

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

Present: Ms. Butts, Mr. Corrigan, Ms. Rodriguez,
Mr. Werner, Mr. Seifullah, Mr. Hairston,
Mr. Parker, (arrived 12:28 p.m.)

Absent: None

Ms. Butts called the meeting to order at 12:05 p.m.

Approval of the Minutes

Mr. Seifullah moved approval of the minutes for the 10/15/09 Regular Board Meeting; and the 10/13/09 Joint Finance and Human Resources Committees Meeting. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged the following letter from Lonnie Timmons, III, sharing his concerns regarding library lending policies. Director Thomas stated that Timothy Diamond, Special Assistant to the Director, is preparing a response.

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report for October

(See page 1030)

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

Change Order #11: New Rice Branch Library Project

(See page 1031)

MINUTES OF REG.
BRD. MTG. OF
10/15/09; JOINT
FINANCE & HUMAN
RESOURCES COM.
MTG. OF 10/13/09
Approved

LETTER FROM:
LONNIE TIMMONS,
III
Acknowledged

GIFT REPORT
Approved

CHANGE ORDER
#11: NEW RICE
BRANCH LIBRARY
PROJECT
Approved

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

WHEREAS, On September 18, 2008, the Board of Library Trustees awarded the General Trades contract for the New Rice Branch Project to East-West Construction Co. Inc., Plumbing to Harner Plumbing, HVAC to T. H. Martin, Inc. and Fire Suppression to R&M Heating and Air Conditioning; and

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

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

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

| <u>Contractor</u> | <u>Change</u> | <u>Amount</u> | <u>Description</u> |
|---|---------------|---------------|---|
| East-West Construction Co. (General Trades) | CO-13 | \$ + 2,020.98 | Remove previously installed construction stone drive on the eastside of the building. Stone needs to be removed to install sidewalk at grade. |
| Total | | \$ + 2,020.98 | |

BE IT RESOLVED, That the Change Order above be approved with the \$2,020.98 increase being charged to the Building and Repair Fund: 40177605-55300-10776.

Mr. Corrigan stated that we discussed this item at length at Finance Committee Meeting and that change

orders for this construction project remain below our goal.

Resolution Requesting Tax Advance

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

WHEREAS, **Ohio Revised Code** Section 321.34 authorizes the Board of Library Trustees to request that the County Auditor advance tax funds to the Cleveland Public Library prior to regular settlement dates in order for the Library to meet current expenses; now therefore be it

RESOLVED, That the Board of Library Trustees requests that the County Auditor advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2010.

Mr. Corrigan stated that this request to the County Auditor's Office is standard and necessary for budgetary purposes.

Mr. Corrigan submitted the following reports.

Fiscal Officer's Report

(See pages 1032-1039)

Special Report on Income and Expenditures

(See pages 1040-1044)

Report on Investments

(See page 1045)

Report on Conference and Travel Expenditures

(See page 1046)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

RESOLUTION
REQUESTING TAX
ADVANCE
Approved

FISCAL OFFICER'S
REPORT
Submitted

SPECIAL REPORT
ON INCOME &
EXPENDITURES
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

REGULAR
EMPLOYMENT
REPORT
Approved

Regular Employee Report

(See pages 1047-1055)

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

RESOLUTION
REGARDING THE
ADOPTION OF AN
ADDITIONAL
SECTION 457
DEFERRED
COMPENSATION
ARRANGEMENT
Approved

Resolution Regarding the Adoption of an Additional
Section 457 Deferred Compensation Arrangement

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

(See pages 1056-1088)

WHEREAS, The Library previously closed its Internal Revenue Code ("IRC") Section 403(b) arrangements to new contributions due to regulatory requirements (the "403(b) Plans"); and

WHEREAS, The Library expects to terminate the 403(b) Plans, effective in 2011; and

WHEREAS, Eligible Library employees may continue to make elective before-tax contributions under arrangements meeting the requirements of IRC Section 457; and

WHEREAS, Although the Library currently maintains an IRC Section 457 Plan through the Ohio Public Employees Deferred Compensation Plan (the "Ohio Deferred Compensation Plan"), this arrangement does not offer investment vehicles through ING, the primary vendor to the 403(b) Plans; and

WHEREAS, Allowing the ING investment vehicles under an IRC Section 457 Plan would enable rollovers into such plan from the terminated 403(b) Plans in a manner that would avoid certain investment-related fees and charges that may otherwise be assessed as a result of the rollover;

WHEREAS, ING offers an IRC Section 457 Plan that would allow the avoidance of the aforementioned investment fees and charges upon rollover; and

WHEREAS, The Library is permitted to sponsor and

maintain an IRC Section 457 Plan with ING, without affecting its ability to continue the Ohio Deferred Compensation Plan;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of the Cleveland Public Library as follows:

RESOLVED, That, in addition to the current Ohio Deferred Compensation Plan which shall remain in place, the Library adopts a new IRC Section 457 Plan through ING, identified as the "Cleveland Public Library Deferred Compensation Plan (through ING)" substantially in the form attached hereto as Exhibit "A"- "Base Plan Document" and Exhibit "B"- (the "NEW ING Plan"); and

RESOLVED, That the effective date of the New ING Plan shall be January 1, 2010 or such earlier (after the date hereof) or later date as may be necessary, convenient and appropriate for the orderly establishment and operation of such plan; and

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

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

Sharon Tufts, Human Resources Administrator, reviewed briefly the history of the Library's 403(b) arrangements with ING and Isquick Annuities as well as the new IRS compliance regulation requirements that

resulted in the Library freezing existing 403(b) arrangements to new contributions, in August 2009 and the termination of 403(b) arrangements altogether no later than December 31, 2011.

Sharon Tufts introduced Kirk Smidansky, benefits attorney with Ogletree Deakins, who spoke on the concept of transition from the former 403(b) arrangements to the new proposed 457 deferred compensation arrangement offered by ING.

Additionally, two representatives from ING were introduced to the Board and subsequently responded to several questions.

Mr. Seifullah submitted the following reports.

REPORT ON PAID
SICK TIME
Submitted

Reports on Paid Sick Time Used by the Month

(See page 1089)

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

Affirmative Action Plan Report

(See page 1090)

INSURANCE
SUMMARY
REPORT
Submitted

Insurance Summary Report

(See page 1091)

COMMUNITY SERVICES REPORT

Ms. Rodriguez submitted the following report.

MONTHLY
ACTIVITY REPORT
Submitted

Monthly Activity Report

(See pages 1092-1098)

BUILDING
STATUS UPDATE
Presented

Building Status Update

Before introducing Myron Scruggs, Facilities Administrator, Ms. Rodriguez thanked the Director Thomas and staff for allowing the Cleveland Rape Crisis Center the opportunity to utilize the Mt. Pleasant Branch Library for their community forum on safety and violence on November 10, 2009.

Ms. Rodriguez gave an update on the Novak Park improvement upgrades and stated that the Library's participation as partners in this project is appreciated.

Myron Scruggs gave an update on the Woodland Branch Library as asbestos was discovered during upgrades. Mr. Scruggs gave an overview of the cleaning and air quality testing process.

Mr. Scruggs gave a slide show presentation on the Woodland Branch Library and Mobile Services Unit as well as the new Rice Branch Library project.

DIRECTOR'S REPORT

**DIRECTOR'S
REPORT**
Presented

Before Director Thomas presented his report, he commended the Community Outreach & Public Affairs staff on their efforts on programming in October and thanked Tena Wilson for her efforts in promoting Cleveland Public Library in the media. Director Thomas acknowledged Glenn Harris for being selected as the WOW Awardee in October.

Monthly Statistics

Circulation for the month of October was 627,389. This is an increase of 11% from last year's October circulation of 563,954. These are again impressive numbers, considering that we were open to the public on four Sundays in October last year. All three units, the Main Library, Branches and the Ohio Library for the Blind and Physically Disabled showed significant circulation increases.

Reference transactions for the month of October were 97,230. This is a minimal increase from last year's October reference transactions of 96,956. Attendance for the month of September was 369,362. This is a decrease of 1% from last year's October attendance of 372,953. We will continue to monitor our attendance and reference transactions numbers to determine if Sunday closings are affecting these numbers.

Program and Outreach Highlights

October was an unbelievably busy month for programming

at CPL. The month began with what was perhaps our most popular Writers and Readers Author Series program to date. Neil Gaiman attracted over 1,000 passionate fans to the Lake Shore Facility Auditorium, and delivered a memorable afternoon of stories and readings from his works. Later in the month, author Ann Patchett provided a similar combination and entertained the crowd downtown with a myriad of anecdotes and stories from her life.

A more serious discussion stemming from the New York Times Bestselling Book was created by our partnership with the Federal Bar Association to present "Picking Cotton." Authors Jennifer Thompson-Cannino and Ronald Cotton offered their heartbreaking story of a miscarriage of justice that led to Mr. Cotton spending 11 years behind bars unjustly. CPL also partnered with the Mayor's office and the Italian Consulate of Detroit to present "Inside Buffalo". The award winning documentary had its Ohio debut in the Louis Stokes Wing Auditorium.

Marketing and Communications

The Marketing and Communications department facilitated a successful Library card Sign-Up month campaign and over 4,600 new applications were received during the month. The department also arranged a number of media interviews for the Director. I participated in two television interviews on WEWS TV Channel 5 and WKYC TV Channel 3. I also was taped for a radio broadcast "Making the Case" with Case Western Reserve University's Dr. Yemi Akane.

Buildings Update

The building project for the new Rice Branch is proceeding on time and on budget. The building project at our Woodland Branch has met a significant challenge. Construction at the Woodland Branch was temporarily suspended due to a finding of asbestos in the ceiling and flooring during the renovation. The construction will not resume and the staff will not be allowed back until the site is cleaned of whatever asbestos is found and abated. Unfortunately, this means that our original re-opening date for Woodland (November 13) will be delayed.

The renovations were designed to make the building ADA-compliant and more energy efficient. Administration is uncertain of a re-opening date but working diligently to provide services through a number of outreach efforts for the communities around the branch.

Meetings and Activities

- Director presented the welcome at the 140th Birthday Celebration of Ghandi which was organized by the Federation of Indian Community Associations.
- Director spoke before the Eastside Welcome Club.
- Director attended the Ohio Libraries Council Awards ceremony for the Trustee of the Year, East Cleveland Public Library Trustee Gregory F. Clifford, ESQ.
- Director met with the Director of Kent State University's School of Library and Information Science Richard Rubin to discuss possible collaboration opportunities.
- Director met with new Lakewood Public Library Director, James Crawford.

CLEVNET

October's total OverDrive CLEVNET eMedia collection circulation was 12, 474 slightly up from last year's total of 12,389. CPL has 1,439 total followers on Twitter and the Facebook page currently has 1,816 fans.

Staff Highlights

The Work of Wonder (WOW!) award winner for October was **Glen Harris** from Buildings.

COMMUNITY OUTREACH & PUBLIC AFFAIRS

COPA was at full throttle this month as we continued to define and redefine areas of responsibility. Change was the only constant as we worked to establish the new department and its physical space while also assisting with inherited events and planning and implementing new programs. We began with A Tribute to Michael Jackson: The Icon on October 1 at Martin Luther King, Jr. Branch (MLK), which attracted about 300 attendees. MLK Library Assistant, Robert Render, provided invaluable leadership

shepherding this well-received event from concept to successful implementation. Other programs followed:

October 5,

Writers and Readers' Neil Gaiman (about 950 attended).

October 16 and 17,

Inside Buffalo - a partnership with the Mayor's Office of the City of Cleveland and the Italian Consulate of Cleveland and Detroit, Michigan.

October 3,

Ghandi-A 140th Celebration - a partnership with the Federation of Indian Community Associations, with featured speakers that included Congressman Dennis Kucinich, Congresswoman Marcia Fudge and Rev. Marvin McMickle among others.

October 18,

Writers and Readers' Ann Patchett

October 24,

Teen Summit and Teen Read Week with author, poet, and Howard University Educator Tony Medina.

October 26,

Picking Cotton authors' program in partnership with the Federal Bar Association.

October 29,

Spectrum Initiative on Civic Design and Inspired Infrastructure.

October 31,

Healthy Harvest - A "Fit for Life" partnership with Radio One (about 700 attended!).

Main Library's Ron Antonucci and Pam Eyerdam and Rice's Children's Librarian Sharon Jefferson are commended for the success of Writers and Readers, the Spectrum Initiative and Health Harvest, respectively. The Annual Library Card Sign-up Campaign ended in October with 4,636 applications processed, and the Hispanic Heritage Celebration ended October 15.

Meeting room scheduling and related coordination demanded their own focus; office staff scheduled nine meetings at the Lake Shore Facility and nineteen meetings in rooms 218 East and West in October, collecting \$1,000.00 in fees. Stall also fielded questions from many others including several seeking wedding sites in late 2010.

Ohio Library for the Blind and Physically Disabled (OLBPD) continued to transition successfully to statewide service delivery. Manager Barbara Mates and Will Reed presented a thorough and engaging presentation to the administrative staff on October 20th, sharing the department's history, detailing its current programs and status as a statewide agency and outlining a vision for continued growth and relevance. The session also offered an opportunity to express gratitude to Ms. Mates for her leadership and national influence that garnered awards and recognition to the Library. Ms. Mates' retired at the end of the month.

The department also reported that digital players are being received slower than scheduled. Despite high demand and eager anticipation, users remain understanding. OLBPD is preparing to begin duplication of titles for the players, supported by the \$100,000.00 grant received from the State Library of Ohio last month. Staff presentations in October included:

- West Side Blind and Low Vision Blinded Veterans Group
- South Euclid Senior Citizen Low Vision Support Group
- National Disability Awareness Day at Cuyahoga Community College, Eastern Campus
- Ohio National Federation of the Blind Annual Conference in Columbus

Will Reed also met with the Cleveland Sight Center and Cuyahoga East Vocational Education Consortium to review the progress of a work practicum student.

Literacy Coordinator Merce Robinson continued to lay the groundwork for the MYCOM Lead Agency role, funded by Cuyahoga County Family and Children's Service First Council. A resolution to accept the project was approved by the Board in October. The Board also accepted a \$4,300.00 grant from the City of Cleveland's Health Department for the purchase of books to support the Senior Health Literacy Book Clubs at J. Glenn Smith Clinic.

America Reads programs (Cleveland State University and Cuyahoga Community College) have been finalized for this school year. Tutor training and orientation are completed and eight CPL branches identified:

Brooklyn
Fulton

Garden Valley
Memorial Nottingham
Mount Pleasant
Rockport
South Brooklyn
West Park

The Help Me Grow partnership, with service points provided at Carnegie West and MLK, Jr. branches, received notification of continued funding for 2010 during the partnership meeting on October 29th.

The Literacy Coordinator hosted a Starting Point "Out of School Time Grant" awardees meeting at the Lake Shore Facility on October 23. CPL is a participant as a MYCOM Lead Agency for the Transitions Program. Ms. Robinson is also providing support for the Library's Annual Holiday Staff Concert in December. Rehearsals have begun under the direction this year of Garden Valley Library Assistant and accomplished musician Leonard Burkes.

Mobile Services and Woodland Children's Librarian Sandy Nosse represented the Library at the Delta Sigma Theta Sorority's Citywide Literacy Event at George Washington Carver School on Saturday, October 31. The bus made 54 other stops this month, filled 1250 holds, and welcomed 717 people on board. The "On the Road to Reading" van visited 14 pediatric and WIC sites and Laura's House and made 85 daycare class visits: 826 were in attendance, 1034 items circulated and 47 kits were deposited. Four Cleveland Metropolitan School District preschools began receiving service in October: Memorial, Newton D. Baker, Union and Waverly.

Construction continued on the new Mobile Services facility and the office furniture order was submitted in preparation for a projected mid-December completion date. Manager Linda Sperry relocated her offices to Woodland Branch basement as upgrades began for the branch.

COPA staff also met with the Girl Scouts of Northeast Ohio to finalize a partnership that includes after school programs. *Celebrate with Books*, an annual publication, was edited and submitted to Graphics Department. Jerry Pinkney's *The Lion and the Mouse* is this year's featured title. The publication is the Library's holiday gift to the community to encourage the

reading of the best books published during the year. Plans for Winterfest (Main) and Children's Book Week were finalized; systemwide programming requests for January and February 2010 were received, reviewed, and approved programs forwarded to Marketing and Communications. Other meetings attended:

- Youth Opportunities Unlimited with the Director
- Lobbyist Tim Cosgrove with the Director
- Rice's Opening Celebration with Manager Ali Boyd and Neighborhood Team Manager Ellen Leavitt
- Web Manager Amy Powlowski and Marketing and Communication Administrator Tena Wilson
- Heights Parent Center
- Branch Managers' Meeting
- Sugarman Award deliberations
- A Cultural Exchange
- Administrative Staff Meetings
- Weekly OLBDP meetings
- Mobile Services construction meetings
- Sisters of Charity Partnership Committee
- Moody Nolan Architects
- Human Resources (disciplinary action)
- Ron Antonucci
- Sankofa Board Meeting
- Children's Hunger Alliance
- Library Board of Trustees Meeting
- Girl Scouts of Northeast Ohio Open House
- Museum Passport Project
- Human Resources and Finance Office regarding OLBDP's budget
- Kent State University's Virginia Hamilton Board Meeting

PUBLIC SERVICES

Main Library

Programs/Exhibits

Audio-Video staff participated in planning the film screening for the Inside Buffalo Documentary and the Michael Jackson Symposium program. Technicians provided production and technical support for the Neil Gaiman and Ann Patchett, *Writers & Readers Series* programs,

Spectrum, Teen Summit, and many other programs, meetings, and lectures.

Fine Arts hosted *Spectrum: the Lockwood Thompson Dialogues: "Civic Design and Inspired Infrastructure"* on Oct 29 for an audience of approximately 125 people. The Oberlin Bassoon Quartet performed for an audience of 30 people on October 31.

Mary Torres installed "Flags of the Spanish Speaking World" in the Foreign Literature Department to mark Hispanic Heritage Month. Victoria Kabo organized the regular meeting of the Russian Book Club at the Memorial-Nottingham Branch and a Tchaikovsky recital with young musicians on the third floor lobby of Main Library. Several groups toured the Foreign Literature Department and received promotional materials.

History Manager Ron Burdick presented a genealogy program at Fleet Branch as part of the Fleet Family History program on Saturday, October 31.

Popular Department Manager Richard Fox led a book discussion featuring *Notes from Underground* by Fyodor Dostoevsky on October 7.

Public Administration assisted with the exhibit for the Italian American Heritage Month display in the great hall of City Hall.

Science and Technology Department Green Team members met to discuss ideas for the new Green Resource Center and also drafted graphics for displays and literature.

Mark Moore from Social Sciences convened the first meeting of the Black Baseball History Programming group at MLK Branch on October 13. Mr. Moore prepared a proposal and publicity flier for the *Writers & Readers* program featuring James Kunstler.

Annisha Jeffries from Youth Services hosted a class visit of 25 students from Light House Academy and a class visit of 25 students from Community School. Elizabeth Saxton hosted a tour of 15 students from the Lyceum. Vicki Beggiani made an outreach visit to the Berea Children's Home with 30 people in attendance. Donna Willingham conducted three story hours at Kidztown

with a total attendance of 28 children and presented four story hours at Old Stone Church with a total attendance of 15 children.

Ms. Willingham attended a Parent/Teacher meeting at Gilbert Head Start and spoke to 18 adults.

Outreach

Attendance at the Computer Learning Connection classes continued to exceed the number of computers available.

Classes were held for the Cuyahoga County Department of Justice Affairs and the Council for Economic Opportunities in Greater Cleveland. Anastasia Diamond-Ortiz ran a workshop for teens on online resources at the Teen Summit '09 on October 24.

Fine Arts and Special Collections staff accommodated a last minute library instruction session in Fine Arts for Garfield High School (Portage County) visual arts class. Special Collections staff gave a tour to Law Librarians visiting Cleveland.

Kelly Ross in General Reference is working with staff from the Business Department to create a core list of employment resources to be part of a display center for patrons of Business, General Reference, and Branches.

Classes from Cleveland State, Horizon Science Academy, James A. Garfield High School, and Cleveland Institute of the Arts visited the Library for tours and instruction on resources located in the History, Maps, and Photographs areas.

The Library Card Sign-Up Campaign ended on October 7. As of October 26 we have collected 4,277 library applications from the Cleveland Metropolitan School District.

The Literature Department facilitated the donation to the Library of more than 700 books from the Great Lakes Booksellers Association.

Popular Department ordered materials for the CPL collections located at Cleveland State, Case Western Reserve, and Chancellor Universities.

Sequoia Brown from Social Sciences helped NID housing counselors begin scheduling classes at seven branches for winter 2009 and 2010. She also conducted a UN Workshop in the department. Harriette Parks created a *Guide to Administration Resource* brochure of materials at CPL. Helena Travka presented a Grants Workshop in CLC.

Collections/Reference

Audio-Video staff has experienced an increased demand from patrons seeking information about the Library's downloadable media collection.

Fine Arts staff continues to weed the music & art collections. CDs are being shifted to accommodate new titles. Holiday CDs have been brought out of storage as requests are filled.

Special Collections transferred the Mears baseball scrapbooks to the Social Sciences Sports Research Center (other items are also being reviewed for transfer). Amy Dawson made arrangements with the Preservation Department to begin boxing the Robin Hood collection.

Italian author Alessssandro Sanvito published an article about the chess manuscript *Un Vecchio Codice Scacchistico Chiamato Archinto* (part of the JGW collection). Barbara Lovenheim signed Permission to Public forms to use the image from the Special Collections journal "Keramic Studio" (1899) for a 2010 book publication called *Breaking Ground: Craft Art in Western NY*.

Departmental weeding continued in Foreign Literature. Chinese language AV materials were shifted to accommodate high demand DVD/VCD collections.

Tom Edwards from Map Department visited the Cleveland Museum of Natural History to finalize a cooperative project involving CPL scanning historical Sanborn Fire Insurance Maps of Cleveland, not in the Map Collection, and owned by the museum. The scans will be available to in-house users, and will be added to the Cleveland Public Library Image Collection at a future date.

One of our U.S. Congressmen contacted the Public Administration Department for in-depth historical information on the Mall area.

A researcher from Manchester, England spent several days at PAL searching for and locating primary source material on the development of Cleveland's waterfront.

In Science and Technology all of the Rand notes have been discarded and progress has been made in discarding the Rand reports and memorandums. The notes and reports are now available online at the Rand website.

IFM (a fee management feature available at no cost through OCLC) was implemented in late September and has been a great time-saver for our ILL Lending staff, reducing the invoicing workload by more than half. IFM will cut down the need for collection of ILL fees and help cover the borrowing fees charged to CPL.

Staff/Professional Development

Olivia Hoge from the Business Department assisted the Social Sciences Department in a weeding day at the Eastman Branch.

Magaly Lannum from Fine Arts completed the NEO-RLS series for Career Development. Pam Eyerdam, Bruce Biddle, and Memorial-Nottingham Branch Manager Darlene Ronney attended NEO-RLS Night at the Cleveland Museum of Art, received a tour of the new library, saw some rare book bindings on display, and toured the new galleries. Ms. Eyerdam participated in the RTA Arts in Transit committee meeting to review potential artists for the new Lee Van Aken station.

Milos Markovic attended a web seminar on Global Reference on the Environment, Energy and Natural Resources (GREENR).

After 30 years of service, Library Assistant Michael Sparrow retired on October 10. A retirement party attended by over 65 people was held at the House of Blues.

General Reference staff toured the Cuyahoga County Archives on October 6 accompanied by John Skrtic and Aaron Mason. They learned that an Archive volunteer is

working on an index to the Cleveland Biographical Clipping File (a resource owned by both the Archive and the Library).

Multiple staff members participated in the CLEVNET Training Special Interest Group (SIG) sponsored Ohio LINK Reference Training webinar.

Lending Supervisor Daniel Oreskovic was appointed to serve as the Public Service contact for Comprise Technologies with respect to configuration changes to SAM.

Science and Technology Manager Carmen Harris attended the Town Hall of Cleveland Speaker Series, "Cowboys, Spacemen, Global Warming and Stemming Urban Sprawl," on Monday, October 26.

All Social Sciences librarians participated in a training session on the Adobe Captivate software in preparation for putting together web-based presentations about materials or programs in the Social Sciences Department collection. Helena Travka attended "Back to the Book" NEO-RLS Training in Twinsburg on October 7 as well as a two-day Foundation Center Conference in Cleveland, Ohio on October 8 & 9.

Elizabeth Saxton from Youth Services met with Jan Ridgeway and Chrystal Carr-Jeter regarding the Teen Summit. Tracey Allen and Tia Pearson worked on the Corporate Challenge Committee and fundraiser. Professional staff continues to meet with Cindy Lombardo weekly.

EAST TEAM SUMMARY

Throughout the month, East Team staff members assisted patrons with online applications for the Safelink Cell Phone program. This government-funded initiative provides low-income seniors with free cell phone service.

Glenville Branch hosted the Senior Health Forum on October 13 for 104 seniors who were treated to lunch and a seminar dedicated to senior health care issues.

The Federation of Indian Community Association celebrated the 140th birthday of India's Mahatma Gandhi

on October 3 at the Martin Luther King, Jr. Branch. Dr. Gehani of the Federation donated two pictures to the Cleveland Public Library: one of Gandhi and another of Dr. Martin Luther King, Jr.

Glenville celebrated Halloween by hosting 80 children and young adults at festivities that included giveaways of books, bookmarks, pencils, candy, and more; three craft tables (mask making, beadwork, and coloring/free art); and the performance of one song - on acoustic guitar with vocals by a neighborhood musician.

East 131 Street Branch celebrated Hispanic Heritage Month with a "Dia de los Muertos" craft. Twenty-eight 8th grade students from Hope Academy crafted reverse glass paintings to symbolize their ancestors.

The Ohio State University Extension Department initiated a series of nutrition classes with "Eating Smart: How to Stretch Your Food Dollars" on [October 28](#) at the Martin Luther King, Jr. Branch. The workshop series will be conducted at the Branch over a period of six weeks and is geared toward families who care for children.

Mt. Pleasant's former Page, Nashyia Randall, a University of Toledo freshman majoring in pharmacy, was a featured speaker at the 2009 Teen Summit. She offered students tips on staying on track while in high school and advice on how they can beat the odds and be successful.

CENTRAL TEAM SUMMARY

The new Rice Branch Library is enclosed and work is continuing on the interior with the goal of completing the project by late December. Renovation of the Woodland Branch Library is continuing at a steady pace. The Woodland Branch closed to the public on Wednesday, October 28, and will reopen to the public on Friday, November 13. Renovation includes a new HVAC system, new lighting, and improved and updated public restrooms.

Branch Managers are becoming more diligent about completing staff performance evaluations in a timely manner. The process of performance management has been elevated to a much higher level.

Central Team Branch highlights include:

- Cindy Lombardo, Public Services Administrator, visited the Broadway Branch Library and recommended several changes to update the appearance of the branch.
- The staff at the Garden Valley Branch Library has been actively involved with members of the Antioch Quilting Bee Club to present a quilting bee at the Garden Valley Branch. The goal of this quilting bee workshop is to create a quilt for the Branch.
- The Jefferson Branch Library has had class visits/story times with students from Tremont Montessori, Hope Academy, Positive Education Program, Spanish American Committee Daycare and Merrick House Day Care. After school students celebrated Hispanic Heritage Month with stories, crafts, and music. Staff also celebrated Halloween with crafts, Halloween Bingo for Books, and treats.
- Ali Boyd, Manager of the Rice Branch, and Ellen Leavitt, Public Services Manager - Central Team, met with Janice Ridgeway, Community Outreach and Public Affairs Administrator, to begin planning the opening celebration and festivities for the branch.
- The South Branch is decorated with several displays from the Hispanic Heritage celebration. A group of six students from St. Edward's High School came to the Branch to take pictures of the various Hispanic Heritage displays.
- Sterling Branch staff welcomed two new Cleveland Metropolitan School District students to the Branch during October for community service projects. Both students attend area high schools and come to the Branch with unique perspectives on the community.
- Ms. Sharon Allen, Manager of the Union Branch, met with Laura Mommers from Collection Management to discuss the audio-video selections and placement at the Union Branch.

WEST TEAM SUMMARY

Open positions and staff shortages have impacted service on the West Team. South Brooklyn reports that Computer Aides have had to spend more time at the circulation and reference desks rather than engaged in computer instruction. Richard Homzy, who has managed Lorain

Branch for twenty-six years, announced he will retire in December.

Branches on the West Team reported that the floating collection has increased the number of DVDs available for circulation. Walz reported a large circulation increase.

However there were also some reports of long lines because of more time being spent locating DVDs, an increase in unresolved snag problems, and lack of storage and shelving space. CDs and Books on CD have caused shifting, shelving and snag problems at three branches.

The Fit for Life Program drew to a close, and America Reads activities began at Brooklyn, Fulton, Rockport, South Brooklyn and West Park.

Rockport reported that more people are coming in to use their laptops. An effort has been undertaken by Public Services and Buildings to provide more electrical outlets to accommodate their use in all buildings.

TECHNICAL SERVICES

The big excitement for the month was the presentation of the WOW award to Ann Olszewski and Anne Marie Wieland for their efforts on behalf of the Friends of the Library. Director Thomas, Rucker Garland, Preservation Department staff, and numerous Technical Services managers attended the presentation.

Patricia Lowrey, Rollie Welch, Cheryl Fedorcio and Bonnie Bolton from Collection Management attended the terrific Neil Gaiman "Writers & Readers" program. Mr. Welch introduced Mr. Gaiman and Ms. Lowrey enjoyed meeting the author. They both assisted with managing the gratifyingly large crowd. Ms Lowrey and Mr. Welch also enjoyed the Ann Patchett program.

Ms. Lowrey and Alicia Naab from Acquisitions attended the Cost Savings Team meeting. Technical Services Managers attended training on Performance Appraisal.

Collection Management: Weeding reports continue to be sent out Branches and several have shown strong appreciation for the concise reports compiled by Jim

Benson and Hilary Prisbylla of the Automation department.

Bonnie Bolton finished her round of Branch visits on October 14. Ms. Bolton gained valuable insight in to what types of juvenile books are in demand from Branch patrons.

Ms. Mommers also began her round of Branch visits and reported that Branch staff is adapting to the floating collection procedures.

Shelf/Shipping: Staff of Fine Arts and Special Collections Department visited and conducted maintenance in their storage area. A total of 256 items were sent to Main for requests. Receiving/Distribution Technicians received, sorted, and labeled 31,849 items.

Mrs. Phelan conducted a two day training session with Mr. Warren Reid of Main Shelf Division. Mrs. Phelan attended manager training session sponsored by Human Relations Department.

High Demand: Mya Warner began her FMLA leave October 26. Carole Brachna, High Demand Manager, is cross-training Alicia Naab, Acquisitions Coordinator. They successfully transmitted the Acquisition Department's first EDI order which has several advantages over ordering on the vendor website: it allows the invoice to be created by the vendor and imported into Sirsi, eliminating the need to add the price for each title, as well as invoice lines miscellaneous charges. The process of importing invoices alerts supervisory staff to the amount and type of items coming in from that vendor in a day or two, which helps in planning workflow and also alerts staff to orders which may have gone missing in the shipping process from the vendor.

The Manager worked with Automation and several vendors to implement a further use of EDI. Some orders now have their order statuses added to each title in the PO, after the first transmission. This allows anyone who can display a purchase order in Sirsi to see if the title is on backorder, is being shipped immediately, or has been cancelled by the vendor. The process has a limited use right now because vendors only send the info once. But this is a start and may lead to more flexibility in the future.

Ms. Brachna attended part of the CLEVNET Directors meeting for the discussion about the proposed Cooperative Acquisitions process. Several libraries expressed interest in participating in the pilot project. She also attended the management training session on Performance Appraisal.

Book Preparation: Book Preparation processed 32,978 items during the month of October. Marianne Monger attended a Cost Savings Committee meeting to discuss the shipping and packaging of processed non-book materials. In an effort for saving time and expenses a new procedure will be implemented in November.

Preservation: Glenville High School yearbooks from 1906 to 1936 were shipped out for scanning as part of a digital project. Other digital projects completed in October were the Jasper Wood collection of 132 Cleveland photographs and the 1898 Krause atlas of Cleveland.

A relief wall sculpture by Cleveland sculptor William McVey was removed from Rice branch on October 29. The removal was very difficult, and Rocky Stone and his staff successfully and safely removed the heavy piece, which was taken to the Intermuseum Conservation Association to be repaired and prepared for reinstallation.

MARKETING & COMMUNICATIONS

Author Neil Gaiman brought what could have been the largest audience ever for a Writers and Readers event. Crowds of over 1,000 Gaiman fans crowded the Lake Shore Facility Auditorium. Below is a listing of the Library's marketing activities for the month of October 2009.

Public Relations:

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

- Facilitated a successful Library Card Sign-Up Month campaign and announced the winners via the Library website, Facebook and Twitter pages.

- Promoted the Writers and Readers author series via a telephone interview with Neil Gaiman on Dee Perry's "Around Noon" on WCPN 90.3 FM.
- Advertised the Michael Jackson Tribute program in the Call and Post Newspaper and other online community calendars.
- Advertised Writers and Readers authors Neil Gaiman and Ann Patchett via WCPN 90.3 FM and *The Plain Dealer* newspaper.
- Arranged and facilitated interview for Director on WEWS TV Channel 5's "Good Morning Cleveland" to promote the "Inside Buffalo" program.
- Arranged interview for Director with Dr. Yemi Akande on WJCU 88.7 "Making the Case."
- Advertised the Andrew Venable Celebration Library Chorus in *Muse Magazine*.
- Promoted major library events through print and/or various media outlets, events including:
 - o *100 Sizzling Titles* for young adults
 - o Children's Book Week
 - o "Inside Buffalo" film premiere
 - o Teen Summit
 - o Writers & Readers
 - o Woodland Branch closing notice
 - o *The Voice* newsletter for young adults
 - o Friends of the Library "A Night at the Library: Characters Alive!"

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

- Met with Director and COPA staff to set up programming procedures.
- Met with *Kaleidoscope Magazine's* Richard Johnson to discuss advertising opportunities.
- Met with the Friends and Falls PR to discuss the planning and promotions of the Friends November 14 annual fundraiser, "A Night at the Library: Characters Alive!"
- Met with AV staff and ushers in preparation of the Writers and Readers event.
- Attended and acted as "point person" for the Neil Gaiman program.
- Met with Downtown Cleveland Alliance's Winterfest planning committee to discuss the November 28 event

and the part Cleveland Public Library will contribute.

- Met virtually with the Association of Bookmobile and Outreach Services Board.
- Attended and presented marketing updates at the quarterly Public Services Managers meeting.
- Attended neighborhood community meeting to discuss how to impact positive change in the city of Cleveland.
- Held several staff meetings for Marketing and Communications staff.
- Met with John Skrtic to discuss the new CPL Sports Center in Social Sciences.
- Met with Carmen Harris to discuss the new CPL Green Resource Center.
- Met with Ron Antonucci to discuss programming of the Writers and Readers author series, including contracting, internal requisitioning, external requisitioning and advertising.
- Met with Amy Pawlowski to discuss the new Web site Request for Proposal.
- Held a virtual debriefing with staff following the Neil Gaiman program.
- Attended weekly Executive Council and Administrators meetings.
- Attended Press Club meeting at the American Red Cross regarding communications for the H1N1 flu virus. Purchased software for the development of an emergency plan.
- Met with Director and Programming staff for structural planning.
- Attended monthly Finance and Human Resources Committee and Library Board of Trustees meetings.
- Met with staff from the Mayor's office and the Italian Consulate's office of Detroit to plan and implement the "Inside Buffalo" program and film premiere.
- Arranged and conducted an interview on Cleveland State's WCSB 89.3 on "Give Back" to promote the "Inside Buffalo" program, along with Fred Kuwornu, the film's producer.
- Attended and participated in the facilitation of the "Inside Buffalo" program.
- Attended YWCA Changemakers meeting on Diversity in the Workplace.
- Visited the Teen Summit program.

- Attended a reception at the Frank Lloyd Wright House for the speakers and partners in the Spectrum Dialogues program, as well as the program the following evening.
- Attended a signage meeting for the new Rice Branch.

Graphics:

- Cathy Poilpré and staff designed, printed and/or produced 144 printed pieces, including slides for the lobby message board.
- Five staff newsletters were produced.
- Posters were designed and displayed of the monthly WOW award winner.
- Photos were taken of retirees at the monthly Board meeting.
- Six READ posters were designed and produced for the Collinwood Branch which highlighted their patrons.
- Cathy Poilpré attended the quarterly Public Services Managers meeting, a management training seminar, and an architectural symposium.

Web:

- Amy Pawkowski and David Reynolds performed routine updates and maintenance, featured events on the Library website, posted events on the Board website, and posted press releases upon request.
- Posted three online videos of the Neil Gaiman program on the CPL YouTube channel and the CPL website; also posted photographs on the CPL Flickr account.
- Created, posting and linked information regarding the temporary closing of the Woodland Branch.

Other:

- The Library received coverage in 56 publications. A complete listing is available in the Marketing and Communications office.

BUILDINGS SERVICES

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

Buildings Office was invited to be a speaker at one of the contracting/employment series, titled Public and Institutional Construction and Development. The objective was to share information on our organization's process for construction and renovation projects.

Maintenance mechanics continue to maintain our buildings for the safety and comfort of our patrons and staff. Work to upgrade boiler controls at Fleet has started. Several lighting ballast have been changed at Harvard-Lee, Jefferson and Union branches. The fan bearings on air handling unit #1 were replaced along with the V-belts on air handling units #1 through #4 in the Louis Stokes Wing. We are working with contractor to gain better control through our automated system for Jefferson and Lorain's HVAC system. A new combustion air damper actuator for the boiler was installed at Martin L. King, Jr. Branch. Defective batteries for emergency back-up lights were replaced at Mt. Pleasant and Union. The refrigerant was removed from A/C units before the demo took place at the Woodland Branch, also we removed scrap copper that would have been removed and took it to the scrap yard and turned the money over to the Accounting Department.

Our garage has serviced all of the branch snow blowers and the tractors from Lake Shore have been sent to the garage for service and repair. Service was completed on vehicles #20, #23, and #24.

SECURITY OPERATIONS

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

Security Systems: The access system in the Main Library complex, and Garden Valley is fully operational.

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational. Burglar and no close alarms are documented in the Security Operations Alarm Log book and followed-up on by a Security Operations 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. There

were a total of 20 alarms. Cuyahoga Valley Patrol had to respond to 6 alarms. Library staff caused 1 alarm that Cuyahoga Valley had to respond to.

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

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

The CCTV system is fully operational with the exception of camera #15 at Collinwood.

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

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

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

Lost and Found: An inventory of all lost and found items is conducted on a monthly basis at the Louis Stokes Wing Security Operations Desk. During the months of June, July and August a total of 6 items were returned to their owners.

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

Security Operations Assistant Chief Abrams and Branch Patrol Unit #1 met with West Team Leader and the west branch managers to discuss any security concerns

Security Operations Branch Patrol Unit #2 met with Central Team Leader and the central branch managers to discuss any security concerns

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

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

The Branch Patrol Security Operations Supervisors investigate all Security Irregularity Reports submitted by staff members from the branches. During the month of October, the Supervisors investigated 51. Security Operations produces internal reports each month summarizing the branch locations of each report, the type of incident, and the time and day of the incident to ensure coverage at the branches is adequate.

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

SUMMARY OF IRREGULARITY REPORTS RECEIVED

| Month | 2008 | 2009 | Change |
|---------------------|------------|------------|-------------|
| January | 102 | 63 | -39 |
| February | 90 | 52 | -38 |
| March | 119 | 76 | -43 |
| April | 79 | 55 | -24 |
| May | 59 | 50 | -9 |
| June | 56 | 63 | +7 |
| July | 61 | 60 | -1 |
| August | 56 | 50 | -6 |
| September | 53 | 53 | 0 |
| October | 61 | 73 | +12 |
| Year to Date | 736 | 595 | -141 |

AUTOMATION SERVICES**CPL projects**

Jim Benson, Hilary Prisbylla and Ann Palomo assisted with an additional Munis Dashboard lab for managers on October 12.

Supported the temporary closing of Woodland branch with changes to the Sirsi calendar, patron holds, and pull lists.

A graphic button was created, posted, and linked to information regarding the temporary closing of the Woodland Branch for remodeling, from October 28-November 12.

Special reports were run upon request for Literature department, South Brooklyn, South, Harvard-Lee, and West Park. An additional quarterly fund report was implemented for the Acquisitions department.

Administrative Install points of Office 2003 updated to Service Pack 3 on all servers including the branches.

Central power management server set up on ntmgmt6 and the client installed on 800 test machines. Baseline data without the software enforcement of power management rules (required by the vendor) is being collected as of 10-17-09.

Programmed new COPA dept. in Cisco Call Manager; moved Chrystal Jeter's phone to Room 38; installed new phone for Clerk in Room 38; moved Jan Ridgeway, Chrystal Jeter, and Clerk to new COPA dept. in Cisco Call Manager; installed new FAX line for COPA in Room 38. Disconnected Literature FAX line at the request of Ron Antonucci; purchased and delivered 8GB memory cards for Security Blackberrys; moved phone and FAX line for Mobile Services mgr.; and repaired Rockport payphone.

Mr. Finnegan and Mr. Hood met with the CPL West Branch Team at Carnegie West.

Amy Pawlowski and David Reynolds edited and uploaded three online videos of the Neil Gaiman Writers and Readers Series event for our You Tube channel and for display on the writersandreaders.cpl.org web site. A photo slide show, pulling in pictures of the event from our Flickr account, was also created.

Amy Pawlowski and David Reynolds installed and customized a New WordPress blog for use by the Cost Savings Committee.

Amy Pawlowski arranged a training session on Captivate for the Social Sciences Department. Captivate will be used to create quick and informative web-based presentations about our collection for www.cpl.org.

Amy Pawlowski created and posted a graphic button to the CPL site linking to the Friends of the Library's "A Night at the Library" event. She also sent out messages about the event through Twitter and the CPL Facebook page.

CLEVNET Projects

There was a service disruption on October 20 at 1:44 pm. This was a result of some testing being done by Comprise to prevent the use of lost cards. A larger than usual number of processes was created. We have adjusted

system parameters on the SirsiDynix server to address this issue.

Policy file changes were made: to fine rates for Shaker and Milan-Berlin; for a fine-free period for Sandusky; for a patron appreciation week at Orrville; and to add new items for Twinsburg.

Special reports were done for Barberton, Huron, Lorain, Milan-Berlin, Bellevue, Twinsburg, Huron and Ritter.

The first of the quarterly Lost & Paid reports for CLEVNET was sent out on October 1. Feedback to and evaluation by the Directors' Panel will help determine any changes needed to the report or the process.

A report to identify new items with a replacement cost over \$200 is being run daily. This is in preparation for debt collection, to make sure that patrons are not billed an unreasonable amount.

A revised process for handling uncataloged items was implemented throughout CLEVNET. The new process will facilitate faster response time when adding and circulating uncataloged items. It will also make the appropriate record easier to find and allow for better information on patron notices.

Mr. Finnegan and Mr. Novak met with Wayne County Public Library and Medina County District Library to review networks, and with Ritter Public Library to tour their new addition and prepare for their network needs.

Mr. Finnegan and Mr. Novak met with AT&T at Barberton Public Library to discuss their fiber installation. Cleveland Heights-University Heights Library connection was upgraded from 20mb to 50mb.

The authentication method on wireless access was changed to WPA2 at Medina.

Amy Pawlowski assisted Barberton Public Library with correcting the links to properly access CLEVNET databases.

Ms. Pawlowski assisted the Tech and Training SIG by collecting the devices for the "Tech Petting Zoo"

porting of the "Know Your Gadgets" training sessions.

KnowItNow

Promotional items were sent to Waynesville Public Library, and to two Cleveland Public Library staff members: CLC Coordinator Anastasia Diamond-Ortiz for the Teen Summit, and Garden Valley Branch Manager Leonard Burks for the Elementary School Fair.

In an effort to streamline operations, the PHP mailing list was discontinued in favor of a "newsletter" module on the KIN24x7 Provider site implemented by Brian Leszcz. This now allows posting of updates, monthly newsletters, and tech information to the Provider site as well as automatic sending of these items as emails.

October 6 was the final day of official testing with SourceN on the new versions of Spark/Openfire. The new client and server will go live on November 16.

On October 13, Don Boozer and Brian Leszcz participated in a conference call with Caleb Tucker-Raymond and Noah Himes to discuss topics relating to KIN24x7, L-net, and After Dark.

Also on October 13, Mr. Boozer met with Anastasia Diamond-Ortiz and Amy Pawlowski to discuss plans for the 2010 Distance Learning Conference to be held in Cleveland.

Due to changes in hours and staffing, Upper Arlington Public Library changed their KIN24x7 this month from Friday to Wednesday, 2-5pm. Additional After Dark coverage on Fridays made this change possible.

An internship and practicum for students of Kent State University's School of Library & Information Science is being prepared for the spring 2010 semester.

On October 20, the Quality Assurance Committee for KIN24x7 met. A number of issues were resolved (terms of office, posting and review procedures, etc.) and the next quarterly meeting is scheduled for January 2010.

Mr. Boozer submitted updated *Guidelines for Implementing and Maintaining Virtual Reference Services* for consideration by the RUSA Standards & Guidelines

Committee at ALA Midwinter in January 2010.

AskColorado continues to consider joining the Oregon/Ohio collaboration as part of their software reconsideration process. A final decision should be forthcoming in early November.

Bill Hood created an installation package of the new version of Spark for IT departments around the state.

As of October 27, three submissions to the Logo Redesign Project had been received from Cuyahoga County Public Library, Cleveland Public Library, and Worthington Libraries. Deadline for entries is October 31.

Statistics

October's total OverDrive/CLEVNET eMedia Collection circulation was 12,474 downloads, up from 12,389 reported in September. We currently have 1,439 total followers on Twitter, up from 1,399 reported in September. The CPL Facebook page currently has 1,816 fans.

| Automation Services Statistics, 10/2009 | | | | |
|--|---------------------------|---------------------------|------------------------|--------------|
| | # Cases Opened | # Cases Closed | Site Visits | TOTAL |
| HARDWARE | | | | |
| CPL Main | 68 | 66 | 39 | 173 |
| CPL Branch | 64 | 56 | 3 | 123 |
| CPL Lake Shore | 26 | 16 | 5 | 47 |
| CLEVNET | 15 | 7 | 17 | 39 |
| PUBLIC | 1 | 1 | | 2 |
| HARDWARE TOTAL | 174 | 146 | 64 | 384 |
| SOFTWARE | | | | |
| CPL Main | 17 | 17 | | 34 |
| CPL Branch | 10 | 10 | | 20 |
| CPL Lake Shore | 10 | 10 | | 20 |
| CLEVNET | 46 | 45 | | 91 |
| PUBLIC | 8 | 8 | | 16 |
| SOFTWARE TOTAL | 91 | 90 | 0 | 181 |
| WEBWARE | | | | |
| CPL Main | 15 | 15 | | 30 |
| CPL Branch | 7 | 7 | | 14 |
| CPL Lake Shore | | | | 0 |
| CLEVNET | 4 | 4 | | 8 |
| PUBLIC | 30 | 30 | | 60 |
| WEBWARE TOTAL | 56 | 56 | 0 | 112 |
| KIN | | | | |
| CPL Main | 14 | 12 | | 26 |
| CPL Branch | 6 | 3 | | 9 |
| CLEVNET | 11 | 9 | | 20 |
| PUBLIC | | | | 0 |
| KIN Library | 5 | 5 | | 10 |
| OHIOLink Library | | | | 0 |
| After Dark | 2 | 2 | | 4 |
| KIN TOTAL | 38 | 31 | 0 | 69 |
| GRAND TOTAL | 359 | 323 | 64 | 746 |

Ms. Butts adjourned the Regular Board Meeting at
1:23 p.m.

Alice G. Butts
President

Maritza Rodriguez
Secretary

CLEVELAND PUBLIC LIBRARY

**Finance Committee
November 19, 2009**

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

| DESCRIPTION | QUANTITY | |
|--|--------------|---------------|
| | Month | Year to date |
| Books | 944 | 8,036 |
| Periodicals | 75 | 1,273 |
| Publishers Gifts | 186 | 779 |
| Non-Print Materials | <u>65</u> | <u>1,179</u> |
| TOTAL LIBRARY SERVICE MATERIALS | 1,270 | 11,267 |

MONEY GIFTS

| FUND | PURPOSE | AMOUNT | |
|-------------------------------------|--------------|-----------------|------------------|
| | | Month | Year to date |
| Library Fund | Unrestricted | \$256 | \$4,247 |
| Library Fund | Restricted | 0 | 5,089 |
| Library Fund - Oral History Project | Restricted | 0 | 0 |
| Young Fund | Restricted | 0 | 35,335 |
| Friends Fund | Restricted | 0 | 6,000 |
| Schweinfurth Fund | Restricted | 14,000 | 30,815 |
| Ohio Center for the Book | Restricted | 0 | 900 |
| Judd Fund | Restricted | 0 | 174,331 |
| Lockwood Thompson Fund | Restricted | 0 | 88,829 |
| MetLife - Fit for Life | Restricted | 0 | 6,250 |
| Sugarman Fund | Restricted | 0 | 100 |
| Founders Fund | Unrestricted | 0 | 0 |
| Founders Fund | Restricted | <u>0</u> | <u>18,600</u> |
| TOTAL MONEY GIFTS | | \$14,256 | \$370,494 |

SUMMARY

| CATEGORY | DONORS | | QUANTITY | |
|---------------------------|-----------|--------------|--------------|---------------|
| | Month | Year to date | Month | Year to date |
| Library Service Materials | 31 | 311 | 1,270 | 11,267 |
| Money Gifts | <u>2</u> | <u>59</u> | <u>2</u> | <u>59</u> |
| TOTAL GIFTS | 33 | 370 | 1,272 | 11,326 |

RESOLVED, That the Gift Report for October 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 October 29, 2009
Subject Change Order #13 (East West)

This change order is needed to remove the construction stone drive that was previously installed on the eastside of the building. The stone needs to be removed to install sidewalk at grade. The total amount for this will be \$2,020.98.

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

H. Gordon Pearson

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

| | <u>General Fund</u> | <u>Special Revenue</u> | <u>Capital Projects</u> | <u>Permanent</u> | <u>Total</u> |
|---|-------------------------|-------------------------|-------------------------|------------------------|-------------------------|
| 41 Taxes | 31,835,190.21 | 0.00 | 0.00 | 0.00 | 31,835,190.21 |
| 42 Intergovernmental | 23,542,818.89 | 761,647.53 | 0.00 | 0.00 | 24,304,466.42 |
| 43 Fines & Fees | 271,390.68 | 0.00 | 0.00 | 0.00 | 271,390.68 |
| 44 Investment Earnings | 793,717.16 | (12,899.84) | 0.00 | (4,386.12) | 776,431.20 |
| 45 Charges for Services | 2,330,829.52 | 0.00 | 0.00 | 0.00 | 2,330,829.52 |
| 46 Contributions & Donations | 0.00 | 370,394.91 | 0.00 | 100.00 | 370,494.91 |
| 48 Miscellaneous Revenue | 73,438.06 | 4,354.00 | 0.00 | 215.53 | 78,007.59 |
| Total Revenues | \$ 58,847,384.52 | \$ 1,123,496.60 | \$ 0.00 | \$(4,070.59) | \$ 59,966,810.53 |
| 51 Salaries/Benefits | 35,331,932.95 | 508,699.17 | 0.00 | 0.00 | 35,840,632.12 |
| 52 Supplies | 859,901.92 | 27,142.76 | 0.00 | 7,749.33 | 894,794.01 |
| 53 Purchased/Contracted Services | 8,021,785.69 | 528,970.95 | 0.00 | 153.00 | 8,550,909.64 |
| 54 Library Materials | 7,890,788.17 | 99,216.04 | 0.00 | 38,382.33 | 8,028,386.54 |
| 55 Capital Outlay | 601,526.39 | 13,877.39 | 3,245,769.62 | 0.00 | 3,861,173.40 |
| 57 Miscellaneous Expenses | 70,537.36 | 16,063.50 | 0.00 | 0.00 | 86,600.86 |
| Total Expenditures | \$ 52,776,472.48 | \$ 1,193,969.81 | \$ 3,245,769.62 | \$ 46,284.66 | \$ 57,262,496.57 |
| Revenue Over/(Under) Expenditures | \$ 6,070,912.04 | \$(70,473.21) | \$(3,245,769.62) | \$(50,355.25) | \$ 2,704,313.96 |
| 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 | \$ 6,070,912.04 | \$(70,473.21) | \$(3,245,769.62) | \$(50,355.25) | \$ 2,704,313.96 |
| 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 | \$ 35,145,022.10 | \$ 10,150,551.34 | \$ 6,253,400.81 | \$ 2,499,888.83 | \$ 54,048,863.08 |

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

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|---------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 51110 Professional Salaries | 13,164,132.00 | 13,064,132.00 | 10,859,755.40 | 0.00 | 2,204,376.60 |
| 51120 Clerical Salaries | 13,348,097.00 | 12,923,097.00 | 10,346,676.48 | 0.00 | 2,576,420.52 |
| 51130 Non-Clerical Salaries | 1,729,671.00 | 1,729,671.00 | 1,371,701.74 | 0.00 | 357,969.26 |
| 51140 Buildings Salaries | 5,153,746.00 | 4,953,746.00 | 3,790,545.34 | 0.00 | 1,163,200.66 |
| 51150 Other Salaries | 1,883,438.00 | 1,758,438.00 | 1,311,006.08 | 0.00 | 447,431.92 |
| 51190 Non-Base Pay | 0.00 | 0.00 | 26,400.93 | 0.00 | (26,400.93) |
| 51400 OPERS | 4,855,191.00 | 4,876,879.08 | 3,926,213.34 | 1,314,377.03 | (363,711.29) |
| 51610 Health Insurance | 3,931,593.00 | 4,246,038.86 | 3,110,953.90 | 1,273,241.77 | (138,156.81) |
| 51620 Life Insurance | 87,192.00 | 110,477.99 | 79,817.24 | 15,184.36 | 15,476.39 |
| 51630 Workers Compensation | 373,594.00 | 373,594.00 | 216,262.18 | 0.00 | 157,331.82 |
| 51640 Unemployment Compensation | 38,641.00 | 63,873.19 | 4,710.85 | 45,521.34 | 13,641.00 |
| 51650 Medicare - ER | 0.00 | 0.00 | 40,759.70 | 0.00 | (40,759.70) |
| 51900 Other Benefits | 569,929.00 | 664,647.36 | 247,129.77 | 196,837.31 | 220,680.28 |
| Salaries/Benefits | 45,135,224.00 | \$ 44,764,594.48 | \$ 35,331,932.95 | \$ 2,845,161.81 | \$ 6,587,499.72 |
| 52110 Office Supplies | 105,867.00 | 108,190.99 | 51,506.20 | 8,244.54 | 48,440.25 |
| 52120 Stationery | 177,827.00 | 218,529.55 | 143,901.80 | 36,199.64 | 38,428.11 |
| 52130 Duplication Supplies | 121,095.00 | 127,455.08 | 81,692.93 | 6,427.59 | 39,334.56 |
| 52140 Hand Tools | 8,379.00 | 8,922.38 | 3,396.46 | 174.04 | 5,351.88 |
| 52150 Book Repair Supplies | 106,572.00 | 123,241.69 | 93,100.76 | 12,264.99 | 17,875.94 |
| 52210 Janitorial Supplies | 132,160.00 | 135,876.87 | 82,572.12 | 25,257.75 | 28,047.00 |
| 52220 Electrical Supplies | 115,814.00 | 72,040.19 | 40,847.37 | 3,919.28 | 27,273.54 |
| 52230 Maintenance Supplies | 170,072.00 | 175,396.34 | 86,834.80 | 16,028.89 | 72,532.65 |
| 52240 Uniforms | 16,150.00 | 17,124.50 | 950.96 | 9,512.33 | 6,661.21 |
| 52300 Motor Vehicle Supplies | 62,647.00 | 54,960.10 | 47,648.64 | 20,206.08 | (12,894.62) |
| 52900 Other Supplies | 383,702.00 | 404,692.13 | 227,449.88 | 58,265.84 | 118,976.41 |
| Supplies | 1,400,285.00 | \$ 1,446,429.82 | \$ 859,901.92 | \$ 196,500.97 | \$ 390,026.93 |

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

| | <u>Current Year Appropriation</u> | <u>Total Appropriated Funds</u> | <u>Current Year Expenditures</u> | <u>Encumbered and Unpaid</u> | <u>Unencumbered Balance</u> |
|--------------------------------------|---|---|--|--------------------------------------|---------------------------------|
| 53100 | 98,914.00 | 64,964.66 | 52,584.50 | 11,754.05 | 626.11 |
| 53210 | 434,659.00 | 489,043.35 | 478,250.51 | 158,907.58 | (148,114.74) |
| 53230 | 128,896.00 | 141,374.63 | 108,737.77 | 23,684.88 | 8,951.98 |
| 53240 | 280,000.00 | 322,564.76 | 111,234.30 | 39,753.51 | 171,576.95 |
| 53310 | 201,122.00 | 290,296.17 | 260,437.73 | 57,218.66 | (27,360.22) |
| 53320 | 67,506.00 | 60,763.35 | 26,350.65 | 10,318.50 | 24,094.20 |
| 53330 | 15,000.00 | 16,450.00 | 3,538.00 | 0.00 | 12,912.00 |
| 53340 | 214,993.00 | 229,164.77 | 118,756.51 | 43,164.99 | 67,243.27 |
| 53350 | 269,826.00 | 312,940.75 | 157,035.83 | 167,982.07 | (12,077.15) |
| 53360 | 857,891.00 | 783,520.52 | 681,477.42 | 41,445.08 | 60,598.02 |
| 53370 | 27,729.00 | 30,468.75 | 36,048.83 | 7,937.64 | (13,517.72) |
| 53380 | 974,879.00 | 1,009,679.53 | 730,150.34 | 260,746.98 | 18,782.21 |
| 53390 | 36,000.00 | 39,000.00 | 18,824.76 | 22,945.24 | (2,770.00) |
| 53400 | 382,136.00 | 382,606.00 | 429,429.75 | 12,823.50 | (59,647.25) |
| 53510 | 84,959.00 | 104,007.33 | 97,637.55 | 38,885.09 | (32,515.31) |
| 53520 | 314,268.00 | 386,639.08 | 258,366.59 | 93,483.19 | 34,789.30 |
| 53610 | 1,949,602.00 | 2,131,874.42 | 1,592,894.71 | 453,828.16 | 85,151.55 |
| 53620 | 391,513.00 | 407,122.63 | 233,827.05 | 159,894.35 | 13,401.23 |
| 53630 | 721,610.00 | 687,967.44 | 658,328.06 | 6,496.80 | 23,142.58 |
| 53640 | 90,720.00 | 131,779.57 | 52,795.42 | 103,307.18 | (24,323.03) |
| 53710 | 1,914,515.00 | 1,986,931.93 | 1,038,393.85 | 537,467.68 | 411,070.40 |
| 53720 | 526,500.00 | 531,200.00 | 696,281.18 | 3,649.96 | (168,731.14) |
| 53800 | 305,000.00 | 336,248.96 | 170,095.63 | 162,003.33 | 4,150.00 |
| 53900 | 15,160.00 | 18,169.25 | 10,308.75 | 1,811.50 | 6,049.00 |
| | 10,303,398.00 | \$ 10,894,777.85 | \$ 8,021,785.69 | \$ 2,419,509.92 | \$ 453,482.24 |
| Purchased/Contracted Services | | | | | |
| 54110 | 3,901,786.00 | 4,731,580.60 | 2,868,195.41 | 753,783.64 | 1,109,601.55 |
| 54120 | 838,612.00 | 794,922.10 | 547,824.98 | 208,487.79 | 38,609.33 |

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

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|----------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 54210 Periodicals | 1,854,238.00 | 1,680,089.41 | 836,821.97 | 360,603.47 | 482,663.97 |
| 54220 Microforms | 309,865.00 | 359,306.00 | 256,042.70 | 56,021.40 | 47,241.90 |
| 54310 Video Media | 1,651,581.00 | 1,571,541.17 | 1,108,165.32 | 305,054.02 | 158,321.83 |
| 54320 Audio Media - Spoken | 426,023.00 | 471,845.06 | 267,595.68 | 75,029.34 | 129,220.04 |
| 54325 Audio Media - Music | 690,775.00 | 733,051.53 | 463,594.82 | 104,114.74 | 165,341.97 |
| 54350 Computer Media | 319,800.00 | 427,190.71 | 325,510.31 | 31,274.10 | 70,406.30 |
| 54500 Database Services | 1,589,121.78 | 1,500,004.38 | 1,020,308.93 | 450,481.28 | 29,214.17 |
| 54600 Interlibrary Loan | 6,500.00 | 6,886.08 | 3,840.06 | 2,973.02 | 73.00 |
| 54710 Bookbinding | 69,971.00 | 85,873.95 | 36,194.75 | 59,708.20 | (10,029.00) |
| 54720 Preservation Services | 98,727.00 | 110,850.19 | 68,403.45 | 24,541.03 | 17,905.71 |
| 54730 Preservation Boxing | 12,674.00 | 13,406.50 | 9,367.10 | 3,075.95 | 963.45 |
| 54790 Preservation Reformatting | 65,618.00 | 117,228.04 | 78,922.69 | 11,306.53 | 26,998.82 |
| Library Materials | 11,835,291.78 | \$ 12,603,775.72 | \$ 7,890,788.17 | \$ 2,446,454.51 | \$ 2,266,533.04 |
| 55510 Furniture | 141,409.00 | 165,370.02 | 46,350.33 | 782.58 | 118,237.11 |
| 55520 Equipment | 68,629.00 | 84,389.95 | 34,057.02 | 9,784.95 | 40,547.98 |
| 55530 Computer Hardware/Software | 964,437.00 | 719,371.00 | 497,563.49 | 99,330.02 | 122,477.49 |
| 55700 Motor Vehicles | 37,519.00 | 37,519.00 | 23,555.55 | 0.00 | 13,963.45 |
| Capital Outlay | 1,211,994.00 | \$ 1,006,649.97 | \$ 601,526.39 | \$ 109,897.55 | \$ 295,226.03 |
| 57100 Memberships | 68,278.00 | 71,782.00 | 58,443.00 | 182.00 | 13,157.00 |
| 57200 Taxes | 1,000.00 | 1,652.68 | 415.25 | 1,037.43 | 200.00 |
| 57500 Refunds/Reimbursements | 14,002.00 | 26,122.34 | 11,679.11 | 5,172.69 | 9,270.54 |
| Miscellaneous Expenses | 83,280.00 | \$ 99,557.02 | \$ 70,537.36 | \$ 6,392.12 | \$ 22,627.54 |
| Advances | 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 59900 Transfers Out | 3,000,000.00 | 3,000,000.00 | 0.00 | 0.00 | 3,000,000.00 |
| Transfers | 3,000,000.00 | \$ 3,000,000.00 | \$ 0.00 | \$ 0.00 | \$ 3,000,000.00 |
| TOTAL | 72,969,472.78 | \$ 73,815,784.86 | \$ 52,776,472.48 | \$ 8,023,916.88 | \$ 13,015,395.50 |

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 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 | 58,847,384.52 | 52,776,472.48 | 8,023,916.88 | 27,121,105.22 |
| Total General Fund | \$ 29,074,110.06 | \$ 58,847,384.52 | \$ 52,776,472.48 | \$ 8,023,916.88 | \$ 27,121,105.22 |
| 201 Anderson | 189,796.30 | (344.39) | 6,072.04 | 0.00 | 183,379.87 |
| 202 Endowment for the Blind | 1,324,960.22 | (1,223.95) | 0.00 | 0.00 | 1,323,736.27 |
| 203 Founders | 4,222,073.59 | 11,193.35 | 88,096.64 | 42,042.18 | 4,103,128.12 |
| 204 Kaiser | 39,244.59 | 0.00 | 449.00 | 0.00 | 38,795.59 |
| 205 Kralej | 139,498.67 | (794.81) | 0.00 | 288.68 | 138,415.18 |
| 206 Library | 148,266.50 | 9,335.97 | 2,440.00 | 0.00 | 155,164.47 |
| 207 Pepke | 85,789.54 | 0.00 | 0.00 | 0.00 | 85,789.54 |
| 208 Wickwire | 994,220.04 | (2,423.93) | 13,641.13 | 4,752.43 | 973,402.55 |
| 209 Wittke | 59,160.11 | (115.71) | 1,643.94 | 0.00 | 57,400.46 |
| 210 Young | 2,571,940.87 | 34,889.29 | 56,586.31 | 0.00 | 2,550,243.85 |
| 225 Friends | 9,540.13 | 6,000.00 | 6,610.58 | 0.00 | 8,929.55 |
| 226 Judd | 1,683.13 | 174,330.75 | 118,798.58 | 5,049.63 | 52,165.67 |
| 228 Lockwood Thompson Memorial | 260,422.16 | 88,828.50 | 92,657.72 | 189,652.90 | 66,940.04 |
| 229 Ohio Center for the Book | 1,000.00 | 900.00 | 1,300.00 | 492.00 | 108.00 |
| 230 Schweinfurth | 3,895.07 | 30,815.00 | 37,750.00 | 854.54 | (3,894.47) |
| 242 Cleveland NCA Kiosk | 14,617.02 | 0.00 | 1,736.55 | 663.45 | 12,217.02 |
| 244 Harvard CS Kiosk Project | 8,828.87 | 0.00 | 531.33 | 329.13 | 7,968.41 |
| 251 LSTA-Library for the Blind | 0.00 | 332,060.00 | 281,270.00 | 767.10 | 50,022.90 |
| 252 LSTA-Know It Now | 134,785.74 | 433,796.53 | 473,529.42 | 192,174.77 | (97,121.92) |
| 253 MetLife-Fit for Life II | 11,300.00 | 6,250.00 | 10,856.57 | 0.00 | 6,693.43 |
| Total Special Revenue Funds | \$ 10,221,024.55 | \$ 1,123,496.60 | \$ 1,193,969.81 | \$ 437,066.81 | \$ 9,713,484.53 |
| 401 Building & Repair | 9,499,170.43 | 0.00 | 3,245,769.62 | 3,328,247.82 | 2,925,152.99 |
| Total Capital Project Funds | \$ 9,499,170.43 | \$ 0.00 | \$ 3,245,769.62 | \$ 3,328,247.82 | \$ 2,925,152.99 |

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

| | Beginning Year Balance | Year to Date Receipts | Year to Date Expenditures | Year to Date Encumbrances | Unencumbered Balance |
|------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|---------------------------------|
| 501 Abel | 161,156.88 | (19.94) | 213.75 | 0.00 | 160,923.19 |
| 502 Ambler | 1,496.65 | 0.00 | 0.00 | 0.00 | 1,496.65 |
| 503 Beard | 108,071.85 | 0.00 | 4,179.01 | 0.00 | 103,892.84 |
| 504 Klein | 3,547.98 | 0.00 | 0.00 | 0.00 | 3,547.98 |
| 505 Malom/Schroeder | 205,747.62 | (1,123.80) | 3,570.32 | 0.00 | 201,053.50 |
| 506 McDonald | 122,313.03 | (184.11) | 0.00 | 0.00 | 122,128.92 |
| 507 Ratner | 59,798.47 | (24.08) | 0.00 | 0.00 | 59,774.39 |
| 508 Root | 26,401.27 | (54.11) | 0.00 | 600.00 | 25,747.16 |
| 509 Sugarman | 162,670.32 | (65.13) | 125.00 | 0.00 | 162,480.19 |
| 510 Thompson | 114,305.68 | (288.36) | 2,570.00 | 0.00 | 111,447.32 |
| 511 Weidenthal | 4,413.61 | 0.00 | 0.00 | 0.00 | 4,413.61 |
| 512 White | 1,580,320.72 | (2,311.06) | 35,626.58 | 5,088.95 | 1,537,294.13 |
| Total Permanent Funds | \$ 2,550,244.08 | \$(4,070.59) | \$ 46,284.66 | \$ 5,688.95 | \$ 2,494,199.88 |
| Total All Funds | \$ 51,344,549.12 | \$ 59,966,810.53 | \$ 57,262,496.57 | \$ 11,794,920.46 | \$ 42,253,942.62 |

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

| | |
|----------------------------------|---------------------------------------|
| Balance of All Funds | <u><u>\$ 54,048,863.08</u></u> |
| Chase-Checking | 9,767.72 |
| National City-Checking | 10,000.00 |
| KeyBank-Concentration Acct | 0.00 |
| KeyBank-Checking (ZBA) | (2,161,922.94) |
| KeyBank-MC/VISA | 15,906.12 |
| Fifth Third - Checking | 311,412.58 |
| 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><u>\$(1,809,386.52)</u></u> |
| National City - Investments | 32,159,546.66 |
| NCB/Allegiant Money Market | 778,835.54 |
| KeyBank - Victory Fund | 4,474,328.31 |
| STAR OHIO Investment | 6,558,758.84 |
| Investments | <u><u>\$ 43,971,469.35</u></u> |
| NCB Endowment Acct | 11,886,780.25 |
| Endowment Account | <u><u>\$ 11,886,780.25</u></u> |
| Cash in Banks and On Hand | <u><u>\$ 54,048,863.08</u></u> |

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

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

| General Fund - Receipts | | | | | | |
|----------------------------|-----------------------|-------------------|------------------|-----------------|--------------------|--|
| | Certified Revenue (1) | Income To Date | Balance | Percent To Date | Percent Prior Year | |
| PLF - Public Library Fund | 21,692,840 | 18,669,950 | 3,022,890 | 86% | 84% | |
| General Property Tax | 29,400,248 | 31,835,190 | (2,434,942) | 108% | 108% | |
| Rollback, Homestead, CAT | 6,489,423 | 4,230,740 | 2,258,683 | 65% | 60% | |
| Federal Grants | 0 | 0 | 0 | 0% | 0% | |
| State Aid | 960,000 | 642,129 | 317,871 | 67% | 73% | |
| Fines & Fees | 323,500 | 271,391 | 52,109 | 84% | 78% | |
| Investment Earnings | 1,200,000 | 793,717 | 406,283 | 66% | 89% | |
| Services to Others-Clevnet | 2,800,000 | 2,330,830 | 469,170 | 83% | 101% | |
| Miscellaneous | 410,000 | 73,438 | 336,562 | 18% | 58% | |
| Advances & Transfers | 0 | 0 | 0 | 0% | 0% | |
| TOTALS | 63,276,011 | 58,847,385 | 4,428,627 | 93% | 92% | |

Note (1): Certificate from Cuyahoga County Budget Commission dated August 4, 2009.

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

| General Fund - Expenditures | | | | | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------|---------|------------|
| | Appropriation | Expended/ | Balance | Percent | Percent | Percent |
| | (2) | Encumbered | | To Date (3) | Prior | Year |
| | | | | | | |
| Salaries/Benefits | 44,764,594 | 38,177,095 | 6,587,500 | 85% | | 86% |
| Supplies | 1,446,430 | 1,056,403 | 390,027 | 73% | | 66% |
| Purchased Services | 10,894,778 | 10,441,296 | 453,482 | 96% | | 83% |
| Library Materials | 12,603,776 | 10,337,243 | 2,266,533 | 82% | | 88% |
| Capital Outlay | 1,006,650 | 711,424 | 295,226 | 71% | | 55% |
| Other | 99,557 | 76,929 | 22,628 | 77% | | 78% |
| | | | | | | % |
| SUBTOTAL | 70,815,785 | 60,800,389 | 10,015,396 | 86% | | 85% |
| Advances/Transfers | 3,000,000 | 0 | 3,000,000 | 0% | | 0% |
| TOTALS | 73,815,785 | 60,800,389 | 13,015,396 | 82% | | 82% |

Note (2): Appropriation of \$72,969,473 plus carried forward encumbrance of \$846,312.

Note (3): Subtotal includes 71% expended and 11% encumbered.

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

| Strategic Plan Capital Projects - In Dollars | | | | | |
|---|------------------|--------------------------|------------------|------------------|------------------|
| | Budget | Expended Through 2008 | Expended 2009 | Encumbered | Balance |
| Branch Security Cameras | 464,000 | 427,406 | 11,520 | 24,251 | 824 |
| Fulton Branch Exterior | 562,000 | 684,104 | 0 | 0 | (122,104) |
| Collinwood Teen Center | 20,000 | 3,588 | 0 | 0 | 16,412 |
| Jefferson | 134,420 | 113,000 | 0 | 0 | 21,420 |
| Lorain | 152,010 | 447,170 | 36,363 | 4,105 | (335,629) |
| Woodland - Land | 21,000 | 21,192 | 100 | 0 | (292) |
| Woodland - Expansion/Parking | 1,200,000 | 117,290 | 401,219 | 1,190,321 | (508,830) |
| Rice | 5,300,000 | 438,010 | 2,504,397 | 2,020,937 | 336,655 |
| South Brooklyn | 96,000 | 77,522 | 0 | 0 | 18,478 |
| Garden Valley | 285,000 | 350,019 | 0 | 2,124 | (67,143) |
| Totals | 8,234,430 | 2,679,301 | 2,953,600 | 3,241,738 | (640,209) |

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS - October 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 October 1, 2009 through October 31, 2009.

| Investment Period | No. of Days | Amount | Bank | Interest Rate | Investment | | Investment Form | |
|---------------------|-------------|-----------|----------------------------|---------------|------------------------------|-----------|--------------------|--|
| | | | | | Income | Income | | |
| 10/01/09 - 10/31/09 | 31 | Various | Key Bank | Various | \$ | 31.44 | Sweep Money Market | |
| 10/01/09 - 10/31/09 | 31 | Various | STAR Ohio | Various | | 1,001.58 | Investment Pool | |
| 10/01/09 - 10/31/09 | 31 | Various | National City Bank | Various | | 9.96 | Sweep Money Market | |
| 04/29/09 - 10/29/09 | 184 | 500,000 | Federal Home Loan Bank | 3.170% | | 7,925.00 | Federal Agency | |
| 04/07/09 - 10/07/09 | 184 | 2,000,000 | Federal Farm Credit Bank | 2.375% | | 23,750.00 | Federal Agency | |
| 04/08/09 - 10/08/09 | 184 | 1,000,000 | Fed Natl Mort Assn | 1.875% | | 9,375.00 | Federal Agency | |
| 04/14/09 - 10/14/09 | 184 | 1,000,000 | Federal Home Loan Mort Crp | 3.250% | | 16,250.00 | Federal Agency | |
| 03/17/09 - 10/15/09 | 213 | 507,000 | Fed Natl Mort Assn | 2.125% | | 6,224.83 | Federal Agency | |
| 04/21/09 - 10/21/09 | 184 | 500,000 | Federal Farm Credit Bank | 2.625% | | 6,562.50 | Federal Agency | |
| 04/21/09 - 10/21/09 | 184 | 500,000 | Federal Farm Credit Bank | 2.625% | | 6,562.50 | Federal Agency | |
| 04/21/09 - 10/21/09 | 184 | 500,000 | Federal Farm Credit Bank | 2.625% | | 6,562.50 | Federal Agency | |
| | | | | | Earned Interest October 2009 | \$ | 84,255.31 | |
| | | | | | Earned Interest Year To Date | \$ | 793,717.16 | |

CLEVELAND PUBLIC LIBRARY**Finance Committee
November 19, 2009****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR OCTOBER 2009**

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

| ITEM | DATE | TRUSTEE/STAFF MEMBER | AMOUNT |
|--|-------------------|-------------------------|-----------------|
| Know it Now Business Meetings Columbus, Ohio | 9/24/09 - 9/25/09 | Donald Boozer | 187.49 |
| Know it Now Business Meetings Columbus, Ohio | 9/24/09 - 9/25/09 | Brian Lescz | 82.83 |
| Geater Columbus Convention Center Turning the Page Conference Columbus, Ohio | 9/24/09 - 9/25/09 | Rick Werner | 321.80 |
| TOTAL | | | \$592.12 |

SUMMARY

| FUND | OCTOBER | YEAR TO DATE |
|----------------------|-----------------|--------------------|
| General | \$321.80 | \$52,584.50 |
| Judd Fund | 0.00 | 0.00 |
| Founders Fund | 0.00 | 563.22 |
| Lockwood Thompson | 0.00 | 7,446.13 |
| Metlife-Fit for Life | 0.00 | 0.00 |
| LSTA - Know it Know | 270.32 | 5,291.19 |
| TOTAL | \$592.12 | \$65,885.04 |

HUMAN RESOURCES COMMITTEE REPORT
November 19, 2009

TERMINATIONS REPORT
TO
LIBRARY BOARD OF TRUSTEES
10/01/2009 TO 10/31/2009

| EMPLOYEE NAME | DEPARTMENT | JOB TITLE | TERMINATE DATE | REASON |
|---------------|------------|-----------|----------------|--------|
|---------------|------------|-----------|----------------|--------|

RESIGNATIONS

WITHERS, LILLIE B

MAIN LIBRARY OFFICE

LIBRARIAN (SUBJECT DEPARTMENT)

10/15/2009

EMPLOYEE HAS QUIT

RETIREMENTS

MACK, LUCILLE
MATES, BARBARA T
SPARROW, MICHAEL T
TOTH, LOUIS F
TRAVKA, VALENTINA H

SOUTH
OLBPD
GENERAL REFERENCE
MEMORIAL/NOTTINGHAM
CATALOG

BRANCH CLERK
LBPH MANAGER
LIBRARY ASSISTANT (SUBJ DEPT)
CUSTODIAN II (DAYS/BRANCHES)
TECHNICAL SERVICES ASSOCIATE

10/31/2009
10/30/2009
10/10/2009
10/30/2009
10/31/2009

EMPLOYEE HAS RETIRED
EMPLOYEE HAS RETIRED
EMPLOYEE HAS RETIRED
EMPLOYEE HAS RETIRED
EMPLOYEE HAS RETIRED

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2009 TO 10/31/2009**

EMPLOYEE: BAUGHMAN, MARGARET L **CURRENT GRADE:** I **EFFECTIVE DATE** 10/25/2009
JOB TITLE: PHOTO COLL LIBRARIAN **CURRENT STEP:** 8 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 70585.84 | 71997.64 | STEP INCREASE |
| Hourly Rate | 36.1979 | 36.9219 | |
| Step/Level | 7 | 8 | |

EMPLOYEE: CARABALLO, HECTOR M **CURRENT GRADE:** B **EFFECTIVE DATE** 10/11/2009
JOB TITLE: SUBJECT DEPARTMENT CLERK **CURRENT STEP:** 9 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 39138.32 | 39921.70 | STEP INCREASE |
| Hourly Rate | 20.0709 | 20.4727 | |
| Step/Level | 8 | 9 | |

EMPLOYEE: COLNAR, CHRISTINE M **CURRENT GRADE:** F **EFFECTIVE DATE** 10/11/2009
JOB TITLE: GRAPHICS DESIGNER **CURRENT STEP:** 12 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 56732.26 | 57866.38 | STEP INCREASE |
| Hourly Rate | 29.0935 | 29.6751 | |
| Step/Level | 11 | 12 | |

EMPLOYEE: CUNNINGHAM, KELLY N **CURRENT GRADE:** F **EFFECTIVE DATE** 10/25/2009
JOB TITLE: LIBRARY ASSISTANT-YOUTH **CURRENT STEP:** 3 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 43923.36 | 45680.44 | STEP INCREASE |
| Hourly Rate | 22.5248 | 23.4259 | |
| Step/Level | 2 | 3 | |

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2009 TO 10/31/2009**

EMPLOYEE: FADIL, NORMAN E
JOB TITLE: SECURITY OFFICER

CURRENT GRADE: C **EFFECTIVE DATE**
CURRENT STEP: 5 **FOR GRADE/STEP** 10/25/2009

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 37247.86 | 38737.14 | STEP INCREASE |
| Hourly Rate | 19.1015 | 19.8652 | |
| Step/Level | 4 | 5 | |

EMPLOYEE: FEELEY, KATHRYN M
JOB TITLE: BRANCH MANAGER (MEDIUM)

CURRENT GRADE: J **EFFECTIVE DATE**
CURRENT STEP: 2 **FOR GRADE/STEP** 10/11/2009

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 58311.24 | 60644.22 | STEP INCREASE |
| Hourly Rate | 29.9032 | 31.0996 | |
| Step/Level | 1 | 2 | |

EMPLOYEE: HEGSTROM, ELIZABETH L
JOB TITLE: CATALOG CLERICAL SUPERVISOR

CURRENT GRADE: I **EFFECTIVE DATE**
CURRENT STEP: 3 **FOR GRADE/STEP** 10/25/2009

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

EMPLOYEE: JACKSON, ANTONIO
JOB TITLE: CUSTODIAN I (NIGHTS)

CURRENT GRADE: A **EFFECTIVE DATE**
CURRENT STEP: 3 **FOR GRADE/STEP** 10/11/2009

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 30220.58 | 31429.06 | STEP INCREASE |
| Hourly Rate | 15.4977 | 16.1175 | |
| Step/Level | 2 | 3 | |

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**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 10/01/2009 TO 10/31/2009**

EMPLOYEE: LESURE, PAULA J
 JOB TITLE: BRANCH CLERK

CURRENT GRADE: B
 CURRENT STEP: 4
 EFFECTIVE DATE FOR GRADE/STEP 10/11/2009

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

EMPLOYEE: LEWIS, JEFFREY D
 JOB TITLE: CUSTODIAN I (NIGHTS)

CURRENT GRADE: A
 CURRENT STEP: 7
 EFFECTIVE DATE FOR GRADE/STEP 10/11/2009

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 35352.98 | 36059.92 | STEP INCREASE |
| Hourly Rate | 18.1297 | 18.4923 | |
| Step/Level | 6 | 7 | |

EMPLOYEE: LIU, XIN XIN
 JOB TITLE: PAGE

CURRENT GRADE: Z
 CURRENT STEP: 2
 EFFECTIVE DATE FOR GRADE/STEP 10/11/2009

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Hourly Rate | 9.1500 | 9.6000 | STEP INCREASE |
| Step/Level | 1 | 2 | |

EMPLOYEE: MONACO, MICHAEL J
 JOB TITLE: SENIOR CATALOG LIBRARIAN

CURRENT GRADE: I
 CURRENT STEP: 3
 EFFECTIVE DATE FOR GRADE/STEP 10/11/2009

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 59153.64 | 61519.38 | STEP INCREASE |
| Hourly Rate | 30.3352 | 31.5484 | |
| Step/Level | 2 | 3 | |

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**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2009 TO 10/31/2009**

EMPLOYEE: MOORE, SARAH F **CURRENT GRADE:** H **EFFECTIVE DATE** 10/11/2009
JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT) **CURRENT STEP:** 4 **FOR GRADE/STEP**

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

EMPLOYEE: MURNAN, ROBERT A **CURRENT GRADE:** H **EFFECTIVE DATE** 10/25/2009
JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT) **CURRENT STEP:** 10 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|---------------------------|--------------------------|--------------------------|
| Annual Pay | 65844.48 | 67161.12 | STEP INCREASE |
| Hourly Rate | 33.7664 | 34.4416 | |
| Step/Level | 9 | 10 | |

EMPLOYEE: OVERBEY, EDWARD E **CURRENT GRADE:** F **EFFECTIVE DATE** 10/25/2009
JOB TITLE: COMP. NET TECH **CURRENT STEP:** 3 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|---------------------------|--------------------------|--------------------------|
| Annual Pay | 43923.36 | 45680.44 | STEP INCREASE |
| Hourly Rate | 22.5248 | 23.4259 | |
| Step/Level | 2 | 3 | |

EMPLOYEE: PRIDE, RENEE **CURRENT GRADE:** D **EFFECTIVE DATE** 10/11/2009
JOB TITLE: PRESERVATION SENIOR TECHNICIAN **CURRENT STEP:** 11 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|---------------------------|--------------------------|--------------------------|
| Annual Pay | 46997.08 | 47936.72 | STEP INCREASE |
| Hourly Rate | 24.1011 | 24.5829 | |
| Step/Level | 10 | 11 | |

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2009 TO 10/31/2009**

EMPLOYEE: PRISBYLLA, HILARY A **CURRENT GRADE:** H **EFFECTIVE DATE** 10/13/2009
JOB TITLE: LIBRARY SYST. APPLICATION SPEC **CURRENT STEP:** 7 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 60239.92 | 61444.24 | STEP INCREASE |
| Hourly Rate | 30.8923 | 31.5099 | |
| Step/Level | 6 | 7 | |

EMPLOYEE: PRUDE, DONNA L **CURRENT GRADE:** D **EFFECTIVE DATE** 10/11/2009
JOB TITLE: CUSTODIAN IV **CURRENT STEP:** 12 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 46540.52 | 47471.06 | STEP INCREASE |
| Hourly Rate | 23.8669 | 24.3441 | |
| Step/Level | 11 | 12 | |

EMPLOYEE: SPERRY, LINDA S **CURRENT GRADE:** K **EFFECTIVE DATE** 10/25/2009
JOB TITLE: MOBILE SERVICES MANAGER **CURRENT STEP:** 4 **FOR GRADE/STEP**

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| Annual Pay | 70969.86 | 73809.06 | STEP INCREASE |
| Hourly Rate | 36.3948 | 37.8508 | |
| Step/Level | 3 | 4 | |

EMPLOYEE: STAPLES, CHERYL A **CURRENT GRADE:** F **EFFECTIVE DATE** 10/25/2009
JOB TITLE: LIBRARY ASSISTANT-ADULT **CURRENT STEP:** 9 **FOR GRADE/STEP**

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

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2009 TO 10/31/2009**

EMPLOYEE: WOODS, JERRY J
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B
CURRENT STEP: 6

EFFECTIVE DATE 10/25/2009
FOR GRADE/STEP

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|---------------------------|--------------------------|--------------------------|
| Annual Pay | 36171.46 | 37618.10 | STEP INCREASE |
| Hourly Rate | 18.5495 | 19.2913 | |
| Step/Level | 5 | 6 | |

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 10/01/2009 TO 10/31/2009**

| | | | | | |
|-------------------|-----------------------|-----------------------|------|---------------------|------------|
| EMPLOYEE: | RAMSEY, BREANNE | CURRENT GRADE: | Z | HIRE DATE: | 10/14/2009 |
| JOB TITLE: | PAGE | CURRENT STEP: | 1 | | |
| LOCATION: | LS SHIPPING AND SHELF | SALARY: | 0.00 | HOURLY RATE: | 9.15 |

ING

**SPECIMEN ADOPTION AGREEMENT FOR
457(b) DEFERRED COMENSATION PLAN
FOR GOVERNMENTAL EMPLOYERS**

The undersigned Employer adopts the 457(b) Deferred Compensation Plan for Governmental Employers for those Employees who will qualify as Participants hereunder, to be known as the

Cleveland Public Library Deferred Compensation Plan (through ING)

It will be effective as of the date specified below. The Employer hereby selects the following Plan specifications:

EMPLOYER INFORMATION (Plan Section 1.9)

Name of Employer: Cleveland Public Library

Address: 325 Superior Ave. E

| | | |
|------------------|---------------|--------------|
| <u>Cleveland</u> | , <u>Ohio</u> | <u>44114</u> |
| City | State | Zip |

Telephone Number: _____

Employer Identification Number: _____ - _____

Location of Employer's Principal Office:

state commonwealth district of _____ other: Cleveland Public Library
and the Plan will be governed in accordance with retirement plan laws of the state of Ohio.

Employer Fiscal Year:

The 12-consecutive month period commencing on January 1 and ending on December 31.

PLAN INFORMATION

This specimen document includes a number of provisions which are optional, or as part of which there are different options that may be selected. Such provisions are generally indicated in the Adoption Agreement. This does not mean that other provisions may not also be optional, or that other options may not be available. The selection of appropriate options is solely the responsibility of the plan sponsor and should be done only after consulting with the client's own knowledgeable counsel.
(5/1/09)

Effective Date:

This Adoption Agreement of the 457(b) Deferred Compensation Plan for Governmental Employers will:

- establish a new Plan effective as of [January 1, 2010].
- constitute an amendment and restatement in its entirety of a previously established 457(b) Plan of the Employer which was effective _____. Except as specifically provided in the Plan, the effective date of this amendment and restatement is _____.

Plan Year (Plan Section 1.22):

The 12-consecutive month period commencing on January 1 and ending on December 31.

Name of Administrator (Plan Section 1.1):

Employer (Use Employer Address)

Name(s) Cleveland Public Library

Address 325 Superior Ave. E
Cleveland, Ohio 44114

Telephone _____

Administrator's I.D. Number _____ - _____

This specimen plan document is intended to assist you and your counsel in adopting a 457(b) plan. Modifications may be required to meet your plan's particular objectives. (5/1/09)

ELIGIBILITY (Plan Section 2.1)

Eligible Individuals for Purposes of Participant Deferral Contributions:

- All Employees
- All Employees other than the following group or groups of Employees elected below:
 - Nonresident aliens with no U.S. source of income (**excluded**)
 - Employees who normally work less than 20 hours per week (**non-regular or substitute employees excluded**)
 - Students performing services for the Employer whose Compensation is not considered wages under the Federal Insurance Contributions Act ("FICA") (**excluded**)
 - Collectively bargained employees (**included, but as contemplated under collective bargaining agreement**)

NOTE: The group(s) specified must correspond to a group of the same designation that is defined in statutes, ordinances, rules, regulations, personnel manuals or other authority for the state or local jurisdiction of the Employer.

Leased Employees

For purposes of this section, the term Eligible Individual:

- will not** include any leased employees described in Code Section 414(n).

Independent Contractors

For purposes of this section, the term Eligible Individual:

- Will **not** include Independent Contractors (**X**)
- Will include all Independent Contractors (**NA**)
- Will include all Independent Contractors other than as specified below:

(NA) _____

This specimen plan document is intended to assist you and your counsel in adopting a 457(b) plan. Modifications may be required to meet your plan's particular objectives. (5/1/09)

CONTRIBUTIONS AND ALLOCATIONS

Deferral of Accumulated Sick Pay, Accumulated Vacation Pay and Back Pay (Plan Section 3.1(b)):

Participant may elect to defer (check all that are applicable) to the Plan:

- accumulated sick pay
- accumulated vacation pay
- back pay

(yes to all of the above, but only to the extent otherwise payable in cash)

Note: any amounts deferred under Section 3.1(b) of the Plan must be consistent with applicable state and local law, including, but not limited to, the terms of any collective bargaining agreements.

Age 50 Plus Catch-Up Contributions (Plan Section 3.3):

Age 50 Plus Catch-Up Contributions **will be** permitted under the Plan.

Transfers into the Plan (Plan Section 3.7):

Transfers into the Plan from an eligible 457 plan sponsored by another governmental employer
 will not be permitted.

Rollovers:

Rollover Contributions **will** be permitted under the Plan (Plan Section 3.8).

Normal Retirement Age (Plan Section 1.14):

For purposes of the Special 457 Catch-Up Deferral Election under Section 3.2, Normal Retirement Age will be:

Option 1: Employer determines Normal Retirement Age (NA)

The NRA is a range of age(s) beginning at:

- the earliest retirement age at which an individual could receive unreduced benefits under the Employer's defined benefit pension plan
- Age 65
- Other: _____

This specimen plan document is intended to assist you and your counsel in adopting a 457(b) plan. Modifications may be required to meet your plan's particular objectives. (5/1/09)

NOTE: Age specified can be the earlier of age 65 or, if applicable, date above at which a Participant could receive unreduced benefits from Employer's defined benefit pension Plan.

and ending at:

Age 70½

Other: _____

NOTE 1: Normal Retirement Age cannot be later than age 70 ½.

NOTE 2: Beginning and ending ages may be the same age, if elected by the Employer.

Option 2: Participant determines Normal Retirement Age (X)

the Normal Retirement Age elected by the Participant that is between:

- the earlier of the earliest retirement age under the Employer's pension plan at which the Participant immediately could receive unreduced retirement benefits or age 65; and
- age 70 ½.

(determined and applied in a manner consistent with the Ohio Public Employees Deferred Compensation Plan definition of "Normal Retirement Age")

NOTE 3: The Employer is not permitted to have more than one Normal Retirement Age for each Participant under all of the plans under Section 457(b) of the Code that it sponsors.

Normal Retirement Age for Police or Firefighters (NA)

For purposes of the Special 457 Catch-Up Deferral Election under Section 3.2, Normal Retirement Age will be:

the earliest retirement age at which an individual could receive unreduced benefits under the Employer's pension plan

Age 40

Age 55

Age 65

Age 70 1/2

Other: _____

NOTE: Age specified for this option generally may not be less than age 40 or more than age 70 ½.

the Normal Retirement Age elected by the Participant that is between:

- age 40; and
- age 70 ½.

DISTRIBUTIONS

Distribution Options (Plan Section 4.2(c)):

- Joint and Survivor Annuity (X)
- Lump sum (X)
- Immediate or Deferred Annuity (including life annuities and installment payment annuities) (X)
- Systematic distribution option permitted under the Investment Product.(X)
- Other: _____

NOTE: Distribution options selected are available to the extent permitted by applicable law and the terms of the Investment Product.

In the event that a Participant does not elect a form of payment at the time that distributions are required to begin in accordance with Section 4.2, any benefits payable to the Participant will be made as follows:

- In the form of an Annuity payable over the Life Expectancy of the Participant that meets the requirements of Section 401(a)(9) of the code
- Lump sum (X)
- Other: _____

Death Benefits Payable to Beneficiary (Plan Section 4.3(d)):

Amounts payable to the Beneficiary may be elected by the Beneficiary in the following forms of benefit payment:

- Same distribution options as available to the Participant (X)
- Other:

NOTE: Distribution options selected are available to the extent permitted by applicable law and the terms of the Investment Product.

In the event a Beneficiary fails to make an election as to a benefit distribution option, any benefit payable to such Beneficiary will be distributed in accordance with Section 401(a)(9) of the Code.

Rollovers

Distribution of a Participant 457 Rollover Account and a Participant Non-457 Rollover Account (Plan Section 4.1(b)):

Amounts payable under a Participant 457 Rollover Account and a Participant Non-457 Rollover Account will be paid to a Participant:

- Upon attainment of an event as described in Section 4.1
- Upon the request of a Participant (X)
- Other:

Unforeseeable Emergency Withdrawals (Plan Section 4.5):

Unforeseeable Emergency Withdrawals will be permitted under the Plan.

If Unforeseeable Emergency withdrawals are allowed by the Plan, the amount eligible for such withdrawals will consist of:

- The Participant Account (X)
- The Participant Deferral Account
- The Participant 457 Rollover Account
- The Participant Non-457 Rollover Account

A Participant may take an Unforeseeable Emergency Withdrawal resulting from the illness or accident of a primary Beneficiary designated by the Participant.

Small Balance Distribution (Plan Section 4.6):

Small balance distributions attributable to a Participant Deferral Account will not be permitted under the Plan.

Transfer of Amounts for Purchase of Service Credits in Governmental Retirement System (Plan Section 4.8)

Participant will be permitted to transfer amounts under the Plan to a governmental retirement system in order to purchase service credits.

This specimen plan document is intended to assist you and your counsel in adopting a 457(b) plan. Modifications may be required to meet your plan's particular objectives. (5/1/09)

Loans to Participants (Plan Section 4.10):

Loans will not be permitted under the Plan.

Distributions for Health Insurance and Long Term Care (Plan Section 4.11):

Distributions to pay for health insurance and long term care will not be permitted under the Plan.

CERTIFICATION AND SIGNATURE

The undersigned Employer hereby represents that it is a unit of a State or local government or an agency or instrumentality of one or more units of a State or local government as described in Code Section 414(d).

This Adoption Agreement and the Plan document together constitute the Plan. The Plan is a specimen plan, not a master or prototype plan, and has not been approved by the IRS. The adoption of this Plan and related tax consequences are the responsibility of the Employer and its independent tax and legal advisors.

IN WITNESS WHEREOF, the Employer hereby causes this Plan to be executed on this ____ day of _____, ____.

EMPLOYER:

(enter name)

By: _____

7853245.1 (OGLETREE)

This specimen plan document is intended to assist you and your counsel in adopting a 457(b) plan. Modifications may be required to meet your plan's particular objectives. (5/1/09)

ING**SPECIMEN 457(b) DEFERRED COMPENSATION PLAN FOR
GOVERNMENTAL EMPLOYERS
BASIC PLAN DOCUMENT**

This specimen plan document, consisting of a basic plan document and adoption agreement, is for illustrative purposes only presented by ING for consideration of a plan sponsor's legal counsel and reflects a good faith interpretation of the Internal Revenue Code and 457 regulations. Because specific facts, circumstances, and laws of various states may impact a 457(b) plan, interested parties should consult legal counsel regarding any modifications that may be required. This document has not been reviewed or approved by the Internal Revenue Service, and the submission of the document to the IRS for a Private Letter Ruling by any interested party is also solely the responsibility of the plan sponsor. ING may update this specimen document from time to time as new guidance become available. Therefore, modifications to the document may be required. (5/1/09)

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SPECIMEN DOCUMENT

SPECIMEN 457(b) DEFERRED COMPENSATION
PLAN FOR GOVERNMENTAL EMPLOYERS
PREAMBLE

The Employer hereby establishes the Code Section 457(b) Deferred Compensation Plan for Governmental Employers (the "Plan").

The Plan is established pursuant to applicable state law and is intended to comply with the provisions of Section 457(b) of the Internal Revenue Code of 1986, as amended, Income Tax Regulations thereunder and applicable law. The Plan consists of the provisions set forth in this basic plan document and the Adoption Agreement, and is applicable to each Eligible Individual.

ARTICLE I
DEFINITIONS

As used in this Plan, the following words and phrases will have the meanings set forth herein unless a different meaning is clearly required by the context.

1.1 "Administrator" means the person(s), committee or organization appointed by the Employer pursuant to Section 5.2 to administer the Plan and perform administrative functions for the Plan as specified by the Employer.

1.2 "Adoption Agreement" means the separate agreement that is executed by the Employer and sets forth the elective provisions of the Plan. The Adoption Agreement is considered a part of the Plan.

1.3 "Age 50 Plus Catch-Up Contribution" means the catch-up contribution for Participants who attain age 50 by the end of the calendar year, as permitted under Section 414(v) of the Code and pursuant to Section 3.3.

1.4 "Beneficiary" means the individual, individuals or trust designated by the Participant in writing on a form acceptable to the Administrator, and received by the Administrator before the Participant's death, to receive any undistributed amounts under the Participant Account which becomes payable upon the Participant's death. A Beneficiary may designate his own Beneficiary. If a Participant or Beneficiary does not designate a Beneficiary in a form acceptable to the Administrator, then his estate will be deemed to be his Beneficiary. In addition, any Beneficiary designation will meet the requirements of applicable state law.

1.5 "Code" means the Internal Revenue Code of 1986, as now in effect or as hereafter amended. All citations to sections of the Code are to such sections as they may from time to time be amended or renumbered.

1.6 "Compensation" means for an Employee all cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses, and overtime pay, that is includible in the Employee's gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includible in the Employee's gross income for the calendar year but for a compensation reduction election under Sections 125, 132(f), 401(k), 403(b) or 457(b) of the Code (including an election under Article III to defer Compensation under the Plan). For purposes of an Independent Contractor or Leased Employee, "Compensation" will mean all amounts payable to a Participant from the Employer as remuneration for services rendered which would be includible in income for federal tax purposes if not deferred under this Plan, subject to the provisions of the current Code.

1.7 "Eligible Individual" means any Employee who is in one or more of the classifications specified in the Adoption Agreement, and, if elected by the Employer, may include Leased Employees and Independent Contractors.

1.8 "Employee" means any common law employee who is employed by the Employer and who performs services for the Employer for which Compensation is payable.

1.9 "Employer" means a state or the District of Columbia, any political subdivision of a state or the District of Columbia, or any agency or instrumentality of a state or the District of Columbia, which satisfies the definition of Section 457(e)(1)(A) of the Code (together with any other entity required to be aggregated with such governmental employer under Sections 414(b), (c), (m) or (o) of the Code) and which has adopted this Plan as indicated in the Adoption Agreement.

1.10 "Includible Compensation" an Employee's actual wages in box 1 of Form W-2 for the Employer, but increased (up to the dollar maximum) by any compensation reduction election under Section 125, 132(f), 402(g)(3) or 457(b) of the Code. The amount of Includible Compensation is determined without regard to any community property laws. Pursuant to Section 1.457-4(d)(1) of the Income Tax Regulations, Includible Compensation will include any payments made to a Participant who has had a Severance from Employment, provided that the Includible Compensation is paid by the later of 2 ½ months after the Participant's Severance from Employment or the end of the calendar year that contains the date of such Participant's Severance from Employment. In addition, pursuant to Section 1.457-4(d)(1) of the Income Tax Regulations, Includible Compensation will include payments made to an individual who does not currently perform services for the Employer by reason of qualified military service (as defined in Section 414(u)(5) of the Code) to the extent those payments do not exceed the amount the individual would have received if the individual had continued to perform services for the Employer rather than enter qualified military service. Includible Compensation will not include Employee pick-up contributions described in Section 414(h)(2) of the Code.

1.11 "Independent Contractor" means any person to whom Compensation from the Employer is payable for services rendered pursuant to one or more written or oral contracts, if such person is not a common-law employee.

1.12 “Investment Product” means group or individual annuity contracts or such other investment arrangements issued by or offered through the Provider and used to hold assets of the Plan.

1.13 “Leased Employee” means any person (other than an Employee of the Employer) who, pursuant to an agreement between the Employer and any other person or entity (“leasing organization”) has performed services for the Employer (or for the Employer and related persons determined in accordance with Section 414(n)(6) of the Code) on a substantially full time basis for a period of at least one year, and such services are performed under primary direction or control by the Employer. Contributions or benefits provided for a leased employee by the leasing organization which are attributable to services performed for the Employer will be treated as provided by the Employer.

A leased employee will not be considered an employee of the Employer if: (a) such individual is covered by a money purchase pension plan sponsored by the leasing organization providing: (1) a nonintegrated employer contribution rate of at least 10 percent of compensation, as defined in Section 415(c)(3) of the Code, including amounts contributed pursuant to a salary reduction agreement which are excludable from the individual’s gross income under Section 125, 402(e)(3), 402(h)(1)(B), 403(b) or 132(f)(4) of the Code, (2) immediate participation, and (3) full and immediate vesting, and (b) leased employees do not constitute more than 20 percent of the Employer’s nonhighly compensated work force.

1.14 “Normal Retirement Age” means the age specified in the Adoption Agreement that is used for the Special 457 Catch-up Contribution election under Section 3.2. The Employer is not permitted to have more than one Normal Retirement Age for each Participant under all plans under Section 457(b) of the Code that it (together with any other entity required to be aggregated with the Employer under Sections 414(b), (c), (m) or (o) of the Code) sponsors.

1.15 “Participant” means any individual who has entered into a Participation Agreement to make deferrals under the Plan or has previously made deferrals under the Plan and who has not yet received a distribution of his entire Participant Account under the Plan.

1.16 “Participant Account” means the total of the Participant Deferral Account, the Participant 457 Rollover Account, and the Participant Non-457 Rollover Account for each Participant, the account established for a Beneficiary after a Participant’s death, and any account or accounts established for an alternate payee (as defined in Section 414(p)(8) of the Code).

1.17 “Participant Deferral Account” means that portion of the Participant Account (including any earnings and losses attributable thereon) established and maintained by the Administrator for each Participant with respect to his deferral of Compensation to the Plan, including any amounts transferred in accordance with Section 3.7.

1.18 "Participant 457 Rollover Account" means that portion of the Participant Account (including any earnings and losses attributable thereon) established and maintained by the Administrator for each Participant with respect to Rollover Contributions received from another plan under Section 457(b) of the Code sponsored by an employer defined in Code Section 457(e)(1)(A) in accordance with Section 3.8.

1.19 "Participant Non-457 Rollover Account" means that portion of the Participant Account (including any earnings and losses attributable thereon) established and maintained by the Administrator for each Participant with respect to Rollover Contributions rolled over from all rollover eligible plans other than from another plan under Section 457(b) of the Code sponsored by an employer defined in Code Section 457(e)(1)(A) in accordance with Section 3.8.

1.20 "Participation Agreement" means an agreement, which meets the requirements of Section 2.4, entered into between an Eligible Individual and the Employer pursuant to which an Eligible Individual agrees to commence deferring amounts from Compensation to the Plan and thus to become a Participant.

1.21 "Plan" means the name of the Plan as indicated in the Adoption Agreement.

1.22 "Plan Year" means the Plan's 12-consecutive month accounting year as elected by the Employer in the Adoption Agreement.

1.23 "Provider" means ING Life Insurance and Annuity Company and/or ReliaStar Life Insurance Company or such other provider entity as the Employer may approve.

1.24 "Rollover Contribution" means, if so elected by the Employer in the Adoption Agreement, contributions made by a Participant (or, if applicable, Eligible Individual) pursuant to Section 3.8 of "eligible rollover distributions" in accordance with Section 402(c)(4) of the Code.

1.25 "Severance from Employment" means the date on which the Employee dies, retires or otherwise has a severance from employment with the Employer, as determined by the Administrator.

1.26 "Special Section 457 Catch-up Contributions" means the catch-up contribution for a Participant in the three consecutive years prior to the year in which the Participant reaches Normal Retirement Age, as permitted under Section 457(b)(3) of the Code and pursuant to Section 3.2.

1.27 "Unforeseeable Emergency" means a financial hardship of the Participant or Beneficiary resulting from:

- (a) An illness or accident of:
 - (1) the Participant or the Beneficiary
 - (2) the spouse of the Participant or Beneficiary, or
 - (3) the dependent of the Participant or Beneficiary;
- (b) Loss of the Participant's or Beneficiary's property due to casualty; or
- (c) Similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the Participant or Beneficiary.

In addition, if permitted in the Adoption Agreement, an Unforeseeable Emergency means a severe financial hardship of the Participant resulting from an illness or accident of a primary Beneficiary designated by the Participant under the Plan.

A determination of an Unforeseeable Emergency will be based on each Participant's and Beneficiary's specific facts and circumstances.

ARTICLE II PARTICIPATION

2.1 Eligibility

Each Eligible Individual will be a Participant in the Plan when he satisfies the eligibility requirements specified in the Adoption Agreement and has executed a Participation Agreement.

2.2 Determination of Eligibility and Effective Date of Participation

(a) The Administrator will determine whether an Eligible Individual has satisfied the eligibility requirements specified in the Adoption Agreement based upon information furnished by the Employer. Such determination will be conclusive and binding and the criteria for such determination will be applied uniformly to all Participants.

(b) The Participant will provide investment direction for contributions made to an Investment Product on such forms as may be required by the Provider.

2.3 Termination of Eligibility

In the event a Participant will go from a classification of an Eligible Individual to a non-Eligible Individual, such Participant will not be able to defer Compensation to the Plan until he is again reclassified as an Eligible Individual. The Participant Account of such inactive Participant will continue to be allocated any attributable earnings and losses based on the investment direction supplied by the Participant.

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2.4 Participation Agreements

(a) In order to participate in the Plan, a Participant must complete a Participation Agreement with the Employer and file such Participation Agreement in a manner and method determined by the Administrator. The Participation Agreement will specify:

- (1) The amount (expressed either as a dollar amount or as a percentage) of the Participant's Compensation which the Participant agrees to defer, subject to the limitations of Article III; and
- (2) The date as of which reduction and deferral of Compensation pursuant to the Participation Agreement will begin.

(b) A Participant may defer Compensation payable in the calendar month during which the Eligible Individual first becomes a Participant if the Participation Agreement providing for such deferral is entered into on or before the first day of the month in which the Compensation is paid or becomes available.

(c) Notwithstanding subsection (b), a new Employee who is also an Eligible Individual may become a Participant and defer Compensation payable in the calendar month during which he first becomes an Employee if a Participation Agreement providing for the deferral is entered into on or before the first day on which he performs services for the Employer.

(d) A Participant may, by amendment of a Participation Agreement or by any manner as the Administrator may prescribe, do any of the following:

- (1) change the specification of the investment for any contributions to a Participant Account under an Investment Product; or
- (2) change prospectively the amount of Compensation to be deferred.

An amendment to the Participation Agreement will be effective as early as administratively practicable, but not earlier than the first day of the following calendar month in which the Compensation is paid or made available.

2.5 Information Provided by the Employee

Each Eligible Individual enrolling in the Plan should provide to the Administrator at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the Administrator to administer the Plan, including, without limitation, whether he is a participant in any other eligible plan under Section 457(b) of the Code.

2.6 Contributions Made Promptly

All contributions under the Plan shall be transferred to the applicable Investment Product within a period that is not longer than is reasonable for the proper administration of the Participant

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Accounts. For purposes of this requirement, amounts deferred under the Plan by a Participant must be transferred to the Investment Product within 15 business days following the month in which these amounts would otherwise have been paid to the Participant.

2.7 Leave of Absence

Unless an election is otherwise revised, if an Employee is absent from work by leave of absence, deferrals under the Plan shall continue to the extent that Compensation continues.

ARTICLE III CONTRIBUTIONS AND LIMITATIONS

3.1 Deferrals

(a) Except as provided in Section 3.2 and 3.3 and subject to any applicable law or under any applicable collective bargaining agreement, the maximum amount which may be deferred by a Participant in any taxable year will not exceed the lesser of (1) the applicable dollar amount provided under Section 457(b)(2) of the Code (adjusted for cost of living under Section 457(e)(15) of the Code) or (2) 100% of the Participant's Includible Compensation.

(b) If elected by the Employer in the Adoption Agreement, a Participant may elect to defer accumulated sick pay, accumulated vacation pay and back pay, provided the Participant enters into a Participation Agreement pursuant to Section 2.4 to defer such pay before the amounts would otherwise be paid or made available. A Participant who is a former Employee may defer accumulated sick pay, vacation pay and back pay, provided that the Participant enters into a Participation Agreement pursuant to Section 2.4 prior to the first day of the calendar month to defer such pay before the amounts would otherwise be paid or made available, provided that such amounts are payable within the later of 2 ½ months after the Participant's Severance from Employment or the end of the calendar year that includes the date of the Participant's Severance from Employment.

3.2 Special 457 Catch-Up Contributions

(a) In any one or more of a Participant's last three calendar years ending before the year in which the Participant attains Normal Retirement Age, as defined in the Adoption Agreement, the Participant may elect to defer an amount not exceeding the lesser of (1) twice the dollar amount permitted as a general deferral under Section 3.1 or (2) the sum of the maximum deferral permitted under Section 3.1 for the current tax year and as much of the applicable deferral limit under Section 457(b)(2) of the Code in prior years before the current tax year that had not previously been used ("underutilized amount"). For purposes of this Section, a prior year will be taken into account only if such year began after December 31, 1978, and the Participant was eligible to participate in the Plan during all or a portion of the prior year. A Participant may only make this election under this subsection once with respect to any plan under Section 457(b) of the Code of the Employer.

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(b) In determining a Participant's underutilized amount, the Plan will take into consideration:

- (1) Prior to 2002, if a Participant made deferrals to the Plan and deferrals to any other plan under Section 457(b) of the Code, salary reduction contributions made to plans under Section 401(k) of the Code, plans under Section 403(b) of the Code, simplified employee pension (SARSEP) plans under Section 402(h)(1) of the Code, simple retirement accounts under Section 408(p) of the Code, and amounts deferred under any plan for which a deduction is allowed because of a contribution to an organization described in Section 501(c)(18) of the Code, such deferrals to the other plans will be taken into account in determining a Participant's underutilized amount under Section 457(b)(2) of the Code. In addition, Includible Compensation will be limited to the limitation in effect in the calendar year in which the deferrals were made. If such deferrals cumulatively exceed the then-applicable dollar amount in Section 457(b)(2) of the Code in the year that such amounts were deferred, then there will be no underutilized amount for that year.
- (2) To the extent that the Employer did not maintain a plan under Section 457(b) of the Code, no underutilized limitation is available to a Participant for that prior year.
- (3) After 2001, only deferrals to plans under Section 457(b) of the Code will be taken into account for purposes of determining the underutilized amount.
- (4) Age 50 Plus Catch-Up Contributions will not be taken into account for purposes of determining a Participant's underutilized amount.

3.3 Age 50 Plus Catch-Up Contributions

If elected by the Employer in the Adoption Agreement, a Participant who has attained age 50 before the close of the calendar year may elect Age 50 Plus Catch-up Contributions and commence making such contributions to his Participant Deferral Account. Such contributions are not subject to the limitations of Section 457(b) of the Code. The maximum dollar amount of the Age 50 Plus Catch-up Contributions for a calendar year adjusted for cost of living under Section 414(v)(2)(C) of the Code.

3.4 Maximum Amount of Catch-Up Contributions

Any catch-up contributions made by a Participant pursuant to Section 3.2 or Section 3.3 may not exceed the greater of (1) the amount that the Participant is eligible to defer under Section 3.2 or (2) the amount that the Participant is eligible to defer under Section 3.3.

3.5 Participant Covered by More than one 457(b) Plan

If a Participant is or has been a participant in one or more other plans under Section 457(b) of the Code in the same calendar year, then the Plan and all such other plans will be considered as one plan for purposes of applying the limitations of this Article III. For this purpose, the Administrator will take into account any other such plan of the Employer under Section 457(b) of the Code and, to the extent the Participant provides the Administrator with sufficient information concerning his participation, any such other plans under Section 457(b) of the Code in which the individual participated in the same calendar year.

3.6 Excess Deferrals

(a) In the event that the limit on deferral contributions is exceeded pursuant to this Article III, the Administrator will direct the Provider as to the proper correction method permissible under applicable law, including calculation of any earnings or losses and the proper tax reporting with respect to such distributions as soon as administratively practicable after the Administrator determines that the amount is an excess deferral.

(b) A Participant who participates in the Plan and another 457(b) plan of another employer will be responsible for complying with the deferral limits of this Article III. In the event of an excess amount, the Participant will notify the Administrator so that the excess may be distributed as soon as practicable after the Administrator determines that the amount is an excess deferral.

3.7 Transfers from Other Plans under Section 457(b) of the Code

(a) If elected by the Employer in the Adoption Agreement, the Plan will accept transfers of amounts previously deferred under another plan under Section 457(b) of the Code maintained by another employer as defined in Section 457(e)(1)(A) of the Code.

(b) A transfer under subsection (a) will only be permitted if:

- (1) the transferring plan provides for the transfer of such amounts, and
- (2) the Participant has a benefit equal to the amount immediately after the transfer to least equal to the amount under the Plan immediately before the transfer.

(c) The Administrator may require such documentation from the transferring plan as it deems necessary to effectuate the transfer in accordance with Section 1.457-10(b) of the Income Tax Regulations and to confirm that the transferring plan is an eligible government plan as defined in Section 1.457-2(f) of the Income Tax Regulations. The amount so transferred will be credited to the Participant Deferral Account and will be held, accounted for, administered and otherwise treated in the same manner as amounts deferred under Section 3.1, except that the

transferred amounts will not be taken into consideration for purposes of Section 457(b)(2) of the Code for the year of transfer.

3.8 Rollovers to the Plan

(a) If elected by the Employer in the Adoption Agreement and with the consent of the Administrator, amounts that are considered eligible rollover distributions as defined in Section 402(c)(4) of the Code may be rolled over by an Eligible Individual, whether or not a Participant at the time, from an eligible retirement plan, as defined in subsection (b) below. A Participant who is a surviving spousal Beneficiary or an alternate payee (who is a spouse or former spouse) of another eligible retirement plan may roll over eligible rollover distributions from such eligible retirement plan as further defined in subsection (b). The amounts rolled over from an eligible retirement plan other than a plan under Section 457(b) of the Code maintained by an employer as defined in Section 457(e)(1)(A) of the Code will be allocated to the Participant Non-457 Rollover Account. The amounts rolled over from another plan under Section 457(b) of the Code maintained by such employer as defined in Section 457(e)(1)(A) of the Code will be allocated to the Participant 457 Rollover Account. Amounts in the Participant Non-457 Rollover Account will be accounted for separately from amounts in the Participant 457 Rollover Account.

(b) For purposes of this Section, the term "eligible retirement plan" means any other plan under Section 457(b) of the Code maintained by an employer as defined in Section 457(e)(1)(A) of the Code, a plan under Section 403(b) of the Code, a plan under Section 401(a) of the Code, an individual retirement account as described in Section 408(a) of the Code, and an individual retirement annuity as described in Section 408(b) of the Code. For purposes of this Section, the term "amounts rolled over from an eligible retirement plan" means:

- (1) amounts rolled to the Plan directly from another eligible retirement plan on behalf of an Eligible Individual (or Participant, surviving spouse or alternate payee, as applicable); and
- (2) eligible rollover distributions as defined in Section 402(c)(4) of the Code received by an Eligible Individual (or Participant, surviving spouse or alternate payee, as applicable) from another eligible retirement plan that are rolled over by him to the Plan within sixty (60) days, following his receipt thereof.

3.9 Investments

Amounts deferred under the Plan will be invested in any Investment Product. Participants will direct the investment of their Participant Accounts among the investment options available under the Investment Product. Contributions will be allocated to a Participant Account in accordance with this Article III and earnings and losses attributable to such contributions will be allocated to such Participant Account. If any provision of an Investment Product agreement is not consistent with the Plan provisions, the terms of the Plan will control.

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3.10 Protection of Persons Who Serve In a Uniformed Service

(a) An Employee whose employment is interrupted by qualified military service under Section 414(u) of the Code or who is on a leave of absence for qualified military service under Section 414(u) of the Code may elect to make additional deferrals upon resumption of employment with the Employer equal to the maximum deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under Section 414(u) of the Code, this right applies for five years following the resumption of employment (or, if sooner, for a period equal to three times the period of the interruption or leave).

(b) In the case of a Participant who dies while performing qualified military service (as defined in Section 414(u) of the Code), the Beneficiaries are entitled to any additional benefits (other than deferrals relating to the period of qualified military service) provided under the Plan had the Participant resumed employment and then had a Severance from Employment on account of death.

ARTICLE IV BENEFIT DISTRIBUTIONS

4.1 Distributions Under the Plan

(a) A Participant Deferral Account may not be paid to a Participant (or, if applicable, the Beneficiary) until one of the following events has occurred:

- (1) upon the Participant's Severance from Employment;
- (2) an Unforeseeable Emergency, within the meaning of and subject to Section 4.5, if permitted under the Adoption Agreement; or
- (3) the election of a small balance distribution within the meaning of and subject to Section 4.6, if permitted under the Adoption Agreement.

(b) A Participant may choose to receive a distribution from his 457(b) Rollover Account and Participant Non-457(b) Rollover Account at the time elected by the Employer in the Adoption Agreement.

(c) An Independent Contractor will be considered to have a Severance from Employment upon the expiration of all of the contracts under which services are performed for the Employer, if the expiration constitutes a good faith and complete termination of the contractual relationship. An expiration of such contractual relationship will not be considered to be a good faith and complete termination if the Employer anticipates a renewal of such contractual relationship or the Independent Contractor becomes an Employee.

4.2 Determination of Benefits Payable to a Participant

(a) Upon attainment of a distributable event described in Section 4.1, but in no event later than the requirement to commence minimum distribution payments in accordance with Section 401(a)(9) of the Code, a Participant may elect a benefit distribution option to which benefits will be paid.

(b) Upon a Participant's application for benefits, the Administrator will direct the distribution of a Participant Account in accordance with this Section 4.2.

(c) A Participant may choose a benefit distribution option as selected by the Employer in the Adoption Agreement. In the event a Participant fails to make an election as to a benefit distribution option, any benefit payable to such Participant will be distributed as elected by the Employer in the Adoption Agreement. The terms of any annuity contract purchased and distributed by the Plan to a Participant will comply with the requirements of the Plan.

4.3 Determination of Benefits Upon Death

(a) Upon the death of a Participant, the Administrator will direct that the deceased Participant's Participant Account, be distributed to the Beneficiary in accordance with the provisions of this Section 4.3.

(b) The designation of a Beneficiary will be made on a form satisfactory to the Administrator. A Participant or Beneficiary may at any time revoke his designation of a Beneficiary or change his Beneficiary by filing written notice of such revocation or change with the Administrator. In the event no valid designation of Beneficiary exists at the time of the Participant's or Beneficiary's death, the death benefit will be payable to the Participant's or Beneficiary's estate.

(c) The Administrator may require such proper proof of death and such evidence of the right of any person to receive payment of the value of the Participant Account of a deceased Participant or Beneficiary, as the Administrator may deem appropriate. The Administrator's determination of death and of the right of any person to receive payment will be conclusive.

(d) Death benefits payable to a Beneficiary will be made in a form as selected by the Beneficiary in accordance with the available options as elected by the Employer in the Adoption Agreement. In the event a Beneficiary fails to make an election as to a benefit distribution option, any benefit payable to such Beneficiary will be distributed in accordance with Section 401(a)(9) of the Code. The terms of any annuity contract purchased and distributed by the Plan to a Beneficiary will comply with the requirements of the Plan.

4.4 Minimum Distributions.

All distributions under the Plan shall comply with the minimum distribution requirements of Section 401(a)(9) of the Code and the Income Tax Regulations.

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4.5 Unforeseeable Emergency Withdrawals

(a) If elected by the Employer in the Adoption Agreement, a Participant or Beneficiary may request an Unforeseeable Emergency withdrawal subject to the following requirements:

- (1) The request for an Unforeseeable Emergency withdrawal will be determined by the Administrator based on the Participant's or Beneficiary's relevant facts and circumstances.
- (2) The request for an Unforeseeable Emergency may be made only to the extent that such emergency is or may not be relieved through:
 - reimbursement or compensation from insurance or otherwise;
 - liquidation of the Participant's or Beneficiary's assets, to the extent the liquidation of such assets would not itself cause severe financial hardship; or
 - cessation of the Participant's deferrals under the Plan.
- (3) Distributions due to an Unforeseeable Emergency must be limited to the amount reasonably necessary to satisfy the emergency need (which may include any amounts necessary to pay federal, state, or local income taxes or penalties reasonably anticipated to result from the distribution).

(b) A Participant or Beneficiary may request an Unforeseeable Emergency withdrawal by submitting that request in writing on the Plan's approved form to the Administrator, who will review and approve the request. If the request is denied, a request for review of the determination may be made in writing to such entity as the Administrator may designate, provided that such entity has accepted the designation. If the review of the determination fails to confirm a claim of Unforeseeable Emergency, an appeal may be made to the appellate committee established by the Administrator in writing. If at any time a request of an Unforeseeable Emergency withdrawal is approved, the Employer may thereupon direct the Provider to distribute so much of the Participant Account as is necessary to provide the amount approved to meet the Unforeseeable Emergency, as determined by the Administrator.

4.6 Small Balance Distribution

If elected by the Employer in the Adoption Agreement and upon proper written request, a Participant may elect to receive a small balance distribution, payable in a lump sum, if the Participant Deferral Account value is \$5,000 or less, and the Participant has not deferred into the Plan for a period of two years prior to distribution. A Participant may take a small balance distribution under this Section only once while a Participant under the Plan.

4.7 Rollovers From The Plan

(a) Notwithstanding any provision of the Plan to the contrary, a Participant will be permitted to elect to have any eligible rollover distribution (as defined in Section 402(c)(4) of the Code) paid directly to an eligible retirement plan (as defined in Section 3.8(b)) or to a Roth IRA established under Code Section 408A specified by the Participant. The Participant will, in the time and manner prescribed by the Administrator, specify the amount to be rolled over and the eligible retirement plan to receive such rollover. Any portion of a distribution which is not rolled over will be distributed directly to the Participant.

(b) The election described in subsection (a) also applies to the surviving spouse who is the designated Beneficiary of the Participant or a spouse or former spouse who is the alternate payee, provided that such spouse, former spouse or alternate payee directs the transfer of an eligible rollover distribution, as defined in Section 402(c)(4) of the Code into an eligible retirement plan, as defined in Section 3.8(b), in which such spouse, former spouse or alternate payee is a participant.

(c) A non-spousal Beneficiary may elect to roll over death benefits amounts in accordance with Section 402(c)(11) of the Code provided that:

- (1) such amounts are rolled over to an inherited IRA via a direct trustee-to-trustee transfer;
- (2) such election is made by December 31 of the year following the year of the Participant's death; and
- (3) the rolled over amounts are eligible rollover distributions as defined in Section 402(c)(4) of the Code.

4.8 Permissive Service Credit Transfers

(a) If a Participant is also a participant in a tax qualified defined benefit governmental plan (as defined in Section 414(d) of the Code) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of his or her Participant Account transferred to the defined benefit governmental plan in accordance with Section 457(e)(17) of the Code. A transfer under this Section may be made before the Participant has had a Severance from Employment.

(b) A transfer may be made under subsection (a) only if the transfer is either for the purchase of permissive service credit (as defined in Section 415(n)(3)(A) of the Code) under the receiving defined benefit governmental plan or a repayment to which Section 415 of the Code does not apply by reason of Section 415(k)(3) of the Code.

4.9 Transfers to Other Plans under Section 457(b) of the Code Upon Severance From Employment

(a) Upon a Participant's Severance from Employment, a Participant may elect to have all or a portion of the Participant Account transferred to the plan under Section 457(b) of the Code of an employer defined in Section 457(e)(1)(A) of the Code. Such amounts will be transferred at the Participant's election, provided:

- (1) The plan under Section 457(b) of the Code to which the Participant's benefit is being transferred provides for the acceptance of such amounts;
- (2) The Participant or Beneficiary has a benefit equal to the amount immediately after the transfer to least equal to the amount under the Plan immediately before the transfer; and
- (3) In the case of a transfer made on behalf of a Participant, such individual has had a Severance from Employment with the Employer and is performing services for the employer maintaining the receiving plan.

(b) Upon the transfer of amounts under subsection (a), the Plan's liability to pay benefits to the Participant or Beneficiary under the Plan will be discharged to the extent of the amount so transferred on behalf of the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section or effectuate the transfer pursuant to Section 1.457-10(b) of the Income Tax Regulations.

4.10 Loans to Participants

(a) This Section will apply only if elected by the Employer in the Adoption Agreement. For purposes of this Section, all plans of the Employer will be considered one plan in accordance with Section 72(p) of the Code and regulations thereunder, and the balance of all loans under any plan of the Employer under which the Participant participates must be aggregated in determining the maximum loan available under subsection (c).

(b) The Provider may, in accordance with the Administrator's direction, make loans to Participants under the following circumstances: (1) loans will be made available to all Participants on a reasonably equivalent basis; (2) loans will bear a reasonable rate of interest; (3) loans will be adequately secured; and (4) will provide for periodic repayment over a reasonable period of time. Such loans may also be subject to the requirements of the Investment Product.

- (c) No loan made pursuant to this Section shall exceed the lesser of:
- (1) \$50,000 reduced by the excess (if any) of the highest outstanding balance of loans from the Plan to the Participant during the one-year period ending on the day before the date on which such loan is made, over the outstanding balance of loans from the Plan to the Participant on the date on which such loan was made, or
 - (2) one-half (1/2) of the Participant Account.

For purposes of this Section, any loan from any other plan maintained by the Employer shall be treated as if it were a loan made from the Plan, and the Participant's vested interest under any such other plan shall be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

(d) Loans will provide for level amortization with payments to be made not less frequently than quarterly over a period not to exceed five (5) years. However, loans used to acquire any dwelling unit which, within a reasonable time, is to be used (determined at the time the loan is made) as a principal residence of the Participant will, provide for periodic repayment over a reasonable period to be determined by the Administrator of time that may exceed five (5) years. Notwithstanding the foregoing, in the event a Participant enters the uniformed services of the United States and retains reemployment rights under law, repayments will be suspended and interest will cease to accrue during the period of leave and the period of repayment will be extended by the number of months of leave in the uniformed services. In the event a Participant is on an Employer approved, bona fide leave of absence without pay, loan payments may be suspended (but interest will continue to accrue) for the period of leave but not to exceed one year; however, the loan must be repaid by the original loan repayment date.

(e) An assignment or pledge of any portion of a Participant's interest in the Plan will be treated as a loan under this Section.

(f) Any security interest held by the Plan by reason of an outstanding loan to the Participant will be taken into account in determining the amount of the death benefit or single lump-sum payment.

4.11 Distributions from Governmental Plans for Health and Long Term Care.

If elected by the Employer in the Adoption Agreement and pursuant to Section 457(a)(3) of the Code, annual distributions of up to \$3,000 from the Plan are excludable for income tax purposes if the following conditions are satisfied: (1) the distribution is used to pay for qualified health insurance premiums (accident, health insurance or long term care) for an eligible public safety officer, or spouse or dependent of the public safety officer, (2) the public safety officer is separated from service due to disability or attainment of the age which the Participant has the right to retire and receive unreduced retirement benefits from the Employer's basic pension plan,

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and (3) the distributions are paid directly to the insurer or to the administrator of a self-insured plan.

ARTICLE V ADMINISTRATION

5.1 Powers and Responsibilities of the Employer

(a) The Employer will have full power to interpret and construe the Plan in a manner consistent with its terms and the provisions of Section 457 of the Code, including the applicable Income Tax Regulations and to establish practices and procedures conforming to those provisions. In all such cases, the Employer's determination will be final and conclusive upon all persons. It is recognized that unusual circumstances may occur and questions may arise that are not specifically covered by any provision of the Plan, and the Employer will have the right to resolve all such questions. Notwithstanding the above, the Employer's power and responsibility under the Plan will not extend to, nor have any control over, those responsibilities and duties of the Provider.

(b) The Employer will be empowered to appoint and remove the Administrator from time to time as it deems necessary for the proper administration of the Plan to assure that the Plan is being operated for the exclusive benefit of the Participants and their Beneficiaries in accordance with the terms of the Plan and the Code.

(c) The Employer will periodically review the performance of any person to whom duties have been delegated or allocated by it under the provisions of this Plan or pursuant to procedures established hereunder. This requirement may be satisfied by formal periodic review by the Employer or by a qualified person specifically designated by the Employer, through day-to-day conduct and evaluation, or through other appropriate ways.

5.2 Designation of Administrative Authority

The Employer may appoint a committee ("Committee") of one or more persons to serve as the Administrator and to discharge the Administrator's responsibilities under the Plan. The Employer may remove a Committee member for any reason by giving such member ten (10) days written notice and may thereafter fill any vacancy thus created. If the Employer does not appoint a Committee to administer the Plan, the Employer will be the Administrator.

5.3 Allocation and Delegation of Responsibilities

If more than one person is appointed as Administrator, the responsibilities of each Administrator may be specified by the Employer and accepted in writing by each Administrator. In the event that the Employer makes no such delegation, the Administrators may allocate the responsibilities among themselves, in which event the Administrators will notify the Employer in writing of such action and specify the responsibilities of each Administrator.

5.4 Powers and Duties of the Administrator

The primary responsibility of the Administrator is to administer the Plan for the benefit of the Participants and their Beneficiaries, subject to the specific terms of the Plan. The Administrator will administer the Plan in accordance with its terms and will have the power and discretion to construe the terms of the Plan and determine all questions arising in connection with the administration, interpretation, and application of the Plan. Any such determination by the Administrator will be conclusive and binding upon all persons. The Administrator may establish procedures, correct any defect, supply any information, or reconcile any inconsistency in such manner and to such extent as will be deemed necessary or advisable to carry out the purpose of the Plan; provided, however, that any procedure, discretionary act, interpretation or construction will be done in a nondiscriminatory manner based upon uniform principles consistently applied and will be consistent with the intent that the Plan will continue to be deemed a qualified plan under the terms of Section 457 of the Code, and will comply with the terms of all Income Tax Regulations issued pursuant thereto. The Administrator will have all powers necessary or appropriate to accomplish his duties under this Plan. The Administrator will be charged with the duties of the general administration of the Plan, including, but not limited to, the following:

- (a) the discretion to determine all questions relating to the eligibility of Employees and Independent Contractors to participate or remain a Participant hereunder and to receive benefits under the Plan;
- (b) determine the amounts to be contributed to each Participant Account;
- (c) to authorize and direct the Provider with respect to all disbursements to which a Participant is entitled under the Plan;
- (d) to maintain all necessary records for the administration of the Plan;
- (e) to maintain practices and procedures necessary to administer the Plan as are consistent with the terms hereof;
- (f) to determine the type of any Investment Product to be purchased from the Provider; and

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(g) to assist any Participant regarding his rights, benefits, or elections available under the Plan.

5.5 Records and Reports

The Administrator will keep a record of all actions taken and will keep all other books of accounts, records, and other data that may be necessary for proper administration of the Plan and will be responsible for supplying all information and reports to the Internal Revenue Service, Participants, Beneficiaries and others as required by law.

5.6 Appointment of Advisors

The Administrator may appoint/employ such agents, attorneys, actuaries, accountants, auditors, investment counsel, and clerical assistants, and other persons as the Administrator deems necessary or desirable in connection with the administration of this Plan.

5.7 Information from the Employer

To enable the Administrator to perform his functions, the Employer will supply the necessary information to the Administrator on a timely basis regarding the Participants under the Plan, including but not limited to Compensation, date of hire, date of death, Severance from Employment, and such other pertinent facts and data as the Administrator may require. The Administrator may rely upon such information as is supplied by the Employer and will have no duty or responsibility to verify such information.

5.8 Payment of Expenses

All expenses of administration will be paid by the Employer. Such expenses will include any expenses incident to the functioning of the Administrator, including, but not limited to, fees of accountants, counsel, and other specialists and their agents, and other costs of administering the Plan.

ARTICLE VI AMENDMENT AND TERMINATION

6.1 Amendment

(a) The Employer will have the right at any time to amend this Plan subject to the limitations of this Section. Any such amendment will become effective as provided therein upon its execution.

(b) No amendment to the Plan will be effective if it authorizes or permits any part of the Investment Product (other than such part as is required to pay taxes and administration expenses) to be used for or diverted to any purpose other than for the exclusive benefit of Participants or Beneficiaries; or causes any reduction in the amount credited to the account of any Participant or Beneficiary; or causes or permits any portion of the Investment Product to revert to or become property of the Employer.

6.2 Termination

(a) The Employer will have the right at any time to terminate the Plan by resolution of its governing board. In addition, the Employer must deliver written notice of discontinuance of the Investment Product to the Provider.

(b) Upon the full termination of the Plan, the Employer will direct the distribution of the assets to Participants and Beneficiaries in a manner which is consistent with and satisfies the provisions of Article IV as soon as administratively practicable after termination of the Plan.

6.3 Transfer of Entire Plan Assets to Another Eligible Plan Within the Same State

Subject to this Section, the Employer may direct the transfer of all assets of the Plan to another plan under Section 457(b) of the Code Section 457(e)(1)(A) of the Code and that is located in the same state, provided that the requirements of Section 457(b) of the Code and Section 1.457(b)-10 (b)(3) of the Income Tax Regulations are satisfied.

ARTICLE VII MISCELLANEOUS

7.1 Assets For Exclusive Benefit Of Participants And Beneficiaries

All amounts in the Participant Accounts under this Plan, all property and rights which may be purchased with such amounts and all income attributable to such amounts, property or rights will be held in trust (or a custodial account or annuity contract described in Section 401(f) of the Code) for the exclusive benefit of Participants and their Beneficiaries. All such amounts will not be subject to the claims of the Employer's general creditors.

7.2 Participant Rights

This Plan will not be deemed to constitute a contract between the Employer and any Participant or to be a consideration or an inducement for the employment of any Participant, Employee, or Independent Contractor. Nothing contained in this Plan will be deemed to give any Participant, Employee, or Independent Contractor the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant, Employee or Independent Contractor at any time regardless of the effect which such discharge will have upon him as a Participant in this Plan.

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7.3 Alienation

Subject to applicable state law (and Section 401(g) of the Code if the Investment Product consists of an annuity contract) and except as provided in Section 7.4, no benefit which will be payable to any person (including a Participant or his Beneficiary) will be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance, or charge, and any attempt to anticipate, alienate, sell, transfer, assign, pledge, encumber, or charge the same will be void; and no such benefit will in any manner be liable for, or subject to, the debts, contracts, liabilities, engagements, or torts of any such person, nor will be subject to attachment or legal process for or against such person, and the same will not be recognized except to such extent as may be required by law.

7.4 Recognition of Approved Domestic Relations Orders

Notwithstanding Section 7.3, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any State ("domestic relations order") and Section 414(p) of the Code, then the amount of the Participant Account shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order.

7.5 IRS Levy

Notwithstanding Section 7.3, if a Participant or Beneficiary is entitled to a distribution in accordance with Section 5, the Administrator may pay from a Participant's or Beneficiary's Account the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.

7.6 Distribution for Minor Beneficiary or Incompetent

If a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid to such person as the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.

7.7 Mistaken Contributions

If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one year after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) shall be returned directly to the Participant or, to the extent required or permitted by the Administrator, to the Employer.

7.8 Procedure When Distributee Cannot Be Located

The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or Beneficiary entitled to benefits under the Plan. For this purpose, a reasonable attempt means (a) the mailing by certified mail of a notice to the last known address shown on the Employer's or the Administrator's records, (b) notification sent to the Social Security Administration or the Pension Benefit Guaranty Corporation (under their program to identify payees under retirement plans), and (c) the payee has not responded within 6 months. If the Administrator is unable to locate such a person entitled to benefits hereunder, or if there has been no claim made for such benefits, the funding vehicle shall continue to hold the benefits due such person.

7.9 Governing Law

The Plan will be construed, administered and enforced according to the Code and the laws of the state in which the Employer has its principal place of business.

7.10 Headings

Headings of the Plan have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof.

7.11 Gender

Pronouns used in the Plan in the masculine or feminine gender include both genders unless the context clearly indicates otherwise.

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CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**

November 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 | 4,362.18 |
| April | 4,429.51 | 3,948.74 |
| May | 6,528.18* | *4,903.71 |
| June | 3,956.25 | 1,653.70 |
| July | 4,632.69 | 3,396.99 |
| August | 4,306.01 | 3,743.54 |
| September | 4,136.02 | 3,845.37 |
| October | *5,809.41 | *7,752.20 |
| November | 4,329.96 | |
| December | 3,990.42 | |

***Covers three pay periods**

CLEVELAND PUBLIC LIBRARY
 October 1, 2009 – October 31, 2009
 EEO-4 Report
 Full/Part-Time Employees

Human Resources Committee Report
 November 19, 2009

| JOB CATEGORY | TOTAL | | | | | | | | | | |
|------------------|-------|-----|-----|---|----|-----|-----|----|----|---|---|
| | A | B | C | D | E | F | G | H | I | J | K |
| OFFICIALS/ADMIN. | 80 | 22 | 8 | 2 | | 27 | 21 | | | | |
| PROFESSIONALS | 97 | 22 | 1 | | 1 | 53 | 14 | 2 | 4 | | |
| TECHNICIANS | 21 | 10 | 3 | 1 | | 6 | 1 | | | | |
| PROTECTIVE SRVS. | 21 | 10 | 9 | 1 | | | 1 | | | | |
| PARA-PROF'S. | 155 | 19 | 46 | | 1 | 32 | 48 | 6 | 3 | | |
| ADMIN. SUPPORT | 401 | 36 | 101 | 3 | 7 | 66 | 161 | 22 | 5 | | |
| SKILLED CRAFT | 12 | 8 | 2 | | 1 | | 1 | | | | |
| MAINTENANCE | 52 | 10 | 36 | 1 | | 2 | 3 | | | | |
| GRAND TOTAL | 839 | 137 | 206 | 8 | 10 | 186 | 250 | 30 | 12 | | |

A= Total Column
 B= White
 C= Black
 D=Hispanic
 E=Asian/Pacific
 F= American Indian/Alaskan Native
 G= White
 H= Black
 I= Hispanic
 J= Asian/Pacific
 K=American Indian/Alaskan Native

**INSURANCE REPORT
FOR THE MONTH OF**

**OCTOBER
2009**

Human Resources Committee Report
Nov 19, 2009

Staff Enrollments-Health Care/Dental

| | Single | Family | Total |
|---------------------|--------|--------|-------|
| Kaiser POS | 103 | 87 | 190 |
| Kaiser HMO | 227 | 101 | 328 |
| Delta Dental | 262 | 204 | 466 |

Workers' Compensation Lost Time Report

| <i>Classification</i> | <i>Dept/Location</i> | <i>Date of Injury</i> | <i>Total days missed during report month</i> |
|--|----------------------|-----------------------|--|
| No Lost Time Claims for The Month of Oct | | | |

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

| CIRCULATION ACTIVITY | Monthly Total | | Average Daily | | Year-to-Date | | YTD Gain/Loss |
|--|----------------|----------------|---------------|--------|------------------|------------------|------------------|
| | 2009 | 2008 | 2009 | 2008 | 2009 | 2008 | |
| Main Library | 173,912 | 167,414 | 6,441 | 5,773 | 1,666,805 | 1,614,291 | 3.3% |
| Branches & Mobile Units Library for the Blind | 390,540 | 357,470 | 14,464 | 13,240 | 3,602,875 | 3,426,528 | 5.1% |
| | 62,937 | 39,070 | 2,861 | 1,699 | 441,846 | 418,678 | 5.5% |
| TOTAL CIRCULATION | 627,389 | 563,954 | | | 5,711,526 | 5,459,497 | 4.6% |

| REFERENCE TRANSACTIONS | Reference | | Average Daily | | Year-to-Date | | YTD Gain/Loss |
|---|---------------|---------------|---------------|-------|----------------|----------------|------------------|
| | 2009 | 2008 | 2009 | 2008 | 2009 | 2008 | |
| Main Library | 36,230 | 42,190 | 1,342 | 1,455 | 358,184 | 376,665 | -4.9% |
| Branches & Mobile Unit Library for the Blind | 59,355 | 53,334 | 2,198 | 1,975 | 536,890 | 501,074 | 7.1% |
| | 1,645 | 1,432 | 75 | 62 | 15,421 | 16,049 | -3.9% |
| TOTAL QUESTIONS | 97,230 | 96,956 | | | 910,495 | 893,788 | 1.9% |

| COMPUTER USAGE | Number of Computers | Average Session | Number of Sessions | | Hours in Use | |
|--------------------|------------------------|--------------------|--------------------|---------------|---------------|---------------|
| | | | 2009 | 2008 | 2009 | 2008 |
| Main Library | 67 | 50 minutes | 13,969 | 15,368 | 13,969 | 15,368 |
| Branches | 221 | 31 minutes | 70,132 | 78,659 | 36,960 | 38,723 |
| TOTAL USAGE | 288 | | 84,101 | 94,027 | 50,929 | 54,091 |

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 | 62,024 | 65,751 | 2,297 | 2,267 | 596,281 | 605,603 | -1.5% |
| Branches | 306,621 | 306,138 | 11,356 | 11,338 | 2,935,765 | 2,906,072 | 1.0% |
| Mobile Unit | 717 | 1,064 | | | 7,762 | 8,210 | -5.5% |
| TOTAL VISITS | 369,362 | 372,953 | | | 3,539,808 | 3,519,885 | 0.6% |

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

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR OCTOBER 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 | 14,105 | 836 | 683 | 895 | 0 | 16,519 | 1,653 | 18,172 |
| Broadway | 2,820 | 192 | 74 | 157 | 4 | 3,247 | 381 | 3,628 |
| Brooklyn | 7,210 | 630 | 377 | 512 | 0 | 8,729 | 968 | 9,697 |
| Carnegie West | 9,936 | 1,051 | 1,027 | 1,226 | 0 | 13,240 | 1,093 | 14,333 |
| Collinwood | 10,220 | 729 | 516 | 802 | 0 | 12,267 | 1,419 | 13,686 |
| East 131st | 4,349 | 535 | 268 | 463 | 0 | 5,615 | 511 | 6,126 |
| Eastman | 14,594 | 1,806 | 1,431 | 1,883 | 0 | 19,714 | 1,681 | 21,395 |
| Fleet | 12,393 | 1,134 | 805 | 1,246 | 0 | 15,578 | 1,330 | 16,908 |
| Fulton | 7,730 | 1,078 | 615 | 1,016 | 0 | 10,439 | 1,128 | 11,567 |
| Garden Valley | 3,537 | 166 | 112 | 67 | 0 | 3,882 | 458 | 4,340 |
| Glenville | 6,883 | 699 | 499 | 962 | 47 | 9,090 | 610 | 9,700 |
| Harvard-Lee | 8,796 | 608 | 495 | 762 | 0 | 10,661 | 1,019 | 11,680 |
| Hough | 6,571 | 543 | 378 | 497 | 0 | 7,989 | 597 | 8,586 |
| Jefferson | 9,021 | 807 | 883 | 1,007 | 280 | 11,998 | 1,031 | 13,029 |
| Langston Hughes | 5,591 | 475 | 323 | 585 | 35 | 7,009 | 740 | 7,749 |
| Lorain | 10,967 | 806 | 575 | 823 | 307 | 13,478 | 1,103 | 14,581 |
| Martin Luther King, Jr. | 6,897 | 668 | 857 | 917 | 161 | 9,500 | 999 | 10,499 |
| Memorial-Nottingham | 16,041 | 927 | 1,319 | 1,668 | 460 | 20,415 | 2,072 | 22,487 |
| Mt. Pleasant | 6,722 | 732 | 323 | 616 | 0 | 8,393 | 672 | 9,065 |
| Rice | 8,341 | 468 | 301 | 606 | 0 | 9,716 | 1,099 | 10,815 |
| Rockport | 17,183 | 1,690 | 1,209 | 2,131 | 0 | 22,213 | 2,583 | 24,796 |
| South | 9,676 | 643 | 310 | 554 | 0 | 11,183 | 1,294 | 12,477 |
| South Brooklyn | 19,687 | 1,390 | 1,266 | 2,027 | 0 | 24,370 | 3,031 | 27,401 |
| Sterling | 5,920 | 845 | 433 | 600 | 103 | 7,901 | 619 | 8,520 |
| Union | 6,587 | 831 | 472 | 782 | 0 | 8,672 | 717 | 9,389 |
| Walz | 14,816 | 1,237 | 1,072 | 1,423 | 0 | 18,548 | 1,652 | 20,200 |
| West Park | 20,291 | 1,764 | 2,297 | 3,015 | 67 | 27,434 | 3,882 | 31,316 |
| Woodland | 9,201 | 876 | 362 | 658 | 0 | 11,097 | 1,328 | 12,425 |
| BRANCH TOTAL | 276,085 | 24,166 | 19,282 | 27,900 | 1,464 | 348,897 | 35,670 | 384,567 |
| Mobile Units | 3,867 | 232 | 410 | 339 | 1,034 | 5,882 | 91 | 5,973 |
| TOTAL | 279,952 | 24,398 | 19,692 | 28,239 | 2,498 | 354,779 | 35,761 | 390,540 |

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

| BRANCH | Monthly Total | | Year-to-Date | | YTD Gain/Loss | YTD %G/L |
|-------------------------|----------------|----------------|------------------|------------------|------------------|-------------|
| | 2009 | 2008 | 2009 | 2008 | | |
| Addison | 18,172 | 17,265 | 159,828 | 157,693 | 2,135 | 1.4% |
| Broadway | 3,628 | 4,316 | 38,904 | 40,205 | -1,301 | -3.2% |
| Brooklyn | 9,697 | 8,819 | 97,704 | 92,223 | 5,481 | 5.9% |
| Carnegie West | 14,333 | 12,579 | 130,909 | 118,683 | 12,226 | 10.3% |
| Collinwood | 13,686 | 13,255 | 128,224 | 126,848 | 1,376 | 1.1% |
| East 131st | 6,126 | 5,879 | 56,433 | 51,620 | 4,813 | 9.3% |
| Eastman | 21,395 | 19,903 | 192,270 | 178,303 | 13,967 | 7.8% |
| Fleet | 16,908 | 13,076 | 146,323 | 119,945 | 26,378 | 22.0% |
| Fulton | 11,567 | 10,458 | 99,313 | 101,110 | -1,797 | -1.8% |
| Garden Valley | 4,340 | 5,595 | 45,376 | 49,091 | -3,715 | -7.6% |
| Glenville | 9,700 | 9,569 | 93,586 | 88,758 | 4,828 | 5.4% |
| Harvard-Lee | 11,680 | 10,832 | 105,514 | 103,804 | 1,710 | 1.6% |
| Hough | 8,586 | 7,832 | 75,014 | 70,556 | 4,458 | 6.3% |
| Jefferson | 13,029 | 13,940 | 125,907 | 119,147 | 6,760 | 5.7% |
| Langston Hughes | 7,749 | 7,338 | 72,536 | 76,682 | -4,146 | -5.4% |
| Lorain | 14,581 | 485 | 136,002 | 118,748 | 17,254 | 14.5% |
| Martin Luther King, Jr. | 10,499 | 9,516 | 96,287 | 94,284 | 2,003 | 2.1% |
| Memorial-Nottingham | 22,487 | 19,993 | 202,645 | 195,203 | 7,442 | 3.8% |
| Mt. Pleasant | 9,065 | 9,243 | 85,772 | 83,361 | 2,411 | 2.9% |
| Rice | 10,815 | 7,668 | 91,950 | 90,944 | 1,006 | 1.1% |
| Rockport | 24,796 | 23,749 | 237,841 | 228,396 | 9,445 | 4.1% |
| South | 12,477 | 10,920 | 113,687 | 98,042 | 15,645 | 16.0% |
| South Brooklyn | 27,401 | 25,397 | 257,224 | 249,338 | 7,886 | 3.2% |
| Sterling | 8,520 | 7,969 | 72,894 | 61,804 | 11,090 | 17.9% |
| Union | 9,389 | 9,969 | 84,661 | 81,509 | 3,152 | 3.9% |
| Walz | 20,200 | 19,436 | 175,748 | 161,153 | 14,595 | 9.1% |
| West Park | 31,316 | 31,692 | 303,331 | 296,374 | 6,957 | 2.3% |
| Woodland | 12,425 | 13,339 | 122,590 | 110,322 | 12,268 | 11.1% |
| BRANCH TOTAL | 384,567 | 350,032 | 3,548,473 | 3,364,146 | 184,327 | 5.5% |
| Mobile Units | 5,973 | 7,438 | 54,402 | 62,382 | -7,980 | -12.8% |
| TOTAL | 390,540 | 357,470 | 3,602,875 | 3,426,528 | 176,347 | 5.1% |

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

| BRANCH | Monthly Total | | Year-to-Date | | YTD Gain/Loss | YTD %G/L |
|-------------------------|----------------|----------------|------------------|------------------|------------------|-------------|
| | 2009 | 2008 | 2009 | 2008 | | |
| Addison | 9,352 | 11,888 | 88,487 | 108,922 | -20,435 | -18.8% |
| Broadway | 2,273 | 2,552 | 22,945 | 24,795 | -1,850 | -7.5% |
| Brooklyn | 4,933 | 4,695 | 48,753 | 49,314 | -561 | -1.1% |
| Carnegie West | 20,436 | 22,537 | 224,261 | 212,657 | 11,604 | 5.5% |
| Collinwood | 9,913 | 9,815 | 95,993 | 98,165 | -2,172 | -2.2% |
| East 131st | 7,070 | 7,752 | 68,606 | 75,038 | -6,432 | -8.6% |
| Eastman | 14,222 | 15,755 | 139,717 | 139,998 | -281 | -0.2% |
| Fleet | 11,497 | 13,044 | 117,113 | 116,478 | 635 | 0.5% |
| Fulton | 7,653 | 7,902 | 73,641 | 76,340 | -2,699 | -3.5% |
| Garden Valley | 7,813 | 8,519 | 70,736 | 65,107 | 5,629 | 8.6% |
| Glenville | 9,558 | 10,883 | 95,981 | 94,665 | 1,316 | 1.4% |
| Harvard-Lee | 11,719 | 15,051 | 124,060 | 127,932 | -3,872 | -3.0% |
| Hough | 18,207 | 18,629 | 173,406 | 180,192 | -6,786 | -3.8% |
| Jefferson | 10,424 | 10,270 | 95,142 | 96,372 | -1,230 | -1.3% |
| Langston Hughes | 8,128 | 7,601 | 71,413 | 74,736 | -3,323 | -4.4% |
| Lorain* | 8,751 | 0 | 92,425 | 82,836 | 9,589 | 11.6% |
| Martin Luther King, Jr. | 7,192 | 7,981 | 73,792 | 72,781 | 1,011 | 1.4% |
| Memorial-Nottingham | 11,301 | 10,688 | 99,343 | 101,953 | -2,610 | -2.6% |
| Mt. Pleasant | 11,244 | 9,270 | 96,240 | 96,794 | -554 | -0.6% |
| Rice | 9,176 | 7,978 | 67,869 | 68,016 | -147 | -0.2% |
| Rockport | 12,037 | 14,023 | 125,829 | 121,237 | 4,592 | 3.8% |
| South | 10,830 | 8,540 | 99,924 | 95,890 | 4,034 | 4.2% |
| South Brooklyn | 18,416 | 18,497 | 173,805 | 170,143 | 3,662 | 2.2% |
| Sterling | 14,231 | 11,780 | 129,557 | 119,408 | 10,149 | 8.5% |
| Union | 16,397 | 15,019 | 126,451 | 110,041 | 16,410 | 14.9% |
| Walz | 12,690 | 12,937 | 117,261 | 110,398 | 6,863 | 6.2% |
| West Park | 13,121 | 13,159 | 130,841 | 127,720 | 3,121 | 2.4% |
| Woodland** | 8,037 | 9,373 | 92,174 | 88,144 | 4,030 | 4.6% |
| BRANCH TOTAL | 306,621 | 306,138 | 2,935,765 | 2,906,072 | 29,693 | 1.0% |
| Mobile Unit | 717 | 1,064 | 7,762 | 8,210 | -448 | -5.5% |
| TOTAL | 307,338 | 307,202 | 2,943,527 | 2,914,282 | 29,245 | 1.0% |

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

** Woodland Branch closed 10/28-31/09 for ADA accessibility renovation; work to continue in November.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS OCTOBER 2009**

| Branch | Total Circulation | Branch | Attendance | Branch | Population* |
|----------------------------|-------------------|----------------------------|------------|----------------------------|-------------|
| 1 West Park | 31,316 | 1 Carnegie West | 20,436 | 1 South Brooklyn | 31,511 |
| 2 South Brooklyn | 27,401 | 2 South Brooklyn | 18,416 | 2 Fleet | 27,822 |
| 3 Rockport | 24,796 | 3 Hough | 18,207 | 3 West Park | 27,291 |
| 4 Memorial-Nottingham | 22,487 | 4 Union | 16,397 | 4 Eastman | 23,686 |
| 5 Eastman | 21,395 | 5 Sterling | 14,231 | 5 Rice | 22,240 |
| 6 Walz | 20,200 | 6 Eastman | 14,222 | 6 Fulton | 20,026 |
| 7 Addison | 18,172 | 7 West Park | 13,121 | 7 Memorial-Nottingham | 19,553 |
| 8 Fleet | 16,908 | 8 Walz | 12,690 | 8 Rockport | 19,404 |
| 9 Lorain | 14,581 | 9 Rockport | 12,037 | 9 Harvard-Lee | 18,834 |
| 10 Carnegie West | 14,333 | 10 Harvard-Lee | 11,719 | 10 Langston Hughes | 17,982 |
| 11 Collinwood | 13,686 | 11 Fleet | 11,497 | 11 Glenville | 17,317 |
| 12 Jefferson | 13,029 | 12 Memorial-Nottingham | 11,301 | 12 Walz | 16,558 |
| 13 South | 12,477 | 13 Mt. Pleasant | 11,244 | 13 Collinwood | 16,270 |
| 14 Woodland | 12,425 | 14 South | 10,830 | 14 Addison | 16,169 |
| 15 Harvard-Lee | 11,680 | 15 Jefferson | 10,424 | 15 East 131st | 15,658 |
| 16 Fulton | 11,567 | 16 Collinwood | 9,913 | 16 Martin Luther King, Jr. | 15,212 |
| 17 Rice | 10,815 | 17 Glenville | 9,558 | 17 Mt. Pleasant | 14,724 |
| 18 Martin Luther King, Jr. | 10,499 | 18 Addison | 9,352 | 18 Lorain | 13,233 |
| 19 Glenville | 9,700 | 19 Rice | 9,176 | 19 Carnegie West | 10,549 |
| 20 Brooklyn | 9,697 | 20 Lorain | 8,751 | 20 Union | 10,316 |
| 21 Union | 9,389 | 21 Langston Hughes | 8,128 | 21 Sterling | 8,046 |
| 22 Mt. Pleasant | 9,065 | 22 Woodland | 8,037 | 22 Woodland | 7,492 |
| 23 Hough | 8,586 | 23 Garden Valley | 7,813 | 23 South | 7,009 |
| 24 Sterling | 8,520 | 24 Fulton | 7,653 | 24 Hough | 6,197 |
| 25 Langston Hughes | 7,749 | 25 Martin Luther King, Jr. | 7,192 | 25 Brooklyn | 5,419 |
| 26 East 131st | 6,126 | 26 East 131st | 7,070 | 26 Jefferson | 3,587 |
| 27 Garden Valley | 4,340 | 27 Brooklyn | 4,933 | 27 Garden Valley | 2,857 |
| 28 Broadway | 3,628 | 28 Broadway | 2,273 | 28 Broadway | 1,687 |
| | 384,567 | | 306,621 | | 416,649 |
| | | | | | 473,177 |

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

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

| OTHER TRANSACTIONS Loans* to: | Monthly Total | | Year-to-Date | | YTD |
|----------------------------------|---------------|---------------|----------------|----------------|--------------|
| | 2009 | 2008 | 2009 | 2008 | Gain/Loss |
| CLEVNET | 76,497 | 63,003 | 716,211 | 614,166 | 16.6% |
| MORE | 1,691 | 1,560 | 15,661 | 13,185 | 18.8% |
| Other Libraries | 719 | 554 | 6,504 | 6,928 | -6.1% |
| TOTAL | 78,907 | 65,117 | 738,376 | 634,279 | 16.4% |

*Totals included in Main Library and Branch circulation counts.

| PHOTODUPLICATION | Monthly Total | | Year-to-Date | | YTD |
|------------------|---------------|-------|--------------|--------|-----------|
| | 2009 | 2008 | 2009 | 2008 | Gain/Loss |
| Items copied | 293 | 214 | 1,829 | 2,017 | -9.3% |
| Prints | 2,934 | 4,429 | 31,576 | 33,319 | -5.2% |

| ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD | Monthly Total | | Year-to-Date | | YTD |
|---|---------------|---------------|----------------|----------------|--------------|
| | 2009 | 2008 | 2009 | 2008 | Gain/Loss |
| Projected (Mon - Sat) | 26,588 | 28,957 | 256,301 | 267,153 | -4.1% |
| KnowitNow Web Reference* | 2,097 | 5,084 | 20,646 | 31,431 | -34.3% |
| Research Correspondence | 1,166 | 1,182 | 13,877 | 14,178 | -2.1% |
| Interlibrary Loan Requests | 6,379 | 5,717 | 61,839 | 56,331 | 9.8% |
| Sunday Count** | 0 | 1,250 | 5,521 | 7,572 | -27.1% |
| TOTAL | 36,230 | 42,190 | 358,184 | 376,665 | -4.9% |

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

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

| CHANGES IN PERMANENT COLLECTION | Monthly Total | | Year-to-Date | | YTD |
|------------------------------------|---------------|--------|--------------|---------|-----------|
| | 2009 | 2008 | 2009 | 2008 | Gain/Loss |
| New Titles Added | 8,445 | 8,947 | 68,522 | 88,117 | -22.2% |
| Total Items Added | 32,733 | 50,081 | 280,179 | 344,179 | -18.6% |

| PERMANENT CARDS ISSUED | Monthly Total | | Year-to-Date | | YTD |
|---------------------------|---------------|-------|--------------|--------|-----------|
| | 2009 | 2008 | 2009 | 2008 | Gain/Loss |
| | 8,004 | 8,229 | 58,119 | 72,299 | -19.6% |

| DAYS OPEN | 2009 | 2008 |
|-----------|--------------|------|
| | Main Library | 27.0 |
| Branches | 27.0 | 27.0 |

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

