

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

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

Absent: Ms. Butts, Ms. McClung

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

Approval of the Minutes

Mr. Seifullah moved approval of the minutes for the 2/19/09 Regular Board Meeting. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

Presentation: Jim Clark, Clark Security Group, LLC

As a result of a recent incident in the Science and Technology Department, Mr. Clark completed a security vulnerability assessment for the Cleveland Public Library including the main library, all 28 branches and Lake Shore Facility. Mr. Clark presented his findings and recommendations that include legal liabilities; mitigation strategies; staff training; security staffing and development recommendations; and reallocation of budget.

Mr. Corrigan thanked Mr. Clark for his work to help us address our security concerns and educating staff.

Mr. Seifullah stated that repeat violators should be identified and restricted from library property and that formal policies should be considered to address this concern.

Mr. Werner stated that while developing policies we not restrict legitimate users of the library and policies should be implemented with sensitivity and compassion.

REG. BRD. MTG. OF
 2/19/09
 Approved

PRESENTATION:
 JIM CLARK, CLARK
 SECURITY GROUP,
 LLC

Mr. Thomas thanked Mr. Clark for his report and stated that a comprehensive plan that will include patron guidelines is being developed for Board consideration.

LTRS. FROM:
MICHAEL
McGRATH,
CLEVELAND
DIVISION OF
POLICE; SUSIE
O'BRIEN;
MARGARET G.
BIERMAN,
BEDFORD CITY
SCHOOL DISTRICT;
DORENE
MASSINGALE

Acknowledged

COMMUNICATIONS

Mr. Corrigan acknowledged the following letters from Chief Michael McGrath, Cleveland Division of Police expressing gratitude for the letter of praise and recognition; Susie O'Brien and Margaret G. Bierman, Communications and Public Relations Coordinator for Bedford City School District complimenting Doris Yee for her work with the Lunar New Year Program; and Dorene Massingale thanking the Woodland Branch Library staff providing assistance to her daughter.

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report (See page 231)

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

Change Order #2: Lorain Branch Re-roofing Project

(See pages 232-234)

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

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

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

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

CHANGE ORDER
#2: LORAIN
BRANCH RE-
ROOFING PROJECT
Approved

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
T&F Systems, Inc.	CO-2	\$+ 1,707.31	Labor and Material due to project delay, winter conditions and remobilization after structural repairs were completed.
		TOTAL	
		\$ + 1,707.31	

BE IT RESOLVED, That Change Order #2: Lorain Re-Roofing Project with T&F Systems, Inc. be approved with the \$1,707.31 increase for CO-2 being charged to the Building and Repair Fund: 401-55300-7190-000-10000.

Mr. Corrigan stated that this resolution was to address structural problems with the roof deck and additional time incurred for repairs.

Mr. Corrigan submitted the following reports.

Clerk-Treasurer's Report

(See pages 235-242)

Special Report on Income and Expenditures

(See pages 243-247)

Report on Investments

(See page 248)

Report on Conference and Travel Expenditures

(See pages 249-250)

CLERK-TREAS.
REPORT
Submitted

SPECIAL REPORT
ON INCOME &
EXPENDITURES
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report (See pages 251-252)

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

Retirement Recognition Citation

Mr. Seifullah 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 her retirement:

Bessie L. Powell (after 35 years of service), Account Specialist, Grade E, Accounting Department, retires 3/31/09

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 her be recorded in the minutes of this meeting, and

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

Various attendees including staff and Trustees extended their congratulations and well-wishes to Ms. Powell.

Proposed Addition to the Human Resources Manual

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

Be it resolved that the proposed addition to the *Human Resources Manual* be approved by the Library Board of

REGULAR
EMPLOYMENT
REPORT
Approved

RETIREMENT
RECOGNITION
CITATION
Approved

PROPOSED
ADDITION TO THE
HUMAN
RESOURCES
MANUAL
Approved

Trustees, to become effective immediately.
(See attachment pages 253-254 for full report)

Sharon Tufts, Human Resources Administrator, stated that this addition to the Human Resources Manual addresses staff development as well as the incorporation of a succession planning program to ensure the availability of a candidate pool of internal talent for administrative and managerial positions.

Mr. Werner thanked Sharon Tufts and all committee members who worked on the Succession Plan including Ms. Branham.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 255)

**REPORT ON PAID
SICK TIME**
Submitted

Affirmative Action Plan Report

(See page 256)

**AFFIRMATIVE
ACTION PLAN
REPORT**
Submitted

Insurance Summary Report

(See page 267)

**INSURANCE
SUMMARY REPORT**
Submitted

COMMUNITY SERVICES REPORT

Ms. Rodriguez submitted the following report.

Monthly Activity Report

(See pages 258-264)

**MONTHLY
ACTIVITY REPORT**
Submitted

DIRECTOR'S REPORT

February was a very exciting month for the Cleveland Public Library. The CPL was named a "Five Star" Library by *Library Journal* magazine. The publication evaluated over 7,000 public library systems and then identified 256 star libraries in its new national rating system. The ranking

**DIRECTOR'S
REPORT**
Presented

appraised all 7,000 library systems in four areas: circulation per capita; visits per capita; program attendance per capita and internet use per capita. Among systems that expend \$30,000,000 and above, CPL received the second highest score. It was one of only five libraries to attain the "Five Star" rating.

Adding to the excitement of February was the success of our multicultural programming during the month. Over a thousand community members celebrated African American History month at 33 programs. Board of Library Trustee member **John Hairston** served as a panelist on a dynamic program that featured the personal experiences of those who attended the presidential inauguration. A big "thank you" went to Branch Manager **Darlene Ronney** and her staff for all of their work on the program. The Writers & Readers program which featured author Eric Etheridge and Freedom Rider Miller Green was also well received. Additionally, 956 people attended the Library's annual Lunar New Year program, with many thanks to **Doris Yee**, **John Skrtic**, and **Milos Markovic** for their efforts.

In construction news, the CPL re-advertised the construction bid for the Woodland Branch improvements and held a number of meetings on the construction of the new Rice Branch. Despite difficult weather, the building remains on schedule.

MEETINGS & ACTIVITIES

On February 9, Public Relations Administrator **Tena Wilson** and I met with the City Council Caucus at City Hall. I gave a brief biographical overview and then provided them with my initial views on moving the Cleveland Public Library forward. Council President Martin Sweeney expressed his appreciation for the outstanding leadership of former director **Andrew Venable**. He and other council members communicated their willingness to work with the Library in the future.

Councilman Matt Zone welcomed me, and a number of staff to the 36th Annual Meeting of the Detroit Shoreway. The meeting acknowledged a number of individuals for their contributions to the community. Cleveland Public Library's Walz Branch Tenable guard, Anthony Burgos, was honored for his dedication to making the library safe for the community.

I met with Professor Paul Salipante of Case Western Reserve University along with Deputy Director, **Holly Carroll**, and Planning and Research Administrator, **Tim Diamond**, on February 28. Professor Salipante is serving as an advisor to CPL and his expertise has provided valuable reinforcement to the strategic directive process.

BRANCHES AND OUTREACH SERVICES

Despite being the shortest month of the year, February stretched to overflowing with activity and library programs. The Library joined with the Nation to celebrate Black History Month. Highlights included The Black Experience in the United States Military (East 131st and Martin L. King, Jr. Branches); the Annual African American Family Storytelling Event (Glenville); Introduction to African American Genealogy (Union, Addison); the Annual African American Poetry Reading (Garden Valley); and, two back-to-back music programs with Musickat Shalom (Walz) that attracted 198 students. Book displays throughout branches supplemented these well-received programs.

Additionally, branches recognized Valentine's Day with arts and crafts programs and book displays. Carnegie West, in connection with Pat Catan's, created valentines for distribution to local nursing homes and Primetime teens adopted classes in two local elementary schools, treating students to handcrafted valentines and goody bags.

Memorial-Nottingham and Sterling chose President's Day to present a successful community program, featuring a panel of residents (including Board Member John Hairston), that shared personal experiences of the historic inauguration of President Barack Obama.

Read, Baby, Read! Book Club, Primetime; Winter Reading Club (WRC); student tutorials; and story times and Play and Learn continued throughout the month. Primetime students learned about animal husbandry at Lake Farmpark and helped to make up the 321 teens who attended Youth Opportunities Unlimited's third annual Teen Career and Job Fair Thursday, February 25, at Martin L. King, Jr. Branch. Twenty-two area employers were on hand to receive applications and resumes from teens eager to find employment. Kudos to Union for registering the highest number of WRC participants to date and to Rockport's 461 youth who have read 6,000 books! America Reads tutors

assisted 142 students at Brooklyn and 14 students in 67 sessions at South Brooklyn. West Park celebrated Junie B. Jones Fun Day and attracted 282 participants to youth programs throughout the month.

Planning continued for the July merger of Library for the Blind and Physically Handicapped (Cincinnati) with Cleveland Public Library's services. Our staff continues to prepare for the transition as Administrators continue the funding efforts. While excited to provide centralized services for the State, we remain cautiously optimistic until required funding is secured.

Mobile Services reported 42 stops despite mechanical problems on the bus this month; 1,211 holds were filled. The "On the Road to Reading" van visited 12 pediatric and WIC sites and 80 daycare classes (886 in attendance). Early childhood staff circulated 1,056 items (44 kits) to the centers.

Free tax assistance in branches; two successful Lunar New Year Programs at Main, assisted by Doris Yee and Youth Services Department staff; and, continued demand for computer instruction and more public access computers helped to make for a full February.

Neighborhood Team Managers joined the Branches and Outreach Administrator to complete the introduction of Library Director Felton Thomas, Jr. to the System's 28 branches. A staff reception was held at Eastman and managers were able to hear the Director's vision for the system and engage in dialogue during a meeting at Memorial-Nottingham. The Director and Branches & Outreach Services Administrator also met with the Executive Director of Burten, Bell and Carr.

The Library re-advertised the construction bid for the new Mobile Services facility and the Woodland Branch improvements. The pre-bid meeting took place at Woodland on February 27, 2009. Meetings also continued for the new Rice Branch. Branch construction for all three facilities is tentatively scheduled for completion in November. The Library, including Board Members, the Director and Deputy Director, and community members, including Councilman Cimperman and the City Park Commissioner, met at Carnegie West Branch to continue discussion on Novak Park improvements and proactive approaches to work with

homeless and teen visitors to the park and adjacent public spaces.

Tenable Officer Alberto Burgos (Walz) was honored for community service at the Annual Meeting of Detroit Shoreway. The Director, security staff and Walz Manager Kathleen Lefkowitz joined the community in recognizing Mr. Burgos' achievements.

Staff throughout the system joined newly created Innovation Teams (I-Teams) to develop and recommend strategic initiatives. Branches & Outreach Services Administrator, Jan Ridgeway, is leading the Youth Services I-Team. Results will be sent to the Director and Administrative Staff in May.

Youth Services Department facilitated a full week of orientation for recently hired Youth Services staff. This training prepares staff to effectively work with youth in our libraries. All Branches & Outreach Services managers participated in the first systemwide session of Management Training. Ali Boyd, Interim Neighborhood Team Manager-Central, ended an exemplary assignment, and moved to the Mt. Pleasant Manager's position; Ellen Leavitt completed her interim assignment at Main and began the Central Team assignment. Appreciation is extended to Ali Boyd and Paula Logan Reid, who served as interim manager at Mt. Pleasant.

Branches & Outreach Services Administrator, Jan Ridgeway, was the featured storyteller at Glenville; introduced Writers and Readers author Eric Ethridge; participated in the nationwide African American Read-in at Border's; and shared personal reflections at the program on President Obama's historic inauguration.

MAIN LIBRARY

Programs/Exhibits: Audio-Video technicians provided support for the Eric Etheridge *Writers & Readers* program and the many other system-wide African-American History Month programs that were scheduled in the branches. The Department also presented "Beyond Tyler and Spike: Cleveland Area Filmmakers Exhibition," a screening of the films and short documentaries of local African-American filmmakers.

Fine Arts prepared a display of the *Rubaiyat of Omar Khayyam* to commemorate the 150th anniversary of the translation, and the 200th anniversary of Edward FitzGerald's birth.

Pam Eyerdam is chairing a committee to plan the *Progress with Chess* event on April 8-9, 2009 and is also working with Cleveland Public Art on a *2009 Spectrum* publication (series IV from 2008 - "Politics and Propaganda: Designing the President") as well as planning the 2009 Art in the Garden Competition.

With assistance from Doris Yee (Mobile Unit) and John Skrtic (Social Science), Foreign Literature planned and hosted CPL's annual *Lunar New Year* program, which attracted a total of 956 attendees and showcased 133 performers.

Map Librarian Tom Edwards presented "A Visual History: History of Northeast Ohio Mapping," to six people in the Lobby area on the second floor. The program discussed the significance of the map materials on display in the exhibit cases on the second floor. The exhibit ends in March.

Literature held a staff poetry reading on February 12.

Public Administration continued planning the Cuyahoga County's Bicentennial exhibit. Karen Martines distributed a list of women's names prominent in the County to select members of the community, including CPL staff and members of the Bicentennial Committee, for their input as to who should be included to the Cuyahoga County Fifty.

The Science & Technology Department prepared four large displays on transportation, fashion, needlecrafts and photography as part of the Dickens display.

In Social Sciences Sonia Young and Mark Moore installed an exhibit for Black History Month focusing on slavery, Egyptian History, and Ohio Black Laws. Mark Moore installed an exhibit on Election Trends focusing on racial, urban-rural, and local voting patterns while Helena Travka worked on the Fashion Week Cleveland exhibit.

Outreach: Fine Arts Librarian Bill Anderson gave a presentation at the Rock Hall of Fame class about library

resources in popular music. A Cleveland Institute of Art (CIA) Design class visited the JG White collection to study chess sets to design their own for a class project. These chess sets will be on display in Special Collections during April and for the *Progress with Chess* event.

Special Collections and Photograph Collection staff are collaborating with Vicki Blum of the Ohio Cemetery Alliance on a July 2009 photograph exhibit. Contest winners for the Ohio Cemetery Alliance Photograph Contest will be on display at the Cleveland Public Library. There is a possibility of having Herb Asherman give a talk regarding the historically significant periodical *Camera Works* of which Special Collections has holdings.

Foreign Literature Librarian Victoria Kabo translated and edited information on CPL for an article that was posted in the Russian language blog book, uraic.ru/blog and published in the library periodical *Bolshaia Biblioteka*. On February 7 Victoria Kabo and Milos Markovic met with Mr. Ihor Hnyda from the local Ukrainian community to discuss possible program opportunities at CPL.

General Reference Librarian Tonya Jenkins was appointed to the Director's new Youth Services Innovation Team. Pam Benjamin and Michelle Makkos, representing a possible cooperative purchasing effort between the Cuyahoga County Public Library, Cleveland State University Library and the Cleveland Public Library, met with Newsbank vendor Ren Dimond regarding the digitized *Plain Dealer* (1837- 1922).

History Manager Ron Burdick attended the Cleveland African-American Genealogical Society's February meeting at the Fairview Park Branch of CCPL. The Society presented to CPL the index to all deaths reported in the *Call & Post* newspaper between 1934 and 1954. The index is on a DVD and will be housed in the History and Geography Department.

The Northeast Pre-Release Center picked up close to 200 paperbacks to circulate at their facility. Popular Manager Richard Fox prepared a letter extending the partnership through 2009.

Social Sciences Librarian Mark Moore visited the Cleveland Gladiators' office to obtain materials for the Cleveland Sports exhibit. Sequoia Brown began overseeing three practicum students from Cleveland State University.

Ms. Brown met with the women of the NID housing counseling agency to discuss CPL presenting foreclosure programs. Harriette Parks finished her Winter Quarterly List of Education Books and sent it to Graphics for preparation. Ms. Travka spoke to Bookmobile staff about Social Sciences working with them on outreach opportunities. Department Manager John Skrtic attended a Foundation Center meeting at the Hannah Building and presented a proposal to the Foundation Center-New York for CPL to become a cooperating collection member. The Foundation Center Board accepted the proposal and accepted CPL as a member. Mr. Skrtic booked ex-Cleveland Indians player Len Barker to appear at CPL on April 10 for the Indians Home Opener program.

Collections/Reference:

Pam Eyerdam met with the Schweinfurth Committee and selected approximately \$18,000 of materials.

A microfilm budget reduction request was sent to all subject departments requiring them to examine and cut 35% of the titles they receive on microfilm. This was the first time a report has been created listing current microfilm subscriptions by subject department.

The terrific work of the Interlibrary Loan staff was acknowledged with a credit in the recently published book, *A Catalog of the Square Islamic Coins of Spain, Portugal and North Africa* by Mr. Ed Hohertz.

Library Assistant Melanie McCarter continues to work on a *Directory of Selected Subjects in Main Library*. In addition, she is also creating an index to the Genealogy Resources Guide (created by the History Department) for quick and easy reference. The index will be modeled on the format of the subject directory.

The History Department received a report of all "Assumed Lost" items from Automation for the year beginning in 2004 and ending in 2008. The report is over 90 pages long (no report has been issued for the last couple of years.) Staff members are checking the list against the items on the shelves, a small percentage of items have been found, and the items not found are being evaluated to determine if replacement copies are needed.

On February 3, 3M installed seven new Book Check Unit Models at the LSW and Main Lending stations.

A comprehensive weeding project began in mid-February in Science & Technology, using shelf list reports provided by the Automation Department. Weeding is being completed in reverse shelf-list order, allowing books to be shifted into the space opened on the shelves. To date, weeding has been completed on the third floor in all V call numbers and Stack 9 has been completed from VM through the end of VG.

A Baker & Taylor training session for SciTech staff was scheduled with Acquisitions staff Sandy Jelar Elwell and Alicia Naab for March 24 at 2:00 p.m.

In Social Sciences, Dave Furies is leading a project to implement a bookstore style display of books in the open stack area, and Pages Bernie Preston and Rob Bostick are preparing three ranges for experimentation. John Skrtic attended the February 10 ERC meeting and discussed database renewals on behalf of Government Documents, Public Administration, and Social Sciences. Practicum student Cheryl Seme continues to work on the Cleveland Councilman political files. Mr. Skrtic and Ann Olszewski continued to work on the Cleveland City Club tapes. Fifty tapes were restored and transferred to CD.

Staff/Professional Development: All Main Managers attended the first monthly Management Training Program, "Cleveland Public Library Culture & Vision," held on February 19.

The Business Department welcomed practicum student Christine Townsend, an MLS student from Kent State University.

Michael Dalby from Fine Arts attended an OLC Program Selection Committee meeting and also "Best Practices in Developing New Managers and Supervisors," along with Michelle Makkos from General Reference.

Michelle Makkos and Business Librarian Evelyn Lichtenberg met with Proquest representatives to discuss issues related to newspaper databases. Pam Benjamin attended the February meeting of the CPL Management Training Committee.

Pam Benjamin chaired an Electronic Resources Committee meeting on February 10. Tonya Jenkins also attended and took notes. All first and second quarter database subscriptions were approved for renewal with the exception

of *Global Books in Print* which is still under consideration. The current 4500 budget was given as \$729,064 with approximately \$43,250 available to spend in 2009. These were estimated figures which will be revised. It was noted that guidance was needed regarding how Managers will pay for e-Books and how the format is to be defined (monograph, continuation, database, etc.)

TECHNICAL SERVICES

Patricia Lowrey had several meetings to plan and prepare for the Harvest for Hunger campaign which will take place in March. She met with Angela Guinther, Adult Librarian from the South Brooklyn Branch and with Cathy Poilpre, Graphics Supervisor, who volunteered to work with her.

Ms. Lowrey attended the Succession Planning meeting with several members of the Board of Trustees, the Administrators, Deputy Director, and the Director. She attended the joint Automation-Technical Services meeting which included a small celebration of the career of retiring Larry Danicic. She met with Jan Ridgeway, Cindy Lombardo, Ann Palomo, and Tim Diamond to discuss a possible Floating Collection Pilot Project. Ms. Lowrey enjoyed the Eric Ethridge program in the Writers & Readers series.

Collection Management: Bonnie Bolton completed a rotation of visiting all 28 branches plus the Mobile Library and Laura Mommers continued her branch visits. The department began offering branches the opportunity to request replacement CDs and 11 branches submitted orders. Cheryl Fedorcio has been monitoring the new sharing of Collection Management selection lists with the Popular Library.

Rollie Welch welcomed back Ellen Leavitt in her new position as Neighborhood Manager of the Central Team after serving as interim department head for Science and Technology. Ms. Leavitt and Mr. Welch met and discussed replacement ordering, statistics and weeding. Mr. Welch created a "bank" for loose change to be donated for Harvest for Hunger.

Collection Management staff were involved with a series of intra-department cross-training sessions on different vendors' databases throughout the month. Mr. Welch started management cross-training with Sandy Jelar Elwell,

Head of Acquisitions Andrea Johnson, Head of Cataloging. Mr. Welch published a review in the Cleveland Plain Dealer and his Library Journal Online column of street lit titles.

Shelf/Shipping: A total of 1,299 items were sent from Storage to the Main Library. Over 1,660 telescopes of new materials were shipped out. We sent 162 new material trucks to Acquisitions Department and High Demand Department. A total of 27,397 items were stamped, bar coded and distribution located.

Roseanne Phelan attended manager training session sponsored by Cleveland Public Library Administration. Mrs. Phelan participated in management crossed-training with Beth Hegstrom, Catalog Clerical Supervisor, and Marianne Monger, Book Preparation Supervisor.

High Demand: There were 583 titles and 11,309 items ordered; a total of 551 titles and 14,664 items were received and added.

Carole Brachna, High Demand Manager worked hard to expand EDI invoicing to a new vendor. She was well assisted by the Automation Department. Ms. Brachna attended the Management Training session on CPL's corporate culture. In addition, time was spent cross-training with Ann Olszewski, Head of Preservation. Dale Dickerson, High Demand Librarian, spent time exploring some of the Acquisitions websites and also a vendor customer service site as part of his cross-training.

Book Preparation: Book Preparation processed 36,491 items during the month of February. This was an increase of 22% in the processing of books and an increase of 7% in the processing of non-book materials. Except for titles being held until their release dates, all other materials are meeting the goal of 24-hour turnaround.

Marianne Monger attended the first workshop of monthly training for library managers. The topic for the month of February was Culture and Vision for Cleveland Public Library conducted by Wayne Piper, retired from the Ohio Library Council. Marianne Monger attended the annual meeting of the Public Library Employee Credit Union and the monthly board of directors meeting.

Catalog: Staff cataloged 5,525 titles and added 11,938 items. On average, it is taking books less than half the

time to go through Catalog, compared to February 2008. There has also been a drop in the time for non-book materials going through Catalog, although less dramatic.

Andrea Johnson and Elizabeth Hegstrom began cross-training with other Technical Services department managers. John Parsons was trained to sort the incoming trucks so that he can fill in when Ms. Hegstrom is off. In addition to the Russian and Hungarian materials Enerel Dambiinyam regularly catalogs, she worked on books in Dutch, Portuguese, Norwegian, Swedish, Finnish, and Japanese. Michael Monaco created separate records for nineteen microform Cleveland suburban directories which were previously gathered on one collection-level record.

According to Michael Ruffing of the History Department, the directories are among the most requested materials in the department.

Ms. Hegstrom and Hilary Prisbylla from Automation worked together to develop the label templates for the new thermal printers. Senior Clerks Shirley Jones, Pam Riley, and Paula Stout have been using the new printers to print labels.

Preservation: Cross-training within the department continued. Staff learned to prepare books for adhesive rebinding, to inspect finished facsimile copies, and to prepare orders for hinged boxes. Management cross-training got underway as Ann Olszewski and Carole Brachna, High Demand Manager spent time in each other's department. Digital editions of two local history titles were added to the Cleveland history CONTENTdm collection. Also added was a digital version of an album of 59 photos documenting bridge and Cuyahoga River improvements made from 1939 to 1940. Digital versions of historic baseball photographs from the Mears Collection were also added.

Elizabeth Bardossy completed treatment of 25 newly cataloged maps, principally of Cleveland and Cuyahoga County, and 5 architectural drawings of a house on Parkland Drive, Shaker Heights, from the Howell and Thomas collection.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, and Nathaniel Infante, Technical Services Associate, worked with Pam Benjamin, General Reference Manager, to compile a comprehensive list of microfilm subscription titles for the Main Library Subject Department Managers.

Alicia Naab, Acquisitions Coordinator, attended a Fundamentals of Cataloging workshop on Classification at OHIONET.

Acquisitions staff ordered a total of 13,033 titles and 21,501 items, received 14,664 items, and processed a total of 1,422 invoices. Serials staff added 298 items and processed 556 periodical and serial claims.

MARKETING & COMMUNICATIONS

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

Public Relations:

- Wrote and distributed press releases for the following:
 - Lunar New Year
 - Reflection of the 44th President: Barack Obama's Historical Inauguration
 - Happy 140th Birthday to CPL
 - CPL's Upcoming African American History Month Events
 - Writers & Readers Eric Etheridge
 - Board of Library Trustees Meeting
 - CPL Ranked One of "America's Star Libraries"
 - Staged Reading of "The Aperture"
 - CPL Presents Tunes from the Toons by Daniel Goldmark
- Facilitated or participated in newspaper/TV/radio interviews or photographic opportunities for TV 20 interview of Felton Thomas in Special Collections; *Cleveland Magazine* interview by Eric Trickey of Felton Thomas for National Library Week issue; University Circle's *Full Circle Magazine* interview of Felton Thomas by Becky Voldrich; *Call and Post Newspaper* interview of Felton Thomas by James Wade.
- Directed Administrative Assistant Michael Young on various projects including proofreading, requisition requests, master calendar maintenance, copywriting, maintenance of department production timelines and correspondence.
- Completed and sent to press community newsletter, *Speaking Volumes*.
- Wrote copy and posted information for 4 staff newsletters.

- Placed spots/ads for March Writers & Readers' Firoozeh Dumas at Ideastream WCPN 90.3, and Plain Dealer / Sun News.
- Managed VOCUS PR Management software by maintaining contact information, monitoring news clippings, drafting and releasing library news.
- Arranged meeting room accommodations for 26 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. In the process of training Cynthia Lorber-Fienga, who will be assuming the task of scheduling the meeting rooms and maintaining the print and online calendars.
- Proofread various publications and collateral material.

Graphics:

- Cathy Poilpre and staff designed, printed and/or produced 115 printed pieces, including banners, signs, flyers, booklets, programs, and business cards and ads.
- Redesigned community newsletter, *Speaking Volumes*.
- Produced 4 staff newsletters including the redesigned staff newsletter.
- Produced ads for March Writers & Readers Author Series, Firoozeh Dumas.
- Prepared floor display cases for the Charles Dickens Exhibit.
- Met to plan the exhibit for the Cuyahoga County Bicentennial and the Congressional Art Show with representatives from Marcia Fudge's office (Cathy Poilpre).
- Wrapped barrels for the Harvest for Hunger campaign.
- Completed subject department brochures for Audio-Video and Government Documents.
- Completed ad, flier and signage for Writers & Readers' Eric Etheridge.
- Began design of new CPL logo.
- Worked with Radio Disney to produce a Winter Reading Club radio spot for the month of March (Cathy Poilpre).

Web:

- Amy Dankowski and David Reynolds performed routine updates and maintenance.
- February's total eMedia Collection circulation was 10,669 downloads, down from 11,480 in January. SecondLife displayed 3,543 total visitors in February, up from 3,365 in January. Twitter followers numbered 487, up from 384 in January.
- Launched *Travel Encounters* section of history.cpl.org.
- Launched *On the Read to Reading: Story Time Fun* section.
- Configured and evaluating WordPress blogging software, to eventually use for the Innovations teams.
- Created two custom pages for Ohio Center for the Book (OCB).
- Worked with History & Geography Department to maintain and update the contents of "Do Research" sections: Genealogy and Ohio Information.
- Worked with Youth Services to create a web presence for the 4th Annual Book Bee.

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 at the Circulation desk at the Collinwood Branch for two hours.
- Attended the following meetings and events:
 - Weekly Administrators, Progress with Chess planning, Main Library Meeting Room scheduling transfer, Rice Branch construction process on CPL website, Board President Alice Butts, City Council, Rock Hall Archivist Andy Leach, Medical Mart's Public Forum, Cool Cleveland's Thomas Mulready, Staff poetry program, Cuyahoga County Commissioners program setup, Annual Report planning meetings with Holly Carroll, Adult Services Innovation Team, Succession Planning, Graphics staff, Library Board of Trustees,

- o Writers and Readers' Eric Etheridge, Fashion Week, Friends of the Library, Webware, PR staff, Fit for Life, Don Boozer regarding library IMLS award, and Kim Fleming and Rhonda Crowder of the *Call & Post* Newspaper.

Advertising equivalency for the month of February was \$36,944.85. We received coverage in numerous publications. A complete listing is available in the Public Relations office.

BUILDINGS SERVICES

Buildings Office: Completed numerous branch inspections.

Attended pre-bid meeting for the Woodland Branch.

Attended construction meetings for Rice Branch.

Monitoring utility bills.

Maintenance Mechanics: Connected cable for television in the board room, Louis Stokes Wing.

Repaired handicap toilet in the men's public restroom, lower level of the Louis Stokes Wing.

Repaired leaking hot water pump at Addison Branch.

Removed and replaced toilet in staff restroom at Collinwood Branch, also snaked roof drain.

Repaired main fan shaft, replaced bearings and installed new motor at Eastman Branch.

Installed new outdoor light for parking lot at Fleet Branch.

Replaced heating valve actuator at Jefferson Branch.

Installed two new domestic hot water tanks at Memorial/Nottingham Branch.

Installed new data & power wiring for public computers at Sterling Branch.

Repaired leaking hot water pump at Union Branch.

Replaced broken disconnect switch for the bookmobile.

Carpenters/Painters: Repaired leaks at the Woodland Branch.

Removed interior door and installed glass and frame at Sterling Branch.

Constructed legs for two tables at Brooklyn Branch.

Installed locks on lockers at Hough Branch.

Repaired leaks at the Lake Shore Facility.

Repaired Walz Branch's door locks.

Replaced ceiling tile in restroom at Broadway Branch.

Replaced the ceiling tiles in the staffroom at Rockport Branch.

Painted basement at Lorain Branch.

Painted at the Lake Shore Facility and at Main Library.

Garage: Serviced vehicles #1, #2, #4, #5, #11, #19, #20 and #22.

Replaced tires, battery and shocks on truck #4.

Replaced rear brakes on delivery truck #5.

Replaced hinges and rollers on rear door of delivery truck #12.

Installed salt spreader on truck #21.

Salted and plowed branches.

Repaired snow blowers and salt spreaders as needed.

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, IPS has completed most of the repairs. 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 2 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: 11 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 400 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 46 branch investigations the remaining investigations and security reports were completed by security officers working in the Main Library Complex.

Training: The following Security Staff completed management training on Organizational Culture that was conducted by the Cleveland Public Library

SUMMARY OF IRREGULARITY REPORTS RECEIVED			
MONTH	2008	2009	CHANGE
January	102	63	-39
February	90	52	-38
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Year to Date	192	115	-77

AUTOMATION SERVICES

Larry Danicic Retires: After 18 years at CPL and 34 years of service to Ohio public libraries, Larry Danicic retired at the end of February. His quiet competence, helpfulness, wit, and exquisite vocabulary will be missed by his Software team co-workers, all of the Automation staff, and throughout CLEVNET.

CPL Projects: The Network team replaced the T1 at Broadway branch; installed emergency phones, removed old telephone control modules, and moved alarm service to new telephone lines at: Carnegie West, Collinwood, Eastman, Fleet, Fulton, Garden Valley, Glenville, Harvard-Lee, Langston-Hughes, Rice, Rockport, Walz, and Woodland.

Hardware set up a demonstration location for "building dashboard" being considered for the new Rice branch; remotely installed a new SirsiDynix Workflows client on 530 staff PCs as part of the Patch Cluster 2 upgrade; installed a Sam sign-up station at Memorial-Nottingham;

worked with Comprise to test polling public workstations more frequently to improve information on which stations are available.

The Software team converted Playaways to be holdable throughout CLEVNET; participated in planning for implementing a locally floating collection; consulted with Planning and Research and Youth Services on procedures for handling teacher kits.

The Web team worked with Rhonda Fulton, in creating a new *On The Road To Reading: Story Time Fun* section on the CPL web site; installed Wordpress to support a number of new blogs; established a Flickr account allowing publication of CPL images and representation of the images on the CPL web site through a slide show widget; added random quotes and book listings by Ohio authors to the Ohio Center for the Book web site; and worked with Youth Services to create a web page promoting the 4th Annual Book Bee.

CLEVNET Projects: A minor upgrade to the SirsiDynix 3.2.1 software, Patch cluster 2, was installed on February 1 after closing. Following the upgrade, self-check machines failed to work. Hardware worked intensively with Flashscan, 3M, and SirsiDynix to determine the cause. Self-check service was restored by mid-afternoon on February 2. SirsiDynix is working on resolving the problem in their SIP2 server implementation.

The Beta version of SirsiDynix Symphony v3.3 was installed on the test server on Saturday, February 21. Software staff attended several webex sessions in preparation for testing. Of particular testing are significant changes to Debt Collection, automatic printing of labels in cataloging, and changes to name field formats in patron records.

A change to CPL's domain name servers caused an outage of the public catalog used by remote users on February 21. Once the cause of the outage was identified, the public catalog was back in service within an hour.

The CLEVNET Director's Panel met in February. The major issues discussed included handling of lost and paid reimbursements; proposed procedures for handling "uncataloged" items; and plans for a new method for printing notices.

The Network team installed an additional T1 at Wayne County main; reviewed the Twinsburg Public Library local area network; and installed the IPrism (web filter) at the Twinsburg Neighborhood Center.

Bob Carterette and Ann Palomo met with Euclid Public Library staff to discuss their plans for rewriting their locally created PC reservation system, and automating placing holds for interested patrons on new works by popular authors and bulk holds on new DVDs.

The Software team updated Lorain Public Library policies to allow their bookmobile materials to circulate to all of CLEVNET and configured combined notice printing for Lorain and Elyria Public Libraries;

Data from Barberton's current Koha database was received and work commenced on migrating collections, borrowers, checkouts and fines to the CLEVNET system. Barberton staff began working rules for mapping their Koha data to the SirsiDynix software and their policies. The Barberton Public Library was added to the public CLEVNET web site. Barberton staff email was moved to the CLEVNET Zimbra server.

KnowItNow: Don Boozer spoke with the State Librarian, Jo Budler, concerning the progress of the KIN24x7 instant messaging (IM) project. Ms. Budler is preparing her testimony for the state legislature. Instant Messaging accounts have been set up for use by KIN providers and the manual has been updated to include providing service with instant messaging software.

Brian Leszcz has written scripts: to post comments from the KIN24x7 session surveys to the Provider page in real time; and to provide information on what providers are online.

Caleb Tucker-Raymond, Emily Papagni, Brian, and Don took part in a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of the Ohio/Oregon partnership at their Tuesday, Feb. 10, conference call. Also discussed was the need for both a qualitative and quantitative set of evaluation criteria for on-going management of the partnership.

Mr. Boozer has been recruiting librarians to serve as a Quality Assurance Committee for KIN24x7 similar to the

model used at AskColorado. As of February 27, four librarians have expressed interest. A first meeting is planned for March.

On February 25, Mr. Boozer trained Washington County Public Library staff on providing IM service.

Meetings and Professional Development: Ann Palomo, Hilary Prisbylla, Jim Benson and Larry Danicic attended the monthly meeting with Technical Services supervisors.

Ms. Palomo agreed to serve on the Strategic Direction Team with Tim, Sandy Jelar-Elwell and Felton Thomas.

Ms. Palomo, Mr. Carterette, and Ms. Pawlowski attended the Leadership Academy program on Regional and Economic Development at Cleveland State University.

Automation Services Department managers attended the CPL management training on February 19.

Mr. Boozer presented "Get to Know Homework Now and KnowItNow Academic" at the eTech conference in Columbus on February 3.

Mr. Boozer participated in a phone conference with the Ohio and Oregon State Librarians and staff from the Oregon LNET virtual reference service.

Statistics: February's total OverDrive/CLEVNET eMedia Collection circulation was 10,669 downloads, down from 11,480 in January. We currently have 487 followers on Twitter, up from 384 in January. SecondLife is currently displaying 3,543 total visitors to-date, up from 3,365 as reported in January.

Automation Services Statistics, 02/2009				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	81	70	31	182
CPL Branch	97	111	81	289
CPL Lake Shore	44	30	25	99
CLEVNET	54	22	15	91
PUBLIC				0
HARDWARE TOTAL	276	233	152	661
SOFTWARE				
CPL Main	13	12		25
CPL Branch	21	21		42
CPL Lake Shore	18	18		36
CLEVNET	77	77		154
PUBLIC	4	4		8
SOFTWARE TOTAL	120	120	0	265
WEBWARE				
CPL Main	11	11	3	25
CPL Branch	8	8		16
CPL Lake Shore				0
CLEVNET	6	6		12
PUBLIC	28	28		56
WEBWARE TOTAL	53	53	3	109
KIN				
CPL Main	1	1		2
CPL Branch				0
CLEVNET				0
PUBLIC				0
KIN Library	10	8		18
OHIOlink Library	3	3		6
After Dark				0
KIN TOTAL	14	12	0	26
GRAND TOTAL	463	418	155	1,061

Mr. Corrigan adjourned to the meeting at 1:10 p.m.

Alice G. Butts
President

Maritza Rodriguez
Secretary

CLEVELAND PUBLIC LIBRARY

**Finance Committee
March 19, 2009**

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

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	421	1,419
Periodicals	0	43
Publishers Gifts	196	229
Non-Print Materials	<u>21</u>	<u>66</u>
TOTAL LIBRARY SERVICE MATERIALS	638	1,757

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$100	\$100
Library Fund	Restricted	475	1,978
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	0	900
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
MetLife - Fit for Life	Restricted	6,250	6,250
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>12,500</u>
TOTAL MONEY GIFTS		\$6,825	\$21,728

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	28	59	638	1,757
Money Gifts	<u>6</u>	<u>6</u>	<u>6</u>	<u>10</u>
TOTAL GIFTS	34	65	644	1,767

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

Cleveland Public Library

To Sandra Kuban
From Myron Scruggs
Date March 12, 2009
Subject Change Order #2 (Lorain Roof)

I am requesting Change Order #2 for T & F Systems in the amount of \$1,707.31. This Change Order is needed due to the roof deck structural repairs. T & F incurred additional expense to remobilize and for additional time needed due to winter conditions.

Zimbra Collaboration Suite

myron.scruggs@cpl.org

Change order number two

Wednesday, March 11, 2009 4:19:17 PM

From: TA@hwhaep.com

To: myron.scruggs@cpl.org

Cc: ddangprm@aol.com

Attachments: lorain lib breakdown.pdf (94.3KB)

Myron

I would like to confirm our phone conversation regarding Change Order Number Two shown on T& F Systems current application for payment.

T & F Systems is showing a change order number two in the amount of \$5,173.66 for additional labor due to winter conditions and remobilization. This amount was presented to CPL and HWH last December when T&F remobilized after the delay for the roof deck structural repairs. We understood this to be a worst case estimate for additional time due to winter conditions. See attached PDF. We did not agree with using over time on weekends or the additional cost for adhesive.

The current Application for Payment number 4 includes \$1,707.31 towards the \$5,173.66 amount. We called T&F Systems and discussed with Adam Koelliker. Adam confirmed that the 1,707.31 is the total amount used as a result of winter conditions.

We agree with the amount requested and we recommend that the Library approves change order number two in the amount of \$1,707.31.

It is understanding that this job is complete except for minor punch list items. The roofing manufacture inspected the roof today. HWH will assist Profession Roof Management with roof inspection and final punch list sometime next week.

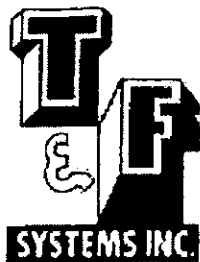
We are recommending a roof scan to ensure that there is no trapped moisture in the new roofing assembly. The roof deck repairs and winter roof conditions provides the possibility of trapped moisture.

Please let me know if you need additional information.

Best Regards,
Terry Angle

HWH ARCHITECTS ENGINEERS PLANNERS INC.
1300 EAST NINTH STREET, SUITE 900
CLEVELAND, OHIO 44114

Office 216- 875-4000
Direct 216-875-4020
ta@hwhaep.com



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

LORAIN LIBRARY

As discussed at the meeting held at Lorain Library on December 4, 2008, there are several items mentioned that would limit our production during the winter months. Listed below are the items and the costs/conditions to work in winter elements.

The insulation adhesive is installed in 3 layers, which is approx 243 SQ. The application of the HV3 adhesive in conditions of 50 degrees and rising is between 3-4 SQ. Now in the winter months once the cold air hits the adhesive the coverage is cut in half (2-3SQ) per kit. Attached you will find the material quote for the HV3. We will need ad additional 61 kits.

There will also be additional time spent handling the materials, production of the materials, and production of the tear off. We anticipate an additional 10.5 MD to deal with these issues.

There was also a mention of Sunday work, if the weather permits. The wage is double time per the labor agreement between local 44 and our roofers.

61 kits of HV3: \$9,516. If we do not use this many they would be credited.
 10.5 MD (\$492.73 MD): \$5,173.66
 Double Time rates for a 6-man crew: \$2,956.32 what would be due.

Again, we have an available crew to start on the days that can be worked. We will not start work with the anticipation of a chance of rain or snow over 40%. This does not include snow removal or pushing rain. If you have any questions please call.

Regards,

Adam Koelliker

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF TREASURER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD FEBRUARY 1 – FEBRUARY 28, 2009

H. Sandra Kubler

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending February 28, 2009

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	14,378,100.00	0.00	0.00	0.00	14,378,100.00
42 Intergovernmental	4,803,579.75	75,282.73	0.00	0.00	4,878,862.48
43 Fines & Fees	54,997.98	0.00	0.00	0.00	54,997.98
44 Investment Earnings	138,505.38	(12,899.84)	0.00	(4,386.12)	121,219.42
45 Charges for Services	439,919.68	0.00	0.00	0.00	439,919.68
46 Contributions & Donations	0.00	21,728.47	0.00	0.00	21,728.47
48 Miscellaneous Revenue	11,409.12	0.00	0.00	215.53	11,624.65
Total Revenues	\$ 19,826,511.91	\$ 84,111.36	\$ 0.00	\$(4,170.59)	\$ 19,906,452.68
51 Salaries/Benefits	6,160,208.63	42,401.27	0.00	0.00	6,202,609.90
52 Supplies	194,404.77	5,160.00	0.00	0.00	199,564.77
53 Purchased/Contracted Services	1,675,482.64	72,820.10	0.00	0.00	1,748,302.74
54 Library Materials	1,015,082.35	4,087.38	0.00	5,745.11	1,024,914.84
55 Capital Outlay	38,458.07	0.00	363,262.38	0.00	401,720.45
57 Miscellaneous Expenses	37,233.38	7,990.00	0.00	0.00	45,223.38
Total Expenditures	\$ 9,120,869.84	\$ 132,458.75	\$ 363,262.38	\$ 5,745.11	\$ 9,622,336.08
Revenue Over/(Under) Expenditures	\$ 10,705,642.07	\$(48,347.39)	\$(363,262.38)	\$(9,915.70)	\$ 10,284,116.60
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	\$ 10,705,642.07	\$(48,347.39)	\$(363,262.38)	\$(9,915.70)	\$ 10,284,116.60
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	\$ 39,779,752.13	\$ 10,172,677.16	\$ 9,135,908.05	\$ 2,540,328.38	\$ 61,628,665.72

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending February 28, 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	1,965,836.16	0.00	11,198,295.84
51120 Clerical Salaries	13,348,097.00	13,348,097.00	1,960,456.81	0.00	11,387,640.19
51130 Non-Clerical Salaries	1,729,671.00	1,729,671.00	243,118.17	0.00	1,486,552.83
51140 Buildings Salaries	5,153,746.00	5,153,746.00	744,615.04	0.00	4,409,130.96
51150 Other Salaries	1,883,438.00	1,883,438.00	237,171.62	0.00	1,646,266.38
51400 OPERS	4,855,191.00	4,995,879.08	545,567.63	4,371,566.57	78,744.88
51610 Health Insurance	3,931,593.00	4,246,038.86	377,813.87	3,506,426.49	361,798.50
51620 Life Insurance	87,192.00	110,477.99	30,094.59	65,496.20	14,887.20
51630 Workers Compensation	373,594.00	373,594.00	(221.52)	0.00	373,815.52
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	55,065.60	366,355.24	243,226.52
Salaries/Benefits	45,135,224.00	\$ 45,733,594.48	\$ 6,160,208.63	\$ 8,359,386.03	\$ 31,213,999.82
52110 Office Supplies	105,867.00	110,984.10	7,710.82	9,104.42	94,168.86
52120 Stationery	177,827.00	219,374.55	36,192.96	38,420.69	144,760.90
52130 Duplication Supplies	121,095.00	132,583.69	16,668.80	8,714.89	107,200.00
52140 Hand Tools	8,379.00	8,922.38	758.52	85.78	8,078.08
52150 Book Repair Supplies	106,572.00	118,096.69	12,637.06	15,270.25	90,189.38
52210 Janitorial Supplies	132,160.00	135,876.87	19,061.29	11,555.54	105,260.04
52220 Electrical Supplies	115,814.00	117,040.19	7,498.95	2,220.81	107,320.43
52230 Maintenance Supplies	170,072.00	180,396.34	17,085.10	18,051.33	145,259.91
52240 Uniforms	16,150.00	17,124.50	0.00	10,124.48	7,000.02
52300 Motor Vehicle Supplies	62,647.00	66,960.10	5,439.63	37,818.07	23,702.40
52900 Other Supplies	383,702.00	429,070.41	71,351.64	25,919.61	331,799.16
Supplies	1,400,285.00	\$ 1,536,429.82	\$ 194,404.77	\$ 177,285.87	\$ 1,164,739.18
53100 Travel/Meetings	98,914.00	110,895.66	10,341.86	100,803.80	(250.00)
53210 Telecommunications	434,659.00	489,043.35	107,673.63	471,923.64	(90,553.92)

Cleveland Public Library
Appropriation, Expenditure and Balances
General Fund
For the Period Ending February 28, 2009

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53230	128,896.00	141,374.63	23,374.58	119,814.05	(1,814.00)
53240	280,000.00	322,584.76	23,860.75	65,101.37	233,602.64
53310	201,122.00	320,296.17	80,152.20	94,943.67	145,200.30
53320	67,506.00	70,763.35	4,344.02	505.25	65,914.08
53330	15,000.00	16,450.00	0.00	3,250.00	13,200.00
53340	214,993.00	239,164.77	17,788.50	83,352.40	138,023.87
53350	269,826.00	312,940.75	34,619.73	80,064.30	198,256.72
53360	857,891.00	883,520.52	434,811.52	72,610.39	376,098.61
53370	27,729.00	30,468.75	7,763.77	550.00	22,154.98
53380	974,879.00	1,009,679.53	129,806.73	853,193.80	26,679.00
53390	36,000.00	39,000.00	0.00	39,000.00	0.00
53400	382,136.00	382,606.00	6,432.00	470.00	375,704.00
53510	84,959.00	104,007.33	20,720.99	73,199.30	10,087.04
53520	314,268.00	386,639.08	46,266.67	250,189.82	90,182.59
53610	1,949,602.00	2,237,874.42	263,418.77	1,835,981.95	138,473.70
53620	391,513.00	407,122.63	80,567.08	296,185.77	30,369.78
53630	721,610.00	761,967.44	58,093.02	656,731.84	47,142.58
53640	90,720.00	131,779.57	4,734.61	151,367.99	(24,323.03)
53710	1,914,515.00	2,476,000.93	278,300.30	901,170.40	1,296,530.23
53720	526,500.00	531,200.00	0.00	4,700.00	526,500.00
53800	305,000.00	336,248.96	40,942.41	290,306.55	5,000.00
53900	15,160.00	18,169.25	1,469.50	12,139.75	4,560.00
	10,303,398.00	\$ 11,759,777.85	\$ 1,675,482.64	\$ 6,457,556.04	\$ 3,626,739.17
54110	3,901,786.00	5,008,800.00	491,662.72	1,125,716.17	3,391,421.11
54120	838,612.00	878,139.50	53,232.80	301,087.60	523,819.10
54210	1,854,238.00	1,988,307.91	40,159.25	118,072.78	1,830,075.88
54220	309,865.00	403,623.50	32,493.93	79,697.50	291,432.07

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending February 28, 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	188,140.17	308,493.51	1,264,930.69
54320 Audio Media - Spoken	426,023.00	517,839.26	44,456.30	145,842.71	327,540.25
54325 Audio Media - Music	690,775.00	833,055.93	106,731.72	121,239.25	605,084.96
54350 Computer Media	319,800.00	434,764.71	19,013.99	300,491.63	115,259.09
54500 Database Services	1,589,121.78	1,606,957.78	3,050.10	267,775.73	1,336,131.95
54600 Interlibrary Loan	6,500.00	6,886.08	775.84	6,110.24	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	16,604.46	38,995.09	79,250.64
54730 Preservation Boxing	12,674.00	13,406.50	6,039.33	2,101.05	5,266.12
54790 Preservation Reformatting	65,618.00	93,228.04	12,721.74	27,095.05	53,411.25
Library Materials	11,835,291.78	\$ 13,767,297.72	\$ 1,015,082.35	\$ 2,843,621.26	\$ 9,908,594.11
55510 Furniture	141,409.00	165,646.97	5,223.18	23,604.96	136,818.83
55520 Equipment	68,629.00	84,113.00	1,434.29	18,882.40	63,796.31
55530 Computer Hardware/Software	964,437.00	964,437.00	31,800.60	292,099.76	640,536.64
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	\$ 38,458.07	\$ 334,587.12	\$ 878,670.78
57100 Memberships	68,278.00	71,782.00	35,196.00	6,758.00	29,828.00
57200 Taxes	1,000.00	1,652.68	191.02	1,261.66	200.00
57500 Refunds/Reimbursements	14,002.00	26,122.34	1,846.36	26,076.46	(1,800.48)
Miscellaneous Expenses	83,280.00	\$ 99,557.02	\$ 37,233.38	\$ 34,096.12	\$ 28,227.52
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	\$ 9,120,869.84	\$ 18,206,532.44	\$ 49,820,970.58

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2009

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	29,074,110.06	19,826,511.91	9,120,869.84	18,206,532.44	21,573,219.69
Total General Fund	\$ 29,074,110.06	\$ 19,826,511.91	\$ 9,120,869.84	\$ 18,206,532.44	\$ 21,573,219.69
201 Anderson	189,796.30	(344.39)	1,007.19	3,101.97	185,342.75
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	4,064.20	43,295.84	4,179,806.90
204 Kaiser	39,244.59	0.00	0.00	0.00	39,244.59
205 Kralej	139,498.67	(794.81)	0.00	288.68	138,415.18
206 Library	148,268.50	2,078.47	2,440.00	0.00	147,906.97
207 Pepke	85,789.54	0.00	0.00	0.00	85,789.54
208 Wickwire	994,220.04	(2,568.93)	1,057.50	2,921.11	987,672.50
209 Wittke	59,160.11	(115.71)	0.00	437.22	58,607.18
210 Young	2,571,940.87	(445.40)	7,905.28	0.00	2,563,590.19
225 Friends	9,540.13	0.00	0.00	0.00	9,540.13
226 Judd	1,683.13	0.00	18,319.39	47,283.59	(63,919.85)
228 Lockwood Thompson Memorial	260,422.16	0.00	3,180.19	250,254.13	6,987.84
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	16,334.54	(12,439.47)
242 Cleveland NCA Kiosk	14,617.02	0.00	398.15	2,001.85	12,217.02
244 Harvard CS Kiosk Project	8,828.87	0.00	122.68	737.78	7,968.41
252 LSTA-Know It Now	134,785.74	75,282.73	87,029.17	88,431.27	34,608.03
253 MetLife-Fit for Life II	11,300.00	6,250.00	6,935.00	2,700.57	7,914.43
Total Special Revenue Funds	\$ 10,221,024.55	\$ 84,111.36	\$ 132,458.75	\$ 457,788.55	\$ 9,714,888.61
401 Building & Repair	9,499,170.43	0.00	363,262.38	4,175,200.64	4,960,707.41
Total Capital Project Funds	\$ 9,499,170.43	\$ 0.00	\$ 363,262.38	\$ 4,175,200.64	\$ 4,960,707.41
501 Abel	161,156.88	(19.94)	0.00	0.00	161,136.94

Cleveland Public City
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 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>
502 Ambler	1,496.65	0.00	0.00	0.00	1,496.65
503 Beard	108,071.85	0.00	0.00	4,168.50	103,903.35
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	4,157.88	200,465.94
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)	70.00	2,500.00	111,447.32
511 Weidenthal	4,413.61	0.00	0.00	0.00	4,413.61
512 White	1,580,320.72	(2,311.06)	5,675.11	15,415.14	1,556,919.41
Total Permanent Funds	\$ 2,550,244.08	\$(4,170.59)	\$ 5,745.11	\$ 26,241.52	\$ 2,514,086.86
Total All Funds	\$ 51,344,549.12	\$ 19,906,452.68	\$ 9,622,336.08	\$ 22,865,763.15	\$ 38,762,902.57

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending February 28, 2009**

Balance of All Funds	<u>\$ 61,628,665.72</u>
Chase-Checking	9,767.72
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(745,396.32)
KeyBank-MC/VISA	12,414.38
Fifth Third - Checking	430,239.68
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>\$(277,524.54)</u>
National City - Investments	32,036,186.71
NCB/Allegiant Money Market	263,705.85
KeyBank - Victory Fund	4,977,093.35
STAR OHIO Investment	12,742,424.10
Investments	<u>\$ 50,019,410.01</u>
NCB Endowment Acct	11,886,780.25
Endowment Account	<u>\$ 11,886,780.25</u>
Cash in Banks and On Hand	<u>\$ 61,628,665.72</u>

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES
AND ON STRATEGIC PLAN EXPENDITURES
THROUGH FEBRUARY 28, 2009

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
 For the Period Ended
 February 28, 2009

General Fund - Receipts						
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year	
PLF - Public Library Fund	24,625,428	4,569,777	20,055,651	19%	19%	
General Property Tax	29,400,248	14,378,100	15,022,148	49%	49%	
Rollback, Homestead, CAT	6,489,423	0	6,489,423	0%	0%	
Federal Grants	0	0	0	0%	0%	
State Aid	960,000	233,803	726,197	24%	0%	
Fines & Fees	323,500	54,998	268,502	17%	15%	
Investment Earnings	1,600,000	138,505	1,461,495	9%	31%	
Services to Others-Clevnet	2,800,000	439,920	2,360,080	16%	17%	
Miscellaneous	410,000	11,409	398,591	3%	7%	
Advances & Transfers	0	0	0	0%	0%	
TOTALS	66,608,599	19,826,512	46,782,087	30%	29%	

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
February 28, 2009**

General Fund - Expenditures						
	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
Salaries/Benefits	45,733,594	14,519,595	31,214,000	32%	33%	
Supplies	1,536,430	371,691	1,164,739	24%	19%	
Purchased Services	11,759,508	8,133,039	3,626,469	69%	61%	
Library Materials	13,767,568	3,858,704	9,908,864	28%	28%	
Capital Outlay	1,251,716	373,045	878,671	30%	26%	
Other	99,557	71,330	28,228	72%	71%	
SUBTOTAL	74,148,373	27,327,402	46,820,971	37%	37%	
Advances/Transfers	3,000,000	0	3,000,000	0%	0%	
TOTALS	77,148,373	27,327,402	49,820,971	35%	36%	

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

Note (3): Subtotal includes 12% expended and 23% encumbered.

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
February 28, 2009**

Strategic Plan Expenditures - In Millions														
	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	0.534	13.064	12.253
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	0.282	15.000	2.961
TOTALS	4.182	1.182	5.572	2.477	6.215	3.509			6.651	4.622	0.000	0.816	28.990	16.145
<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
February 28, 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	282,035	3,778,477	801,478
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	282,035	3,878,090	1,395,004
Walz					

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – February 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 February 1, 2009 through February 28, 2009.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
02/01/09 - 02/28/09	28	Various	Key Bank	Various	\$ 96.78	Sweep Money Market
02/01/09 - 02/28/09	28	Various	STAR Ohio	Various	2,417.61	Investment Pool
02/01/09 - 02/28/09	28	Various	National City Bank	Various	26.20	Sweep Money Market
08/12/08 - 02/12/09	185	1,000,000	Fed Home Loan Mort Crp	3.050%	15,250.00	Federal Agency
08/23/08 - 02/23/09	185	1,000,000	Federal Home Loan Bank	4.050%	37,500.00	Federal Agency

Earned Interest February 2009 \$ 55,290.59
 Earned Interest Year To Date \$ 138,505.38

CLEVELAND PUBLIC LIBRARY**Finance Committee****March 19, 2009****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 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
Tyler/Munis Ohio Munis User Group Mansfield, Ohio	2/5/09	Lunette Baldwin	104.31
American Library Association Mid-Winter Conference Denver, Colorado	1/23/09 - 1/28/09	Donald Boozer	1,618.82
American Library Association Mid-Winter Conference Denver, Colorado	1/23/09 - 1/28/09	Ronald Burdick	900.00
Etech Ohio Educational Technology Conference Columbus, Ohio	2/3/09	Thomas Edwards	239.10
American Library Association Mid-Winter Conference Denver, Colorado	1/22/09 - 1/27/09	Elizabeth Gaughan	900.00
American Library Association Mid-Winter Conference Denver, Colorado	1/23/09 - 1/28/09	Annisha Jeffries	449.30
American Library Association Mid-Winter Conference Denver, Colorado	1/22/09 - 1/27/09	Chrystal Carr Jeter	900.00
American Library Association Mid-Winter Conference Denver, Colorado	1/23/09 - 1/28/09	Oksana Kraus	900.00
Cleveland State University Global Chain Management Seminar Cleveland, Ohio	1/27/09	Aaron Mason	50.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Mid-Winter Conference Denver, Colorado	1/23/09 - 1/27/09	Barbara Mates	831.74
Cleveland State University Global Chain Management Seminar Cleveland, Ohio	1/27/09	Maureen Mullin	50.00
American Library Association Mid-Winter Conference Denver, Colorado	1/24/09 - 1/26/09	William Reed IV	815.29
American Library Association Mid-Winter Conference Denver, Colorado	1/23/09 - 1/26/09	Deva Walker	866.34
American Library Association Mid-Winter Conference Denver, Colorado	1/23/09 - 1/28/09	Rollie Welch	900.00
American Library Association Mid-Winter Conference Denver, Colorado	1/23/09 - 1/28/09	Mary Callaghan Zunt	900.00
TOTAL			\$10,424.90

SUMMARY

FUND	FEBRUARY	YEAR TO DATE
General	\$8,706.08	\$10,341.86
Judd Fund	0.00	0.00
Lockwood Thompson	100.00	100.00
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	1,618.82	1,618.82
TOTAL	\$10,424.90	\$12,060.68

3/1

APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE: continued**Longevity:**

	<u>Salary – 1/31/09</u>			<u>Salary – 2/01/09</u>			<u>Assignment</u>
	<u>Rate</u>	<u>Grade</u>	<u>Step</u>	<u>Rate</u>	<u>Grade</u>	<u>Step</u>	
Bettinger, James	\$ 69,201	I	6	\$ 70,585	I	7	Science & Tech.
Hoge, Rosemary	68,505	H	11	69,875	H	12	Science & Tech.
Leavitt, Ellen	90,378	L	6	92,185	L	7	Science & Tech.
Miranda, Sabrina	40,719	B	10	41,534	B	11	General Reference

	<u>Salary – 2/14/09</u>			<u>Salary – 2/15/09</u>			<u>Assignment</u>
	<u>Rate</u>	<u>Grade</u>	<u>Step</u>	<u>Rate</u>	<u>Grade</u>	<u>Step</u>	
Jeter, Chrystal	\$ 90,378	L	6	\$ 92,185	L	7	Youth Services
McCarter, Mark	41,534	B	11	42,365	B	12	LBPH
Parker, Michael	38,371	B	7	39,138	B	8	Custodial-A
Smith, Patricia	39,138	B	8	39,921	B	9	Rice
Waite, Lissa	62,047	H	6	63,287	H	7	Fine Arts

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

Clardy, James	Shelf Division (Main)	3/02/09
Hall, Diamond	Martin Luther King	2/24/09
Majied, Omar	Walz	2/03/09

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report
March 19, 2009

PROPOSED ADDITION TO THE HUMAN RESOURCES MANUAL

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

Section 500 – Staff Development**Add New Sub-Section: Succession Planning – 515**

515.1 - It is the policy of Cleveland Public Library to help employees develop to the full extent of their potential and, to the extent possible for the library, to help them achieve realistic career goals that satisfy both individual and library requirements. The library also recognizes that each individual is responsible for making a personal investment in their own career development.

515.2 - The purpose of the succession planning program at Cleveland Public Library is to ensure a candidate pool of internal talent for administrative and managerial positions. Cleveland Public Library is fully committed to equal employment opportunity for all employees, regardless of age, disability, race, religion, sex, sexual orientation, creed, color, or national origin.

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

Cleveland Public Library

Succession Planning Objectives 2009-2010

Library Administration's objectives are ...

- Implement a Human Resources Information System (HRIS) to integrate all relevant employee information in an online environment.
- Implement the "Library Manager" training program designed by a management task force to better equip managers with needed skills and competencies
- Provide training for managers on how to do effective performance evaluations, ("Library Manager" training module)
- Provide training for managers on how to do effective "individual development plans" ("Library Manager" training module)
- Refine the process used to nominate managers to attend internal and external management and leadership development programs
- Put the revised job descriptions in place and make them readily available to all staff

2010

- Investigate piloting a management cross-training and job shadowing program at CPL
- Communicate career development opportunities/ideas on a regular basis
- Investigate the use of management assessment tools that can be used to identify management competencies and areas of development
- Establish a team to begin discussion of a Library diversity plan

The succession planning objectives are subject to budget and time constraints.

3/2

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**

March 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	3,984.28
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

March 19, 2009

Payroll Period Ending February 28, 2009

	FULL-TIME				PART-TIME				%Min.	Total					
	FEMALE		MALE		FEMALE		MALE								
	White	Black	Other	White	Black	Other	White	Black							
Management/ Supervisory ¹	27	19	0	21	8	2	2	77	37.7	1	0	0	0	1	0
Professional ²	47	15	5	22	1	1	1	91	24.2	5	2	0	2	0	9
Support Staff	48	128	16	32	45	4	4	273	70.7	22	42	8	12	40	128
Maintenance & Security	2	3	0	31	50	4	4	90	63.3	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	0	32	44	16	14	50	7
Total	124	165	21	106	104	11	11	*531	56.7	60	88	24	28	90	11

FULL TIME EQUIVALENT (FTE): 531

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 138.64

FULL TIME TURNOVER RATE: 0.3%

PART TIME TURNOVER RATE: 1.7%

*INCLUDES
4 LEAVES OF ABSENCE

¹ Includes 60 Librarians
² Includes 91 Librarians

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

Human Resources Committee Report
March 19, 2009

Staff Enrollments-Health Care/Dental

	Single	Family	Total
United Healthcare	109	93	202
Kaiser	232	103	335
Delta Dental	261	196	457

Workers' Compensation Lost Time Report

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

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

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	157,278	154,865	6,049	5,736	316,241	311,447	1.5%
Branches & Mobile Units	334,466	321,934	13,936	12,877	676,553	660,835	2.4%
Library for the Blind	34,373	38,597	1,562	1,838	69,655	82,495	-15.6%
TOTAL CIRCULATION	526,117	515,396			1,062,449	1,054,777	0.7%

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	38,923	40,524	1,497	1,501	72,893	80,070	-9.0%
Branches & Mobile Unit ¹	54,510	49,804	2,271	1,992	102,105	100,873	1.2%
Library for the Blind	1,922	1,268	87	60	3,815	2,961	28.8%
TOTAL QUESTIONS	95,355	91,596			178,813	183,904	-2.8%

COMPUTER USAGE	Number of Computers	Number of Sessions	Total Hours In Use	Avg Session in Minutes
Branches	231	68,499	34,760	30
TOTAL USAGE	297	81,937	45,672	

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	56,510	56,415	2,173	2,089	108,906	113,696	-4.2%
Branches	275,905	263,138	11,496	10,526	535,456	537,359	-0.4%
Mobile Unit	598	721			1,233	1,451	-15.0%
TOTAL VISITS	333,013	320,274			645,595	652,506	-1.1%

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR FEBRUARY 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)	Other CLEVNET Systems	Total Circulation (f+g)
Addison	9,967	936	572	851	0	12,326	1,322	13,648
Broadway	3,044	91	52	104	0	3,291	392	3,683
Brooklyn	7,036	581	400	536	0	8,553	802	9,355
Carnegie West	8,531	721	997	1,201	0	11,450	793	12,243
Collinwood	9,022	505	389	762	0	10,678	1,232	11,910
East 131st	3,528	280	148	336	0	4,292	536	4,828
Eastman	11,270	1,009	938	1,601	0	14,818	1,134	15,952
Fleet	9,051	656	646	962	0	11,315	995	12,310
Fulton	6,325	540	394	594	0	7,853	726	8,579
Garden Valley	3,791	159	68	112	0	4,130	555	4,685
Glenville	6,715	606	378	826	36	8,561	694	9,255
Harvard-Lee	7,192	623	500	838	0	9,153	695	9,848
Hough	4,765	391	261	375	0	5,792	591	6,383
Jefferson	9,193	628	736	992	200	11,749	666	12,415
Langston Hughes	4,965	401	264	505	150	6,285	666	6,951
Lorain	10,635	700	379	851	0	12,565	996	13,561
Martin Luther King, Jr.	5,432	374	637	1,007	188	7,638	810	8,448
Memorial-Nottingham	12,954	698	1,118	1,871	366	17,007	1,638	18,645
Mt. Pleasant	6,149	486	233	453	0	7,321	711	8,032
Rice	6,546	295	193	399	0	7,433	1,005	8,438
Rockport	16,838	1,371	1,072	1,773	0	21,054	2,054	23,108
South	8,406	573	322	453	0	9,754	1,161	10,915
South Brooklyn	17,791	984	1,289	2,017	0	22,081	2,108	24,189
Sterling	5,384	410	291	358	110	6,553	430	6,983
Union	5,303	631	313	715	0	6,962	555	7,517
Walz	11,311	830	932	1,088	0	14,161	1,309	15,470
West Park	20,269	1,473	2,040	2,929	196	26,907	2,988	29,895
Woodland	9,291	631	301	540	0	10,763	1,186	11,949
BRANCH TOTAL	240,704	17,583	15,863	25,049	1,246	300,445	28,750	329,195
Mobile Units	3,244	184	377	298	1,056	5,159	112	5,271
TOTAL	243,948	17,767	16,240	25,347	2,302	305,604	28,862	334,466

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	13,648	14,591	27,321	30,089	-2,768	-9.2%
Broadway	3,683	3,440	7,676	7,330	346	4.7%
Brooklyn	9,355	7,769	18,581	16,436	2,145	13.1%
Carnegie West	12,243	11,488	25,000	23,265	1,735	7.5%
Collinwood	11,910	11,820	24,438	23,765	673	2.8%
East 131st	4,828	4,371	9,710	9,212	498	5.4%
Eastman	15,952	17,076	33,124	34,529	-1,405	-4.1%
Fleet	12,310	11,134	25,048	22,332	2,716	12.2%
Fulton	8,579	9,733	17,306	19,794	-2,488	-12.6%
Garden Valley	4,685	3,055	9,727	3,710	6,017	162.2%
Glenville	9,255	8,080	18,877	16,784	2,093	12.5%
Harvard-Lee	9,848	9,889	19,967	20,461	-494	-2.4%
Hough	6,383	6,845	13,877	13,837	40	0.3%
Jefferson	12,415	10,999	25,786	22,639	3,147	13.9%
Langston Hughes	6,951	7,695	13,589	15,027	-1,438	-9.6%
Lorain	13,561	13,534	26,993	27,793	-800	-2.9%
Martin Luther King, Jr.	8,448	8,863	16,831	18,796	-1,965	-10.5%
Memorial-Nottingham	18,645	18,939	37,084	38,992	-1,908	-4.9%
Mt. Pleasant	8,032	6,952	16,198	14,431	1,767	12.2%
Rice	8,438	7,814	17,092	16,661	431	2.6%
Rockport	23,108	22,843	46,413	45,948	465	1.0%
South	10,915	8,500	22,004	17,600	4,404	25.0%
South Brooklyn	24,189	24,420	48,370	50,570	-2,200	-4.4%
Sterling	6,983	5,231	13,704	11,325	2,379	21.0%
Union	7,517	7,437	15,289	15,885	-596	-3.8%
Walz	15,470	14,273	32,020	30,604	1,416	4.6%
West Park	29,895	28,690	58,738	59,470	-732	-1.2%
Woodland	11,949	9,476	24,897	19,939	4,958	24.9%
BRANCH TOTAL	329,195	314,957	665,660	647,224	18,436	2.8%
Mobile Units	5,271	6,977	10,893	13,611	-2,718	-20.0%
TOTAL	334,466	321,934	676,553	660,835	15,718	2.4%

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	8,884	9,084	16,995	18,196	-1,201	-6.6%
Broadway	2,032	1,969	4,048	4,246	-198	-4.7%
Brooklyn	4,074	4,200	7,806	8,901	-1,095	-12.3%
Carnegie West	21,885	21,044	42,576	42,896	-320	-0.7%
Collinwood	8,655	9,163	17,352	19,141	-1,789	-9.3%
East 131st	6,159	5,932	12,420	13,484	-1,064	-7.9%
Eastman	13,023	13,127	25,055	26,999	-1,944	-7.2%
Fleet	10,184	10,418	20,417	20,831	-414	-2.0%
Fulton	6,203	6,218	12,476	13,139	-663	-5.0%
Garden Valley ¹	7,034	3,477	13,564	4,203	9,361	222.7%
Glenville	8,752	7,959	17,227	16,933	294	1.7%
Harvard-Lee	13,600	11,123	25,879	22,891	2,988	13.1%
Hough	14,831	16,607	28,400	33,379	-4,979	-14.9%
Jefferson	7,448	9,070	16,667	18,613	-1,946	-10.5%
Langston Hughes	6,377	7,042	12,247	14,986	-2,739	-18.3%
Lorain	10,408	7,740	20,163	16,381	3,782	23.1%
Martin Luther King, Jr.	7,362	6,562	14,273	14,384	-111	-0.8%
Memorial-Nottingham	8,640	9,421	17,101	19,423	-2,322	-12.0%
Mt. Pleasant	9,138	8,825	17,477	17,778	-301	-1.7%
Rice	5,761	5,488	11,428	11,543	-115	-1.0%
Rockport	12,787	11,134	24,005	23,287	718	3.1%
South	10,002	8,869	18,474	18,338	136	0.7%
South Brooklyn	18,440	17,011	33,248	33,707	-459	-1.4%
Sterling	9,807	11,447	19,500	23,356	-3,856	-16.5%
Union	11,383	11,393	22,019	20,983	1,036	4.9%
Walz	11,852	9,629	23,759	20,142	3,617	18.0%
West Park	12,910	12,321	24,338	24,839	-501	-2.0%
Woodland	8,274	6,865	16,542	14,360	2,182	15.2%
BRANCH TOTAL	275,905	263,138	535,456	537,359	-1,903	-0.4%
Mobile Unit	598	721	1,233	1,451	-218	-15.0%
TOTAL	276,503	263,859	536,689	538,810	-2,121	-0.4%

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.

² Mobile Unit missed nine stops at the beginning of the month because of mechanical problems.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS FEBRUARY 2009**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	29,895	1 Carnegie West	21,885	1 Fleet	33,842
2 South Brooklyn	24,189	2 South Brooklyn	18,440	2 South Brooklyn	32,393
3 Rockport	23,108	3 Hough	14,831	3 West Park	27,835
4 Memorial-Nottingham	18,645	4 Harvard-Lee	13,600	4 Rice	26,130
5 Eastman	15,952	5 Eastman	13,023	5 Eastman	25,262
6 Walz	15,470	6 West Park	12,910	6 Fulton	22,366
7 Addison	13,648	7 Rockport	12,787	7 Memorial-Nottingham	21,670
8 Lorain	13,561	8 Walz	11,852	8 Langston Hughes	21,014
9 Jefferson	12,415	9 Union	11,383	9 Rockport	20,531
10 Fleet	12,310	10 Lorain	10,408	10 Glenville	20,174
11 Carnegie West	12,243	11 Fleet	10,184	11 Harvard-Lee	20,116
12 Woodland	11,949	12 South	10,002	12 Collinwood	19,630
13 Collinwood	11,910	13 Sterling	9,807	13 Addison	19,282
14 South	10,915	14 Mt. Pleasant	9,138	14 Walz	18,101
15 Harvard-Lee	9,848	15 Addison	8,884	15 East 131st	17,848
16 Brooklyn	9,355	16 Glenville	8,752	16 Mt. Pleasant	17,085
17 Glenville	9,255	17 Collinwood	8,655	17 Martin Luther King, Jr.	15,262
18 Fulton	8,579	18 Memorial-Nottingham	8,640	18 Lorain	14,499
19 Martin Luther King, Jr.	8,448	19 Woodland	8,274	19 Union	12,684
20 Rice	8,438	20 Jefferson	7,448	20 Carnegie West	11,552
21 Mt. Pleasant	8,032	21 Martin Luther King, Jr.	7,362	21 Sterling	9,255
22 Union	7,517	22 Garden Valley1	7,034	22 Hough	7,747
23 Sterling	6,983	23 Langston Hughes	6,377	23 South	7,679
24 Langston Hughes	6,951	24 Fulton	6,203	24 Woodland	7,391
25 Hough	6,383	25 East 131st	6,159	25 Brooklyn	6,345
26 East 131st	4,828	26 Rice	5,761	26 Jefferson	3,957
27 Garden Valley	4,685	27 Brooklyn	4,074	27 Garden Valley	3,490
28 Broadway	3,683	28 Broadway	2,032	28 Broadway	1,922
	329,195		275,905		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 FEBRUARY 2009**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
CLEVNET	65,851	58,384	130,844	117,188		11.7%
MORE	1,485	1,116	3,177	2,841		11.8%
Other Libraries	666	812	1,165	1,523		-23.5%
TOTAL	68,002	60,312	135,186	121,552		11.2%

*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION Items copied Prints	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
	194	218	339	407		-16.7%
	3,610	2,689	5,702	5,456		4.5%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD Projected (Mon - Sat) Know!Now Web Reference* Research Correspondence Interlibrary Loan Requests Sunday Count	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
	26,838	26,924	49,356	51,674		-4.5%
	3,337	5,067	5,872	9,926		-40.8%
	1,368	1,623	2,775	3,151		-11.9%
	6,030	5,707	12,545	12,997		-3.5%
	1,350	1,203	2,345	2,322		1.0%
TOTAL	38,923	40,524	72,893	80,070		-9.0%

*Questions taken by CPL staff.

CHANGES IN PERMANENT COLLECTION New Titles Added Total Items Added	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
	6,234	9,665	11,754	17,807		-34.0%
	26,004	34,613	54,456	63,059		-13.6%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
	5,435	6,621	10,265	13,851		-25.9%

DAYS OPEN
Main Library
Branches

	2009	2008
	26.0	27.0
	24.0	25.0

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

