Book Preparation processed 36,594 items during the month of January. This is an increase of 21% in the processing of books and non-book materials. Due to budgetary cuts Book Preparation began processing Main Library soft cover library materials without applying plastic covers.

Marianne Monger attended the monthly board meeting of the Public Library Employee Credit Union.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, and Alicia Naab, Acquisitions Coordinator, worked on editing and entering the 2009 fiscal year budget numbers in SIRSI. Once this work was completed, Acquisitions staff began placing orders, processing invoices, and receiving material on January 13th.

Acquisitions staff ordered a total of 13,597 titles and 16,190 items, received 14,962 items, and processed a total of 1,315 invoices. Serials staff added 436 items and processed 594 periodical and serial claims.

Preservation: Digital editions of six local history titles were added to the Cleveland history CONTENTdm collection. Added also were a series of music bookmarks from the Archives, and the 1959 aerial photographs from

Map collection. Cross training continued in the department with training in phase box construction, trade catalog processing, and digicover preparation.

The Map Librarian prioritized a list of 18 recently cataloged maps for preservation treatment. Elizabeth Bardossy will treat three maps per week in order of the Map Collection priorities. Special Collections selected materials from the Howell and Thomas collection for a year long conservation treatment project. Five drawings will be treated each month.

PUBLIC RELATIONS

A recommendation has been presented to the Library Director to change the Public Relations Department name to the more-inclusive Marketing and Communications Department. Below is a listing of the Library's marketing activities for the month of January 2009.

Public Relations:

- Wrote and distributed press releases for the following:
 - CPL's 24th Annual Martin Luther King, Jr. Celebration Program
 - Board of Trustees Meetings for Jan 22nd and Jan 29th
 - Music at Main: the Jerome Saunders Trio
 - Presidential Inauguration Broadcast
 - CPL's EPUB Debut
- Facilitated or participated in newspaper/TV/radio interviews or photographic opportunities for Cleveland Magazine's Felton Thomas interview by Eric Trickey; Village TV taping of MLK Day Commemorative Program.
- Directed Administrative Assistant Michael Young on various projects including proofreading, requisition requests, master calendar maintenance, copywriting, maintenance of department production timelines and correspondence.
- Work in process on community newsletter, *Speaking Volumes*.
- Wrote copy and posted information for 4 staff newsletters.

- Placed ads for February Writers & Readers Author Series at Ideastream WCPN 90.3, Plain Dealer / Sun News, and Call and Post.
- Managed VOCUS PR Management software by maintaining contact information, monitoring news clippings, drafting and releasing library news.
- Posted 2 January events on 8 online community calendars and websites.
- Arranged meeting room accommodations for 31 groups, including requisitioning for Buildings, Audio Visual and Security support where applicable. Distributed weekly schedules of all meeting rooms to 31 individuals. Maintained online and print calendars.
- Proofread various publications and collateral material.

Graphics:

- Cathy Poilpre and staff designed, printed and/or produced 163 printed pieces, including banners, signs, flyers, booklets, programs, and business cards.
- Produced printed pieces for Winter Reading Club, with the exception of programs and signs for Zoo and Botanical Garden events.
- Produced 4 staff newsletters.
- Work in process on department brochures. All brochures have been completed with the exception of Government Documents and Audio Visual Departments.
- Work in process on major promotional pieces, including a collage of branches and Dickens displays throughout Main Library. (Dickens Convention occurring in March in Cleveland.) The annual MLK Day calendar was printed and distributed.
- Produced ads for February Writers & Readers Author Series.

Web:

- Amy Dankowski and David Reynolds performed routine updates and maintenance.
- January's total eMedia Collection circulation was 11,480 downloads, up from 9,648 in December. SecondLife displayed 3,365 total visitors in January, up from 3,160 in December. Twitter followers numbered 384, up from 306 in December.

- Work in process on new website Events Calendar system by Evanced. The expected launch date is June, 2009. Coordinating with Anastasia Diamond-Ortiz and Tim Diamond.
- Trained History & Geography Department to maintain a new section, Travel Encounters, which is expected to go live once page is populated with content.
- Worked with Youth Services to create a new "2009 Sizzling Young Adult Titles" book list for CPL teen website, VROC.
- Implemented Google Analytics for gathering usage statistics for the CPL family of websites (www.cpl.org, writersandreaders.cpl.org, www.clevnet.org, www.ohiocenterforthebook.org, www.voicesringcleveland.org, and www.seniorsconnect.org).
- Addressed functionality issues of the online databases with General Reference and the appropriate vendors. Worked with subject departments to add suggested alternate resources for cancelled subscriptions.
- Work in process for a new website section for teacher resources related to the *On the Road to Reading* program.
- Coordinated activities for the Web 2.0 Task Force; continued to compile recommended guidelines for reviewing and implementing new web 2.0 activities.
- Created a new content page for Literacy Department with descriptions and contact information for CPL literacy program.

Blog Committee:

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

Other:

- Worked on various activities in capacity as Intern on the Training, Orientation and Leadership Development Committee of ALA.

- Worked on various activities in capacity as Chair of Exhibits for Association of Bookmobile & Outreach Services.
- Worked on various activities in capacity as member of the Public Relations and Marketing Section of the Library Leadership and Management Association of ALA.
- Worked on various activities in capacity as member of ALA Bookmobile Subcommittee.
- Attended the following meetings and events:
 - Weekly Administrators, City Club Speakers Bureau, participated in interviews for Executive Assistant, Martin Luther King Jr. Commemorative program, and the American Library Association Midwinter in Denver.
- Met with the Friends of the Library regarding book sales, PR staff, Sharon Jefferson regarding Fit for Life, Ann Palomo regarding Crisis Management, new Director, Don Boozer regarding library IMLS award, and Kim Fleming and Rhonda Crowder of the Call & Post Newspaper.
- Strategized organization of an Innovative Team, including criteria for and selection of team members.
- Strategized centralization of all library representation through the PR Department for "one voice" and "one message."

Advertising equivalency for the month of January was \$48,411.00. We received coverage in numerous publications. A complete listing is available in the Public Relations office.

BUILDINGS SERVICES

Buildings Office: Made numerous branch visits.

Monitoring utility usage.

Attended construction meetings for Rice Branch.

Attended meeting at Carnegie West Branch on safety around Novak Park.

Maintenance Mechanics: Rewired new director's desk power, data and telephone lines.

Replaced safety relief valve on air compressor in the Main Building.

Replaced domestic hot water tank three times due to factory defects in new tanks at the Lake Shore Facility.

Pulled, repaired leak and replaced toilet in men's public restroom at Brooklyn Branch.

Worked on sump pump at East 131 Street Branch.

Replaced the operating controller for night boiler at Fleet Branch.

Repaired vestibule lights at Harvard-Lee Branch.

Replaced heating pump bearing assembly at Lorain Branch also installed new outdoor air sensor for HVAC system.

Replaced the main air handling unit electric fan motor at Martin L. King, Jr. Branch also working on boiler controls.

Repaired heating zone linkages on air handling unit at South Brooklyn Branch.

Ran new power lines for new public computers at Sterling Branch.

Replaced water faucet for men's public restroom at Union Branch.

Repaired power for branch manager's desk at Woodland Branch.

Carpenters/Painters: Repaired roof at the Lake Shore Facility.

Painted offices on the 10th floor of the Louis Stokes Wing.

Assisted roofers at Lorain Branch also painted basement.

Replaced legs on table at Brooklyn Branch.

Installed banners at Martin L. King, Jr. Branch.

Garage: Repaired tire and wipers on Security's vehicle #16.

Installed new ignition switch on Security's vehicle #20.

Delivered salt to branches.

Plowed and salted branches.

SECURITY OPERATIONS

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

Security Systems: The closed circuit television cameras in the Main Library complex and Branches are fully operational with the exception of a few cameras not working, arrangements are being made to have the cameras repaired. 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 cards for the security access system.

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

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

Lost and Found: 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 to the Carnegie West Branch; Security Operations meets with Tenable management on a regular basis to discuss issues at the branches.

Branch Patrol: The three units of the Security Operations Branch Patrol made a total of 422 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 31 branch investigations the remaining investigations and security reports were completed by security officers working in the Main Library Complex.

SUMMARY OF IRREGULARITY REPORTS RECEIVED			
MONTH	2008	2009	CHANGE
January	102	63	-39
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Year to Date	102	63	-39

AUTOMATION SERVICES

Major Events: There were thirty minutes of down time the afternoon of Friday, January 23. The Oracle database server crashed. George Lenzer worked with Hewlett Packard field service to analyze log files to identify the cause. A patch to the operating system software was subsequently installed to resolve the issue causing the crash.

Bob Carterette, Ann Palomo, and Larry Finnegan visited the Barberton Public Library to plan the migration from their existing open-source Koha system to CLEVNET. Contract issues were discussed, preliminary information on their network infrastructure, and policy information for the migration were covered.

A new public website for CLEVNET patrons was launched on January 15, www.clevnet.org. This is the first site dedicated to providing CLEVNET services directly to users, including information about the CLEVNET members, access to the shared catalog, access to the subscription databases, NetNotice services, and the shared eMedia

collection. Redesigns of the OverDrive eMedia site and the CLEVNET members' site were launched at the same time.

Cleveland Public Library and CLEVNET became the first library to offer electronic materials in the new EPUB format. Initially, this allows owners of the Sony eBook reader to access the OverDrive collection, but the EPUB format, developed by the International Digital Publishing Forum, is planned to become the standard, open format for digital publishing.

Other CPL Projects: Ann Palomo assisted Tena Wilson with the setup of email calendars for individual meeting rooms.

A new "2009 Sizzling Young Adult Titles" book list was added to Cleveland Public Library's teen site, VROC.

On January 15th, Amy Pawlowski met with the Web 2.0 Task Force. The group finished reviewing current web 2.0 activities and began to discuss potential new activities as well as recommended guidelines for both reviewing and implementing new web 2.0 activities. The next meeting will take place on March 5th.

A page of CPL Literacy Programs with descriptions and contact information was added to www.cpl.org.

Other CLEVNET Projects: Equipment was ordered for a major upgrade of the central site servers.

After consultation with both the Circulation and Technical Services SIGs over the past few months, Jim Benson implemented a weekly program that will discard any items remaining in a Repair account longer than forty weeks.

The scheduled upgrade of the Director's Station has been postponed. SirsiDynix did not adequately inform customers of the effects of the new software. We raised several issues regarding the amount of data that could be retained under their design, and the upgrade has been pulled for changes to address our concerns.

The CLEVNET Directors met on Friday, January 30. Felton Thomas was introduced as the new director of Cleveland Public Library; the April retirement of Mary Anne

Culbertson was acknowledged; and the Barberton Public Library was welcomed as a new CLEVNET member. Additionally, the group acknowledged the February retirement of Larry Danicic. New capabilities - Locally Floating Collections and Combined Printed Notices - were discussed, along with progress on using NCIP with OLS-MORE and upgrade plans.

A year after migrating to the new Zimbra email server, the iPlanet email server was shut down and deinstalled. The Software team developed and implemented regular data purges of old orders; discarded, lost, and assumed lost items; bills; and expired borrowers.

2008 annual statistics were prepared and sent to all CLEVNET libraries in the format used by the State Library of Ohio in 2007.

Network infrastructure was remapped at Hudson to take advantage of vlans and to add WiFi phones.

Bill Hood created a distribution package for the Java Workflows client in preparation for the installation of a new patch cluster to the SirsiDynix Symphony server.

The Hardware team assisted East Cleveland with the installation of a new server compatible with Envisionware. Envisionware also resolved a long standing problem of their SIP2 servers logging in on the system every few seconds.

KnowItNow Projects: Greene County Public Library, Marietta Library, and the Public Library of Cincinnati and Hamilton County agreed to work on implementing KnowItNow for Instant Messengers. By extending service to Instant Messaging clients, better service can be provided to patrons with visual handicaps. The Library for the Blind and Physically Handicapped will also use Instant Messaging as a means of communicating with their users and will help market the service.

A KIN24x7 Forum was held on January 21 and was attended by thirty people from nine institutions including Toledo and Cincinnati. Meghan Mitchell (Oberlin College), Noah Himes (AfterDark Coordinator), and Don Boozer served as speakers.

Brian Leszcz added several new functions to the KnowItNow server including a real time listing of all providers on line and automatically sending a sampling of session transcripts to Cindy Lombardo.

Meetings and Professional Development: Don Boozer attended the OLC Reference & Information Services Division meeting in Columbus to plan programs for the October annual conference. Mr. Boozer is Assistant Coordinator. Mr. Boozer also attended the Midwinter meeting of the American Library Association as a member of the Virtual Reference Committee of RUSA.

Statistics: January's total OverDrive/CLEVNET eMedia Collection circulation was 11,480 downloads, up from 9,648 in December. SecondLife is currently displaying 3,365 total visitors to-date, up from 3,160 as reported in December. We currently have 384 followers on Twitter, up from 306 in December.

Automation Services Statistics, 01/2009				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	68	57	42	167
CPL Branch	68	56	9	133
CPL Lake Shore	30	20	7	57
CLEVNET	33	22	19	74
PUBLIC				0
HARDWARE TOTAL	199	155	77	431
SOFTWARE				
CPL Main	24	24	1	49
CPL Branch	25	25		50
CPL Lake Shore	10	10		20
CLEVNET	76	76	1	153
PUBLIC	6	6		12
SOFTWARE TOTAL	117	117	2	284
WEBWARE				
CPL Main	17	17		34
CPL Branch	15	15		30
CPL Lake Shore				0
CLEVNET	76	76		152
PUBLIC	6	6		12
WEBWARE TOTAL	114	114	0	228
KIN				
CPL Main	5	5		10
CPL Branch				0
CLEVNET	24	18		42
PUBLIC				0
KIN Library	10	8		18
OHIOLink Library				0
After Dark	3	4		7
KIN TOTAL	42	35	0	77
GRAND TOTAL				
	472	421	79	1,020

Ms. Butts adjourned to the meeting at 12:42 p.m.

Alice G. Butts
President

Maritza Rodriguez
Secretary

CLEVELAND PUBLIC LIBRARY

**Finance Committee
February 19, 2009**

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

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	998	998
Periodicals	43	43
Publishers Gifts	33	33
Non-Print Materials	<u>45</u>	<u>45</u>
TOTAL LIBRARY SERVICE MATERIALS	1,119	1,119

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ -	\$ -
Library Fund	Restricted	1,503	1,503
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	0
Ohio Center fo the Book	Restricted	900	900
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>12,500</u>	<u>12,500</u>
TOTAL MONEY GIFTS		\$ 14,903	\$ 14,903

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	31	31	1,119	1,119
Money Gifts	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
TOTAL GIFTS	35	35	1,123	1,123

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

RECEIVED
FACILITIES

AIA Document G701™ - 2001

2009 JAN 13 AM 11:03

Change Order

PROJECT (Name and address): New Rice Branch Cleveland Public Library Corner of Shaker Boulevard and E. 116th Street Cleveland, OH 44104	CHANGE ORDER NUMBER: 002 DATE: 7 January 2009	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): East West Construction Co., Inc. 7120 Harvard Avenue Cleveland, OH 44105-7307	ARCHITECT'S PROJECT NUMBER: 07049 CONTRACT DATE: September 30, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Refer to attached Memorandum and related backup materials for this Change Order.
Note, the net change by reviously approved Change Orders is -0- because Change Order 001 is still in process.

The original Contract Sum was	\$ 2,560,600.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 2,560,600.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ -2,000.00
The new Contract Sum including this Change Order will be	\$ 2,558,600.00

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

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

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

<u>Bostwick Design Partnership</u> ARCHITECT (Firm name)	<u>East West Construction Co., Inc.</u> CONTRACTOR (Firm name)	<u>Cleveland Public Library</u> OWNER (Firm name)
2729 Prospect Avenue, Cleveland, OH 44115 ADDRESS	7120 Harvard Avenue, Cleveland, OH 44105-7307 ADDRESS	325 Superior Avenue, Cleveland, OH 44114-1271 ADDRESS
<u><i>Glenn A. Pizzuti</i></u> BY (Signature)	<u><i>Chad Patel</i></u> BY (Signature)	<u><i>Robert Thomas Jr.</i></u> BY (Signature)
Glenn A. Pizzuti, AIA, Vice President (Typed name)	Chad Patel, Project Manager (Typed name)	Robert Thomas Jr. (Typed name)
<u>7 JAN 09</u> DATE	<u>8 JAN 09</u> DATE	<u>2/6/09</u> DATE

RECEIVED
FACILITIES

2009 JAN 13 AM 11:04

Bostwick
Design
Partnership**MEMORANDUM**

DATE: January 7, 2009
TO:
FROM: Bryan Wahl
COPY TO: File

CLIENT NAME: Rice Branch
PROJECT NAME: Rice Branch
BDP PROJECT NUMBER: 07049
CLIENT'S NUMBER:

Background: Change order 002

Attachment: Letter from East West Construction

Attached is a letter from East West Construction indicating the savings from excluding a post-installed anchor system.

END OF MEMORANDUM



170
GENERAL CONTRACTORS • CONSTRUCTION MANAGERS

7120 Harvard Avenue
Cleveland, Ohio 44105-7307
Phone (216) 883-0445 • Fax (216) 883-0473
www.eastwestconstruction.com

CERTIFIED MINORITY BUSINESS ENTERPRISE

December 18, 2008

To: Mr. Bryan Wahl
Bostwick Design Partnership
2729 Prospect Ave
Cleveland, Ohio 44115

Re: Rice Branch Library - Access Flooring

Dear Mr. Wahl:

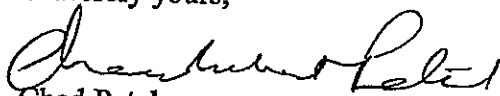
Further to our discussion with our contractor regarding "Section 09 69 00 2.3 Accessories section B -- Post-Installed Anchors". Our contractor confirms following:

1. Tate access floor system recommends using pedestal adhesive, which meets and exceeds the recommended 1,000 lb overturning moment requirement and seismic performance as required per bid document.
2. Tate access floor system recommends excluding post-installed anchor system as pedestal adhesive system is more effective. As savings, our contractor is offering \$2,000.00 credit to owner for the same.

Kindly please confirm if above proposal of our contractor is acceptable.

Hoping for your prime consideration.

Sincerely yours,


Chad Patel
Project Manager

Received

DEC 22 2008

Bostwick Design
Partnership, Inc.


AIA® Document G701™ – 2001
Change Order

PROJECT (Name and address): New Rice Branch Cleveland Public Library Corner of Shaker Boulevard and E. 116th Street Cleveland, OH 44104	CHANGE ORDER NUMBER: 003 DATE: 10 February 2009	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): East West Construction Co., Inc. 7120 Harvard Avenue Cleveland, OH 44105-7307	ARCHITECT'S PROJECT NUMBER: 07049 CONTRACT DATE: September 30, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Refer to attached Memorandum and related backup materials for this Change Order.

Note, the net change by previously approved Change Orders is -0- because Change Orders 001 and 002 are still in process.

The original Contract Sum was	\$ 2,560,600.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was <u>increased</u>	\$ 2,560,600.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 2,961.73
The new Contract Sum including this Change Order will be	\$ <u>2,558,600.00</u>
	2,563,561.00

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

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

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

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

<u>Bostwick Design Partnership</u> ARCHITECT (Firm name)	<u>East West Construction Co., Inc.</u> CONTRACTOR (Firm name)	<u>Cleveland Public Library</u> OWNER (Firm name)
<u>2729 Prospect Avenue, Cleveland, OH 44115</u> ADDRESS	<u>7120 Harvard Avenue, Cleveland, OH 44105-7307</u> ADDRESS	<u>325 Superior Avenue, Cleveland, OH 44114-1271</u> ADDRESS
<u><i>Glenn A. Pizzuti</i></u> BY (Signature)	<u><i>Chad Patel</i></u> BY (Signature)	<u></u> BY (Signature)
<u>Glenn A. Pizzuti, AIA, Vice President</u> (Typed name)	<u>Chad Patel, Project Manager</u> (Typed name)	<u></u> (Typed name)
<u>10 FEB 2009</u> DATE	<u>2/10/09</u> DATE	<u></u> DATE



February 6, 2009

GENERAL CONTRACTORS • CONSTRUCTION MANAGERS

7120 Harvard Avenue

Cleveland, Ohio 44105-7307

Phone (216) 883-0445 • Fax (216) 883-0473

www.eastwestconstruction.com

CERTIFIED MINORITY BUSINESS ENTERPRISE

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

Re: **Utility Company's Cost for Temporary Power to Construction job Trailer**
New Rice Branch Library
BDP Project No. 07049

Dear Mr. Wahl:

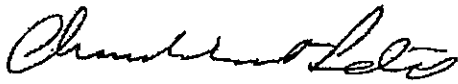
East-West Construction Co., Inc. is pleased to provide the following proposal to provide temporary power to construction job trailer work performed by Utility company in addition to our proposal previously provided as per our discussion in Meeting on 11/26/2008. This proposal includes providing 100A 120/240V Temporary service to the construction trailer only. Please advise if we have overlooked any other electrical trades' component. This work is above and beyond what was owed to the owner per contract documents. Our total cost for this additional work is \$2,961.73 as shown below.

Temporary Power(Utility Company's Cost-see attached)		\$2,711.16
	Subtotal	\$2,711.16
5% Profit		\$135.56
	Subtotal	\$2,846.72
2% Bond		\$56.93
	Subtotal	\$2,903.65
2 % Insurance		\$58.07
	Total	\$2,961.73

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

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

Sincerely,
East West Construction Co., Inc.



Ghad Patel PE
Project Manager

CC: Paul Lenhard, EWC

CUSTOMER INFORMATION: (Please Print)

CUSTOMER NAME	EAST WEST CONSTRUCTION		ACCOUNT NO.	110063217209	
SERVICE ADDRESS	11535 SHAKER BLVD		SUITE NO.		
CITY	CLEVELAND		DAY PHONE NO	440-452-5068	
MAILING ADDRESS	7120 HARVARD AVE		ZIP CODE	44120	
CITY	CLEVELAND		STATE	OH	ZIP CODE 44105

I request to have the Illuminating company perform the work described below at the above address. I agree that final scheduling of this work will not begin until payment of the agreed price below is received by The Illuminating Company. I understand that quoted prices remain in effect for only 30 days. In Jobbing and Contracting related work I understand that other providers are available to perform this work. The services I currently receive from the Illuminating Company will not be impacted in any way regardless of the provider I select to do this work. This is not an Invoice. An invoice will be sent after all forms have been signed and returned to the Illuminating Company representative.

CUSTOMER NAME (Or DRAWING)	CUSTOMER SIGNATURE
<i>EAST WEST CONSTRUCTION</i>	<i>[Signature]</i>
IF COMMERCIAL OR INDUSTRIAL CUSTOMER - SIGNER'S TITLE IN THE COMPANY	DATE
	2/3/09

If there are any questions concerning this work please call The Illuminating Company at 1-800-589-3101.

FOR THE ILLUMINATING COMPANY USE ONLY

WORK TYPE	CREWS REQUESTED	WORK ORDER NO.	WORK DESCRIPTION	PRICE
ATC	12561462	50447209	INST 100AMP 1PH 120/240V OH TEMP SERV	2711.16
WORK TYPES : JIC- SERVICE INSTALLATION CHANGES J&C - JOBBING AND CONTRACTING - INCLUDE LIABILITY FORM ATC- AID TO CONSTRUCTION				SUB TOTAL 2711.16
IF WORK INCLUDES JOBBING AND CONTRACTING, APPLICABLE SALES AND USE TAXES ARE INCLUDED IN THE TOTAL PRICE				IF APPLICABLE, TAX OR TAX EXEMPT NO.
REMARKS INST 2 SPANS 1/0 TPX SEC, 1-1/0 TPX LP & 1-100AMP SINGLE PHASE TEMP METER				TOTAL PRICE 2711.16

ILLUMINATING COMPANY REPRESENTATIVE (Print)	ILLUMINATING COMPANY REPRESENTATIVE (Signature)
<i>Raymond Thielag</i>	<i>Raymond Thielag</i>

This is NOT an Invoice. An Invoice will be sent after all forms have been signed and returned to the Illuminating Company Representative.

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

H. Sandra Kulsam

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	5,221,000.00	0.00	0.00	0.00	5,221,000.00
42 Intergovernmental	2,084,822.47	36,069.03	0.00	0.00	2,120,891.50
43 Fines & Fees	22,781.97	0.00	0.00	0.00	22,781.97
44 Investment Earnings	83,214.79	(12,899.84)	0.00	(4,386.12)	65,928.83
45 Charges for Services	213,234.00	0.00	0.00	0.00	213,234.00
46 Contributions & Donations	0.00	14,903.47	0.00	0.00	14,903.47
48 Miscellaneous Revenue	1,512.96	0.00	0.00	215.53	1,728.49
Total Revenues	\$ 7,626,566.19	\$ 38,072.66	\$ 0.00	\$(4,170.59)	\$ 7,660,468.26
51 Salaries/Benefits	3,001,742.02	21,232.41	0.00	0.00	3,022,974.43
52 Supplies	32,716.97	0.00	0.00	0.00	32,716.97
53 Purchased/Contracted Services	767,138.41	11,793.31	0.00	0.00	778,931.72
54 Library Materials	334,071.78	0.00	0.00	1,887.18	335,958.96
55 Capital Outlay	4,303.89	0.00	186,410.32	0.00	190,714.21
57 Miscellaneous Expenses	15,857.99	0.00	0.00	0.00	15,857.99
Total Expenditures	\$ 4,155,831.06	\$ 33,025.72	\$ 186,410.32	\$ 1,887.18	\$ 4,377,154.28
Revenue Over/(Under) Expenditures	\$ 3,470,735.13	\$ 5,046.94	\$(186,410.32)	\$(6,057.77)	\$ 3,283,313.98
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 3,470,735.13	\$ 5,046.94	\$(186,410.32)	\$(6,057.77)	\$ 3,283,313.98
Beginning Year Cash Balance	\$ 29,074,110.06	\$ 10,221,024.55	\$ 9,499,170.43	\$ 2,550,244.08	\$ 51,344,549.12
Current Cash Balance	\$ 32,544,845.19	\$ 10,226,071.49	\$ 9,312,760.11	\$ 2,544,186.31	\$ 54,627,863.10

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	13,164,132.00	13,164,132.00	977,318.99	0.00	12,186,813.01
51120 Clerical Salaries	13,348,097.00	13,348,097.00	985,653.57	0.00	12,362,443.43
51130 Non-Clerical Salaries	1,729,671.00	1,729,671.00	121,707.68	0.00	1,607,963.32
51140 Buildings Salaries	5,153,746.00	5,153,746.00	373,067.97	0.00	4,780,678.03
51150 Other Salaries	1,883,438.00	1,883,438.00	118,651.25	0.00	1,764,786.75
51400 OPERS	4,855,191.00	4,995,879.08	(137.66)	4,918,661.85	77,354.89
51610 Health Insurance	3,931,593.00	4,246,038.86	351,311.92	3,506,426.49	388,300.45
51620 Life Insurance	87,192.00	110,477.99	23,909.49	71,695.20	14,873.30
51630 Workers Compensation	373,594.00	373,594.00	(111.31)	0.00	373,705.31
51640 Unemployment Compensation	38,641.00	63,873.19	690.66	49,541.53	13,641.00
51900 Other Benefits	569,929.00	664,647.36	49,679.46	371,849.60	243,118.30
Salaries/Benefits	45,135,224.00	\$ 45,733,594.48	\$ 3,001,742.02	\$ 8,918,174.67	\$ 33,813,677.79
52110 Office Supplies	105,867.00	110,984.10	2,548.18	10,476.36	97,959.56
52120 Stationery	177,827.00	219,374.55	2,870.95	65,486.69	151,016.91
52130 Duplication Supplies	121,095.00	132,583.69	3,414.75	16,367.40	112,801.54
52140 Hand Tools	8,379.00	8,922.38	566.17	26.98	8,329.23
52150 Book Repair Supplies	106,572.00	118,096.69	7,919.83	7,336.28	102,840.58
52210 Janitorial Supplies	132,160.00	135,876.87	2,003.84	14,942.39	118,930.64
52220 Electrical Supplies	115,814.00	117,040.19	1,069.97	5,193.02	110,777.20
52230 Maintenance Supplies	170,072.00	180,396.34	4,299.33	22,188.96	153,908.05
52240 Uniforms	16,150.00	17,124.50	0.00	9,974.50	7,150.00
52300 Motor Vehicle Supplies	62,647.00	66,960.10	2,972.92	36,540.86	27,446.32
52900 Other Supplies	383,702.00	429,070.41	5,051.03	78,927.54	345,091.84
Supplies	1,400,285.00	\$ 1,536,429.82	\$ 32,716.97	\$ 267,460.98	\$ 1,236,251.87
53100 Travel/Meetings	98,914.00	110,895.66	1,635.78	109,509.88	(250.00)
53210 Telecommunications	434,659.00	489,043.35	10,171.57	569,320.10	(90,448.32)

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53230	128,896.00	141,374.63	10,542.68	132,645.95	(1,814.00)
53240	280,000.00	322,564.76	5,654.64	68,207.24	248,702.88
53310	201,122.00	320,296.17	22,575.00	119,307.42	178,413.75
53320	67,506.00	70,763.35	2,863.35	458.05	67,441.95
53330	15,000.00	16,450.00	0.00	1,450.00	15,000.00
53340	214,993.00	239,164.77	8,445.96	92,094.94	138,623.87
53350	269,826.00	312,940.75	7,518.19	77,539.93	227,882.63
53360	857,891.00	883,250.52	232,395.83	213,786.76	437,067.93
53370	27,729.00	30,468.75	2,559.74	1,660.93	26,248.08
53380	974,879.00	1,009,679.53	46,365.65	936,634.88	26,679.00
53390	36,000.00	39,000.00	0.00	39,000.00	0.00
53400	382,136.00	382,606.00	250.00	470.00	381,886.00
53510	84,959.00	104,007.33	15,031.66	78,888.63	10,087.04
53520	314,268.00	386,639.08	27,339.21	269,117.28	90,182.59
53610	1,949,602.00	2,237,874.42	96,547.78	2,496,566.38	(355,239.74)
53620	391,513.00	407,122.63	47,315.63	329,437.22	30,369.78
53630	721,610.00	761,967.44	32,324.86	682,500.00	47,142.58
53640	90,720.00	131,779.57	3,939.42	152,163.18	(24,323.03)
53710	1,914,515.00	2,476,000.93	173,619.66	882,618.62	1,419,762.65
53720	526,500.00	531,200.00	0.00	4,700.00	526,500.00
53800	305,000.00	336,248.96	20,041.80	311,282.16	4,925.00
53900	15,160.00	18,169.25	0.00	13,609.25	4,560.00
	10,303,398.00	\$ 11,759,507.85	\$ 767,138.41	\$ 7,582,968.80	\$ 3,409,400.64
Purchased/Contracted Services					
54110	3,901,786.00	5,029,070.00	178,548.50	953,610.08	3,896,911.42
54120	838,612.00	878,139.50	0.00	44,986.20	833,153.30
54210	1,854,238.00	1,988,307.91	9,909.15	124,994.91	1,853,403.85
54220	309,865.00	403,623.50	0.00	90,342.50	313,281.00

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54310 Video Media	1,651,581.00	1,761,564.37	51,738.67	307,992.60	1,401,833.10
54320 Audio Media - Spoken	426,023.00	517,839.26	10,588.88	137,041.43	370,208.95
54325 Audio Media - Music	690,775.00	833,055.93	49,782.56	141,101.71	642,171.66
54350 Computer Media	319,800.00	414,764.71	14,066.48	90,603.04	310,095.19
54500 Database Services	1,589,121.78	1,606,957.78	3,000.10	127,686.00	1,476,271.68
54600 Interlibrary Loan	6,500.00	6,886.08	377.44	6,508.64	0.00
54710 Bookbinding	69,971.00	85,873.95	0.00	902.95	84,971.00
54720 Preservation Services	98,727.00	134,850.19	7,285.08	43,390.22	84,174.89
54730 Preservation Boxing	12,674.00	13,406.50	180.00	7,752.50	5,474.00
54790 Preservation Reformatting	65,618.00	93,228.04	8,594.92	19,571.59	65,061.53
Library Materials	11,835,291.78	\$ 13,767,567.72	\$ 334,071.78	\$ 2,096,484.37	\$ 11,337,011.57
55510 Furniture	141,409.00	165,646.97	3,504.18	24,478.21	137,664.58
55520 Equipment	68,629.00	84,113.00	799.71	18,047.59	65,265.70
55530 Computer Hardware/Software	964,437.00	964,437.00	0.00	0.00	964,437.00
55700 Motor Vehicles	37,519.00	37,519.00	0.00	0.00	37,519.00
Capital Outlay	1,211,994.00	\$ 1,251,715.97	\$ 4,303.89	\$ 42,525.80	\$ 1,204,886.28
57100 Memberships	68,278.00	71,782.00	14,879.00	1,740.00	55,163.00
57200 Taxes	1,000.00	1,652.68	191.02	1,261.66	200.00
57500 Refunds/Reimbursements	14,002.00	26,122.34	787.97	27,132.37	(1,798.00)
Miscellaneous Expenses	83,280.00	\$ 99,557.02	\$ 15,857.99	\$ 30,134.03	\$ 53,565.00
Advances	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
Transfers	3,000,000.00	\$ 3,000,000.00	\$ 0.00	\$ 0.00	\$ 3,000,000.00
TOTAL	72,969,472.78	\$ 77,148,372.86	\$ 4,155,831.06	\$ 18,937,748.65	\$ 54,054,793.15

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

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	29,074,110.06	7,626,566.19	4,155,831.06	18,937,748.65	13,607,096.54
Total General Fund	\$ 29,074,110.06	\$ 7,626,566.19	\$ 4,155,831.06	\$ 18,937,748.65	\$ 13,607,096.54
201 Anderson	189,796.30	(344.39)	0.00	4,211.97	185,239.94
202 Endowment for the Blind	1,324,960.22	(1,223.95)	0.00	0.00	1,323,736.27
203 Founders	4,222,073.59	5,093.35	3,750.00	36,110.04	4,187,306.90
204 Kaiser	39,244.59	0.00	0.00	0.00	39,244.59
205 Kralley	139,498.67	(794.81)	0.00	288.68	138,415.18
206 Library	148,268.50	1,503.47	1,940.00	0.00	147,831.97
207 Pepke	85,789.54	0.00	0.00	0.00	85,789.54
208 Wickwire	994,220.04	(2,568.93)	982.50	2,921.11	987,747.50
209 Wittke	59,160.11	(115.71)	0.00	402.27	58,642.13
210 Young	2,571,940.87	(445.40)	3,952.64	0.00	2,567,542.83
225 Friends	9,540.13	0.00	0.00	0.00	9,540.13
226 Judd	1,683.13	0.00	9,406.21	48,729.11	(56,452.19)
228 Lockwood Thompson Memorial	260,422.16	0.00	0.00	237,634.32	22,787.84
229 Ohio Center for the Book	1,000.00	900.00	0.00	0.00	1,900.00
230 Schweinfurth	3,895.07	0.00	0.00	854.54	3,040.53
242 Cleveland NCA Kiosk	14,617.02	0.00	0.00	2,647.36	11,969.66
244 Harvard CS Kiosk Project	8,828.87	0.00	0.00	872.64	7,956.23
252 LSTA-Know It Now	134,785.74	36,069.03	12,994.37	141,949.17	15,911.23
253 MetLife-Fit for Life II	11,300.00	0.00	0.00	0.00	11,300.00
Total Special Revenue Funds	\$ 10,221,024.55	\$ 38,072.66	\$ 33,025.72	\$ 476,621.21	\$ 9,749,450.28
401 Building & Repair	9,499,170.43	0.00	186,410.32	4,345,304.31	4,967,455.80
Total Capital Project Funds	\$ 9,499,170.43	\$ 0.00	\$ 186,410.32	\$ 4,345,304.31	\$ 4,967,455.80
501 Abel	161,156.88	(19.94)	0.00	0.00	161,136.94

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	1,496.65	0.00	0.00	0.00	1,496.65
503 Beard	108,071.85	0.00	0.00	2,405.00	105,666.85
504 Klein	3,547.98	0.00	0.00	0.00	3,547.98
505 Malon/Schroeder	205,747.62	(1,123.80)	0.00	0.00	204,623.82
506 McDonald	122,313.03	(184.11)	0.00	0.00	122,128.92
507 Ratner	59,798.47	(24.08)	0.00	0.00	59,774.39
508 Root	26,401.27	(54.11)	0.00	0.00	26,347.16
509 Sugarman	162,670.32	(165.13)	0.00	0.00	162,505.19
510 Thompson	114,305.68	(288.36)	0.00	0.00	114,017.32
511 Weidenthal	4,413.61	0.00	0.00	0.00	4,413.61
512 White	1,580,320.72	(2,311.06)	1,887.18	9,615.66	1,566,506.82
Total Permanent Funds	\$ 2,550,244.08	\$(4,170.59)	\$ 1,887.18	\$ 12,020.66	\$ 2,532,165.65
Total All Funds	\$ 51,344,549.12	\$ 7,660,468.26	\$ 4,377,154.28	\$ 23,771,694.83	\$ 30,856,168.27

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

Balance of All Funds	<u>\$ 54,627,863.10</u>
Chase-Checking	9,767.72
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(907,574.11)
KeyBank-MC/VISA	105,794.97
Fifth Third - Checking	408,717.77
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>\$(367,843.65)</u>
National City - Investments	32,019,260.04
NCB/Allegiant Money Market	227,856.32
KeyBank - Victory Fund	6,121,803.65
STAR OHIO Investment	4,740,006.49
Investments	<u>\$ 43,108,926.50</u>
NCB Endowment Acct	11,886,780.25
Endowment Account	<u>\$ 11,886,780.25</u>
Cash in Banks and On Hand	<u>\$ 54,627,863.10</u>

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

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

General Fund - Receipts						
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year	
LLSGF-State Income Tax	24,625,428	2,084,822	22,540,606	8%	8%	
General Property Tax	29,400,248	5,221,000	24,179,248	18%	16%	
Rollback, Homestead, CAT	6,489,423	0	6,489,423	0%	0%	
Federal Grants	0	0	0	0%	0%	
State Aid	960,000	0	960,000	0%	0%	
Fines & Fees	323,500	22,782	300,718	7%	6%	
Investment Earnings	1,600,000	83,215	1,516,785	5%	12%	
Services to Others-Clevnet	2,800,000	213,234	2,586,766	8%	9%	
Miscellaneous	410,000	1,513	408,487	0%	5%	
Advances & Transfers	0	0	0	0%	0%	
TOTALS	66,608,599	7,626,566	58,982,033	11%	11%	

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

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

General Fund - Expenditures						
	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
Salaries/Benefits	45,733,594	11,919,917	33,813,678	26%	27%	
Supplies	1,536,430	300,178	1,236,252	20%	13%	
Purchased Services	11,759,508	8,350,107	3,409,401	71%	56%	
Library Materials	13,767,568	2,430,556	11,337,012	18%	19%	
Capital Outlay	1,251,716	46,830	1,204,886	4%	13%	
Other	99,557	45,992	53,565	46%	67%	
SUBTOTAL	74,148,373	23,093,580	51,054,793	31%	30%	
Advances/Transfers	3,000,000	0	3,000,000	0%	0%	
TOTALS	77,148,373	23,093,580	54,054,793	30%	29%	

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

Note (3): Subtotal includes 5% expended and 25% encumbered.

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

	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006		Year 4 - 2007		Year 5 - 2008		Year 6 - 2009		5 Year Budget	Expended To Date
	Budget	Expended	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	3.425	0.000	0.266	13.064	11.985
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118			0.029	0.033	0.000	0.000	0.925	0.931
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845			3.000	1.163	0.000	0.108	15.000	2.787
TOTALS	4.182	1.182	5.572	2.477	6.215	3.509			6.651	4.622	0.000	0.374	28.990	15.703
<p>Strategic Plan commitment to Cleveland's neighborhoods is to expend 1 mill of levy revenue for service improvements. One mill is estimated to generate \$5.643 million per year times 5 years for a total commitment of approximately \$28.213 million.</p>														
<p>Note (4): \$3,000,000 was transferred to Building and Repair Fund on each December 31 - 2004, 2005, 2006 and 2007.</p>														

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

Strategic Plan Capital Projects - In Dollars					
	Budget	Expended Through 2008	Expended 2009	Encumbered	Balance
Branch Security Cameras	464,000	427,406	0	35,771	823
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)
Collinwood Teen Center	20,000	3,588	0	0	16,412
Jefferson	134,420	113,000	0	0	21,420
Lorain	152,010	447,170	0	40,468	(335,628)
Woodland - Land	21,000	21,192	0	0	(192)
Woodland - Expansion/Parking	1,200,000	117,290	0	21,250	1,061,460
Rice	5,300,000	438,010	107,661	3,946,084	808,245
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	350,019	0	2,124	(67,143)
Totals	8,234,430	2,679,301	107,661	4,045,697	1,401,771
Walz					

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS -- January 2009

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period January 1, 2009 through January 31, 2009.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment</u>	
					<u>Income</u>	<u>Form</u>
01/01/09 - 01/31/09	31	Various	Key Bank	Various	\$ 34.02	Sweep Money Market
01/01/09 - 01/31/09	31	Various	STAR Ohio	Various	3,025.68	Investment Pool
01/01/09 - 12/31/09	365	Various	National City Bank	Various	132.24	Sweep Money Market
09/17/08 - 01/02/09	108	1,000,000	Federal Farm Credit Bank	3.350%	14,060.80	Federal Agency
07/09/08 - 01/09/09	185	500,000	Fed Home Loan Mort Crp	4.250%	10,625.00	Federal Agency
07/12/08 - 01/12/09	185	265,000	Fed Home Loan Mort Crp	3.875%	10,959.07	Federal Agency
07/12/08 - 01/12/09	185	357,000	Fed Home Loan Mort Crp	3.875%	14,877.98	Federal Agency
10/15/08 - 01/15/09	93	2,000,000	Federal Home Loan Bank	2.800%	22,000.00	Federal Agency
07/14/08 - 01/14/09	185	500,000	Fed Natl Mort Assn	3.000%	7,500.00	Federal Agency

Earned Interest January 2009 \$ 83,214.79
 Earned Interest Year To Date \$ 83,214.79

CLEVELAND PUBLIC LIBRARY

**Finance Committee
February 19, 2009**

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JANUARY 2009

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Mid-Winter Conference Denver, Colorado	1/23/09 - 1/26/09	Holly Carroll	810.59
American Library Association Mid-Winter Conference Denver, Colorado	1/23/09 - 1/27/09	Cindy Lombardo	825.19
TOTAL			\$1,635.78

SUMMARY

FUND	JANUARY	YEAR TO DATE
General	\$1,635.78	\$1,635.78
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	0.00	0.00
TOTAL	\$1,635.78	\$1,635.78

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report February 19, 2009

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

Resignations:

Meggitt, Brian (temporary assignment ended), Preservation Assistant (part-time), grade E, Preservation Office, 1/2/09

Retirements:

Parker, Clara (after 17 years of service), Children's Librarian, grade H, East 131st, 1/31/09

Pages:

Name	Reason for Leaving	Department	Date effective
Arroyo, Isaiah	(moving)	Shelf Division (Main)	01/09/09
Bryant, Ashley	(school)	Youth Services	01/09/09
Dixon, Khia	(personal reasons)	Langston Hughes	01/03/09
Mason, Kim	(another position)	Shelf Division (Main)	01/30/09

APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:

Change of Status:

Name	Position	Salary and Rate	Effective	Assignment
Barrett, Leslie	Lib. Asst. -Child (ft)	\$ 45,680 F	01/04/09	Glenville
	From Lib. Asst. - CompEmp (ptr)	23.43 F		
Fisher, Michael	Exec. Asst. (perm. ft)	50,719 G	01/18/09	Director's Office
	From Exec. Asst. (temp. ft)	46,892 G		
Mack, Lucille	Branch Clerk (ptr)	18.55 B	01/18/09	South
	From Branch Clerk (ft)	36,171 B		
Smith, Nancy	Lib. Asst.-Youth (perm. ft)	49,407 F	01/18/09	Eastman
	From Lib. Asst.-CompEmp (ptr)	25.34 F		
Strickland, Heidi	Adm. Asst. (temp. ft)	41,003 F	01/04/09	Branches & Outreac
	From Branch Clerk (pt)	16.65 B		
Strickland, Heidi	Adm. Asst. (perm. ft)	41,003 F	01/18/09	Branches & Outreac
	From Adm. Asst. (temp. ft)	41,003 F		

Leave of Absence:

Chilkcutt, Lyla (FMLA), Preservation Technician, grade A, Preservation Office, 1/13/09

ANNUAL INCREMENTS:

	<u>Salary - 1/3/09</u>			<u>Salary - 1/4/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Cooley, Desma	\$ 32,156	B	2	\$ 33,442	B	3	Mt. Pleasant
Cunningham, Clayton	22.52	F	2	23.43	F	3	Glenville
Hammond, Crystal	15.86	B	1	16.49	B	2	Union
Jelar-Elwell, Sandra	85,559	L	4	86,901	L	5	Acquisitons
Moncrief, Pasha	21.66	F	1	22.52	F	2	Harvard-Lee
Moore, Kevin	23.43	F	3	24.36	F	4	Branch Substitutes
White-Zeager, Jeremy	50,998	H	1	53,037	H	2	Catalog
Winstead, Lakeisha	43,923	F	2	45,680	F	3	Woodland

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

	<u>Salary – 1/17/09</u>			<u>Salary – 1/18/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Bolden, Daunte	\$ 32,156	B	2	\$ 33,442	B	3	General Reference
Carter-Hamilton, Y.	53,037	H	2	55,159	H	3	South Brooklyn
Delf, Jeninne	50,998	H	1	53,037	H	2	Catalog
Gaughan, Elizabeth	61,519	I	3	63,980	I	4	Youth Services
Isaac, Tracy	32,156	B	2	33,442	B	3	Fleet
Jeffries, Annisha	66,539	I	5	69,201	I	6	Youth Services
Lombardo, Cynthia	111,709	O	1	116,178	O	2	Main Library Office
Markic, Michael	21.66	F	1	22.52	F	2	Rockport
Russo, Aja	21.66	F	1	22.52	F	2	West Park
Slesinger, Louis	34,437	C	2	35,815	C	3	Security Operations
Tancak, Crystal	15.86	B	1	16.49	B	2	Jefferson

Longevity:

	<u>Salary – 1/3/09</u>			<u>Salary – 1/4/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Darkenwald, Wufgar	\$ 27.15	F	9	\$ 27.69	F	10	Branch Substitutes
Houghton, Tammy	35,353	A	6	36,059	A	7	Lending

	<u>Salary – 1/17/09</u>			<u>Salary – 1/18/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Coccaro, Cynthia	\$ 70,944	J	6	\$ 72,363	J	7	Brooklyn
Hood, William	88,140	K	11	89,902	K	12	Automation Services
Scroggs, David	64,879	G	11	66,177	G	12	Automation Services

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

Brown, Deasia

Shelf Division (Main)

1/18/09

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report
February 19, 2009****Report on Paid Sick Time Used by the Month
Hours Used Per Each Two Pay Periods**

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

***Covers three pay periods**

Human Resources Committee Report

February 19, 2009

Payroll Period Ending January 17, 2009

	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	76	36.8	1	0	0	0	1	0
Professional ²	47	16	5	22	1	1	1	92	25.0	5	2	0	2	9	22.2
Support Staff	47	130	16	32	45	4	4	274	71.2	23	11	8	11	127	73.2
Maintenance & Security	2	2	0	31	51	4	4	90	63.3	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	0	32	16	14	5	167	72.5
Total	123	167	21	106	104	11	11	532	56.9	61	27	24	27	304	71.1

FULL TIME EQUIVALENT (FTE): 532

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 138.99

FULL TIME TURNOVER RATE: 0.2%

PART TIME TURNOVER RATE: 1.6%

*INCLUDES
3 LEAVES OF ABSENCE

¹ Includes 60 Librarians
² Includes 92 Librarians

**INSURANCE REPORT
FOR THE MONTH OF**

**JANUARY
2009**

Human Resources Committee Report
February 19, 2009

Staff Enrollments-Health Care/Dental

	Single	Family	Total
United Healthcare	109	93	202
Kaiser	230	105	335
Delta Dental	260	200	460

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

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

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	158,963	156,582	6,114	5,799	158,963	156,582	1.5%
Branches & Mobile Units	342,087	338,901	14,254	13,556	342,087	338,901	0.9%
Library for the Blind	35,282	43,898	1,809	2,090	35,282	43,898	-19.6%
TOTAL CIRCULATION	536,332	539,381			536,332	539,381	-0.6%

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	33,970	39,545	1,307	1,465	33,970	39,545	-14.1%
Branches & Mobile Unit	47,595	51,069	1,983	2,043	47,595	51,069	-6.8%
Library for the Blind	1,893	1,693	97	81	1,893	1,693	11.8%
TOTAL QUESTIONS	83,458	92,307			83,458	92,307	-9.6%

COMPUTER USAGE	Number of Computers	Number of Sessions	Total Hours In Use	Avg Session in Minutes	
				2009	2008
Main Library	66	13,158	10,703	48.81	
Branches	214	64,193	32,894	30.75	
TOTAL USAGE	280	77,351	43,597		

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WALK-IN COUNT	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	52,396	57,281	2,015	2,122	52,396	57,281	-8.5%
Branches	259,551	274,221	10,815	10,969	259,551	274,221	-5.3%
Mobile Unit	635	730			635	730	-13.0%
TOTAL VISITS	312,582	332,232			312,582	332,232	-5.9%

The system closed twice in Jan-09 due to snow: 01/10/09 at 12:30PM and 01/28/09 at 2PM; the Mobile Unit was out of service 01/30/09 for repair.

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

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 (f+g)
Addison	9,981	854	625	943	0	12,403	1,270	13,673
Broadway	3,344	99	83	106	17	3,649	344	3,993
Brooklyn	6,768	552	374	598	101	8,393	833	9,226
Carnegie West	8,329	918	1,146	1,523	4	11,920	837	12,757
Collinwood	9,627	456	316	751	0	11,150	1,378	12,528
East 131st	3,750	203	140	310	0	4,403	479	4,882
Eastman	11,433	1,253	1,216	2,169	0	16,071	1,101	17,172
Fleet	9,195	783	685	1,150	0	11,813	925	12,738
Fulton	6,354	648	356	635	0	7,993	734	8,727
Garden Valley	3,984	206	79	210	0	4,479	563	5,042
Glenville	6,896	745	372	952	59	9,024	598	9,622
Harvard-Lee	7,206	631	477	1,009	0	9,323	796	10,119
Hough	5,408	573	363	590	0	6,934	560	7,494
Jefferson	9,437	794	786	1,341	200	12,558	813	13,371
Langston Hughes	4,538	513	257	562	80	5,950	688	6,638
Lorain	10,641	748	396	710	291	12,786	646	13,432
Martin Luther King, Jr.	5,376	379	713	899	181	7,548	835	8,383
Memorial-Nottingham	12,952	699	1,046	1,833	275	16,805	1,634	18,439
Mt. Pleasant	6,144	456	340	509	0	7,449	717	8,166
Rice	6,635	326	265	413	159	7,798	856	8,654
Rockport	16,648	1,451	1,026	2,103	45	21,273	2,032	23,305
South	8,757	482	316	451	0	10,006	1083	11,089
South Brooklyn	17,085	1,109	1,181	2,588	0	21,963	2,218	24,181
Sterling	5,050	339	314	489	42	6,234	487	6,721
Union	5,209	727	378	917	20	7,251	521	7,772
Walz	11,667	1,063	1,080	1,492	0	15,302	1,248	16,550
West Park	18,977	1,401	2,172	3,332	106	25,988	2,855	28,843
Woodland	9,978	914	296	612	0	11,800	1,148	12,948
BRANCH TOTAL	241,369	19,322	16,798	29,197	1,580	308,266	28,199	336,465
Mobile Units	3,728	153	340	347	958	5,526	96	5,622
TOTAL	245,097	19,475	17,138	29,544	2,538	313,792	28,295	342,087

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	13,673	15,498	13,673	15,498	-1,825	-11.8%
Broadway	3,993	3,890	3,993	3,890	103	2.6%
Brooklyn	9,226	8,667	9,226	8,667	559	6.4%
Carnegie West	12,757	11,777	12,757	11,777	980	8.3%
Collinwood	12,528	11,945	12,528	11,945	583	4.9%
East 131st	4,882	4,841	4,882	4,841	41	0.8%
Eastman	17,172	17,453	17,172	17,453	-281	-1.6%
Fleet	12,738	11,198	12,738	11,198	1,540	13.8%
Fulton	8,727	10,061	8,727	10,061	-1,334	-13.3%
Garden Valley	5,042	655	5,042	655	4,387	669.8%
Glenville	9,622	8,704	9,622	8,704	918	10.5%
Harvard-Lee	10,119	10,572	10,119	10,572	-453	-4.3%
Hough	7,494	6,992	7,494	6,992	502	7.2%
Jefferson	13,371	11,640	13,371	11,640	1,731	14.9%
Langston Hughes	6,638	7,332	6,638	7,332	-694	-9.5%
Lorain	13,432	14,259	13,432	14,259	-827	-5.8%
Martin Luther King, Jr.	8,383	9,933	8,383	9,933	-1,550	-15.6%
Memorial-Nottingham	18,439	20,053	18,439	20,053	-1,614	-8.0%
Mt. Pleasant	8,166	7,479	8,166	7,479	687	9.2%
Rice	8,654	8,847	8,654	8,847	-193	-2.2%
Rockport	23,305	23,105	23,305	23,105	200	0.9%
South	11,089	9,100	11,089	9,100	1,989	21.9%
South Brooklyn	24,181	26,150	24,181	26,150	-1,969	-7.5%
Sterling	6,721	6,094	6,721	6,094	627	10.3%
Union	7,772	8,448	7,772	8,448	-676	-8.0%
Walz	16,550	16,331	16,550	16,331	219	1.3%
West Park	28,843	30,780	28,843	30,780	-1,937	-6.3%
Woodland	12,948	10,463	12,948	10,463	2,485	23.8%
BRANCH TOTAL	336,465	332,267	336,465	332,267	4,198	1.3%
Mobile Units	5,622	6,634	5,622	6,634	-1,012	-15.3%
TOTAL	342,087	338,901	342,087	338,901	3,186	0.9%

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	8,111	9,112	8,111	9,112	-1,001	-11.0%
Broadway	2,016	2,277	2,016	2,277	-261	-11.5%
Brooklyn	3,732	4,701	3,732	4,701	-969	-20.6%
Carnegie West	20,691	21,852	20,691	21,852	-1,161	-5.3%
Collinwood	8,697	9,978	8,697	9,978	-1,281	-12.8%
East 131st	6,261	7,552	6,261	7,552	-1,291	-17.1%
Eastman	12,032	13,872	12,032	13,872	-1,840	-13.3%
Fleet	10,233	10,413	10,233	10,413	-180	-1.7%
Fulton	6,273	6,921	6,273	6,921	-648	-9.4%
Garden Valley ¹	6,530	726	6,530	726	5,804	799.4%
Glenville	8,475	8,974	8,475	8,974	-499	-5.6%
Harvard-Lee	12,279	11,768	12,279	11,768	511	4.3%
Hough	13,569	16,772	13,569	16,772	-3,203	-19.1%
Jefferson	9,219	9,543	9,219	9,543	-324	-3.4%
Langston Hughes	5,870	7,944	5,870	7,944	-2,074	-26.1%
Lorain	9,755	8,641	9,755	8,641	1,114	12.9%
Martin Luther King, Jr.	6,911	7,822	6,911	7,822	-911	-11.6%
Memorial-Nottingham	8,461	10,002	8,461	10,002	-1,541	-15.4%
Mt. Pleasant	8,339	8,953	8,339	8,953	-614	-6.9%
Rice	5,667	6,055	5,667	6,055	-388	-6.4%
Rockport	11,218	12,153	11,218	12,153	-935	-7.7%
South	8,472	9,469	8,472	9,469	-997	-10.5%
South Brooklyn	14,808	16,696	14,808	16,696	-1,888	-11.3%
Sterling	9,693	11,909	9,693	11,909	-2,216	-18.6%
Union	10,636	9,590	10,636	9,590	1,046	10.9%
Walz	11,907	10,513	11,907	10,513	1,394	13.3%
West Park	11,428	12,518	11,428	12,518	-1,090	-8.7%
Woodland	8,268	7,495	8,268	7,495	773	10.3%
BRANCH TOTAL	259,551	274,221	259,551	274,221	-14,670	-5.3%
Mobile Unit	635	730	635	730	-95	-13.0%
TOTAL	260,186	274,951	260,186	274,951	-14,765	-5.4%

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

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JANUARY 2009**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	28,843	1 Carnegie West	20,691	1 Fleet	33,842
2 South Brooklyn	24,181	2 South Brooklyn	14,808	2 South Brooklyn	32,393
3 Rockport	23,305	3 Hough	13,569	3 West Park	27,835
4 Memorial-Nottingham	18,439	4 Harvard-Lee	12,279	4 Rice	26,130
5 Eastman	17,172	5 Eastman	12,032	5 Eastman	25,262
6 Walz	16,550	6 Walz	11,907	6 Fulton	22,366
7 Addison	13,673	7 West Park	11,428	7 Memorial-Nottingham	21,670
8 Lorain	13,432	8 Rockport	11,218	8 Langston Hughes	21,014
9 Jefferson	13,371	9 Union	10,636	9 Rockport	20,531
10 Woodland	12,948	10 Fleet	10,233	10 Glenville	20,174
11 Carnegie West	12,757	11 Lorain	9,755	11 Harvard-Lee	20,116
12 Fleet	12,738	12 Sterling	9,693	12 Collinwood	19,630
13 Collinwood	12,528	13 Jefferson	9,219	13 Addison	19,282
14 South	11,089	14 Collinwood	8,697	14 Walz	18,101
15 Harvard-Lee	10,119	15 Glenville	8,475	15 East 131st	17,848
16 Glenville	9,622	16 South	8,472	16 Mt. Pleasant	17,085
17 Brooklyn	9,226	17 Memorial-Nottingham	8,461	17 Martin Luther King, Jr.	15,262
18 Fulton	8,727	18 Mt. Pleasant	8,339	18 Lorain	14,499
19 Rice	8,654	19 Woodland	8,268	19 Union	12,684
20 Martin Luther King, Jr.	8,363	20 Addison	8,111	20 Carnegie West	11,552
21 Mt. Pleasant	8,166	21 Martin Luther King, Jr.	6,911	21 Sterling	9,255
22 Union	7,772	22 Garden Valley	6,530	22 Hough	7,747
23 Hough	7,494	23 Fulton	6,273	23 South	7,679
24 Sterling	6,721	24 East 131st	6,261	24 Woodland	7,391
25 Langston Hughes	6,638	25 Langston Hughes	5,870	25 Brooklyn	6,345
26 Garden Valley	5,042	26 Rice	5,667	26 Jefferson	3,957
27 East 131st	4,882	27 Brooklyn	3,732	27 Garden Valley	3,490
28 Broadway	3,993	28 Broadway	2,016	28 Broadway	1,922
	336,465		259,551		465,062

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

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
CLEVNET	64,993	58,804	64,993	58,804		10.5%
MORE	1,692	1,725	1,692	1,725		-1.9%
Other Libraries	499	711	499	711		-29.8%
TOTAL	67,184	61,240	67,184	61,240		9.7%

*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION Items copied	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
Prints	145	189	145	189		-23.3%
TOTAL	2,092	2,767	2,092	2,767		-24.4%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
Projected (Mon - Sat)	22,518	24,749	22,518	24,749		-9.0%
Know/Now Web Reference*	2,535	4,859	2,535	4,859		-47.8%
Research Correspondence	1,407	1,528	1,407	1,528		-7.9%
Interlibrary Loan Requests	6,515	7,290	6,515	7,290		-10.6%
Sunday Count	995	1,119	995	1,119		-11.1%
TOTAL	33,970	39,545	33,970	39,545		-14.1%

*Questions taken by CPL staff.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
New Titles Added	5,520	8,142	5,520	8,142		-32.2%
Total Items Added	28,452	28,446	28,452	28,446		0.0%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
TOTAL	4,830	7,230	4,830	7,230		-33.2%

DAYS OPEN	2009		2008	
	Main Library	Branches	Main Library	Branches
TOTAL	26.0	24.0	27.0	25.0

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

