

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

Present: Mr. Corrigan, Ms. Butts, Mr. Seifullah,
Mr. Hairston, Mr. Parker

Absent: Ms. Rodriguez, Mr. Werner

Mr. Corrigan called the meeting to order at 12:01 p.m.

Approval of the Minutes

Mr. Seifullah moved approval of the minutes for the 10/21/10 Regular Board Meeting. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Although there were no communications, Director Thomas acknowledged the following news articles from Library Hotline highlighting the new Rice Branch for achieving the Leadership in Energy & Environmental Design (LEED) Silver certification; and from the Examiner.com featuring the Urban Library Council's Report on the Future of Libraries focusing on sustainable libraries and sustainable government acknowledging the work of Cleveland Public Library and Cleveland's Office of the Mayor; and a Call & Post article featuring Cleveland City Council's acknowledgement of the five-star ratings received by several local library systems that included Cleveland Public Library. Finally, Director Thomas stated that the Library was named among the top five winners of the Downtown Cleveland Green Building Challenge and will be honored at the Green Building Council's Annual Meeting in December.

FINANCE COMMITTEE REPORT

In Ms. Rodriguez' absence, Mr. Corrigan presented the following report.

MINUTES OF
REG. BRD. MTG.
OF 10/21/10
Approved

Gift Report for October

GIFT REPORT
Approved

(See page 1154)

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

Resolution to Accept the PNC Foundation Grant

RESOLUTION TO
ACCEPT THE
PNC
FOUNDATION
GRANT
Approved

(See page 1155)

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

WHEREAS, The PNC Foundation's priority is to form partnerships with community-based nonprofit organizations within the markets PNC serves in order to enhance educational opportunities for children, particularly underserved pre-K children, and to promote the growth of targeted communities through economic development initiatives; and

WHEREAS, PNC's Grow Up Great program, a 10-year, \$100 million investment to help improve the school readiness of millions of children from birth to age five includes funds for grants to nonprofit organizations which work to directly improve children's school readiness; and

WHEREAS, *On the Road to Reading*, a service of the Library's Mobile Services department, visits pediatric clinics and WIC offices to give one-on-one literacy instruction to parents/caregivers of young children in the waiting rooms, at which time a book is given to each child to encourage the start of a home library; and

WHEREAS, The Library has applied to the PNC Foundation and received funds to purchase books to distribute to young children and their families in the clinic waiting rooms; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees accepts the \$6,372.00 grant from the PNC Foundation.

Merce Robinson, Grants & Development Coordinator, provided background on the PNC Foundation Grant that will assist the Library in the \$6,372.00 purchase of

books that will improve the school readiness for underserved pre-K children. To encourage children to start their own home libraries, these books will be distributed by the Library's *On The Road To Reading* program, as they visit pediatric clinics and WIC offices providing one-on-one literacy instruction to parents/caregivers of your children in the waiting rooms.

Resolution to Accept Cuyahoga County Arts & Culture Grant

(See page 1156)

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

WHEREAS, Cuyahoga Arts & Culture (CAC) grants, funded from revenue generated by the county-wide cigarette excise tax, are available to nonprofit organizations and units of government in Cuyahoga County; and

WHEREAS, While more than 75% of the annual excise revenues are invested in the general operating support program that sustains the County's nonprofit arts and cultural institutions, smaller project support grants are available to units of government as a way of expanding of CAC's reach; and

WHEREAS, CAC grants are awarded by an independent panel of arts and cultural experts from outside of Ohio, resulting in a funding recommendation presented by CAC staff to the CAC Board of Trustees; and

WHEREAS, A matching project support grant has been awarded to Cleveland Public Library as approved by the CAC Board of Trustees on October 25, 2010; and

WHEREAS, The Cuyahoga Arts & Culture grant funds will be used for expenses related to two (2) of Cleveland Public Library's Writers and Readers programs in 2011; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees accepts the \$5,701.00 grant from Cuyahoga Arts & Culture.

RESOLUTION TO
ACCEPT
CUYHOGA
COUNTY ARTS &
CULTURE
GRANT
Approved

Merce Robinson, Grants & Development Coordinator, provided background on the Cuyahoga Arts & Culture Grant which funds will provide program support for expenses in the Library's Writers and Readers program in 2011 totaling \$5,701.00.

RESOLUTION
TO ACCEPT
TARGET
GRANT
Approved

Resolution to Accept Target Grant

(See page 1157)

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

WHEREAS, Since 1946, Target, the retail corporation, has given 5% of its income to support education, the arts, social services and volunteerism; and

WHEREAS, Target is committed to supporting the communities where the company does business with grants to help develop new programs and fund existing ones for the needs of diverse populations; and

WHEREAS, Cleveland Public Library's Winter Reading Club is an existing program that Target recognizes as making a difference in the lives of Cleveland students; and

WHEREAS, A one-time grant of \$35,000.00 from Target will be used to fund the 2011 Winter Reading Club that will promote books and reading activities to K- 12th grade students, featuring a week-long writer in residence program with children's author/illustrator Denise Fleming; now be it therefore

RESOLVED, The Cleveland Public Library Board of Trustees accepts the \$35,000.00 grant from Target.

Merce Robinson, Grants & Development Coordinator, provided background on the Target Grant which will provide \$35,000.00 to be used to support the 2011 Winter Reading Club that will promote books and reading activities to K-12th grade students, featuring a week-long writer in residence program with children's author/illustrator Denise Flemming.

Director Thomas thanked Ms. Robinson for her work in securing these important grants.

Sixth Amendment to the Year 2010 Appropriation

(See pages 1158-1162)

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

WHEREAS, *Ohio Revised Code* Section 5705.40 provides for the amendment of an appropriation measure when necessary; and

WHEREAS, It is now deemed necessary to amend the Year 2010 Appropriation Measure to comply with the attached November 10, 2010 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

WHEREAS, The aggregate of all appropriation classifications does not exceed the total amount authorized by the Cuyahoga County Budget Commission; therefore be it

RESOLVED, That the sums indicated on the attached Sixth Amendment to the Year 2010 Appropriation Schedule be approved.

Sandy Kuban, Finance Administrator, stated the an increase in the Special Revenue Funds of \$223,892 for the Ohio Library for the Blind and Physically Disabled LSTA funds was necessary in order to recognize the federal funding portion of the annual service contract with the State Library of Ohio for providing statewide services, bringing the amended total for Special Revenue Funds appropriation balance to \$9,108,891.89.

Mr. Corrigan acknowledged and thanked staff for the smooth transition of statewide services to the Ohio Library for the Blind and Physically Disabled.

Ms. Kuban stated that the Library has received total support funding and has not had to subsidize additional funds providing additional services incurred by the transition.

SIXTH
AMENDMENT TO
THE YEAR 2010
APPROPRIATION
Approved

FISCAL
OFFICER'S
REPORT
Submitted

Mr. Corrigan submitted the following reports.

Fiscal Officer's Report

(See pages 1163-1170)

SPECIAL
REPORT ON
INCOME &
EXPENDITURES
Submitted

Special Report on Income and Expenditures

(See pages 1171-1175)

REPORT ON
INVESTMENTS
Submitted

Report on Investments

(See page 1176)

REPORT ON
CONFERENCE
AND TRVEL
EXPEDITURES
Submitted

Report on Conference and Travel Expenditures

(See pages 1177-1178)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

REGULAR
EMPLOYMENT
REPORT
Approved

Regular Employee Report

(See pages 1179-1183)

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

RETIREMENT
RECOGNITION
CITATION
Approved

Retirement Recognition Citation

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

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

Shirley Hollingsworth (after 30 years of service), Branch Manager, Grade J, Public Services (Collinwood Branch) retires 11/30/10.

Be it resolved that the citation for the above staff member be presented by the Board of Trustees in appreciation of the loyal, faithful and dedicated

service given to the Library by her be recorded in the minutes of this meeting, and

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

In Ms. Hollingsworth's absence, Mr. Corrigan acknowledged her years of service and contribution to Cleveland Public Library.

Resolution for Ratification of Agreement with District 1199 SEIU

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

WHEREAS, Current economic conditions have reduced funding to the Library from both the Public Library Fund (state funding) and Property Tax revenues (local funding); and

WHEREAS, The Library and District 1199 negotiated through the use of a modified version of Interest Based Bargaining to reach an agreement; and

WHEREAS, Cleveland Public Library and District 1199 Service Employees International Union have arrived at a tentative agreement; and

WHEREAS, The tentative agreement was ratified by the District 1199 SEIU membership on November 17, 2010; and

WHEREAS, This agreement provides for no general increases, no step increments, a clarification on use of paid "supper hour", Presidents' Day, Columbus Day and Veteran's Day as unpaid furlough days on which the Library is closed, reduced retirement separation payments as of July 1, 2011, and a reopener for economic issues only will be held in 2011 within 45 days after the State of Ohio biennium budget has been approved; and

WHEREAS, Cleveland Public Library Board of Trustees expresses its gratitude for the hard work performed by

RESOLUTION FOR
RATIFICATION OF
AGREEMENT WITH
DISTRICT 1199
SEIU
Approved

parties on both sides of the table to reach this agreement, therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees ratifies this agreement by the parties; and be it further

RESOLVED, That such collective bargaining agreement be in effect beginning January 1, 2011.

Director Thomas thanked the negotiation team including Sharon Tufts, Debbie Hajzack and others for their ability to work together, during uncertain economic times, on moving the Library forward.

Mr. Corrigan commended all participants in the negotiation process and stated that he was proud to be associated with this institution. He also stated that there may be research opportunities for some union representatives in preparation for the Ohio's upcoming biennium budget.

Mr. Seifullah submitted the following reports.

REPORT ON PAID
SICK TIME
Submitted

Report on Paid Sick Time Use by the Month

(See pages 1184)

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

Affirmative Action Plan Report

(See pages 1185)

INSURANCE
SUMMARY REPORT
Submitted

Insurance Summary Report

(See pages 1186)

COMMUNITY SERVICES REPORT

In Mr. Werner's absence, Ms. Butts presented the following report.

MONTHLY
ACTIVITY REPORT
Submitted

Monthly Activity Report

(See pages 1187-1193)

Building Status Update

Myron Scruggs, Facilities Administrator, stated that items are still being resolved on the punch list for Woodland Branch and Mobile Services Construction and Improvement Project.

**BUILDING STATUS
UPDATE**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas made October WOW Award presentations were made Anastasia Diamond-Ortiz, Justin Holt and April Lancaster who initiated Staff Appreciation Day that included candy-grams and a pot-luck luncheon.

**DIRECTOR'S
REPORT**
Presented

Monthly Statistics

Circulation for the month of October was 581,748. This is a decrease of 7% from last year's October circulation of 627,389. A closer analysis of the numbers uncovers that the average hourly circulation per hour is up at the branches and the Main Library. The circulation activity for October was affected by not only a reduction in hours open to the public, but also by the Columbus Day holiday. While closed for Columbus Day in 2010 as furlough day, we were open to the public on Columbus Day in 2009.

The number of computer sessions was down by 23%, from 97,129 in 2009 to 74,513 in 2010. Additionally, the number of hours in use for our computers decreased from 53,672 in 2009 to 50,996 in 2010. This was a decrease of 5%. As mentioned above, the additional closed day to the public affected these numbers, but changes to our circulation policy may also be reflected in the decrease.

Attendance for the month of October was 316,693. This is a decrease of almost 14% from last year's October's attendance of 369,362. Both the Main Library and Branches reported decreases in attendance. Similar to our analysis of the circulation statistics, the reduction of hours and Columbus Day holiday negatively affected the numbers.

Program and Outreach Highlights

October was another great month for CPL programming. Working in collaboration with Cleveland State University, The Intermuseum Conservation Association, The Morgan Art of Papermaking Conservatory and others, CPL co-sponsored Octavofest. A month-long celebration of the book and paper arts, Octavofest promoted over twenty programs in cultural institutions throughout the Greater Cleveland area. CPL hosted six of these programs, including the kickoff and reception funded by the Rowfant Club.

CPL was proud to host author Sapphire for the second installment of Writers and Readers. Author of the bestselling book *Push* - which was later transformed into the award-winning motion picture "Precious" - Sapphire spoke to a crowd of nearly 300. Introduced by radio host Basheer Jones, Sapphire weaved her writing process into a lecture that discussed the chain of events that led to the book and, later, the movie.

Marketing and Communications

"Designing A Better Cleveland" was the product of the fifth publication of Spectrum: The Lockwood Thompson series. A collection of mini essays by Cleveland's *The Plain Dealer* Art and Architecture Critic, Steven Litt, the small booklet was designed to engage the Cleveland community in a conversation on the development of the city. Free copies of the publication were provided at a release party in early October. Hosted by Cleveland Public Art, the book designers from Rina Uva Lee Design and Steven Litt were in attendance for a lively event.

In the October 1 edition of *Library Journal* magazine, CPL joined the Cuyahoga County Public Library, Denver Public Library, Seattle Public Library and Columbus Public Library as a designated five star library. This ranking evaluated library systems with budgets above \$30 million dollars on four criteria: circulation, visits, program attendance and public internet terminal uses.

Meetings and Activities

- I attended, with Board President **Tom Corrigan**, a meeting with Congresswoman Marcia Fudge at the
-

- Glidden House to discuss the state of affairs at University Circle.
- I met with the Mayor's Chief of Sustainability, Andrew Watterson, to discuss the City of Cleveland and CPL being featured in the Urban Library Council's publication *Partners for the Future: Public Libraries and Local Governments Creating Sustainable Communities*.
- I introduced Arnold Hirshon, the new Associate Provost and University Librarian at Case Western Reserve University, to our Main Library.
- I attended a welcome reception for the new Director of the Cleveland Museum of Art, David Franklin.
- I welcomed the audience to a private reception and the kickoff of Octavofest.

CLEVNET

September's total OverDrive CLEVNET eMedia collection circulation was 31,576, sizably up from last year's total of 20,433. CPL has 2,134 total followers on Twitter and 2,621 Facebook fans.

Staff Highlights

The CPL's Work of Wonder (WOW!) award winners for October were **Anastasia Diamond-Ortiz, Justin Holt, and April Lancaster**.

PUBLIC SERVICES

CPL began its partnership with Unique Management, a materials recovery service, on October 1st. Staff at both Main Library and branches assisted in informing patrons about this new initiative and answered questions about overdue fines and fees as well as the Library's new policy regarding the need for a patron's library card to be in good standing in order to access CPL computers.

Other major initiatives included the implementation of structured weekly weeding reports provided by Technical Services to Branch Managers, as well as the use of branch and Main Library department checklists that assist managers in targeting areas of their branch or department that need attention.

Thanks to the initiative and creativity of a small group of CPL employees the Library held a system wide "Staff Appreciation Day" on October 27. This event featured the opportunity for staff to show their appreciation for one another by sending pre-packaged candy grams of goodies along with a personal message of thanks as well as various celebratory events throughout the Library system.

MAIN LIBRARY

Programs/Exhibits:

Audio-Video Technicians provided technical support for the Sapphire, Writers and Readers program, the Director's Public Participation and Community Engagement Work Group, Webinar meetings, and other programs scheduled throughout the branches.

Michael Ruffing and Aaron Mason met with John Kirn from Business Advisors of Cleveland on October 15 to plan a series of programs for early 2011. One program will be presented each month from January through April on the topics of Entrepreneurship/Small Business, Business Plans, Business Finance, and Marketing.

Amy Dawson coordinated the *Octavofest* events and kickoff reception at CPL. Events featured book artists, and other various exhibits in Special Collections. The 5th volume of the *Spectrum: Lockwood Thompson* series was released in October 2010. Entitled *Designing a Better Cleveland*, it is a series of short essays written by Plain Dealer Art and Architecture Critic, Steven Litt.

With help from History and Geography Department Manager Ron Burdick and Librarian Amy Pease, PAL displayed Italian American books during the Heritage Celebration month of October. David Furies from Social Sciences sent Italian American books for display along with a selection of Halloween books.

On October 6, Richard Fox led the Main Library Book Discussion on *The Corrections* by Jonathan Franzen.

Mark Moore accompanied Tena Wilson on a visit to the Pro Football Hall of Fame in Canton. Jason Aikens, the collections curator, gave a brief tour and discussed the archives, outreach program, and traveling exhibits. A possible relationship between the CPL Sports Research

Center and the Pro Football Hall of Fame was considered. The "Grantseeking Basics for Individuals in the Arts" program conducted in cooperation with the Fine Arts Department was held during the month. The Social Sciences book club discussed *When Ghosts Speak* by Mary Ann Winkowski on October 14.

More than sixty 8th graders from E-Prep school visited the Youth Services Department. Youth Services Manager, Sandy Nosse and Woodland Manager Kathryn Feeley provided bibliographic instruction sessions for the group. Youth Services hosted a Fall Family Fun Day on October 16.

Outreach:

Michael Ruffing worked with Melanie Shakarian of the Legal Aid Society of Cleveland to obtain information about credit reports/credit counseling, and brochures (in English and Spanish) describing the services of the Legal Aid Society.

Olivia Hoge attended the Eliza Jennings Home Wellness Fair October 14. Ms. Hoge brought a digital camera and Flip Video Camera from the Tech Toolbox to demonstrate for participants. Preservation Librarian Ann Olszewski spent a day in the Business Department on October 26. She toured all Main Library storage areas, in addition to learning about the work of Main Library and reviewing the projects underway in BEL.

Steve Campanella filmed a documentary about Anisfield Wolf on October 4 in the Treasure Room. The documentary aired on WVIZ on October 14. Fine Arts staff members, Michael Dalby and Bill Anderson met with Andy Leach, Head Librarian at the Rock Hall Library and Archives and were able to tour the facilities. Dalby noted that it would be an interesting concept to consider having a "CPL @ the Rock Hall Library".

Map Librarian, Tom Edwards, Cuyahoga County GIS Manager, Dan Meaney, Cuyahoga County ISC, GIS Analyst, Joe Hamels, and Engineer, Soren Hansen met in the Map Collection to continue their conversation concerning cloud storage of historical GIS material for Cuyahoga County.

Harriette Parks, Pam Benjamin, and Merce Robinson, met with Gloria Mobley, and Belinda Richardson of Cuyahoga

Community College to discuss the transition of GED preparation classes to a consortia arrangement with Adult Basic and Literacy Education (ABLE) partners.

Collections/Reference:

The Business Department professional staff continues to weed extensively in the circulating main floor collection, with three or more full trucks withdrawn each week. Anastasia Diamond-Ortiz weeded the department's extensive and out-dated collection of computer program manuals. At Mr. Ruffing's request, Automation Services generated several reports showing circulation and collection information for specific categories of books. While these reports will be used as weeding tools it is important to note that they are not "weeding lists."

In Foreign Literature departmental weeding proceeded with staff deselecting 1,591 items from the collection. In addition to weeding, staff directed 23 items to Preservation and 72 items to Book Prep for treatment.

Ann Olszewski, Ann Wieland, Tom Edwards, Elaine Herroon, and Don Petit from the Cleveland Landmarks Commission met for a discussion and review of the Cleveland Parks map on October 13. Multiple Carnegie Library planting plans, playgrounds, cemeteries, East 9th Pier, and Public Buildings Union Station and the Mall were all interesting discoveries. Many drawings of the Garfield Park Bridge by Charles F. Schweinfurth were discovered and will be confirmed by Don Petit.

Mark Moore has been locating and transferring materials, including the baseball fiction collection, into the Sports Research Center collection. He is also preparing a display of sports instruction materials for one of the Center's exhibit cases.

Staff/Professional Development:

Anastasia Diamond-Ortiz, Dan Oreskovic, Paula Logan-Reid, Sandy Jelar Elwell, and Stephanie Tyus attended a Managerial Leadership program sponsored by the Ohio Library Council on October 6-7 at Avon Public Library. Anastasia Diamond-Ortiz, Justin Holt, and April Lancaster helped to lead a very successful Staff Appreciation Day on October 27. Joe Parnell and Olivia

Hoge attended the NEO RLS program on violent intruders on October 28.

Fine Arts/Special Collection staff attended various Octavofest events: the kickoff was held in LSW Auditorium. Subject Department Kelly Ross became a professional member of the Society of Ohio Archivists and CAR - Cleveland Archival Roundtable. Ms. Ross received the WOW Award for her work done preparing the Interlibrary Loan department consolidation.

Melanie McCarter was selected as one or a trio of WOW award winners for the month of October. Carlos Latimer was selected to attend the Leadership Academy at Cleveland State University's Maxine Goodman Levin College of Urban Affairs.

Librarian Robert Murnan and Library Assistant Mona Brown attended a half-day Patent and Trademark training session held at the Akron/Summit Public Library. Robin Speigner, Government Documents Department manager, met with Lexis/Nexis representative Melissa Loy-Oakes on October 19. A proposal was discussed concerning Lexis/Nexis absorbing shipping cost of CPL's Serial Set Collection (over 13,000 volumes) to the State Library of Ohio.

Map Librarian Tom Edwards attended an Environmental Systems Research Institute (ESRI) workshop in Columbus, where presenters talked about enhancements on the ArcGIS 10 software.

Debbie Hajzak attended multiple union meetings including a district-wide executive board meeting in Columbus.

Youth Services Manager Sandy Nosse attended an EASE management workshop. Sandy attended the Manager's Quarterly Meeting and helped lead the Youth Services Meeting. Christine Feczkanin attended New Book Look at Cleveland Heights and also visited the Children's Room.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

OLBPD circulated 58,162 items directly to patrons for October. Approximately 36% of the monthly circulation came from digital talking books.

The OLBDP Manager attended the State Library of Ohio Talking Book Program Consumer Advisory Meeting on October 6. OLBDP consumers from across the State met to discuss the progress of the digital book collection and machine distribution, as well as report needs from consumers.

The OLBDP Manager met with the State Library of Ohio Talking Book Program Coordinator and Marketing and Communications Director about the idea of co-promoting OLBDP services throughout the State of Ohio. OLBDP will be working with State Library to design a new cooperative media kit and promotional items to tie in with the 80th anniversary celebration of the National Library Service program in 2011.

OLBDP submitted its final fiscal and narrative reports on time to the State Library of Ohio for LSTA VIII-12-09. The money will be used to supplement the shortage of digital talking books anticipated from the National Library Service.

OLBDP submitted its FY 2011 First Quarter report to the State Library of Ohio on time.

OLBDP participated on a BARD user's panel for the National Library Service (NLS) teleconference call meeting on October 26th. OLBDP help answer questions from network libraries on handling BARD administrative duties from NLS as well as frequently asked questions from patrons regarding technical support for BARD.

In our continuing efforts to increase public awareness about the OLBDP program and service, OLBDP staff member Ken Redd participated in informational programs at Eliza Bryant on October 2, the East/West Eye Conference on October 7-9 at the Cleveland Convention Center and Willoughby Senior Center's Healthwise Connection on October 29.

OLBDP's Cyber-Dialogue book club met on Thursday, October 14 to discuss *The Friday Night Knitting Club* by Kate Jacobs.

OLBDP is working with Human Resources to post a PT Duplication Technician position and to hire a Page.

MOBILE SERVICES DEPARTMENT

Statistics

53 Stops plus Literacy Fest 10/23
26 New library card applications
790 Persons on board
887 Reference, 721 Directional in person
125 Reference, 47 Directional via phone
Holds count is incomplete at this time.

On the Road to Reading

On the Road to Reading visited 12 Pediatric and WIC sites interacting with 63 people contacts at these sites. Sixty-two daycare classes were visited with a total of 707 in attendance and 851 items were circulated in 37 deposit kits.

The economy has affected the OTRR service in a unique way. The low enrollment at daycares has resulted in some sites having only one class and some home cares have had to cancel service due to loss of children. This affects the ability to provide the service and ultimately will affect usage statistics as well.

Rhonda has worked with Mercier Robinson and the Friend of the Library to purchase giveaway books for pediatric and WIC site stops. Books will be ordered by the Borders store at Tower City. Rhonda is devising a way to increase the amount of Board books loaned to Toddler classes receiving OTTR services.

Mobile Services Activities

Linda Sperry weeded Black World duplicates and transferred the items to MLK Branch along with some CDs and DVDs. Linda completed discretionary book ordering for adults, Doris Yee completed children's ordering for the year, and Kelli Newsom completed the DVD and cd orders.

The weeding report of 10/19 was cleared (677 items).

Linda worked extensively on compiling individual stop statistics for one year of use for each stop. Next she will meet with coordinators at each stop to discuss attendance and activity at stops. In addition, she compiled statistics for the summer Recreation (Park)

stop and will discuss this with City representative Jill Lemmerman on November 3.

Delta Sigma Theta Sorority's Literacy Fest took place at Daniel Morgan School on October 23. The bookmobile hosted 47 patrons, registered two children for library cards, and answered four reference and 27 directional questions. Vicki Beggiani was the literacy speaker for the event and also worked on the bookmobile to assist patrons.

EAST TEAM BRANCHES

- (1) Story time programs at the Addison Branch have been well attended with an average of 20-30 children and teachers.
- (2) Staff from Radio One participated in the Teen Read Week program at the Collinwood Branch.
- (3) East 131st Branch Manager Paula Logan-Reid represented the Library at the Mt. Pleasant Arts, Culture, and Entertainment District Advisory Board Meeting and at the Mt. Pleasant Community Zone Meeting.
- (4) Glenville Branch Manager Carol Johnson attended the Cleveland Police and Citizen Recognition Ceremony at the Lakeshore Facility.
- (5) A Staff Appreciation potluck lunch was held at the Langston Hughes Branch.
- (6) The Citizenship and Youth Opportunity Unlimited classes began in October at the MLK Branch.
- (7) Discussions have begun at the Memorial/Nottingham Branch with members of the ABLE Program to provide GED classes at the branch.
- (8) On October 13, Ginaya Willoughby, Children's Librarian at the Mt. Pleasant Branch, visited Andrew J. Rickoff Elementary School.
- (9) Interviews for the full-time Library Assistant I (Youth Emphasis) were conducted at the Rice Branch Library and Eric Eubanks was the successful candidate. He will transfer from the Union Branch on November 7.
- (10) Project Learn is using the meeting room at the Union Branch Library for tutoring.
- (11) Kristen Schmidt, Children's Librarian at the Woodland Branch, created several displays on the table near the lobby in the Woodland Branch. She also created the voting display for the branch.

WEST TEAM BRANCHES

- Dyad Managers met with Public Services on October 18 to address ongoing issues, concerns, and accomplishments.
- West Team Branches celebrated staff appreciation day on October 27. Staff took the time to express gratitude for each other.
- West Team Branches participated in the distribution of information to voters during the 2010 midterm election.
- The Youth Services meeting was held on October 20, 2010 and the lead worker role was discussed in detail by West Team Manager, Sheba Marcus Bey.
- Tutoring began for students in MyCom neighborhoods. Tutors from Cleveland State University's College of Education were assigned to West Park, Walz, Fleet, and Sterling. The MyCom tutoring initiative is focused on improving the reading skill of third grade students as they transition to fourth grade.
- During the month of October, Children's Librarian Tracey Allen welcomed the Celebration of Hispanic Culture with D'Amaris Abreau.
- The "Cleveland Goes to College" scholarship program was held at Rockport and Eastman.
- One-on-one computer classes continued to expand at West Team Branches.

TECHNICAL SERVICES

Patricia Lowrey provided a Weeding Workshop for Branch Managers on October 7. She and Ann Olszewski attended the Digital Projects Committee Meeting to review progress reports of ongoing projects. Ms Lowrey attended the "Sapphire" Writers & Readers program.

Ms. Lowrey and all the Technical Services Managers provided a pizza lunch and organized a potluck dessert celebration for Staff Appreciation Day on October 25. Prizes were awarded for the best Healthy Desserts.

Preservation: Digital versions of four Central High school yearbooks were added to the Digital Gallery, completing all volumes for this school. There are 5 photos of Langston Hughes in the 1919 volume. Two groups of Hough Neighborhood photographs were added to the

Digital gallery as compound objects, grouping houses from the same street together in order by address.

Ann Olszewski and the Cleveland Park Plans task force met to assess materials. Gloria Massey completed digital editing of the files for Volume 1 of the Ohio Architect and Builder, 1903. Ms Olszewski prepared status and usage reports for the Digital Projects committee meeting.

Ms Olszewski led a discussion at the Ohio Alliance for Response program on emergency preparedness for digital collections. Ms Olszewski and Elizabeth Bardossy attended a class at the Intermuseum Conservation Association on making book exhibition mounts. The book cradle design developed by Michael Ruffing for the CPL History of Women in Cleveland exhibit was shared with the class and praised by the instructor.

Ms Olszewski spent a day at the Business and Economics department. Preservation staff continued to assist in other departments. Laura Wallencheck volunteered in the Acquisitions department receiving Main Library books. Elizabeth Bardossy, Laura Wallencheck, and Gloria Massey shared mail delivery duty.

Collection Management: Bonnie Bolton was trained on receiving new materials in Acquisitions. She also spent a day this October working in Shelf/Shipping. Ms. Bolton attending a new book showing held at Cleveland Heights Public Library on October 18. Laura Mommers and Pam Pressly continue to volunteer a day each week working in Shelf/Shipping. Ms. Mommers continues to help out in the Acquisitions Department.

Rollie Welch spent a day working in Youth Services at the Main Library. He assisted in pulling titles for the Young Adult send list and also worked at the help desk. Mr. Welch also conducted a tour of the Technical Services facility for five alumnae of Villa Angela Academy who reminisced about their high school days.

Mr. Welch had his October column on street lit published by Library Journal in its online newsletter on October 21 and a review published in the Cleveland Plain Dealer on October 24.

Book Preparation: Staff completed work on 31,596 items in October. The entire Materials Processing staff continues to help out with mail handling.

Shelf/Shipping: A total of 1,593 telescopes of finished new materials were shipped out to Main and the Branches. The staff retrieved 321 items from storage for Main Library. Bonnie Bolton, Dale Dickerson, Vivian Grayson, Laura Mommers, and Pam Pressley volunteered to assist the Shelf/Shipping department in unpacking, stamping and slipping materials; 41,293 items were sent to the Acquisitions and High Demand Departments.

Juanita Turner attended the Writers and Readers Series program featuring Sapphire.

High Demand: The High Demand Department had one of the most productive months ever, adding 1,143 titles and 26,051 items. They also ordered 5,344 titles and 25,099 items, much of it music and movies. They paid 622 invoices, for a total value of \$302,062.49.

On top of all of this, staff still found time to help in other departments. Anarie Lanton worked in Acquisitions for about ½ day for a week. Dale Dickerson helped in Shelf/Shipping for a few hours.

Catalog: Catalog Senior Clerks took over responsibility from Acquisitions volunteers for applying barcodes to Main Library books. Andrea Johnson wrote and distributed new procedures which should eliminate manual adding of items as much as possible. In addition to increasing the percentage of orders loaded using the Add Ordered Items to Catalog wizard, the procedures will allow faster clean up of the order status displayed in the public catalog when an order is not loaded. A total of 11,466 items were added and 6,353 titles were cataloged.

Theresa Mallette assisted with the fixed asset audit. Regina Houseman, Jeni Delfs, Cathy Jo Graves, YoLanda Lawler, Rodney Lewallen and Karima Ward volunteered to help Acquisitions by receiving books. Shirley Jones and Paula Stout began helping apply property stamps and barcodes to branch books in Acquisitions. Vivian Grayson helped out in Shelf/Shipping by doing distribution lists for trucks going to High Demand.

Ms. Johnson attended a CLEVNET Technical Services SIG meeting. Michael Monaco attended the Ohio Library Council's Leadership Conference to participate in OLC Technical Services Action Council planning of future conference events.

Acquisitions: Acquisitions staff ordered a total of 6,917 titles and 10,768 items, received 13,721 items, and processed a total of 2,483 invoices. Serials staff received 2,654 periodicals and 264 serials, added 269 items and 2,779 paperbacks, processed 107 periodical and serial claims, and modified 63 serial controls.

The use of volunteers from other Technical Service Departments has provided Acquisitions with a means for managing the workloads for positions that are currently vacant in the Acquisitions Department and Serials Section. The list of volunteers is as follows:

- Laura Mommers, Collection Management Librarian, and Laura Wallencheck, Preservation Assistant, continued to volunteer in the Acquisitions Department receiving library materials. Bonnie Bolton, Collection Management Librarian, Jeni Delfs, Catalog Librarian, and Technical Service Associates Cathy Jo Graves, Rodney Lewallen, and Karima Ward volunteered to cross-train on receiving library materials and have been helping the Acquisitions Department to receive materials.
- Anarie Lanton, Technical Services Associate in the High Demand Department, continued to volunteer in the Acquisitions Department placing orders.
- Technical Services Senior Clerks Paula Stout and Shirley Jones volunteered to help stamp and barcode materials for the Acquisitions Department.
- Regina Houseman, Catalog Librarian, continued to volunteer in the Serials Section.

Sandy Jelar Elwell attended the Ohio Library Council (OLC) Managerial Leadership workshop and met with Felton Thomas, Cindy Lombardo, and other CPL attendees to discuss the workshop. Ms. Elwell spent a day in the Business, Economics & Labor Department with Michael Ruffing, the Acting Manager, and in the Computer Learning Connection with Olivia Hoge, Computer Learning Connection Librarian. Alicia Naab attended the Ohio Library Council (OLC) Leadership Conference.

Gloria Guzi, Acquisitions Librarian - Serials, retired on October 29th after 17 years of service with CPL.

MARKETING & COMMUNICATIONS

Cleveland Public Library is ranked one of the top five libraries in the country, receiving the highest possible rating of five stars in the America's Star Libraries 2010 in *Library Journal*. Marketing efforts in October centered around spreading this good report, as well as promoting the upcoming authors for Writers and Readers.

Planning during October included Celebrate With Books 2010, the 26th Annual Martin L. King, Jr. Commemorative program, the African American History Month exhibit "Women of a New Tribe," African American History Month and Women's History Month programs, Writers and Readers authors for 2011, and the Friends annual fundraiser "A Night at the Library: Mysteries Alive!"

Meetings held and attended included regular weekly meetings with the Marketing and Communications Department managers of Graphics and Programming and Scheduling Services; weekly Administrative and Executive Council meetings; David Fitz, Strategy Design Partners; Trapper Jack of WDOX radio; Archivist at Pro Football Hall of Fame; Urban Libraries Council webinar on foundation planning; Cleveland Public Art; Ryan Gerber of RGI Exhibits; photographer Jerry Taliaferro and the 25 women of the "Women of a New Tribe" exhibit; Barbara Danforth of YWCA; Robert Sultzman of Positively Cleveland; Jason Hutchinson of DigiKnow; Downtown Cleveland Alliance for Winterfest 2010; Ruth Radner Awards Luncheon; Bostwick Design for Main Library reorganization financing and fundraising; Digitization committee; David Shimp of Ghostlight Productions; Signage Task Force; and the MLK Day program planning committee.

Special projects underway include:

- Exploring Library mascot by accepting quotes from three companies and obtaining permission from artist Tom Otterness for use of the Eastman garden figures
- Continuing signage project at Rice Branch

Implementing e-marketing via an eNewsletter tool;
building categorized distribution list

- Branding programming initiatives (Technology, Economic Development, Education)
- Exploring design app for iPad to promote library special collections
- Launching Sports Research Center
- Implementing communication plan for Main Library Reorganization
- Finding displays for staff elevators to match existing library elevator displays
- Exploring Lake Shore Facility sound and stage design by soliciting proposal
- Planning 2011 programs and special events
- Drafting all marketing and communications procedures for Staff Center
- "Libraries Work" marketing campaign with the nine libraries in Cuyahoga County
- Ordering promotional items for 2011
- Planning and launching exhibits

News releases distributed and posted at www.cpl.org included: Cleveland Public Library Ranked One of the Top Five Libraries in the Country, Acclaimed Novelist Jonathan Franzen featured at Cleveland Public Library's Writers & Readers Series, "Designing A Better Cleveland" Timely Publication by Cleveland Public Library, and Cleveland Public Library Board of Trustees Meeting. Library events were posted electronically on community calendars.

Graphics Department staff, under the direction of Manager Cathy Poilpre, designed, printed and distributed 128 pieces. Ads were produced for Writers and Readers and for the "My Place to Dream, Create, Grow" campaign. Four staff newsletters were produced, as well as Celebrate With Books 2010.

Programming and Scheduling Services staff, under the direction of Acting Manager Aaron Mason, planned and implemented special programs throughout the Library, and continued to perform outreach duties.

Special programming and outreach initiatives during October included:

- Writers and Readers with Sapphire

- CMSD Special Needs Fair and Cleveland Botanical Gardens "Botanical Bash"
- Community Events at Lake Shore: 5th District Award Ceremony and WENZ "First Things First" health summit
- Eight Cleveland Goes to College sessions in neighborhood branches
- Meeting room reservations for 26 non-profit or partner agencies
- Youth Services librarian training for 11 staff
- Class tours of Main Library

During October, the Webware team, Amy Pawlowski and David Reynolds, created promotions on www.cpl.org for the 2009 Annual Report, Music at Main, Proud Member of CLEVNET, Banned Books Week, Octavofest, Exhibits at Main, Writers and Readers and the Friends fundraiser.

The Library was featured in print and electronic media during the October for an ad value that exceeded \$100,966 to an audience of 93,855,512. A complete clipping file and monthly ad value reports are available in the Marketing and Communications Department.

BUILDINGS SERVICES

The Buildings Office completed numerous branch inspections and continues to monitor utility bills. We have attended meetings with Bostwick Design to discuss the potential changes in Main and LSW.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. New LED lights were installed on existing poles in the Eastman garden. The boiler at South branch was serviced. The lights on the front of the building at Sterling were removed, because of damage and new lights have been ordered. The boiler at West Park was serviced. The controller board on the furnace at Woodland was replaced.

The Carpenters and Painters completed repairs, removed wall paper, repaired the benches, lowered the fence by the entrance to the driveway for safety and painted at Sterling. The gate was reinstalled in the Eastman Garden after repairs. Painting was completed at Garden Valley and Collinwood.

The Garage serviced vehicles #23, #24 and the tractor at Main. They have also started to pick up lawn mowers and deliver snow blowers.

SECURITY OPERATIONS

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

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

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational. Burglar and no close alarms are documented in the Security Operations Alarm Log book and followed-up on by a Security Operations Supervisor on a daily basis. Reports are also produced by Security Operations tallying the alarms and types for each branch for follow-up and training purposes. Cuyahoga Valley Patrol responded to 3 alarms. Only 1 alarm was caused by staff.

All duress buttons are tested on a monthly basis at all stations in the Main Library Building, The Louis Stokes Wing, Lake Shore Facility, the book mobiles and all branches. Security learned that the duress button system is obsolete and unable to replace broken parts.

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

All CCTV cameras are operational with the exception of the following cameras at this time Main Complex cameras 41,21,27,25 and 10. Lakeshore cameras 13, Rockport camera 11. The DVR box for Memorial Branch is malfunctioning.

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

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

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

Lost and Found: An inventory of all lost and found items is conducted on a monthly basis at the Louis Stokes Wing Security Operations Desk. During the months of September a total of 5 items were returned to their owners; 4 bag of miscellaneous items were donated to Goodwill Industries.

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

Security Operations Assistant Chief Abrams met with branch Managers and Department Managers to discuss any security concerns

Branch Patrol: Security Operations currently operate two Branch Patrol Units. Branch Patrol Units respond to all branches when called upon by staff members and regularly patrol and visit all branches several times a week.

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

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 35 branch investigations.

SUMMARY OF IRREGULARITY REPORTS RECEIVED

Month	2009	2010	Change
January	63	50	-13
February	52	40	-12
March	76	63	-13
April	55	52	-03
May	50	37	-13
June	63	42	-21
July	60	26	-34
August	59	50	-19
September	53	58	+05
October	70	35	-35
Year to Date	601	453	-148

AUTOMATION SERVICES

CPL Projects:

SAM PC management sign-up stations were installed at Hough, Walz, Lorain and Brooklyn branches.

240 XP work stations were upgraded to service pack 3 and 500 work stations had MS Office patched to service pack 3.

The Hardware team is working with Facilities and Public Services to review computer placement and wiring, and electrical needs for safer and more convenient public use. This month the teams visited Collinwood and Glenville.

The Access Points at PAL, Memorial-Nottingham, Lakeshore, South and the Louis Stokes wing were converted to running over the Wireless LAN Controllers.

Phone repairs were made in CLC, General Reference, Langston Hughes and Business.

The Software team began running regular debt collection reports for Cleveland Public on October 1.

Ann. Palomo and Tish Lowrey worked out a schedule to address the weeding backlog in branches. Jim Benson began programming weekly weeding reports for all branches, the first report delivered on October 8.

The browsing book collection was eliminated with the exception of POP, MOB and university satellite collections. The Software team produced shelf list reports of browsing book collections at all branches for the purposes of removing book labels. On October 14 item type on approximately 13,200 items was changed to remove them from browsing and allow them to fill holds.

Software produced special reports for Business Department, Fulton, Mt. Pleasant, PAL and Rockport.

During the month of October, the following events, programs, and information were either edited or added to promote on www.cpl.org: 2009 Annual Report, Music at Main, Proud Member of CLEVNET, Banned Books Week, Octovofest, Exhibits at Main, Writers & Readers - Sapphire, Writers & Readers - Franzen, and the Friends Fundraiser.

Library News on the www.cpl.org homepage featured the following items for October: Celebrate the Book and Paper Arts at Octavofest, Acclaimed Novelist Jonathan Franzen featured at Cleveland Public Library's Writers & Readers Series, Cleveland Public Library Board of Trustees Meeting, Cleveland Public Library Ranked One of the Top Five Libraries in the Country, "Designing A Better Cleveland" Timely Publication by Cleveland Public Library - Published in partnership with Cleveland Public Art Written by Steven Litt.

19 Popular Topic pages on the website were updated with new content.

The changes to the "Internet & Computer Use" and "Fines & Fees" policies were posted under "Using the Library."

Serials Solutions new federated search tool, 360 Search (formally Webfeat), was implemented on the "Research Databases" page allowing patrons to search all CPL databases at once.

Amy Pawlowski and Tena Wilson met with Jason Hutchison and Scott Chapin from DigiKnow to discuss their recommendation for an eNewsletter tool. DigiKnow completed a through comparison of tools and strongly recommended we use Constant Contact.

Webware met with the Programming and Scheduling office to create a content plan for the website for African American History month.

The following pages were edited, added, or promoted on the CPL Staff Center: FSA Open Enrollment, New Policies (Internet & Computer Use, Fines and Fees).

CLEVNET Projects:

George Lenzer completed remaining work on Zimbra migration to VMWare recovered 400 gigs of disk space as a result.

Mr. Lenzer work with Barracuda Network Support to reduce the amount of spam.

Mr. Finnegan visited Twinsburg Library to review wireless A/P placement for their new patio.

Mr. Novak worked with the telephone vendor installing the new phone system at Milan/Berlin Heights and upgraded the A/P at Willoughby Hills.

Madison Public began online debt collection on October 8.

Policy changes were made for Willoughby-Eastlake, Perry, Wayne, Shaker and Sandusky.

Cleveland Heights: Assisted with closing of Noble Branch for renovations by marking the collection non-hold, removing branch from public catalog pickup list, initiating script to change any staff-entered holds for

this branch to CH-MAIN, shadowing collection from public catalog.

Reports were produced for Barberton, Euclid, Hudson, Lorain, Medina, Ritter and Twinsburg libraries.

Barcode sheets for 2011 uncataloged materials for all CPL and CLEVNET agencies were created and posted on the CLEVNET Members' site.

Webware worked with Ebsco to create a url that would allow Hudson Public Library a direct link to the GreenFile database.

David Reynolds worked with OPLIN to rectify access issues to Worldbook content at Kirtland Public Library.

KnowItNow:

On October 1, Don Boozar taught the second half of Dr. Miriam Matteson's reference class in the training room of the Kent State School of Library and Information Science branch inside the State Library of Ohio. The students will be staffing two one-hour shifts on KnowItNow24x7 (KIN24x7) during this Fall semester.

This month, it was decided to proceed with Mosio's Text-A-Librarian platform to provide statewide texting for KnowItNow24x7 in the statewide texting project. An official proposal was submitted for the creation of a requisition.

On October 7, Mary Lou of Wright State University and Don participated in the regular SparkRef Forum. On Oct. 21, three OhioLINK librarians plus Don and Brian participated in the regular SparkRef Forum.

Don created a KIN24x7 poster, now available as a download on the Provider site after being asked about available materials by a school librarian.

Serving as 2010 Coordinator and Past Coordinator in 2011, Don attended the Ohio Library Leadership Conference in Columbus on Oct. 14.

Don participated in the Quality Assurance Committee for KIN24x7 meeting on Oct. 20.

A summary is available at <http://provider.knowitnow.org/content/sparkref-forum-summary-october-21>. Afterwards, Brian wrote a script to alternate colors for participants' screennames in the transcripts before they are posted online.

This month, Brian updated two modules on the Provider site.

Brian finished the hand-held mobile stylesheet for <http://www.knowitnow.org> embedded within the main site.

Brian set-up transfer rules to allow AfterDark librarians in the AfterDark workgroup to transfer to a queue in the KnowItNow workgroup at the end of the shift.

At the request of Jennifer Hrusch, Brian provided custom statistics for specific days in October to Columbus Metro Library.

Meetings and Professional Development:

Mr. Finnegan attended the Connect Ohio meeting at Strongsville Library.

Ann Palomo met with John Parker of Flowan to begin development of a special transit slip program that would be widely usable and supportable throughout CPL and CLEVNET.

Ann attended the quarterly public services meeting.

Ann, Hilary Prisbylla and Jim Benson attended the CLEVNET Technical Services SIG meeting at Perry Public Library.

Amy Pawlowski attended OLC's Leadership Conference on Thursday, October 14th. Beginning January 1, 2011, Amy will be the new Coordinator for the IT Division.

Statistics

	October 2009	October 2010
OverDrive Downloads	12,474	22,109
Twitter Followers	1,439	2,134
Facebook Fans	1,816	2,621

Automation Services Statistics, 10/2010				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	118	104	48	270
CPL Branch	174	156	70	400
CPL Lake Shore	53	35	17	105
CLEVNET	59	32	12	103
PUBLIC	1	1		2
HARDWARE TOTAL	405	328	147	880
SOFTWARE				
CPL Main	15	15		30
CPL Branch	8	8		16
CPL Lake Shore	9	9		18
CLEVNET	79	78		157
PUBLIC	2	2		4
SOFTWARE TOTAL	113	112	0	225
WEBWARE				
CPL Main	6	6	2	14
CPL Branch	4	4		8
CPL Lake Shore	2	2		4
CLEVNET	5	5		10
PUBLIC	30	30		60
WEBWARE TOTAL	47	47	2	96
KIN				
CPL Main	1	1		2
CPL Branch				0
CLEVNET				0
PUBLIC	1	1		2
KIN Library	32	32		64
OHIOLink Library	3	3		6
After Dark	2			2
KIN TOTAL	39	37		76
GRAND TOTAL				
	696	620	153	1,469

Mr. Corrigan adjourned to the meeting at 2:10 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

CLEVELAND PUBLIC LIBRARY

Finance Committee
November 18, 2010

GIFT REPORT FOR OCTOBER 2010

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	454	8,199
Periodicals	62	843
Publishers Gifts	3	108
Non-Print Materials	<u>77</u>	<u>713</u>
TOTAL LIBRARY SERVICE MATERIALS	596	9,863

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ 41	\$ 4,463
Library Fund	Restricted	1,100	7,046
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	0	29,294
Friends Fund	Restricted	0	6,000
Schweinfurth Fund	Restricted	0	36,734
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	165,985
Lockwood Thompson Fund	Restricted	0	84,796
MetLife - Fit for Life	Restricted	0	0
MyCom Fund	Restricted	0	36,500
Founders Fund	Unrestricted	6,000	7,645
Founders Fund	Restricted	<u>0</u>	<u>11,243</u>
TOTAL MONEY GIFTS		\$ 7,141	\$ 389,705

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	19	158	596	9,863
Money Gifts	<u>6</u>	<u>86</u>	<u>6</u>	<u>86</u>
TOTAL GIFTS	25	244	602	9,949

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



October 15, 2010

Merce Robinson
Grants & Development Coordinator
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

Re: Award of Grant from the PNC Foundation

Dear Ms. Robinson:

We are pleased to inform you that the PNC Foundation has awarded you a grant in the amount of \$6,372.50 in support of the On the Road to Reading Program

Included with this letter is a document detailing the parameters of your grant, as well as your obligations associated with the grant. We will need you to execute this document and return it to our attention before any funds can be disbursed to you.

Once we receive the aforementioned document back from you and any other information requested therein or otherwise requested by us, we will be in touch regarding disbursement of the grant proceeds to you.

Congratulations on your award and best of luck on your endeavor!

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Kristen Baird Adams', written in a cursive style.

Kristen Baird Adams
Client & Community Relations Director

Attachments



cuyahoga
arts & culture
community supported funding

October 25, 2010

Merce Robinson
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

Dear Merce:

On behalf of the Cuyahoga Arts & Culture Board of Trustees and staff, I am pleased to notify you that Cleveland Public Library has been awarded a 2011 Project Support grant from Cuyahoga Arts & Culture (CAC) in an amount not to exceed \$5,701.00.

This matching grant has been awarded to fund the project reviewed by the Panel, as approved by the CAC Board of Trustees on October 25, 2010. CAC's grant cycle is January 1, 2011 through December 31, 2011. CAC's grant funds must be expended within the grant period.

On December 2, 8, and 9, CAC will hold small-group workshops to review and discuss the grant agreement, disbursement of funds, reporting requirements and publicity requirements of the grant program. Grantees new to CAC grant programs must attend a workshop. Returning PS grantees are also welcome, but not required, to attend. Advance online registration is required at <http://ps11granteeworkshop.eventbrite.com/>.

Congratulations on your grant award. We look forward to working with you in the coming year. If you have questions or need additional information, please feel free to contact me at (216) 515-8303, extension 101 or shoffman@cacgrants.org.

Sincerely,

Stacey L. Hoffman
Grant Program Coordinator



November 8, 2010

Ms. Mercier C. Robinson
Grants & Development Coordinator
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

Dear Ms. Robinson:

Target is pleased to inform Cleveland Public Library that a grant has been approved in the amount of \$35,000 for support of Cleveland Public Library Winter Reading Program.

In addition to the grant check, we have enclosed a Charitable Contribution Receipt. Please take a moment to complete the receipt and return it in compliance with Internal Revenue Service guidelines. Please note that your grant check is void if it is not cashed within five months.

We ask that you identify us as "Target" if you choose to produce any announcements or articles in recognition of this grant. Resources to help you promote your partnership with Target are available at <http://www.target.com/marketingresources>.

As always, Target grants are one-time gifts. By making annual commitments, we ensure we can remain flexible and respond to changing community and business needs.

Since 1946, we have given 5 percent of our income to the communities we serve. We are proud to partner with organizations like yours to meet the unique needs of our communities. Whether it's inspiring young minds, offering unique cultural experiences or meeting your community's most basic needs; we thank you for your continued commitment to making a difference.

Sincerely,

A handwritten signature in cursive script that reads "Beth Lockman".

Beth Lockman
Community Relations
Target

Enclosures: Check, Charitable Contribution Receipt

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 84.10% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio November 10, 2010

To the Board of Library Trustees of the: Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2010, as revised by the Budget Commission of said County, which shall govern the total of appropriations appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2010	General Property Tax	PLF	Other Sources	Total
General Fund	24,665,941.40	29,738,384.02	19,726,367.80	10,312,347.00	84,443,040.22
Special Revenue	9,838,547.39			1,762,402.00	11,600,949.39
Capital	5,890,210.76			0.00	5,890,210.76
Permanent	1,698,700.18			35,580.00	1,734,280.18
Totals/Subtotals	42,093,399.73	29,738,384.02	19,726,367.80	12,110,329.00	103,668,480.55

<i>Dave Keegan</i>	Budget	<i>Jim Rabate</i>
<i>Wanessa Gaddis</i>	Commission	<i>Ch. Knuts</i>

**CLEVELAND PUBLIC LIBRARY
2010 APPROPRIATION: SIXTH AMENDMENT
NOVEMBER 18, 2010**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	24,665,941.40	0.00	24,665,941.40 (3)
Taxes - General Property	27,738,384.02	0.00	27,738,384.02
Public Library Fund	19,726,367.80	0.00	19,726,367.80
State Rollbacks	8,127,349.00	0.00	8,127,349.00
Federal Aid	4,998.00	0.00	4,998.00
State Aid	800,000.00	0.00	800,000.00
Fines and Fees	300,000.00	0.00	300,000.00
Earned Interest	300,000.00	0.00	300,000.00
Services	2,400,000.00	0.00	2,400,000.00
Miscellaneous	380,000.00	0.00	380,000.00
Return of Advances	0.00	0.00	0.00
TOTAL RESOURCES	84,443,040.22	0.00	84,443,040.22

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	37,100,000.00	0.00	37,100,000.00
Supplies	1,144,379.00	0.00	1,144,379.00
Purchased/Contracted Services	11,064,458.00	0.00	11,064,458.00
Library Materials/ Information	10,674,635.00	0.00	10,674,635.00
Capital Outlay	824,959.00	0.00	824,959.00
Other Objects	120,000.00	0.00	120,000.00
SUBTOTAL OPERATING	60,928,431.00	0.00	60,928,431.00
Transfers/Advances	0.00	0.00	0.00
TOTAL APPROPRIATION	60,928,431.00	0.00	60,928,431.00

(1) Certificate dated October 4, 2010

(2) Certificate dated November 10, 2010

(3) \$24,665,941 unencumbered cash carried forward (plus \$5,140,315 encumbered cash.)

**CLEVELAND PUBLIC LIBRARY
2010 APPROPRIATION: SIXTH AMENDMENT
NOVEMBER 18, 2010**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	160,848.57	0.00	160,848.57
Endowment for the Blind	1,286,477.12	0.00	1,286,477.12
Founders	1,594,575.80	0.00	1,594,575.80
Kaiser	38,266.75	0.00	38,266.75
Kraley	137,003.76	0.00	137,003.76
Library	160,078.66	0.00	160,078.66
Pepke	85,361.57	0.00	85,361.57
Wickwire	953,375.83	0.00	953,375.83
Wittke	56,631.04	0.00	56,631.04
Young	2,552,945.90	0.00	2,552,945.90
Friends	23,230.27	0.00	23,230.27
Judd	221,313.00	0.00	221,313.00
Lockwood Thompson	337,709.42	0.00	337,709.42
Ohio Center for the Book	1,908.00	0.00	1,908.00
Schweinfurth	52,090.53	0.00	52,090.53
Cleveland NCA Kiosks	12,217.02	0.00	12,217.02
Bill & Melinda Gates	119,600.00	0.00	119,600.00
Harvard Kiosk	7,968.41	0.00	7,968.41
LSTA-Service to Youth	0.00	0.00	0.00
MetLife-Fit for Life	6,677.45	0.00	6,677.45
LBPH - LSTA	136,118.84	223,892.00	360,010.84
KnowItNow-LSTA	742,601.95	0.00	742,601.95
MyCom	198,000.00	0.00	198,000.00
TOTAL SPECIAL REVENUE	8,884,999.89	223,892.00	9,108,891.89 (4)

CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
BUILDING & REPAIR	5,890,210.76	0.00	5,890,210.76 (5)

(4) \$9,838,547 unencumbered cash carried forward (plus \$406,221 encumbered cash.) \$1,762,402 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.
(\$9,838,547 + \$1,762,402 = \$11,600,949 less \$2,492,058 = \$9,108,891)

(5) \$5,890,211 unencumbered cash carried forward (plus \$1,663,560 encumbered cash.) \$-0- additional revenue.

**CLEVELAND PUBLIC LIBRARY
2010 APPROPRIATION: SIXTH AMENDMENT
NOVEMBER 18, 2010**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	145,285.11	0.00	145,285.11
Ambler	1,257.48	0.00	1,257.48
Beard	93,110.50	0.00	93,110.50
Klein	2,955.59	0.00	2,955.59
Malon/Schroeder	88,839.74	0.00	88,839.74
McDonald	111,641.87	0.00	111,641.87
Ratner	54,976.64	0.00	54,976.64
Root	19,419.21	0.00	19,419.21
Sugarman	12,610.43	0.00	12,610.43
Thompson	66,314.67	0.00	66,314.67
Weidenthal	3,799.70	0.00	3,799.70
White	1,134,069.24	0.00	1,134,069.24
TOTAL PERMANENT	1,734,280.18	0.00	1,734,280.18 (6)

(6) \$2,415,735 unencumbered cash carried forward (plus \$10,433 encumbered cash.) \$35,580.00 additional revenue. Non-expendable principal amounts (\$717,035) are not included in either the certified fund balances or the appropriated amounts.
 (\$2,415,735 + \$35,580 = \$2,451,315 less \$717,035 = \$1,734,280)

1. The CLEVELAND PUBLIC LIBRARY shall administer the program in accordance with the Annual Plan of Service (Appendix A) and the budget submitted to the STATE LIBRARY as outlined in Appendix B attached to this Agreement. The Cleveland Public Library will serve all 88 counties in Ohio.
2. The CLEVELAND PUBLIC LIBRARY will submit a quarterly narrative report to the STATE LIBRARY by the 15th day of the months of October 2010, January 2011, and April 2011. The narrative reports shall describe the activities carried out toward reaching the goals of the project.
3. Staff of the State Library shall visit the CLEVELAND PUBLIC LIBRARY during July 2011 to review the program with personnel of the CLEVELAND PUBLIC LIBRARY. This review shall be based upon the annual budget and plan of service. The STATE LIBRARY shall furnish a written report of this evaluation.
4. The CLEVELAND PUBLIC LIBRARY will work with the State Library by providing publicity, training, monitoring and evaluation of the CLEVELAND PUBLIC LIBRARY.

Part B

The STATE LIBRARY shall:

1. Pay the LIBRARY for expenses for the period of July 1, 2010 - June 30, 2011 an amount not to exceed \$1,498,086.00. \$200,000.00 shall be paid from FFY 2009 LSTA carryover funds, \$23,892.00 shall be paid from FFY 2010 LSTA funds, and \$1,274,194.00 shall be paid from Fund 5GB0 from ALI 350-605.

Payment shall be made as follows:

FUND 5GB0	LSTA	
\$174,522.00	\$200,000.00	AS SOON AS POSSIBLE AFTER SIGNING OF THIS AGREEMENT BY BOTH PARTIES.
\$350,630.00	\$23,892.00	IN OCTOBER 2010. AS SOON AS POSSIBLE AFTER SUBMISSION AND ACCEPTANCE OF QUARTERLY FINANCIAL AND PROGRAM REPORTS FOR JULY 1, 2010 THROUGH SEPTEMBER 30, 2010.
\$374,521.00		IN JANUARY 2011. AS SOON AS POSSIBLE AFTER SUBMISSION AND ACCEPTANCE OF QUARTERLY FINANCIAL AND PROGRAM REPORTS FOR OCTOBER 1, 2010 THROUGH DECEMBER 31, 2010.
\$374,521.00		IN APRIL 2011. AS SOON AS POSSIBLE AFTER SUBMISSION AND ACCEPTANCE OF QUARTERLY FINANCIAL AND PROGRAM REPORTS FOR JANUARY 1, 2011 THROUGH MARCH 31, 2011.
		A QUARTERLY FINANCIAL REPORT FOR APRIL 1, 2011 THROUGH JUNE 30, 2011 WILL BE REQUIRED FOR REVIEW BY THE STATE LIBRARY. THIS FINAL REPORT IS DUE NO LATER THAN SEPTEMBER 1, 2011.

FFY 2009 federal funds will be obligated by September 30, 2010 and disbursed by October 31, 2010.

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD OCTOBER 1 – OCTOBER 31, 2010

H. Sandra Kuborn

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Total
41 Taxes	28,316,031.28	0.00	0.00	0.00	28,316,031.28
42 Intergovernmental	23,019,574.67	690,362.41	0.00	0.00	23,709,937.08
43 Fines & Fees	381,108.59	0.00	0.00	0.00	381,108.59
44 Investment Earnings	625,902.24	10,299.43	0.00	3,396.77	639,598.44
45 Charges for Services	2,297,812.02	0.00	0.00	0.00	2,297,812.02
46 Contributions & Donations	0.00	389,705.26	0.00	0.00	389,705.26
48 Miscellaneous Revenue	426,814.24	39,763.11	0.00	0.00	466,577.35
Total Revenues	\$ 55,067,243.04	\$ 1,130,130.21	\$ 0.00	\$ 3,396.77	\$ 56,200,770.02
51 Salaries/Benefits	31,398,634.59	429,709.40	0.00	0.00	31,828,343.99
52 Supplies	755,375.10	115,236.24	0.00	2,294.00	872,905.34
53 Purchased/Contracted Services	9,101,590.09	398,318.78	0.00	2,332.47	9,502,241.34
54 Library Materials	6,938,069.91	82,915.20	0.00	17,249.44	7,038,234.55
55 Capital Outlay	324,124.43	122,231.74	2,221,084.35	0.00	2,667,440.52
57 Miscellaneous Expenses	107,835.25	35,889.26	0.00	0.00	143,724.51
Total Expenditures	\$ 48,625,629.37	\$ 1,184,300.62	\$ 2,221,084.35	\$ 21,875.91	\$ 52,052,890.25
Revenue Over/(Under) Expenditures	\$ 6,441,613.67	\$(54,170.41)	\$(2,221,084.35)	\$(18,479.14)	\$ 4,147,879.77
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 6,441,613.67	\$(54,170.41)	\$(2,221,084.35)	\$(18,479.14)	\$ 4,147,879.77
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	\$ 36,243,135.57	\$ 10,180,624.51	\$ 5,332,686.76	\$ 2,407,689.24	\$ 54,164,136.08

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending October 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	9,609,044.37	0.00	3,970,820.43
51120 Clerical Salaries	9,819,992.00	9,628,304.68	8,890,811.88	0.00	737,492.80
51130 Non-Clerical Salaries	464,799.00	955,032.60	1,075,592.86	0.00	(120,560.26)
51140 Buildings Salaries	3,574,445.00	3,701,771.36	3,109,189.40	0.00	592,581.96
51150 Other Salaries	1,707,991.00	1,766,099.08	1,297,781.54	0.00	468,317.54
51180 Severance Pay	0.00	53,622.48	348,190.30	0.00	(294,567.82)
51190 Non-Base Pay	208,805.00	214,891.16	141,035.71	0.00	73,855.45
51400 OPERS	4,036,260.00	4,246,578.87	3,420,509.56	0.00	826,069.31
51610 Health Insurance	3,505,479.00	3,505,479.00	2,895,680.66	0.00	609,798.34
51620 Life Insurance	73,430.00	73,430.00	38,753.71	0.00	34,676.29
51630 Workers Compensation	241,887.00	491,887.00	259,581.70	0.00	232,305.30
51640 Unemployment Compensation	0.00	11,507.66	12,309.93	6,581.30	(7,383.57)
51650 Medicare - ER	327,911.00	334,911.00	281,380.45	0.00	53,530.55
51900 Other Benefits	0.00	3,027.26	18,772.52	1,458.14	(17,203.40)
Salaries/Benefits	37,100,000.00	\$ 38,566,406.95	\$ 31,398,634.59	\$ 8,039.44	\$ 7,159,732.92
52110 Office Supplies	73,980.00	81,767.51	39,917.47	3,319.32	38,530.72
52120 Stationery	170,260.00	185,079.53	76,352.94	28,466.20	80,260.39
52130 Duplication Supplies	104,410.00	110,425.38	60,263.16	3,799.81	46,362.41
52140 Hand Tools	4,800.00	5,469.80	1,693.39	2,536.19	1,240.22
52150 Book Repair Supplies	111,211.00	113,927.04	57,090.01	8,089.53	48,747.50
52210 Janitorial Supplies	121,347.00	126,146.62	91,609.33	6,886.43	27,650.86
52220 Electrical Supplies	48,814.00	52,903.71	45,693.50	3,287.06	3,923.15
52230 Maintenance Supplies	111,985.00	135,745.70	113,791.60	9,064.80	12,889.30
52240 Uniforms	12,550.00	13,225.00	0.00	9,000.00	4,225.00
52300 Motor Vehicle Supplies	57,700.00	92,149.00	67,781.75	9,338.97	15,028.28
52900 Other Supplies	327,322.00	371,861.49	201,181.95	42,803.05	127,876.49
Supplies	1,144,379.00	\$ 1,288,700.78	\$ 755,375.10	\$ 126,591.36	\$ 406,734.32

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53100	41,609.00	48,189.00	16,766.98	29,421.99	2,000.03
53210	449,894.00	571,552.18	424,099.59	150,067.99	(2,615.40)
53230	140,100.00	167,365.84	108,823.36	57,132.60	1,409.88
53240	270,600.00	280,473.87	97,999.84	30,382.29	152,091.74
53310	155,890.00	194,740.36	88,550.44	72,831.51	33,358.41
53320	55,725.00	57,504.42	22,599.04	13,694.52	21,210.86
53340	143,700.00	165,039.34	121,844.15	29,672.82	13,522.37
53350	280,627.00	359,031.53	196,087.97	92,507.27	70,436.29
53360	811,532.00	857,419.70	766,978.06	47,966.01	42,475.63
53370	24,400.00	26,853.40	19,634.70	0.00	7,218.70
53380	909,473.00	1,030,421.60	850,758.88	179,662.72	0.00
53390	30,000.00	48,300.00	19,309.00	6,051.00	22,940.00
53400	448,300.00	448,300.00	423,749.75	11,510.25	13,040.00
53510	115,372.00	139,655.47	85,148.11	20,711.36	33,796.00
53520	272,960.00	333,986.90	251,057.18	79,360.33	3,581.39
53610	1,903,000.00	2,340,755.78	1,859,069.16	479,134.05	2,552.57
53620	396,950.00	422,476.49	212,419.17	63,170.72	146,886.60
53630	663,554.00	1,120,787.71	773,343.23	339,318.89	8,125.59
53640	125,314.00	136,787.69	60,638.05	47,449.26	28,700.38
53710	1,129,140.00	1,530,223.00	858,882.42	220,022.14	451,318.44
53720	700,000.00	1,707,919.17	1,620,618.28	392.62	86,908.27
53800	332,818.00	312,379.15	198,034.23	67,517.83	46,827.09
53900	13,500.00	26,332.58	25,178.50	964.00	190.08
	9,424,458.00	\$ 12,326,507.18	\$ 9,101,590.09	\$ 2,038,942.17	\$ 1,185,974.92
Purchased/Contracted Services					
54110	3,660,300.00	4,465,358.77	2,672,120.70	962,763.15	830,474.92
54120	755,167.00	869,487.74	412,264.97	505,225.50	(48,002.73)
54210	1,529,822.00	1,819,889.63	690,615.47	782,319.35	346,954.81

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54220 Microforms	264,669.00	381,037.50	100,787.65	187,378.70	92,871.15
54310 Video Media	1,588,354.00	1,757,800.12	1,127,186.94	520,042.27	110,570.91
54320 Audio Media - Spoken	263,586.00	373,494.89	232,374.25	54,146.94	86,973.70
54325 Audio Media - Music	643,847.00	692,371.12	417,672.40	110,063.97	164,634.75
54350 Computer Media	296,500.00	361,768.71	231,996.27	72,459.85	57,312.59
54500 Database Services	1,404,016.00	1,785,654.86	936,273.81	382,437.26	466,943.79
54600 Interlibrary Loan	6,500.00	9,788.18	6,081.58	3,596.87	109.73
54710 Bookbinding	85,874.00	132,224.65	19,043.35	66,297.70	46,883.60
54720 Preservation Services	100,000.00	125,570.72	53,870.65	49,849.63	21,850.44
54730 Preservation Boxing	10,000.00	10,969.53	8,591.51	2,125.11	252.91
54790 Preservation Reformatting	65,000.00	87,071.85	29,190.36	31,409.10	26,472.39
54900 Other Library Materials	1,000.00	1,000.00	0.00	0.00	1,000.00
Library Materials	10,674,635.00	\$ 12,873,488.27	\$ 6,938,069.91	\$ 3,730,115.40	\$ 2,205,302.96
55510 Furniture	84,435.00	126,304.29	36,245.55	23,465.29	66,593.45
55520 Equipment	129,326.00	145,506.66	32,072.60	12,298.50	101,135.56
55530 Computer Hardware/Software	555,200.00	568,790.77	255,806.28	127,426.83	185,557.66
55700 Motor Vehicles	51,000.00	50,100.00	0.00	0.00	50,100.00
Capital Outlay	819,961.00	\$ 890,701.72	\$ 324,124.43	\$ 163,190.62	\$ 403,386.67
57100 Memberships	59,500.00	60,532.00	59,434.60	1,097.40	0.00
57200 Taxes	1,500.00	2,075.77	1,248.58	262.21	564.98
57500 Refunds/Reimbursements	19,000.00	60,333.12	47,152.07	4,077.03	9,104.02
Miscellaneous Expenses	80,000.00	\$ 122,940.89	\$ 107,835.25	\$ 5,436.64	\$ 9,669.00
Advances	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
59900 Transfers Out	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	\$ 66,068,745.79	\$ 48,625,629.37	\$ 6,072,315.63	\$ 11,370,800.79

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending October 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	55,067,243.04	48,625,629.37	6,072,315.63	30,175,554.23
Total General Fund	\$ 29,806,256.19	\$ 55,067,243.04	\$ 48,625,629.37	\$ 6,072,315.63	\$ 30,175,554.23
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	18,888.68	86,157.54	23,449.12	3,955,952.56
204 Kaiser	37,706.75	121.36	0.00	0.00	37,828.11
205 Kralley	135,692.44	0.00	1,895.92	139.95	133,656.57
206 Library	154,761.46	11,508.41	1,111.26	2,272.27	162,886.34
207 Pepke	83,531.57	174.09	1,105.44	0.00	82,600.22
208 Wickwire	949,604.55	399.97	8,736.02	2,358.16	938,910.34
209 Witke	55,831.04	28.83	0.00	0.00	55,859.87
210 Young	2,485,473.78	64,323.89	0.00	0.00	2,549,797.67
225 Friends	11,655.02	6,000.00	7,900.01	0.00	9,755.01
226 Judd	8,159.84	165,984.75	125,333.03	15,669.29	33,142.27
228 Lockwood Thompson Memorial	334,708.11	84,795.50	63,590.63	197,581.83	158,331.15
229 Ohio Center for the Book	1,500.00	0.00	2,342.00	0.00	(842.00)
230 Schweinfurth	11,370.07	36,734.00	52,365.00	4,124.54	(8,385.47)
242 Cleveland NCA Kiosk	12,306.51	0.00	1,555.08	844.92	9,906.51
243 Gates Foundation	119,600.00	0.00	99,918.78	0.00	19,681.22
244 Harvard CS Kiosk Project	8,179.65	0.00	538.15	381.07	7,260.43
251 LSTA-Library for the Blind	136,118.84	223,892.00	336,118.82	0.00	23,892.02
252 LSTA-Know It Now	170,379.10	405,465.39	341,692.06	7,525.96	226,626.47
253 MetLife-Fit for Life II	6,677.45	0.00	0.00	0.00	6,677.45
254 MyCom	0.00	103,300.02	53,940.88	123,315.70	(73,956.56)
Total Special Revenue Funds	\$ 10,234,794.92	\$ 1,130,130.21	\$ 1,184,300.62	\$ 377,662.81	\$ 9,802,961.70
401 Building & Repair	7,553,771.11	0.00	2,221,084.35	349,962.67	4,982,724.09

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 7,553,771.11	\$ 0.00	\$ 2,221,084.35	\$ 349,962.67	\$ 4,982,724.09
501 Abel	153,045.11	318.47	2,000.00	0.00	151,363.58
502 Ambler	1,457.48	0.00	0.00	0.00	1,457.48
503 Beard	102,790.43	160.46	2,294.00	0.00	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	292.47	0.00	58,111.56
508 Root	25,659.21	26.29	600.00	0.00	25,085.50
509 Sugarman	158,947.87	(78.98)	2,040.00	0.00	156,828.89
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	14,649.44	8,899.66	1,473,586.29
Total Permanent Funds	\$ 2,426,168.38	\$ 3,396.77	\$ 21,875.91	\$ 8,899.66	\$ 2,398,789.58
Total All Funds	\$ 50,020,990.60	\$ 56,200,770.02	\$ 52,052,890.25	\$ 6,808,840.77	\$ 47,360,029.60

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

Balance of All Funds	<u><u>\$ 54,164,136.08</u></u>
Chase-Checking	9,188.09
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	86,167.80
KeyBank-MC/VISA	38,934.93
Fifth Third - Checking	1,109,756.96
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>\$ 1,259,797.78</u></u>
National City - Investments	33,626,421.74
NCB/Allegiant Money Market	130,948.04
KeyBank - Victory Fund	0.00
STAR OHIO Investment	7,664,803.74
Investments	<u><u>\$ 41,422,173.52</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>\$ 54,164,136.08</u></u>

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES
AND ON STRATEGIC PLAN EXPENDITURES
THROUGH OCTOBER 31, 2010

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

General Fund - Receipts						
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year	
PLF- Public Library Fund	19,726,368	17,123,190	2,603,178	87%	86%	
General Property Tax	27,738,384	28,316,031	(577,647)	102%	108%	
Rollback, Homestead, CAT	8,127,349	4,617,193	3,510,156	57%	65%	
Federal Grants	4,998	4,998	0	100%	0%	
State Aid	800,000	1,274,194	(474,194)	159%	67%	
Fines & Fees	300,000	381,109	(81,109)	127%	84%	
Investment Earnings	300,000	625,902	(325,902)	209%	66%	
Services to Others-Clevnet	2,400,000	2,297,812	102,188	96%	83%	
Miscellaneous	380,000	426,814	(46,814)	112%	18%	
Advances & Transfers	0	0	0	0%	0%	
TOTALS	59,777,099	55,067,243	4,709,856	92%	93%	

Note (1): Certificate from Cuyahoga County Budget Commission dated October 4, 2010.

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

General Fund - Expenditures						
	Appropriation	Expended/	Balance	Percent	Percent	Percent
	(2)	Encumbered		To Date (3)		Prior
						Year
Salaries/Benefits	38,566,407	31,406,674	7,159,733	81%	81%	85%
Supplies	1,288,701	881,966	406,734	68%	68%	73%
Purchased Services	12,326,507	11,140,532	1,185,975	90%	90%	96%
Library Materials	12,873,488	10,668,185	2,205,303	83%	83%	82%
Capital Outlay	890,702	487,315	403,387	55%	55%	71%
Other	122,941	113,272	9,669	92%	92%	77%
SUBTOTAL	66,068,746	54,697,945	11,370,801	83%	83%	86%
Advances/Transfers	0	0	0	0%	0%	0%
TOTALS	66,068,746	54,697,945	11,370,801	83%	83%	82%

Note (2): Appropriation of \$63,923,434 plus carried forward encumbrance of \$2,145,312.

Note (3): Subtotal includes 74% expended and 9% encumbered.

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
 For the Period Ended
October 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		5 Year Budget To Date	
	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			0.000	1.461	0.000	0.000	13.064	13.180
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118	0.021	0.021			0.000	0.000	0.000	0.000	0.925	0.931
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845	3.000	0.435			0.000	4.627	0.000	2.156	15.000	9.462
TOTALS	4.182	1.182	5.572	2.477	6.215	3.509	6.370	3.539			0.000	6.088	0.000	2.156	28.990	23.573
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
 October 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	5,813	0	(337,336)
Woodland - Land	21,000	21,292	176	0	(468)
Woodland - Expansion/Parking	1,200,000	952,320	1,317,509	107,462	(1,177,291)
Rice	5,300,000	4,179,223	832,444	32,890	255,443
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	2,155,941	163,405	(1,391,765)

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS - October 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 October 1, 2010 through October 31, 2010.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
10/01/10 - 10/31/10	31	Various	Key Bank	Various	\$	1.58	Sweep Money Market
10/01/10 - 10/31/10	31	Various	STAR Ohio	Various		956.43	Investment Pool
10/01/10 - 10/31/10	31	Various	PNC	Various		8.72	Sweep Money Market
04/14/10 - 10/14/10	184	1,000,000	Federal Home Loan Mort Crp	3.250%		16,250.00	Federal Agency
04/21/10 - 10/21/10	184	500,000	Federal Farm Credit Bank	2.625%		6,562.50	Federal Agency
04/21/10 - 10/21/10	184	500,000	Federal Farm Credit Bank	2.625%		6,562.50	Federal Agency
04/21/10 - 10/21/10	184	500,000	Federal Farm Credit Bank	2.625%		6,562.50	Federal Agency
04/25/10 - 10/25/10	184	500,000	Federal Home Loan Mort Crp	1.125%		2,812.50	Federal Agency
04/25/10 - 10/25/10	184	2,000,000	Federal Home Loan Mort Crp	1.125%		11,250.00	Federal Agency
07/22/10 - 10/22/10	93	1,000,000	Federal Home Loan Bank	1.320%		3,300.00	Federal Agency

Earned Interest October 2010 \$ 54,266.73
 Earned Interest Year To Date \$ 625,902.24

CLEVELAND PUBLIC LIBRARY**Finance Committee
November 18, 2010****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR OCTOBER 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
Kent School Library Information Science Know it Now Classes Columbus, Ohio	9/24/10 & 10/1/10	Don Boozer	157.87
Ohio Library Council Leadership Conference Columbus, Ohio	10/14/10	Don Boozer	202.00
Northeast Ohio Regional Library System Annual Early Childhood literature Conference Boardman, Ohio	10/2/10	Rhonda Fulton	81.00
American Payroll Association Chapter Meeting Brunswick, Ohio	10/21/10	Ronelle Miller-Hood	30.00
Ohio Library Council Leadership Conference Columbus, Ohio	10/14/10	Michael Monaco	193.00
Ohio Library Council Think Ahead - Think Opportunity Workshop Kent, Ohio	3/31/10	Sandra Nosse	110.00
Case Western Reserve University Creating Positive Youth Spaces Workshop Cleveland, Ohio	10/12/10 & 10/19/10	Kevin Ray	15.00
State Library of Ohio Consumer Advisory Committee Meeting Columbus, Ohio	10/6/10	William Reed	122
Case Western Reserve University Creating Positive Youth Spaces Workshop Cleveland, Ohio	10/12/10 & 10/19/10	Monica Rudzinski	15.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Case Western Reserve University Creating Positive Youth Spaces Workshop Cleveland, Ohio	10/12/10 & 10/19/10	Manisha Spivey	15.00
Case Western Reserve University Creating Positive Youth Spaces Workshop Cleveland, Ohio	10/12/10 & 10/19/10	Ginaya Willoughby	15.00
TOTAL			\$955.87

SUMMARY

FUND	OCTOBER	YEAR TO DATE
General	\$596.00	\$16,766.98
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	5,692.12
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	359.87	5,433.85
TOTAL	\$955.87	\$27,892.95

Human Resources Committee Report
November 18, 2010

CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2010 TO 10/31/2010

EMPLOYEE: ARROYO, JUANITA M
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/25/2010
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	0.00	9.01	VACANCY

EMPLOYEE: BURGIO, ANGELA M
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/26/2010
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	0.00	9.01	VACANCY

EMPLOYEE: DELOACH, MICHAEL
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/25/2010
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	0.00	9.01	VACANCY

EMPLOYEE: FLANNIGAN, CIARRA M
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/27/2010
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	0.00	9.01	VACANCY

EMPLOYEE: FORD, ANNA K
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F EFFECTIVE DATE 10/24/2010
CURRENT STEP: 4 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	23.29	24.36	TRANSFER

EMPLOYEE: FULLMER, ANNA E
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/25/2010
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	0.00	9.01	VACANCY

CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2010 TO 10/31/2010

EMPLOYEE: JAENKE, ADAM
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/13/2010
CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
REHIRE EE IN SYSTEM	0.00	9.45	VACANCY

EMPLOYEE: KEMP, EARLAINA
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/27/2010
CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
REHIRE EE IN SYSTEM	0.00	9.01	VACANCY

EMPLOYEE: MOORE, KEVIN
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F EFFECTIVE DATE 10/24/2010
CURRENT STEP: 4 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	23.29	24.36	TRANSFER

EMPLOYEE: ODUM, ERIC
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/12/2010
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	0.00	9.01	VACANCY

EMPLOYEE: PETRUCZ, WILLIAM
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F EFFECTIVE DATE 10/24/2010
CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	9.45	21.66	PROMOTION

EMPLOYEE: PITTMAN, TERRANCE L
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/05/2010
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	0.00	9.01	VACANCY

CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2010 TO 10/31/2010

EMPLOYEE: PRIAH, SYDNEE S
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/26/2010
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	9.01	VACANCY

EMPLOYEE: ROBINSON, DAVIYONA M
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/25/2010
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	9.01	VACANCY

EMPLOYEE: SESSION, JOHNNIE
JOB TITLE: SUPERVISOR OF CUSTODIAL SVCS

CURRENT GRADE: E EFFECTIVE DATE 10/10/2010
CURRENT STEP: 6 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE	43,856.54	45,714.24	PROMOTION

EMPLOYEE: SMITH, SHARDA P
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/26/2010
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	9.01	VACANCY

EMPLOYEE: SMITH, SHARQUA S
JOB TITLE: PAGE

CURRENT GRADE: Z EFFECTIVE DATE 10/13/2010
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	9.01	VACANCY

EMPLOYEE: WHITE-YATES, BEVERLY A
JOB TITLE: ADMINISTRATIVE ASSISTANT

CURRENT GRADE: F EFFECTIVE DATE 10/10/2010
CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE	23,279.36	42,643.90	TRANSFER

CLEVELAND PUBLIC LIBRARY
 HUMAN RESOURCES DEPARTMENT
 LIBRARY BOARD OF TRUSTEES
 TERMINATION REPORT
 10/01/2010 TO 10/31/2010

Human Resources Committee Report
 November 18, 2010

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERMINATE DATE	REASON
RESIGNATIONS				
BAILON, BETSABE F	SOUTH BROOKLYN	PAGE	10/13/2010	PERSONAL REASONS
COLON, JOSE D	SHELF PAGES	PAGE	10/06/2010	PERSONAL REASONS
CORY, ABIGAIL	SHELF PAGES	PAGE	10/13/2010	PERSONAL REASONS
HESTER, CHARLES	LANGSTON HUGHES	LIBRARY ASST-COMP EMPH	10/08/2010	PERSONAL REASONS
SNOWDEN, AUDREY	SOUTH	CHILDRENS LIBRARIAN	10/09/2010	MOVING
RETIREMENTS				
GUZI, GLORIA J	ACQUISITIONS	ACQUISITIONS LIBRARIAN SERIAL	10/29/2010	RETIREMENT
OTHER TERMINATIONS				
ROBERTS, ANTHONY M	SECURITY	SECURITY OFFICER	10/19/2010	TERMINATION INVOLUNTARY

EMPLOYEE NAME
 Entry date in 10/1/2010 to 10/31/2010
 RESIGNATIONS

CLARDY, JAMES A

MCKENZIE, DEANNA D

DEPARTMENT	JOB TITLE	TERMINATE DATE	REASON
SHELF PAGES	PAGE	08/28/2010	RETURN TO SCHOOL
SHELF PAGES	PAGE	07/13/2010	ANOTHER JOB

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report
November 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	4,338.18
March	4,362.18	3,536.29
April	3,948.74	*5,606.63
May	*4,903.71	3,667.67
June	1,653.70	2,583.52
July	3,396.99	2,779.95
August	3,743.54	3,179.51
September	3,845.37	2,821.62
October	*7,752.20	*5,741.47
November	5,093.24	
December	4,244.91	

***Covers three pay dates (rev11/16/10)**

CLEVELAND PUBLIC LIBRARY
Oct. 1, 2010- Oct. 31, 2010
EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

Human Resources Committee Report
November 18, 2010

Totals Job Category	Male						Female					
	A	B	C	D	E	F	G	H	I	J	K	
Officials/Administrators	74	22	9	1			26	16				
Professionals	87	18	2		1		46	16	2	2		
Technicians	21	10	3	1			6	1				
Protective Service	17	10	6	1								
Para-Professionals	133	19	38		1		31	35	6	3		
Administrative Support	309	26	70	3	5		50	135	19	1		
Skilled Craft	11	7	2		1			1				
Service Maintenance	49	11	32	1			2	3				
Grand Total	701	123	162	7	8	0	161	207	27	6	0	

A= Total Column
B= White **C=Black** **D=Hispanic** **E=Asian/Pacific**
G=White **H=Black** **i=Hispanic** **J=Asian/Pacific**

F= American Indian/Alaskan Native
K=American Indian/Alaskan Native

**INSURANCE REPORT
FOR THE MONTH OF
NOVEMBER
2010**

Human Resources Committee Report
November 18, 2010

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	89	78	167
Kaiser HMO	210	97	307
Delta Dental	238	168	406

Workers' Compensation Lost Time Report

	Dept/Location	Date of Injury	Total days missed during report month
Classification			
Outreach Service Manager	Main Library Office	8/4/2010	30
Driver	Facilities	10/26/2010	5

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR OCTOBER 2010

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	2010	2009	
Main Library	168,396	173,912	842	716	1,647,999	1,666,805	-1.1%
Branches & Mobile Units	354,332	390,540	1,695	1,560	3,394,957	3,602,875	-5.8%
Library for the Blind	59,020	62,937	369	358	605,154	441,846	37.0%
TOTAL CIRCULATION	581,748	627,389			5,648,110	5,711,526	-1.1%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	
eBook	1,770	851	14,771	7,794	89.5%
eAudioBook	1,757	1,357	16,145	11,740	37.5%
eMusic	20	32	300	368	-18.5%
eVideo	40	40	360	531	-32.2%
TOTAL eCIRCULATION	3,587	2,280	31,576	20,433	54.5%

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2010	2009	2010	2009	
Main Library	72	44 minutes	11,015	15,911	8,151	12,210	-33.2%
Branches	328	40 minutes	63,498	81,218	42,845	41,462	3.3%
TOTAL USAGE	400		74,513	97,129	50,996	53,672	-5.0%

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 Hourly		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	2010	2009	
Main Library	49,559	62,024	248	255	550,174	596,281	-7.7%
Branches	266,344	306,621	1,274	1,225	2,733,010	2,935,765	-6.9%
Mobile Unit	790	717			7,438	7,762	-4.2%
TOTAL VISITS	316,693	369,362			3,290,622	3,539,808	-7.0%

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR OCTOBER 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	8,734	779	638	848	0	10,999	1,160	12,159
Broadway	2,944	181	122	183	0	3,430	327	3,757
Brooklyn	6,119	771	492	515	0	7,897	789	8,686
Carnegie West	9,300	891	1,115	1,300	0	12,606	1,129	13,735
Collinwood	7,764	674	681	880	0	9,999	1,171	11,170
East 131st	3,342	591	330	366	0	4,629	539	5,168
Eastman	15,749	1,678	1,305	1,887	0	20,619	1,884	22,503
Fleet	11,130	913	877	1,035	0	13,955	1,320	15,275
Fulton	8,615	803	582	1,081	0	11,081	1,106	12,187
Garden Valley	4,098	366	149	226	0	4,839	489	5,328
Glenville	5,561	677	474	851	0	7,563	637	8,200
Harvard-Lee	7,360	638	485	916	0	9,399	950	10,349
Hough	4,680	695	462	499	0	6,336	578	6,914
Jefferson	7,164	658	847	1,106	0	9,775	1,015	10,790
Langston Hughes	5,709	530	764	599	0	7,602	852	8,454
Lorain	9,878	859	549	996	0	12,282	1,055	13,337
Martin Luther King, Jr.	6,007	406	726	940	210	8,289	1,022	9,311
Memorial-Nottingham	14,014	1,100	1,243	2,101	0	18,458	1,832	20,290
Mt. Pleasant	4,694	682	307	485	0	6,168	682	6,850
Rice	11,069	730	524	842	0	13,165	1,179	14,344
Rockport	18,022	1,562	1,268	1,966	5	22,823	1,936	24,759
South	6,711	531	401	603	0	8,246	964	9,210
South Brooklyn	17,053	1,164	1,404	2,283	0	21,904	2,706	24,610
Sterling	5,329	478	392	505	150	6,854	523	7,377
Union	4,567	665	340	668	0	6,240	595	6,835
Walz	12,719	1,078	975	1,627	0	16,399	1,432	17,831
West Park	18,134	1,484	2,204	3,239	105	25,166	3,516	28,682
Woodland	7,900	618	312	515	0	9,345	1,005	10,350
BRANCH TOTAL	244,366	22,202	19,968	29,062	470	316,068	32,393	348,461
Mobile Units	3,842	431	360	332	851	5,816	55	5,871
TOTAL	248,208	22,633	20,328	29,394	1,321	321,884	32,448	354,332

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2010	2009	2010	2009		
Addison	12,159	18,172	139,230	159,828	-20,598	-12.9%
Broadway	3,757	3,628	35,144	36,904	-3,760	-9.7%
Brooklyn	8,686	9,697	82,887	97,704	-14,817	-15.2%
Carnegie West	13,735	14,333	130,136	130,909	-773	-0.6%
Collinwood	11,170	13,686	109,433	128,224	-18,791	-14.7%
East 131st	5,168	6,126	47,368	56,433	-9,065	-16.1%
Eastman	22,503	21,395	212,657	192,270	20,387	10.6%
Fleet	15,275	16,908	144,845	146,323	-1,478	-1.0%
Fulton	12,187	11,567	114,992	99,313	15,679	15.8%
Garden Valley	5,328	4,340	49,222	45,376	3,846	8.5%
Glenville	8,200	9,700	76,453	93,586	-17,133	-18.3%
Harvard-Lee	10,349	11,680	99,623	105,514	-5,891	-5.6%
Hough	6,914	8,586	64,509	75,014	-10,505	-14.0%
Jefferson	10,790	13,029	108,664	125,907	-17,243	-13.7%
Langston Hughes	8,454	7,749	76,887	72,536	4,351	6.0%
Lorain	13,337	14,581	129,836	136,002	-6,166	-4.5%
Martin Luther King, Jr.	9,311	10,499	91,828	96,287	-4,459	-4.6%
Memorial-Nottingham	20,290	22,487	197,989	202,645	-4,656	-2.3%
Mt. Pleasant	6,850	9,065	67,790	85,772	-17,982	-21.0%
Rice*	14,344	10,815	134,811	91,950	42,861	46.6%
Rockport	24,759	24,796	233,318	237,841	-4,523	-1.9%
South	9,210	12,477	94,522	113,687	-19,165	-16.9%
South Brooklyn	24,610	27,401	242,952	257,224	-14,272	-5.5%
Sterling	7,377	8,520	65,764	72,894	-7,130	-9.8%
Union	6,835	9,389	60,788	84,661	-23,873	-28.2%
Walz	17,831	20,200	178,184	175,748	2,436	1.4%
West Park	28,682	31,316	287,901	303,331	-15,430	-5.1%
Woodland**	10,350	12,425	63,505	122,590	-59,085	-48.2%
BRANCH TOTAL	348,461	384,567	3,341,238	3,548,473	-207,235	-5.8%
Mobile Units	5,871	5,973	53,719	54,402	-683	-1.3%
TOTAL	354,332	390,540	3,394,957	3,602,875	-207,918	-5.8%

*The old Rice Branch building closed January 9, 2010; the new building opened January 23, 2010.

**Woodland Branch closed 10/28/2009 - 04/23/2010 for ADA accessibility renovation, asbestos abatement, and roof repair.

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2010	2009	2010	2009		
Addison	7,237	9,352	70,891	88,487	-17,596	-19.9%
Broadway	1,793	2,273	17,325	22,945	-5,620	-24.5%
Brooklyn	4,348	4,933	44,328	48,753	-4,425	-9.1%
Carnegie West	17,581	20,436	193,826	224,261	-30,435	-13.6%
Collinwood	7,085	9,913	80,715	95,993	-15,278	-15.9%
East 131st	7,108	7,070	65,865	68,606	-2,741	-4.0%
Eastman	13,127	14,222	134,872	139,717	-4,845	-3.5%
Fleet	10,254	11,497	108,122	117,113	-8,991	-7.7%
Fulton	7,722	7,653	76,700	73,641	3,059	4.2%
Garden Valley	5,392	7,813	67,582	70,736	-3,154	-4.5%
Glenville	8,781	9,558	88,753	95,981	-7,228	-7.5%
Harvard-Lee	8,746	11,719	97,934	124,060	-26,126	-21.1%
Hough	14,088	18,207	144,864	173,406	-28,542	-16.5%
Jefferson	8,176	10,424	86,740	95,142	-8,402	-8.8%
Langston Hughes	6,627	8,128	71,635	71,413	222	0.3%
Lorain	7,555	8,751	79,604	92,425	-12,821	-13.9%
Martin Luther King, Jr.	6,034	7,192	65,397	73,792	-8,395	-11.4%
Memorial-Nottingham	8,908	11,301	94,929	99,343	-4,414	-4.4%
Mt. Pleasant	7,073	11,244	82,905	96,240	-13,335	-13.9%
Rice*	17,992	9,176	158,208	67,869	90,339	133.1%
Rockport	10,892	12,037	116,359	125,829	-9,470	-7.5%
South	9,151	10,830	93,962	99,924	-5,962	-6.0%
South Brooklyn	15,607	18,416	171,176	173,805	-2,629	-1.5%
Sterling	13,917	14,231	128,063	129,557	-1,494	-1.2%
Union	10,869	16,397	106,582	126,451	-19,869	-15.7%
Walz	10,660	12,690	109,323	117,261	-7,938	-6.8%
West Park	11,665	13,121	123,974	130,841	-6,867	-5.2%
Woodland*	7,956	8,037	52,376	92,174	-39,798	-43.2%
BRANCH TOTAL	266,344	306,621	2,733,010	2,935,765	-202,755	-6.9%
Mobile Unit	790	717	7,438	7,762	-324	-4.2%
TOTAL	267,134	307,338	2,740,448	2,943,527	-203,079	-6.9%

*See footnote p. 3

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS OCTOBER 2010**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	28,682	1 Rice*	17,992	1 South Brooklyn	31,511
2 Rockport	24,759	2 Carnegie West	17,581	2 Fleet	27,822
3 South Brooklyn	24,610	3 South Brooklyn	15,607	3 West Park	27,291
4 Eastman	22,503	4 Hough	14,088	4 Eastman	23,686
5 Memorial-Nottingham	20,290	5 Sterling	13,917	5 Rice	22,240
6 Walz	17,831	6 Eastman	13,127	6 Fulton	20,026
7 Fleet	15,275	7 West Park	11,665	7 Memorial-Nottingham	19,553
8 Rice	14,344	8 Rockport	10,892	8 Rockport	19,404
9 Carnegie West	13,735	9 Union	10,869	9 Harvard-Lee	18,834
10 Lorain	13,337	10 Walz	10,660	10 Langston Hughes	17,982
11 Fulton	12,187	11 Fleet	10,254	11 Glenville	17,317
12 Addison	12,159	12 South	9,151	12 Walz	16,558
13 Collinwood	11,170	13 Memorial-Nottingham	8,908	13 Collinwood	16,270
14 Jefferson	10,790	14 Glenville	8,781	14 Addison	16,169
15 Woodland	10,350	15 Harvard-Lee	8,746	15 East 131st	15,658
16 Harvard-Lee	10,349	16 Jefferson	8,176	16 Martin Luther King, Jr.	15,212
17 Martin Luther King, Jr.	9,311	17 Woodland	7,956	17 Mt. Pleasant	14,724
18 South	9,210	18 Fulton	7,722	18 Lorain	13,233
19 Brooklyn	8,686	19 Lorain	7,555	19 Carnegie West	10,549
20 Langston Hughes	8,454	20 Addison	7,237	20 Union	10,316
21 Glenville	8,200	21 East 131st	7,108	21 Sterling	8,046
22 Sterling	7,377	22 Collinwood	7,085	22 Woodland	7,492
23 Hough	6,914	23 Mt. Pleasant	7,073	23 South	7,009
24 Mt. Pleasant	6,850	24 Langston Hughes	6,627	24 Hough	6,197
25 Union	6,835	25 Martin Luther King, Jr.	6,034	25 Brooklyn	5,419
26 Garden Valley	5,328	26 Garden Valley	5,392	26 Jefferson	3,587
27 East 131st	5,168	27 Brooklyn	4,348	27 Garden Valley	2,857
28 Broadway	3,757	28 Broadway	1,793	28 Broadway	1,687
	348,461		266,344		416,649
					473,177

1191

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

*Rice Branch ranked #19 in October 2009.

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

OTHER TRANSACTIONS

Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	
CLEVNET	79,434	76,497	767,142	716,211	7.1%
MORE	1,037	1,691	8,686	15,661	-44.5%
Other Libraries	445	719	5,982	6,504	-8.0%
TOTAL	80,916	78,907	781,810	738,376	5.9%

*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION

Items copied
Prints

Reliable comparative data not available as some workflow moved into the ILL Fee Management system (IFM) in Sept-10.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	
Projected (Mon - Sat)	26,999	26,588	268,916	256,301	4.9%
KnowItNow Web Reference*	1,741	2,097	12,755	20,646	-38.2%
Research Correspondence	1,367	1,166	11,934	13,877	-14.0%
Interlibrary Loan Requests	3,929	6,379	38,409	61,839	-37.9%
Sunday Count**	0	0	0	5,521	-100.0%
TOTAL	34,036	36,230	332,014	358,184	-7.3%

*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 since Sept 2009 due to cuts in State funding.

CHANGES IN PERMANENT COLLECTION

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	
New Titles Added	7,443	8,445	68,247	68,522	-0.4%
Total Items Added	40,479	32,733	310,221	280,179	10.7%

PERMANENT CARDS ISSUED

	Monthly Total		Year-to-Date	
	2010	2009	2010	2009
	2,223	*	21,354	*

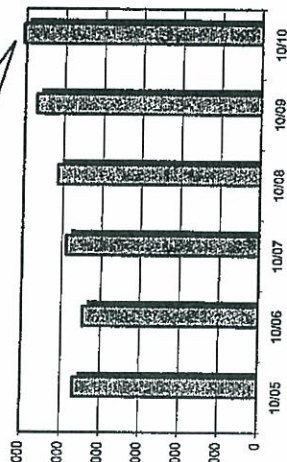
*Reliable comparative data not available now that Greater Access Card registrations from Cuyahoga County Public Library are being transferred irregularly, making 2010 figures appear unusually low.

	HOURS OPEN		Difference
	2010	2009	
Main Library	200.0	243.0	-17.7%
Branches (average)	209.0	250.3	-16.5%

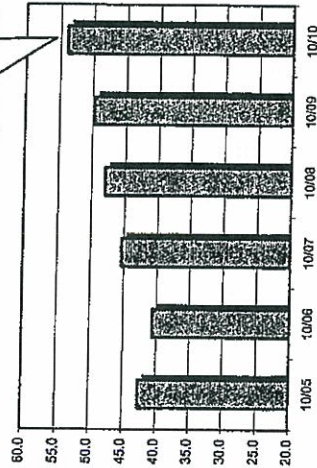
The difference in hours open is due to three factors: 1) Overall reduction in public service hours due to budget cuts; 2) Furlough day 11 Oct 2010; 3) Oct-10 had 5 Sundays/4 Saturdays while Oct-09 had 4 Sundays/5 Saturdays.

**CLEVELAND PUBLIC LIBRARY
ANALYSIS OF OUTPUT MEASURES OCTOBER 2010**

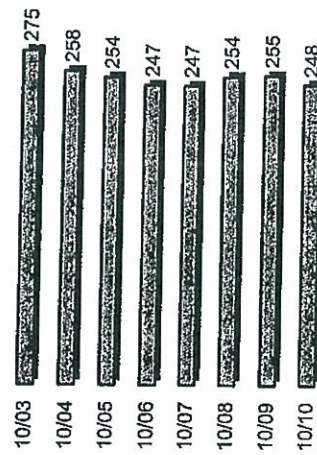
Average daily circulation of Main Library materials
for month of October from 2005.



Branch direct circulation per hour open for the month of October 2005-2010



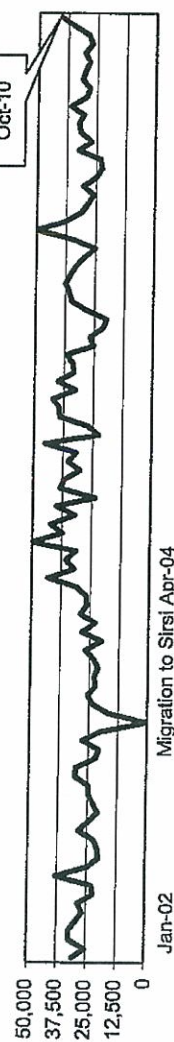
Visits to Main Library per hour open for the month of October from 2003 to present



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 open for the month of October from 2003 to present

