

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
February 18, 2010
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Mr. Corrigan, Ms. Rodriguez, Mr. Seifullah, Mr. Parker, Mr. Werner (arrive 12:35 p.m.), Mr. Hairston (arrived 12:52 p.m.)

Absent: Ms. Butts

Mr. Corrigan called the meeting to order at 12:06 p.m.

Approval of the Minutes

Mr. Seifullah moved approval of the minutes for the 1/21/10 Regular Board Meeting; the 1/19/10 Joint Finance and Human Resources Committee Meeting; and 1/26/10 Special Board Meeting. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Mr. Thomas acknowledged the following letter from David W. Bartelt, Temple University, expressing gratitude and appreciation for the friendly and competent assistance and resources provided by the Public Administration Library staff during a recent visit to research census information.

FINANCE COMMITTEE REPORT

Before presenting his report, Mr. Corrigan stated he will temporarily maintain his position as Finance Committee Chair and that position will go to Maritza Rodriguez later in the year. Mr. Corrigan presented the following report.

REG. BRD. MTG. OF
1/22/09; JOINT
FINANCE &
COMMUNITY
RESOURCES MTG.
OR 1/19/10;
SPECIAL BRD. MTG
1/26/10
Approved

LTR. FROM: DAVID
W. BARTELT,
TEMPLE
UNIVERSITY
Acknowledged

GIFT REPORT
Approved

Gift Report (See page 220)

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

CHANGE ORDER
#14: NEW RICE
BRANCH LIBRARY
PROJECT
Approved

Change Order #14: New Rice Branch Library Project

(See pages 221-228)

Mr. Corrigan moved approval of the following resolution.
Mr. Parker 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. (Technology)	CO- T003	\$ +367.36	Rework Circ Desk to hide wires
East-West Construction Co. (General Trades)	CO- 016	\$ +393.27	Install data cable to Siemens control panel for HVAC

BE IT RESOLVED, That the Change Order above be approved with the \$1,707.31 increase being charged to the Building and Repair Fund: 40176405-55300-10764.

Myron Scruggs, Facilities Administrator, stated that this Change Order was required as a result of the installation of the roof at the Lorain Branch was delayed due to emergency repairs to the roof's concrete decking.

RESOLUTION ON
WEBSITE
DEVELOPER
Approved

Resolution on Website Developer

(See pages 233-234)

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

WHEREAS, In 1990, Cleveland Public Library became the first urban library to connect to the Internet; and

WHEREAS, In 1993 the Cleveland Public Electronic Library was opened using gopher software, a precursor to the world wide web, and offering access to the Library's catalog, an array of databases, Cleveland Freenet, and other Internet-based information resources; and

WHEREAS, In 1995 Cleveland Public Library unveiled it's first web site developed totally by in-house staff; and

WHEREAS, Since that time, the Internet has become an integral part of people's lives, offering access to an array of information and services unimaginable fifteen years ago; and

WHEREAS, Cleveland Public Library desires to incorporate, in a planned and holistic way, new and emerging technologies that have become expected components of a public library's website; and

WHEREAS, On November 18, 2009, the Library issued a Request for Proposal to eleven companies to identify and engage the services of a strategic partner to manage and execute a redesign of the Library's website: www.cpl.org; and

WHEREAS, Nine responses were received and evaluated by a staff committee, and the top three companies were

invited to give presentations to the committee and be interviewed; and

WHEREAS, The selection committee unanimously recommends DigiKnow, Inc., as the best company to redesign the Library's website and provide ongoing technical support to library staff; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director to complete negotiations of an agreement between Cleveland Public Library and DigiKnow, Inc., subject to review and approval of the contract by the County Prosecutor's office; and be it further

RESOLVED, That the President of the Board of Trustees is authorized to execute any agreements, amendments, or other documents necessary or appropriate to effectuate the Agreement in accordance with this resolution; and be it further

RESOLVED, That the General Fund Appropriation for this contract does not exceed \$132,440.00, being charged to the General Fund Account: 11020053-53710.

Bob Carterette, Automations Administrator, gave historical background on the Library's internet usage and the limits of the current website design. Mr. Carterette also explained the importance of website redesign as well as utilizing the emerging technology to support it. After providing a comprehensive review on selection committee activities, Mr. Carterette stated that DigiKnow, Inc. was identified and recommended as the best company to redesign the Library's website and provide the ongoing technical support to library staff.

After discussion about DigiKnow, Inc. and their development, technical and marketing strengths, Mr. Corrigan stated that this is a worthy investment.

Mr. Corrigan submitted the following reports.

Fiscal Officer's Report

(See pages 235-242)

Special Report on Income and Expenditures

(See pages 243-247)

FISCAL OFFICER'S
REPORT
Submitted

SPECIAL REPORT
ON INCOME &
EXPENDITURES
Submitted

REPORT ON INVESTMENTS Submitted

Report on Investments

(See page 248)

REPORT ON CONFER. & TRAVEL EXPENDITURES Submitted

Report on Conference and Travel Expenditures

(See page 249)

HUMAN RESOURCES COMMITTEE REPORT

REGULAR EMPLOYMENT REPORT Approved

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 250-288)

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

RETIREMENT RECOGNITION CITATION Approved

Retirement Recognition Citation

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

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

H. Noreen Bobersky (after 5 years of service), Children's Librarian, Grade H, Public Services, retires 2/26/10

Rhonda R. Green (after 30 years of service), Subject Department Sr. Clerk, Grade D, Public Services (Fine Arts & Special Collections), 2/26/10

Sonia C. Young (after 30 years of services), Library Assistant Subject Department, Grade F, Public Services (Social Sciences), 2/10/10

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

Be it further resolved that the citations be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

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

Proposed Revisions to the Human Resources Manual

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

BE IT RESOLVED, That the proposed revisions to the *Human Resource Manual* be approved by the Library Board of Trustees, to become effective immediately.

(See page 289 for full report)

Sharon Tufts, Human Resources Administrator, stated that this revision to the Human Resource Manual recommends the removal of the specific name of the life insurance and short term disability carrier and information regarding the group life insurance and short term disability insurance is available to employees from the Human Resources Department.

Proposal for Group Life, AD&D and Short Term Disability

(See page 290)

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

WHEREAS, The Library wishes to continue to provide insurance plans to its full-time employees to retain and attract qualified individuals; and

WHEREAS, The Library is required by its labor contracts to provide group life, AD&D and short term disability insurance; and

WHEREAS, The Library retained Herbruck Alder, experts in the insurance field to help the Library obtain quality life, AD&D and short term disability health insurance at a competitive rate; and

PROPOSED
REVISION TO THE
HUMAN
RESOURCES
MANUAL
Approved

PROPOSAL FOR
GROUP LIFE, AD&D
AND SHORT TERM
DISABILITY
Approved

WHEREAS, Proposals from twelve insurance carriers were requested and five carriers submitted competitive proposals for group life, and AD&D and short term disability; and

WHEREAS, The proposals were carefully evaluated by Herbruck Alder, and Human Resources; and

WHEREAS, The proposal by ING was judged the best to replace Sun Life Assurance with group life insurance, AD&D and short term disability for lower costs; and

WHEREAS, ING has proposed to maintain the quoted rates for three (3) years and also offer voluntary life insurance coverage for employees at the employees own expense; and

WHEREAS, The estimated savings for the Library will be about \$22,158 a year; and

WHEREAS, That the Library administration be directed to negotiate an agreement to be effective on or about March 15,2010 with an estimated annual premium of \$54,000 with ING and the Director or designee be authorized to sign the agreement with the expenditures being charged to General Fund Account 51620 Life & Disability Insurance; now therefore be it

RESOLVED, That the Library administration be directed to negotiate an agreement to be effective on or about March 15,2010 with an estimated annual premium of \$54,000 with ING and the Director or designee be authorized to sign the agreement with the expenditures being charged to General Fund Account 51620 Life & Disability Insurance.

Sharon Tufts, Human Resources Administrator, introduced Library benefits consultants from Herbruck Alder who were present. Ms. Tufts stated that because of their lower costs, ING was recommended to replace Sun Life Assurance with group life insurance, AD&D and short term disability.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 291)

Affirmative Action Plan Report

(See page 292)

AFFIRMATIVE
ACTION PLAN
REPORT
SubmittedInsurance Summary Report

(See page 293)

INSURANCE
SUMMARY REPORT
Submitted**COMMUNITY SERVICES REPORT**

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 294-300)

MONTHLY
ACTIVITY REPORT
SubmittedBuilding Status Update

Myron Scruggs, Facilities Administrator, gave an update that included the opening of the new Rice Branch on January 23, 2010; progress at the Woodland Branch and Mobile Services with the opening of the Woodland Branch scheduled for April 24, 2010.

BUILDING STATUS
UPDATE
Presented**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas thanked all staff who were involved in the successful opening of the new Rice Branch Library; acknowledged the January WOW recipients Jeanna Sauls, Lisa Kowalczyk, and Susan Martin from the West Park Branch; reminded attendees of upcoming Library events and activities; and highlighted recent press articles featuring Cleveland Public Library.

DIRECTOR'S
REPORT
Presented**Monthly Statistics**

Circulation for the month of January was 546,239. This is an increase of 2% from last year's January circulation of 536,332. These are again impressive numbers considering the fact that we were open to the public on four Sundays in January last year. The majority of the increase in circulation was due to the strong circulation numbers from the Ohio Library for the Blind and Physically Disabled.

Attendance for the month of January was 305,164. This is a decrease of 2% from last year's January attendance of 312,582. A closer look at the attendance discovers that the average daily walk in count at the Main library was up, while the branches saw a decline in visits by patrons.

Program and Outreach Highlights

The Martin Luther King Jr. Commemorative Celebration marked my one year anniversary at CPL and also attracted over 600 people to our annual event. Financially supported by Alpha Phi Alpha Fraternity, Inc., the program was moderated by 25th District State Senator Nina Turner. The Senator led a notable list of participants that included Judge Michael Ryan; Councilman Jeff Johnson; CEO and Founder of the Dream Institute, Rachel D. Wilson; Executive Director of the Metropolitan Cleveland Consortium for STEM, Sonya Pryor Jones; The Word Church Pastor, R.A. Vernon; and Chairman of International Relations for the Young Democrats, Thione Naing.

The program featured a new format that debuted CPL's new concept of being "Cleveland's living room." The speakers were arranged in a living room setting and answered questions in a more relaxed and informal setting. The program was well received and initial feedback was positive about the change in formats and the content of the program.

Technical Services: Preservation

The Preservation staff must be acknowledged for two significant "works of wonder" in January. First, Preservation Manager **Ann Olszewski** and Archivist **Ann Marie Wieland** were selected from all of last year's monthly Work of Wonder (WOW!) Award winners as winners of the first annual 2009 Work of Wonder (WOW!) Award. Also of note, the Preservation staff selected and framed art work that was hung at the new Rice Branch. Seven WPA prints by Kalman Kubiny and Sheffield Kagy are displayed in the meeting room. Artwork from Paul Riba and Cleveland Artist Eugenie Torgenson was also hung throughout the building.

Buildings Update

Sincerest thanks must be given to all of the staff members who gave of their time to make the opening of the Rice Branch a tremendous success. Over 500 members of the public attended the opening celebration. Staff did not have access to the building until the day after MLK, Jr. Day, yet within four days the staff was able to present to the community a library of which they can be very proud. High praise must be given to Branch Manager **Ali Boyd** and his staff for their hard work. Many others deserve praise, but I'd like to highlight the work of COPA Administrator **Jan Ridgeway** for a top-notch program that entertained our public and Facilities Administrator **Myron Scruggs** for his work in overseeing the project.

The Woodland renovation has proven to be quite challenging. Its reopening date has been rescheduled to April 24. Asbestos remediation is currently being done and all parties are working diligently to finish the project as soon as possible.

Meetings and Activities

- I attended Mayor Frank Jackson's Swearing In Ceremony at City Hall.
- I attended the Cleveland Clinic's Annual Martin Luther King, Jr. Breakfast.
- I attended the American Library Association's Midwinter meetings in Boston.
- I presented at the City of Shaker Heights Annual MLK, Jr. event.
- I attended the National Black MBA Association's Leadership Breakfast which featured Cleveland Foundation President Ronn Richard.

Public Services

The Public Services Manager of the Social Sciences Department, John Skrtic, is also serving as the new Manager of the Public Administration Library. John has made several notable first steps in his new position. First, he has introduced himself to various agencies within City Hall and an email blast will be sent out in February that will feature the change in management and new events at the library. John also designed a poster from the Citizens League files of the Cleveland City

Council that is receiving attention from the city workers and Council.

Staff Highlights

The CPL Work of Wonder (WOW!) award winners for January were **Jeanna Sauls, Lisa Kowalczyk, and Susan Martin from the West Park Branch.**

COMMUNITY OUTREACH & PUBLIC AFFAIRS

The first month of the New Year required planning on all fronts: Programming, services, staff assignments, organizational objectives, budget, grants, community partnerships, etc.

Meetings on MyCom and P.A.S.S. (Parents Assisting Sterling Students) helped to move the Library closer to full implementation of these important partnership grants. Meetings were also set for Community Solutions\Kaiser and Neighborhood Progress Inc.\Saint Luke's Foundation collaborations.

The extended closure of Woodland Branch required planning by Mobile Services (MOB) to establish, extend and add service delivery to neighborhood sites to assure some continuity of library service. Already serving seven locations in Woodland's service area, MOB added First Beulah Baptist Church. The new schedule will be implemented February 1. Additionally, COPA will work with Woodland's Manager and the Library Assistant - Youth Emphasis to continue to provide library service to neighborhood schools and day care centers served pre-construction.

Program planning continued as Chrystal Jeter, Program Manager, finalized the program calendar for March and April and began to coordinate submissions for May and June. The Book Bee, Winter Reading Club, Girl Scouts Financial Literacy Programs, Read Across America, Women's History Month, Lunar New Year, the Anisfeild Wolf 75th Anniversary Celebration, February Black History Month, and the Free Summer Lunch program were either planned or finalized.

Staff transition continued with the transfer of the Youth Age Level Specialists, Vitoria Beggiani (Early

Childhood), Annisha Jeffries (School Age) and Elizabeth Saxton (Teen), to the COPA office. Assignments and daily task are being finalized as COPA continues to settle into its new roles and responsibilities.

January highlighted several major Library programs: Martin Luther King, Jr. Commemorative Celebration on January 18, at the Martin L. King, Jr. Branch, the opening of the new Rice Branch on January 23, and the Employee recognition program recognizing the addition of new 30+ members and employees who retired in December. The MLK program attracted over 600 people, Rice about 500 and the Employee Recognition program about 70. The Library debut the Director's new concept of the Living Room format for the annual MLK program. A discussion on Leadership in the 21st Century included participants Judge Michael Ryan; Councilman Jeff Johnson; CEO and Founder of the Dream Institute Rachel D. Wilson; Executive Director Metropolitan Cleveland Consortium for STEM Sonya Pryor Jones; The Word Church Pastor R.A. Vernon; and, Chairman of International Relations for the Young Democrats of America Thione Naing. The discussion was moderated by 25th District State Senator Nina Turner. The program was well received and feedback on the new format was overwhelmingly positive.

The Library partnered with Radio One to present "A Princess Party" to help promote the new Disney release "The Princess and the Frog" on January 2. 120 attended; many dressed in fanciful princess, frog and dragon costumes.

Ohio Library of the Blind and Physically Disabled (OLBPD) submitted the FY 2010 Second Quarter Budget Report: a new statistic to the budget included 6,850 digital book downloads by OLBPD patrons. Digital machines continue to roll out about 500 a month. News of the departure of Ohio State Librarian's Jo Budler on February 29 was sadly received. Ms. Budler has provided immeasurable support to Cleveland Public Library and OLBPD, especially during the merger and transition of statewide service. We completed interviewing for the Librarian position this month, selecting Sequoia Brown (Social Science), who will begin on February 16.

Outreach activities included the kick-off of the book club at the Lakeside Men's Shelter Book Club; Library promotional tables at Charles Money and East Technical

as part of Cleveland Metropolitan School District's Victory Starts Early Family Resources Fair; and, attendance at the morning swearing in of Mayor Frank Jackson, the afternoon swearing in of Councilman Jeff Johnson, and the full City Council later in the evening.

The Sugarman Award Jury completed deliberations and selected *George Washington Carver* by Tonya Bolden as the 2010 winner of the Norman A. Sugarman Children's Biography Award. Honor Book winners are *Ashley Bryan*:

Words to My Life's Song (Ashley Bryan) and *The Lincolns: A Scrapbook Look at Abraham and Mary* by Candace Fleming. The Award selections were announced in American Library Association's (ALA) *COGNOTES* (January 18) during the Midwinter Conference. Cleveland Public Library will honor the winning authors in April.

Mobile Services continued to operate out of the COPA office as the Library worked to complete the construction of their new facility. The MOB staff received the Library's January WOW! (Works of Wonder) Award during this month's Library Board meeting for their resilience and effective delivery of service during construction and temporary relocation. Great Job, Mobile Services Staff! Mobile Services completed 51 stops during the month and welcomed 523 people on board the bus. The "On the Road to Reading" Van visited 14 pediatric and WIC sites, making 112 contacts and 69 daycare classes with 845 in attendance. 1,012 items were circulated.

Additionally, meetings were held with the Friends of Cleveland Public Library to assess their operations and space requirements for improved efficiency.

PUBLIC SERVICES

Programs/Exhibits:

Audio Video technicians provided sound and technical support for the annual MLK JR program, the new Rice Branch opening, and other meetings and programs scheduled throughout the system.

On January 25, eighteen students from Cuyahoga Community College were given a tour and received instruction in

using the Business Department's resources.

Fine Arts' *Music at Main* hosted marimba player Carol Dieball who performed for an audience of 45 music lovers. Department staff is curating a new exhibit in the Reading Room on the Rowfant Club and a Corridor exhibit on the Jefferson Library. Pam Eyerdam held an exhibits meeting to discuss hosting the May 2010 Congressional Art Competition at MLK and the CMSD All City Art Competition at Memorial Nottingham and Carnegie West.

Victoria Kabo installed two new displays in the Russian language collection in Foreign Literature. One display highlighted Russian bestsellers and the other display showcased nominated novels vying for literary awards in Russia. On January 30, 2010, she hosted the regular meeting of the Russian Book Club at Memorial-Nottingham Branch.

Kelly Ross from General Reference is working with Olivia Hoge and Susan Mullee on the Employment Resources Display and a presentation package for Cindy Lombardo.

History Subject Department Librarian Michael Ruffing continues to prepare for the exhibit, *Women's Work: Profiles of Women Who Made History in Cuyahoga County*. Digitization and uploading of the Jasper Wood photographs to the Library's Image Collections site is almost completed. Subject Department Librarian Patrice Hamiter has begun digitizing Hough Neighborhood photographs, and inputting metadata for the images. These Photographs are from the Cleveland City Hall Zoning Board collection.

Public Administration Library Manager John Skrtic worked with Preservation and Graphics to frame a poster detailing the history of the Public Administration Library. Skrtic also designed a poster from the Citizens League files of Cleveland City Council that has brought a lot of attention (from city workers and council) to the Library. New books from Social Sciences are on display outside the doors of PAL. This new display has allowed many new visitors to peek into the library. Many city workers were not aware that the library was for the public and not just for city lawyers.

Popular Department displays during the month included books on New Year's resolutions, the books of Robert Parker, and forthcoming African-American titles. Richard Fox led the Main Library Book Discussion group on Jan. 6 in a discussion of *Inherent Vice* by Thomas Pynchon. Fox led a discussion for the Friends of Cleveland State University Library on Jan. 27 on the title *Lies Will Take You Somewhere* by Sheila Schwartz.

Mark Moore from Social Sciences attended two meetings for the Cleveland Sports Research Center and made proposals for potential exhibits. He helped coordinate research activities to support the CSRC with Rachel Sanders, a Kent State Practicum student working in Social Sciences. Pete Elwell, Sequoia Brown, and Helena Travka presented a new display in the department titled, "True Crime Cleveland".

In Youth Services Jennifer Wihebrink conducted story times for children from Gilbert Head Start. Wihebrink and Sandy Nosse observed a tour of Main Library conducted by Annisha Jeffries for a group of Strongsville Girl Scouts and their parents. A special needs class from East Tech High School visited twice in January. Nosse assisted the teachers in finding Accelerated Reader books for their students and discussed the possibility of doing a tour of the library in the future.

Outreach:

Michael Dalby from Fine Arts attended a meeting at CSU as CPL's representation and partner for a collaborative IMLS planning grant to digitize various AV formats. Lissa Waite met with CSU professors to discuss an exhibit loan of some Islamic materials at the CSU gallery. Bruce Biddle attended a Northern Ohio Illustrators Society meeting promoting Fine Arts collections (<http://www.nois.com/>).

Special Collections hosted a visit from Professor Barbara Stanczak from the Cleveland Institute of Art and her two Foundations classes that will design chess sets to be displayed in "Chess by Design II." Eyerdam attended the Re-Opening Reception of the Soldiers & Sailors Monument on Public Square, recruited Kent interns for summer 2010, and met with Arts Coordinator Dr. Keys from CMSD about the All City Arts exhibit.

On January 13 Caroline Han from Foreign Literature attended the Evergreen Senior Tower resident's meeting and distributed 47 Korean and Chinese language booklists to 15 residents in attendance. On January 21 Mary Torres visited Eastman Branch to plan future outreach programs aimed at neighborhood schools. Victoria Kabo forwarded new material blurbs and Fine Arts music program information to 126 patrons. Caroline Han forwarded emails to over 600 patrons informing them of MLK holiday and new material information. Michael Jacobs sent over 1,200 emails to patrons informing them of MLK holiday and upcoming Fine Arts musical program.

Interlibrary Loan staff is working to create a single consistent web site with useful content. In addition, an online request form for the site is being developed allowing patrons to submit ILL requests online.

Fleet Branch Manager, Rekiat Olayiwola visited and toured the History department on January 28.

John Skrtic has met with various agencies inside City Hall to introduce himself as the new PAL Manager. An email blast will be sent to all City Hall agencies in early February discussing the change in management and new events at the Library.

Mark Moore from Social Sciences attended a sustainable Cleveland 2019 Public Compact meeting on January 21 and is working on a draft Wikipedia entry for "The Cleveland Commitment." Harriette Parks sent 25 Scholarship Opportunities for Ohio High School Senior Students forms to Olivet Institutional Baptist Church's tutoring program.

Donna Willingham from Youth Services continued her visits to Old Stone Church and Kidztown to conduct story time. Due to staffing, regularly scheduled story time and increased demand of groups coming to visit the Youth Services Department, her visits were reduced from weekly to bi-weekly.

Collections/Reference:

Fine Arts Manager Pam Eyerdam and staff reviewed the Billboard Standing Order selections and made adjustments according to genre. Librarians spent time with Kent Intern Charity Thomas on music reference resources and

desk duties. New procedures for processing of new books were developed that involve more of the librarians time due to the retirement of clerk Mary Ann Weber. A "New Book Shelf" area was set up to be more visible for patrons to review. Bruce Biddle set up a FINE ARTS Google Docs account so staff could share documents from multiple PCs in the department. and save on server space. Biddle took over retired clerk (Weber) duties of maintaining serials assignment sheet.

Senior Clerk Rhonda Green from Special Collections began to train Subject Department Clerk Magie Lannum to process ILL and Special Collections CRC requests (Green retires Feb 26, 2010).

Amy Dawson assessed books in Arabic, Persian, and Farsi for cataloging. She found extensive documentation related to the Howell & Thomas collection (2003) including an appraisal value worth \$136,400.

Lissa Waite inventoried a collated volume dated 1655 to verify maps - six are intact. *Newe welt vnd americanishche by Gottfirend* is one of the "nicest" volumes in the collection containing maps of the new world- beautiful binding, well preserved, and all maps accounted for.

In January, Foreign Literature staff added 30 new patrons to the department's mail/email listserv and assisted seven homebound patrons and Service Desk staff responded to 268 phone reference queries.

Pam Benjamin and John Skrtic visited the Cleveland Law Library and met with its director, Kathleen Sasala, on January 11.

The Photograph Collection has submitted an order for 153 postcards of Cleveland. The postcards are of buildings, monuments and scenes of Cleveland in the 1900's.

John Skrtic is working with Preservation to send new materials from the PAL sub-basement for repair. Vilray Russell has been training Skrtic on how to pay for the law bills for the Law Department. Subject Department Clerk, Brenda Robinson has been extremely helpful in explaining day to day duties that need to be handled at PAL. Ms. Herroon, is weeding to make room for 2010 book orders.

Science and Technology staff continues the weeding project begun in May 2007. At that time the department held 30 overflow trucks. Reference area from TP to the end of the collection has been weeded. Rose Mary Hoge and Elvira Baron are weeding in the R section of the circulation area. Currently, there is no shifting backlog in 9th floor stack areas. Ordering book materials has commenced and is on pace for 2010.

Social Sciences book ordering started up again with a large number of items for the Cleveland Sports Research Center being ordered. Ms. Travka received a favorable report from the Foundation Center on their visit and evaluation of our collection. Harriette Parks assisted in training new practicum student Rachel Sanders on KnowItNow. David Furies, Olivia Hoge, and John Skrtic worked at the Rockport Branch on January 28. Thanks to their combined efforts, over 600 books were weeded during the day, allowing for easier patron access to the shelves and more prominent display of new materials.

January was a month of collection assessment of the Youth Services. Shelf division staff and Youth Services staff Jen Wihebrink and Tatiana Shneyder are doing a thorough shelf reading of non-fiction so books can be shelved more effectively and efficiently. At one time, fiction was separated into two sections by grade level. Jen Wihebrink is working to inter-file these two sections of fiction. Tia Pearson created a "magazine tracker" spreadsheet to replace the old card file system. She also organized the magazines on the floor, putting those that would be of interest to parents and young children near the board books. Some weeding was done during the month and four carts of miscellaneous material were sent to shelf division for the book sale. Comic books were extensively weeded, with a year's worth of withdrawn comic books being sent to the book sale. Books on cassette were also weeded and five boxes were sent to the book sale. While much "sight weeding" is being done right now, a more thorough weeding will begin in February.

The "pull list" is a work in progress, and there has been some improvement. The high for number of items on the list in the first two weeks was 192, with a low of 93. The high for the last two weeks of the month was 127 with a low of 61. This is due, in part, to items being marked missing after a few search attempts. The

average number of items found this month was 43%. This will continue to improve as weeding and organization of the collection are done.

There is still a huge challenge ahead to define what should be in the stacks area. Many items in stacks are not labeled stacks in the catalog and many items on the floor are labeled stack in the computer or belong in stacks, but are not labeled.

Collection Management has agreed to assist in ordering new materials for Main Library Youth Services for the next few months. Sandy Nosse and Jen Wihebrink will be creating lists of replacement materials. Two lists were created and sent to Acquisitions in January. The pace will be increased in February.

Staff/Professional Development:

Cindy Lombardo was a guest at the Audio-Video department's staff meeting. The meeting agenda included an overview of circulation statistics, an overview of policies and procedures and the importance of providing excellent customer service, an update on the DVD floating collection, and a discussion of helpful tools to use when searching for audio-visual materials.

On January 29, Joseph Parnell from Business, Economics and Labor, received recognition for 30 years of service to the Cleveland Public Library. On January 27, Susan Mullee and Sandra Witmer participated in a webinar titled "CUSIP 101," sponsored by CUSIP Global Services. On January 21 and 28, Aaron Mason participated in webinars sponsored by Early & Associates. The topics were "Creative Workflow: Marketing Resource Management and Digital Asset Management," and "Practical Asset Reuse - The Role of Taxonomy & Metadata."

Fine Arts employee Oksana Kraus attended ALA Midwinter. Michael Dalby attended a CPL blog committee meeting and assisted CPL blog committee with graphics and posting of other entries.

On January 15-16, 2010, Caroline Han from Foreign Literature attended "Think Globally, Act Globally" US librarian team training sponsored by IMLS grant funding.

General Reference Manager Pam Benjamin met with Felton Thomas, Cindy Lombardo, and Ellen Leavitt on January 27 to discuss the opening session for the 2010 Management Training Series. She met with Ms. Leavitt and Melissa Lattanzi that same day for a conference call with Pat Wagner, who is to be one of the presenters in the series. Tonya Jacobs coordinated the vendor- led training webinar on *Novelist Plus* held on January 26 and 27 for the CLEVNET Training special interest group. She also worked with Youth Services to coordinate a Novelist K-8 training webinar for their February staff meeting. Jacobs met with Anastasia Diamond-Ortiz and Merce Robinson to revise the grant proposal to the State Librarian of Ohio regarding the traveling technology gadget toolkit. Ms. Benjamin participated in the online *Twenty-first Century Reference Collections* webinar on January 12. Eddie Johnson participated in the online *OCLC Resource Sharing and ILL* webinar on January 26.

Justin Holt, Lending Clerk, participated in the NEO-RLS webinar *Web 3.0? Taking 2.0 to the Next Level*. Daniel Oreskovic met with Benjamin and Annette Segall from Northeast Ohio Voter Advocates along with Sequoia Brown from Social Sciences Department.

PAL Librarian Elaine Heron will take the place of Mr. Skrtic on the Seniors Day Committee for the city of Cleveland. Social Sciences staff member David Furies worked at PAL for one day during the month. Mr. Furies is being trained to serve as a backup for staff if needed.

Rachel Sanders from Kent State University began her practicum in Social Sciences on January 19. Subject Department Librarian Sequoia Brown was the successful candidate for the position of Senior Subject Department Librarian at OLBPD. Ms. Brown's last day in Social Sciences will be February 12. Subject Department Library Assistant David Furies volunteered to work at Public Administration with John Skrtic for six hours on January 27.

Science and Technology staff continues its tradition of excellence in the face of managerial absence and extreme short staffing. Jim Bettinger has resumed scheduling all department staff in the three major areas: Saturdays, weekly, and daily. This has resulted in

increased morale, less confusion in recording time schedules, and a more clear definition of each staff member's role.

Youth Services Manager Sandy Nosse attended the combined Branch and Main Manager's Meeting and a special Manager's Meeting on January 14. Jennifer Wihebrink attended the monthly Youth Services meeting. Donna Willingham attended a Music Committee meeting. Sandy Nosse assisted with opening preparations for the Rice Branch and assisted at the grand opening with the welcome table and children's area and crafts.

WEST TEAM SUMMARY

New developments and familiar annual events took place on the West Team in the first month of the new decade. News from the CMSD about future school closings brought questions about established service areas and the role of the Library in assisting students in this transition. Census training was held at all locations, and additional bilingual classes were scheduled at Fulton. Appointments for tax preparation began. West Park and Carnegie West managers, Susan Martin and Bill Bradford, assisted in the opening of the new Rice Branch. Winter Reading Club returned.

Added computer instruction sessions and programs for youth were reported by Carnegie West and West Park, respectively. South Brooklyn featured a successful juvenile program to commemorate the Martin Luther King, Jr. holiday. MyCom began classes at Rockport and West Park through the Bellaire-Puritas Development Corporation. Brooklyn noted increased WiFi use in its meeting room.

Several West Team branches have experienced increased attendance and circulation; most reported a high demand for DVDs. Rockport and Walz noted significant increases in this activity; all branches report the time involved in retrieving and storing discs is impacting customer service. South Brooklyn noted the need for Computer Aides to divert attention from computer instruction to perform circulation and reference duties. The floating collection has provided an array of choices that has made the DVD collection even more popular and discussion has begun to explore solutions that may reduce the time staff is involved in the storage and retrieval of this

material. Collection Development Manager Rollie Welch and Laura Mommers provided suggestions and insight in these efforts.

Actions to improve access to materials included plans to move the Large Print collection so that seniors can browse more easily at Fulton. A weeding team organized by John Skrtic assisted Rockport in withdrawing outdated materials from the Adult Reference and LC areas. Extensive reorganization and weeding were coordinated at Lorain under the direction of Cheryl Diamond, Woodland Branch Manager, as she and the staff continued toward the goal of making patrons' access to items quicker and more effective. Lorain has greatly benefited from Ms. Diamond's management during the remodeling of Woodland and the contribution staff members made was been exceptional. Her direction of the staff and resources of the branch during a time of emergency benefited the community when the Red Cross used the building as a reception site for residents who had been displaced by an explosion on West 83rd Street.

EAST TEAM SUMMARY

MAJOR PROJECTS:

- Cleveland Public Library presented the 25th Annual Martin Luther King, Jr. commemorative program on Monday, January 18, 2010. The theme was "A Dialog on Leadership in the Community." A panel discussion lead by State Senator Nina Turner, 25th District, with panelists, Thione Naing, Chairmen of International Relations for the Young Democrats of America, Jeff Johnson, City Councilman Ward 8, Sonya Pryor-Jones, Executive Director Metropolitan Cleveland Consortium of STEM, Pastor R.A. Vernon - Founder and Pastor of The Word Church, Honorable Michael Ryan, Associate Judge Cleveland Municipal Court, Rachel D. Wilson, CEO/Founder of The Dream Institute International. Musical selections were provided by The Hue People and Obie Shelton. Six hundred participants gathered to celebrate Martin Luther King, Jr. Day. The Gallery was full to capacity and there were two stations set up on the first floor with monitors for people to follow the program. Light refreshments were served after the program.

- East Team Branches are adjusting to the Cleveland Metropolitan District's Transformation plan. The plan calls for schools in the district to close and branches serving these schools will be impacted due to the loss of student participation in communities.
- East Team Branch managers are also adjusting to the new reorganization plan that was presented to managers on January 14, 2010.
- Sheba Marcus Bey, Public Service Manager East assisted in prepping the Rice Branch for its grand opening on January 23, 2010. She also functioned as a hostess by greeting patrons visiting the branch for the first time. Branches in the East Team supported the opening by supplying books to fill the shelves.
- Glenville Branch kicked off a Business Plan Writing Class that will run for 12 weeks. The class is free and open to the public and patrons meet each Tuesday evening from 5:00pm-8:00pm in the meeting room. The course work allows participants to develop skills in researching business ideas, gain access to loans, and craft marketing strategies.
- E. 131 developed presented a program in celebration of the Martin Luther King, Jr. Day Holiday. The program was presented at Murtis Taylor Community Center. Youth Librarian, Yvette Hamilton youth engaged in activities that included games and puzzles that outlined the life of Martin Luther King Jr.

CENTRAL TEAM SUMMARY

On Saturday, January 23, 2010, Cleveland Public Library celebrated the opening of the new Rice Branch Library. After months of discussion and planning, and approximately two years of construction, an architecturally pleasing, environmentally friendly, state-of-the-art, new Rice Library opened to the community. The library dedication program included remarks from the Director of Cleveland Public Library and many community partners involved in the project. Ali Boyd, Manager of the Rice Branch, was the concluding speaker and he introduced the entire Rice Branch Library staff to the community. A ribbon cutting ceremony officially opened the new branch. Following the presentation, the afternoon long celebration included music, storytelling, crafts, and refreshments. The

program was very well attended and enthusiastically received by the public.

Central Team Branch Highlights include:

- Rekiat Olayiwola, Manager of the Fleet Branch, is overseeing the operation of the Broadway Branch.
- The Garden Valley Branch Library presented a family program, "Dictionary with a Twist." Families worked as a team learning definitions and spelling.
- The meeting room at the Jefferson Branch was used throughout the month of January by school groups, neighborhood groups, the Tremont Development Corp, the North of Jefferson Block Club, and the United States Census Department.
- The United States Census Bureau employment testing sessions are well attended at the Sterling Branch Library. In addition, the Sterling Branch will house many of the Beechbrook Agency programs for which that agency received a \$50,000.00 grant from the Sisters of Charity.
- Noreen Bobersky, the Children's Librarian at the Union Branch Library, announced her retirement from the Library at the end of February, 2010.
- Renovations continue at the Woodland Branch Library.

TECHNICAL SERVICES

Patricia Lowrey, Technical Services Administrator, attended the Martin Luther King, Jr. program and the Rice Branch Grand Opening ceremony. She and Cindy Lombardo, Public Services Administrator, met with Dawntae Jackson from Human Resources to develop an emergency pandemic plan. She met with Ann Marie Wieland and Lynn Roderick of the Planning & Research Department to discuss their takeover of the Harvest for Hunger 2010 campaign.

Ms. Lowrey and the Technical Services managers and supervisors attended the two training sessions on the 14th. She hosted the Recognition Reception for retirees, 30-Year Club inductees, and other honorees. Ann Olszewski, Preservation Manager, and Archivist Ann Marie Wieland were honored with the WOW award of the year at that event. Ms. Lowrey attended the Administrators' Retreat on the 30th.

High Demand: The staff ordered 1,926 titles and 10,989 items. They added 655 titles and 14,646 items to the catalog. Using directions and guidance supplied by the Catalog Department, staff taught themselves how to use the Zebra backup printers. Carole Brachna, High Demand Manager, cleared up problems with orders that didn't roll into 2010 for various reasons.

Shelf/Shipping: The department sent out 180 boxes and telescopes of new materials to the Rice Branch for the opening of their new building. Book Preparation staff assisted with stamping and labeling materials for that collection. A total of 249 requests from the storage collection were sent to the Main library. A total of 1067 telescopes of new materials were sent to the Main Library and the Branches.

Receiving/Distribution Technicians received, sorted, and labeled a total of 25,657 items. They were trained on updates to the mail system. Juanita Turner, Acting Shelf/Shipping Supervisor, attended the Martin Luther King Jr. program and the Rice Branch Grand Opening.

Collection Management: Collection Management staff welcomed Pam Pressly to the department. Ms. Pressly is taking over the Collection Management Assistant duties following the retirement of Cheryl Fedorcio. Rollie Welch, Laura Mommers and Bonnie Bolton all pitched in to assist Ms. Pressly in learning the new job.

The new Rice Branch opened on Saturday, January 23 and Collection Management staff attended the opening. Mr. Welch, Ms. Bolton and Ms. Mommers were pleased to see the new materials ordered by Collection Management displayed on the shelves and checked out by patrons. Ms. Mommers conducted a face-to-face meeting with members of the Music Committee giving instructions on the mechanics of the Music Blog.

Mr. Welch attended the American Library Association Midwinter Conference in Boston. He continues to serve on the Young Adult Library Services Association (YALSA) Best Books for Young Adults (BBYA) committee. Mr. Welch's latest online column for Library Journal, *The Word on Street Lit*, was published on January 21; he had a review appear in The Cleveland Plain Dealer book section on Sunday, January 24.

Catalog: Elizabeth Hegstrom worked with Sandy Jelar-Elwell and Alicia Naab, Acquisitions, and Juanita Turner, Shelf/Shipping, to develop procedures for adding mass market juvenile and young adult paperbacks to item records in Technical Services. Dawn Grattino created collection level records for early 20th century Great Lakes shipping lines pamphlets and for a collection of 19th century Ohio newspapers. Staff cataloged 6,103 titles and added 15,264 items for CPL.

Preservation: Preservation staff selected and framed art works to hang at Rice Branch for the grand opening of the new facility. Seven WPA prints by Kalman Kubiny and Sheffield Kagy were hung in the meeting room; three reproductions of paintings by Paul Riba (created for the Public Works of Art project 1933-34) were hung in the children's area, and four Cleveland scene silk screen prints were displayed in the computer room. A silkscreen print by Cleveland artist Eugenie Torgerson was hung in the front entrance hall.

A facsimile copy of the 1914 Cleveland City directory for the History department was completed. For the Digital Projects Committee, an additional 122 Jasper Wood collection negatives were scanned and loaded into CONTENTdm. Also for the committee, twelve Cleveland Zoning board photos of the Hough neighborhood were loaded. Gloria Massey performed image enhancement editing for Volume 2 of the Cleveland Town topics (1888), a weekly periodical which was scanned from the microfilm. In collaboration with archivist Ann Marie Wieland, the metadata for Rice Branch photographs in the CONTENTdm collection was revised to include the new address for Rice Branch.

Preservation Manager Ann Olszewski was honored to share with Archivist Ann Marie Wieland the 2009 WOW award, presented by the director on January 29. As a former Archivist, Ms Olszewski enjoys sharing knowledge of CPL history, architecture, and artworks with a wider audience, especially through the annual Friends of CPL art and architecture tours. The 2010 tour will visit Fulton, Brooklyn, and Eastman branches in August.

Acquisitions: Sandy Jelar Elwell and Alicia Naab worked on editing and entering the 2010 fiscal year budget numbers in Sirsi. Once this work was completed, Acquisitions staff began placing orders, processing invoices, and receiving material on January 15th.

Ms. Naab met with Beth Hegstrom and Juanita Turner to setup procedures and develop instructions for the processing of juvenile and young adult paperbacks. Ms. Naab also attended the Neighborhood Team Managers meeting and trained them on the new procedures for adding uncataloged materials. Serials staff began using the uncataloged barcodes generated by the Automation Department to inventory circulating magazines for the Main Library Subject Departments.

Acquisitions staff ordered a total of 11,395 titles and 12,887 items, received 11,082 items, and processed a total of 1,573 invoices. Serials staff added 182 items and processed 86 periodical and serial claims.

Book Preparation: Materials Processors completed work on 37,565 items in January. Marisol Adorno and Maria Russell volunteered to assist Shelf/Shipping with some Rice materials and the entire departmental staff worked together as a team to get all of the new materials processed for the Rice Branch grand opening.

MARKETING & COMMUNICATIONS

Activity in the Marketing and Communications Department did not slow down to welcome the New Year. A full agenda of programs were marketed, with planning for the year taking priority. The first-ever complete Program Guide, having been produced and distributed in December, showed the value of preparation and planning, and considerable effort was given to regenerating a *Speaking Volumes* community e-newsletter for a bi-monthly release, beginning for 2010 in February.

Public Relations:

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:

- Featured December and January events on online community calendars, the Library website, the CPL Facebook page, Twitter and Flickr accounts. Wrote copy and forwarded with graphics to Webware staff.
- Distributed decals for all CLEVNET libraries to display as "Proud member of CLEVNET library cooperation."

- Wrote and edited copy for the staff newsletters.
- Wrote, distributed and followed up on the following press releases:
 - Special Board Meeting January 7, 2010
 - Winner of the 2010 Norman A. Sugarman Children's Biography Award Announced January 12, 2010
 - 25th Annual Martin L. King, Jr. Commemorative Program January 18, 2010
 - CPL Joint Finance/Human Resources Committee Meeting January 19, 2010
 - CPL Board of Trustees Meeting January 21, 2010
 - Special Board Meeting January 26, 2010
 - Woodland Branch Reopens April 24, 2010
- Promoted library events in University Circle's "Inner Circle," *Call and Post* newspaper, *CP2* newspaper, WZAK Cleveland 93.1, RealNeo, Ohio.com, Plugged In Cleveland, Singles Events Guide, Cleveland.com, WKYC TV 3, *The Plain Dealer* Newspaper, Ohio Library Council's Access Newsletter, Cleveland.com and National Public Radio.
- Began new pilot procedures for the public distribution of literature.

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

- Attended or held regular weekly meetings with Director and Deputy Director, Administrators, Graphics Manager and Administrative Assistant.
- Attended regular monthly meetings of Branch Managers, Main Library Managers, and Board of Trustees.
- Attended Mayor Jackson's swearing in at City Hall.
- Met with VOCUS PR Management personnel to discuss implementation of new software.
- Coordinated interview space at the library for CBS News 48 Hours producer.
- Met with Social Sciences staff, RGI Exhibits and Hall of Framers Sports Memorabilia to plan the new Sports Research Center collection.
- Attended a Rice and MLK program meeting.
- Met with Stacy George, Around the World game creator, to discuss possibilities of using the educational game for Cleveland patrons.
- Met with Carlos Latimer regarding the sound design of the LSW auditorium.

- Met with Cleveland Indians representative Christie McGucken regarding the launch of the Cleveland Sports Research Center and CLEVNET/CPL Library Night with the Indians.
- Attended annual Martin L. King. Jr. Commemorative program.
- Took *Call and Post Newspaper* reporter James Wade on a pre-opening tour of the new Rice Branch and provided a media kit.
- Met with Carlos Ramos of *Cleveland Scene Magazine* to plan promotional opportunities for the year.
- Coordinated photography and media relations at the opening event at the new Rice Branch.
- Attended media training at Falls Communications.
- Worked with Chrystal Carr-Jeter, Programming Manager, on numerous occasions throughout the month on procedures associated with programming and marketing programs.
- Met with Ron Antonucci, Public Services Manager, Literature Department, on numerous occasions regarding the Writers and Readers author series event planning.
- Attended Anisfield-Wolf planning team meeting.
- Facilitated press conference for Greater Cleveland Partnership held in CPL Board Room.
- Attended a retreat for CPL Administrators to discuss the restructuring of Main Library.
- Photographed the Works of Wonder (WOW!) award presentation for Mobile Services staff.
- Attended presentations by three companies who responded to the library's Request for Proposal for a website redesign, along with the Website Redesign Team: Bob Carterette, Automations Administrator; and Amy Pawlowski, Web Applications Manager; and David Reynolds, Web Specialist; Timothy Diamond, Special Assistant to the Director.

Graphics:

- Cathy Poilpré and staff designed, printed and/or produced 142 printed pieces, including slides for the lobby message display, banners, signs, postcards, fliers, invitations, award certificates, forms, programs, routing slips and calendars.
- Four (4) staff newsletters were produced; WOW award recipients were photographed and posters were produced; the MLK calendar was designed and

printed; Music at Main promotional pieces were designed; two sets of posters and bookmarks for the Playhouse Square series and two sets of bookmarks for Cleveland Playhouse; ads were done for *African American Lifestyle* magazine and *Call and Post Newspaper*.

- Cathy Poilpré attended the quarterly managers, managers training and Board of Trustees meetings.

Web: (relating to Marketing and Public Relations)

- 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.
- The Blog Committee (Amy Pawlowski, Web Manager; Steven Capuozzo, Subject Department Librarian; Kathryn Feeley, Addison Branch Manager) posted several blogs to the library website, including the Connect Ohio survey for Planning and Research, Rice Branch opening, and Saving Langston Hughes' Home.
- Set up a page on the Staff Center for posting of 2010 retirement announcements and party invitations.
- Highlighted Winter Reading Club on the library website.
- Facilitated meetings with Website Redesign Team (Robert T. Carterette, Automation Administrator; Timothy Diamond, Special Assistant to the Director; Amy Pawlowski, Web Manager; David Reynolds, Web Specialist; Tena Wilson, Marketing & Communications Administrator) to attend presentations from three prospective vendors (Optiem, Falls and Aztek, DigiKnow), culminating in the recommendation for the best and most cost effective proposal from DigiKnow.

Other:

- The Library received coverage or references on at least 69 occasions in January with an ad value exceeding \$38,462 to an audience exceeding 4,438,421 people. A complete listing and printout of all publications is available in the Marketing and Communications office.

BUILDINGS SERVICES

The Buildings Office completed numerous branch inspections and continues to monitor utility bills. We have attended weekly construction meetings for Woodland to insure that the construction is proceeding according to plans and moving in a timely manner. Attended pre-bid meeting for a new roof at Woodland and a bid was accepted.

Maintenance mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The pump bearing on hot water pump #1 was replaced at Glenville. The fan motor on air handling unit #9 was replaced at Lakeshore. The humidifiers for air handling unit #1 and #6 were serviced and several heating elements in air handling unit #5 were replaced at LSW. Hand dryer was installed in the men's restroom at MLK. The pressure regulating valve for water make up on the boilers was replaced at Mt Pleasant. Lighting upgrade has started at Union.

The Carpenters concentrated there efforts on the opening of the new Rice branch. The painters were making repairs and touch up painting in Main and LSW.

The Garage has installed front and rear breaks and serviced the front end of truck #21. Shocks, oil filter and steering gear box were replaced on trucks #5 and #12.

SECURITY OPERATIONS

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

Security Systems: The closed circuit television cameras in the Main Library complex and Branches are fully operational. The access system in the Main Library Complex, Lakeshore, Memorial-Nottingham and Garden Valley are installed and operational. The Access systems and Burglar alarm system at the Rice branch are in the process of being installed.

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational. Burglar and no close alarms are documented in the Security Operations Alarm Log book and followed-up by a Security Supervisor on a daily basis. Reports are also produced by Security Operations tallying the alarms and types for each branch for follow-up and training purposes. Branch staff caused 2 alarms that Cuyahoga Valley Patrol responded to.

Duress buttons are tested monthly at all stations in the Main Library Building, Louis Stokes Wing, Lake Shore Facility, and at branches. Three new duress buttons were add to the security system two in the COPA office and one on the tenth floor Main Library Office

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

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

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

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

Lost and Found: 7 items were returned to their owners by Security Operations.

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

Branch Patrol: The three units of the Security Operations Branch Patrol made a total of 612 visits to branch libraries.

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

Branch Patrol supervisors are continuing to investigate Security Irregularity reports from the branches. Security Operations produces reports each month summarizing branch location, type of incident, and time of the incident to ensure coverage at the branches is adequate. Branch Patrol Supervisors conducted 31 branch investigations the remaining investigations and security reports were completed by security officers working in the Main Library Complex.

SUMMARY OF IRREGULARITY REPORTS RECEIVED			
MONTH	2009	2010	CHANGE
January	63	50	-13
February	52		
March	76		
April	55		
May	50		
June	63		
July	60		
August	59		
September	53		
October	70		
November	51		
December	53		
Year to Date	705		

AUTOMATION SERVICES

CPL Projects

Responses to an RFP for the development of a new web site were reviewed by Amy Pawlowski, Tim Diamond, Tena Wilson, David Reynolds and Bob Carterette. After evaluating responses, clarifying costs, and vendor presentations, DigiKnow Inc. was selected.

Automation staff assisted in the opening of the new Rice Branch. The branch was connected to the system wide fiber network; WiFi, phones, computers and printers were installed for the public and staff; information was presented on the Library web site; policies were configured for the automated system; and global changes were made to items to reduce staff effort. Computer, networking, and telephone equipment were removed from the old branch.

Special reports were created for South Brooklyn, West Park, Lorain, Fulton, Collection Management, and History.

The Management team and SEIU reviewed the new labor contract and recommended changes for inclusion in the final draft.

Software for registration and tracking of the Winter Reading Club was configured and Amy Pawlowski trained Youth Services staff. The Winter Reading club web site will be highlighted on www.cpl.org's homepage through the life of the program (February, 1 - March, 20.)

George Lenzer attended a joint Public Services manager's meeting to discuss plans for making SAM service more consistent. A long standing issue of disappearing print queues was also resolved.

A new data switch was installed to support the new COPA office. Phones were also installed and configured.

CLEVNET Projects

The CLEVNET Directors panel met. Major issues considered were: texting hold notices; procedures regarding payments for Lost materials; working with Unique Management using the debt collection module;

establishing an email list for fiscal officers; and current delivery problems with US Cargo. The agenda for the CLEVNET Directors meeting, held on January 29, was also established.

SirsiDynix released a catalog application for the iPhone. Server side applications were installed in a test environment, with the 3.3.1 release of the SirsiDynix software.

Cumulative statistics were compiled and published for 2009. The format of the report is designed to help complete annual reports for the State Library.

We ceased creating printed overdue notices for East Cleveland Public Library to save on postage charges.

Special reports were created for Huron, Hudson, and Lorain Public Library.

Software staff provided Directors' Station training via WebEx for Barberton Public Library.

The Zimbra email server was upgraded to version 5.

Worked with Barberton's consultant (Bob Rybka) to correct a DNS issue they were having when their hosting provider moved to a new IP address.

Assisted Twinsburg with the installation of Active Directory Integrated Unix password synch

KnowItNow

On January 2, the public was introduced to a consolidated service model, in place of the suite of three separate services: KnowItNow, HomeworkNow, and ReadThisNow. A new web site was launched and all marketing materials on the provider page were updated.

On January 12, a revised version of Academic KnowItNow was implemented to reflect the changes in the new consolidated service. Appropriately-sized KIN Academic logos for OhioLINK institution web pages were posted to the Marketing Materials at the KIN24x7 Provider site.

INFOhio is including KnowItNow in a new online learning initiative for teachers and school librarians they are

launching titled "21 Essential Things". Don Boozer is helping to create the content for the KnowItNow learning module.

Mr. Boozer is training Kent State University's School of Library and Information Science interns who will be helping to staff the KnowItNow service.

Promotional materials were provided for distribution at the Cleveland Municipal School District Family Resource Fairs on Saturday, January 30.

Meetings and Professional Development

Mr. Boozer attended the ALA Midwinter Meeting in Boston. Among other activities he presented the final draft of the VR Committee's *Guidelines for Implementing and Maintaining Virtual Reference Services* to the Reference and User Services Association's Standards & Guidelines Committee.

On January 25, Mr. Boozer attended an online meeting of the Collaborative Virtual Reference (VR) listserv members hosted by Ask Ontario's Virginia Roy. Staff from various VR services participated, included British Columbia, New Jersey, Oregon, North Carolina, and Washington.

Statistics

	January 2009	January 2010
OverDrive Downloads	11,480	17,236
Twitter Followers	384	1,585
Facebook Fans	Not yet implemented	1,990

Automation Services Statistics, 01/2010				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	60	57	33	150
CPL Branch	79	63	40	182
CPL Lake Shore	29	18	5	52
CLEVNET	41	27		68
PUBLIC				0
HARDWARE TOTAL	209	165	78	452
SOFTWARE				
CPL Main	15	15		30
CPL Branch	18	17		35
CPL Lake Shore	5	6		11
CLEVNET	53	53		106
PUBLIC				0
SOFTWARE TOTAL	91	91	0	182
WEBWARE				
CPL Main	13	13	7	33
CPL Branch	8	8		16
CPL Lake Shore	6	6		12
CLEVNET	5	5		10
PUBLIC	63	65		128
WEBWARE TOTAL	95	97	7	199
KIN				
CPL Main	3	3		6
CPL Branch	2	2		4
CLEVNET	5	4		9
PUBLIC				0
KIN Library	11	11		22
OHIOLink Library				0
After Dark	4	4		8
KIN TOTAL	25	24	0	49
GRAND TOTAL				
	420	377	85	882

Mr. Corrigan adjourned to the meeting at 1:06 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

EXHIBIT 1**CLEVELAND PUBLIC LIBRARY**

**Finance Committee
February 18, 2010**

GIFT REPORT FOR JANUARY 2010LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	352	352
Periodicals	32	32
Publishers Gifts	7	7
Non-Print Materials	<u>41</u>	<u>41</u>
TOTAL LIBRARY SERVICE MATERIALS	432	432

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ 1,861	\$ 1,861
Library Fund	Restricted	0	0
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	0
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>0</u>
TOTAL MONEY GIFTS		\$ 1,861	\$ 1,861

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	14	14	432	432
Money Gifts	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
TOTAL GIFTS	18	18	436	436

RESOLVED, That the Gift Report for January 2010 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40 (J) of the Ohio Revised Code.

Cleveland Public Library

Rice Branch Project Tracked Change Orders

Prepared By:
Andy Kuban

Board Meeting Date	Board Change Order #	Contractor Name	Type of Contract	Architect's Estimate	Original Award	1/22/2009 Change Order #1	2/19/2009 Change Order #2	2/19/2009 Change Order #3	5/21/2009 Change Order #4	5/21/2009 Change Order #5	6/18/2009 Change Order #6
		East West Construction Co	General Trades	3,152,926	2,560,600	Change Order #1 Electricity To Trailer 4,046.43	Change Order #2 Adhesive for Anchors (2,000.00)	Change Order #3 Electricity To Site 2,861.73	Change Order #4 Foundation To Sandstone Drive 7,890.00	Change Order #5 New Entrance, Fence, Gates, Tollists Hands-Free 2,141.92	Change Order #6 Relocate Trailer, Big Permits For Fence, Gates Others 2,913.48
		Harner Plumbing	Plumbing	88,252	114,300						
		TH Martin	HVAC	539,009	794,228						
		R. & M Heating and Air	Fire Suppression	42,225	54,000						
		Doan/Pyramid	Electrical	315,121	403,650						
		East West Construction Co	Technology	157,223	91,883						
		Total		4,284,796	4,018,661	4,046.43	(2,000.00)	2,963.73	7,890.00	2,141.92	2,913.48
											14,650.83

Cleveland Public Library Rice Branch Project - Tracked Change Orders

Prepared By:
Sandy Kuban

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

Cleveland Public Library
Rice Branch Project Tracked Change Orders

Prepared By:
Aidy Kuban

Board Meeting Date	12/17/2009	1/21/2010	1/21/2010	1/21/2010			
Board Change Order #	Change Order #12	Change Order #13	Change Order #14	Change Order #15	Change Order #16	Total Change Orders	Change Orders As % of Original
Contractor Name	Change Order #14 Credit on Shades	Change Order #15 Remove & Replace Broken Sidewalk	Change Order #16 Install Data Cables to HVAC	Change Order #17 Pressure Reducing Valve	Change Order #18 Rework Wires to Hide at Circ		
East West Construction Co	(979.71)	3,878.09	367.36	908.94	393.27	70,576.66	2.8%
Harner Plumbing						4,148.05	3.6%
TH Martin						6,522.50	0.8%
R. B. M Heating and Air						54,000.00	
Doan/Pyramid	Change Order #4 Supply Elec at Plumbing fixtures					10,558.00	2.6%
East West Construction Co	1,720.00					25,305.73	27.5%
Total	740.29	8,171.74	760.63			117,110.94	2.9%
	4,018,661						
	4,294,796						
	91,883						
	403,650						
	315,121						
	157,223						
	88,292						
	2,560,600						
	3,152,926						
	Original Award						
	2,560,600						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						
	42,225						
	88,292						
	114,300						
	794,228						
	54,000						

Cleveland Public Library

To Sandra Kuban
From Myron Scruggs
Date February 10, 2010
Subject Change Order #016 (General) and #003 (Technology) East West

Change Order #016

This change order is needed to install data cable to the Siemens Control panel per HVAC control requirements. The total cost for this is \$367.36.

Change Order #003

This change order is needed to rework the Circulation desk to hide the wires. The total cost for this is \$393.27.



AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): New Rice Branch Cleveland Public Library Corner of Shaker Boulevard and E. 116th Street Cleveland, OH 44104	CHANGE ORDER NUMBER: T003 DATE: 08 February 2010	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): East-West Construction Co., Inc. 7120 Harvard Avenue Cleveland, Ohio 44105	ARCHITECT'S PROJECT NUMBER: 07049 CONTRACT DATE: September 30, 2008 CONTRACT FOR: Technology Contract	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Refer to attached Exhibit "A" and related backup materials for this Change Order. The "net change by previously authorized Change Orders" is \$21,527.15 because Change Order T002 is still in process.

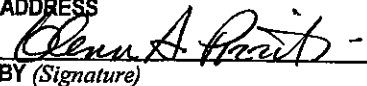


The original Contract Sum was	\$ 91,883.00
The net change by previously authorized Change Orders	\$ 21,527.15
The Contract Sum prior to this Change Order was	\$ 113,410.15
The Contract Sum will be increased by this Change Order in the amount of	\$ +367.36
The new Contract Sum including this Change Order will be	\$ 113,777.51

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

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

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

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

<u>Bostwick Design Partnership</u> ARCHITECT (Firm name)	<u>East-West Construction Co., Inc.</u> CONTRACTOR (Firm name)	<u>Cleveland Public Library</u> OWNER (Firm name)
2729 Prospect Avenue, Cleveland, OH 44115 ADDRESS	7120 Harvard Avenue, Cleveland, OH 44105-7307 ADDRESS	325 Superior Avenue, Cleveland, OH 44114-1271 ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Glenn A. Pizzuti, AIA, Vice President (Typed name)	Chad Patel, Project Manager (Typed name)	(Typed name)
<u>08 FEB 2010</u> DATE	DATE	DATE



GENERAL CONTRACTORS • CONSTRUCTION MANAGERS

7120 Harvard Avenue

Cleveland, Ohio 44105-7307

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

www.eastwestconstruction.com

CERTIFIED MINORITY BUSINESS ENTERPRISE

January 12, 2010

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

Re: **Add Cat 6 Data cable to Siemens Control Panel**
New Rice Branch Library
BDP Project No. 07049

Dear Mr. Wahl:

East-West Construction Co., Inc. is pleased to provide the following proposal including all labor, material, equipment & supervision to install the Cat 6 Data cable to Siemens Control panel as per HVAC control requirement on 1/5/2010. This work is above and beyond what was owed to the owner per contract documents. Our total cost for this additional work is \$ 367.36 as shown below.

Material & labor to install Cat 6 Data Cable		\$271.28
Coordination, Supervision & Cleanup		\$65.00
	Subtotal	\$336.28
5% Profit		\$16.81
	Subtotal	\$353.09
2% Bond		\$7.06
	Subtotal	\$360.16
2 % Insurance		\$7.20
	Total	\$367.36

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


AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): Rice Branch Cleveland Public Library Corner of Shaker Boulevard and E. 116th Street Cleveland, OH 44104	CHANGE ORDER NUMBER: 016 DATE: 08 February 2010	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): East West Construction Co., Inc. 7120 Harvard Avenue Cleveland, OH 44105-7307	ARCHITECT'S PROJECT NUMBER: 07049 CONTRACT DATE: September 30, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Note, The net change by previously approved Change Orders is \$57,399.74 because Change Orders 013, 014 and 15 are still in process.

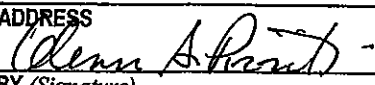
The original Contract Sum was	\$ 2,560,600.00
The net change by previously authorized Change Orders	\$ 57,399.74
The Contract Sum prior to this Change Order was	\$ 2,617,999.74
The Contract Sum will be increased by this Change Order in the amount of	\$ 393.27
The new Contract Sum including this Change Order will be	\$ 2,618,393.01

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

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

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

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

<u>Bostwick Design Partnership</u> ARCHITECT (Firm name)	<u>East West Construction Co., Inc.</u> CONTRACTOR (Firm name)	<u>Cleveland Public Library</u> OWNER (Firm name)
2729 Prospect Avenue, Cleveland, OH 44115 ADDRESS	7120 Harvard Avenue, Cleveland, OH 44105-7307 ADDRESS	325 Superior Avenue, Cleveland, OH 44114-1271 ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Glenn A. Pizzuti, AIA, Vice President (Typed name)	Chad Patel (Typed name)	Myron Scruggs (Typed name)
<u>8 FEB 2010</u> DATE	 DATE	 DATE



GENERAL CONTRACTORS • CONSTRUCTION MANAGERS

7120 Harvard Avenue

Cleveland, Ohio 44105-7307

Phone (216) 883-0446 • Fax (216) 883-0473

www.eastwestconstruction.com

CERTIFIED MINORITY BUSINESS ENTERPRISE

February 2, 2010

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

Re: **Install Valance to hide cable at Circulation desk(Revised)**
New Rice Branch Library
BDP Project No. 07049

Dear Mr. Wahl:

East-West Construction Co., Inc. is pleased to provide the following proposal including all labor, material, equipment & supervision to rework the Circulation desk to hide cables with Plastic Grommets per Owner request on January 25, 2010. This work is above and beyond what was owed to the owner per contract documents. Our total cost for this additional work is \$ 393.27 as shown below.

Material & Labor to install the additional grommets		\$295.00
Coordination, Supervision & Cleanup		\$65.00
	Subtotal	\$360.00
5% Profit		\$18.00
	Subtotal	\$378.00
2% Bond		\$7.56
	Subtotal	\$385.56
2 % Insurance		\$7.71
	Total	\$393.27

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

Cleveland Public Library

To Sandra Kuban
From Myron Scruggs
Date February 5, 2010
Subject Change Order #1 T & F Systems Inc. (Lorain Roof)

Change Order #1

This change order is needed due to the installation of the roof had to be pushed into the winter months to make emergency repairs to the concrete decking of the roof. The total amount for this work is \$1,707.31.

HWH ARCHITECTS ENGINEERS PLANNERS INC.

RECEIVED

FACILITIES

1300 East Ninth Street

Suite 900

Cleveland, Ohio 44114

216.875.1100

2010 JAN 14 AM 10:37

January 11, 2010:

Mr. Myron Scruggs
Facilities Manager
Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114-1271

**Reference: Lorain Branch Roofing
HWH Job Number A7153**

Dear Myron,

I have attached a Change Order Request from T & F Systems for cold weather work related to the Lorain Branch Roofing Project. We have reviewed this and agree that the amount requested reflects the actual additional time used. This work was completed but a formal Change Order was not issued.

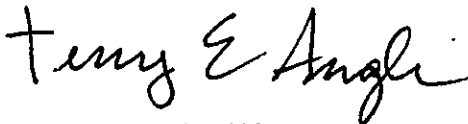
I have also attached a letter sent to us in December, 2008 regarding this work. The roofing work was delayed until winter months due to the emergency structural roof deck repairs. T & F Systems submitted a worst case cost request for winter work at the time of remobilizing the roofing crews.

They were directed to proceed. It was agreed to not work on Sundays due to cost and to monitor the extra time and material cost. There was not any weekend work and they did not need the additional adhesive kits referenced in their letter. The change order request represents three additional days of labor due the winter conditions. This work was performed by the contractor in good faith and we recommend that you approve a Change Order for the amount requested.

Please call if you need additional information.

Best regards,

HWH ARCHITECTS ENGINEERS PLANNERS INC.



Terry E. Angle, AIA
Vice President

TEA



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

January 11, 2010

Terry Angle
 HWH Architects Engineers Planners
 1300 E. 9th Suite 900
 Cleveland, Ohio 44114

Dear Mr. Angle:

There is some confusion to the extra that has not been paid or approved. Once we discovered the bad decking, it was necessary to remove and replace the decking. This delay pushed our installation into the winter months. The project was never scheduled or bid to install in the winter months. With every roofing system there are additional measures that need to be accounted for. In this case, there were delays in material set-up, relaxation, additional adhesives etc. We provided the Library a quote in December of 2008 which included the costs. Fortunately, we only ran into 3 days of the winter months that had effected our install. One manday was figured per day for the delays, totaling 3 mandays (\$569.10/manday), equaling: \$1,707.31. This was an extra cost that was incurred that was an unforeseen condition.

Please forward 1 _____ ary, so we can close the project.

With any questions, please call to discuss

Regards,


 Adam Koelliker.



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

LORAIN LIBRARY

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

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

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

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

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

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

Regards,

Adam Koelliker

Project Overview

STATEMENT OF WORK

To meet the recommended CPL deliverables, DigiKnow proposes to:

- Consult with CPL to review the current site, planned additions, as well as review CPL operations to determine how the web might be able to add to operational efficiencies. This planning will be done considering current best practices and best-of-breed technologies and methodologies.
- Consult with CPL to brainstorm additional ways to better connect to patrons and raise patron awareness of CPL collections and services. (optional part of marketing)
- Consult with CPL to create a gap analysis on what is provided by www.cpl.org and what is provided by other leading library sites in the country.
- Consult with CPL to review current patron information and CRM strategies and develop an online CRM strategy. The plan would cover online and offline promotion as well as an email communication plan. (optional part of marketing)
- Consult with CPL to review CMS options and assist in the selection process. (DigiKnow is recommending DotNetNuke, however we have experience with a variety of CMS solutions including Ektron, RedDot, Umbraco, SharePoint, Joomla, Mambo, Drupal, Cake, custom solutions and others)
- Conduct user research and testing onsite at library locations to gather direct patron feedback to determine usage patterns, as well as feedback on strengths and weaknesses of the current CPL site. We would also place a survey online on the current CPL site to gather the same information from visitors to the website.
- Develop a social influence marketing plan to ensure that CPL is making maximum and appropriate use of social networks. This would include recommendations on which social networks and sites to post content to, as well as which content would be appropriate on the chosen sites. Where appropriate, we will integrate with social networking sites from the CPL site.
- Develop a wireframe model and site map of the proposed CPL site for review by CPL as well as usability testing by site users and patron groups.
- Develop three design concepts, including updated graphics and navigation. Once approved, DigiKnow will develop sub-pages as well as templates for sub-level pages.
- Based on approved concepts, DigiKnow will develop new landing pages and templates for the 5 CPL subsites that match the new site design.

- From approved designs, DigiKnow will create template files. The templates will make use of browser detect scripts and be designed for a lowest common denominator browser for users without support for advanced technologies such as CSS, JavaScript.
- Develop a mobile web version of the CPL Site.
- Adobe Flash will be used as appropriate to further enhance information that is already displayed in text. Videos will be contained as appropriate throughout the site inside of a Flash player.
- Develop a complete SEO plan to ensure proper keywords and Meta tagging of all pages on the CPL site.
- Integrate Google custom search as the CPL site search engine.
- Implement Google analytics on the newly developed site.
- Implement the DotNetNuke CMS (or other CMS as chosen by CPL), including assistance with configuring the development, staging and production environments.
- Implement user authentication on the site so pages/sections can be password protected.
- DigiKnow will establish a knowledge base for the CPL site that will cover design standards, file structure, naming conventions and other standards to be followed. The knowledge base will be the primary repository of site related information for CPL and DigiKnow staff.
- DigiKnow will work with CPL to define the development/staging and production environments for the site, including source control, to ensure that best development practices can be followed.
- DigiKnow will configure and make available JIRA for use to submit trouble tickets as well as maintenance requests. Optionally, CPL can use the same system for internal site support as well.
- Develop a usability test plan that uses representative end users to provide feedback on the usability of the new site. Audiences would include CPL staff, association members, as well as general patrons.
- DigiKnow will integrate with the existing calendar of events package.
- DigiKnow will provide a 30 day warranty period after the launch of the site to remedy any issues that might unexpectedly arise.

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF CLERK TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JANUARY 1 - JANUARY 31, 2010

H. Susan Furber

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending January 31, 2010

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	4,464,000.00	0.00	0.00	0.00	4,464,000.00
42 Intergovernmental	1,755,001.58	13,003.67	0.00	0.00	1,768,005.25
43 Fines & Fees	33,323.28	0.00	0.00	0.00	33,323.28
44 Investment Earnings	56,348.27	10,299.43	0.00	3,396.77	70,044.47
45 Charges for Services	94,017.41	0.00	0.00	0.00	94,017.41
46 Contributions & Donations	0.00	1,861.27	0.00	0.00	1,861.27
48 Miscellaneous Revenue	1,958.90	0.00	0.00	0.00	1,958.90
Total Revenues	\$ 6,404,649.44	\$ 25,164.37	\$ 0.00	\$ 3,396.77	\$ 6,433,210.58
51 Salaries/Benefits	3,033,027.01	24,525.17	0.00	0.00	3,057,552.18
52 Supplies	94,627.07	0.00	0.00	0.00	94,627.07
53 Purchased/Contracted Services	378,558.43	17,659.47	0.00	0.00	396,217.90
54 Library Materials	383,713.64	6,619.10	0.00	1,410.62	391,743.36
55 Capital Outlay	12,196.76	0.00	487,731.64	0.00	499,928.40
57 Miscellaneous Expenses	2,312.71	0.00	0.00	0.00	2,312.71
Total Expenditures	\$ 3,904,435.62	\$ 48,803.74	\$ 487,731.64	\$ 1,410.62	\$ 4,442,381.62
Revenue Over/(Under) Expenditures	\$ 2,500,213.82	\$(23,639.37)	\$(487,731.64)	\$ 1,986.15	\$ 1,990,828.96
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	\$ 2,500,213.82	\$(23,639.37)	\$(487,731.64)	\$ 1,986.15	\$ 1,990,828.96
Beginning Year Cash Balance	\$ 29,806,256.19	\$ 10,234,794.92	\$ 7,553,771.11	\$ 2,426,168.38	\$ 50,020,990.60
Current Cash Balance	\$ 32,588,718.17	\$ 10,211,155.55	\$ 7,066,039.47	\$ 2,428,154.53	\$ 52,294,067.72

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending January 31, 2010

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	13,139,001.00	13,579,864.80	1,024,578.55	0.00	12,555,286.25
51120 Clerical Salaries	9,819,992.00	10,147,626.68	766,795.48	0.00	9,380,831.20
51130 Non-Clerical Salaries	464,799.00	505,710.60	99,496.92	0.00	406,213.68
51140 Buildings Salaries	3,574,445.00	3,701,771.36	292,564.47	0.00	3,409,206.89
51150 Other Salaries	1,707,991.00	1,766,099.08	134,800.45	0.00	1,631,298.63
51180 Severance Pay	0.00	53,622.48	62,559.54	0.00	(8,937.06)
51190 Non-Base Pay	208,805.00	214,891.16	18,026.25	0.00	196,864.91
51400 OPERS	4,036,260.00	4,183,578.87	328,345.75	147,318.87	3,707,914.25
51610 Health Insurance	3,505,479.00	3,505,479.00	269,981.60	0.00	3,235,497.40
51620 Life Insurance	73,430.00	73,430.00	5,964.34	0.00	67,465.66
51630 Workers Compensation	241,887.00	491,887.00	0.00	250,000.00	241,887.00
51640 Unemployment Compensation	0.00	11,507.66	0.00	26,507.66	(15,000.00)
51650 Medicare - ER	327,911.00	327,911.00	26,886.40	0.00	301,024.60
51900 Other Benefits	0.00	3,027.26	3,027.26	0.00	0.00
Salaries/Benefits	37,100,000.00	\$ 38,566,406.95	\$ 3,033,027.01	\$ 423,826.53	\$ 35,109,553.41
52110 Office Supplies	73,980.00	81,288.47	(1.86)	10,270.64	71,019.69
52120 Stationery	170,260.00	212,892.00	25,673.98	21,366.88	165,851.14
52130 Duplication Supplies	104,410.00	110,227.06	5,157.13	4,526.41	100,543.52
52140 Hand Tools	4,800.00	5,469.80	669.80	9.99	4,790.01
52150 Book Repair Supplies	111,211.00	113,809.45	725.22	2,929.40	110,154.83
52210 Janitorial Supplies	121,347.00	138,646.62	11,531.17	9,409.86	117,705.59
52220 Electrical Supplies	48,814.00	51,203.71	1,258.37	3,674.98	46,270.36
52230 Maintenance Supplies	111,985.00	123,245.70	2,861.36	18,928.36	101,455.98
52240 Uniforms	12,550.00	13,625.00	0.00	10,075.00	3,550.00
52300 Motor Vehicle Supplies	57,700.00	67,149.00	6,062.52	39,316.71	21,769.77
52900 Other Supplies	327,322.00	371,143.97	40,689.38	17,158.22	313,296.37
Supplies	1,144,379.00	\$ 1,288,700.78	\$ 94,627.07	\$ 137,666.45	\$ 1,056,407.26

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending January 31, 2010

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54210	1,529,822.00	1,819,889.63	2,735.90	287,506.13	1,529,647.60
54220	264,669.00	381,037.50	0.00	116,368.50	264,669.00
54310	1,588,354.00	1,757,800.12	91,112.78	156,196.51	1,510,490.83
54320	263,586.00	373,494.89	26,521.87	84,244.55	262,728.47
54325	643,847.00	687,371.12	14,091.79	72,752.44	600,526.89
54350	296,500.00	361,768.71	2,585.33	71,242.71	287,940.67
54500	1,404,016.00	1,785,654.86	12,254.09	527,965.86	1,245,434.91
54600	6,500.00	9,788.18	170.95	10,117.23	(500.00)
54710	85,874.00	132,224.65	1,282.65	45,068.00	85,874.00
54720	100,000.00	125,570.72	549.54	25,021.18	100,000.00
54730	10,000.00	10,969.53	224.42	10,245.11	500.00
54790	65,000.00	87,071.85	0.00	27,222.01	59,849.84
54900	1,000.00	1,000.00	0.00	0.00	1,000.00
Library Materials	10,674,635.00	\$ 12,873,488.27	\$ 383,713.64	\$ 2,200,664.83	\$ 10,289,109.80
55510	84,435.00	118,984.29	1,585.85	32,978.60	84,419.84
55520	129,326.00	151,926.66	4,309.68	18,326.66	129,290.32
55530	555,200.00	563,792.77	6,301.23	41,975.99	515,515.55
55700	51,000.00	51,000.00	0.00	0.00	51,000.00
Capital Outlay	819,961.00	\$ 885,703.72	\$ 12,196.76	\$ 93,281.25	\$ 780,225.71
57100	59,500.00	59,500.00	0.00	37,900.00	21,600.00
57200	1,500.00	2,075.77	197.58	1,313.21	564.98
57500	19,000.00	21,365.12	2,115.13	13,228.58	6,021.41
Miscellaneous Expenses	80,000.00	\$ 82,940.89	\$ 2,312.71	\$ 52,441.79	\$ 28,186.39
Advances	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
59900	3,000,000.00	0.00	0.00	0.00	0.00
Transfers	3,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	62,243,433.00	\$ 64,383,747.79	\$ 3,904,435.62	\$ 9,774,268.39	\$ 50,705,043.78

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending January 31, 2010

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	29,806,256.19	6,404,649.44	3,904,435.62	9,774,268.39	22,532,201.62
Total General Fund	\$ 29,806,256.19	\$ 6,404,649.44	\$ 3,904,435.62	\$ 9,774,268.39	\$ 22,532,201.62
201 Anderson	178,391.08	0.00	0.00	0.00	178,391.08
202 Endowment for the Blind	1,286,477.12	8,513.32	0.00	0.00	1,294,990.44
203 Founders	4,046,670.54	0.00	11,854.59	30,577.79	4,004,238.16
204 Kaiser	37,706.75	121.36	0.00	0.00	37,828.11
205 Kralley	135,692.44	0.00	0.00	288.68	135,403.76
206 Library	154,761.46	1,861.27	465.90	119.00	156,037.83
207 Pepke	83,531.57	174.09	0.00	0.00	83,705.66
208 Wickwire	949,604.55	399.97	460.00	2,366.09	947,178.43
209 Witke	55,831.04	28.83	0.00	0.00	55,859.87
210 Young	2,485,473.78	1,061.86	5,476.28	0.00	2,481,059.36
225 Friends	11,655.02	0.00	0.00	424.75	11,230.27
226 Judd	8,159.84	0.00	10,805.79	64,640.49	(67,286.44)
228 Lockwood Thompson Memorial	334,708.11	0.00	6,153.20	180,231.87	148,323.04
229 Ohio Center for the Book	1,500.00	0.00	0.00	492.00	1,008.00
230 Schweinfurth	11,370.07	0.00	0.00	9,279.54	2,090.53
242 Cleveland NCA Kiosk	12,306.51	0.00	0.00	89.49	12,217.02
243 Gates Foundation	119,600.00	0.00	0.00	0.00	119,600.00
244 Harvard CS Kiosk Project	8,179.65	0.00	0.00	1,011.24	7,168.41
251 LSTA-Library for the Blind	136,118.84	0.00	778.74	0.00	135,340.10
252 LSTA-Know It Now	170,379.10	13,003.67	12,809.24	160,497.60	10,075.93
253 MetLife-Fit for Life II	6,677.45	0.00	0.00	0.00	6,677.45
Total Special Revenue Funds	\$ 10,234,794.92	\$ 25,164.37	\$ 48,803.74	\$ 450,018.54	\$ 9,761,137.01
401 Building & Repair	7,553,771.11	0.00	487,731.64	1,241,818.57	5,824,220.90
Total Capital Project Funds	\$ 7,553,771.11	\$ 0.00	\$ 487,731.64	\$ 1,241,818.57	\$ 5,824,220.90

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2010

	<u>Beginning Year</u> <u>Balance</u>	<u>Year to Date</u> <u>Receipts</u>	<u>Year to Date</u> <u>Expenditures</u>	<u>Year to Date</u> <u>Encumbrances</u>	<u>Unencumbered</u> <u>Balance</u>
501 Abel	153,045.11	318.47	0.00	0.00	153,363.58
502 Ambler	1,457.48	0.00	0.00	0.00	1,457.48
503 Beard	102,790.43	160.46	0.00	2,294.00	100,656.89
504 Klein	3,455.59	0.00	0.00	0.00	3,455.59
505 Malon/Schroeder	196,359.74	0.00	0.00	0.00	196,359.74
506 McDonald	118,873.47	0.00	0.00	0.00	118,873.47
507 Ratner	58,116.64	287.39	0.00	0.00	58,404.03
508 Root	25,659.21	26.29	0.00	600.00	25,085.50
509 Sugarman	158,947.87	(78.98)	0.00	0.00	158,868.89
510 Thompson	108,568.42	142.47	0.00	0.00	108,710.89
511 Weidenthal	4,299.70	0.00	0.00	0.00	4,299.70
512 White	1,494,594.72	2,540.67	1,410.62	6,155.62	1,489,569.15
Total Permanent Funds	\$ 2,426,168.38	\$ 3,396.77	\$ 1,410.62	\$ 9,049.62	\$ 2,419,104.91
Total All Funds	\$ 50,020,990.60	\$ 6,433,210.58	\$ 4,442,381.62	\$ 11,475,155.12	\$ 40,536,664.44

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending January 31, 2010

Balance of All Funds	<u><u>\$ 52,294,067.72</u></u>
Chase-Checking	9,188.09
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(1,670,022.14)
KeyBank-MC/MISA	22,390.11
Fifth Third - Checking	149,756.33
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$(1,472,937.61)</u></u>
National City - Investments	28,909,451.93
NCB/Allegiant Money Market	4,283,350.35
KeyBank - Victory Fund	5,031,936.16
STAR OHIO Investment	4,060,102.11
Investments	<u><u>\$ 42,284,840.55</u></u>
NCB Endowment Acct	11,482,164.78
Endowment Account	<u><u>\$ 11,482,164.78</u></u>
Cash in Banks and On Hand	<u><u>\$ 52,294,067.72</u></u>

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

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
 For the Period Ended
 January 31, 2010

General Fund - Expenditures						
	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
Salaries/Benefits	38,566,407	3,456,854	35,109,553	9%	26%	
Supplies	1,288,701	232,294	1,056,407	18%	20%	
Purchased Services	10,686,507	7,244,946	3,441,561	68%	71%	
Library Materials	12,873,488	2,584,378	10,289,110	20%	18%	
Capital Outlay	885,704	54,755	830,949	6%	4%	
Other	82,941	45,992	36,949	55%	46%	
SUBTOTAL	64,383,748	13,619,218	50,764,530	21%	31%	
Advances/Transfers	0	0	0	0%	0%	
TOTALS	64,383,748	13,619,218	50,764,530	21%	30%	

Note (2): Appropriation of \$62,243,433 plus carried forward encumbrance of \$2,140,315.

Note (3): Subtotal includes 6% expended and 15% encumbered.

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
January 31, 2010**

General Fund - Receipts						
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year	
LLSGF-State Income Tax	27,738,384	1,755,002	25,983,382	6%	8%	
General Property Tax	19,726,368	4,464,000	15,262,368	23%	16%	
Rollback, Homestead, CAT	6,627,349	0	6,627,349	0%	0%	
Federal Grants	0	0	0	0%	0%	
State Aid	800,000	0	800,000	0%	0%	
Fines & Fees	300,000	33,323	266,677	11%	6%	
Investment Earnings	300,000	56,348	243,652	19%	12%	
Services to Others-Clevnet	2,400,000	94,017	2,305,983	4%	9%	
Miscellaneous	200,000	1,959	198,041	1%	5%	
Advances & Transfers	0	0	0	0%	0%	
TOTALS	58,092,101	6,404,649	51,687,451	11%	11%	

Note (1): Certificate from Cuyahoga County Budget Commission dated January 21, 2010.

**CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
January 31, 2010**

Strategic Plan Expenditures - In Millions																	
	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006		Year 4 - 2007		Year 5 - 2008		Year 6 - 2009		Year 7 - 2010		Year 8 - 2011		
	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	
Salaries/Benefits	0.797	0.797	2.199	1.868	3.097	2.546	3.349	3.083									
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118	0.021	0.021									
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845	3.000	0.435									
TOTALS	4.182	1.182	5.572	2.477	6.215	3.509	6.370	3.539									
Salaries/Benefits	3.622	3.425	0.000	1.461	0.000	0.000	13.064	13.180									
Library Materials	0.029	0.033	0.000	0.000	0.000	0.000	0.925	0.931									
Capital Projects (4)	3.000	1.163	0.000	4.627	0.000	0.484	15.000	7.790									
TOTALS	6.651	4.622	0.000	6.088	0.000	0.484	28.990	21.901									

Strategic Plan commitment to Cleveland's neighborhoods is to expend 1 mill of levy revenue for service improvements. One mill is estimated to generate \$5.643 million per year times 5 years for a total commitment of approximately \$28.213 million.

Note (4): \$3,000,000 was transferred to Building and Repair Fund on each December 31 - 2004, 2005, 2006, 2007 and 2009.

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
January 31, 2010

Strategic Plan Capital Projects - In Dollars					
	Budget	Expended Through 2009	Expended 2010	Encumbered	Balance
Branch Security Cameras	464,000	442,247	0	20,929	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	483,533	0	4,105	(335,628)
Woodland - Land	21,000	21,292	76	100	(468)
Woodland - Expansion/Parking	1,200,000	952,320	193,127	633,382	(578,829)
Rice	5,300,000	4,179,223	291,003	523,975	305,798
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	7,306,848	484,207	1,184,615	(741,240)
Walz					

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS - January 2010

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period January 1, 2010 through January 31, 2010.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
01/01/10 - 01/31/10	31	Various	Key Bank	Various	\$	27.77	Sweep Money Market
01/01/10 - 01/31/10	31	Various	STAR Ohio	Various		184.85	Investment Pool
01/01/10 - 01/31/10	31	Various	National City Bank	Various		10.65	Sweep Money Market
07/17/09 - 01/17/10	185	1,000,000	Federal Farm Credit Bank	2.000%		10,000.00	Federal Agency
07/20/09 - 01/20/10	185	2,000,000	Federal Home Loan Mort Crp	2.000%		20,000.00	Federal Agency
07/21/09 - 01/21/10	185	1,000,000	Federal Home Loan Bank	1.625%		8,125.00	Federal Agency
07/28/09 - 01/28/10	185	2,000,000	Fed Natl Mort Assn	1.500%		15,000.00	Federal Agency
07/29/09 - 01/29/10	185	250,000	Federal Farm Credit Bank	2.400%		3,000.00	Federal Agency

Earned Interest January 2010 \$ 56,348.27
 Earned Interest Year To Date \$ 56,348.27

CLEVELAND PUBLIC LIBRARY**Finance Committee
February 18, 2010****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JANUARY 2010**

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Mid-Winter Conference Boston, Massachusetts	1/15/10 - 1/18/10	Don Boozer	927.95
American Library Association Mid-Winter Conference Boston, Massachusetts	1/15/10 - 1/18/10	William Reed	1,187.01
TOTAL			\$2,114.96

SUMMARY

FUND	JANUARY	YEAR TO DATE
General	\$1,187.01	\$1,187.01
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	927.95	927.95
TOTAL	\$2,114.96	\$2,114.96

CLEVELAND PUBLIC LIBRARY
HUMAN RESOURCES DEPARTMENT
LIBRARY BOARD OF TRUSTEES
TERMINATION REPORT
1/01/2010 TO 1/31/2010

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERMINATE DATE	REASON
OTHER TERMINATIONS				
HARRIS, CARMEN D	SCIENCE AND TECHNOLOGY	SUBJECT DEPARTMENT MANAGER	01/30/2010	TERMINATION INVOLUNTARY
JAGERS, LA'NIKE W	CARNEGIE WEST	PAGE	01/22/2010	RETURN TO SCHOOL
SCRUGGS, GREGORY	SHELF PAGES	PAGE	01/19/2010	MILITARY

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: AIKEN, ASHLEY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: ALI, HANEEN S
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: ANDERSON, MICHAEL
JOB TITLE: RECEIVING & DISTRIBUTION TECH

CURRENT GRADE: B **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	18732.22	18443.88	
Hourly Rate	16.0104	15.7641	

EMPLOYEE: ARCURI, MARCI A
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: ARIAS, ESPERANZA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: ARNWINE, SHAWN R
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: ARROYO, ISAIAH
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: ARTHUR, SHERRI M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BAILON, BETSABE F
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

853
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010

EMPLOYEE: BAIR, ANGELINA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: BALFORD, ANTHONY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BARRETT, QUINTINA A
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BARRETT, REBECCA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: BELK, BRIANA D
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

254
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010

EMPLOYEE: BELK, WESLEY B
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BEST, SETH L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BIERCE, KAELA L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BLADE, JASRIELLE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BLANKENSHIP, CORY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: BOAZZO, MADELYN A
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BOONE, MONTELL
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BOSTICK, ROBERT
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BRAZZELL, SHARNISHA A
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: BROWAREK, ANDREW
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: BROWN, DARRELL
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BROWN, DEASIA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BROWN, DEWAN L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BROWN, MARQUETTA M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: BROZ, KATHY L
JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT)

CURRENT GRADE: H **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 6 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	29517.54	29063.32	
Hourly Rate	30.8923	30.4170	

257
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010

EMPLOYEE: BUFORD, SHANETTE D
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: CABELL, DAVID C
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: CALLIER, EUGENE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: CARABALLO, JOSIBELLE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: CARLTON, ROSE M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: CARTER, LAVERNE C
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	20895.42	20574.06	
Hourly Rate	21.8687	21.5323	

EMPLOYEE: CHERRY, BRYAN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: CHRISTMAS, WILLIAM E
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: CLARDY, JAMES A
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: CLINE, MANDY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: COLLINS, FRANCIS A
JOB TITLE: ADULT LIBRARIAN

CURRENT GRADE: H **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 6 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	29517.54	29063.32	
Hourly Rate	30.8923	30.4170	

EMPLOYEE: COLON, JOSE D
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: CONWELL, KRYSTINA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: COOPER, KRISTEN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: CORNELIUS, CLARKE T
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: CRUZ, NATALIE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: CURRY, CARLOS
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: DAMERON, DENISE O
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	21731.32	21396.96	
Hourly Rate	22.7435	22.3936	

EMPLOYEE: DARKENWALD, WULFGAR
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	26459.94	26053.04	
Hourly Rate	27.6923	27.2663	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: DICKSON, DEBRA A
JOB TITLE: LIBRARY ASSISTANT-YOUTH

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	20091.76	19782.88	
Hourly Rate	21.0276	20.7041	

EMPLOYEE: DISTIN, MICHAEL
JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT)

CURRENT GRADE: H **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 5 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	28382.38	27945.58	
Hourly Rate	29.7041	29.2471	

EMPLOYEE: DOBBINS, LARRY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: EDMONDSON, LAMAR
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: ENG, STEVEN C
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: EVANS, ALIA L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: FISHER, REUBEN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: FORD, ANNA K
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	22600.76	22252.88	
Hourly Rate	23.6532	23.2893	

EMPLOYEE: FORTE, DEMETRIUS
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: FORTSON, CARMINE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: GARCIA, MARVETT L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: GATEWOOD, CORTNEY R
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: GIRMAN, PATRICIA L
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	22600.76	22252.88	
Hourly Rate	23.6532	23.2893	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: GOINES, CRAIG
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: GOOKOOL, SUNIL
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: GRAHAM, LOIS E
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	22600.76	22252.88	
Hourly Rate	23.6532	23.2893	

EMPLOYEE: GRAZIANO, PATTI A
JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT)

CURRENT GRADE: H **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	24261.64	23888.28	
Hourly Rate	25.3915	25.0009	

EMPLOYEE: GREEN, ANTHONY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

265
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010

EMPLOYEE: GREEN, ROY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: GUNTHER, DANIEL W
JOB TITLE: RESEARCH ANALYST

CURRENT GRADE: H **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 6 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	30722.38	30249.70	
Hourly Rate	30.8923	30.4170	

EMPLOYEE: HALL, DIAMOND S
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: HAMMAN, TIMOTHY J
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	21731.32	21396.96	
Hourly Rate	22.7435	22.3936	

266
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010

EMPLOYEE: HARDNICK, KEITH A
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: HARNEGIE, MARY P
JOB TITLE: CHILDRENS LIBRARIAN

CURRENT GRADE: H **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	25231.70	24843.26	
Hourly Rate	26.4067	26.0004	

EMPLOYEE: HARRISON, LAUREN R
JOB TITLE: LIBRARY ASSISTANT-YOUTH

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	20895.42	20574.06	
Hourly Rate	21.8687	21.5323	

EMPLOYEE: HEIZER, KENNETH R
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	22600.76	22252.88	
Hourly Rate	23.6532	23.2893	

267
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010

EMPLOYEE: HENDERSON, WILLIE
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 6 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	24444.94	24068.98	
Hourly Rate	25.5835	25.1899	

EMPLOYEE: HLAFKA, TRACI
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: HOLDER, SULE M
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	21731.32	21396.96	
Hourly Rate	22.7435	22.3936	

EMPLOYEE: HOLLAMAN, ELIZABETH
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: HOLLOWAY-WALKER, CHARZIL S
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: HOWARD, DIANNE E
JOB TITLE: RECEPTIONIST

CURRENT GRADE: B **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	13424.84	13218.14	
Hourly Rate	16.0104	15.7641	

EMPLOYEE: HUBBARD, MARGARET L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: HUNT, ALLISON M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: HUNT, AMANDA L
JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT)

CURRENT GRADE: H **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	25231.70	24843.26	
Hourly Rate	26.4067	26.0004	

EMPLOYEE: IRIZARRY, FLORIAN M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

268
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010

EMPLOYEE: JACKSON, BIANCA M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: JAGERS, LA'NIKE W
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/22/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	RETURN TO SCHOOL

EMPLOYEE: JAMES, CORDARO D
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: JARVIS, LAMEL R
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: JASON, BEVERLY A
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFECTIVE DATE** 01/01/2010
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	18254.34	17973.54	
Hourly Rate	19.1044	18.8105	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: JENKINS, RICHARD E
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: JENNINGS, PATRICIA
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	21731.32	21396.96	
Hourly Rate	22.7435	22.3936	

EMPLOYEE: JOHNSON, BRANDON J
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFECTIVE DATE** 01/01/2010
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	15909.66	15665.00	
Hourly Rate	16.6507	16.3945	

EMPLOYEE: JONES, DWAYNE L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: JONES-IRIZARRY, ARIES
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

271
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010

EMPLOYEE: KELLEY, ANITA J
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: KHAN, JULIAN J
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: KING, LAWANNA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: KIRK, JENNIFER L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: LABUNSKIY, DMITRIY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

272
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010

EMPLOYEE: LATKOVIC, MARISSA A
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: LAWLER, YASMINE D
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: LEONARD, ASHLEY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: LEWIS, SUMMIERE D
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: LIU, XIN XIN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: LOPER, STEVEN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: LUONG, JASON Q
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: LYNCH, JOSEPH D
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: MAHONEY, NANCY L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: MAHONEY, PETER J
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: MALONE, ANASTASIA T
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: MARKS, ERIC
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/22/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.0092	9.4523	Military Rehire
Step/Level	1	2	

EMPLOYEE: MATLOCK, MICHAEL
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	20895.42	20574.06	
Hourly Rate	21.8687	21.5323	

EMPLOYEE: MCCONNELL, MARLA S
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: MCCUTCHEON-BEY, PATRICIA A
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: MCKENZIE, DEANNA D
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: MERRITT, KALEAH S
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: MILLER, KATHLEEN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: MOLINA, ARDYCE L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: MONCAYO, JENNIFER C
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: MOORE, KEVIN
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	22600.76	22252.88	
Hourly Rate	23.6532	23.2893	

EMPLOYEE: MURRAY, LAURIE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: NOSSE, SANDRA L
JOB TITLE: YOUTH SERVICES MANAGER

CURRENT GRADE: K **EFFECTIVE DATE** 01/03/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
New Hire		N	PROMOTION
SALARY AFFECTS BASE	62,047.18	65,615.68	PROMOTION

EMPLOYEE: ODOM, DANIEL E
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: PASTARD, OCIE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

857
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010

EMPLOYEE: PATTON, MICHAEL E
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: PEAK, GEOFFREY W
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: PEASE, JOSHUA D
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: PENGRYN, MARK P
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: PEROZENI, SAMANTHA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: PETERSON, BRITINY E
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: PETRANEK, JOHN J
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: PETRUCZ, WILLIAM
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: PHILLIPS, STACIE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: PORTER, LEAH
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: PUGH, DOMINIQUE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: PUJOLAS, ROBERT W
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: RAMSEY, BREANNE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: REDD, KENNETH F
JOB TITLE: LIBRARY ASSISTANT-YOUTH

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	20896.72	20574.06	
Hourly Rate	21.8700	21.5323	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: REED, SHARON J
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFECTIVE DATE** 01/01/2010
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	15909.66	15665.00	
Hourly Rate	16.6507	16.3945	

EMPLOYEE: REESE, EVANGELINE G
JOB TITLE: ADULT LIBRARIAN

CURRENT GRADE: H **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	25231.70	24843.26	
Hourly Rate	26.4067	26.0004	

EMPLOYEE: RICHARDSON, CHRISTOPHER
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: RIVERA, JOANNA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.0092	

EMPLOYEE: ROBERSON, BARBARA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: RODRIQUEZ, JONATHAN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: RONNEY, DRULAWNI
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: ROSS-ADAMS, COTILLION L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: RUSSELL, DIANNE D
JOB TITLE: LA-COMP EMPH/SUBJ DEPT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	11071.06	10900.76	
Hourly Rate	21.0276	20.7041	

EMPLOYEE: SCOTT, SHERRIE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

383
**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: SCRUGGS, GREGORY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/19/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: SHELTON, KEREN
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	15297.88	15062.58	

EMPLOYEE: SHEPHERD, JARED C
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: SIKORSKI, JAN M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: SIMONE, ROSA M
JOB TITLE: LIBRARY ASSISTANT-YOUTH

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	21731.32	21396.96	
Hourly Rate	22.7435	22.3936	

EMPLOYEE: SIMS, JABARI A
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	21731.32	21396.96	

EMPLOYEE: SMITH, KEVIN B
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: SMITH, LANECIA S
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: SPENCER, WANDA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: SPENCER, WILLIAM F
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	22600.76	22252.88	
Hourly Rate	23.6532	23.2893	

EMPLOYEE: STEPHENS, SIERRA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: STINNETT, LILLIAN M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: SUTTON, DELORES A
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	20895.42	20574.06	
Hourly Rate	21.8687	21.5323	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: TAKEMOTO, AKI
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: TAYLOR, KAYLA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: TEMPLE, ORVILLE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: THOMAS, JONATHAN D
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: TURNER, ROBERT
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: UTZ, MARILYN J
JOB TITLE: LENDING DEPARTMENT CLERK

CURRENT GRADE: A **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	14669.98	14444.30	
Hourly Rate	14.4675	14.2449	

EMPLOYEE: VARISE, JAQUITA M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: VISNJIC-FLAHERTY, JOY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: WAID, JUDY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: WALKER, ROBERT
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: WALLACE, KATHLYN M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: WASHINGTON, ALONZO J
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	22600.76	22252.88	
Hourly Rate	23.6532	23.2893	

EMPLOYEE: WATKINS, DALE L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	RETURN TO SCHOOL

EMPLOYEE: WILEY, ANTOINETTE M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

EMPLOYEE: WILLIAMS, ANTOINO M
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.6000	9.4523	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2010 TO 01/31/2010**

EMPLOYEE: WILLIAMS-RISENG, DENISE
JOB TITLE: LIBRARY ASSISTANT (SUBJ DEPT)

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 5 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	23504.52	23142.86	
Hourly Rate	24.5993	24.2208	

EMPLOYEE: WOODS, LEROYCE D
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
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	22600.76	22252.88	
Hourly Rate	23.6532	23.2893	

EMPLOYEE: YELDER, CAROLYN M
JOB TITLE: RECEPTIONIST

CURRENT GRADE: B **EFFECTIVE DATE** 01/01/2010
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	3714.36	3657.16	
Hourly Rate	17.3167	17.0503	

EMPLOYEE: YOUNG, MICHAEL D
JOB TITLE: ADMINISTRATIVE ASSISTANT

CURRENT GRADE: F **EFFECTIVE DATE** 01/01/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	21322.08	20993.96	
Hourly Rate	21.0276	20.7041	

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report
February 18, 2010

PROPOSED REVISION TO THE HUMAN RESOURCES MANUAL

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

Section 420 Economic Benefits**Subsection 423 – Reads - Sun Life Assurance Company**

All actively working full-time employees are enrolled in the Sun Life Group Assurance Plan after one year of full-time service. The entire cost of the group insurance plan is borne by the Library.

Change to – Life Insurance and Short Term Disability Insurance

All actively working full-time employees are enrolled in group life insurance after one year of full-time service. The entire cost of the group insurance plan is borne by the Library.

Subsection 432.1 – Reads – The Sun Life Assurance Company provides the employee with a certificate which is a contract for specific benefits:

Change to – The life insurance company selected by the Library provides the employees with a certificate which is a contract for specific benefits.

Subsection 423.4 – Reads – Complete information regarding the Sun Life Assurance Plan is available to all employees in the Human Resources Department.

Change to – Information regarding the group life insurance and short term disability insurance is available to employees from the Human Resources Department.

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

Cleveland Public Library
 Basic Life/AD&D Renewal Summary
 February 16, 2010

HERBRUCK ALDER
 COMMITTED • CREATIVE

	Current Sumlife	Renewal Sumlife	Proposed ING	Proposed Mutual of Omaha	Proposed Hartford	Proposed GNNA
Life/AD&D						
Life Volumes	Rate/\$1,000 \$0.160	Rate/\$1,000 \$0.200	Rate/\$1,000 \$0.100	Rate/\$1,000 \$0.125	Rate/\$1,000 \$0.108	Rate/\$1,000 \$0.142
AD&D Volume	Rate/\$1,000 \$0.020	Rate/\$1,000 \$0.020	Rate/\$1,000 \$0.020	Rate/\$1,000 \$0.020	Rate/\$1,000 \$0.010	Rate/\$1,000 \$0.024
Total Estimated Annual Premium	\$21,744.96	\$26,577.60	\$14,496.00	\$17,516.40	\$14,255.33	\$20,053.15
Annual Percentage Change From Current		22%	-33%	-19%	-34%	-8%
Annual Dollar Change From Current		\$4,832.64	(\$7,248.96)	(\$4,228.56)	(\$7,489.65)	(\$1,691.81)
Rate Guarantee		2 Years	3 Years	2 Years	3 Years	3 Years

	Current Sumlife	Renewal Sumlife	Proposed ING	Proposed Mutual of Omaha	Proposed Hartford	Proposed GNNA
Short-Term Disability (STD)						
Volume	Rate/\$10 \$0.455	Rate/\$10 \$0.455	Rate/\$10 \$0.330	Rate/\$10 \$0.310	Rate/\$10 \$0.345	Rate/\$10 \$0.359
Estimated Annual Premium	\$54,272.40	\$54,272.40	\$39,362.40	\$36,976.80	\$41,151.60	\$42,821.52
Annual Percentage Change From Current			-27%	-32%	-24%	-21%
Annual Dollar Change From Current			(\$14,910.00)	(\$17,295.60)	(\$13,120.80)	(\$11,450.88)
Rate Guarantee	Rate Valid until 2/16/2011	Rate Valid until 2/16/2011	3 Years	2 Years	2 Years	3 Years

Estimated Total Premium	\$76,017.36	\$80,850.00	\$53,858.40	\$54,499.20	\$55,406.93	\$62,874.67
Annual Percentage Change From Current		6.36%	-29.15%	-28.31%	-27.11%	-17.29%
Annual Dollar Change From Current		\$4,832.64	(\$22,158.96)	(\$21,524.16)	(\$20,610.43)	(\$13,142.69)

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**
February 18, 2010**Report on Paid Sick Time Used by the Month
Hours Used Per Each Two Pay Periods**

MONTH	2009	2010
January	3,990.42	4,309.46
February	3,984.28	
March	4,362.18	
April	3,948.74	
May	*4,903.71	
June	1,653.70	
July	3,396.99	
August	3,743.54	
September	3,845.37	
October	*7,752.20	
November	5,093.24	
December	4,244.91	

***Covers three pay periods**

CLEVELAND PUBLIC LIBRARY
 January 1, 2010 - January 31, 2010
 EEO-4 Report
 Full/Part-Time Employees

Human Resources Committee Report
 February 18, 2010

JOB CATEGORY	TOTAL										
	A	B	C	D	E	F	G	H	I	J	K
OFFICIALS/ADMIN.	78	22	8	2			26	20			
PROFESSIONALS	92	20	1		1		51	14	2	3	
TECHNICIANS	21	10	3	1			6	1			
PROTECTIVE SRVS.	21	10	9	1					1		
PARA-PROF'S.	150	18	46		1		31	45	6	3	
ADMIN. SUPPORT	379	34	98	3	6		61	151	22	4	
SKILLED CRAFT	12	8	2		1				1		
MAINTENANCE	51	10	35	1			2	3			
GRAND TOTAL	804	132	202	8	9		177	236	30	10	

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**

**JANUARY
2010**

Human Resources Committee Report
February 18, 2010

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	103	86	189
Kaiser HMO	219	100	319
Delta Dental	256	174	430

Workers' Compensation Lost Time Report

Classification	Dept/Location	Date of Injury	Total days missed during report month
There are No Lost Time Claims for the Month of January			

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2010**

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	2010	2009	
Main Library	156,389	158,963	6,516	6,114	156,389	158,963	-1.6%
Branches & Mobile Units	339,787	342,087	14,158	14,254	339,787	342,087	-0.7%
Library for the Blind	50,063	35,282	2,635	1,809	50,063	35,282	41.9%
TOTAL CIRCULATION	546,239	536,332			546,239	536,332	1.8%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	
eBook	1,229	706	1,229	706	74.1%
eAudioBook	1,469	1,134	1,469	1,134	29.5%
eMusic	17	41	17	41	-58.5%
eVideo	34	127	34	127	-73.2%
TOTAL eCIRCULATION	2,749	2,008	2,749	2,008	36.9%

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use	
			2010	2009	2010	2009
Main Library	73	46 minutes	17,423	13,158	13,301	10,703
Branches	256	32 minutes	80,325	67,513	42,462	34,306
TOTAL USAGE	329		97,748	80,671	55,763	45,009

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
	2010	2009	2010	2009	2010	2009	
Main Library	51,787	52,396	2,158	2,015	51,787	52,396	-1.2%
Branches	252,854	259,551	10,536	10,815	252,854	259,551	-2.6%
Mobile Unit	523	635			523	635	-17.6%
TOTAL VISITS	305,164	312,582			305,164	312,582	-2.4%

Note: Main Library, Glenville Branch, and Rockport Branch were open four Sundays in January 2009; these three facilities would have been open five Sundays in January 2010 had cuts in State funding not caused their closure.

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR JANUARY 2010**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Manual Circulation	f Total Direct Circulation (a+b+c+d+e)	g Sent to Other CLEVNET Systems	h Total Circulation (f+g)
Addison	11,822	825	774	765	0	14,186	1,403	15,589
Broadway	2,747	151	66	118	0	3,082	355	3,437
Brooklyn	6,548	521	345	545	0	7,959	949	8,908
Carnegie West	7,658	922	1,199	1,242	2	11,023	1,141	12,164
Collinwood	9,406	531	510	772	0	11,219	1,302	12,521
East 131st	3,191	440	231	364	0	4,226	562	4,788
Eastman	14,150	1,569	1,375	1,721	0	18,815	1,516	20,331
Fleet	12,312	732	746	1,057	0	14,847	1,194	16,041
Fulton	7,128	718	433	746	0	9,025	999	10,024
Garden Valley	3,947	192	102	107	0	4,348	429	4,777
Glenville	6,025	655	520	885	0	8,085	678	8,763
Harvard-Lee	7,874	569	562	858	0	9,863	1,052	10,915
Hough	5,042	415	376	461	0	6,294	538	6,832
Jefferson	8,370	705	730	1,056	350	11,211	948	12,159
Langston Hughes	5,499	423	314	494	0	6,730	718	7,448
Lorain	10,230	857	406	944	0	12,437	1,190	13,627
Martin Luther King, Jr.	6,075	518	822	981	290	8,686	1,091	9,777
Memorial-Nottingham	13,917	893	1,179	1,896	276	18,161	1,920	20,081
Mt. Pleasant	5,767	578	228	516	0	7,089	793	7,882
Rice*	6,142	421	151	352	0	7,066	643	7,709
Rockport	16,481	1,430	1,189	1,759	0	20,859	2,175	23,034
South	7,979	526	202	428	0	9,135	1,327	10,462
South Brooklyn	17,810	1,091	1,288	1,952	15	22,156	2,875	25,031
Sterling	5,629	471	422	453	132	7,107	675	7,782
Union	4,992	588	330	626	0	6,536	643	7,179
Walz	13,027	867	995	1,321	0	16,210	1,703	17,913
West Park	18,955	1,513	2,193	2,989	238	25,888	3,389	29,277
Woodland**	2	155	76	67	0	300	102	402
BRANCH TOTAL	238,725	19,276	17,764	25,475	1,303	302,543	32,310	334,853
Mobile Units	2,987	286	320	284	1,012	4,889	45	4,934
TOTAL	241,712	19,562	18,084	25,759	2,315	307,432	32,355	339,787

* The old Rice Branch building closed January 9, 2010 at 6:00PM; the new building opened January 23, 2010 at 1:00PM.

**Woodland Branch closed since 10/28/2009 for ADA accessibility renovation, asbestos abatement, and roof repair.

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT TOTAL CIRCULATION COMPARATIVE FOR JANUARY 2010**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2010	2009	2010	2009		
Addison	15,589	13,673	15,589	13,673	1,916	14.0%
Broadway	3,437	3,993	3,437	3,993	-556	-13.9%
Brooklyn	8,908	9,226	8,908	9,226	-318	-3.4%
Carnegie West	12,164	12,757	12,164	12,757	-593	-4.6%
Collinwood	12,521	12,528	12,521	12,528	-7	-0.1%
East 131st	4,788	4,882	4,788	4,882	-94	-1.9%
Eastman	20,331	17,172	20,331	17,172	3,159	18.4%
Fleet	16,041	12,738	16,041	12,738	3,303	25.9%
Fulton	10,024	8,727	10,024	8,727	1,297	14.9%
Garden Valley	4,777	5,042	4,777	5,042	-265	-5.3%
Glenville	8,763	9,622	8,763	9,622	-859	-8.9%
Harvard-Lee	10,915	10,119	10,915	10,119	796	7.9%
Hough	6,832	7,494	6,832	7,494	-662	-8.8%
Jefferson	12,159	13,371	12,159	13,371	-1,212	-9.1%
Langston Hughes	7,448	6,638	7,448	6,638	810	12.2%
Lorain	13,627	13,432	13,627	13,432	195	1.5%
Martin Luther King, Jr.	9,777	8,383	9,777	8,383	1,394	16.6%
Memorial-Nottingham	20,081	18,439	20,081	18,439	1,642	8.9%
Mt. Pleasant	7,882	8,166	7,882	8,166	-284	-3.5%
Rice*	7,709	8,654	7,709	8,654	-945	-10.9%
Rockport	23,034	23,305	23,034	23,305	-271	-1.2%
South	10,462	11,089	10,462	11,089	-627	-5.7%
South Brooklyn	25,031	24,181	25,031	24,181	850	3.5%
Sterling	7,782	6,721	7,782	6,721	1,061	15.8%
Union	7,179	7,772	7,179	7,772	-593	-7.6%
Waltz	17,913	16,550	17,913	16,550	1,363	8.2%
West Park	29,277	28,843	29,277	28,843	434	1.5%
Woodland*	402	12,948	402	12,948	-12,546	-96.9%
BRANCH TOTAL	334,853	336,465	334,853	336,465	-1,612	-0.5%
Mobile Units	4,934	5,622	4,934	5,622	-688	-12.2%
TOTAL	339,787	342,087	339,787	342,087	-2,300	-0.7%

*See footnote p. 2

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT ATTENDANCE JANUARY 2010**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2010	2009	2010	2009		
Addison	6,200	8,111	6,200	8,111	-1,911	-23.6%
Broadway	1,171	2,016	1,171	2,016	-845	-41.9%
Brooklyn	3,450	3,732	3,450	3,732	-282	-7.6%
Carnegie West	19,009	20,691	19,009	20,691	-1,682	-8.1%
Collinwood	8,767	8,697	8,767	8,697	70	0.8%
East 131st	5,502	6,261	5,502	6,261	-759	-12.1%
Eastman	12,452	12,032	12,452	12,032	420	3.5%
Fleet	9,944	10,233	9,944	10,233	-289	-2.8%
Fulton	6,219	6,273	6,219	6,273	-54	-0.9%
Garden Valley	7,970	6,530	7,970	6,530	1,440	22.1%
Glennville	8,223	8,475	8,223	8,475	-252	-3.0%
Harvard-Lee	10,409	12,279	10,409	12,279	-1,870	-15.2%
Hough	12,792	13,569	12,792	13,569	-777	-5.7%
Jefferson	8,593	9,219	8,593	9,219	-626	-6.8%
Langston Hughes	6,395	5,870	6,395	5,870	525	8.9%
Lorain	7,365	9,755	7,365	9,755	-2,390	-24.5%
Martin Luther King, Jr.	6,284	6,911	6,284	6,911	-627	-9.1%
Memorial-Nottingham	8,737	8,461	8,737	8,461	276	3.3%
Mt. Pleasant	8,975	8,339	8,975	8,339	636	7.6%
Rice*	11,956	5,667	11,956	5,667	6,289	111.0%
Rockport	11,287	11,218	11,287	11,218	69	0.6%
South	9,233	8,472	9,233	8,472	761	9.0%
South Brooklyn	16,733	14,808	16,733	14,808	1,925	13.0%
Sterling	11,419	9,693	11,419	9,693	1,726	17.8%
Union	11,871	10,636	11,871	10,636	1,235	11.6%
Walz	9,889	11,907	9,889	11,907	-2,018	-16.9%
West Park	12,009	11,428	12,009	11,428	581	5.1%
Woodland*	0	8,268	0	8,268	-8,268	-100.0%
BRANCH TOTAL	252,854	259,551	252,854	259,551	-6,697	-2.6%
Mobile Unit	523	635	523	635	-112	-17.6%
TOTAL	253,377	260,186	253,377	260,186	-6,809	-2.6%

** See footnote p. 2

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JANUARY 2010**

Branch	Total Circulation	Branch	Attendance	Population*	
				2009	2000
1 West Park	29,277	1 Carnegie West	19,009	1 South Brooklyn	31,511
2 South Brooklyn	25,031	2 South Brooklyn	16,733	2 Fleet	27,822
3 Rockport	23,034	3 Hough	12,792	3 West Park	27,291
4 Eastman	20,331	4 Eastman	12,452	4 Eastman	23,686
5 Memorial-Nottingham	20,081	5 West Park	12,009	5 Rice	22,240
6 Walz	17,913	6 Rice	11,956	6 Fulton	20,026
7 Fleet	16,041	7 Union	11,871	7 Memorial-Nottingham	19,553
8 Addison	15,589	8 Sterling	11,419	8 Rockport	19,404
9 Lorain	13,627	9 Rockport	11,287	9 Harvard-Lee	18,834
10 Collinwood	12,521	10 Harvard-Lee	10,409	10 Langston Hughes	17,982
11 Carnegie West	12,164	11 Fleet	9,944	11 Glenville	17,317
12 Jefferson	12,159	12 Walz	9,889	12 Walz	16,558
13 Harvard-Lee	10,915	13 South	9,233	13 Collinwood	16,270
14 South	10,462	14 Mt. Pleasant	8,975	14 Addison	16,169
15 Fulton	10,024	15 Collinwood	8,767	15 East 131st	15,658
16 Martin Luther King, Jr.	9,777	16 Memorial-Nottingham	8,737	16 Martin Luther King, Jr.	15,212
17 Brooklyn	8,908	17 Jefferson	8,593	17 Mt. Pleasant	14,724
18 Glenville	8,763	18 Glenville	8,223	18 Lorain	13,233
19 Mt. Pleasant	7,882	19 Garden Valley	7,970	19 Carnegie West	10,549
20 Sterling	7,782	20 Lorain	7,365	20 Union	10,316
21 Rice	7,709	21 Langston Hughes	6,395	21 Sterling	8,046
22 Langston Hughes	7,448	22 Martin Luther King, Jr.	6,284	22 Woodland	7,492
23 Union	7,179	23 Fulton	6,219	23 South	7,009
24 Hough	6,832	24 Addison	6,200	24 Hough	6,197
25 East 131st	4,788	25 East 131st	5,502	25 Brooklyn	5,419
26 Garden Valley	4,777	26 Brooklyn	3,450	26 Jefferson	3,587
27 Broadway	3,437	27 Broadway	1,171	27 Garden Valley	2,857
28 Woodland*	402	28 Woodland*	0	28 Broadway	1,687
	334,853		252,854		416,649
					473,177

* See footnote p. 2

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

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2010**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD	
	2010	2009	2010	2009	Gain/Loss	Gain/Loss
CLEVNET	70,875	64,993	70,875	64,993		9.1%
MORE	1,366	1,692	1,366	1,692		-19.3%
Other Libraries	576	499	576	499		15.4%
TOTAL	72,817	67,184	72,817	67,184		8.4%

*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION Items copied	Monthly Total		Year-to-Date		YTD	
	2010	2009	2010	2009	Gain/Loss	Gain/Loss
Prints	137	145	137	145		-5.5%
	2,603	2,092	2,603	2,092		24.4%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD	
	2010	2009	2010	2009	Gain/Loss	Gain/Loss
Projected (Mon - Sat)	21,870	22,518	21,870	22,518		-2.9%
KnowItNow Web Reference*	1,270	2,535	1,270	2,535		-49.9%
Research Correspondence	1,225	1,407	1,225	1,407		-12.9%
Interlibrary Loan Requests	5,143	6,515	5,143	6,515		-21.1%
Sunday Count**	0	995	0	995		-100.0%
TOTAL	29,508	33,970	29,508	33,970		-13.1%

*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 Jan-10 due to cuts in State funding.

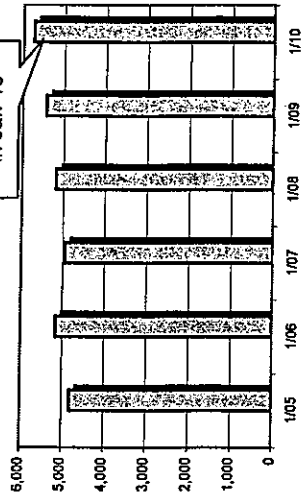
CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD	
	2010	2009	2010	2009	Gain/Loss	Gain/Loss
New Titles Added	6,707	5,520	6,707	5,520		21.5%
Total Items Added	29,747	28,452	29,747	28,452		4.6%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	
	2010	2009	2009	2009	Gain/Loss	Gain/Loss
	3,223	4,830	3223	4,830		-33.3%

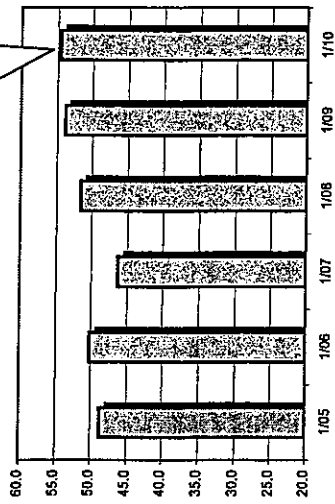
DAYS OPEN	2010		2009	
	Main Library	Branches	Main Library	Branches
	24.0	24.0	26.0	24.0

CLEVELAND PUBLIC LIBRARY
ANALYSIS OF OUTPUT MEASURES JANUARY 2010

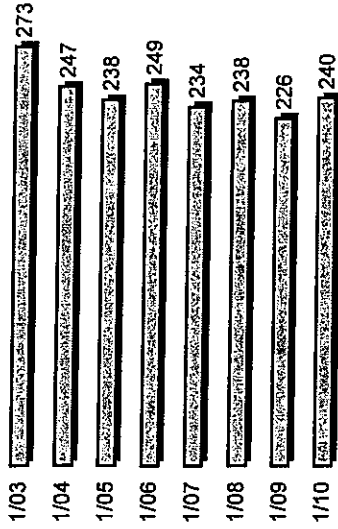
Average daily automated circulation of Main Library materials for month of January from 2005.



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



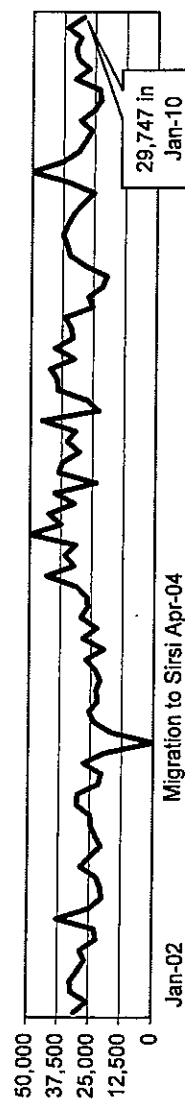
Visits to Main Library per hour for the month of January from 2003 to present



New titles added each month by Technical Services since January 2002



New items added each month by Technical Services since January 2002



Visits to the 28 Branches per hour for the month of January from 2003 to present

